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2
3 **NORTH MARIN WATER DISTRICT**
4 **MINUTES OF REGULAR MEETING**
5 **OF THE BOARD OF DIRECTORS**
6 April 5, 2022
7

8 Please note: during the meeting two Board members experienced technical difficulties and
9 were not present to vote on some of the items.

10 **CALL TO ORDER**

11 President Petterle announced that due to the Coronavirus outbreak and pursuant to the
12 Brown Act as modified by Assembly Bill 361, this was a virtual meeting. President Petterle called
13 the regular meeting of the Board of Directors of North Marin Water District to order at 6:00 p.m.
14 and the agenda was accepted as presented. President Petterle added that there was not a public
15 location for participating in this meeting, but any interested members of the public could participate
16 remotely by utilizing the video or phone conference dial-in method using information printed on
17 the agenda. President Petterle announced that in the event of technical difficulties during the
18 meeting, the District Secretary will adjourn the meeting and the remainder of the agenda will be
19 rescheduled for a future special meeting which shall be open to the public and noticed pursuant
20 to the Brown Act.

21 President Petterle welcomed the public to participate in the remote meeting and asked
22 that they mute themselves, except during open time and while making comments on the agenda
23 items. President Petterle noted that due to the virtual nature of the meeting he will request a roll
24 call of the Directors. A roll call was done, those in remote attendance established a quorum.
25 Participating remotely were Directors Jack Baker, Rick Fraites, Jim Grossi, Michael Joly and
26 Stephen Petterle.

27 President Petterle announced that all public attendees will be invited to speak and will
28 need to use the raised hand icon in Zoom or dial *9 to be called upon.

29 Mr. McIntyre performed a roll call of staff, participating remotely were Drew McIntyre
30 (General Manager), Tony Williams (Assistant GM/Chief Engineer), Terrie Kehoe (District
31 Secretary), Julie Blue (Auditor-Controller), Tony Arendell (Construction/Maintenance
32 Superintendent), and Robert Clark (Operations/Maintenance Superintendent). Also participating
33 remotely was IT consultant Clay Smedshammer (Core Utilities).

34 President Petterle requested that for those joining the virtual meeting from the public to
35 identify themselves and there was no response.

36 **MINUTES**

37 On motion of Director Fraites seconded by Director Baker, the Board approved the
38 minutes from the March 15, 2022 Regular Board Meeting by the following vote:

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

40 NOES: None

41 ABSTAIN: None

42 ABSENT: None

43 **GENERAL MANAGER'S REPORT**

44 Retirement Announcement

45 Mr. McIntyre advised the Board that Construction/Maintenance Superintendent, Tony
46 Arendell announced that he will be retiring as of June 15th. He noted that Mr. Arendell has been
47 a dedicated District employee for thirty-six years and he will be missed. Mr. McIntyre added that
48 his retirement will be acknowledged during the District's Patio Picnic on April 20th. He reported
49 that internal recruitment has started in order to have an overlap for additional training before Mr.
50 Arendell retires.

51 NBWA Virtual Conference

52 Mr. McIntyre announced that North Bay Water Association will be having a Virtual
53 Conference on April 8th from 9:00 a.m. until 3:00 p.m. He added that there is still time to register
54 for those Board members who are interested in attending. Mr. McIntyre noted that for those who
55 did not receive notification of the conference to contact Ms. Kehoe and she will provide the link.

56 Assistant General Manager/Chief Engineer (AGM/CE) Interviews

57 Mr. McIntyre notified the Board that there will be a NMWD Special Board Meeting on April
58 12th, at 6:00 p.m. He added the purpose will be in-person interviews with the AGM/CE candidates.

59 Annual Russian River Biological Opinion Public Policy Facilitating Committee (PPFC)

60 Mr. McIntyre apprised the Board that the annual Russian River PPFC meeting will be held
61 on Wednesday, May 4th via Zoom from 2:00 to 4:30 p.m. He noted that Director Petterle and
62 Director Grossi are designated Board members for the meetings and if they did not get the invite
63 to contact Ms. Kehoe.

64 Virtual Meetings Versus Hybrid Meetings

65 Mr. McIntyre stated that the Board will again to be asked to approve a Resolution for
66 continued virtual meetings. He reported that most local agencies are holding their meetings
67 virtually, with only one agency holding in-person meetings. Mr. McIntyre added that although we
68 continue to see the infection trend decline, he would prefer that NMWD not be one of the first

69 agencies to return to in-person meetings. He reported that staff will continue to track the data
70 and report back to the Board.

71 President Petterle asked if there were any comments or questions from the Directors.

72 Director Fraites stated that he did not receive an invite to the NBWA conference for this
73 Friday and thought perhaps that was the case with the rest of the Board. He noted that the
74 conference will have several good speakers. Director Fraites asked if Ms. Kehoe could find the
75 invitation and forward it to the Board.

76 Director Joly recognized Mr. Arendell for all his years of tremendous service. He stated
77 that he will be greatly missed and it will be like a great oak going down in the forest. Mr. Arendell
78 replied that he will miss everyone.

79 Director Petterle stated that he would prefer to err on the side of caution when dealing with
80 the coronavirus. He noted that Great Britain is reporting a new variant, with the highest infection
81 rate ever.

82 President Petterle asked if anyone from the public would like to speak and there was no
83 response.

84 **OPEN TIME**

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

87 **STAFF/DIRECTORS REPORTS**

88 President Petterle asked if any Directors or staff wished to bring up an item not on the
89 agenda and the following were discussed.

90 Ms. Kehoe reminded the Board and staff that there will be a patio picnic on April 20th to
91 recognize newly hired employees and soon to be retirees.

92 Ms. Blue announced that with the decrease in COVID outbreaks the hours for the District
93 office has been expanded t to 9:00 a.m. to 4:00 p.m. She added that staff is also working on
94 reinstating the Shut-off policy in late April and Consumer Services is working on a plan to make
95 that happen. Ms. Blue was happy to report that staff has been successful in reducing the number
96 of delinquent customers by almost 50% in the last six weeks.

97 Director Joly stated that it was good to hear that the lobby hours are going to be increased.

98 Director Petterle, reminded everyone that we are still in a drought. He also commended
99 the local media for keeping the drought in the news.

100 **CONSENT CALENDAR**

101 On the motion of Director Joly, and seconded by Director Baker the Board approved the
102 following items on the consent calendar by the following vote:

103 AYES: Director Baker, Fraités, Joly and Petterle

104 NOES: None

105 ABSTAIN: None

106 ABSENT: Director Grossi

107 **RE-AUTHORIZING MEETINGS BY TELECONFERENCE OF LEGISLATIVE BODIES OF**
108 **NORTH MARIN WATER DISTRICT**

109 The Board approved Re-Authorizing Meetings by Teleconference of Legislative Bodies of
110 North Marin Water District. Resolution 22-06 will extend the continuation of teleconference
111 meetings effective April 5, 2022 through May 5, 2022 pursuant to Brown Act provisions.

112 **RECORDS RETENTION PROGRAM – DESTRUCTION OF RECORDS**

113 The District's Policy for the Retention of Documents and Destruction of Specified
114 Documents was approved by the Board in 2002 and revised in 2003. The Policy stated that once
115 a year, after Board approval, the documents designated as eligible will be destroyed in an
116 appropriate manner.

117 **ACTION CALENDAR**

118 **NOVATO POTABLE WATER AND RECYCLED WATER FINANCIAL PLAN UPDATE FY 22/23**

119 Ms. Blue gave an update on the Novato Potable Water and Recycled Water Financial Plan
120 for Fiscal Year 2022-23. The Board accepted the plan and directed staff to draft a letter for Board
121 review that will notify Novato and Recycled Water customers of a public hearing on June 21st to
122 consider a 6% rate increase.

123 President Petterle asked if there were any comments or questions from the Directors.

124 Director Joly asked about the option to pay cash in lieu of participating in SCWA's 2022
125 Water Revenue Bond financing to fund capital projects. Ms. Blue replied that we need to maintain
126 current cash reserves for future projects and reduced water sales, therefore the best choice is to
127 participate in SCWA's bond financing. Director Joly asked a question about the water sales
128 budget in FY2022-23 of 2.1 billion gallons and a discussion ensued.

129 President Petterle asked if anyone from the public would like to speak and there was no
130 response.

131 On the motion of Director Fraités, and seconded by Director Petterle the Board accepted
132 FY 2022-23 Novato Potable Water and Recycled Water Financial Plans and directed staff to draft
133 a letter to Novato and Recycled Water customers for Board review noticing a public hearing on
134 June 21, 2022 to consider a 6% rate increase by the following vote:

135 AYES: Director Baker, Fraités and Petterle

136 NOES: None

137 ABSTAIN: None

138 ABSENT: Director Joly and Grossi

139 **WEST MARIN WATER SYSTEM FINANCIAL PLAN UPDATE FY 22/23**

140 Ms. Blue gave an update on the West Marin Water System Financial Plan for Fiscal Year
141 2022-23. The Board accepted the plan and directed staff to draft a letter for Board review that
142 will notify West Marin customers of a public hearing on June 28th to consider a 6% rate increase.

143 President Petterle asked if there were any comments or questions from the Directors.

144 Director Fraites stated that he did the math and it appears that average residential water
145 use in Novato is twice as much as that in West Marin. Mr. McIntyre confirmed that is the case.

146 President Petterle asked if anyone from the public would like to speak and there was no
147 response.

148 On the motion of Director Fraites and seconded by Director Baker, the Board accepted
149 FY 2022-23 West Marin Water Financial Plan and directed staff to draft a letter to West Marin
150 water customers for Board review noticing a public hearing on June 28, 2022 to consider a 6%
151 rate increase by the following vote:

152 AYES: Director Baker, Fraites, Joly and Petterle

153 NOES: None

154 ABSTAIN: None

155 ABSENT: Director Grossi

156 **OCEANA MARIN SEWER SYSTEM FINANCIAL PLAN UPDATE FY 22/23**

157 Ms. Blue gave an update on the Oceana Marin Sewer System Financial Plan for Fiscal
158 Year 2022-23. The Board accepted the plan and directed staff to draft a letter for Board review
159 that will notify Oceana Marin customers of a public hearing on June 28th to consider a 5% rate
160 increase.

161 President Petterle asked if there were any comments or questions from the Directors and
162 there was no response.

163 President Petterle asked if anyone from the public would like to speak and there was no
164 response.

165 On the motion of Director Fraites, and seconded by Director Joly the Board accepted FY
166 2022-23 Oceana Marin Sewer Financial Plan and directed staff to draft a letter to Oceana Marin
167 sewer customers for Board review noticing a public hearing on June 28, 2022 to consider a 5%
168 rate increase by the following vote:

169 AYES: Director Baker, Fraites, Joly and Petterle

170 NOES: None

171 ABSTAIN: None

172 ABSENT: Director Grossi

173 **AMEND GENERAL SERVICES AGREEMENT – GHD, INC.**

174 Mr. Williams reported the amendment to GHD’s agreement will increase funds for GHD to
175 continue to provide as-needed engineering and environmental support services for CIP projects
176 and grant funding support.

177 President Petterle asked if there were any comments or questions from the Directors and
178 there was no response.

179 President Petterle asked if anyone from the public would like to speak and there was no
180 response.

181 On the motion of Director Baker, and seconded by Director Fraites the Board authorized
182 the General Manger to amend the General Services Agreement between NMWD and GHD, Inc.,
183 and increase the budget by \$200,000 by the following vote:

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

185 NOES: None

186 ABSTAIN: None

187 ABSENT: None

188 **INFORMATION ITEMS**

189 **LOCAL WATER SUPPLY ENHANCEMENT STUDY UPDATE**

190 Mr. Williams provided an informational update to the Board on SCWA’s Regional Water
191 Supply Resiliency Study and the District’s Local Water Supply Enhancement Study. He
192 announced a second Public Workshop is proposed as a Special Meeting to be held on April 26th
193 to review the conclusions and recommendations of the Local Water Supply Enhancement Study
194 which will also provide another opportunity for the public to engage in the conversation.

195 President Petterle asked if there were any comments or questions from the Board.

196 Director Petterle stated that he worked at MMWD during the 1976-77 drought and
197 managed their Water Conservation Program in the mid-1980’s to 1990’s. He noted that people
198 do not often get a sense of water use, because the water industry talks in acre feet and hundred
199 cubic feet (ccf). He emphasized we need to get the message across to the general public, adding
200 an objective for all agencies should be to put water usage in relatable terms.

201 Director Fraites agreed, also stating we do not know when it will rain next. Director Fraites
202 stated that this will be an incredible problem we don’t get at least average rainfall in the next few
203 years.

204 Director Joly stated that the amazing thing about the October atmospheric river weather
205 event was it brought us almost eight inches of rain, and if we had not received that amount this
206 year, it would have been a catastrophe. He agreed that people and the government are not taking
207 this seriously.

208 Director Grossi agreed, noting the basis for the Resiliency Study is to look at the worst
209 years and plan for even worse conditions. He agreed with the ground water basin options and
210 stated that we need to keep in mind that we are a small district which can't afford certain projects
211 on our own, thus it is important to partner with SCWA, because that makes us bigger. He added,
212 it would also help to partner with MMWD to help resolve the water crisis. Director Grossi further
213 noted that there is excess water that is not being captured from the Russian River which we need
214 to capture it and determine how to store it in the Santa Rosa or Sonoma Basins. He stated that
215 we need to continue to backfill Stafford Lake, and MMWD should backfill Kent Lake. Additionally,
216 Director Grossi noted that we are lucky to have mindful customers who conserve in our District.

217 Director Joly stated that we are doing the best job we can, and we need to face the fact
218 that we may have a fourth dry year. He added we need to talk to the public and it is our obligation
219 to give them the information they need about the studies. Director Joly stated that it is our
220 obligation to be transparent and be consistent with our mission statement. Mr. McIntyre
221 responded that he agreed completely with the Board that the District needs to continue to
222 communicate with our customers. He added that staff has done an incredible job with public
223 outreach to our customers including direct Waterline Newsletter mailings, various website news
224 stories, multiple social media posts, a newspaper advertisement campaign, newspaper Op Ed
225 articles and workshops.

226 Mr. McIntyre also stated that the water sales are the lowest that the District has ever had,
227 noting our customers have done a lot to conserve. He also added that they have taken advantage
228 of the rebate programs offered and with last year's 20% reduction they came really close at 17%.
229 Mr. McIntyre further emphasized that we do not want to lose sight of what a good job our
230 customers have done to conserve.

231 President Petterle asked if there were any comments or questions from the public and
232 there was no response.

233 **FY 2021-22 SECOND QUARTER PROGRESS REPORT – WATER QUALITY**

234 Mr. Clark reported on the second quarter FY 2021-22 progress report for Water Quality.
235 He updated the Board on the Novato, Point Reyes and Novato Recycled Systems. He reported
236 that both Novato and Point Reyes Station met the primary and secondary water quality goals.

237 Mr. Clark apprised the Board that Stafford Lake continues to have blue green algae issues
238 and staff are reaching out to consultants find a solution. He noted that algae was non-detectible
239 in the drinking water and the concern is with recreational exposure.

240 Mr. Clark stated that in West Marin there was still concern with salinity intrusion in the
241 Coast Guard wells. He reminded the Board that a Fill Station was made available to customers I
242 2021 from October 15th through November 5th. Mr. Clark noted that staff is already seeing
243 increased salinity levels and will most likely have to post notices soon.

244 Mr. Clark reported the Recycled Water plant at Deer Island was not in operation during
245 the second quarter.

246 President Petterle asked if there were any comments or questions from the Board and
247 there was no response.

248 President Petterle asked if anyone from the public had any comments or questions and
249 there was no response.

250 **RESIGNATION AND RETIREMENT FROM NMWD**

251 Mr. McIntyre reminded the Board that he had previously announced his intent to retire in
252 May of this year at the January 18, 2022 meeting. He stated that he had submitted his letter of
253 resignation and retirement to formalize his decision to resign and retire from NMWD effective May
254 4, 2022. Mr. McIntyre thanked all staff, current and past. Additionally, he thanked the Board of
255 Directors and former General Manager Chris DeGabriele for providing him the opportunity to join
256 Team NMWD in 1998 and for their ongoing guidance and support throughout his tenure. Mr.
257 McIntyre added that retiring is bittersweet as he will miss his colleagues and he expressed good
258 wishes to all.

259 President Petterle asked if there were any questions or comments from the Board.

260 Director Baker stated that to say Mr. McIntyre will be missed is an understatement. He
261 asked Mr. McIntyre if he planned to remain residing in the local area. Mr. McIntyre replied that
262 he has no plans to move and will continue to be a customer of North Marin Water District. Director
263 Baker expressed the District has been fortunate to have many great General Managers. He noted
264 that Mr. Williams will have big shoes to fill, but he knows he can do it. Mr. McIntyre stated that he
265 has the utmost confidence in him and knows he will continue to excel in his new role as General
266 Manager. Director Grossi also expressed the Board was lucky to have Mr. McIntyre in the lead.
267 Director Grossi added that he is happy Mr. McIntyre will be staying in the area as he is a great
268 resource to tap into. Director Joly commended Mr. McIntyre for doing an exceptional job, noting
269 that he represents the very best in management and was an honor to work with. Director Fraites
270 stated that Mr. McIntyre was a phenomenal General Manager who carried on a tradition of

271 exceptional General Managers at NMWD. He also added that Mr. McIntyre has an excellent
272 reputation at the City of Novato and has spent many years with the Rotary, noting he has been
273 flawless in his leadership. Director Petterle added Mr. McIntyre has a calming demeanor that was
274 appreciated by all and agreed that Mr. Williams will do a great job filling in Mr. McIntyre's shoes.

275 President Petterle asked if the public had any comments or questions and there was no
276 response.

277 **WAC/TAC MEETING – FEBRUARY 7, 2022**

278 Mr. McIntyre updated the Board on the Special WAC/TAC Meeting on February 7, 2022.

279 President Petterle asked if the Board had any comments or questions and there was no
280 response.

281 President Petterle asked if the public had any comments or questions and there was no
282 response.

283 **MISCELLANEOUS**

284 The Board received the following miscellaneous items: Disbursements – March 17, 2022,
285 Disbursements – March 24, 2022, Disbursements – March 31, 2022, State Water Board Letter -
286 Partnership and Regionalization Opportunities and Update - Polybutylene Pipe Population.

287 The Board received the following news articles: Marin IJ – Californians falling short of
288 water savings targets – DROUGHT and Marin IJ – Marin studies new water sources.

289 Mr. McIntyre noted that the March 31st State Water Board Letter. He stated that the State
290 Water Board is emphasizing consolidation and regionalization opportunities to help small
291 disadvantaged water systems.

292 **CLOSED SESSION**

293 President Petterle adjourned the regular session at 7:31 p.m. and convened to closed
294 session at 7:35 p.m. in accordance with Public Employee Appointment (§ 54957) Title: General
295 Manager, Conference with Labor Negotiators (§ 54957.6) Unrepresented employee: General
296 Manager.

297 **OPEN SESSION AND REPORT OUT**

298 The Board reconvened into open session at 7:51 p.m., President Petterle announced the
299 Board had not taken any reportable action.

300 **ADJOURNMENT**

301 President Petterle adjourned the meeting at 7:51 p.m.

302

Submitted by

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

303

304

305

306

Theresa Kehoe
District Secretary