

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
August 16, 2022**

CALL TO ORDER

President Petterle 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 Petterle 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 Petterle 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 Petterle announced that 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 Petterle 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 Petterle 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 Petterle announced that 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. Williams performed a roll call of staff, participating remotely were, Tony Williams (General Manager), Terrie Kehoe (District Secretary), Eric Miller (Assistant GM/Chief Engineer), Robert Clark (Operations/Maintenance Superintendent), Ryan Grisso (Water Conservation Coordinator) and Pete Castellucci (Interim Construction/Maintenance Superintendent). Also participating remotely was IT consultant Clay Smedshammer (Core Utilities).

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

MINUTES

On motion of Director Joly seconded by Director Baker, the Board approved the minutes from the August 2, 2022 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

Mr. Williams congratulated both Director Fraites and Director Grossi for their renewed term on the Board.

Mr. Williams reported that there are two county sponsored projects that are included in Mr. Miller's progress report that staff is following and reviewing: the former Coast Guard Housing redevelopment, focusing on onsite sewage treatment; and the Dillon Beach wastewater study which includes evaluation of the adjacent community not served by the Oceana Marin sewer system. Mr. Williams added that when the projects become more formalized, staff will provide an update to the Board.

Mr. Williams announced that he did a radio interview August 3rd, on KWMR for Supervisor Rodoni's monthly radio program. He stated that the West Marin water supply and drought conditions were discussed, in addition to the Novato Service Area conditions.

Mr. Williams apprised the Board that he was interviewed on August 12th by an online digital magazine in reference to the Gallagher Well No. 2 project. He stated that the interview focused on the partnership between NMWD, MALT and the Gallagher Family.

Mr. Williams informed that the Board that there was a good Marin IJ story in their August 15th edition. He noted one clarification, referencing the "cost of the project" which is presented as \$1.5M for the dam spillway gate. Mr. Williams noted that staff are expecting to review the cost estimate as part of the CIP project's current effort. He added that when he spoke with Will Houston from the Marin IJ he said that NMWD has earmarked the \$1.5M from the extra funds from the \$20M building renovation for the project. Mr. Williams stated that in light of the Marin IJ story, he wanted to let the Board know that in the prior week staff internally kicked off both the Stafford Treatment Plant Efficiency Project and the Dam Spillway Project (project referenced above). He noted that the updates will be presented to the Board later in the fiscal year.

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

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

OPEN TIME

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

Mr. Miller provided an update on the Office and Lab Renovation Project. He stated that he was happy to report that staff received the building permit from the City of Novato. Mr. Miller added that the building contractor will be ready to go as soon as the abatement is complete on the building. He apprised that the Board that he will be providing a formal report with photos, site and budget updates on a quarterly basis.

Director Joly asked if the visual update could be in September. Mr. Miller replied that it would mostly likely be in mid-September when there are more milestones to report.

CONSENT CALENDAR

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

RE-AUTHORIZING MEETINGS BY TELECONFERENCE OF LEGISLATIVE BODIES OF NORTH MARIN WATER

The Board approved Re-Authorizing Meetings by Teleconference of Legislative Bodies of North Marin Water District. Resolution 22-26 will extend the continuation of teleconference meetings effective August 16, 2022 through September 15, 2022 pursuant to Brown Act provisions.

ACTION CALENDAR

CONSULTING SERVICES AGREEMENT FOR OCEANA MARIN FORCE MAIN 1A PROJECT WITH NUTE ENGINEERING

Mr. Miller requested the Board authorize the General Manager to execute an agreement with Nute Engineering for Design Engineering Services for the Oceana Marin Force Main 1A Project with a not to exceed limit of \$98,018. He stated that the object of this agreement is to advance the first phase of the force main project (FM-1A designation in the Master Plan) through detailed engineering design and also to seek grant funding for the construction phase.

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

Director Baker stated that he worked with Nute Engineering and there was a short discussion of the company.

Director Joly asked if a 35% contingency is normal for this type of project. Mr. Miller replied that it is appropriate for this phase of a project, and as there is more detail in the design the contingency percentage goes down to 10%.

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

On the motion of Director Grossi and seconded by Director Baker the Board authorized the General Manager to enter into a General Consulting Services Agreement with Nute Engineering with a not-to exceed limit of \$98,018. by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION ITEMS

FY 2021 FOURTH QUARTER PROGRESS REPORT - ENGINEERING

Mr. Miller reported on the FY 2021/22 fourth quarter progress in the Engineering Department. He provided a year-end status report on performance in completing budgeted FY 2021/22 Capital Improvement Projects (CIP) in Novato, West Marin and Oceana Marin services territories, as well as an overview of special studies managed by the Engineering Department. Mr. Miller stated that of the thirty-two Novato Service Area CIP's, fifteen are currently active, thirteen were completed and four are on hold. Of the active projects he noted was the Old Ranch Road Tank No. 2, which is approximately 90% complete. Mr. Miller added that there were also two other major projects that completed their design phase, which included San Mateo Tank Transmission Pipeline and Crest Pump Station. Mr. Miller reported of the ten West Marin CIP projects, five are currently active, including Gallagher Will No. 2 which is approximately 85% complete. He noted that the Oceana Marin Pond Rehabilitation project reached two major milestones this year with completion of the design phase and received final approval from Cal OES and FEMA for grant funding.

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

Director Joly asked if the \$1.5M Oceana Marin Pond Rehabilitation project was to have a good bulk of the cost covered by grant funding. Mr. Miller replied that the current estimate for the project is \$2M and the grant will cover ~\$750,000, with the remaining to be borrowed from the

Novato Service Area and paid back over a period of time. He added that staff will be exploring if more grant funding available through FEMA in light of the increase, which is likely due to the increase cost of riprap and trucking. Director Petterle commended Mr. Miller for a good report and Director Joly stated that he found it very helpful.

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

FY 2021/22 FOURTH QUARTER PROGRESS REPORT – WATER CONSERVATION

Mr. Grisso reported on the FY2021/22 fourth quarter progress for Water Conservation. He updated the Board on water conservation programs and public outreach activities implemented in Fiscal Year 22. Mr. Grisso reminded the Board that they acted to increase all rebate levels in order to impact participation and he was happy to report the numbers look great. He added that it is good to see customers take action, and noted that the Cash for Grass Rebate has taken out 50,000 square feet of turf. Mr. Grisso also reported that staff will be doing a Drought Pop Up on August 20th at Pini Hardware from 10 a.m. to 2:00 p.m. and handing out free drought kits. Additionally, Mr. Grisso spoke about the public outreach efforts and his work with Kiosk to create a more enhanced media presence. He also apprised that the Board the budget expenditures were up due to the participation from our customers, and he is happy with the success of the rebate programs.

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

Director Joly noted that even though the expenses were up, it is still below the total budget for the last 3 years. Mr. Grisso confirmed, adding conservation is hard to budget. He added that the conservation efforts of our customers will also be recognized in the Waterline Fall Newsletter. Director Fraites stated that he has noticed an increased presence on Facebook, and noted that some people are leaving this platform and moving to Twitter. Mr. Grisso replied that NMWD is also on Twitter, but it is posted a little differently, noting all social media postings are part of Kiosk's Social Media Report each month. He stated that he relies on the expertise of Kiosk to increase the numbers of our followers. Director Fraites stated that he has seen a lot of dry lawns, expressing that there is a huge use of water on lawns that hardly anyone uses, noting a savings of 1.35M gallons for the removal of turf is fabulous. Mr. Grisso added that a lot of people are not watering during this drought and there are much fewer water wasters, much less than we saw in 2014.

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

FY 2021/22 FOURTH QUARTER PROGRESS REPORT – OPERATIONS/MAINTENANCE

Mr. Clark reported on the Operations and Maintenance activities and accomplishments during FY 2021/22 with a focus on the last quarter; which included the completion of three projects; bulk Chemical Tank 2 replacements, chemical storage area double containment recoating and chlorine dioxide generator overhaul. He provided information on staff completion of maintenance tasks, including Cross-Connection Control and the new Meter Testing Program.

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

Director Joly commended Mr. Clark for his report and asked if he had twenty full time employees in his department. Mr. Clark confirmed, stating including himself there are 21 employees in the department. Additionally, he noted that next month one of the Construction Department employees will be moving to the Maintenance Department.

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

TAC MEETING UPDATE – JULY, 2022

Mr. Williams provided the draft minutes for the Technical Advisory Committee Meeting held on July 11, 2022. He noted that SCWA presented a Temporary Urgency Change Order which includes the requirement to reduce diversions from the Russian River by 20% compared to 2020, effective July 1st through the end of October. Mr. Williams added that the Technical Advisory Committee has decided to go back to virtual meetings.

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

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

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements – Dated August 4, 2022, Disbursements – August 11, 2022, Monthly Progress Report, Point Reyes Light – Salinity Notice August 4, 2022 and Point Reyes Light – Salinity Notice August 11, 2022.

The Board received the following news articles: Marin IJ – Drought biggest worry for Californians – NEW POLL; Marin IJ – Options for increasing MMWD water supply expensive – MARIN VOICE; Novato Advance – 50 Years Ago – August 1972; Marin IJ – Efforts to improve to save water as drought persists – STATE DATA; Marin IJ – Water supply from river tightened – NORTH BAY; Marin IJ – Options probed to save water – DROUGHT; Marin IJ – Major housing change considered – MARIN GENERAL PLAN; Los Angeles Times – With California expected to lose 10% of its water within 20 years, Newsom calls for urgent action and Point Reyes Light – Federal funds will restore coho salmon habitat.

The Board received the following social media posts: NMWD Web and Social Media Report – July 2022.

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

Director Fraites brought up the “NEW POLL” article and there was a discussion that followed between the Directors. Director Fraites also referred to article regarding well drilling in the San Joaquin Valley, and there was additional discussion about water supply in different areas of California.

Director Joly asked what was the COVID status with staff and their families. Mr. Williams replied that it is a little better than a month ago. Director Joly asked how the crews were handling the situation since they are working closely together and traveling in trucks. Mr. Clark replied that there is mostly one person per truck to keep staff separated. Mr. Castellucci stated that in his department there are certain tucks for certain crews as not to mix up staff. Mr. Williams added that every Monday we continue to have a conference call meeting with senior staff as opposed to in-person, as it is still important to avoid direct contact and to be as vigilant as we can.

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

ADJOURNMENT

President Petterle adjourned the meeting at 7:00 p.m.

Submitted by

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

Theresa Kehoe
District Secretary