

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
October 17, 2017**

CALL TO ORDER

President Petterle called the regular meeting of the Board of Directors of North Marin Water District to order at 7:00 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 Katie Young, and Auditor-Controller David Bentley. Chief Engineer Rocky Vogler was absent.

Novato Resident Mike Landeros, District employees Nancy Holton (Sr. Accountant), Nancy Williamson (Sr. Accountant), Connie Filippi (Account Credit Clerk II), Dianne Landeros (Accounting/HR Supervisor), Robert Clark (Operations/Maintenance Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

MINUTES

The approval of the October 3, 2017 minutes were deferred to the next meeting with request to check with District legal counsel on an item.

GENERAL MANAGER'S REPORT

Marin LAFCo

Mr. McIntyre informed the Board that last Thursday, Marin LAFCo approved the Sphere of Influence Update for the District. He reminded the Board they received the draft report at the June 6, 2017 meeting. The report concludes that LAFCo will expand the District's Sphere of Influence to include six outside service area customers north of the District's West Marin service territory along State Route 1.

Meetings

Mr. McIntyre advised that he will be attending the Water Supply Coordination Council next week and the next WAC/TAC meeting will be on November 6th.

AWWA Conference

Mr. McIntyre will be out of the office Tuesday and Wednesday next week attending the AWWA Conference in Reno. He advised the Board that David Bentley will be acting General Manager in his absence.

OPEN TIME

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

David Bentley advised the Board that the original claim of water damage to a customer's basement on Albatross a couple weeks ago was caused by the homeowner and the District is not responsible for the damage.

Robert Clark announced the retirements of Kerry Lemos in April, 2018 and Roman Latanyzsyn in December, 2017 and informed the Board that interviews for the Maintenance Supervisor position will occur this week.

Director Grossi informed the Board and staff that a memorial service for John Stuber is on November 2nd at 10:30am at Our Lady of Lorretto, with a reception following at Marin Country Club.

MONTHLY PROGRESS

Mr. McIntyre provided the Board with the Monthly Progress Report for September. He stated that in Novato potable water production was up 2% and in West Marin up 14% compared to one year ago. He informed the Board that the Stafford Treatment plant continues to operate with good quality water and Recycled Water is up 3%. Mr. McIntyre advised the Board that on the Summary of Complaints and Service orders, high bill complaints are up 33% compared to one year ago. He stated that on the customer questionnaire, the \$2 incentive rate was effective in improving the response rate.

Mr. Bentley provided the Monthly Report of Investments stating that that at the end of September the cash balance was \$12.6M and the average weighed portfolio is 1.07%

CONSENT CALENDAR

On the motion of Director Fraites, seconded by Director Joly the Board approved the following item on the consent calendar by the following vote:

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

NOES: None

BOARD OF DIRECTORS MANUAL – BOD POLICY NO.14

The Board approved the update of the Board of Directors Manual (BOD Policy No. 14).

ACTION CALENDAR

RESOLUTION OF APPRECIATION FOR DIANNE LANDEROS

Mr. Bentley and Mr. McIntyre congratulated Dianne Landeros on her upcoming retirement, thanked her for her hard work, dedication and loyalty to the District and its procedures and policies and David read aloud her accomplishments over the last 23 years at the District from a Resolution of Appreciation.

Mr. Landeros stated how impressed and proud he was of all his wife Dianne's accomplishments with the District.

Dianne Landeros thanked the Board and staff and stated that she couldn't have accomplished all that she did without her staff. She introduced Nancy Williamson, Nancy Holton and Connie Filippi and stated that they were the best staff and dedicated to everything that was asked of them. She noted that Shawn Kane, who was unable to attend the meeting tonight, is a big piece of the warehouse and her staff loves working with him. Ms. Landeros thanked Mr. Bentley for being her task master and always challenging her.

Director Baker thanked Ms. Landeros for her years of good work and service to the District, Director Joly stated what a tremendous accomplishment Ms. Landeros' career was and Director Petterle thanked Ms. Landeros for making the District audit painless and was very impressed with her resume.

On motion of Director Fraites, seconded by Director Joly, the Board approved Resolution 17-21 entitled: "North Marin Water District Resolution of Appreciation to Dianne Landeros" by the following vote:

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

NOES: None

Mike Landeros, Nancy Holton , Nancy Williamson, Connie Filippi, and Dianne Landeros left the meeting.

EXCEPTION TO CALPERS 180-DAY WAITING PERIOD REQUIREMENT FOR RETIRING EMPLOYEE

Mr. McIntyre requested that the Board approve a Resolution regarding the exception to CalPERS 180-day waiting period requirement for retiring employee Dianne Landeros. He advised the Board that staff is requesting to enter into an agreement with Dianne Landeros to perform the duties of a special advisor to help with a new software upgrade for the Sage Accounting program

with a limit of 250 hours and a salary of \$63/hour. He noted that this item was reviewed by District legal counsel.

On motion of Director Fraites, seconded by Director Baker, the Board approved Resolution 17-22 entitled: "Resolution of the North Marin Water District for Exception To The 180-Day Wait Period for Hiring Retiree (Government Code Sections 7522.56 & 21224)" by the following vote:

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

NOES: None

INFORMATION ITEMS

SONOMA/NAPA FIRE STORM UPDATE – IMPACT TO NMWD

Mr. McIntyre provided the Board with a summary of the impact the Sonoma/Napa firestorm caused the District. He stated that 27% of District employees underwent mandatory or voluntary evacuations but fortunately no staff members lost their homes.

Mr. Clark advised the Board that he has been in discussions with North Bay Agencies regarding emergency response and what the District can do to help. He noted that staff is going to review the District's Emergency Response Plan.

DRAFT ANNUAL REPORT

Mrs. Young presented the Draft Annual Report to the Board and requested that comments/corrections be returned to her by the end of the month.

Director Joly asked to receive a list of District assets to develop a better understanding of the District's property and infrastructure values.

MISCELLANEOUS

The Board received the following miscellaneous information: Disbursements, Self-Insured Workers' Compensation Update, FY18 1st Quarter Labor Cost Report, STP Solar Power Facility – 5th Year Status Report, and AWWA CA-NV Leadership Award.

The Board received the following news article: Marin Supervisors pledge support for fire victims.

The Board also received the following news article at the meeting: North Bay Fires: Why are they so deadly, destructive and difficult to stop? and Stinson considers desalination plant.

ADJOURNMENT

President Petterle adjourned the meeting at 7:45 p.m.

Submitted by

A handwritten signature in black ink, appearing to read "Katie Young". The signature is written in a cursive style with a large, stylized "Y" at the end.

Katie Young
District Secretary