

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
February 19, 2019**

**CALL TO ORDER**

President Baker called the regular meeting of the Board of Directors of North Marin Water District to order at 6:00 p.m. at the District Headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, Michael Joly, James Grossi, and Stephen Petterle. Also present were General Manager Drew McIntyre, District Secretary Terrie Kehoe, Auditor-Controller Julie Blue and Chief Engineer Rocky Vogler.

District employees, Tony Arendell (Construction/Maintenance Superintendent), and Ryan Grisso (Water Conservation Coordinator) were also in attendance.

Also in the audience was Bob Reed from The Reed Group, Inc.

**MINUTES**

Director Baker requested that edits be made on the PRE Tank 4A discussion regarding the Young's appeal to the State Coastal Commission, as well as other edits pertaining to Drakes View Drive pavement condition monitoring before and after construction of the tank.

On motion of Director Petterle, seconded by Director Fraites the Board approved the minutes from the February 5, 2019 meeting as modified by Director Baker by the following vote:

AYES: Director Baker, Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: None

**GENERAL MANAGER'S REPORT**

**West Marin Water Quality**

Mr. McIntyre updated the Board on the current status of the Disinfection Byproducts testing for Total Trihalomethanes. He reported that THM samples were collected again today and we will know the results in a couple of weeks, in the meantime staff continues to work on reducing THM concentration levels in the system. Mr. McIntyre also advised the Board that staff is looking into getting a consultant on board to provide additional input on developing feasible options for THM control.

## **OPEN TIME**

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

Director Joly requested a report on the Stafford Lake Treatment costs versus the purchased water costs from Sonoma County Water Agency.

## **MONTHLY PROGRESS REPORT**

Mr. McIntyre reviewed the Monthly Progress Report for January. He reported that water production in Novato is down 12% from January one year ago and down 3% fiscal year to date. In West Marin, water production is up 9% from January one year ago and up 13% fiscal year to date. Recycled Water production is down 8% from one year ago and up 26% fiscal year to date. He stated that Stafford Lake holds 3390 AF and is at 79% of capacity. He informed the Board that on the Russian River, Lake Mendocino is operating in the flood control pool at 80,000 AF and holds 119% of its water supply pool, and Lake Sonoma is at 100% of the water supply pool and holds 245,000 AF.

Under Utility Performance Metrics, Mr. McIntyre noted in January there were 67 polybutylene services replaced compared to five copper services. Mr. McIntyre added that, under Safety/Liability, we currently have 123 days without a lost time injury. On the Summary of Complaints and Service Orders, the Board was apprised that overall the number of complaints/service orders are up 24% fiscal year to date. Mr. McIntyre stated that this number continues to be high due to water awareness associated with the AMI implementation project.

Ms. Blue reported on the January 2019 Investments, where the District's portfolio holds \$18.2M earning a 2.13% rate of return. She noted the LAIF rate of 2.36% is trending up.

Director Joly asked what the storage capacity in Stafford Lake is currently and Mr. McIntyre replied that we are at 108% capacity. Director Baker requested a future status update on polybutylene service replacements. Director Joly also inquired on the AMI project status and its expected completion date. Ms. Blue replied that there was some delay in installation due to the recent storms but they are pushing to be done soon. Director Grossi stated he noticed a plume of steam coming from the Treatment Plant this morning and wondered what the cause was. Mr. McIntyre replied that he was not aware of any problems at the treatment plant. Director Baker

requested that staff ask Mr. Clark if there was anything unusual that happened that day at the treatment plant.

**CONSENT CALENDAR**

Director Baker requested that Consent Item 7, CSW/Stuber-Stroeh Engineering Services Contract be voted on separately.

**COLLEGE OF MARIN INDIAN VALLEY CAMPUS NEW MIWOK CENTER PHASE 2- APN 150-480-12**

The College of Marin's Indian Valley Campus Miwok Center proposes to construct a new single story kinesiology, recreation, and aquatics center including an Olympic-sized swimming pool and a lap pool. This phase will be for water facility improvements for the project and relocating the water main that was abandoned in Phase 1.

On the motion of Director Fraites, and seconded by Director Petterle the Board approved the College of Marin Indian Valley Campus New Miwok Center – Phase 2 by the following vote:

AYES: Director Baker, Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: None

**CSW/STUBER-STROEH ENGINEERING SERVICES CONTRACT- MISCELLANEOUS ENGINEERING SERVICES**

The CSW/Stuber-Stroeh Engineering Services Contract is to provide continuing outsourcing support for miscellaneous engineering services to assist staff with both District and developer workload demands with a not to exceed limit of \$30,000.

Director Grossi announced that he would recuse himself from voting on this item.

On the motion of Director Petterle, and seconded by Director Fraites the Board approved the CSW/Stuber-Stroeh Engineering Services Contract Miscellaneous Engineering Services by the following vote:

AYES: Director Baker, Fraites, Joly and Petterle

NOES: None

ABSTAIN: Director Grossi

ABSENT: None

**ACTION CALENDAR**

**PUBLIC COMMUNICATIONS PLAN DEVELOPMENT**

Mr. McIntyre opened discussion on this agenda item by reminding the Board that one of the goals of the 2018 Strategic Plan was to improve customer engagement through increased communication with our customers. He added that Mr. Grisso has been working on this goal and will provide an overview of the requested Board action on this item.

Mr. Grisso advised the Board that, after contacting other local agencies, staff is recommending using the services of Kiosk, a local full service marketing company that can assist us in developing an expanded public outreach communications plan. He added that the plan will also guide the District on ways to increase and improve social media communications with our customers. Director Grossi asked if this was a general overview scope or would they will also be looking at updating our website. Mr. Grisso replied that the website redesign is a separate scope and the District is currently working with our IT Consultant, CORE Utilities, on updates for ADA compliance and improved mobile device access. Mr. Grisso replied that Kiosk will focus on the best ways to help us get our message out to customers however they may make website suggestions as well. He advised that Board that Kiosk will interview staff, selected Board members and customer focus groups. Director Joly inquired as to the time it will take to complete the Communications Plan. Mr. Grisso replied that the Communications Plan should be complete late spring, or early summer. Director Petterle wanted to know how Board input will be obtained and suggested at least one member of the Board could be part of the team. Mr. McIntyre added that staff agrees, and would like to see one or two Board members be part of an Ad Hoc Subcommittee to be interviewed by Kiosk. After more discussion, there was a consensus by the Board that the Ad Hoc Subcommittee would consist of Director Petterle and Director Fraitess.

On the motion of Director Petterle and seconded by Director Joly the Board approved authorizing the General Manager to enter into an agreement with Kiosk for development of a Public Communications Plan by the following vote:

AYES: Director Baker, Fraitess, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: None

**INFORMATION ITEMS**

### **WATER CONSERVATION MID-YEAR UPDATE (JULY-DECEMBER 2018)**

Mr. Grisso provided a Water Conservation Mid-Year Update discussing the status of the current rebate programs, newsletter and upcoming garden tour. He added that even though we are not seeing as much participation in some of the rebate programs he would like to keep them available especially with the new State indoor water use requirements that are on the horizon. Director Baker wanted to know if we have a way to gauge the market penetration of toilets retrofits. Mr. Grisso stated that he can do an estimated saturation analysis to be provided to the Board at a later date. Director Baker wanted to know if the garden tour is focused in Sonoma County and Mr. Grisso replied that there will be two locations in West Marin and three in Novato. Director Fraites suggested to include photos of the good gardens in the newsletter to get people involved. Mr. Grisso replied that it would be too late for the spring newsletter but could add something in the fall newsletter.

### **INITIAL REVIEW- SET SALARY AND TERMS AND CONDITIONS OF EMPLOYMENT FOR UNREPRESENTED EMPLOYEES**

Also under Information Items, Mr. McIntyre presented the initial review of the Set Salary and Terms and Conditions of Employment for the Unrepresented Employees. He advised that Board that he met with the Auditor Controller, Chief Engineer and District Secretary and recommends a compensation package similar that recently approved for the Employee Association members. Mr. McIntyre noted that this item will be brought back to the Board for approval at the March 5<sup>th</sup> meeting. Director Joly asked if this included a health care increase. Ms. Blue replied that it did not.

### **2019 URBAN AREA WATER COST COMPARISON**

Ms. Blue discussed the 2019 Urban Area Water Cost Comparison and noted that North Marin Water District currently is ranked at the median of the sixteen comparable agencies. She added that most agencies raised their rates last year and the average increase was 7%. Director Joly referred to the article on Marin Municipal not raising rates, and wondered how they managed that. A general discussion ensued. Director Joly commented that four of the higher cost agencies had commodity rates lower than North Marin. Ms. Blue replied that the lower commodity rates for these agencies are more than offset by higher flat rate bi-monthly service charges. Director Joly asked when the Board will hear more about Sonoma County Water Agency's proposed budget. Ms. Blue replied that Agency staff will be making a presentation to our Board at the March 19 meeting.

### **FY 18-19 QUARTERLY PROGRESS REPORT – ENGINEERING DEPARTMENT**

Mr. Vogler gave the Quarterly Progress Report for the Engineering Department. He reported

that a total of thirty-one projects were originally budgeted, six new projects were added, three carried over from last year and two have been deleted or deferred resulting in thirty-eight projects. Mr. Vogler noted that some projects are being delayed resulting in lower expenditures this fiscal year but the overall total project budgets remain the same. Director Baker asked if we were waiting for developers to submit their applications. Mr. Vogler replied that some have done so already but have not yet committed to move forward with Water Service Agreements. Director Joly asked how often Mr. Vogler looks at project costs. Mr. Vogler replied that, at a minimum, he reviews them every quarter but also looks at the monthly project expenditures as well.

### **DILLON BEACH VILLAGE COMMUNITY MEETING WORKSHOP NO. 2 – JANUARY 29, 2019**

Mr. McIntyre gave a report on the Dillon Beach Village Community Workshop No. 2 meeting he attended on January 29<sup>th</sup>. He reminded the Board that the County of Marin has been awarded grant money from the state to focus on select areas with water/wastewater related issues. The two focus areas are Dillon Beach Village and Point Reyes Station. A key discussion during the Dillon Beach Village Workshops has centered on failing septic systems and the desire to have a community wastewater treatment system. Mr. McIntyre stated that he continues to attend the meetings to summarize the District's position regarding expanded wastewater service per Board Policy 34. Director Baker stated his impression was that many of the homes are vacation rentals for the weekend and wanted to know how many homeowners in the Village were permanent residents and the same for Oceana Marin. Director Grossi asked to what extent the District's wastewater system extends into the Dillon Beach Village area. Mr. McIntyre replied that there are twelve homes in the Village that front Ocean View Ave that are currently connected and we have identified four others along the same street that are eligible to connect.

### **MISCELLANEOUS**

The Board received the following miscellaneous items: Disbursements – Dated February 7, 2019, Disbursements – Dated February 14, 2019, National Weather Service Precipitation Probability Map – February 2019 One Month Outlook, Reimbursement Program 2018 and Taste Complaint - Thank You Note from Consumer.

The Board received the following news articles: Tax Group Claims "Sensible" Center, Big Sierra Nevada snow pack boost over past month – WATER SUPPLY, Tax watchdogs fill important role in Marin, Wary Dillon Beach residents interested in wastewater study, California Officials Draft A \$600M Plan to Help Low-Income Households Absorb Rising Water Bills, No Water, No Good - Opinion Article from CA-NV Executive Director, Coho Salmon Revival – Lagunitas Creek Watershed, Latest Inverness lead tests below limit and Obituary – Jim Henderson.

Director Joly asked in reference to the Coho salmon article, if Lagunitas Creek was considered a dry year and Mr. McIntyre replied that we are in a normal rainfall year. Director Grossi asked if the letter submitted by a customer started out as a complaint and resulted in a thank you letter. Mr. McIntyre confirmed that this was the case. Director Baker reflected upon Jim Henderson achievements and stated he was impressed by his years of community service.

**CLOSED SESSION**

President Baker adjourned the meeting at 7:01 p.m. and the board began the closed session at 7:10 p.m. in accordance with California Government Code Section 54956.9(d) (2).

**OPEN SESSION**

Upon returning to regular session at 7:55 p.m., President Baker stated that during the closed session the Board discussed the issue and no final reportable action had been taken.

**ADJOURNMENT**

President Baker adjourned the meeting at 7:55 p.m.

Submitted by

A handwritten signature in cursive script that reads "Theresa Kehoe".

Theresa Kehoe  
District Secretary