

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
September 15, 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 6:04 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, those in remote attendance established a quorum. Participating remotely were Directors Jack Baker, Rick Fraites, Jim 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), Ryan Grisso (Water Conservation Coordinator), Pablo Ramudo (Water Quality Supervisor) and Monica Juarez (Cashier/Receptionist).

President Joly announced for those joining the virtual meeting from the public to identify themselves. There was no response.

MINUTES

On motion of Director Baker, seconded by Director Petterle the Board approved minutes from the September 1, 2020 meeting by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

Director Baker in reference to the Stafford Lake Watershed Sanitary Survey discussed in the minutes, brought to the attention of Mr. Ramudo and Mr. Clark that in the past we had issues with neighbors of the watershed, which included the stables and vineyards. He requested that staff bring back a report to the Board of their findings at a future meeting.

GENERAL MANAGER'S REPORT

Mr. McIntyre first responded to Director Baker's request. He replied that Mr. Ramudo is spearheading the Stafford Lake Watershed Sanitary Survey and he will be inspecting the Stafford Lake watershed with Mr. Clark. Mr. McIntyre added that there is also a consultant working on the survey and a draft report will be presented to Board in a couple of months before being finalized. Mr. Ramudo confirmed, adding that he is optimistic he will get the draft copy in the next two to three weeks and allowing for time to review the draft with the consultants, he would estimate he will be able to bring it to the Board in November.

Air Quality

Mr. McIntyre announced that we are on our twenty-ninth consecutive spare the air day alert; which is a new record. He added the good news is that we are starting to have on shore winds which will push the smoke to the east for the next couple of days and give us a reprieve from the smoke.

West Marin Woodward Fire Update

Mr. McIntyre reported as of early this morning the Woodward fire is 96% contained and has burned approximately 5,000 acres. He added the estimated containment date is September 25th and all evacuation orders and warnings were lifted last week. Additionally, Mr. McIntyre reported that no structures were damaged due to the fire.

Dillon Beach Village Wastewater Study

Mr. McIntyre recapped that a year ago last spring he reported on three Marin County sponsored Dillon Beach Village workshops that concluded with community support for the county to pursue grant funding to conduct a feasibility study to clarify the extent of septic system failures and water contamination in conjunction with studying alternatives for a community wide waste water system. He added since that time the county has received a Regional Water Quality Control Board grant to conduct wet weather bacteriological testing in the Dillon Beach area regarding potential septic system impact. Mr. McIntyre stated this work has not been performed yet and

they are waiting for rainfall during the winter months to start data collection. Additionally, he heard that the San Francisco Estuary Partnership (SFEP) has agreed to fund a \$100,000 Dillon Beach Village wastewater study in early 2021 and that study will evaluate the feasibility to connect to NMWD's Oceana Marin wastewater treatment system

West Marin Dry Year Conditions

Mr. McIntyre advised that the Board approved Summer Waterline Newsletter reached our West Marin customers last week and included articles on salinity issues, emergency water conservation updates and information on our water use monitoring and leak detection device pilot program. He added that Mr. Grisso will have an update to the Board on overall water consumption savings since July 1 at the second meeting in October. Mr. McIntyre also added that Mr. Ramudo will have more to report on current salinity issues as part of his water quality end of the year report later in the agenda.

Marin Conservation League – North Marin Unit

Mr. McIntyre announced on September 17th he will be giving a talk to the Marin Conservation League - North Marin Unit on current NMWD issues including COVID-19, a West Marin Woodward Fire update and the 2020 Urban Water Management Plan.

Director Joly asked how much water was used to combat the Woodward Fire, and if it would have any effect on the 25% conservation reduction out in West Marin. Mr. McIntyre replied consumption data will not be available until early October to answer this question.

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

Ms. Kehoe reminded the Board that all Directors need to have recently completed Harassment Training. She requested all Board Members let her know if they will need to complete the training, adding our HR/Safety Manager, Joanne Fabia will be signing everyone up who needs the training and she will provide the login information as soon as she gets it.

Mr. Clark reported there will be an open recruitment for an Electrical Mechanical (E/M) Tech or Senior E/M Tech as EM Tech, Mr. Ielmorini, resigned in order to pursue his own business. Director Joly asked how long Mr. Ielmorini worked at the District and Mr. Clark replied that he believes it was three years. Director Joly stated he wishes Mr. Ielmorini well in his new endeavor.

Ms. Blue reported that the six-inch AMI meter calculation factor for the Marin Country Club recycled water meter has been corrected and she is working with the Marin Country Club on a payment plan. Director Joly asked if staff was ready for the October 1st billing increase. Ms. Blue

confirmed, stating that staff is working on this now and they are all set.

MONTHLY PROGRESS REPORT

Mr. McIntyre reviewed the Monthly Progress Report for August. Mr. McIntyre reported that water production in Novato is up 1% from one year ago. In West Marin, water production is up 10% from one year ago. Recycled Water production is up 29% from one year ago. Stafford Treatment Plant production is down 22% from one year ago. The Board was apprised that Stafford Lake is at 35% capacity, Lake Sonoma is at 77% and Lake Mendocino is at 65% capacity. In Oceana Marin the effluent flow volume this August was up 18% at 0.632MG compared to 0.536MG from one year ago. He stated there is good storage capacity in the ponds and freeboard is excellent. Under Utility Performance there were 22 polybutylene service leaks compared to 11 last August. Mr. McIntyre noted the polybutylene leaks were double the previous year and attributed it to the soil drying out and compacting during the hot weather. Under Safety and Liability, we had 69 days without a lost time injury. On the Summary of Complaints and Service Orders, the Board was apprised that total numbers are down 49% from August one year ago and there were no unusual trends in complaints and service orders for the month.

Ms. Blue reported on the August 2020 Investments, where the District's portfolio holds \$20.3M earning a 1.29% average rate of return. Julie noted that during August the cash balance decreased by \$961,891. She also noted the LAIF rate is 0.78%. Ms. Blue added a two-year CD matured and the District gained \$13,590 in interest.

Director Petterle noted that on page two he saw that the temperature at the Treatment Plant was 114 degrees. He stated this peaked his interest and he requested to see historical data showing a trend and correlation between water use and temperature. Director Petterle said he would like to also see it in chart format to see if we can use this data to project five to ten years out. Mr. Clark responded that we have more weather data for the Corp Yard than at Stafford Lake, however we can use the data we do have. Director Joly stated there was 100M gallons available in Stafford Lake in August and asked if the treatment plant will stop production soon. Mr. McIntyre replied that production will stop around the end of October, at most we will see six more weeks of production. Director Joly inquired to the reason why recycled water went up 29% in August versus the prior year. Mr. McIntyre replied it is a dry year and Marin Country Club is using significantly more recycled water this year as their own local source of supply has reduced significantly. Director Joly noted that it has been a very hot summer so he was surprised that Novato potable water production only went up 1%. Mr. McIntyre responded that he was also surprised and thought that our social media messaging to curtail outdoor water use due to the fires may have influenced use.

ACTION ITEMS

WATER USE AND LEAK DETECTION DEVICE PILOT PROGRAM FOR THE WEST MARIN SERVICE AREA

Mr. Grisso explained that due to several customer leaks and inquiries this summer, staff looked into the possibility of a pilot program to incentivize the installation of private leak detection and water monitoring devices. He stated that after much research the Flume device was the best for the pilot program. Mr. Grisso reported the pilot program would consist of a cost shared distribution of the device with purchase directly through the Flume website. The District will pay \$140 directly to Flume and the customer would pay the remaining \$50 plus tax and shipping with a possible \$10 rebate from Flume if the device is installed within a certain time period. Staff is proposing a cap of 40 devices and the rebate would run through FY22 with a possible extension to FY23 if the participation goal is not achieved.

Director Petterle asked if these devices also provide meter readings. Mr. Grisso replied no, it does not have meter reading, however it does provide interval water use data through a customer portal. Director Fraites asked how secure is it to add this \$150 device to our meter, can it be tampered with or removed and what security is provided. Mr. Grisso replied there is no security except that it has to be connected to Wi-Fi that can only be used by the person who installs it. He stated the device itself is similar to a data logger and can be unstrapped and removed. Director Baker requested if in the future, when bringing an item such as this to the Board, if Mr. Grisso could provide pictures of the device and provide information on what it takes to install. He wanted to know the research involved which determined this as the best device, whether it must be installed by a plumber, or if it is installed by the resident. Additionally, he asked how we can avoid having it installed incorrectly. Mr. Grisso replied that while this product has a successful track record with other water agencies, we are not familiar with this product, which is why this is a pilot program. He stated three customers out in West Marin already installed this device. Director Baker asked if we inspected the device after it was installed. Mr. Grisso responded that they were all customer installed. Director Joly asked how he would choose the forty participants. Mr. Grisso replied that he was planning on first come, first served. Director Joly asked if we should focus on those that are the largest users, or those who have been known to have leaks in the past. Mr. Grisso replied, that we could if that is what the Board desires. Director Baker asked if the cost of the rebate is tagged onto the West Marin budget, noting Novato paid for their share of the AML system so this pilot should be covered by West Marin rate payers. Mr. Grisso confirmed, stating there will be no subsidy from Novato.

On the motion of Director Petterle, and seconded by Director Baker the Board approved

the General Manager to implement the Water Use and Leak Detection Pilot Program for the West Marin Service Area by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

CONSULTING AGREEMENT FOR PREPARATION OF THE 2020 URBAN WATER MANAGEMENT PLAN UPDATE

Mr. Grisso apprised the Board that every five years the state requires an Urban Water Management Plan (UWMP) for any agency that serves over three thousand customers or 3,000 Acre-feet of water. He stated EKI is well experienced and currently working on the demand and conservation analysis portion of the plan and has participated on the Urban Water Management Plan Guidebook Workgroup and feels they will be a good fit to complete the District's UWMP. Mr. Grisso stated EKI will prepare the 2020 UWMP update which includes, but is not limited to coordination with District staff, updating required components of the UWMP including the Water Shortage Contingency Plan (WSCP) and yearly water supply assessments, writing of the UWMP sections, presenting the UWMP at stakeholder workshops and final submittal to the California State Department of Water Resources.

Director Joly asked when they could expect the EKI demand analysis. Mr. Grisso replied that it is not complete at this time, and that a draft should be ready by November, noting so far, everything he has seen has been on time and good quality. Director Joly asked who did the last UWMP. Mr. McIntyre responded that in the past he, Mr. Grisso and Mr. DeGabriele did; however, the 2020 UWMP has new requirements and with the hard deadline and limited staff we need to make sure this is done on time.

On the motion of Director Fraites, and seconded by Director Baker the Board approved the General Manager to execute a Consulting Agreement with EKI Environment and Water, Inc. for preparation of the 2020 Urban Water Management Plan Update in the amount of \$50,000 by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

PROPOSAL FOR WEST MARIN WATER RATE STUDY

Ms. Blue reported the objective of the Water Rate Study is to develop water rates that are

fair and equitable and to ensure that the District's West Marin water rates comply with Proposition 218. She explained that in order to maintain compliance, the rate structure should generate revenue from each class of customers in proportion to the cost to serve each customer. Ms. Blue added that she is proposing to work with consultant Mark Hildebrand since he worked with us on the Novato Water Rate Study, adding he has worked successfully with staff, the Board and the public in the past. She stated we will have a continuation of the Water Rate Study Board Ad Hoc committee with Director Joly and Director Grossi and plan on two Ad Hoc meetings and a couple of workshops with the Board and public in the first quarter of 2021. Ms. Blue announced a final report will be presented by April of 2021.

Director Grossi stated Mr. Hildebrand did an excellent job with the Novato Water Rate Study and he was very impressed by him. He noted that this is a smaller study, but it will probably entail just as much work. Director Grossi confirmed that he will be available to be on the Ad Hoc committee again and he has been doing a lot of outreach in the West Marin service area in the last few months. Director Joly agreed with Director Grossi and said Mr. Hildebrand did a sterling job with the Novato study and he would be happy to continue on the Ad Hoc committee as well. Director Joly asked if the \$38,850 will be against the West Marin budget, and Ms. Blue confirmed.

On the motion of Director Grossi, and seconded by Director Petterle the Board approved the General Manger to execute an agreement between Hildebrand Consulting and the District for a West Marin Water Rate Study with a not to exceed limit of \$38,850 by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

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 18th. 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 with the balance of staff working on a telework schedule either part-time or full-time. He reported to the Board that as of September 15th Marin County was approved to move to Tier 2 of the state's COVID-19 response framework allowing more businesses to re-open. Mr. McIntyre explained the Tier 2 reopening allows

personal care services to open indoors, restaurants to open indoors at 25% capacity, retail establishments to open at 50% capacity indoors and gyms to open at 10% capacity indoors. He apprised the Board that currently we have no employees who have been instructed to be isolated or are self-quarantined.

Mr. McIntyre provided a summary of the current estimated costs attributed to the COVID-19 pandemic. He noted total measurable COVID related costs are now estimated at \$67,000 and the account delinquency rate is around 1.9% when compared to the 1.6% delinquency rate in spring of this year and added Ms. Blue will be providing further information to the Board at a subsequent Board meeting in October.

Director Grossi asked what will the impact be on the Board moving forward, when will we be able to go back to face to face meetings. Mr. McIntyre replied that it could be when we move up to Tier 3, adding staff has been discussing when we might open up walk in services and what will trigger that reopening. Director Joly noted 15% of the staff are teleworking, and asked if there is any plan to reduce that number. Mr. McIntyre responded that it is holding steady to comply with physical spacing needs, adding those that work at home have remote access to their work stations, are checking in every day with their supervisors and are being productive. He summarized that we are not changing the number of staff working from home at this time but will continue to re-evaluate as conditions improve. Director Joly asked how this has affected the public schools in our district. Mr. McIntyre replied he heard some schools could go back to in person attendance as early as sometime in September. Director Grossi stated that Lincoln School opened on the 14th and there were only two schools in Marin County that received the waiver to open. He noted all of the teachers have to agree to come back and the parents must also agree. Director Grossi added, there is much to adhere to, and more schools may open on the 29th. Director Joly commented on the wonderful article about Lincoln School that was recently in the Novato Advance, and commended Director Grossi for his great public service for being on their Board for forty years.

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

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION ITEMS

FOURTH QUARTER FY 19/20 – WATER QUALITY REPORT

Mr. Ramudo reported to the Board on the fourth quarter FY 19/20 Water Quality Report. He reported on the Novato system Stafford Lake source water, Stafford Treatment Plant treatment performance, and the distribution system. In Point Reyes, Pablo reported on the Coast Guard Wells, Gallagher Well, treatment performance at the Point Reyes Treatment Plant and the distribution system. Additionally, Mr. Ramudo noted there was no Novato Recycled Water system report since the Deer Island facility was off during this quarter.

Mr. Ramudo also provided a salinity intrusion update to the Board. He reported customers in West Marin are having conversations with staff about the taste of the water and how it has changed over the last two months. Mr. Ramudo also noted the salinity can be a concern to some customers who have dietary sodium restrictions. He stated the sodium limit however does not have an acute health effect to those without restricted diets and noted the salinity information has been published the last few weeks so those that are impacted can adjust their overall sodium intake.

Director Fraites asked if the chlorine level was the highest we have seen all year. Mr. Ramudo replied that it is not the highest and this level tends to fluctuate up and down. Additionally, he clarified that chlorine is an oxidant to disinfect and chloride is an ion that is the other half of salt. Mr. Ramudo also explained that the more salt in the water the higher conductivity. Director Baker asked if he could elaborate on what conductivity is. Mr. Ramudo replied water has the ability to carry an electrical charge and how well it conducts electricity is an indicator of salinity. Director Baker asked if the higher the conductivity rate meant it has a higher content of salt. Pablo confirmed and stated this is an easy test they can perform each week to test the levels. Director Joly asked what percentage of the West Marin distribution is coming from the Coast Guard wells. Mr. Ramudo responded it varies this time of year about 50-60%, noting it depends on demand and during the winter we can usually rely completely on Gallagher well water. Director Baker asked if people with health issues could use separate bottled water to avoid the extra sodium that currently exists in our water. Mr. Ramudo responded that he has talked with customers and some may start using bottled water, noting even though the current levels do not affect the average person, for those that are under severe restrictions it all adds up. Director Baker noted that other than the taste, it is not a health threat and we are doing our best to keep the salinity down. Mr. Ramudo replied that due to health concerns and to keep within our health base limits we try to run Gallagher well water 100% of the time and only use the Coast Guard well water to make up the storage during peak times. Director Baker asked if we could make some arrangements to have MMWD release water downstream. Mr. McIntyre replied that we do have

that capability, we did it once during previous dry year conditions in 2014, but it did not prove to be beneficial since we use ground water supply and any surface water benefit may not show up for multiple months. Mr. Ramudo added that he did some calculations and concluded that the amount we could request for from MMWD would not be enough to result in any benefit. Mr. McIntyre stated he and Mr. Ramudo have been in communication with the Point Reyes Village Association (PRVA) about the salinity intrusion issue. During discussion with PRVA they expressed appreciation for all the outreach efforts and especially the second newsletter that focused on salinity and low salt diets. Mr. McIntyre said they will continue to work with the Point Reyes Village Association and staff will continue with their outreach efforts. Director Joly commended Mr. Ramudo for his presentation.

FOURTH QUARTER FY 19/20 – OPERATIONS/MAINTENANCE 4TH QUARTER REPORT

Mr. Clark provided a summary of the fourth quarter FY 19/20 Operations/Maintenance progress report. He reported on the Stafford Lake Treatment Plant operations, scheduled task completion by the maintenance staff and gave an update on the West Marin and Oceana Marin systems. Mr. Clark thanked staff for their efforts during the last six months for development of a COVID Preparedness and Response plan, noting we have a good plan moving forward. Mr. Clark also reported that the new office roof replacement has resulted in less air conditioning being used and this will help to offset the cost of the replacement. He also apprised the Board of the new cross connection program improvements and reported on the need to do dig outs for services with backflow devices in their meter boxes. Additionally, Mr. Clark brought to the Board's attention that he spoke to an arborist about the current impact climate change is having on trees. He stated he may need to budget more in the future for tree removal.

NBWA MEETING – SEPTEMBER 11, 2020

Director Fraites updated the Board on the NBWA meeting held on September 11, 2020. He reported NBWA has a new Executive Director, Andy Rodgers and he discussed the oak tree replacement project in Napa and Sonoma County. Director Fraites noted the One Water Project is a growing and has been very successful. He also announced the annual conference has been postponed due to COVID-19 and noted most organizations are leaving their pre-registration for when the conference is reestablished. Additionally, he reported the budget will be reduced by 20% and the Board can get a 20% reduction on their registration fee.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements – Dated September 3, 2020, Disbursements – Dated September 10, 2020, ACWA – Planning Tool for Local Water Managers Released for Public Comment and AMWA urges prioritization of water

workers in vaccine framework.

The Board received the following news articles: Marin IJ – Recent blackouts show state has power supply problem; Marin IJ – West Marin crews have fire 57% contained – POINT REYES; Marin IJ – Editorial – Novato trash plan could cost residents; Novato Advance – Meet Marin’s oldest active schoolhouse; Point Reyes Light – Woodward Fire lays its smoke over West Marin and Point Reyes Light – West Marin’s Past – The 1995 Vision Fire.

Director Joly posed a question on disbursements on line 33, in reference to an accident on Taurus Drive. Ms. Blue asked if he was referring to the disbursement that went out today, and not in tonight’s agenda. Director Joly confirmed. Ms. Blue responded that the crew was working late one night on a service call and there was poor visibility and they hit a parked car. Director Joly asked if there were any personal injuries. Ms. Blue replied no injuries and no one was in the vehicle at the time of the accident.

Director Joly thanked all Directors and staff for attendance and for providing an informative meeting.

ADJOURNMENT

President Joly adjourned the meeting at 7:45 p.m.

Submitted by

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

Theresa Kehoe
District Secretary