

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS**

October 1, 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 Fraites, Michael Joly and Stephen Petterle. Director Grossi was absent until 6:50 p.m. 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 Supervisor), Robert Clark (Operations/Maintenance), and Ryan Grisso (Water Conservation Coordinator) were also in attendance.

MINUTES

On motion of Director Fraites, seconded by Director Petterle the Board approved the minutes from the September 17, 2019 meeting by the following vote:

AYES: Director Baker, Fraites, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Grossi

GENERAL MANAGER'S REPORT

Sonoma County Water Agency (SCWA) Board of Directors Workshop

Mr. McIntyre announced that he attended a SCWA Board of Directors workshop on the agencies 2018 Water Supply Strategies Action Plan and spoke in support of the plan and the Agency's outreach to Water Contractors for input. He added that no comments were received from the SCWA Board on the draft and the final document will be included in a future agenda.

Huffman Ad Hoc Committee

Mr. McIntyre stated on October 2nd he will be joining SCWA staff to attend his second Huffman Ad Hoc Committee meeting in Ukiah to discuss items related to the Potter Valley Project relicensing process.

Point Reyes Station Community Workshop Meeting No. 3

Mr. McIntyre announced he will be attending the third and final Point Reyes Station community workshop meeting regarding water related topics on October 3rd. He added that the workshops are funded by a state grant to help determine if there are any community led water or wastewater issues. Director Baker asked who is managing the state grant. Mr. McIntyre replied Marin County Environmental Health Services.

NBWA Meeting

Mr. McIntyre reported that there will be a NBWA meeting on October 4th which will include a tour of a re-oaking project conducted by Napa Resource Conservation District.

WAC/TAC Meeting

Mr. McIntyre noted that he, Director Baker, and Mr. Vogler will be attending a Special WAC/TAC meeting on October 7th.

Emergency Operations Plan Training

Mr. McIntyre stated on October 8th he, Mr. Clark and eighteen staff members will participate in a four hour Emergency Operations Plan training session conducted by public safety consultant, Dave Jeffries. He also noted training modules will include both earthquake and Public Safety Power Shutoff events.

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. McIntyre requested that Item 10- First Amended Reimbursement Agreement with Sonoma County Water Agency on the consent calendar will be continued to the next meeting. Mr. Clark announced that he saw two trucks taking dairy cows off the Grossi Dairy and will need to follow up on the status. Director Baker asked which Grossi. Mr. Clark replied it is Dominic Grossi's Ranch and the rumor is that they will be raising beef cows instead. He added that this will be good for Stafford Lake, because fewer nutrients will go into the water. Director Baker asked Mr. Clark to keep the Board updated.

CONSENT CALENDAR

Item 10 – First Amended Reimbursement Agreement with Sonoma County Water Agency for the North Marin Water District Water Conservation Program was removed from the consent calendar and rescheduled for the next agenda. On the motion of Director Fraitas, and

seconded by Director Petterle the Board approved Items 5-9 and Item 11 on the consent calendar by the following vote:

AYES: Director Baker, Fraites, Joly, Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Grossi

(ITEM 5) PRE TANK 4A REPLACEMENT PROJECT – APPROVE BID ADVERTISEMENT

The Board approved the PRE Tank 4A Replacement Project Bid Advertisement. This project includes construction of a 125,000-gallon above ground cast-in-place concrete potable water storage tank and appurtenances, which includes excavation, site grading and piping improvements.

(ITEM 6) 2018 NOVATO WATER SYSTEM MASTER PLAN – ACCEPTANCE OF FINAL REPORT

The Board approved the 2018 Novato Water System Master Plan and accepted the final report. The administrative draft was reviewed by all department heads, General Manager, Chief Engineer and Directors; and all appropriate review comments were incorporated into the final report. The final report will be available on our website.

(ITEM 7) APPROVAL FOR PRESIDENT BAKER TO ATTEND THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) FALL CONFERENCE IN SAN DIEGO CA DECEMBER 4-6, 2019

The Board approved President Baker's attendance to the Association of California Water Agencies (ACWA) fall conference in San Diego on December 4th through 6th. ACWA conferences provide an excellent opportunity for Directors and staff to learn about California water issues.

(ITEM 8) AUDITOR-CONTROLLER'S STATEMENT OF INVESTMENT POLICY

The Board approved the Auditor-Controller's Statement of Investment Policy.

(ITEM 9) DISPOSAL OF SURPLUS EQUIPMENT

The Board approved the Disposal of Surplus Equipment. Staff recommended disposal of six vehicles and four surplus equipment items and plans to sell them through auction using 1st Capital Auction.

(ITEM 11) BASE SALARY SCHEDULE REVISION

The Board approved the updated District Salary Schedule to be effective October 1, 2019. In accordance with the Memorandum of Understanding with the North Marin Water District Employee Association (MOU), effective each October 1 through 2022 employees will receive a cost of living adjustment equal to the current San Francisco Bay Area All Urban Consumers Price Index (CPI-U), which this year is 2.7%.

ACTION ITEMS

PUBLIC COMMUNICATIONS STRATEGY AND PLAN

Mr. Grisso presented the final public communications plan from Kiosk which included their process for development; their research and analysis, and their strategy planning. He noted in the revised memo (provided as a handout) that the FY20 financial impact is \$60,000 and up to \$68,000 in FY21. Mr. Grisso added that there may be a \$30,000 shortfall in the approved Water Conservation budget this fiscal year, but noted that traditionally we are always under budget in water conservation, and we will continue to monitor our expenses. He stated that the website redesign and upgrade could potentially push us over budget, and that we could expect to see most of the costs for first year plan implementation from January to June. Director Joly asked if the \$60,000 is the budget number we should focus on for first year implementation. Mr. Grisso confirmed, adding that the second year plan will be more of a wait and see regarding actual total expenditures for plan implementation.

Director Petterle asked if we are approving Kiosk's contract now. Mr. Grisso replied that the Board is being asked to approve the Plan and associated costs and that staff will return to the Board at the October 15th meeting for approval of an agreement with Kiosk to perform first year implementation tasks. Director Joly asked when the website will be done and Mr. Grisso replied that it should be up and running by the end of the year and it is already in motion. Director Joly complimented Mr. Grisso on his memo.

On the motion of Director Petterle, and seconded by Director Fraites the Board approved the Public Communications Strategy and Plan with Kiosk by the following vote:

AYES: Director Baker, Fraites, Joly, Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Grossi

WRA CONSULTING ENGINEERING SERVICES AGREEMENT – DESIGN SERVICES FOR LAGUNITAS CREEK SLOPE STABILIZATION UPSTREAM OF GALLAGHER RANCH BRIDGE

Mr. McIntyre reminded the Board that at the May 7th meeting the Board was apprised of flood damage to Lagunitas Creek immediately upstream of the Gallagher Ranch Bridge which supports the District's water transmission pipeline from Gallagher Well No. 1. He added the Board approved submission of a request to the federal Natural Resources Conservation Service (NRCS) for Emergency Watershed Protection (EWP) grant funding, and in August the District received notice that our request was approved. Mr. McIntyre stated that this grant program provides 75% federal grant funding for construction. He informed the Board that an agreement with WRA consulting engineers is needed to conduct design phase services for the Lagunitas Creek Slope Stabilization project. Mr. McIntyre added permitting services are being requested from ESA and a scope of work will be brought back to the Board at the next meeting for approval.

Mr. McIntyre also advised the Board that with an estimated total project cost of \$450,000, the federal grant would be \$250,000, resulting in a local share of \$200,000. He added that Marin Agricultural Land Trust (MALT) and the Gallagher Family is proposing to contribute a combined amount of \$50,000 which reduces our share to \$150,000. Mr. McIntyre also stated he made outreach to Marin Municipal Water District to see if they would be willing to contribute as well. Director Joly asked if this was an unusual event, and whether we expect any other odd ball situations like this in other areas. Mr. McIntyre confirmed that this was an unusual event and they are difficult to anticipate in advance. Mr. Clark also mentioned that with our recent Local Hazard Mitigation Plan grant award we are being proactive in Oceana Marin to address future weather damage to our earthen pond berms.

On the motion of Director Joly, and seconded by Director Fraites the Board approved the WRA Consulting Engineering Services Agreement for design services for Lagunitas Creek Slope Stabilization project by the following vote:

AYES: Director Baker, Fraites, Joly, Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Grossi

CHERRY HILL TANK NO. 2 RECOAT AND REHABILITATION PROJECT – AWARD CONSTRUCTION CONTRACT TO PASO ROBLES TANK, INC.

Mr. Vogler announced Paso Robles Tank Inc. (PRT) of Paso Robles, CA submitted the lowest responsive bid of \$313,501 which was \$11,499 (3.5%) below the Engineer's construction cost estimate of \$325,000. Mr. Vogler also noted that Paso Robles Tank has done work for the District in the past, and references were good. Director Baker asked Mr. McIntyre if he could remember a project they worked on when he was Chief Engineer. Mr. McIntyre replied yes, and while he was unable to recall the specific project name, he remembers they did good work.

On the motion of Director Petterle, and seconded by Director Fraites the Board approved the Cherry Hill Tank No. 2 Recoat and Rehabilitation Project, awarding the construction contract to Paso Robles Tank, Inc. by the following vote:

AYES: Director Baker, Fraites, Joly, and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Grossi

GHD – CONSULTING ENGINEERING SERVICES AGREEMENT (OCEANA MARIN TREATMENT AND STORAGE POND REHAB)

Mr. Vogler presented the GHD Consulting Engineering Services Agreement for the Oceana Marin Treatment and Storage Pond Rehabilitation. Mr. Vogler stated GHD's proposed scope of work includes topographic survey, environmental clearance for permitting, and project design which includes development of plans and specifications suitable for public bidding. Mr. Vogler reviewed the history of the Oceana Marin Treatment and Storage Ponds. He stated during a past storm event in 2017, the storm activity caused localized erosion of the treatment pond earthen berms; and damaged the force main inlet pipe. He added temporary repairs were done, and in 2018 the pond was dredged and over 40 years of bio solids were removed.

He stated, in 2018, we submitted an application to apply for a grant and that GHD worked on the application at that time. He noted that our project is included in the 2018 County Local Hazard Mitigation Plan and, as a result, Cal OES has approved grant funding for the initial design phase. Director Baker asked when phase two construction work is scheduled. Mr. Vogler replied that it should happen before the summer of 2022 and that phase one should be complete by the middle of 2020. Director Joly complemented Mr. Vogler on his persistence, and asked about the timing and the amount of grant funded. Mr. Vogler replied that 75% of the expenditures are grant eligible. He added the District is required to pay up front and then the grant money is reimbursed.

On the motion of Director Fraites, and seconded by Director Joly the Board approved the GHD – Consulting Engineering Services Agreement for the Oceana Marin Treatment and

Storage Pond Rehabilitation Project by the following vote:

AYES: Director Baker, Fraites, Joly, and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Grossi

INFORMATION ITEMS

INITIAL REVIEW – SET SALARY, TERMS AND CONDITIONS OF EMPLOYMENT – GENERAL MANAGER

Director Baker presented the Initial Review of the salary, employment terms and conditions of the General Manager. He added that the memo contains what was discussed at the last closed session meeting and summarizes what the Board came up with. Director Baker stated that no action will be taken tonight. Director Joly complimented Director Baker on the memo, and added that the General Manger salary true up, added cost of living adjustments and equity adjustment is well earned.

FY 18/19 – OPERATIONS/MAINTENANCE 4TH QUARTER REPORT

Mr. Clark updated the Board on the Fourth Quarter FY 18/19 Operations/Maintenance Report. He summarized the Safety Program; Operations activities; Stafford Treatment Plant production; the Novato Water System flows; the West Marin System Flows, Demands and Storage; Oceana Marin; Water Quality; Maintenance accomplishments; Electrical/Mechanical accomplishments; Cross Connection activities; Building and Grounds projects; and Fleet Operations. Mr. Clark noted the safety binder update has helped guide us with ongoing safety measures, the plan for the PG&E shutdown is in place and the generators will be well positioned during a PSPS shutdown. He added that in Maintenance we are doing a better job at planning the work and hope that with the new asset management it will improve even more. Mr. Clark also shared that our new treatment plan operator, Austin Simpson, has been a great help since he came in with knowledge of small water systems, wells and pumps and added he has been a great help with the Gallagher well. Mr. Clark also added the inspections of the pump stations are now monthly instead of quarterly.

Director Baker asked how many pump stations we have. Mr. Clark replied twenty seven in Novato and six in West Marin. Mr. Clark also announced that there has been considerable maintenance of the buildings and grounds this year. He added that he received three bids for replacement of the roof, and the selected contractor will not be able to do the work until spring. He also mentioned that vehicle leasing programs looks promising so far. Director Joly stated that this was a good update, and asked if the PG&E shutdowns will go through the winter when

it rains. Mr. Clark replied that he expects potential shutdowns to go through the October-November period.

Director Grossi arrived at 6:50 p.m.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements - Dated September 26, 2019, Water Rate Study Schedule Update and Three-Month Outlook Temperature and Precipitation Probability.

The Board received the following news articles: New call to rein in pensions in Marin; Affordable housing plan gets boost – WEST MARIN; PSPS Local Partners Handout - Local Response and Preparedness for the PG&E Public Safety Power Shutoff; Wildfire safety agency formed and Chief has talks with city about top post.

CLOSED SESSION

President Baker adjourned the Board into closed session at 6:52 p.m. for a Conference with Labor negotiators in accordance with California Government Code Section 54957.6. Agency for designated representatives: Mr. McIntyre, Julie Blue. Employee Organization: NMWD Employee Association.

CLOSED SESSION

The second closed session began at 7:16 p.m. in accordance with California Government Code Section 54957.6 for Public Employment, title: Human Resource/Safety Manager.

OPEN SESSION

Upon returning to regular session at 7:31 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 7:31 p.m.

Submitted by



Theresa Kehoe
District Secretary