

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 17, 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 6:00 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 Rick Fraites, Jim Grossi, Michael Joly and Stephen Petterle. Director Baker was absent.

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), Tony Williams (Assistant GM/Chief Engineer), Terrie Kehoe (District Secretary), Julie Blue (Auditor-Controller), Robert Clark (Operations/Maintenance Superintendent), Ryan Grisso (Water Conservation Coordinator) and Monica Juarez (Cashier/Receptionist).

President Joly announced for those joining the virtual meeting from the public to identify themselves. District consultants Chris DeGabriele in addition to Scott Salge and Chris Noll from Noll and Tam were participating remotely and available for comments or questions on Action Item #7. West Marin residents Ken Levin and Peggy Day from the Point Reyes Village Association also participated.

MINUTES

On motion of Director Petterle seconded by Director Fraites the Board approved minutes from the November 3, 2020 meeting by the following vote:

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Baker

GENERAL MANAGER'S REPORT

Gallagher Well No. 2

Mr. McIntyre apprised the Board that in addition to the action item later in the agenda to approve the consulting services contract with Wood Rogers for design of the well. Staff has submitted a preliminary Water Development Plan to the Gallagher family for review prior to submission to MALT. He added this Plan is required as part of the conditions of the MALT agricultural easement that was recorded on the Gallagher Ranch project in 2016.

West Marin Salinity Update

Mr. McIntyre reminded the Board at the first meeting in December, Water Quality Supervisor Pablo Ramudo will be providing a first quarter water quality update including a West Marin Service Area recap. He stated in advance of this report he wanted to inform the Board that salinity levels are continuing to drop in West Marin as expected due to the reduction of outside irrigation demands and a decrease in the need to operate the Coast Guard Wells. Mr. McIntyre added high salinity Coast Guard Wells have not been in operation for three days which is the longest idle period yet this fall. He stated we don't know yet what 2021 will bring, but he has been in communication with both Mr. Clark and Mr. Ramundo to work on development of options that could be implemented next year to address availability of low saline drinking water for those customers that are on low salt diet restrictions issued by their physicians. Mr. McIntyre added that Mr. Ramudo is in the lead on this report and staff will be submitting a draft report for the Board to review in January 2021.

COVID Impact Surveys

Mr. McIntyre announced in the past month or so NMWD has been selected to participate in two separate COVID-19 impact surveys for the water industry. He reported the first is a financial impact survey issued by the state Division of Drinking Water (DDW) and the second one is a federal survey by the Environmental Protection Agency regarding how COVID-19 has impacted operations and finances. Mr. McIntyre stated he, Ms. Blue and Mr. Clark have been working

collaboratively to answer the questions. Mr. McIntyre noted we can expect the results from the surveys will be summarized and made available in a future report.

Director Joly noted the fact that salinity is down and that we are on track to continue with the design of Gallagher Well No. 2 is exciting news.

Director Joly thanked Mr. Levin and Ms. Day for attending the meeting, and commended Director Grossi and staff for keeping an open line of communication as we transition into 2021. He added we have great customers in West Marin and they have had a hard year with the fire, salinity and water conservation.

OPEN TIME

President Joly asked if anyone from the public wished to bring up an item not on the agenda.

Mr. Levin stated although Mr. McIntyre covered the salinity issue quite adequately, on behalf of the Point Reyes Village Association he wanted to thank everyone connected, including the Directors in advance for responding to the issue in West Marin and addressing the needs to provide salinity free water for the folks in town. He stated interaction has been positive and mutually supportive. Mr. Levin expressed he hopes there will be community support during the permitting process of Gallagher Well No. 2. He added he has lived in West Marin for fifty years and appreciated the tour of the facilities and learning about the history of the system. Director Grossi reported he was invited to virtually attend a meeting with the Point Reyes Village Association and he had a nice discussion with the group. He stated he looks forward to working with them closely in the future to stay ahead of the problem. Director Grossi also wanted to thank Mr. Levin and Ms. Day for their interest. Ms. Day thanked the Board for allowing them to express their concerns, and stated she appreciates the help the District has provided with the salinity problem.

STAFF/DIRECTORS REPORTS

Ms. Kehoe apprised the Board that due to our current shelter in place requirements the Board reorganization will be a little different this year. She stated once she receives the official oath certificates from the County of Marin, Directors Baker, Petterle and Joly will need to come to the office separately and sign the certificate prior to the December 1st meeting.

Ms. Blue announced that she has been working with consultant Mark Hildebrand on the West Marin Rate Study. She reported last week Mr. Hildebrand, Mr. McIntyre, Mr. Williams and herself had a very productive meeting and plan on meeting again next month.

Ms. Blue reminded the Board that the District auditors will be presenting the FY19-20 audit at the December 1st Board Meeting.

MONTHLY PROGRESS REPORT

The Monthly Progress Report for October was reviewed. Mr. McIntyre reported that water production in Novato was up 8% from one year ago. In West Marin, water production was down 15% from one year ago. Recycled Water production was down 14% from one year ago. Stafford Treatment Plant production for October was down 93% from one year ago. He noted this is lower than usual due to the low level of the lake and the current manganese issue. Additionally, there was a problem with the backwash valve and it took some time to get the repair parts. Mr. McIntyre noted staff is accelerating maintenance so the plant can have an early 2021 start up as soon as the wet weather conditions dictate. The Board was apprised that Stafford Lake is at 29% capacity, Lake Sonoma is at 70% and Lake Mendocino is at 63% capacity. In Oceana Marin effluent volume is up 39% from one year ago and irrigation field discharge was 0.528 MG compared to 0.380 MG one year ago. Mr. McIntyre theorized that it could be from people living in their vacation homes while working remotely. Under Safety and Liability, we had 130 days without a lost time injury. On the Summary of Complaints and Service Orders, the Board was apprised that total numbers are down 26% from October one year ago and the numbers are down in all categories as compared to 2019, noting this could be a result of less field visits and customer calls due to COVID. Mr. McIntyre also noted the number of bill adjustments in October of this year are higher compared to last year because of the partial billing that was done to sync up with the new rates that took effect on October 1st.

Ms. Blue reported on the October 2020 Investments, where the District's portfolio holds \$26M earning a 0.93% average rate of return. Ms. Blue noted that during October the cash balance increased by \$2,342,945. She also noted the LAIF rate is 0.62.%.

CONSENT ITEMS

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

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Baker

CONTRACT AMENDMENT FOR ENGINEERING SERVICES – WHITE & PRESCOTT

The Board authorized the General Manager to amend the Consulting Services Agreement with White and Prescott in the amount of \$30,000. Planned expenditures coupled with upcoming AEEP easement support and general on-going easement support made the amendment necessary.

ACTION ITEMS

CONSULTING SERVICES AGREEMENT HEADQUARTERS UPGRADE A/E SERVICES SCOPE OF WORK – NOLL & TAM

Mr. McIntyre summarize the history of work performed to-date on the Headquarters Upgrade project. Mr. McIntyre added that the Board most recently approved the NMWD Headquarters Upgrade Master Plan prepared by Noll & Tam Architects at the February 18, 2020 Board Meeting. He noted the proposed renovation incorporates ADA access compliant components in all spaces in both the new and renovated areas. Additionally, Mr. McIntyre stated the City of Novato Planning Department have concurred that the District is the appropriate lead agency for the environmental review and District Counsel advised that a Notice of Exemption is appropriate for the project. He stated the current agreement will provide additional funds needed to proceed with design phase services for the NMWD Headquarters upgrade and expansion project.

Director Petterle questioned the architects about the interior design and how it relates to a situation such as COVID. Mr. Salge replied they have put a lot of thought into this and are looking closer into the balance of safety, health and cost. Mr. McIntyre responded that he plans on having that discussion and would like to look at not only the design of the buildings, but the HVAC filtration, air circulation, features like no-touch water fountains, noting there are many new options to address. Director Joly expressed the same concerns and asked Mr. Salge and Mr. Noll to keep the Board informed on the design. He also asked if COVID will have any impact on the timeline for their work. Mr. Noll replied they have maintained all of their staff and they are working remotely, adding he does not see any impact on their ability to stay on schedule next year.

Director Joly asked about the funding of the agreement, inquiring if Ms. Blue will come back to the Board with ideas of how to fund this project. Mr. McIntyre replied when we move forward on the design phase Ms. Blue will begin work on a parallel track and will come back to the Board at a future date with options. Director Joly asked; considering the uniqueness of the current environment, when rates are increasing and water consumption is down, is this an essential project to pursue now. Mr. McIntyre reminded the Board that staff did extensive outreach to customers about this project and was fully transparent during the process of the rate hearing. Director Joly agreed, and stated he was proud of the District's transparency. Mr. DeGabriele commented on Director Petterle's comment in reference to COVID and space requirements. He stated the lab is a big driver for the renovation and the sample drop off space will be separated from the lab performance area and the initial layout plan can be modified as

appropriate. Director Petterle asked if there has been consideration of establishing green building certification. Mr. Salge stated they have not established a certification for platinum or gold, but it is included in the green building standards. Mr. Noll added the building will be green built and have provisions for adding solar panels. Director Joly thanked Mr. Salge and Mr. Noll for participating in the meeting.

On the motion of Director Petterle, and seconded by Director Fraites the Board authorized the General Manager to enter into a consulting services agreement with Noll & Tam Architects for the design phase of the NMWD Headquarters Upgrade Project on a time and expense basis in an amount not to exceed \$1,132,070 plus a 10% contingency resulting in a total budget of \$1,245,000 by the following vote:

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Baker

CONSULTING SERVICES AGREEMENT – WOOD RODGERS (WR)

Mr. McIntyre provided an overview of a proposed agreement with Wood Rodgers for engineering/hydrogeologic services for Gallagher Well No. 2. He noted the first task will be well design and the second task will be permitting with Marin County Environmental Health Services. He stated based on his outreach to other local water agencies, Wood Rodgers has the experience needed to help support the District on this important project and therefore is proposing to move forward with a general consulting services agreement with Wood Rodgers. Director Grossi asked what office Wood Rodgers staff was working out of. Mr. McIntyre replied they have offices in Oakland and Sacramento and he has communicated mostly with the well design group in Sacramento.

On the motion of Director Grossi, and seconded by Director Petterle the Board approved a consulting services agreement with Wood Rodgers with a not to exceed limit of \$30,000 by the following vote.

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Baker

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. Mr. McIntyre explained that, contrary to his staff report, Governor Newsom just announced on November 16th that Marin County is being moved from Tier 3, moderate risk to the more restrictive Tier 2, substantial risk category as a result of the increasing number of cases both locally in Marin County and in the Bay Area. Mr. McIntyre was happy to report that no staff have been instructed to be isolated or are self-quarantined as a result of the coronavirus.

Mr. McIntyre added maximum workplace spacing continues and walk in services remain suspended. He added a summary of key emergency action items taken and resulting cost impacts were provided in Attachment 1.

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

AYES: Director Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: Director Baker

INFORMATION ITEMS

FY 20-21 QUARTERLY PROGRESS REPORT – WATER CONSERVATION (JULY – SEPTEMBER)

Mr. Grisso reviewed the FY 20-21 Quarterly Water Conservation Progress Report for July thru September. He updated the Board on the water conservation program participation status, public outreach and conservation marketing.

Mr. Grisso stated participation in Water Smart is down since there are no in person visits, however staff still provides phone assistance. Toilet rebates are down, and water-based controller rebates went up and we also saw an uptick in clothes washer rebates. He noted we are holding steady considering the circumstance and believes once COVID is over we will see an increase in participation levels. Mr. Grisso announced the Flume Pilot Program was launched in West Marin and there have been ten devices purchased and two installed. He stated we are receiving more emails of interest and one of our customers got the word out by posting it on the West Marin Commons internet feed

In regards to outreach, Mr. Grisso said Kiosk has launched the website and launched a social media campaign. He noted the Board may have seen some of these postings in Miscellaneous on the agenda, adding in the future Kiosk will be providing a monthly report. Mr.

Grisso apprised the Board that we have been advertising the Board Meetings, and overall have had good response to all of all postings. He reminded the Board that the District still has a photographer scheduled but there has been some delay due to COVID. Director Joly asked when the photos are complete if we will be changing the pictures out regularly. Mr. Grisso commented that the facilities need better photos, and it should be more personalized with staff. Director Joly asked if Mr. Grisso is checking Nextdoor. Mr. Grisso replied that he cannot check Nextdoor because this site has restrictions on access. Director Joly said he saw a spill and water issue posted on Nextdoor and the people posted that NMWD was very cooperative and helpful. Mr. Grisso said that is typical, however it can be a roller-coaster sometimes. He added he does not hear the public comments unless someone tells him. Director Fraites commended Mr. Grisso on his report.

STAFFORD LAKE WATER YEAR 2020 SPILL/RAINFALL HISTORY

Mr. Clark reported on the Stafford lake Water Year 2020 Spill/Rainfall History. He reviewed the historical rainfall data for the Novato area and compared it to the annual rainfall data along with a six and ten-year rolling average. Director Joly thought the memo was very helpful.

POINT REYES TREATMENT PLANT WATER LEAK REVIEW

Mr. Clark reviewed the Point Reyes Treatment Plant water leak. He explained the root cause of the leak was determined to be a corroded ¾" threaded plug on the main filter pipe gallery. Essentially staff had to dry out the electrical equipment with fans which took several hours to dry. Mr. Clark stated this incident has reinstated the concern that there is no local SCADA control system. Mr. Clark reported he is currently working with Mr. Smedshammer with Core Utilities to see what improvements can be made and to provide a cost estimate. Director Joly commended Mr. Clark for a good memo and thorough update.

NORTH BAY WATER REUSE AUTHORITY BOARD MEETING – OCTOBER 26, 2020

Drew updated the Board on the North Bay Water Reuse Authority Board Meeting that was held on October 26, 2020. He reported Jake Spaulding from SCWA gave an update on the reconciliation and closeout activities for Phase 1, and stated Mr. Spaulding will provide a report on this in early 2021.

Mr. McIntyre stated Groundwater Sustainability, Drought Contingency Plans and Water Supply Resiliency were a main focus of discussion. He stated NWBRA is a worthwhile agency to continue on as an Associate Member since we have no future projects at this time.

NBWA MEETING – NOVEMBER 6, 2020

Director Fraites reported on the NBWA Meeting held on November 6, 2020. He stated improving weather forecasting and climate change were the main topics of discussion. Director

Fraites spoke about the San Francisco Bay Area Information System, and the radar flood control response that can help alert atmospheric rivers. Director Fraites emphasized the bottom line is we need clear forecasting of atmospheric rivers to help us predict possible flooding.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements – Dated November 5, 2020, Disbursements – Dated November 12, 2020, Point Reyes Light -Salinity Notice – October 29, 2020, Point Reyes Light - Salinity Notice – November 5, 2020 and Historical Novato August Production vs. August High Temperature.

The Board received the following news articles: Marin IJ – Saturday Soapbox – Water directors should represent ratepayers; Marin IJ – Plan for biotech campus adopted, Marin IJ – Pension system forecast declines; Point Reyes Light – Seashore superintendent takes permanent post at Yosemite head; SF Chronicle – What California can learn from Cape Town about water policy; Point Reyes Light – NOAA says drought will likely continue in winter and Marin IJ - Unpaid bills for water soaring in Marin – MMWD.

The Board received the following social media posts: NMWD Web and Social Media Report – October 2020.

Mr. McIntyre commented on the graph comparing Novato water production versus highest summer temperatures. He noted this was prepared by Ryan Grisso at the request of Director Petterle at a previous Board Meeting. Mr. Grisso used the month of August, because it is generally the hottest month in the year. Mr. McIntyre added, we have seen a trend of higher temperatures in the last fifteen years however we do not see a similar correlation in water production. He believes it is attributed to NMWD's vast water conservation programs and customers' overall efficient use of water. Director Petterle thanked staff for the comparison. Director Joly found the information remarkable.

In reference to the article, "What California can learn from Cape Town about water policy", Mr. McIntyre noted a lesson learned was to encourage local water agencies to work cooperatively to develop new regional water solutions such as storm water capture and reuse.

Director Joly thanked staff for participation in the meeting. He also commended Mr. Levin and Ms. Day from the Point Reyes Village Association for being great community leaders.

CLOSED SESSION

President Joly adjourned the regular session at 7:25 p.m. and the Board began the closed session at 7:30 p.m. in accordance with California Government Code Section 54957, for Public Employee Performance Evaluation (One), Title (General Manager)

OPEN SESSION

Upon returning to regular session at 7:54 p.m., President Joly stated that no reportable action had been taken

ADJOURNMENT

President Joly adjourned the meeting at 7:50 p.m.

Submitted by

A handwritten signature in cursive script, appearing to read "Theresa Kehoe".

Theresa Kehoe
District Secretary