

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
January 19, 2021**

**CALL TO ORDER**

President Grossi 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 Grossi 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 Grossi 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 Grossi 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 Grossi noted that due to the virtual nature of the meeting he will request a roll call of 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 Grossi 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 (Receptionist/Customer Service Assistant).

President Grossi announced for those joining the virtual meeting from the public to identify themselves. Ken Levin from the Point Reyes Village Association joined remotely at 6:20 p.m.

**MINUTES**

On motion of Director Joly seconded by Director Fraites the Board approved minutes from the January 5, 2021 meeting by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

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

#### **MMWD Request to Reactivate Kastania Pump Station**

Mr. McIntyre reported Marin Municipal Water District (MMWD) has made outreach to the District and there was some preliminary discussion about MMWD investigating the potential benefits associated with reactivating Kastania Pump Station. Mr. McIntyre stated NMWD's 2015 Aqueduct Energy Efficiency Project allowed the delivery of 18M gallons to be gravity fed therefore eliminating the need of the pump station. Director Petterle noted that CEQA's description of the 2015 project was that we would gravity feed the historical deliver and, as we had no intention increase deliveries in the future, it would be MMWD's responsibility to conduct CEQA for any project that results in increased deliveries. Mr. McIntyre agreed stating that any new project would have to be instigated by MMWD not NMWD. Director Petterle added that we also need to be sure any future project does not interfere with our water rights. Mr. McIntyre stated that staff will continue to keep a close eye on how this develops to ensure our interests are not jeopardized. Director Fraites asked how much more water MMWD wishes to acquire. Mr. McIntyre replied that an amount was not identified in the discussion. Director Fraites noted we have rights to 18M gallons and asked what happens to water that NMWD does not use. Mr. McIntyre responded that our contractual water delivery amounts peak at 14,100 ac-ft per year with a maximum daily flow rate of 19.9 MGD. Mr. McIntyre added there are questions and not many answers at this early stage.

#### **Dry Year Conditions Update**

Mr. McIntyre apprised the Board that on January 8, 2021 Sonoma County Water Agency (SCWA) submitted a temporary urgency change petition (TUCP) to the state to reduce releases from Lake Mendocino. He stated no word has been received yet, but SCWA hopes to hear back soon. Mr. McIntyre noted at the first Board meeting in February he will have a dry year conditions update for 2021. He added that staff has been in discussion with MMWD regarding backfeeding of Stafford Lake and he will have more to report at the next meeting. Mr. McIntyre also notified the Board that the District as well as the other water contractor partners will be pushing out a social media public outreach campaign with the slogan "It's A Dry Year – Save Water With Us".

#### **Point Reyes Coast Guard Housing Reuse Meeting January 14, 2021 – Re: Wastewater Disposal**

Mr. McIntyre advised the Board that on January 14<sup>th</sup> that he, Pablo Ramudo and Tony Williams participated in a virtual meeting with Supervisor Rodoni and representatives from CLAM and Eden Housing regarding the letter we recently sent raising concern about the identified potential wastewater disposal locations. He stated it was a constructive meeting, but the county and their partners still have a lot of work to do to make sure that the recommended project is one that will not compromise NMWD's water supply for our West Marin Customers.

Indian Valley Golf Course (IVGC) Access Driveway – Renaming in Honor of Jeff McAndrew

Mr. McIntyre announced he was contacted by Glenn Dunn, the IVGC restaurant manager regarding a request to name the golf course access driveway beyond the Stafford Treatment Plant, "Jeff McAndrew Lane", in honor of Jeff McAndrew, the fifty plus year owner/manager who passed away earlier this month. He added he thought this was a worthwhile request from the current IVGC staff. Mr. McIntyre stated if there is a consensus from the Board tonight he will bring this back as an action item at the next Board meeting. There was a general consensus of the Board to move this item forward as an action item.

**OPEN TIME**

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

**STAFF/DIRECTORS REPORTS**

President Grossi asked if staff or Directors had anything to report and there was nothing to report.

**MONTHLY PROGRESS REPORT**

The Monthly Progress Report for December was reviewed. Mr. McIntyre reported that water production in Novato was up 30% from one year ago. In West Marin, water production was up 6% from one year ago. Recycled Water production was down 62% from one year ago. The Board was apprised that Stafford Lake was at 28% capacity, Lake Sonoma was at 65% and Lake Mendocino was at 45% capacity. In Oceana Marin effluent volume at 0.512 MG was down 15% from one year ago and pond freeboard levels are good so we are ready to store the rain. Under Safety and Liability, we had forty-four days without a lost time injury. On the Summary of Complaints and Service Orders, the Board was apprised that total numbers are down 34% from December one year ago. Mr. McIntyre noted there were not as many questionnaires sent out with thirty-one mailed to customers and only ten returned, noting COVID has had an impact on the rate of return.

Director Joly asked if we ever found the answer on why the September Novato potable

water usage was down 20%. Mr. McIntyre replied staff reviewed all the data and did not find any meter reading errors.

Ms. Blue reported on the December 2020 Investments, where the District's portfolio holds \$25M earning a 0.82% average rate of return. Ms. Blue noted that during November the cash balance increased by \$154,889. She also noted the LAIF rate is 0.54.%.

### **CONSENT ITEMS**

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

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

NOES: None

ABSTAIN: None

ABSENT: None

### **SET SPECIAL MEETING FOR WEST MARIN STUDY WORKSHOP – FEBRUARY 23, 2021**

Staff identified February 23, 2021 at 6:00 p.m. as an appropriate date and time for the West Marin (WM) Water Rate Study Workshop. All West Marin Water Customers are invited to join the Board, staff and consultant Mark Hildebrand to discuss the current rate study.

### **ACTION ITEMS**

#### **2020 WEST MARIN DRY YEAR WATER CONDITIONS REPORT**

Mr. Grisso stated at the last meeting he presented this information in draft form. He noted NMWD is required to prepare a report detailing the dry year summer month water conditions (July through October), including flow conditions as reported at the Gallagher gauge and comparisons with flows at the Samuel P. Taylor Park gauge. Mr. Grisso added the report also documented conservation efforts, assessed the strengths and weaknesses of the Water Shortage Contingency Plan and the Salinity Intrusion Plan. Additionally, he reported on increased usage which was influenced by this past year and included; higher residential occupancy due to COVID, the Woodward Fire and hydrant meter water used for construction. Mr. Grisso reported even with these occurrences the demand has been much lower than before when you compare the numbers to historical water use in the early 2000's.

Director Joly commended Mr. Grisso for his report. Director Fraites stated the incredible drop of usage of the past years makes him wonder. Mr. Grisso replied that people have become more aware of how important it is to conserve. Mr. Levine sent a Zoom chat thanking staff and the Directors.

On the motion of Director Joly, and seconded by Director Baker the Board approved the West Marin 2020 Dry Year Conditions Report by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

**REVISED SENIOR ENGINEER JOB DESCRIPTION AND AUTHORIZE RECRUITMENT**

Mr. Williams stated the education requirements in the Senior Engineer Job Description were broadened to enable not just Civil or Mechanical Engineers to apply, but other related academic engineering disciplines. Additionally, he noted the position will still require professional registration from the state in Civil or Mechanical Engineering. Mr. Williams reminded the Board that the Engineering Department has been without an Associate Engineer since the end of September. He also reminded the Board that Ms. Chandrasekera was promoted to the senior position in her last months of her employment. Mr. Williams stated the last recruitment for Associate Engineer only had three candidates qualified for the position and staff was unable to get an accepted offer. Mr. Williams noted staff is proposing to revise the position in order to attract more candidates.

Director Joly asked why staff was unable to close the offer with the top candidate. Mr. Williams replied perhaps the applicant declined due to salary, or personal ties he had with his current employer. Director Joly asked if the hierarchy of the positions will be, Assistant GM/Chief Engineer, Senior Engineer and then Associate Engineer. Mr. Williams confirmed. Director Grossi stated that it makes sense moving forward. Director Baker expressed his support in the revision of the job description and recruitment, however he stated he would like to have an informal discussion with staff on the topic.

On the motion of Director Petterle, and seconded by Director Joly the Board approved the revised Senior Engineer job description 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. On December 3, 2020 Governor Newsom announced that all sectors other than retail and essential operations will be closed in regions of California were

less than 15% of intensive care unit (ICU) beds are available under a new Regional Stay Home Order. Mr. McIntyre reported the state's regional stay at home order is still in effect for the Bay Area with ICU capacity at 7.4% which is well below the 15% minimum needed to lessen the stay at home order restrictions. He noted the stay at home restrictions currently impact 91% of the population within the state of California and only two regions are not under this order, Northern California and Greater Sacramento. Mr. McIntyre reminded the Board that he sent a letter to Dr. Matt Willis, the Marin County Public Health Officer, requesting that NMWD staff receive priority in Phase 1B distribution for essential workers as described in the CDC's playbook. Mr. McIntyre stated he was recently informed water and wastewater workers are currently in the Phase 1C group with an estimated start date for vaccinations no earlier than March. He added sometime in April is probably more realistic.

Director Grossi stated it is important to follow this issue, noting rental and utility debt is increasing and whether these costs will be covered by the state or federal government is up in the air. He stated he was glad to see staff keeping an eye on it and added that he is dealing with the vaccine issue on the education side, the process is a mess and they often are not following their own rules.

Mr. McIntyre announced 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, which identified COVID related costs have increased ~\$17,250 in December. Additionally, the delinquent balances due on accounts have increased from \$52,000 in December of 2019 to \$124,000 in December of 2020. Mr. McIntyre noted this was a \$72,000 increase.

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 Baker, Fraites, Grossi, Joly and Petterle

NOES: None

ABSTAIN: None

ABSENT: None

### **INFORMATION ITEMS**

### **ENTERPRISE FLEET MAINTENANCE PROGRAM FOR FLEET VEHICLES – SECOND YEAR REVIEW**

Mr. Clark reviewed the second year Enterprise Fleet Management Program for Fleet Vehicles. He reported the District continues to see an estimated annual saving of as much as

\$12,000 per year in overall fleet operations. Mr. Clark noted the District plans to look at the EFM maintenance program after this year prior to when the fourth round of vehicles are leased to evaluate whether additional savings can be obtained.

Director Joly asked if in the second year there was a savings of \$31,400 where was the \$12,000 savings number derived. Mr. Clark replied the estimated \$12,000 annual savings is based on the full term of the program. He noted we were unable to purchase the vehicles early enough and normally the orders are done in September/October, but instead we placed our order in January/February and expect to get our vehicles in May/June of 2021.

### **GREEN HOUSE GAS EMISSION REDUCTION PROGRESS – REPORTING YEAR 2019**

Mr. Clark reported on the Green House Gas (GHG) Emission Reduction Progress for year 2019 and reviewed the data from the Green House Gas Emission Tracking. He stated NMWD has been committed to reducing its GHG emissions since 2006 by becoming a member of the California Climate Action Registry (CCAR). Mr. Clark noted NMWD has met its future GHG reduction targets for electric use with the STP Solar Project and the Marin Clean Energy Program, and in two of the past ten years met the 2020 GHG reduction target for fleet use. Additionally, Mr. Clark stated other efficiency improvements are expected in the future with the District Headquarters renovation and use of a more efficient vehicle fleet.

Director Joly asked when the Board can expect to see an electric vehicle fleet. Mr. Clark replied that they are very expensive, noting we have purchased hybrids in the past that did not pan out as the literature stated. He emphasized that we do not want to be the first to purchase an electric utility vehicle until we learn more about their reliability. Director Fraites stated batteries are the way of the future and in the next few years we should see a great improvement in the electric vehicle. Mr. Clark stated he has had this discussion with Enterprise and they know all about these types of vehicles and will help us make the right decision when the time comes.

### **ANNUAL REPORT ON BOARD COMPENSATION**

Ms. Blue presented the Annual Report on Board Compensation. She explained in order to comply with the requirements of AB. 2020 and AB 1234, the District prepares a yearly report of the annual compensation and expense reimbursements paid to each Board member. Ms. Blue stated part of the requirement is transparency and reporting out on meeting attendance.

### **MISCELLANEOUS**

The Board received the following miscellaneous items: Disbursements – Dated January 7, 2021, Disbursements – Dated January 14, 2021, Point Reyes Light - Salinity Notice – December 24, 2020, Point Reyes Light - Salinity Notice – December 31, 2020, Point Reyes Light – Salinity Notice – January 7, 2021 and 8-inch Main Break Summary – School Road near School

Road Pump Station.

The Board received the following news articles: Marin IJ – Editorial – Putting it on line to defend water rates; San Francisco Chronicle – Bay Area forecast: Dry conditions to persist for weeks as window to make up for arid winter starts closing; Point Reyes Light – Letters – New water alternative, and NBC Bay Area – Water Bill Debt Soars During Pandemic, Prompting Fears of Future Shutoffs.

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

Director Joly commented that the social media report was great, however he would like to see a message go out about the free fire protection service the District gives to the community. He added, for example the Woodward Fire used 1.2M unmetered gallons of water and it would be nice to get the message out especially with the increase of rates and the dry year conditions. He stressed it would be good to have the public understand and appreciate the service that we do. Mr. McIntyre agreed and stated he will work with Mr. Grisso and Kiosk to determine the best way to identify all the services we provide.

Director Baker stated he appreciated staff's the summary on School Road leak and found it to be very interesting. He wondered if this was an indication the pipe was thinning out, since compared to other pipes this one was not terribly old. He also considered the possibility of location. Director Baker asked if we might expect more of same. Mr. Williams replied that staff will be taking additional pipe integrity samples in the same area in order to look for trends since there is currently limited data.

President Grossi adjourned the meeting at 7:08 p.m.

Submitted by



Theresa Kehoe  
District Secretary