

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

CALL TO ORDER

President Grossi announced that due to the Coronavirus outbreak and pursuant to the Brown Act as modified by Assembly Bill 361, 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 Fraitas, 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), Robert Clark (Operations/Maintenance Superintendent) and Ryan Grisso (Water Conservation Coordinator). Also participating remotely was IT consultant Kevin Cozart (Core Utilities).

President Grossi announced for those joining the virtual meeting from the public to identify themselves. Participating remotely was Ken Levin (Point Reyes Station Village Association).

MINUTES

On motion of Director Joly, and seconded by Director Petterle the Board approved the minutes from the October 5, 2021 Regular Board Meeting by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

GENERAL MANAGER'S REPORT

Gallagher Well No. 2 – October 15th Hearing

Mr. McIntyre announced the Coastal Commission unanimously voted to reject the appeal so the Marin County issued Coastal Permit stands. He added Engineering staff will be coming to the Board in November to request approval of bid advertisement for construction of Well No. 2. Mr. McIntyre stated now that the appeals are over NMWD has control of the project and can move forward with constructing and testing of the well so that it will be online in 2022.

Director Fraites asked if there was a chance this appeal could go further. Mr. McIntyre replied there is no other appeal process with the Coastal Commission.

Coalition of Sensible Taxpayers (COST)

Mr. McIntyre reported he, Mr. Williams and Mr. Ramudo provided a tour of the Administration Building and the lab in late September to three COST directors at their request. He stated the tour went well and he believed the need for the new lab and building renovation was well demonstrated.

Continued Virtual Meetings

Mr. McIntyre informed the Board that he will be having another agenda item at the next meeting to extend the need for virtual meetings for another thirty days.

Upcoming Meetings

Mr. McIntyre apprised the Board that on October 20th he and Director Baker have a WAC Potter Valley Project subcommittee meeting at 11 a.m. to review a WAC support letter to FERC. Additionally, he stated on October 21st he will be meeting with the Novato Managers, on October 26th with sewer agency managers as part of the Marin Association of Sanitary Sewer Agencies (MASS), and on Friday October 29th he has a Huffman Potter Valley Project Ad Hoc meeting. Mr. McIntyre added the next WAC/TAC meeting will be on Monday November 1st, noting Director Baker is the WAC representative and Director Grossi is the alternate.

Director Joly stated he is aware that the preliminary Sonoma County Water Agency (SCWA) study on Regional Water Resiliency options will be presented as part of the WAC/TAC

meeting on November 1st and asked when the NMWD Board will see SCWA's preliminary ideas to increase supply. Mr. McIntyre responded it will be discussed at the November 16th NMWD Board Meeting.

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.

Mr. Grisso reported on the third and final 2021 Drought Drop By event that was held on October 9th. He stated customer turn-out was good and staff handed out over three hundred water conservation kits. Mr. Grisso added the timeline was perfect since the fall Waterline Newsletter dropped just two days before. He added it was great to see a couple of our Board Members come to the event. Additionally, Mr. Grisso sent out an eblast and offered customers a chance to come to our office during office hours and pick up a kit.

Mr. Clark reported that with the cooler temperatures and rain on its way the recycled water program participation levels have significantly decreased, noting the number of gallons delivered per day has gone from 14,000 gallons to 7,000 gallons. He announced the program will close at the end of October.

Mr. Clark updated the Board on the Point Reyes low-saline water fill station. He stated currently the fill station is open two days per week and they are seeing about eight customers a day, each taking two to ten gallons of water.

Mr. Clark announced staff is working on the Emergency Operations Plan binders and requested the Board of Directors drop them off at the office so they can be updated.

MONTHLY PROGRESS REPORT

The Monthly Progress Report for September was reviewed. Mr. McIntyre reported that water production in Novato was down 5% from one year ago. He noted the July through September total using SCWA billing meters indicates that Novato water use is down 17%, however our tracking shows it is down 20+%. He added it appears the variation is based on SCWA's billing reading cycle not syncing up with each calendar month. In West Marin, water production was down 26% from one year ago and down 30% fiscal year to date. Recycled Water production was up 17% from one year ago and up 11% fiscal year to date. Stafford Treatment Plant production was down 31% fiscal year to date. Mr. McIntyre reported Recycled Water production was 89% of the Stafford Treatment Plant Production over the three-month period. The

Board was apprised that Stafford Lake is at 28% capacity, Lake Sonoma is at 44% and Lake Mendocino is at 23% capacity. In Oceana Marin effluent volume was 0.428 MG for September compared to 0.583 MG one year ago. Under Safety and Liability, we had 70 days without a lost time injury. On the Summary of Complaints and Service Orders, the Board was apprised that total numbers are up 14% from September one year ago. Mr. McIntyre attributed it to customer awareness during the drought and having more active customer involvement to evaluate water use patterns and leaks. Additionally, he reported on the customer questionnaire, noting 173 were sent out and 80 returned with a 94% positive response rate. Under Summary of COVID-19 costs, water bill impacts were up approximately \$1,500 from last month and water bill delinquency costs were down approximately \$10,000 from last month.

Ms. Blue reported on the September 2021 Investments, where the District's portfolio holds \$25.9M earning a 0.31% average rate of return. Ms. Blue noted that during September the cash balance increased by \$688,777. She also noted the LAIF rate is 0.21%. Ms. Blue noted two CD's matured earning approximately \$10,000 on a 1.75% rate and one CD was recently purchased with a .35% modest interest rate now offered.

Director Grossi asked if the District will be able to get some of the water bill delinquency costs paid for by the state. Ms. Blue confirmed, stating there is one billion dollars set aside by the State Water Resources Control Board, who recently did a survey of agencies and determined there is a total need of 400 million dollars. She stated the good news is we will request reimbursement since the time of March 2020 of an estimated amount of around \$120,000 of lost revenue. Ms. Blue added there is an application process and the money may be dispersed as soon as December, and in the meantime, staff continues to make collection calls.

Director Joly asked in reference to recycled water, do we have the capacity to get additional water in case there is redundancy in the system and the need next year. Mr. McIntyre replied the District has not tapped the sanitary district's capacity for delivery.

Director Joly asked if staff was planning on backfeeding Stafford Lake again as we did last year and wondered if we would be blocked from doing so. Mr. McIntyre confirmed staff is planning on backfilling this winter and he expects there will be excess natural flows in the Russian River to allow this to occur.

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

CONSENT ITEMS

On the motion of Director Fraites, 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

**REDWOOD CREDIT UNION REMODEL, 1010 GRANT AVE. APNS 141-264-10, 141-264-26
AND 140-264-27**

The Board approved the Redwood Credit Union Remodel at 1010 Grant Avenue, Novato. The Novato Fire Protection District required a dedicated 4-inch fire service and a fire hydrant be installed for this project. Additionally, site landscaping is part of this project, however due to the District's Emergency Water Conservation Ordinance No. 41 the applicant must defer potable water irrigated landscape installation.

RENEWAL OF HORIZON CATV LICENSE AGREEMENT (2021-2026)

The Board approved the renewal of the Horizon CATV License Agreement (2021-2026). This license agreement is for an existing forty-foot antenna located at PRE Tank Site #4. The renewed license agreement will be for a five-year term beginning November 1, 2021 to October 31, 2026.

ACTION ITEMS

**CONSIDER APPROVAL OF RESOLUTION 21-24 AMENDING SECTION 6(b) OF
EMERGENCY WATER CONSERVATION ORDINANCE 41 IN THE NOVATO SERVICE AREA**

Mr. Grisso requested approval of Resolution 21-24 amending Section 6(b) of Emergency Water Conservation Ordinance 41 in the Novato Service Area. Mr. Grisso stated given the State Water Resource Control Board Order through December 10, 2021, the continuing drought and lack of rainfall, Ordinance 41 has been updated to extend the applicable period of Stage 2 until such time as the Board declares that Stage 2 actions are no longer required. He noted all applicable Stage 2 non-essential water use prohibitions and subsequent drought surcharges will remain in effect after November 1 with this approval.

Director Joly asked if there have been a lot of customer bills with surcharges on them. Mr. Grisso replied yes, there has been more than a few. Director Joly inquired about the filling of swimming pools and asked if this is no longer allowed as of July 1st. Mr. Grisso confirmed, noting the prohibition is for any permits issued after July 1st. Director Joly asked if the AMI system could monitor any violations. Mr. Grisso replied it might show, but most new pools are filled using hydrant meters.

President 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 approved

Resolution 21-24 amending Section 6(b) of the Emergency Water Conservation Ordinance No. 41 in the Novato Service Area by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

CONSIDER APPROVAL OF RESOLUTION 21-25 AMENDING SECTION 6(B) OF EMERGENCY WATER CONSERVATION ORDINANCE 39 IN THE WEST MARIN SERVICE AREA

Mr. Grisso requested approval of Resolution 21-25 Amending Section 6(b) of the Emergency Water Conservation Ordinance 39 in the West Marin Service Area. Mr. Grisso stated given the continuing drought and lack of rainfall, Ordinance 39 has been updated to extend the applicable period of Stage 2 until such time as the Board declares that Stage 2 actions are no longer required. He noted all applicable Stage 2 non-essential water use prohibitions and subsequent drought surcharges will remain in effect affect after November 1 with this approval.

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

On the motion of Director Joly, and seconded by Director Petterle the Board approved Resolution 21-25 amending Section 6(b) of the Emergency Water Conservation Ordinance No. 39 in the West Marin Service Area by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION ITEMS

STRATEGIC PLAN PROGRESS REPORT – YEAR 3 REVIEW (FY 2020-21)

Mr. McIntyre provided a status report on the third-year review of the five-year 2018 Strategic Plan. Mr. McIntyre stated thirty-six of the thirty-nine objectives scheduled during the first three years have been completed or are in progress. He noted that completion of the 2020 Urban Water Management Plan and the start of the Local Water Supply Enhancement Study are big third-year objectives.

Director Joly stated Novato potable water is at 17% conservation and our readings show 20% or more, West Marin is at 37% reduction . He noted all the support we are getting from our customers in their effort to conserve water adding he is grateful they responded to our call.

Director Petterle stated he ran into a customer over the weekend who could say nothing but great things about NMWD and he commended staff from the bottom up for their excellent service. Director Grossi agreed, stating as a Board Member he feels lucky to have the staff we have.

Director Joly stated a neighbor of his who is a gardener has cut down their water use by 60%. He stated she has a brown lawn and has let some of her plants go because she felt the need to measure up. He thanked her for her effort adding he is impressed by our customers. Director Grossi agreed he is also impressed by the dedication to conserve.

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

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements – Dated October 7, 2021, Disbursements – Dated October 14, 2021, Salinity Notice – Point Reyes Light - October 7, 2021, Salinity Notice – Point Reyes Light - October 14, 2021, Drought Drop By – October 9, 2021 and Vendor Letter.

The Board received the following news articles: Marin IJ, Marin Voice – North Marin Water District GM sets path amid drought; Marin IJ – Water sought for rural homes; North Coast Journal – A Moment of Opportunity; Press Democrat – Lake Mendocino level now about 75% of what water managers had hoped; Marin IJ – Water utilities support relief for rural areas; Marin IJ – Water pipeline could be limited; Marin IJ – W. Marin saltwater problem with wells; Marin IJ – Marin County Drought Tracker; Point Reyes Light – County will buy water for rural homes and KPIX CBS SF Bay Area – Salty Tap Water Forces Pt. Reyes Residents To Bottle And Tote Their Own.

The Board received the following social media posts: NMWD Web and Social Media Report – September 2021.

ADJOURNMENT

President Grossi adjourned the meeting at 6:51 p.m.

Submitted by



Theresa Kehoe
District Secretary