

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 5, 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 employee Robert Clark (Operations/Maintenance) was also in attendance.

MINUTES

Director Baker asked for a few minor revisions and on motion of Director Baker, seconded by Director Fraites the Board approved the revised minutes from the October 15, 2019 meeting by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

GENERAL MANAGER'S REPORT

Cancelled Meetings Due to PSPS Event

Mr. McIntyre announced that both the NBWRA and NBWA meetings were cancelled last week due to the recent Public Safety Power Shutdown by PG&E.

Public Records Act Request

Mr. McIntyre stated that on October 29th the District received a public records request from Capitol Weekly for all documents related to NMWD's redistricting under the California Voting Rights Act. He added that Capitol Weekly is a Sacramento based nonprofit news and information website. Mr. McIntyre noted that we are working with our legal counsel to assemble the applicable documents.

Director Joly asked if Mr. McIntyre knew why Capitol Weekly chose to request our records. Director Petterle also was interested to know why they picked us. Mr. McIntyre replied that he assumes many public agencies received the same request.

Flood Control Zone 1

Mr. McIntyre announced he and Director Grossi will attend a special Flood Control Zone 1 Advisory Board meeting on November 6th at 6:30 p.m.

Office Renovation

Mr. McIntyre reported that on November 7th he and Mr. Clark will have a progress meeting with our architects, Noll and Tam and Chris DeGabriele regarding the office renovation project. He added that Noll and Tam is close to submitting a Master Plan report to the Board for review.

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. Director Petterle commented that this is a good sign; because that means we did a good job with handling the recent Public Safety Power Shutdown event.

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:

Ms. Blue announced that our internal recruitment for filling the Accounting Supervisor position was successful with the selection of Nancy Holton. She added that the HR/Safety Manager recruitment continues and the posting closes November 18. Ms. Blue stated that the job is posted on Neogov, Craigslist, the HR Special District Group and our HR legal counsel also assisted by posting it on LinkedIn.

The Board expressed their appreciation to all District staff for a job well done during the PSPS shut down event. They added that all the comments they received from the public were positive. Director Joly thanked Mr. McIntyre for all the PSPS updates and the staff for standing watch so proudly. He added it was an honor to see a small utility such as ours stand tall and deliver our product even when PG&E faltered. Mr. McIntyre responded that it was not an easy task and required a districtwide effort. Director Joly stated he was out of power for 72 hours in the San Marin area and can't imagine what it would have been like if they were out of water as well. Director Petterle stated it was good to be able to tell people they did not have to worry about water. Director Grossi added everything went smoothly, he only heard good things and we didn't have any problems due to the efforts of staff.

Director Fraites commented on the newsletter noting there is a blank space on the address section and it unfolds awkwardly. He added there should be something eye catching on the front to entice the customer to open it. Mr. McIntyre replied he appreciated the input.

QUARTERLY FINANCIAL STATEMENT

Ms. Blue presented the Quarterly Financial Statement for Fiscal Year 2019-20. She reviewed the Novato, West Marin, Oceana Marin, and Recycled Water budgets summarizing net income and expenses. She noted for the first quarter, the District generated a net income of \$1.4M and noted the ratio of total cash to budgeted annual operating expense stood at 114%.

Director Joly asked about the Stafford Treatment Plant low cost of production. Ms. Blue responded that the Treatment Plant is in full production mode right now and production costs do not reflect ongoing fixed costs during the winter season plant shutdown. She added that as time goes on overall Treatment Plant production costs will better reflect annual operating costs.

ACTION ITEMS

OPERATOR-IN-CHARGE SIDE LETTER WITH EMPLOYEE ASSOCIATION.

Ms. Blue explained that in order to comply with the state of California; the District's Oceana Marin Sewer System must have an Operator-in-Charge (OIC) on record with the State Water Resource Control Board. This agreement provides extra duty pay for the individual who performs the additional OIC duties.

On the motion of Director Petterle, and seconded by Director Joly the Board approved the Operator-in-Charge Side Letter Agreement with the Employee Association by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

FLOATING HOLIDAY SIDE LETTER WITH EMPLOYEE ASSOCIATION.

Ms. Blue explained under the current MOU, floating holiday accrual has caused some operational impacts to various departments. The new agreement divides the distribution of the four floating holidays to one day per quarter and allows full-time employees to accrue up to 40 hours of floating holiday leave.

Director Baker asked if this affected the Treatment Plant Operators more than our Construction crew. Ms. Blue responded that it affects all our employees and noted that the new

policy will help the District to balance the days off more efficiently. Director Grossi asked if there was any discussion with the Employee Association (EA). Ms. Blue replied that both side letter agreements were reviewed and approved by the Employee Association

On the motion of Director Petterle, and seconded by Director Joly the Board approved the Floating Holiday Side Letter Agreement with the Employee Association by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

KENNEDY/JENKS CONSULTANTS – CONSULTING ENGINEERING SERVICES AGREEMENT (CREST PUMP STATION)

Mr. Vogler stated that Kennedy/Jenks' (K/J) scope of work is to review the District's preliminary plans and specifications and complete the design to prepare a final set of bid documents. Director Grossi asked what the cost of the project will be. Mr. Vogler replied around \$650,000. Director Fraites asked if there is an illustration drawing depicting the architectural style of the building. Mr. Vogler responded that he already conducted a community workshop in the Bahia neighborhood to review the design. Director Fraites asked if we would rename the pump station to Bahia Drive. Mr. Vogler replied that this pump station feeds Crest Tank so we will carry that name forward. Director Fraites commented that there are no other structures in the vicinity and he wants to be sure the pump station building fits in. Mr. Vogler responded that we will be putting in low water use landscaping in front of the structure, however we do have space limitations since it is a small parcel size. Director Petterle commented that we have a history of having nice looking pump stations and we must live up to our image. Director Joly asked how many pump stations we have in our District. Mr. Clark responded Novato has 26. Director Joly asked how many services does Crest Pump Station supply. Mr. Clark responded approximately 1,000.

On the motion of Director Joly, and seconded by Director Fraites the Board authorized the General Manager to execute the Consulting Engineering Services Agreement for Crest Pump Station with Kennedy/Jenks Consultants by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

PLUM STREET TANK PROPERTY EXCHANGE – GRAND DEED

Mr. Vogler informed the Board that in order to complete the transfer of District property to 15 Zandra Place, the Board must approve a Resolution authorizing the execution of a grant deed conveying 180 square feet of District property to the new owner.

Director Baker asked if this was a lot line adjustment. Mr. Vogler concurred and stated that Dale White had worked on it. Director Baker commented that he respected Mr. White's judgement as he has been around for a long time always doing excellent work. Director Grossi noted there was not an easement noted on the document, and asked where the easement was. Mr. Vogler stated he will do further research and get back to the Board. Director Grossi said there was no need to bring it back, just check it out.

On the motion of Director Joly, and seconded by Director Grossi the Board approved the Plum Street Tank Property Exchange – Grant Deed by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

**OLD RANCH ROAD TANK NO. 2 – REQUEST FOR AUTHORIZATION TO CONDUCT CEQA
PUBLIC REVIEW**

Mr. Vogler requested authorization from the Board to initiate the CEQA 30-Day Public Review Period for the project and to schedule a public hearing for the January 7, 2020 Board meeting. He added that even though it is not required, letters will go out to the owners to let them know about a scoping meeting so they have an opportunity to learn more about the project and provide comment.

Director Joly asked when the District will send out the notices. Mr. Vogler replied once he receives authorization to do so. Director Joly asked if the comments were due by December 15th. Mr. Vogler confirmed and stated that he will work with the consultant in responding to comments. Director Fraites asked how we currently get to the tank, if there is an existing road. Mr. Vogler responded that there is a paved road that goes to the last house on the street, then adjacent to it is a dirt driveway that leads up to the tank. Director Fraites commented that he noticed we will be taking out 71 trees and 62 of those are Oaks, and asked if there was any other way to access the new tank. Mr. Vogler stated that this was the only way to provide a suitable access road that wasn't too steep and problematic. He added that they tried to minimize impacts to the tree canopy and most of the trees to be removed are small in

diameter and not heritage trees. Mr. McIntyre added that the existing access is poor and this new access road alignment will help address problematic site access issues, especially during inclement weather. Director Baker noted that Wild Horse Tank is also very difficult to access. Director Grossi asked what zone this tank is located in. Mr. Vogler replied, Zone 3. Director Fraites asked if the road will be paved with asphalt or concrete. Mr. Vogler replied asphalt. Director Petterle asked if it will be visible. Mr. Vogler responded that with the heavy tree canopy and limited elevation change it will be difficult to see from afar.

On the motion of Director Petterle, and seconded by Director Fraites the Board approved initiation of the Old Ranch Road Tank No. 2 CEQA 30-Day Public Review Period and scheduling of a public hearing for the January 7, 2020 Board meeting by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION ITEMS

PG&E OCTOBER 26-30, 2019 PUBLIC SAFETY SHUTDOWN RESPONSE (PSPS) UPDATE

Mr. Clark updated the Board on the recent Public Safety Power Shutdown event. He reported that overall this was a valuable exercise for demonstrating staff's ability to work together to meet the District's mission to provide reliable water and sewer service to our customers. He noted that District staff provided an outstanding response to an unprecedented event in the history of the District. Mr. Clark added that the lessons learned will be used to improve our response for the next significant power outage or emergency event. Mr. Clark also noted that during this event Comcast internet service was down, and we had limited service from the District Verizon cell phones; noting he had heard AT&T was having the same issue. He added that during the outage we were maintaining around the clock staffing using three 8-hour shifts to make sure we maintained uninterrupted service to our customers.

Director Baker asked what would have happened if there was a local fire. Mr. Clark replied that the tanks were all at or above 80% capacity the whole time. Director Grossi asked what the impact was on the internet. Mr. Clark replied that we were unable to receive emails, and we were limited in sending out information to the outside and staff. Director Grossi stated he has point to point internet and he received uninterrupted service. Director Grossi stated that he will give Mr. Clark the information for the carrier he uses and added they are expanding their service territory.

Director Joly asked if our AMI system was down. Mr. Clark confirmed, adding we are

still evaluating if any data was lost. Director Joly stated that if water use was down to 3.5 million gallons per day, and winter use is at 5 million, what would normal use be this time of year. Mr. Clark replied from 9 to 10 million gallons per day. Director Grossi asked if we thanked our customers for curtailing use. Mr. McIntyre confirmed stating that we posted thank you messages on our website and social media. Director Joly asked if we received any feedback on what we could do better. Mr. McIntyre stated that all the feedback was positive. Mr. Clark also thanked the Board for approving purchase and rental of extra generators and fuel storage tanks, stating we did not interrupt service to our customers at any time. Director Joly asked if 72 hours is considered a medium sized shutdown. Mr. Clark replied that PG&E said they we could lose power from two to seven days. Director Joly asked what an additional five days off would look like. Mr. Clark responded that we should be able to keep up but it would be more disruptive to staff operations. Mr. McIntyre also addressed Director Joly's question about the extension of the event noting that another concern would be fuel. He added that the City of Santa Rosa reporting having a harder time getting fuel to fill up their generators. Mr. McIntyre said to Mr. Clark's credit, we rented additional fuel tanks which gave us more control over the situation.

Director Baker stated that this topic was also discussed at the October 7th WAC meeting in Santa Rosa where many of the attendees spoke about how things went during the PSPS event and what they would do differently next time. He added fuel did come up as an issue, and stated that the needs of Cal Fire trumped the needs of the local agencies. Director Petterle stated his power was back on Monday night and Director Joly stated power in San Marin was back on around 4:00 p.m. on Tuesday. Mr. McIntyre commented that Oceana Marin power did not come back on until Thursday, October 31st at 6:00 p.m. He added that this event essentially impacted the entire staff, and everyone stepped up to ensure our customers had uninterrupted service. Mr. McIntyre stated that he appreciated all staff's efforts during this event and thanked Mr. Clark for taking the lead in preparing for this event. Director Petterle agreed wholeheartedly, and noted we need to keep in mind that an earthquake will be very different. Mr. Clark added that we need to continue to train staff to be responders. Director Joly stated that we haven't experienced a significant earthquake since 1989 and voiced his concern regarding a future event involving the Roger's Creek Fault. Director Grossi added that the San Andreas Fault still remains a big concern.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements – Dated October 17, 2019, Disbursements – Dated October 24, 2019, Disbursements – Dated October 31, 2019, Comment Letter - Development of Water Loss Performance Standards and FY20 1st Quarter

Labor Cost Report.

The Board received the following news articles: California finds widespread water contamination of 'forever chemicals'; Point Reyes wastewater feasibility study handed off; Annexing muddle prompts apology – Novato; Marin's big rainfall year fails to reduce fire risk Housing for staff foiled by blooper – Housing – COLLEGE OF MARIN; Winter weather outlook: 'the probabilities tilt slightly toward warmer and drier than normal'; Discounts considered for water fee – MARIN MUNICIPAL; Interim director hired to oversee finance division – Novato; FCC finds broad failure of cellular sites in Marin County; PG&E restores power to approximately 99% of customers and Editorial – Cell towers need to work during outages.

Mr. McIntyre commented on the City of Novato hiring one of our past employees, David Bentley, to temporarily step in and help in the finance department. Director Joly commented that he thought that was great. Director Baker stated that it may take a while to get someone permanently hired.

ADJOURNMENT

President Baker adjourned the meeting at 7:09 p.m.

Submitted by



Theresa Kehoe
District Secretary