

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
January 15, 2013**

CALL TO ORDER

President Fraites called the regular meeting of the Board of Directors of North Marin Water District to order at 7:30 p.m. at the District Headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Stephen Petterle, and Dennis Rodoni. Also present were General Manager Chris DeGabriele, Secretary Katie Young, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre. Director John Schoonover was absent.

Theresa Bangart and George Goerl (residents of Red Hawk Rd.), District employees Robert Clark (Operations/Maintenance Superintendent), and Doug Moore (Construction/Maintenance Superintendent) were in the audience.

MINUTES

On motion of Director Baker, seconded by Director Rodoni and carried by the following vote, the Board approved the minutes from the previous meeting as amended:

AYES: Directors Baker, Fraites, Petterle, Rodoni

NOES: None

ABSTAIN: None

ABSENT: Director Schoonover

GENERAL MANAGER'S REPORT:

Public Policy Facilitating Committee Meeting

Mr. DeGabriele informed the Board that he and Director Fraites attended the Public Policy Facilitating Committee Meeting on December 20th. He stated that the meeting included an overview of this year's progress on compliance with the Russian River Biological Opinion.

Oceana Marin Homeowner's Association

Mr. DeGabriele advised the Board that he will attend the Oceana Marin Homeowner's Association semi-annual meeting on Saturday, January 19, 2013 to review last year's activities and talk about plans for the coming year in Oceana Marin.

Mr. DeGabriele reminded the Board that the next NMWD Regular Board meeting would be February 5th.

OPEN TIME:

President Fraites asked if anyone in the audience wished to bring up an item not on the agenda and there was no response.

STAFF/DIRECTORS REPORTS:

President Fraites asked if staff or Directors wished to bring up an item not on the agenda and the following items were discussed:

Robert Clark advised the Board that the District has finished the majority of the annual maintenance tasks at the Stafford Treatment Plant and that the plant should start up later in the week.

Director Petterle informed the Board that while playing golf over the weekend he noticed four kayaks on Stafford Lake and notified the sheriff department who immediately removed the kayakers.

Director Rodoni opined that he most likely will be nominated to the vice chair of the Water Advisory Committee and that while he will be pleased to receive the nomination, there will be budgetary impacts, including more meetings and it could involve a yearly trip to Washington D.C. He stated that it would likely be a three year commitment, one year as vice chair and two years as chair.

MONTHLY PROGRESS

Mr. DeGabriele reported that through December water production in Novato and West Marin was down compared to December 2011. He stated that Stafford Treatment Plant was not operating in December and that it will start up soon. Mr. DeGabriele said that with Stafford Lake full and with the early rain both Lake Mendocino and Lake Sonoma are at excellent storage levels. Mr. DeGabriele advised that freeboards at the Oceana Marin treatment and storage ponds were in good shape. He noted that the District has gone 353 days without a lost time accident and that staff should be commended for the great safety performance. Mr. DeGabriele stated that in December there were ten polybutylene and two copper service lines replaced. He said that the Summary of Complaints and Service Orders for the month of December were down from last year as were the high bill complaints and that there were no water quality complaints during the month. Mr. DeGabriele advised the Board that there were 252 customer service questionnaires sent out during the quarter and only 11% were returned, although 99% of those returned agreed the District was doing a good job responding to the customers concerns.

Mr. Bentley informed the Board that the Monthly Report of Investments shows that the cash balance decreased by \$548,000 during December, to \$8.4M. He stated that the cash balance is down \$2.1M to date for this fiscal year due to money loaned to the Recycled Water System expansion. Mr. Bentley noted that the District is waiting for reimbursement of \$6.5M in grant (\$1.4) and SRF loan (\$5.1M) money for the Recycled Water System expansion and that the District's investment portfolio is earning 0.42% interest.

CONSENT CALENDAR

At the request of Director Baker, Item Number 6, Request Out-of-State Travel for Stacie Goodpaster, was removed from the Consent Calendar for further discussion.

On motion of Director Petterle, seconded by Director Rodoni and unanimously carried by those Directors present the Agenda Items Numbered 7 through 9, were approved on the Consent Calendar.

REQUEST OUT-OF-STATE TRAVEL FOR STACIE GOODPASTER

This item was removed from the Consent Calendar at the request of Director Baker.

Director Baker asked if sending Mr. Ramudo's assistant was a good idea and if the conference was meant for agency's on a bigger scale.

Mr. DeGabriele stated that Stacie Goodpaster has been a member of the American Water Works Association (AWWA) California Nevada section Water Quality Analyst Certification Committee for over 5 years and is currently the chair of said committee. He further advised that the District encourages staff to be involved in AWWA and that Ms. Goodpaster meets with other members of the committee for regular teleconferences and is responsible for developing laboratory analyst's tests for certification.

Director Baker asked how many people were on the committee. Mr. DeGabriele responded eleven and that Drew McIntyre was also a chair of the Pipeline Rehabilitation Committee for AWWA and would be attending the conference.

On motion of Director Petterle, seconded by Director Baker, and unanimously carried by those Directors present, the Board authorized Stacie Goodpaster to travel out of state to attend the AWWA spring conference.

REGULATION 5 UPDATE

Regulation 5, Temporary Service was amended to revise the refundable security deposit to reflect the current replacement cost of a hydrant meter (\$850) used for temporary water service. The cost for temporary service through a hydrant meter will now be \$950, of which \$100 is a non-

refundable charge for administration, installing and removing the meter. A new one-sentence section has been added to the end of Regulation 5 to clarify that a bimonthly service charge and water quantity charge applies to use the hydrant meter.

EXTENSION OF HALF MOON TANK LICENSE AGREEMENT FOR NSD ANTENNA

Novato Sanitary District currently has a ten year license agreement with the District allowing use of the Half Moon tank site to place an antenna, and 24" x 30" equipment box. The current license runs through January 31, 2013 with a provision to extend the term of the agreement for an additional ten years.

The Novato Sanitary District has requested an extension according to the agreement terms and the extension for a ten year term from February 1, 2013 to January 31, 2023.

PROPOSED FY13/14 BUDGET REVIEW SCHEDULE

The Board approved the proposed FY 13/14 Budget Review schedule.

ACTION CALENDAR

ADDITIONAL BILL ADJUSTMENT- BANGART

Mr. Bentley informed the Board that Theresa Bangart from Red Hawk Road received her bill at the end of November for \$299. He stated that her normal bill was in the \$35 range. He noted that Ms. Bangart called the District to check for leaks and requested a Water Smart Home Survey, which found no leaks. Mr. Bentley said that Ms. Bangart received a bill adjustment of \$148 reducing her bill to \$150. He said that Ms. Bangart has been a resident in Novato for 16 years and pays her bill on time. Mr. Bentley advised the Board that there are two options; they could let the bill stand as adjusted or the Board could grant Ms. Bangart her request of a full adjustment reducing her November bill to the same consumption as November 2011, equal to \$37.

Theresa Bangart expressed her gratitude towards the Board for considering her appeal. She expressed her frustration regarding the denial of her adjustment stating that she never used the water that was mentioned on her bill. She informed the Board she had called the District to try and help solve the issue of the unused water and that the District stated to her that there were no leaks, no running toilets, no overflows, no minor flood, no broken pipes, and no outside watering. Ms. Bangart informed the Board that she recently received information unbeknownst to her, on November 3rd there was a large leak that occurred at 226 Red Hawk Rd and there was water running out onto the street. She stated that her neighbor contacted Wakefield/Sharp, the Homeowner's Association manager, and they did not get a plumber to fix the pipe until November 6th. Ms. Bangart noted that Tarentino plumbing company came out to fix the pipeline that was broken and that her meter was the only meter affected.

Director Rodoni suggested she contact Wakefield/Sharp regarding the charges since it took them over 72 hours to turn off the meter. Director Rodoni informed Ms. Bangart that since the main break was on the consumer side of the meter the District is not responsible for the repairs, the consumer is.

Mr. DeGabriele stated that he will contact Mark Sharp from Wakefield/Sharp and advocate for Ms. Bangart, letting him know that the District private service lines beyond the meter need more prompt action should there be a leak, and the District be notified right away so we can properly turn the meter off. He noted that he will request Wakefield/Sharp to pay the requested bill adjustment for Ms. Bangart.

Director Petterle suggested that the Board decide on an amount that Ms. Bangart shall pay if Wakefield/Sharp would not pay the entire bill. Director Rodoni stated that if the property manager does not pay the bill the Board will adjust Ms. Bangart's bill to \$75, which she will pay.

Director Baker opined that the District should not be responsible for the leak and that Ms. Bangart already received an adjustment and they should not support further adjustment.

On motion of Director Petterle, seconded by Director Rodoni and carried by the following vote, the Board authorized the General Manager to approach the property manager, Mark Sharp, to request they pay Ms. Bangart's requested bill adjustment; if they deny this request, Ms. Bangart's bill will be reduced to \$75.

AYES: Directors Fraites, Petterle, Rodoni

NOES: Baker

ABSTAIN: None

ABSENT: Director Schoonover

Ms. Bangart and Mr. Goerl left the meeting.

RECYCLED WATER NORTH/SOUTH SERVICE AREA- ON-SITE RETROFIT CONSTRUCTION PROJECT (GROUP 2)- APPROVE BID ADVERTISEMENT

Mr. McIntyre informed the Board that staff is ready to move forward with additional onsite retrofits for the Recycled Water North/South Service Area and are requesting bid advertisement approval. He stated that the project consists of on-site retrofits to convert seventeen (17) customers' sites from current potable water use for irrigation to recycled water use. He stated that with the completion of the Group 2 retrofit project, all sites in the respective North and South Service Area will be completed except for five sites. Mr. McIntyre stated that the estimated

engineering construction cost for the project is \$315,000 and will be District funded. He stated that project will be advertised starting on January 25, 2013, with the estimated completion date set for June 30, 2013.

Director Petterle asked staff if the Meadow Park Homeowner's Association was notified that there was an agenda item tonight regarding this item. Mr. McIntyre stated that they were not notified of tonight's agenda items but they are aware that the District is doing the retrofits. Director Petterle requested that the Meadow Park Homeowner's Association be notified on any item of interest to them so they are aware of what is going on. Mr. McIntyre said that he will add the Homeowners Association to the agenda distribution list and also to request Data Instincts include them on their project notification list.

On motion of Director Petterle, seconded by Director Baker, and unanimously carried by those Directors present the Board authorized bid advertisement of the Recycled Water North/South Service Areas- On-Site Retrofit Construction Project (Group 2).

CHANGE ORDER NO. 5- ENVIRONMENTAL SCIENCE ASSOCIATES FOR PERMITTING AND MITIGATION MONITORING SERVICES (RECYCLED WATER EXPANSION)

Mr. McIntyre reminded the Board of the various change orders with Environmental Science Association (ESA) approved at past meetings regarding the Recycled Water Expansion Project. He stated in August 2012, Change Order No. 4 was approved to ESA for South Area Phase 1a and 1b, construction monitoring services. Mr. McIntyre noted that there was additional monitoring services needed that were not authorized back in August. Mr. McIntyre stated that Change Order No. 5 was the final change order for ESA on the project and that it was for three year revegetation monitoring service for Phase 1a, CA Fish and Game Stream Bed Alteration Agreement extension, and miscellaneous onsite retrofit services. He noted that the total cost for Change Order No. 5 would be \$36,600.

On motion of Director Rodoni, seconded by Director Petterle, and unanimously carried by those Directors present the Board authorized the General Manager to execute Change Order No. 5 to ESA to perform additional Recycled Water Expansion CEQA permitting and mitigation monitoring services in the amount of \$36,600.

NOTICE OF COMPLETION FOR RECYCLED WATER EXPANSION SOUTH SERVICE AREA PHASE 1A PROJECT (MAGGIORA AND GHILOTTI, INC.)

Mr. McIntyre informed the Board that the Recycled Water Expansion South Service Area Phase 1a project completed by Maggiora and Ghilotti, Inc. and the contractor has fulfilled their obligations under the contract. He stated that the project consisted of installation of pipe from the

Las Gallinas Valley Sanitary District Treatment Plant north to Bolling Circle in Novato. Mr. McIntyre stated that he would file the Notice of Completion with the county and after 30 days if no claims have been filed the final payment will be released in the amount of \$66,685. He noted that the final payment amount includes \$4,000 which shall be held until proof of payment is received for Davis-Bacon Wage rate issues. Mr. McIntyre stated that the final cost of the project was \$3,700 less than the original contract amount and that there were minimal change orders.

On motion of Director Rodoni, seconded by Director Petterle, and unanimously carried by those Directors present the Board authorized the General Manager to execute and file a Notice of Completion for the Recycled Water South Service Area- Phase 1a project.

INFORMATION ITEMS

BAY AREA INTEGRATED REGIONAL WATER MANAGEMENT PLAN UPDATE

Mr. DeGabriele informed the Board that the Gallagher Well and Pipeline Project was not included in the Round 2 applications for Proposition 84 funding.

NORTH BAY WATER REUSE AUTHORITY BOARD MEETING- NOVEMBER 19, 2012

Mr. McIntyre provided the Board with a recap of the November 19, 2012 North Bay Water Reuse Authority (NBWRA) meeting. He stated that Marin Municipal along with City of Petaluma have decided to move forward and join NBWRA as Phase 2 participants. He advised the Board that there were some changes in the budget for the 2012/13 fiscal year resulting in the District's share to decrease from \$102,541 to \$94,969. Mr. McIntyre stated that the WaterSmart Construction Grant application is moving forward, and that the District will be requesting FY 2015/16 WaterSmart grant funds totaling \$1.5M.

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CONSTRUCTION PHASE- OUTSOURCING INSPECTION SERVICES

Mr. McIntyre informed the Board that the Aqueduct Energy Efficiency Project (AEEP) has been divided into five pipeline segments. He stated that the first phase of the aqueduct relocation and upsizing will extend from Redwood Landfill in the south to the south end of San Antonio Road. He noted that construction is expected to start in the Spring of this year and construction bids show a significant reduction in the estimated cost of upsizing the aqueduct from 30" to 42". Mr. McIntyre stated that the District will move forward and request proposals for pipeline inspection services related to the project. He informed the Board that staff will come back in approximately two months with recommendation prior to the pipeline installation.

Director Baker asked if Transportation Authority of Marin (TAM) knows that the District is dealing with CalTrans. Mr. McIntyre informed Director Baker that both CalTrans and TAM are connected and are involved in the contract.

STP STRAW PROJECT UPDATE

Robert Clark reported to the Board that the Students and Teachers Restoring a Watershed (STRAW) Project at Stafford Lake was completed in December 2012. He stated that this year STRAW concentrated on the east end of the lake. Mr. Clark said that the participants included 12 5th grade students from Good Sheppard School in Novato, six adult volunteers and with five Point Reyes Bird Observatory (STRAW) staff.

Mr. Clark informed the Board that the project included installation of straw waddles and plants below the Solar Arrays at the fence line along with plantings of Coyote brush, Coffeeberry, and Toyon. He stated that the objective of the project was to revegetate with native species, control erosion and screen the site from the golf course while maintaining access to facilities.

NBWA MEETING- JANUARY 4, 2013

Mr. DeGabriele stated that he and Director Fraites attended the January 4, 2013 North Bay Water Association Meeting and Jennifer Krebs from San Francisco Estuary gave an excellent presentation on the Relationship Between Water and Land Use. He noted that Harry Seraydarian provided a presentation on the Estimated Economic Benefits of Environmental Projects and that it was very informative.

TAC MEETING- JANUARY 7, 2013

Mr. DeGabriele provided the Board with a summary of the January 7th meeting. He stated that Sonoma-Marin Saving Water Partnership Annual report was provided to the Board and is being circulated to other elected officials, the State Board, and the Department of Water Resources,

Mr. DeGabriele noted that the Technical Advisory Committee and adopted the list of potential projects for further evaluation for recommendation to the Water Advisory Committee.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements, FY 13/14 CalPERS Employer Rate, Self-Insured Workers' Comp- 2nd Quarter Status Report, Annual Sick Leave Buy-Back Information, Information-Renewal of Oceana Marin Liability Insurance, NFPD Thank You Letter, and a Press Release from Rep. Thompson on the Russian River as the CA Habitat Focus Area.

The Board also received the following news articles: Rail work to start in Marin in 2013, Tito Sasaki Takes the Reins as President of Sonoma County Farm Bureau, Enrollment now open for the 2013 Fish Friendly Farming Environmental Certification Program, Supes toss vacancy appointment back to Las Gallinas Valley sewer board, NID Board selects a New General Manager, and Landman elected unanimously as Cotati's mayor.

CLOSED SESSION

President Fraites adjourned the Board into closed session for: Conference with Real Property Negotiator (Chris DeGabriele & Drew McIntyre) regarding terms of Interconnection Agreement between North Marin Water District and Marin Municipal Water District in accordance with Government Code Section 54956.8.

OPEN SESSION

Upon returning to regular session at 9:06 p.m., President Fraites stated that during the closed session the Board had discussed the issues and no reportable action had been taken.

ADJOURNMENT

President Fraites adjourned the meeting at 9:07 p.m.

Submitted by



Katie Young
District Secretary