

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
October 15, 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, 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.

District employees Tony Arendell (Construction/Maintenance Supervisor) and Robert Clark (Operations/Maintenance Supervisor) were also in attendance.

MINUTES

On motion of Director Joly, seconded by Director Petterle the Board approved the minutes from the October 1, 2019 meeting by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

GENERAL MANAGER'S REPORT

Huffman Ad Hoc Committee – October 2, 2019

Mr. McIntyre informed the Board that he recently attended his second Ad Hoc Committee meeting related to the Potter Valley Relicensing Project. He added the meeting focused on summarizing the results of the two working groups: Water Supply and Fish Passage. Mr. McIntyre noted the Planning Agreement Partners will have a consultant under contract soon to help with preparation of the feasibility study, and the working group studies will be important background data for the study.

Point Reyes Community Water Workshop #3 – October 3, 2019

Mr. McIntyre announced that he attended the third and final Point Reyes Community Water Workshop held by Marin County Environmental Health Department. He noted that these workshops have been similar to those he previously attended for the Dillon Beach Village

community. He reported that, contrary to the Dillon Beach Village outcome, there was no consensus at the Point Reyes Station workshop to move forward with a grant application to explore the feasibility of developing a community wastewater system. Mr. McIntyre noted he will have a summary available for the Board at a future meeting. Director Baker responded that he was surprised there were not a lot of community members who wanted to move this issue forward. Mr. McIntyre replied that the consensus was to focus on more bathrooms for visitors in downtown Point Reyes Station and that Supervisor Rodoni has already established a separate community group on this issue. Director Grossi commented that Supervisor Rodoni asked him to attend some of those meetings.

Special WAC Meeting – October 7, 2019

Mr. McIntyre stated at last week's Special WAC Meeting, the WAC approved a resolution in support of continued collaboration with Sonoma County Water Agency regarding the Potter Valley Project relicensing activities to stay both informed and engaged through the process.

Gallagher Well Testing

Mr. McIntyre reported that a test well was installed in the North Pasture at Gallagher Ranch and water production testing will occur over a seven day period starting October 22nd.

Water Supply Coordination Council (WSCC) Meeting

Mr. McIntyre announced that on October 21st he will be attending a WSCC meeting in Santa Rosa to develop the agenda for the November 4th WAC/TAC Meeting.

NBWRA Meeting

Mr. McIntyre reminded Director Baker that the next NBWRA meeting will be on October 28th at 9:30 a.m. at the Novato City Hall. Director Baker stated that he appreciated the reminder.

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 on the October 3rd salinity intrusion notice in the Pt. Reyes Light. He stated it was due to Coast Guard well use and increasing salinity levels in the supply water. He noted that Well No. 4 has somewhat lower salinity levels than Coast Guard Well No. 2. He added that when the rains start we typically see a drop in the salinity levels at the Coast

Guard wells. Director Baker noted that they are predicting a small amount of rain tomorrow and asked if this would be enough to make a difference. Mr. Clark replied that it would not be enough.

Mr. Clark also informed the Board that the District was fortunate that its service areas were not shut down during the recent October 8-10, Public Safety Power Shutdown (PSPS) event. He added areas in Southern Marin and further north in Sonoma County were without PG&E power. Mr. Clark also stated that staff did a great job to communicate and prepare equipment in the event we were shut down. Director Baker asked if Petaluma was affected. Mr. Arendell replied that the North East area of Petaluma was.

Mr. Vogler announced that Engineering hired a recent Mechanical Engineer graduate from UC Davis as an intern. He added that he assigned him the task to devise a strategy to determine which of the five to six hundred remaining Polybutylene (PB) plastic services should be replaced first. Director Baker asked if this will only prioritize and not speed up the replacement process. Mr. Vogler replied that this will help us verify where the most likely failure will occur first, and those will be on the top of the list. Director Baker asked if Mr. Vogler thought all the PB services will be replaced in five years. Mr. Vogler said it will be most likely from five to ten years.

Ms. Kehoe announced that the District Holiday Party is scheduled for December 14th at 6:00 p.m.

Director Joly asked about the items on the consent calendar. Director Joly asked why an item with funding would be placed on the consent calendar rather than as an action item. Director Baker commented that in past years the Board concluded that too much time was being spent at Board meetings in discussing routine agenda action items and decided unless a member wanted to specifically discuss an item they could leave it to the discretion of the General Manager to put it on the consent calendar. Director Petterle commented that a Board Member also has the right to pull any item. Mr. McIntyre added that placing an item on the consent item is subjective on his part. He noted that if it was a brand new budget item it would generally not be placed under consent, however in this case, it was discussed at the last meeting and the cost was identified at that time. Mr. McIntyre offered that anytime a Board Member would like additional discussion that the item can be pulled from consent. Director Petterle commented that he trusts Mr. McIntyre to make the judgement; the item can always be pulled. He added he prefers the discussion to be focused on what Mr. McIntyre thinks is most important. Director Joly stated he knows what his action plan is now and he is good to go.

Ms. Blue updated the Board on the email fraud that was reported a few months ago.

She stated that the bank has been very proactive about providing cybertraining and she and the accounting staff attended a training session with the Bank of Marin and also participated in a similar webinar with Chase Bank. Director Petterle stated the County has also pushed increased awareness on this topic. Ms. Blue stated that ransomware is also a big threat now. Director Baker asked Ms. Blue to keep the Board updated.

MONTHLY PROGRESS REPORT

Mr. McIntyre provided the Board with the Monthly Progress Report for September. He stated that water production in Novato is up 10% from one year ago. In West Marin, water production is down 18% from September one year ago. Recycled Water production is down 12% from one year ago. Stafford Treatment Plant production is up 90% from one year ago. He noted that Stafford Lake elevation is at 186 ft., 10 feet below the spillway and is at 56% of capacity. He added there is 30% more supply in the lake this year than average and Operations is doing a great job trying to maximize production. Mr. McIntyre reported that in Oceana Marin, the treatment plant pond freeboard levels look good.

Mr. McIntyre also commented that there has been an uptick of unplanned water breaks and they recently had one on Scown Lane. Director Baker asked for the location, and Mr. McIntyre replied this lane intersects Redwood Blvd by the old Perry's Deli. Mr. Vogler added that we have a CIP project to replace that line very soon. Mr. McIntyre stated that the crew was using the vacuum excavator to get some as-built information and touched it slightly and it broke. Mr. Arendell added that sometimes if they barely touch a pipe it will split.

Mr. McIntyre continued the report noting that there was a revision on the number of days without a lost time accident, which is currently 185 days. On the Summary of Complaints and Service Orders, the Board was apprised that the total numbers are down 16% from September one year ago and the Bill Adjustments in September were \$4,500 compared to \$12,000 one year ago. Mr. McIntyre added that our overall satisfaction rate is at 94% with a questionnaire return rate of 57%. He added that when we upgrade our website we need to get this message out so that our customers better informed regarding our high ranking in customer service and satisfaction.

Director Grossi announced that in regards to Stafford Lake water quality, the dairy cows are all gone at the Dominic Grossi Dairy, and currently only heifers are there. Director Baker asked if they were going to transition from dairy to beef. Director Grossi confirmed. Mr. Clark added that with range animals they disperse on their own and there is less chance of getting nutrients in the lake, and the lake quality will only get better.

CONSENT ITEMS

On the motion of Director Joly, and seconded by Director Petterle the Board approved the consent calendar by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

Director Fraites commented on the bylines on the Water Line and asked if they were new. Mr. McIntyre stated they were included last year, adding that the updated, new look is attributed to input from Kiosk. Director Joly commented that he thought the Water Line looked great, and it validates the decision to approve the Kiosk agreement.

TEXT FOR FALL 2019 NOVATO "WATER LINE", VOLUME 20, ISSUE 23

The Board authorized the General Manager to approve final text and design of the Fall Novato Water Line newsletter. This edition has a new design created by Kiosk and is the first step in implementing action items from the recently adopted Communications Strategy and Plan.

FIRST AMENDED REIMBURSEMENT AGREEMENT WITH SONOMA COUNTY WATER AGENCY FOR THE NORTH MARIN WATER DISTRICT WATER CONSERVATION PROGRAM

The Board authorized the General Manager to execute the First Amended Reimbursement Agreement with Sonoma County Water Agency for the North Marin Water District Water Conservation Program to extend the existing agreement for two additional years. This agreement allows Sonoma County Water Agency to assist with the administration of the Water Smart Home Survey program, and as needed support with the large Landscape and Commercial Audit Program. No additional funding approval is needed as this amendment only increases the duration of the agreement.

AGREEMENT WITH KIOSK FOR PUBLIC COMMUNICATIONS PLAN IMPLEMENTATION

The Board authorized the General Manager to execute an agreement with Kiosk, a local marketing firm to help develop a more comprehensive and strategic communications plan with the objective to increase recognition, reach, educate, engage and build trust with our customers. The approved budget ceiling limit for this agreement is \$60,000

ACTION ITEMS

JOB DESCRIPTION FOR HUMAN RESOURCES/SAFETY MANAGER POSITION AND AUTHORIZE RECRUITMENT

Ms. Blue discussed the job description, recruitment and hiring of a Human

Resources/Safety Manager. She explained the HR/Safety Manager will take on many of the legal-compliance responsibilities within the District, thereby protecting both the District and its employees. She noted the HR/Safety Manager will report to the Auditor-Controller. Ms. Blue stated that this position will be included as an unrepresented employee and there will be no increase to the FTE count since it will replace one of the existing accounting positions. She added this job will be recruited externally and she hopes to fill the position by the end of the year. Director Baker stated that it may be a tough position to fill since it is very unique and specialized. Ms. Blue replied our HR Consultant and legal counsel will help circulate the recruitment notice.

On the motion of Director Fraites, and seconded by Director Joly the Board approved the job description for Human Resources/Safety Manager position and authorized recruitment by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

JOB DESCRIPTION FOR ACCOUNTING SUPERVISOR POSITION AND AUTHORIZE RECRUITMENT

Ms. Blue discussed the job description, recruitment and hiring of an Accounting Supervisor. She explained this position will be responsible for supervising and overseeing the District's accounting positions and will be replacing the currently vacant Accounting/HR Supervisor position that has been vacant since July 2018. Ms. Blue added that, as a result, the accounting team has had an extra workload the last year. She advised that this position will report to the Auditor Controller and supervise the accounting staff. Ms. Blue stated this employee would be in the Employee Association and would be subject to overtime. She added that there will be no FTE increase since this will be a conversion of a current position and we hope to fill this position by internal recruitment.

On the motion of Director Joly, and seconded by Director Fraites the Board approved the job description for Accounting Supervisor position and authorized recruitment by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

Director Joly thanked Ms. Blue for all the extra work she did in the HR position.

SALARY, TERMS AND CONDITIONS OF EMPLOYMENT – GENERAL MANAGER

President Baker stated this item was previously presented at the last Board Meeting. He then recited: in accordance with Government Code section 54953(c)(3), I am providing an oral summary of the recommended action. The item before the Board tonight is to set the salary and terms and conditions of employment for the District's General Manager position, effective October 16, 2019. The recommended action is to grant the following changes to the General Manager's base salary: a 9.7% COLA wage increase effective Oct. 16, 2019; a true-up of \$10,000 to match pre-May 2017 GM salary schedule, effective October 16, 2019, and going forward on a prospective basis; and an equity adjustment of \$4,986 effective October 16, 2019, and going forward on a prospective basis. The total annual salary increase is estimated to be \$35,002. In addition, payroll taxes will increase by \$510 and retirement contributions will increase by \$9,448 annually. After factoring in the above adjustments, the annual base compensation for the General Manager position will be \$235,000, effective October 16, 2019. Additional changes to the General Manager's duties and terms and conditions of employment are set forth in the resolution associated with this agenda item. Director Baker then asked the Board or members of the public if they had any questions regarding this item. Director Grossi asked what the assigned resolution number will be. Ms. Kehoe replied once the resolution is approved it will be assigned 19-19.

On the motion of Director Joly, and seconded by Director Fraites the Board approved the salary, terms and conditions of employment for the General Manager by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

Director Baker congratulated Mr. McIntyre, and Director Joly added that it was well earned.

ESA CONSULTING SERVICES AGREEMENT – PERMITTING SERVICES FOR LAGUNITAS CREEK SLOPE STABILIZATION PROJECT (UPSTREAM OF GALLAGHER RANCH BRIDGE)

Mr. McIntyre reported that in order to complete the Natural Resources Conservation Service (NRCS) Emergency Watershed Protection grant funded project in a timely manner, ESA is needed to work on permitting services for the Lagunitas Creek Slope Stabilization Project upstream of the Gallagher Ranch Bridge. He added that NMWD has used ESA for many

projects requiring local, state and federal permits. Director Grossi asked if it was realistic to think the job will be done by April of 2020. Mr. McIntyre replied that this is a requirement of the grant and yes it is optimistic. He added that it is his understanding that NRCS will make allowances for project delays that are beyond our control. Director Baker asked if this area is included in the Local Coastal Plan and will require a Coastal Permit from Marin County. Mr. McIntyre confirmed. Director Joly praised Mr. McIntyre for a job well done; noting the estimated local match of \$200,000 will not be completely absorbed by NMWD.

On the motion of Director Joly, and seconded by Director Grossi the Board authorized the General Manager to execute an Agreement with ESA Consulting Services for permitting services for the Lagunitas Creek Slope Stabilization Project by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

CONTRACT THIRD PARTY COATING INSPECTION FOR CHERRY HILL TANK NO. 2 RECOAT AND REHABILITATION PROJECT – DB GAYA CONSULTING LLC

Mr. Vogler presented the contract with DB Gaya Consulting LLC, for third party coating inspection for the Cherry Hill Tank No. 2 Recoat and Rehabilitation Project. He noted they will inspect the surface preparation, application, and coating to be sure we have a long lasting protective coating. Mr. Vogler added we received proposals from two qualified firms and DB Gaya was the lowest cost.

On the motion of Director Petterle, and seconded by Director Joly the Board authorized the General Manager to execute an Agreement with DB Gaya for third party coating inspection for Cherry Hill Tank No. 2 Recoat and Rehabilitation Project by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION ITEMS

NBWA MEETING – OCTOBER 4, 2019

Director Fraites summarized the NBWA meeting that took place on October 4th. There was an overview of the Re-Oaking Project conducted by the Napa and Sonoma Resource Conservation Districts. He stated that they met in Kenwood right in the middle of the area of the fires. Director Fraites explained that they are getting acorns native to the area to use for re-

planting. He added that these oaks are less susceptible to fire and this was an awesome project to bring this area back.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements – Dated October 3, 2019, Disbursements – Dated October 10, 2019 and Salinity Notice – Point Reyes.

The Board received the following news articles: Letters- Turning point in Pt. Reyes; Novato schools building irks city and MARIN AREAS FACE PLANNED OUTAGES- PG&E FIRE PRECAUTION.

ADJOURNMENT

President Baker adjourned the meeting at 6:55 p.m.

Submitted by

A handwritten signature in cursive script, appearing to read "Theresa Kehoe".

Theresa Kehoe
District Secretary