

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
September 7, 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 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.

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 all public attendees will be invited to speak and will need to use the raised hand icon in Zoom or dial \*9 to be called upon.

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), Tony Arendell (Construction/Maintenance Superintendent), Pablo Ramudo (Water Quality Supervisor) and Ryan Grisso (Water Conservation Coordinator). Also participating remotely were consultant Jeffery Tarantino (Frey & Laureta, Inc.) and IT consultant Kevin Cozart (Core Utilities).

President Grossi announced for those joining the virtual meeting from the public to identify themselves. Participating remotely was Will Houston (Marin IJ).

**MINUTES**

On motion of Director Petterle seconded by Director Fraites the Board approved the amended minutes from the August 17, 2021 Regular Board Meeting by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

On motion of Director Baker seconded by Director Fraites the Board approved minutes from the August 30, 2021 Special Board Meeting by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

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

#### West Marin Salinity Update

Mr. McIntyre reported the most recent sodium level test result was below 50 mg/L. Additionally, he stated staff will continue to monitor the salinity levels and publish the results in the Point Reyes Light.

#### Special WAC Meeting on September 13

Mr. McIntyre informed the Board that as NMWD WAC representative, Director Baker will be attending a special WAC meeting next Monday September 13<sup>th</sup>, to vote to approve an update to the water shortage allocation methodology that all water contractors approved in 2014. He stated the update addresses a question that was raised in the 2014 model regarding calculating human health and safety needs (i.e. indoor demands). He noted the intent of the 2021 update is to remove commercial/ industrial/institutional (CII) demands from the human needs calculation and only use indoor residential demands. Mr. McIntyre added the TAC ad hoc has been working since early 2021 on this update and all TAC members are advising their WAC members to vote in support of this update, which requires unanimous support by all eight water contractors

Director Joly asked about the current reservoir capacities. Mr. McIntyre responded Stafford Lake was at 33%, Lake Sonoma was at 47% and Lake Mendocino was at 26%. Director Joly asked if there was anything being done at the federal or state level to help with water supply and the drought. Mr. McIntyre commented on the article under miscellaneous in which the

Western State Governors and local Congressman Jared Huffman are requesting that the federal government declare a major disaster declaration due to the drought. Mr. McIntyre also referred to agenda item No. 6 grant application request for Gallagher Well No. 2 which is directly attributed to state grant funds being made available to small community water systems for drought relief. Director Joly asked when the Board can expect to see the preliminary ideas for the Sonoma County Water Agency (SCWA) Regional Study. Mr. McIntyre replied the consultant is scheduled to submit a technical memorandum as part of the November 1st WAC/TAC agenda.

### **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 any Directors or staff wished to bring up an item not on the agenda and the following were discussed.

Director Petterle stated he read an editorial in the Marin IJ about Marin Municipal Water District (MMWD). The article stated MMWD should consider collaborating with NMWD who is also facing a water shortage. Director Petterle added if MMWD decides to move forward with desalination it would make sense for us to have a discussion with them about regional benefits. He noted our simplest solution is to get more water, it will not be cheap, but going in tandem with another agency is worthy of the discussion. Director Joly added the Board's mission is to supply water to our customers and what Director Petterle said was wise counsel. Mr. McIntyre responded that he believes regional solutions are most desirable and we are in regular communication with MMWD and our other North Bay retail water providers. Director Joly asked if MMWD was involved with the Resiliency Study and Mr. McIntyre confirmed. Director Grossi emphasized that we need to look at every source of water since we have both a short term and a long-term problem, noting the sooner we can have those discussions the better.

Mr. Clark reported that Stafford Treatment Plant is no longer using ferric chloride and switched to using ferric sulfate. He stated staff is seeing the same productivity levels and so far, it has been a successful transition. Director Joly asked if the treatment plant will stop running once Stafford Lake is at 23% capacity. Mr. Clark replied the plant is expected to continue to operate to at least our normal fall season target of 177' or about 23% capacity.

Director Fraites asked if there was a land bridge between the shore and the island at Stafford Lake. Mr. Clark replied that when the lake elevation is at 177 feet there is no land bridge to the island. Director Fraites stated he agrees it would be good to work with MMWD on desalination as a potential option. However, he recognized desalination is expensive, the energy

costs are off the roof and he is bothered by the brine issue. Director Grossi said he looked at the San Diego County Carlsbad Desalination Facility and the electricity it takes for the process is unbelievably expensive, noting the scale of their project was for 400,000 people. Director Grossi added desalination may not work for less populated areas, but it still should be put on the table for consideration. Director Joly stated the reason he asked about the 2019 Resiliency Study was to see if they are even considering desalination and hoped that the study will not be outdated and dead on arrival. Mr. McIntyre stated he believes the study will identify regional groundwater recharge and recovery projects as the most viable, but we need to wait and see. Director Petterle stated, given this year, there are things on the table that were not on the table two years ago. Director Grossi stated it may be good to discuss this in a workshop. He noted it took San Diego well over ten years to complete their desalination project, so therefore this could only be a long-term solution. He added there is no simple answer and we need to review everything and every groundwater basin.

### **CONSENT ITEMS**

On the motion of Director Joly, and seconded by Director Petterle 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

### **GALLAGHER WELL NO. 2 CONSTRUCTION – DWR GRANT APPLICATION**

The Board authorized the application for grant funding under the DWR Small Communities Drought Relief Program; designated the General Manager as the representative for the grant and adopted the resolution for the Gallagher Well No. 2 Project.

### **CONTRACT AMENDMENT FOR CONSULTING SERVICES – RAUCH COMMUNICATIONS**

#### **CONSULTANTS**

The Board authorized the General Manager to amend the Consulting Services Agreement with Rauch Communications Consultants for miscellaneous marketing and public relations services in the amount of \$20,000.

### **ACTION ITEMS**

#### **NMWD HEADQUARTERS UPGRADE PROJECT CEQA NOTICE OF EXEMPTION (NOE)**

Mr. Williams apprised the Board the District must perform an environmental review of the proposed NMWD Headquarters Upgrade Project Notice of Exemption pursuant to the California Environmental Quality Act (CEQA). He noted if the notice is not protested after thirty-

five days, the District may proceed with the final design and eventual construction of the project.

Director Petterle stated he is a CEQA watch dog and he feels comfortable with the environmental review.

Director Grossi asked if there were any comments from the public and there were none.

On the motion of Director Petterle, and seconded by Director Fraites the Board authorized staff to file the CEQA NOE with the Marin County Clerk by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

### **NMWD HEADQUARTERS UPGRADE DECISION MILESTONES**

Mr. Williams requested the Board give direction to staff on the identified pre-construction action item timeline. He discussed the milestones and tasks and noted potential risks if the actions are not completed in a timely manner. Additionally, Mr. Williams stated the timing of these actions are critical to the success of combining the original Phase 1 and Phase 2 into a single construction phase which would reduce the overall construction time and reduce construction cost.

Director Grossi stated it has been his experience PG&E generally does not get their projects done on time and they could be months behind schedule. He noted getting PG&E scheduled quickly is important, otherwise the building could be built and we are unable to hook up to electricity. Director Grossi added the next key step is getting the City of Novato process going. He stated he does not know about the lease, but would imagine there is a lot of commercial office space available. Director Grossi added it is also important to get the financing in order, as we may never see these low interest rates again. He recognized the timeline is in good order as we need to understand what we are doing and when. Director Petterle stated he worked for MMWD for thirteen years, and noted both MMWD and NMWD buildings were designed by Crawford and Banning. He added when he left MMWD in 1990 the building was out of date even then. Director Petterle stated now everything is tied to computers, there are ADA requirements and commended Mr. Williams for moving the building renovation project along. He added, we cannot forget there is a drought, but we cannot stop our operation because of the drought; we need to figure this out separately. Director Petterle stated we need a more efficient building and therefore he supports the renovation. Director Joly stated his issue is there is not enough information regarding our current water supply shortage. He added, he understands that we want a better building, but his first priority is water supply stability. Director Joly noted the District does

not yet know what the cost will be to participate in new water supply options next year. He added supply is paramount on our financial reserves, and if Ms. Blue can convince the Board that we can do both projects, then he is open to review the data. Director Joly stated he is happy to move forward at this time, but in January we will know the rainfall totals and that is when we will be ready for financing. He added there are difficult decisions to be made. Director Petterle pointed out the building was built in the early 60's. Director Joly stated he does not want to commit our reserves to the new building if there is a poor rain year. Director Petterle stated he did not disagree with Director Joly, but it is September now, January will bring what it brings and we can decide at that time. Director Fraites stated by November we will hopefully get some idea of potential near-term regional water supply options. He added he does not want to give up the building project yet and the hard decision will come in January. Director Grossi stated the building will not last fifty more years and we should not compare apples to oranges. The District is in good shape financially and he is in favor of moving ahead with the project. He noted, things can change and even by January it is possible we will not know the cost of supply.

Mr. Ramudo commented MMWD has had several renovations over the years, which included a new lab building. He added a lot of what we are planning as part of our renovation MMWD did years ago. Mr. McIntyre stated Mr. Williams and his team have done a good job laying out the steps to move forward and staff would like the Board to indicate whether they support the timeline. Director Joly agreed with Mr. McIntyre that staff did a great job on the timeline. He asked if the Board wants to slow the renovation process down, can staff safely relocate to a full lease building. Mr. Williams replied staff looked at several vacant opportunities and due to our requirements, nailed it down to one location. He noted the space is available now, noting the District is not a preferred tenant, because we are temporary. Mr. Williams added not all staff will be relocated as only two of the lab staff will move to the leased building. He noted the plan is to come back to the Board in January and report on the status of the project.

There were no comments from the public.

On the motion of Director Petterle, and seconded by Director Grossi the Board gave direction to staff and approved the identified Pre-Construction action timeline by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

**FREY & LAURETA, INC. CONSULTANT SERVICES AGREEMENT FOR HYDROPNEUMATIC**

### **STATIONS ENGINEERING AND DESIGN SERVICES**

Mr. Williams apprised the Board that the majority of our customers in Novato are gravity fed from higher elevation tanks, however Novato does have a few unique situations that require a hydropneumatic system. He stated this agreement will provide the required engineering services to complete a comprehensive engineering assessment of the existing hydropneumatic systems, develop a priority ranking for improvements and a concept design for the top three priority sites. Mr. Williams noted these locations will be considered for upgrade or replacement. Additionally, Mr. Williams recognized Assistant Engineer Avram Pearlman for doing most of the legwork for this memo.

Director Grossi noted there could be an elimination of possibly seven small hydropneumatic systems like the one in Bahia that has a 3,000-gallon tank and a 3,700-gallon average demand. Director Joly stated the study will give us an idea of what to do and give us an idea of what we need to update. Mr. Williams replied all available options will be considered; upgrading with new tanks, modifying pump stations and connecting services to other zones.

President Grossi asked if anyone from the public wished to comment. Jeffrey Tarantino from Freyer & Laurenta, Inc. thanked the District for the opportunity to work with them and as a local resident is also looking forward to working with staff.

On the motion of Director Joly, and seconded by Director Petteerle the Board authorized the General Manager to execute an agreement with Freyer & Laurenta, Inc. for a not to exceed fee of \$98,600 by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

### **STAFFORD LAKE 2021 WATERSHED SANITARY SURVEY**

Mr. Ramudo informed the Board that water systems using surface water to supply drinking water are required to conduct watershed sanitary surveys of the reservoir's water sheds and must update those surveys periodically. He added these assessments are used by the California State Water Resources Control Board's Division of Drinking Water to ensure that water treatment is sufficient to remove pathogens and chemical contaminants that may be present and to set monitoring frequencies so that the presence of any contaminants can be adequately determined. Mr. Ramudo noted there have been changes along the watershed as dairies have ceased operation and even though we still have row crops and a pumpkin patch, the water shed is manageable with no significant risks.

On the motion of Director Joly, and seconded by Director Baker the Board accepted the completed Stafford Lake 2021 Watershed Sanitary Survey by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

### **ACWA REGION 1 BOARD ELECTION (2022-2023)**

Mr. McIntyre stated he is the chair of the Nominating Committee again this year and recommended to vote for the Nominating Committee's recommended slate.

On the motion of Director Petterle, and seconded by Director Baker the Board authorized the General Manager to concur with ACWA Region 1 Nominating Committee's recommended slate and sign the ACWA Region 1 Ballot by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

### **INFORMATION ITEMS**

#### **FY2020/21 FOURTH QUARTER PROGRESS REPORT – WATER QUALITY**

Mr. Ramudo presented the FY 2020/21 fourth quarter progress report for Water Quality. He updated the Board on the Novato system, which included Stafford Lake, treatment performance, distribution and the Novato Recycled Water facility. Additionally, he discussed the Point Reyes system which included the Coast Guard Wells, Gallagher Well, Point Reyes Treatment Plant, and the distribution system. Mr. Ramudo noted there was still salinity intrusion in the Coast Guard Wells, however luckily the District was able to use the Gallagher Well as an additional supply for this quarter to help stabilize the salinity levels. Mr. Ramudo also reported the new PRE Tank 4C (previously known as 4A) has been approved by the Division of Drinking Water and is in service with good quality water.

#### **FY2020/21 FOURTH QUARTER PROGRESS REPORT – WATER CONSERVATION**

Mr. Grisso presented the FY 2020/21 fourth quarter progress report for Water Conservation. He updated the Board on water conservation public outreach; programs, budget and staffing. He noted participation levels in the rebate programs have increased as a result of the drought. Mr. Grisso reported staff continues to implement the public outreach communications plan, noting there will be a twice weekly posting as part of the social media campaign. He noted the website will continue to be updated with news stories, newsletters,



mailers will be sent out and we will continue to use the water smart dashboard to get the general messaging out. Mr. Grisso informed the Board the budget is good and consistent with last fiscal year; however, with the impact of the drought he expects to see the rebate participation numbers to increase. Additionally, Mr. Grisso stated staffing consists of himself and one half time person.

Director Fraites stated the City of Novato passed a new General Plan a few months ago and asked if the city excludes new homes from putting in lawn, or at least reduce the amount that can be installed. Mr. Grisso replied NMWD has those restrictions in place and previously they were not allowed any more than 600 square feet of lawn. He added under the current ordinance no lawn can be installed at this time. Director Petterle thanked Mr. Grisso for putting out the Recycled Water signs, noting over the long haul it will prevent many calls to the District. Director Joly commended Mr. Grisso for his memo, and noted the retrofit on resale and pools cover rebates are up. He asked if Mr. Grisso has been participating in group discussions and giving presentations. Mr. Grisso replied he and Mr. McIntyre have done a lot of outreach to public groups, in person and on Zoom with groups like; Rotary, Master Gardeners and West Marin Climate Action to name a few.

#### **FY2020/21 FOURTH QUARTER PROGRESS REPORT – ENGINEERING DEPARTMENT**

Mr. Williams presented the FY 2020/21 fourth quarter progress report for the Engineering Department. He apprised the Board of the performance status for the capital improvement projects for both the Novato and West Marin service areas. He noted of the thirty-three Novato service area projects a total of sixteen were completed; and of the eleven West Marin projects three projects were completed. He noted some projects could potentially qualify for federal drought assistance through FEMA that provides funding at seventy-five cents on the dollar.

#### **FY2020/21 FOURTH QUARTER PROGRESS REPORT – OPERATIONS/MAINTENANCE**

Mr. Clark presented the FY 2020/21 fourth quarter progress report for the Operations/Maintenance Department. He summarized operations, Stafford Treatment Plant production, Novato water system flows, West Marin system; Oceana Marin system; water quality; maintenance and cross-connection control. Mr. Clark informed the Board that PG&E changed the time of use period. He added all the programming on the pump stations had to be changed and now we are forced to operate during peak times; which means we can expect higher electric bills in the future. Mr. Clark reported on the maintenance on the Coast Guard Wells. He noted the contractor scrubbed and flushed the wells which has increased the flows, but did not help with salinity. Additionally, the Gallagher Well needs maintenance every year, because otherwise we see a drop in flow.

#### **WATER SUPPLY COMMUNICATIONS PLAN**

Mr. McIntyre presented the Water Supply Communications Plan. He recommended the District launch a more robust water supply education effort this fall; which includes increasing website update frequency, focusing on new messaging, additional E-Newsletter outreach, the Fall Waterline Newsletter and preparing Marin Voice submissions to the Marin IJ. Mr. McIntyre noted there have been a lot of questions about supply, about what we have done in the past, what we are doing now and in the future.

Director Fraites stated we need to work into the discussions that these water supply projects will cost more money and may in turn increase our rates. He added, we need the public to understand that increasing water supply would result in rate increases. Director Joly expressed he is in favor of letting the public know our concern about supply and how we are addressing it. He added, the public also needs to understand that supply is also used for fire protection, noting he has talked to people around town and they think the fire department supplies the water from the hydrants. Director Petterle stated he did not entirely disagree, but would want staff to phrase it in a fashion that we will look at many ways to fund the cost. He noted there is also potential grant money for infrastructure. Additionally, Director Petterle stated we need to educate the public that MMWD and NMWD are two separate water agencies and clarify our service area. He noted he gets questions all the time about increasing our water supply with the pipe on the bridge, when that is clearly a MMWD project. Director Joly stated many people ask about the landscape at Fireman's Fund, and car washes and it is important for the public to know that these types of businesses are on recycle water.

Director Grossi stated the memo is leading us in the right direction, it is important to get more information out there and asked if it would be worth it to hire a consultant to look at what grants are available, noting there are firms that specialize in finding and writing grants. Mr. McIntyre stated the District had GHD help with the Oceana Marin grants and staff will be reviewing future grant writing options in more detail. Director Petterle stated there are a lot of environmental grants available, noting we should not limit the search to water supply.

#### **NBWRA UPDATE – JULY 26, 2021**

Mr. McIntyre gave an update on the NBWRA meeting held on July 26, 2021. The minutes were provided and included discussion on various topics; including future direction and next steps for NBWRA. He also reported the final phase of the Las Gallinas project has been completed and now we can move forward with Phase 1 close out.

#### **MISCELLANEOUS**

The Board received the following miscellaneous items: Disbursements – Dated August 19, 2021, Disbursements – Dated August 26, 2021, Disbursements – Dated September 2, 2021,

Point Reyes Light – Salinity Notice August 12, 2021, Point Reyes Light – Salinity Notice August 19, 2021, Point Reyes Light – Salinity Notice August 26, 2021, Point Reyes Light – Salinity Notice September 2, 2021, Drought Drop By – August 21, 2021 and Security of Funds Invested in LAIF.

The Board received the following news articles: Marin IJ – Critics: Tighten water policies – DROUGHT; Bloomberg – Chlorine Shortage Spurs Unprecedented Requests for EPA Help (1); Marin IJ – Appeal filed on plan to dig well – NORTH MARIN WATER DISTRICT; Marin IJ – Marin Voice – Work together as ‘One Marin Water’ to survive droughts; Point Reyes Light – Letters – Ready for more drought; The Hill – Amid worsening drought crisis, lawmakers push Biden to issue disaster declaration; Marin IJ – Key votes near for Marin emergency water pipeline – DROUGHT RESPONSE; Marin IJ – Recycled water available for residents to pick up -MARIN WATER DISTRICTS; Marin IJ – Marin County Drought Tracker; Marin IJ – Monthly billing ditched as idea for saving water – MMWD; Marin IJ – Marin Voice – Charting a drought-resilient path forward in Marin; Point Reyes Light – Water districts move ration plans forward; Marin IJ – Pipeline design funding allotted – MMWD and Marin IJ – Endangered fish a drought victim?

Director Joly asked about the LAIF memo. Mr. McIntyre acknowledged Ms. Blue for her good work on the memo. Director Joly commended staff for doing the review and thought it was a very informative memo.

**ADJOURNMENT**

President Grossi adjourned the meeting at 7:57 p.m.

Submitted by



Theresa Kehoe  
District Secretary