

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
December 3, 2019**

CALL TO ORDER

Director Joly announced that Director Baker was away at an ACWA conference and therefore, as Vice President of the Board he will commence the meeting.

Vice President Joly 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 Rick Fraites, Michael Joly, James Grossi, and Stephen Petterle. Director Baker was absent. Also present were General Manager Drew McIntyre, District Secretary Terrie Kehoe, Auditor-Controller Julie Blue and Chief Engineer Rocky Vogler.

District employees, Robert Clark (Operations/Maintenance Superintendent), Tony Arendell (Construction/Maintenance Superintendent), and Pablo Ramudo (Water Quality Supervisor) were also in attendance. In the audience was resident Mojgan Dadnia.

REORGANIZATION OF BOARD

Election of President

On motion of Director Petterle, seconded by Director Fraites, the Board elected Director Joly as President of the Board for the ensuing year by the following vote:

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSENT: Director Baker

Director Joly thanked the Board for their confidence in him, and stated he will make every effort to live up to their expectations. Additionally, he thanked Director Baker for an excellent job serving as Board President this last year.

Election of Vice-President

On motion of Director Fraites, seconded by Director Petterle, Director Grossi was elected Vice-President of the Board for the ensuing year by the following vote:

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSENT: Director Baker

Director Joly congratulated Director Grossi for being appointed Vice President of the Board.

Establishment of Meeting Times and Place

On motion of Director Petterle, seconded by Director Joly, the Board set the time and place of regular meeting to be the first and third Tuesday of each month at 6:00 p.m. at the District office by the following vote:

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSENT: Director Baker

Establishes the Manner of Calling Special Meetings

On the motion of Director Fraites, seconded by Director Petterle, the Board approved special meetings of the Board to be held as provided in Section 54956 of the Government Code by the following vote:

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSENT: Director Baker

Appointment of District Officers

On the motion of Director Petterle, seconded by Director Fraites, the following District officers were appointed for the ensuing year: Drew McIntyre, General Manager; Terrie Kehoe, District Secretary; Julie Blue, Auditor-Controller; and Rocky Vogler, Chief Engineer by the following vote:

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSENT: Director Baker

Mr. McIntyre thanked the Board for the re-appointment of the District Officers.

Confirm Board Meeting Schedule for 2020

On the motion of Director Petterle, seconded by Director Joly, the Board accepted the proposed meeting schedule for the 2020 calendar year with the understanding that the calendar may be adjusted as needed by the following vote:

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSENT: Director Baker

Committee Appointments

President Joly announced that he will reappoint the same appointments unless he hears otherwise. Director Petterle reminded Director Joly that as president he has the authority to make any changes. On the motion of Director Fraites, seconded by Director Petterle, the Board accepted the committee appointments by the following vote:

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSENT: Director Baker

MINUTES

On motion of Director Petterle, seconded by Director Fraites the Board approved the minutes from the November 19, 2019 meeting as presented by the following vote:

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Baker

GENERAL MANAGER'S REPORT

Rainfall

Mr. McIntyre notified the Board that we had a good kick off for winter rains with about seven inches of rain over the last week, and one day we had close to four inches. He added that Stafford Lake has risen one foot over this period. Director Grossi stated they had 5.25 inches of rain out at the ranch. Mr. McIntyre added that the storm tracks were interesting, and for a couple of days we received rainfall amounts similar to rain gauges near Mt. Tamalpais. He noted this is unusual but happens every once in a while.

Aqueduct Energy Efficient Project Easements

Mr. McIntyre announced that he and Joe Kauwe will be attending a meeting in Oakland with Caltrans on December 4th to discuss the status on AEEP easements. He added that consultant Dale White will also be in attendance. Mr. McIntyre stated that this is the last outstanding item

associated with the Aqueduct Energy Efficient Project and Caltrans typically waits for the entire construction project to be complete before finalizing right-of-way documentation. He added there has been some turnover of Caltrans staff and we want to be sure they understand our needs and expectations.

Indian Valley Golf Course Access Road Maintenance

Mr. McIntyre announced that he and Mr. Vogler will be attending a meeting on December 5th with Indian Valley Golf Course management to discuss road maintenance projects including the Leveroni Creek embankment repair project along the access road.

NBWA Meeting

Mr. McIntyre stated that there will be a North Bay Watershed Association meeting on December 6th at Novato Sanitary District.

North Bay Water Reuse Authority Meeting

Mr. McIntyre announced that he, Director Baker and Mr. Vogler will be attending the NBWRA meeting on December 9th in Novato. Director Grossi stated he was also interested in attending.

OPEN TIME

President Joly asked if anyone in the audience wished to bring up an item not on the agenda. Ms. Dadnia (resident at 400 Wood Hollow Drive) came to discuss her bill. She stated she had a very large bill because she was unaware that she had an irrigation leak. Ms. Dadnia also said she explained to the Billing Department that they should not compare it to the water use of 2016 and 2017 because they were replanting trees that they had lost in a fire. Director Joly thanked Ms. Dadnia for coming to the meeting, but asked if she had approached District staff. She replied she wrote a letter to the Billing Department. Ms. Blue stated that a response letter was mailed today. Ms. Blue also gave her a copy of the letter and offered to go over the letter with her once she had a chance to review. Director Joly stated that staff has responded and the Board has not seen the reply. He added if Ms. Dadnia is not satisfied with the response it would be best for the Board to review it at a future meeting. Director Joly thanked Ms. Dadnia for coming to the meeting.

STAFF/DIRECTORS REPORTS

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

Ms. Kehoe reminded the Board of the photo shoot on December 9th at the Downtown Novato Recreation Center. She added that she handed out a flyer with the information and the cell number for the Kiosk representative in case they have a hard time finding the location.

Ms. Kehoe also reminded the Board that the NMWD Holiday Party is on December 14th at 6:00 p.m.

ACTION CALENDAR

PAYMENT OF NOVATO SANITARY DISTRICT INVOICE FROM RECYCLED WATER CAPITAL REPLACEMENT AND EXPANSION FUND

Mr. McIntyre reminded the Board of the 2004 Inter-Agency agreement between North Marin Water District (NMWD) and Novato Sanitary District (NSD) to jointly construct and operate a recycled water system to serve Stone Tree Golf Course and other users. He added in 2011 the Board approved the Third Revised Inter-Agency Agreement to reflect changes necessary to document the new conditions for which recycled water would be produced and delivered in the Novato North and Central service areas. Mr. McIntyre explained the Inter-Agency agreement includes establishment of a Recycled Water Capital Replacement and Expansion Fund which is to be maintained by NMWD and any expenditure from the fund shall be jointly approved by both NMWD and NSD. He added the submitted NSD invoice represents reimbursement for work to install a cover over the recycled water clearwell. Mr. McIntyre stated this work directly results in improved recycled water quality delivered to NMWD. He added that the agreements with both NSD and LGVSD will need to be revised in the not so distant future to reflect updated recycled water treatment and distribution volumes.

On the motion of Director Petterle, and seconded by Director Fraites the Board moved to approve the Payment of Novato Sanitary District Invoice from the Recycled Water Capital Replacement and Expansion Fund by the following vote:

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Baker

INFORMATION ITEMS

DRAFT ANNUAL REPORT 2018-2019

Under Information Items, Ms. Kehoe gave a brief description of the Draft FY18-19 Annual

Report. She explained that each Department Head contributed towards the report, and the draft is now available for the Board's review. Ms. Kehoe stated that any comments must be received by December 12th and will be incorporated into the finished product and submitted for approval at the next meeting on December 17th. Director Joly stated that he will have a few comments to give to Ms. Kehoe, but all in all he learned a great deal from the information provided.

FY 19-20 QUARTERLY PROGRESS REPORT – WATER QUALITY

Mr. Ramudo updated the Board on the FY 19-20 Water Quality Report. He reported that the water served to the communities of Novato and Point Reyes met all federal and state water quality standards during this quarter of the fiscal year. He added that staff noted a high diversity of algae species in Stafford Lake, which is a good thing and shows improvement in the water quality. Mr. Ramudo noted we have a great source of water and 95% of the TOC was removed which is the best we ever had. He believes this has to do with good treatment operations, applying suggestions from our consultants and fine tuning our operations. He added we also had no taste or odor complaints, and no algae blooms.

Mr. Ramudo continued the discussion noting the main issue in Point Reyes is still salinity intrusion at the Coast Guard Wells. He stated that since July the chloride and bromide levels have increased and the bromide level is at a historical high. Fortunately, the Gallagher well has no salinity and very low bromide. He added that due to operational changes, the disinfection byproduct numbers were low, and staff has been able to fine tune distribution system operation which helps lower our water age in the far reaches of our system. Mr. Ramudo stated that recent testing results were promising. He added we will continue to explore permanent changes to the system but changes made thus far have been positive. Director Joly stated that the report was excellent and said staff has done a wonderful job with the treatment operations.

FY 19-20 QUARTERLY PROGRESS REPORT – OPERATIONS AND MAINTENANCE

Mr. Clark updated the Board on the Fourth Quarter FY 18/19 Operations/Maintenance Report. In his memo he summarized the Safety Program; Operations activities; Stafford Treatment Plant production; the Novato Water System flows; the West Marin System flows, demands and storage; Oceana Marin; Water Quality; Maintenance accomplishments; Electrical/Mechanical accomplishments; Cross Connection activities; Building and Grounds projects; and Fleet Operations.

Mr. Clark announced that a hearing test was completed by twenty-eight employees and no one had any adverse impact on their hearing. He added a three year inspection was done on hazardous materials and no action items were found. Mr. Clark stated in Maintenance the efforts focused on Public Safety Power Shutoff preparation. He noted in Oceana Marin they are preparing

for the atmospheric river rainfall event. Mr. Clark stated that this year we had a bumper crop of weeds and they had to manage the weeds for a third time this year for fire prevention, and reported we had no fires this season. He also pointed out that our Recycled Water capacity is now 8.6% of our total capacity, noting we now have 98 recycled water customers and more are using this water as a drought proof source.

Under Water Quality, Mr. Clark stated they continue to work on backflow testing and over the years have struggled with short staffing levels and have contracted out some of the testing in order to complete this year's work. He added he received the annual Novato Sanitary discharge permit for the Stafford Treatment Plant, and there were no issues. Mr. Clark also stated a backflow consultant has been hired to review and improve our cross connection documentation and regulations.

SPECIAL WAC/TAC MEETING – OCTOBER 7, 2019

Mr. McIntyre stated that a Special WAC meeting was held to approve a Potter Valley Project Resolution to support continued successful collaboration with Sonoma County Water Agency in ongoing Potter Valley Project relicensing activities and to ensure that Water Contractors are informed and engaged during this process. Mr. McIntyre added that the Water Contractors have adopted the following Statement of Interests: (1) that any PVP decisions are consistent with the obligations of the parties to the Restructured Agreement; (2) Water Contractors are to receive regular communication and updates from the Agency after internal workshop meetings with Planning Agreement signatories; and (3) Water Contractors will not be obligated to pay any cost that is disproportionate to the benefit received by the Water Contractors and their customers.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements – Dated November 21, 2019 and Disbursements – Dated November 27, 2019.

The Board received the following news articles; Conserving water played a key role during recent power shutoff – Marin voice; City urged to fight school hub – NOVATO; State lawmakers rip CEO over repeated service interruptions; Wildfire parcel tax approved for ballot; Disputed water fee adjusted for some – MARIN MUNICIPAL and County seeks developer for Coast Guard Station Property.

ADJOURNMENT

President Joly adjourned the meeting at 6:43 p.m.

Submitted by

A handwritten signature in cursive script that reads "Theresa Kehoe".

Theresa Kehoe
District Secretary