

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
September 17, 2019**

**CALL TO ORDER**

President Jack 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 Frites, James Grossi, Michael Joly and Stephen Petterle. Also present were General Manager Drew McIntyre, District Secretary Terrie Kehoe, Auditor-Controller Julie Blue and Chief Engineer Rocky Vogler.

Claire Knoles and Kayla Swenson (Kiosk), District employees Tony Arendell (Construction/Maintenance Supervisor), Robert Clark (Operations/Maintenance), Ryan Grisso (Water Conservation Coordinator), Pablo Ramudo (Water Quality Supervisor) and Lia Solar (Engineering Services Representative) were also in attendance.

**MINUTES**

On motion of Director Frites, seconded by Director Petterle the Board approved the minutes from the September 3, 2019 meeting by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

**GENERAL MANAGER'S REPORT**

Mr. McIntyre welcomed NMWD Engineering Services Representative Lia Solar, and explained that Ms. Solar has been cross training with Ms. Kehoe in case Ms. Blue, Engineering Secretary, is unable to back up the District Secretary. Director Baker commented that cross training is always a good idea.

**Public Safety Power Shutoff (PSPS)**

Mr. McIntyre announced that staff continues to participate in PSPS planning with the City of Novato, Novato Fire Protection District, Novato Sanitary District, Novato Unified School District, the Humane Society and Sutter Hospital. He stated that the local agencies are working

to maximize coordination in the event of an emergency power shutdown including common media messaging, impact assessment and sharing of resources.

Director Joly asked when the next PSPS meeting will be. Mr. McIntyre replied the next one is on September 26<sup>th</sup>.

#### Emergency Operations Center Training

Mr. McIntyre stated key staff are currently participating in EOC training at the District Dave Jeffries, a local public safety consultant, is providing the training and the fourth and final session will focus on a table top exercise. He also added that these sessions have been a good refresher and will continue on a periodic basis.

#### National Resources Conservation Service (NRCS)

Mr. McIntyre reminded the Board that in May the Board approved submission of a grant request to the National Resources Conservation Service for creek erosion mitigation work at the Gallagher Ranch Bridge to protect our water pipeline suspended from the bridge. He announced that we recently received notification from NRCS of approval of a 75% federal grant for this project. He noted that since this is an emergency grant the timeline is fast paced and we will need to hire a consultant for design and permitting. Mr. McIntyre stated he hopes to have more information at the October 1<sup>st</sup> meeting in order to move forward.

Director Grossi asked if there was any way to get additional local or state funding to address erosion concerns. Mr. McIntyre replied that there may be future funding opportunities at a later date through MALT, but no other local or state funding sources are known to be available for this project.

#### WAC Potter Valley Ad Hoc Subcommittee Meeting

Mr. McIntyre reported that he and Director Baker will be attending a WAC Potter Valley Project Ad Hoc subcommittee meeting on September 19<sup>th</sup> to review a draft resolution to be presented for action at the October 7<sup>th</sup> Special WAC/TAC meeting. He stated the resolution includes a Statement of Interests to maintain continued successful collaboration with SCWA and to ensure we continue to be informed and engaged in the development of the Feasibility Study between now and next April, 2020.

#### Regional Water Supply Resiliency Study

Mr. McIntyre announced that on Friday, September 20<sup>th</sup>, he, Robert Clark and Rocky Vogler will be attending a kickoff meeting with SCWA's consultant (Jacobs) working on the Regional Water Supply Resiliency Study.

#### **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 items were discussed:

Mr. Clark apprised the Board about a recent fire on the watershed. He noted that it was caused by a tree that fell and knocked down a power line. Mr. Clark stated an inspection was done, and Mr. Ramudo checked the water quality for any fire retardants and at this time there is no issue in the watershed.

Director Grossi stated the fire was behind the third tee of the golf course, and could have spread over the hill quickly. Director Baker asked how fire suppression was done. Mr. Ramudo stated that there was a crew on the ground and aircraft. Director Grossi added that he saw them hauling water out of Stafford Lake and he saw eight or nine county fire trucks on Novato Blvd. Director Petterle asked how many acres were burned. Mr. Clark replied, somewhere between two or three. He also reminded the Board of the recent lease agreement that was granted to PG&E on District land below Stafford Treatment Plant as a staging area for their helicopters, noting they used that area during this fire. Director Grossi stated that PG&E recently leased some of their land too.

Mr. Vogler announced he received feedback from Directors Baker and Joly on the Novato Water Master Plan and barring any additional requests he plans to bring it back to the Board for approval on the October 1st agenda. Director Fraites asked a question about how Asbestos Cement Pipe (ACP) deteriorates in our system. Mr. Vogler replied that calcium leaches out of the cement, but the asbestos stays intact. He added if the water is aggressive in the pipes or if ground water is conducive to leaching of calcium it could affect the pipes. Mr. Vogler stated that when a pipeline is replaced a cross section of the old pipe is tested to determine how much material is left, adding that most breaks are caused by the ground settling. Mr. Ramudo added that the District regularly tests for asbestos in our water and we never find it.

### **MONTHLY PROGRESS REPORT**

Mr. McIntyre provided the Board with the Monthly Progress Report for August. He stated that water production in Novato is down 7% from one year ago. In West Marin, water production is down 16% from August one year ago. Recycled Water production is up 9% from one year ago. Stafford Treatment Plant production is up 22% from one year ago and Mr. McIntyre noted that August production was at a five year high. Stafford Lake is at 65% of capacity, Lake Sonoma is at 92% and Lake Mendocino is at 116%. Mr. McIntyre informed the Board that in

Oceana Marin, treatment plant pond free board levels look good heading into the winter season. He discussed the Developer Projects Labor Hours Report, noting that Construction is at 62% and Engineering is at 19% year to date. Under Safety/Liability we currently have 155 days without a lost time injury. On the Summary of Complaints and Service Orders, Mr. McIntyre apprised the Board that total numbers are down 22% from August one year ago.

Ms. Blue reported on the August 2019 Investments, where the District's portfolio holds \$19.5M earning a 2.40% average rate of return. Ms. Blue noted the LAIF rate is 2.34%.

Director Joly noted the negative number in the Novato and West Marin Potable water production and since August was a hot month he found this odd. Mr. McIntyre replied that he expected water sales to be higher in August as well and commented that it is difficult to predict water consumption trends. He added that August water use for many other North Bay water agencies are below that of 2018. Mr. McIntyre also commented that production meter problems in West Marin last year could be a factor with reported lower water production in West Marin. Director Joly stated he noticed in FY 16 to FY 19 water use plateaued, and thought reduced water sales could be a result of rising rates.

Director Joly commented that world bonds are now a negative interest rate. Ms. Blue replied that the District is also looking at other treasury notes. Director Joly pointed out the 113% increase and asked what is making it bounce up so high. Ms. Blue said that it is often due to timing, and indicated that she will provide further explanation when next month's investment report is brought to the Board for review.

### **ACTION ITEMS**

#### **WEBSITE DEVELOPMENT PROJECT**

Mr. Grisso presented a website development proposal from Novato based Kiosk. Mr. Grisso reported that Kiosk will focus on upgrading the website; making it more modern, ADA compliant and mobile friendly. He added he felt Kiosk was a good fit for NMWD as they have worked with other government agencies in the area and understand our needs. Director Grossi asked if the website was developed in-house or by a consultant. Ms. Knoles replied 100% in-house. Director Joly commented that he found the memo and the presentation to be good and asked if the new website will be up and running in December. He also inquired about the annual fee, and asked if that was typical. Mr. Grisso replied that the target completion date is the end of this year and that the annual hosting fee is typical and we will need maintenance too; adding staff will be there if we need help. Mr. Petterle said he would like better photos of District Board members. Ms. Grisso replied that is part of the plan.

On the motion of Director Petterle, and seconded by Director Joly the Board approved

the Website Development Project by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

### **INFORMATION ITEMS**

#### **INITIAL REVIEW - PUBLIC COMMUNICATION STRATEGY AND PLAN**

Mr. Grisso introduced Claire Knoles and Kayla Swenson from Kiosk. Mr. Grisso gave an overview on the Public Communications Strategy and Plan and referred to the earlier presentation by Kiosk at the last meeting. He commented that the objective of the Plan is to increase customer input and engagement. Mr. Grisso added the final plan will be presented on October 1<sup>st</sup> for approval.

Director Petterle stated he was pleased with what he saw, and pleased with the discussion he had with Ms. Knoles. Director Joly asked about the breakdown of the \$70,000. Mr. Grisso replied that around \$30,000 is for the website, and the balance is for the implementation plan. Mr. McIntyre reminded the Board that this will be over a two year implementation period. Director Joly commented that it is also good to help support Novato based companies.

#### **FOURTH QUARTER FY 18/19 – WATER QUALITY REPORT**

Mr. Ramudo updated the Board on the FY 18-19 Water Quality Report. He reported that the water served to the communities of Novato and Point Reyes met all federal and state water quality standards during the fourth quarter of the fiscal year 2018-2019. Mr. Ramudo stated Stafford Lake was used as a local water supply in this quarter and water quality was great, noting it was the first extended period we did not have blue green algae make up the majority of algae in the lake. He added that water from SCWA has a little higher chlorine level due to their compliance with the ground water rule, however we have had few complaints about it and it protects us from water borne diseases. Director Joly stated that he wished he better understood the sodium and chloride numbers from STP, and asked how they relate to imported water from the aqueduct. Mr. Ramudo explained that we have moderately higher sodium levels from Stafford when compared with the SCWA supply, which is similar to the Gallagher Well ground water supply that is low in sodium. Mr. Ramudo added that we have an agreement to notify our West Marin customers if the sodium levels are above 50mg, but that is not the case in Novato. Director Joly stated he drinks a lot of water and asked if he should be concerned about the sodium. Mr. Ramudo replied it is not a dietary concern; it is a very low amount.

Mr. Ramudo continued the discussion noting the main issue in Point Reyes is salinity intrusion at the Coast Guard Wells. He noted during the quarter salinity levels in West Marin dropped, as did bromide, and believes it was in part due to the effort to flush the Coast Guard wells and continued use of the Gallagher Well water.

Mr. Ramudo noted recent articles in the media about public awareness of contaminants in the water, one of which is the rising concern over toxins produced by blue green algae. An additional chemical of concern is PFAS which are manmade chemicals like Teflon and some others previously used for firefighting suppression. He also commented that the District has been getting more calls from the public concerned about their dogs drinking from local creeks and Stafford Lake and asked if they can get sick from drinking Stafford Lake water. He noted that dogs are not allowed around the lake, but people still ask.

### **2018 STRATEGIC PLAN – 1 YEAR REVIEW**

Mr. McIntyre gave an update on the current status of the 2018 Strategic Plan. He explained that this report focuses on the first year review of the 2018 Strategic Plan which consists of six major goals. Mr. McIntyre added that all of the objectives scheduled for 2018 have been completed or are in progress with the exception of the expanded participation in Supervisor Training offered by Sonoma County. He noted that this program is currently undergoing an update and will be up and running soon. Director Baker asked if it is a courtesy to us that they let us participate. Mr. McIntyre replied that if there are any open seats, they offer them to us for a small fee. Director Baker asked if any of our other colleagues participate in the program. Director Petterle asked where the classes were held. Mr. McIntyre replied that they are held at the Sonoma County Office in Santa Rosa. Director Fraites asked in regards to the emergency planning goal, can we add the PG&E PSPS Training. Mr. McIntyre replied yes. Director Joly asked in reference to the benefits of transferring the District owned fire service to commercial owned fire services, will the Board hear more on this subject. Mr. McIntyre confirmed.

### **NBWA MEETING – SEPTEMBER 6, 2019**

Director Fraites updated the Board on the current NBWA Meeting that occurred on September 6, 2019. He stated the organization itself is doing a strategic plan and review. Director Fraites stated the last meeting was at the Napa Sanitation District. He remarked that it was a fabulous plant and their district worked with the developer to provide assistance and keep the cost down.

### **MISCELLANEOUS**

The Board received the following miscellaneous items: Disbursements – Dated

September 5, 2019, Disbursements – Dated September 12, 2019 and FY 20 Water Conservation and Public Outreach Budget Detail.

The Board received the following news articles: Blackout warning system unveiled – Alerts; School board mulls map choices – NOVATO ELECTION; Fire officials step up push for joint agency – Fire PREVENTION; Fire district board doubles meetings pay – NOVATO; Wiener proposed legislation to limit PG&E shutoffs; PG&E’s plan to exit bankruptcy has nearly \$18 billion for fire claims; and Novato City Hall shake-up widens.

Director Baker provided an informational draft on the August 2019 Marin County Operational Area, Electrical System De-Energization Response Plan.

**CLOSED SESSION**

President Baker adjourned the Board into closed session at 6:56 p.m. in accordance with Conference with Legal counsel – Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one case).

**CLOSED SESSION**

President Baker called the Board into the second closed session at 7:40 p.m. in accordance with California Government Code Section 54957 - Public Employee Performance Evaluation (One), Title: General Manager.

**OPEN SESSION**

Upon returning to regular session at 8:20 p.m., President Baker stated that during the closed session the Board had discussed the issue and no reportable action had been taken.

**ADJOURNMENT**

President Baker adjourned the meeting at 8:20 p.m.

Submitted by



Theresa Kehoe  
District Secretary