

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
August 4, 2020**

**CALL TO ORDER**

President Joly announced that due to the Coronavirus outbreak and pursuant to Executive Order N-29-20 issued by the Governor of the State of California this was a virtual meeting. President Joly called the regular meeting of the Board of Directors of North Marin Water District to order at 6:02 p.m. and the agenda was accepted as presented. President Joly added that there was not a public location for participating in this meeting, but any interested members of the public could participate remotely by utilizing the video or phone conference dial-in method using information printed on the agenda.

President Joly welcomed the public to participate in the remote meeting and asked that they mute themselves, except during open time and while making comments on the agenda items. President Joly noted that due to the virtual nature of the meeting he will conduct a roll call from the Directors. A roll call was done, all were in remote attendance therefore establishing a quorum. Participating remotely were Directors Jack Baker, Rick Fraites, James Grossi, Michael Joly and Stephen Petterle.

President Joly announced in the event of technical difficulties during the meeting, the District Secretary will adjourn the meeting and the remainder of the agenda will be rescheduled for a future special meeting which shall be open to the public and noticed pursuant to the Brown Act.

Mr. McIntyre performed a roll call of staff, participating remotely were Drew McIntyre (General Manager), Terrie Kehoe (District Secretary), Julie Blue (Auditor-Controller), Tony Arendell (Construction/Maintenance Superintendent), Robert Clark (Operations/Maintenance Superintendent) and Monica Juarez (Cashier/Receptionist).

President Joly announced for those joining the virtual meeting from the public to identify themselves. Vivian Housen from V. W. Housen and Associates was in remote attendance.

**MINUTES**

On motion of Director Fraites, seconded by Director Petterle the Board approved minutes from the July 21, 2020 meeting by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

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

#### **Radio Interview with KWMR on July 29th**

Mr. McIntyre announced he participated in a thirty-minute interview that included background of our water system, sources of water, dry year conditions, water conservation and future challenges for the West Marin system. Mr. McIntyre also discussed the 25% dry year mandatory conservation requirement and the salinity issues with the Coast Guard wells and the District's desire to increase water production at the Gallagher ranch. He added it was a good opportunity to get our message out to our West Marin customers.

#### **2020 Novato Leadership Graduate**

Mr. McIntyre recognized Terrie Kehoe as the District's 2020 Leadership Novato Graduate. He noted that her class was the first to graduate under global health pandemic conditions. He stated that there was some difficulty for the class to transition from physical meetings to zoom meetings, but they were up to the challenge and successful. Mr. McIntyre noted that Novato Leadership is working on next year's format and will start the new class in virtual mode.

#### **Assistant / Associate Engineer Recruitment**

Mr. McIntyre updated the Board on the current Assistant/ Associate Engineer recruitment. He stated the position opened on July 28<sup>th</sup> and will close on August 18<sup>th</sup>. Mr. McIntyre added that either the Assistant or Associate level position will be filled after a review of the applicant's qualifications.

#### **Gallagher Ranch Stream Bank Stabilization Project**

Mr. McIntyre reminded the Board that at the last meeting he reported that the project was substantially complete and now he was happy to report it is 100% complete. Mr. McIntyre stated staff are working on a final closeout report and expect to submit a request for a 75% reimbursement to the Natural Resources Conservation Service (NRCS) towards the end of August. He added a final accounting will be presented to the Board at a future meeting.

Mr. McIntyre announced he will be on vacation from August 6 through August 14 and Ms. Blue will be in charge during his absence.

### **OPEN TIME**

President Joly asked if anyone from the public wished to bring up an item not on the agenda and there was no response.

## **STAFF/DIRECTORS REPORTS**

Director Baker asked if staff was contemplating doing work near schools when they are not in session. Mr. McIntyre responded that whenever possible, construction projects near schools are typically scheduled during summer or other breaks throughout the year when school is not in session. Director Baker stated this year is much different with the COVID-19 situation and that staff may need to see if the school schedule has changed in case construction work needs to be rescheduled. Mr. McIntyre stated this will occur. Director Baker stated he noticed Maggiora Ghillotti was doing work on County Club and Alameda de La Loma and asked if they were working for NMWD. Mr. Arendell stated he thought it may be a project with Novato Sanitary District.

Director Fraites announced Chris DeGabriele contacted him about two months ago to see if he was interested in reading a book he had, *The Dreamt Land: Chasing Water and Dust Across California* by Mark Arax. He stated it is about the history of water policy in California. Director Fraites said it was depressing and an eye opener and covered the time of the Gold Rush to the present. He highly recommended the book and asked if any of the other Board Members would be interested in reading it. Directors Petterle and Baker said they were both interested.

Mr. Clark reported on the current increase of salinity at the Coast Guard Wells that occurred in July. He stated in June the Point Reyes system was below the reportable limit, however it jumped up in July and now sodium is over the 50 mg per liter limit. Mr. Clark stated that the low Lagunitas creek flows are aggravating the increased salinity conditions which in turn causes an increase in disinfectant byproducts within the system. Mr. Clark stated Mr. Ramudo, Mr. Stompe and himself are working on keeping the salinity level under control.

## **CONSENT CALENDAR**

On the motion of Director Petterle, and seconded by Director Baker the Board approved the following items on the consent calendar by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

## **WATER AGREEMENT RESIDENCE INN BY MARRIOTT, 7546 REDWOOD BLVD., Novato APN 143-011-06**

The Board approved the water agreement for Residence Inn by Marriott. The project site is located at 7546 Redwood Blvd., Novato and consists of construction of a 103-room hotel and an 8,000 square foot commercial retail building in the former Dairymen's Milling's site.

**WATER AGREEMENT NOVATO PUBLIC LIBRARY FIRE SERVICE, 1720 NOVATO BLVD.,  
NOVATO APN: 141-201-19**

The Board approved the water agreement for Novato Public Library Fire Service. The project is located at 1720 Novato Blvd., Novato and proposes a new six-inch fire service and hydrant close to the entrance of the building.

**ACTION ITEMS**

**RENEW DECLARATION OF LOCAL EMERGENCY RELATED TO COVID-19 PANDEMIC**

Mr. McIntyre requested the Board find that there still exists a need to continue the State of Emergency due to the COVID-19 pandemic as reflected by Resolution No. 20-07.

Mr. McIntyre reminded the Board that staff has been operating under partial Emergency Operations Center (EOC) activation since March 18<sup>th</sup> and summarized various key measures implemented by the District's emergency management team since that time. He stated the District's staff are physically separated as much as possible including having some employees work from home, but all critical operations needed to maintain essential services continue. Mr. McIntyre also noted we have been operating with 85% of staff on-site or in the field. He apprised the Board that currently we have no employees who have been instructed to be isolated or are self-quarantined.

Mr. McIntyre updated the Board on current coronavirus conditions in Marin County. Mr. McIntyre reported on July 13, 2020 Governor Newsom issued a statewide order to dial back on recent loosening of restrictions due to a significant increase in the number of confirmed cases.

Mr. McIntyre reported the District's COVID-19 Preparedness and Response Plan is now finalized and training has been completed by staff. He noted the plan is a living document and will continue to be updated as needed. Mr. McIntyre announced the walk-in services will be extended to the end of August and then we will need to review the situation again, adding we will do what is necessary for the safety of our employees and the public.

Mr. McIntyre provided a cost summary for COVID related purchases totaling \$26,000. Labor costs have also increased due to additional on-call labor costs at about \$2,000 a week, or a total of \$19,000 to date.

Director Grossi asked if the purchase cost summary of \$26,000 is the total cost of the COVID-19 pandemic so far. Mr. McIntyre responded that the total reported is for purchases made that were strictly related to COVID and added he will continue to provide a summary to the Board. Director Grossi stated he thought there were some hidden costs due to how COVID is affecting the efficiency of the crew, noting there is no way the District can get around this during this time of pandemic and it is hard to put a number on it. Mr. McIntyre agreed with Director Grossi's

statement and stated the additional internal labor costs totaling \$19,000 is occurring so specific people are on standby to prevent cross contamination from one crew to another. Mr. McIntyre stated another related cost is with delinquent bills, which is now 1.75% of all customers, noting four months ago it was 1.6%. He added the District is trying to get a handle on the cost impact due to delinquent payments and staff are working with customers to set up payment plans. Director Baker commented that the numbers were not too dramatic.

Director Baker asked if staff have received complaints or feedback about not having access to the office. Ms. Blue replied that we have had some complaints, most of those are from people who pay in cash. She noted there were more calls in the beginning, but now that people realize the situation, the calls have greatly decreased. Director Baker asked if contractors and developers can make arrangements or appointments to meet engineering staff. Mr. McIntyre confirmed. Director Joly asked if staff are seeing more payment activity in the drop box. Ms. Juarez confirmed, however it is mostly the people who would have otherwise come into the office to pay.

On the motion of Director Grossi, and seconded by Director Baker the Board approved renewal of the Declaration of Local Emergency Related to COVID-19 Pandemic by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

**CONSULTING SERVICES AGREEMENT FOR THE OCEANA MARIN SEWER SYSTEM  
MANAGEMENT PLAN UPDATE**

Mr. Clark announced Vivian Housen our consultant is in attendance. Mr. Clark updated the Board on the Consulting Services Agreement for the Oceana Marin Sewer System Management Plan. Staff requested proposals from three consulting firms and recommended V.W. Housen and Associates. They would perform an audit of the District's existing SSMP followed by a review of current documents, drawings and operating history. Additionally, the proposal included development of a pump station emergency response plan for the two pump stations in the system. Mr. Clark added the requirement for reporting is every five years and this will help staff meet this requirement.

On the motion of Director Petterle, and seconded by Director Baker the Board authorized the General Manager to execute a Consulting Engineering Services Agreement with V.W. Housen and Associates for an amount not to exceed \$30,000 by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

Ms. Housen thanked the Board.

**CONTRACT AMENDMENT FOR ENGINEERING SERVICES – PES ENVIRONMENTAL**

Mr. McIntyre presented the contract amendment for engineering services with PES Environmental. A contract amendment is necessary for exploratory test wells in the North Pasture at Gallagher Ranch related to development of a second well. Mr. McIntyre explained last fall's test drilling was done to find a productive well, but the test well only produced 55 gpm and the goal was 150gpm. Mr. McIntyre stated over the last six months they have been able to use information gained from the Streambank Stabilization project permits to identify better test well locations closer to Lagunitas Creek.

Director Baker asked if the sites were suggested by the hydrogeologist and Mr. McIntyre confirmed. Director Baker expressed his apprehension that maybe the property owners were influencing the location and he was concerned we were not considering other sites. Mr. McIntyre stated PES suggested the area is worth exploring more. Director Grossi asked if all these sites were still located in the north pasture. Mr. McIntyre confirmed.

On the motion of Director Baker, and seconded by Director Grossi the Board authorized the General Manager to amend the Consulting Services Agreement with PES Environmental in the amount of \$70,000 by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

**INFORMATION ITEMS**

**PRE TANK 4A REPLACEMENT – PROJECT UPDATE**

Mr. McIntyre gave a project update on the PRE Tank 4A Replacement Project. He reported the date of substantial completion is November 11, 2020 and the project was currently 36% complete. Additionally, he noted there were no change orders and he will continue to update the Board on the progress of the project.

Director Baker asked what the reaction of the neighbors were and if they are happy with the new water supply. Mr. McIntyre responded that they are generally supportive. He stated that a weekly eblast update is being sent out. Mr. McIntyre noted that they had received complaints

that contract workers were smoking on the site, and a summer rental occupant complained about noise. He added staff addressed the smoking issue, however there is not much that can be done about the noise. Director Joly thanked Mr. Jackson for putting the memo together. Mr. McIntyre stated that he would like to take this opportunity to give a shout out to Mr. Jackson for coming back from retirement and noted he has always been a strong asset to the District.

### **MISCELLANEOUS**

The Board received the following miscellaneous items: Disbursements- Dated July 23, 2020, Disbursements- Dated July 30, 2020 and FY20 4<sup>th</sup> Quarter Labor Cost Report.

The Board received the following news articles: Audit pans city for red tape on project permits – NOVATO; Santa Rosa, Sonoma County collect more than \$240 million in PG&E settlement for 2017 fires; Marin Voice – Common misunderstanding led to Mill Valley mistake; and State Supreme Court says public employees can't 'spike' pensions.

Director Joly recognized Ms. Williamson for her great memo on labor cost, noting that even with the recent increase in staff we are at budget.

Director Joly asked if the \$939,000 CalPERS unfunded disbursement was expected. Ms. Blue confirmed, noting that we pay a lump sum in July rather than over twelve months in order to save on interest.

President Joly asked if there were any comments on the news articles and there was no reply. He announced on behalf of the Board he would like to thank staff and all those who participated in the call and congratulated Ms. Kehoe on her completion of Novato Leadership.

### **CLOSED SESSION**

President Joly adjourned the Board into closed session at 6:55 p.m. in accordance with California Government Code Section 54957 for Public Employment, Title: Chief Engineer/Assistant General Manager.

### **OPEN SESSION**

Upon returning to the regular session at 7:03 p.m., President Joly stated that no reportable action had been taken.

### **ADJOURNMENT**

President Joly adjourned the meeting at 7:27 p.m.

Submitted by

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

Theresa Kehoe  
District Secretary