

**NORTH MARIN WATER DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS**  
December 2, 2014

**CALL TO ORDER**

President Rodoni called the regular meeting of the Board of Directors of North Marin Water District to order at 7:30 p.m. at the District headquarters and the agenda was accepted as presented. Present were Directors Jack Baker, Rick Fraites, Stephen Petterle, and John Schoonover. Also present were General Manager Chris DeGabriele, Secretary Katie Young, and Chief Engineer Drew McIntyre. Auditor-Controller David Bentley was absent.

District employees Tony Arendell (Construction/Maintenance Superintendent) and Robert Clark (Operations/Maintenance Superintendent) were in the audience.

**REORGANIZATION OF BOARD**

**Election of President**

On motion of Director Schoonover, seconded by Director Petterle and unanimously carried, the Board elected Director Baker as President of the Board for the ensuing year:

**Election of Vice-President**

On motion of Director Fraites, seconded by Director Petterle and unanimously carried, Director Schoonover was elected Vice-President of the Board for the ensuing year.

**Establishment of Meeting Times and Place**

On motion of Director Schoonover, seconded by Director Petterle and unanimously carried, the Board set the time and place of regular meetings to be the first and third Tuesday of each month and changed the time of the meeting to 7:00 p.m. at the District office, and agreed that the Board will hold one meeting annually in West Marin with additional West Marin meetings to be scheduled on an as-needed basis.

**Establishes the Manner of Calling Special Meetings**

On motion of Director Petterle, seconded by Director Fraites and unanimously carried, the Board approved special meetings of the Board to be held as provided in Section 54956 of the Government Code.

### Appointment of District Officers

On motion of Director Schoonover, seconded by Director Petterle and unanimously carried, the following District officers were appointed for the ensuing year: Chris DeGabriele, General Manager; Katie Young, District Secretary; David L. Bentley, Auditor-Controller; and Drew McIntyre, Chief Engineer.

### Confirm Board Meeting Schedule for 2015

On motion of Director Fraites, seconded by Director Petterle and unanimously carried, the Board accepted the proposed meeting schedule for the 2015 calendar year with the understanding that the calendar may be adjusted as needed.

### Committee Appointments

President Baker stated that he will take committee appointments into consideration and will return to the Board with his recommendations at a future meeting.

### **MINUTES**

On motion of Director Petterle, seconded by Director Fraites and unanimously carried the Board approved the minutes from the previous meeting as presented.

Director Schoonover acknowledged Drew McIntyre on his concise presentation of the NBWRA update at the previous Board meeting.

### **GENERAL MANAGER'S REPORT**

#### U.S. Coast Guard Housing

Mr. DeGabriele advised the Board that he had the opportunity to review the proposed legislation language Congressman Huffman prepared for the transfer of the U.S. Coast Guard Housing facility in Point Reyes Station to the County of Marin. He stated that the language includes specific reference to infrastructure that would benefit the general public which includes all of the District's infrastructure and easements enhancement. He noted that the language has broadened and states that he anticipates there would be a study needed over waste water disposal in the adjacent properties.

#### ACWA Conference

Mr. DeGabriele advised the Board that he will be attending the ACWA Conference in San Diego on Thursday to attend the Region 1 Board Meeting. He noted that David Bentley is now on the Board of Region 1 and representing the District and will attend the conference all week, along with Pablo Ramudo who is very active in the ACWA Water Quality Committee.

### Holiday Party

Mr. DeGabriele reminded the Board that the District's Holiday Party is on Saturday at the Petaluma Elks Lodge at 6 p.m.

### Harassment Training

Mr. DeGabriele informed the Board that on Tuesday, December 8<sup>th</sup>, all staff will receive mandatory harassment training provided by an attorney from Joe Wiley's office. He noted that the training is done every two year and all staff will receive the basic training and managers and supervisors will receive an additional 45 minutes of training about the responsibility and handling of harassment claims.

### **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:

Tony Arendell informed the Board the District received the leak corrolaters that were purchased for listening to pipes. President Baker asked what the device was. Mr. Arendell explained that staff installed the device to pipes in the areas that could potentially have leaks. He noted that 12 devices were put around town. President Baker asked if they were attached on mains or on services. Tony stated they could be attached on both the main and the service and informed the Board he would come back in approximately one month to give a presentation on the device and outcomes.

Mr. McIntyre advised the Board that last week Pure Technologies completed the evaluation of the 18-inch transmission pipeline on Novato Blvd. and staff is waiting for the final report. He stated that the initial indications look good and there were no obvious deficiencies. He noted that in one location there was a valve that was not completely sealed and was leaking but staff was able to get it completely closed. Mr. McIntyre informed the Board that when staff receives the detailed report there will be presentation given to the Board.

President Baker stated that he attended the demonstration of the acoustic testing of the transmission pipeline on Novato Blvd and was impressed with the technology and capabilities of the device. He thanked staff for the invitation to attend the demonstration.

Mr. McIntyre informed the Board that the Aqueduct Energy Efficiency Project has been shut down due to the rain and believes that construction activity will not start up again until mid-week next when there is an expected break in the rainfall. He noted that there are expected rain days built into the contract schedule and will keep the Board apprised.

### **ACTION CALENDAR**

#### **CONDITIONS OF EMPLOYMENT – GENERAL MANAGER (REVISED RESOLUTION 95-12)**

The Board has recently met to discuss the General Manager's performance review and "Conditions of Employment." The Board desires to authorize a salary increase in the amount of \$14,060/year consistent with percentage increases previously conveyed to other District Employees. On motion of Director Petterle, seconded by Director Schoonover and unanimously carried, the Board approved revised Resolution No. 95-12 "The North Marin Water District Conditions of Employment – General Manager."

Mr. DeGabriele thanked the Board for the salary increase and stated that it was very much appreciative and very generous.

President Baker thanked Mr. DeGabriele and said his salary increase was well deserved.

#### **COST SHARING FOR 2015 URBAN WATER MANAGEMENT PLAN UPDATE**

Mr. DeGabriele advised the Board that the Water Contractors have banded together, as was done in 2010, to enlist Maddaus Water Management to update the Water Demand Analysis and Water Conservation Measures for the 2015 Urban Water Management Plan (UWMP). He stated that City of Santa Rosa will be the project manager and provided the Board with a draft letter agreement for the District to share consulting costs in the amount of \$23,753. He noted that Maddaus will be available to the District to perform extra work and be hired at an hourly basis. Mr. DeGabriele stated that having Maddaus is good because they are familiar with all the contractors and have a lot of historical data to make projections for the future.

Director Rodoni asked when the plan is expected to be completed.

Mr. DeGabriele stated that Maddaus is hoping to be completed by the end of the fiscal year and that the 2015 UWMP will have current data up until December 30, 2015 for the 20 by 2020 requirements. He noted that the UWMP must be completed by June 30, 2016.

On motion of Director Fraites, seconded by Director Schoonover and unanimously carried, the Board authorized the General Manager to execute a Letter Agreement with the City of Santa Rosa to share cost of the Maddaus Water Management work to update Water Demand and Water

Conservation Analysis for the 2015 UWMP in the amount of \$23,753 with a 10% contingency (\$2,375).

### **INFORMATION ITEMS**

#### **ADOPTED STATE PERMIT FOR DISCHARGES OF POTABLE WATER**

Robert Clark provided a report on the adopted state permit for discharges of potable water. He advised the Board that on November 18<sup>th</sup> the California State Water Resources Control Board adopted a statewide general permit for discharges of potable water from community water systems. He stated that the statewide permit covers all of the District's activities that would result in a discharge from the transmission and distribution systems in both the Novato and Point Reyes system as well as some discharges from treatment facilities and groundwater wells. Mr. Clark informed the Board that the permit requires chemical and physical monitoring of discharges and the use of best management practices (BMPs) for control of erosion and sedimentation, and dechlorination of discharge water before entering natural receiving waters. Mr. Clark informed the Board that staff is working on finalizing the permit application which must be received by the Board between February 26<sup>th</sup> and September 1, 2015. He stated that the District currently has programs in place that will need to be modified in order to complete the best management practices.

President Baker asked about the recent discharged water into the creek from Wildhorse Tank overflow.

Mr. Clark stated that it was less than an acre foot of water, which is the level that would now have to be reported. He noted that staff will still respond to discharges as if they need to be reported and will check the flow/volume, take pictures, and complete chlorine residual testing.

Director Fraites asked if the District has to test on any discharge of water or just leaks and breaks.

Mr. Clark responded that the District must insure that chlorinated water is not going into bodies of water. He stated that staff will first manage the leak and get it under control and then manage where the water goes.

President Fraites asked about the Vineyard Creek discharge. Mr. DeGabriele stated that initial settlement discussions were positive but those discussions are confidential.

Director Rodoni asked if there would be permits for the recycled water system and Mr. Clark responded that recycled water discharges are covered by a separate permit.

Mr. Clark informed the Board that the annual permit fee for 2014-2015 is \$2,062 plus the application fee of \$100 and that the Novato and Pt. Reyes systems will be applied together on one application.

#### **TAC MEETING – DECEMBER 1, 2014**

Mr. DeGabriele provided a brief update of the Technical Advisory Committee Meeting from December 1<sup>st</sup>. He stated that there was an update of the regional water comparison provided to the general public and that the total potable production among all water contractors from February to October is down almost 15%, totaling 10K acre feet of water.

Mr. DeGabriele informed the Board that there is more water in Lake Mendocino than last year at this time and Lake Sonoma holds 136K AF of water. He noted that the diversions out of Potter Valley have not yet been interrupted and he is hopeful the rainfall will continue to collect runoff in Lake Mendocino to backstop the reduction in the Eel River Diversions.

President Baker asked if the state restrictions will be removed early and Mr. DeGabriele stated that he does not believe the state will remove the restrictions until May 2015.

#### **NBWA MEETING – DECEMBER 5, 2014**

Director Fraites advised the Board and staff that he will be attending the North Bay Watershed Association meeting on Friday, December 5<sup>th</sup>.

#### **MISCELLANEOUS**

The Board received the following miscellaneous information: Disbursements, NMWD Safety Bravo Awards (Ortiz & Breit), Ltr. to State Senate re: Endorsement for Senator McGuire, and NMWD/NSD Recycled Water Subcommittee Agenda – 12/17/14.

The Board received the following news articles: Novato deals with two days of rusty water, Editorial: New online pension figures show need for reform, and Obituary: Sharon Bianchini Doughty.

The Board also received the following news articles at the meeting: Salinity Notice (11/18), and Marin RCD named “District of the Year” at state conference. The Board also received the following miscellaneous item: Wiley Price & Radulovich, LLP Notice of Fee Increase.

Mr. DeGabriele advised the Board that the December 17<sup>th</sup> Recycled Water Subcommittee Joint Meeting Agenda with Novato Sanitary District was included in the miscellaneous items and staff will send out the agenda as well as a reminder when the date gets closer.

**ADJOURNMENT**

President Baker adjourned the meeting at 8:08 p.m.

Submitted by

A handwritten signature in black ink, appearing to read "Katie Young", written in a cursive style.

Katie Young  
District Secretary