

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 15, 2016**

CALL TO ORDER

Vice-President Petterle 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, Stephen Petterle, and Dennis Rodoni. Also present were General Manager Chris DeGabriele, Acting District Secretary Eileen Mulliner, Auditor-Controller David Bentley and Chief Engineer Drew McIntyre. President John Schoonover and District Secretary Katie Young were absent.

Skip Schwartz, Jim O'Hara and Pam Osborn from West Marin Senior Services, Rocky Vogler, Novato resident, Mike Joly, District employees Robert Clark (Operations/Maintenance Superintendent) and Tony Arendell (Construction/Maintenance Superintendent) were in the audience.

CHIEF ENGINEER CANDIDATE INTERVIEW

The Board held an interview with a Chief Engineer candidate. Upon conclusion of the interview with Chief Engineer candidate Rocky Vogler, the Board deliberated and developed a consensus that he was well rounded, a good candidate and that his residency should not be cause for rejection.

Mr. McIntyre and Rocky Vogler left the meeting.

MINUTES

On motion of Director Baker, seconded by Director Fraites the Board approved the minutes from the previous meeting as amended by the following vote:

AYES: Director Baker, Fraites, and Rodoni

NOES: None

ABSTAIN: Director Petterle

ABSENT: Director Schoonover

GENERAL MANAGER'S REPORT

USDA Funding for Oceana Marin Improvements

Mr. DeGabriele stated that Mr. McIntyre has inquired of USDA Rural Development office in Santa Rosa whether any funding may be available for the Oceana Marin improvements. He stated

that USDA has asked that a Security Inspection be done since the District received USDA funding in the past. Robert Clark and he will meet with USDA next Tuesday and tour the West Marin system and see what may come of that potential funding avenue.

ACWA Conference

Mr. DeGabriele stated that he, Mr. McIntyre and Mr. Bentley will all be attending the ACWA conference the last week of November. He stated that the three of them will be out of town on Wednesday (11/30) and Thursday (12/1) at which time Katie Young, the remaining District Officer, will be acting General Manager.

Director Fraites inquired about Marin Local Coastal Program and the expansion or changes as well as what agricultural products can be grown in West Marin. Mr. DeGabriele stated that ranchers need water to grow and that there are no specific groundwater basins in the Districts West Marin service area. He stated that there is some ability to provide irrigation water if needed and the District has been provided raw water from 1993-2003 to Giacomini Ranch for their pasture irrigation and the District did acquire a portion of that water right.

OPEN TIME

Acting 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

Acting President Petterle asked if staff or Directors wished to bring up an item not on the agenda and there was no response.

MONTHLY PROGRESS REPORT

Mr. DeGabriele provided the Board with the Monthly Progress Report for October. He stated that water production in both Novato and in West Marin is up from one year ago but down considerably compared to 2013. He stated that Stafford Treatment Plant continues on a good production schedule and Recycled Water Production is down in October, likely due to rainfall but the annual total to-date is good. Mr. DeGabriele advised the Board that storage at Stafford Lake is at 37% of capacity, Lake Mendocino is at 89% of the target storage curve, (just under 50,000 acre feet) and Lake Sonoma, at 210,000 acre feet, is 86% full. He noted that through October, the District has received a little over 4" of rainfall. Mr. DeGabriele stated that in review of the Complaints and Service Orders, it was noted that high bill complaints are up significantly over a year ago.

Mr. Bentley reviewed the Monthly Report of Investments indicating the District holds \$13.5M in reserves earning a rate of return at 0.78%.

CONSENT CALENDAR

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

AYES: Director Baker, Fraites, Petterle, and Rodoni

NOES: None

ABSENT: Director Schoonover

SPOT ADJUSTMENT – BUILDING & GROUNDS MAINTENANCE TECHNICIAN I

The Board authorized a spot adjustment for the Buildings and Grounds Maintenance Technician to bring that position salary equivalent to the Field Service Representative position at the District.

OUT-OF-COUNTRY TRAVEL FOR DANISH WATER TECHNOLOGY ALLIANCE FACT FINDING TRIP – ROBERT CLARK

The Board approved Out-of-Country travel for Robert Clark to attend the Danish Water Technology Alliance Fact Finding Trip in December. The Danish Water Technology Alliance representatives have visited North Marin Water District to learn about our facilities and have invited staff from the District and other California locations to participate in a four-day excursion to Denmark to learn about their water, wastewater and energy neutral operations.

ACTION CALENDAR

WAIVE TIER CHARGES

Mr. Bentley advised the Board of staff's concern for months regarding the discrepancy of consumption of water and water sales. He stated that staff has received many high bill complaints and has discovered that a Field Service Representative (Meter Reader) was estimating reads. Mr. Bentley showed the Board a meter reading device and the correct way to read a meeting. He explained the customer impact that occurred noting that those who got a low bill in August then received a subsequent "catch-up" high bill in October and it can push some customers into the higher tier rate. He is requesting that the Board authorize staff to waive tier charges for all customer bills rendered through January 5, 2017 in response to the incident where bills had been estimated earlier in the year. Mr. Bentley advised that the likely financial loss to the District due to the incident is about \$50K and that remuneration is unlikely because the former employee has no assets. He noted that staff is fielding about 100 calls per week from customers and the incident appears to have occurred throughout the Novato and West Marin systems.

There was a lot of conversation about the circumstances how this all came about and the Board was informed that the General Manager is submitting a 'Letter to the Editor' to the Marin Independent Journal, Novato Advance and Point Reyes Light explaining the circumstances, apologizing and advising what is being done in response. It was advised that the letter will also be posted on the District website.

On motion of Director Rodoni, seconded by Director Baker, the Board approved waiving the tier charges for all customer bills rendered through January 5, 2017 by the following vote:

AYES: Director Baker, Fraites, Petterle, and Rodoni

NOES: None

ABSENT: Director Schoonover

REQUEST FOR ADDITIONAL BILL ADJUSTMENT – WEST MARIN SENIOR SERVICES

Mr. Bentley stated that GM/CEO Skip Schwartz of the West Marin Senior Services was in the audience requesting a bill adjustment for the remaining amount owed by West Marin Senior Services at their Stockstill House for an unexplained huge increase in amount of metered water use occurring the past two billing periods. He stated that the total charge for the two billing periods is over \$4,000. Mr. Bentley noted that Stockstill House in Point Reyes Station bills are typically \$250 for those two month periods. He advised the Board that staff is recommending option 2 to reduce the balance due to \$810, rendering a charge based on the cost of water produced, resulting in an additional credit of \$299.

GM/CEO Skip Schwartz, Jim O'Hara and Pam Osborn from West Marin Senior Services attended the meeting and addressed the Board and provided an overview of the facility. He noted that he was appreciative of the bill adjustments provided to date pursuant to District policy and was baffled as to how much water had been used when they had no leaks. He requested that the Board forgive the outstanding amount.

Director Rodoni agreed that since it is not known where the water went, that the site was accessible by ringing a door bell, yet the Meter Reader who responded was the same person that had estimated bills and now no longer worked for the District he favored Option 1, reducing remaining balance to \$0.

Director Fraites agreed.

Director Baker stated that it was unfair to other customers to pick up the cost of water that went through the meter.

On motion of Director Rodoni, seconded by Director Fraites, the Board approved Reduced the \$1,109 balance due to \$0, allowing the two \$125 payments to clear the account in full, granting an additional \$1,109 credit by the following vote:

AYES: Director Fraites, Petterle, and Rodoni

NOES: Director Baker

ABSENT: Director Schoonover

NOLL & TAM CONSULTANT SERVICES AGREEMENT FOR HEADQUARTERS UPGRADE ARCHITECTURAL CONCEPT PLAN

Mr. DeGabriele advised the Board that Noll & Tam Consultant was the firm recommended for the District Headquarters Upgrade Architectural Concept Plan. He stated that the Consulting Services Agreement with Noll & Tam Architects is to conduct space planning and concept proposal developing a master plan for the upgrade. He stated that work will begin in early December and is scheduled to complete by mid-April with a presentation of a draft master plan to the Board. Cost of the work is up to \$98,980.

On motion of Director Fraites, seconded by Director Baker, the Board Board authorize the General Manager to enter into a Consulting Services Agreement with Noll & Tam Architects to conduct the space planning and concept proposal (Master Plan) for the District Headquarters Upgrade by the following vote:

AYES: Director Baker, Fraites, Petterle, and Rodoni

NOES: None

ABSENT: Director Schoonover

INFORMATION ITEMS

OPERATIONS/MAINTENANCE – FIRST QUARTER 2015/16 UPDATE

Robert Clark provided the Board with the Operations/Maintenance First Quarter 2015/16 Update. He stated that hearing tests were conducted for 23 employees and none of the employees had additional hearing loss.

Director Baker asked if employees wear hearing protection and are conscientious about it and Mr. Clark responded yes.

Mr. Clark stated that the maintenance staff is doing a great job and that the 4th annual Leveroni Creek Bank inspection has been completed. He advised the Board that in Operations both West Marin and Stafford Treatment Plants had typical treatment plant operations for the quarter and

that three residents signed up for the Residential Recycled Water Program. Mr. Clark informed the Board that staff ran the Deer Island Recycle Water Facility for one month. He noted that salinity levels remain static in Point Reyes due to the blending with Gallagher well water.

DRAFT ANNUAL REPORT

Mr. DeGabriele provided the Board with the Draft Annual Report and requested that comments/corrections be returned to Mrs. Young by Friday, November 18th.

WAC MEETING – NOVEMBER 7, 2016

Mr. DeGabriele provided the Board with a summary of the Water Advisory Committee meeting held on November 7th. He advised the Board that the Sonoma Marin Saving Water Partnership won two awards from the United States Environmental Protection Agency – the Water Sense Excellence Award and the Professional Certifying Organization Partner of the Year award. He noted that the partnership has won an award every year since its formation.

MISCELLANEOUS

The Board received the following miscellaneous information: Disbursements, Water Research Foundation Letter and Jerome Aparton Obituary.

The Board also received the following miscellaneous item at the meeting: Russian River Fish Ladder handouts.

ADJOURNMENT

Acting President Pettele adjourned the meeting at 8:04 p.m.

Submitted by



Eileen Mulliner
Acting District Secretary