

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
October 2, 2018**

CALL TO ORDER

President Fraites called the regular meeting of the Board of Directors of North Marin Water District to order at 6:02 p.m. at the District Headquarters and the agenda was accepted as presented. Present were Directors Rick Fraites, Michael Joly and Stephen Petterle. Director Baker was absent and Director Grossi called in remotely later in the meeting. 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 Robert Clark (Operations/Maintenance Superintendent) were also in attendance.

Novato resident Tina McMillan and Christopher Boucher, Labor Negotiator were in the audience.

MINUTES

On motion of Director Petterle, seconded by Director Joly the Board approved the minutes from the September 18, 2018 meeting as presented by the following vote:

AYES: Director Fraites, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Baker and Grossi

On motion of Director Joly, seconded by Director Petterle the Board approved the minutes from the September 26, 2018 special meeting as presented by the following vote:

AYES: Director Fraites, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Baker and Grossi

GENERAL MANAGER'S REPORT

TAC Meeting

Mr. McIntyre stated he and Rocky attended the Water Agency Contractor's monthly TAC

meeting on Monday, October 1 and that the next meeting will be the combined WAC/TAC meeting on November 5th. He reminded the Board that Mendocino County Inland Water and Power Commission is the only entity that he is aware of that is in communication with PG&E regarding auction of their Potter Valley Project.

Additional Upcoming Meetings

Mr. McIntyre announced he will be attending a Congressman Huffman Ad Hoc Committee Water Supply Technical Working Group meeting on October 3rd to hear a presentation on preliminary results from the TWG regarding various PVP options. He also reminded the Board of the upcoming NBWA meeting this Friday that Director Fraites will be attending.

Public Records Request

Mr. McIntyre advised the Board that the District received a public records request from a customer regarding AMI meter accuracy and that staff is working with legal counsel on a response in compliance with the Public Records Act. He noted that this customer also initiated a Facebook petition with 115 respondents requesting that NMWD investigate the AMI system due to recent high water bills and that staff has responded on social media to let customers know that we are investigating the situation and encouraged concerned customers to contact the District. He added that nineteen customers have contacted Mr. Grisso directly and no AMI equipment problems have been identified to-date. Mr. McIntyre stated that common reasons for increased bills included irrigation controller problems or internal plumbing issues and that staff is continuing to investigate and will bring an update to the Board at a future meeting. Director Joly praised staff's communication with the public and the great work being done by Mr. Grisso and Mr. Clark on the AMI project.

OPEN TIME

President Fraites asked if anyone in the audience wished to bring up an item not on the agenda. Ms. McMillan from the audience asked about Proposition 3 the Water Bond on the November ballot. Mr. McIntyre responded that North Marin Water District does not typically take positions on ballot measures unless there is a significant relevance to District operations.

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:

Mr. Vogler announced that bid opening for the clearwell coating project at Stafford Treatment Plant was today. He stated that the District received a total of 6 bids with the costs approximately ranging from \$440,000 to \$1,000,000.

Ms. Blue gave an update on the Customer Survey Incentive Program stating that this successful program was approved by the Board in March of 2017 with a budget of \$500 and we currently have paid out \$580 in \$2 bill credits for each returned Survey. She advised that she will revisit the pilot program at a future Board meeting.

CONSENT CALENDAR

WATER SERVICE AGREEMENT OAKMONT SENIOR LIVING, 1461 S. NOVATO BLVD.

The Oakmont Senior Living project proposing to construct a two-story senior assisted living facility upon a 2.78-acre parcel located on the west side of South Novato Blvd. across from Yukon Way. The facility will included 50 senior assisted living units and 28 senior memory care units.

On the motion of Director Joly, and seconded by Director Petterle the Board moved to approve the Oakmont Senior Living Water Service Agreement by the following vote:

AYES: Director Fraites, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Baker and Grossi

AUDITOR-CONTROLLER'S STATEMENT OF INVESTMENT POLICY

Director Joly requested that the Board defer this item to the next meeting so he would have more time to review the information. The Investment Policy contains a list of statements identifying how money can be maintained and invested. It also discusses who has the Authority to sign on investment accounts in the Auditor Controller's absence.

On the motion of Director Joly, and seconded by Director Petterle the Board moved to defer the Auditor-Controller's Statement of Investment Policy to the next meeting by the following vote:

AYES: Director Fraites, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Baker and Grossi

INFORMATION ITEMS

FY 17/18 – OPERATIONS/MAINTENANCE 4TH QUARTER REPORT

Mr. Clark presented the FY17/18 Operations/Maintenance 4th Quarter Report. During the safety summary Mr. Clark discussed the current confined space training with Novato Fire Protection District. During the Operations summary Mr. Clark focused on activities and accomplishment of the department. Mr. Clark also discussed tank security issues. Director Joly wanted to know if we had any additional leads in the Wild Horse Tank intrusion incident. Mr. Clark responded that no additional information has been obtained since the original event in 2017 but noted that Amaroli Tank was the most recent incident where vandals broke a lock and got into the valve vault. Director Fraites asked why people would be interested in breaking into the vault and Mr. Clark replied that they are sometimes looking for shelter. Director Joly asked if we are protecting ourselves from any liability. Mr. Clark responded that we are installing larger steel brackets with tamper proof lock enclosures, and that we are considering installing a safety platform on the deep overflow vault. Director Joly commended staff for taking action and being responsible to insure the safety of the public.

DRAFT VANDALISM AND GRAFFITI REWARD FOR INFORMATION POLICY

Mr. McIntyre presented the Draft Vandalism and Graffiti Reward for Information Policy that was prepared to encourage the public to report and prevent acts of vandalism to District property or facilities. He stated that the policy provides for a reward of up to \$1,000 per incident to members of the public supplying information which results in the successful prosecution of a person or persons responsible for jeopardizing water quality or damaging District property or facilities. He added that, in the event of a major act of vandalism, the District Board of Directors may, consistent with this policy, increase the amount of the reward offered to an amount up to \$5,000. Director Joly asked if there were discussions with Novato Police during development of this draft policy and Mr. McIntyre responded yes. Director Petterle commented on the language used on the signs. He added that in his experience it has been best to have a positive spin, such as posting Authorized Personnel Only instead of No Trespassing. After much discussion, Mr. McIntyre suggested that this item will be brought back to the next meeting for a second review.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements-Dated September 20, 2018 and September 27, 2018, Salinity Notice – Dated September 20, 2018, Novato Water Distribution System –Tank Storage Profile, Three-Month Outlook Temperature and Precipitation Probability, and North Bay Climate Action Summit.

The Board received the following news articles; Jim Fox: A force for the Inverness fire department; Santa Rosa prepares to lift Fountaingrove water restriction spurred by benzene pollution; State launches investigation in San Jose Water over-billing claims; Marin gets technical boost to monitor wildfire threats; Coast guard Housing Update, Coast Guard Site – Fall Update September 18, 2018; New law could speed mussel inspections at lakes Sonoma, Mendocino; County transfers jurisdiction over groundwater site; Fight over sprawl gums up plan for Back Point home; and Marin hears plea to reduce public worker benefits.

Director Fraites commented that he attended the North Bay Climate Action Summit and was in the Environmental group. He stated it was a good start to get the three counties together, Marin, Sonoma and Napa to discuss and be prepared for climate change. Mr. Clark also commented about his perspective on the Summit.

CLOSED SESSION

President Fraites adjourned the meeting at 6:58 p.m. Director Grossi joined the meeting via teleconference at 7:02 p.m. and the Board began the closed session at 7:03 p.m. in accordance with Government Code Section 54957 Conference with Labor Negotiators (Christopher Boucher, Drew McIntyre and Julie Blue) to Provide Direction.

OPEN SESSION

Upon returning to regular session at 8:05 p.m., President Fraites stated that during the closed session the Board discussed the issue and no final reportable action had been taken.

ADJOURNMENT

President Fraites adjourned the meeting at 8:05 p.m.

Submitted by



Theresa Kehoe
District Secretary