

1 **NORTH MARIN WATER DISTRICT**
2 **MINUTES OF REGULAR MEETING**
3 **OF THE BOARD OF DIRECTORS**
4 **MARCH 21, 2023**

5 **CALL TO ORDER**

6 President Fraites called the regular meeting of the Board of Directors of North Marin Water
7 District to order at 6:00 p.m. at the District Headquarters and the agenda was accepted as
8 presented. Present were Directors Jack Baker, Rick Fraites, Michael Joly, Ken Eichstaedt, and
9 Stephen Petterle. Also present were General Manager Tony Williams, District Secretary Eileen
10 Mulliner, Auditor-Controller Julie Blue and AGM/Chief Engineer Eric Miller.

11 District employees, Robert Clark (Maintenance/Operations Superintendent), and Chris
12 Kehoe (Construction Superintendent) were also in attendance. Anne Sands of the Rotary Club of
13 West Marin, and Lynne Rosselli and Jake Spaulding from Sonoma County Water Agency (SCWA)
14 were also in the audience.

15 **MINUTES**

16 On motion of Director Baker, seconded by Director Joly the Board approved the minutes
17 from the March 7, 2023 meeting as presented by the following vote:

18 AYES: Director(s) Baker, Eichstaedt, Fraites, Joly and Petterle

19 NOES: None

20 ABSENT: None

21 ABSTAIN: None

22 **GENERAL MANAGER'S REPORT**

23 During the General Manager's report, Mr. Williams mentioned to the Board that NMWD
24 receives water quality data from SCWA and that data is used by Pablo Ramudo, NMWD Water
25 Quality Supervisor, to prepare NMWD's water quality report. Mr. Williams noted that the SCWA
26 report included information on the Todd Rd well which was in production last summer and produced
27 110 million gallons, approximately 337 acre feet, and it is anticipated that SCWA will get two more
28 wells up and running in the coming years to bolster water supply.

29 Mr. Williams also said that the WAC Ad-hoc committee regarding the Potter Valley Project
30 did convene last week, and that there is an item in the Miscellaneous part of the current agenda
31 packet regarding the result of the committee meeting.

32 **SPECIAL STAFF RECOGNITION**

33 Mr. Williams introduced Anne Sands of Rotary of West Marin. Ms. Sands addressed the
34 Board and explained that she was there to recognize Robert Clark. She said that Mr. Clark

1 volunteers for the Rotary of West Marin and has helped with many community projects including
2 building raised garden beds, assisted with Western Weekend event, the Rotary's chili cookoff, and
3 manned a NMWD water station among other contributions. She explained that Rotary of West
4 Marin has a Paul Harris Fellow award given to those who excel in helping others and since Mr. Clark
5 has donated at least \$3,000 since joining in 2013, he is eligible for the Paul Harris Fellow Level 2
6 award. Ms. Sands then presented the Paul Harris Fellow pin to Mr. Clark commemorating his
7 achievement and thanked him for his contributions. Mr. Clark thanked Ms. Sands.

8 Ms. Sands left the meeting.

9 **OPEN TIME**

10 President Fraites asked if anyone in the audience wished to bring up an item not on the
11 agenda and there was no response.

12 **STAFF/DIRECTORS REPORTS**

13 President Fraites asked if staff or Directors wished to bring up an item not on the agenda.

14 Robert Clark stated that the Stafford Treatment Plan has started up early and that Stafford
15 Dam is spilling.

16 Director Petterle stated that Jean Berensmeier, a well-known leader in San Geronimo Valley,
17 had passed away. Director Baker said that he had worked with her on many projects when he
18 worked at the County of Marin. Director Fraites said that he had worked with her over the years as
19 well. All directors that knew her noted what a great person she was and that she will be greatly
20 missed.

21 **ACTION CALENDAR**

22 **AUTHORIZE AFFIRMATIVE VOTE FOR SCWA FY2023-24 WATER TRANSMISSION SYSTEM**
23 **BUDGET**

24 Lynne Rosselli, Administrative Services Division Manager, and Jack Spaulding, Finance
25 Manager, from SCWA gave a power point presentation to the Board on the SCWA FY2023-24
26 Water Transmission System Budget which outlined the need for infrastructure upgrades due to
27 aging infrastructure, ongoing maintenance needs, increased repairs, and natural hazard
28 vulnerabilities. An increase in emergency repairs has been noticed in the last several years and
29 \$6.4 million has been budgeted for hazard mitigation projects to reduce risks and another \$5.94
30 million has been budgeted in other capital projects to increase resiliency. \$40.4 million for
31 Operations & Maintenance (O&M) projects, such as the aqueduct cathodic protection, emergency
32 inventory procurement, has been budgeted and \$9.78 million for the Russian River biological
33 opinion, water supply planning and water conservation. The cost of O&M divided by the volume of

1 water sold (revenue), determines the cost per acre foot, and since the volume of water sold has
2 decreased from last year, a rate increase is necessary. SCWA will also have to dip into their
3 reserves due to revenue shortfall. The proposed rate increase compared to the previous year is
4 12.51% for the NMWD. It was emphasized that lower water deliveries are the major reason. The
5 Water Advisory Committee (WAC) will be voting on the budget at the April 3, 2023 meeting. The
6 budget is anticipated to be adopted by SCWA's Board at their April 18, 2023 meeting. Mr.
7 Spaulding and Ms. Rosselli answered questions from the Board, and addressed the many factors
8 for lower water deliveries: drought, State requirements for reductions due to dry conditions, and in
9 past years SCWA kept rates down because of the Sonoma County fires and COVID. Ms. Rosselli
10 also noted that several projects have received FEMA funding which helps offset capital spending.
11 Ms. Rosselli noted that the rate calculation is based on the provision in the "restructured Agreement
12 between SCWA and the Water Contractors, including NMWD which has a unique calculation
13 method. Director Joly asked if the agreement was fair to NMWD and she replied that it was fair to
14 NMWD.

15 On the motion of Director Joly, and seconded by Director Baker, the Board approved by the
16 following vote:

17 AYES: Director(s) Baker, Eichstaedt, Fraites, Joly, and Petterle

18 NOES: None

19 ABSENT: None

20 ABSTAIN: None

21 Ms. Rosselli and Mr. Spaulding left the meeting.

22 **AUTHORIZE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH KOFF &**
23 **ASSOCIATES TO CONDUCT COMPENSATION STUDY**

24 Mr. Williams explained that the current Employee Memorandum of Understanding (MOU) will
25 be expiring September 30, 2023. In a Side Letter Agreement with the Employee Association it was
26 stipulated that "The District shall use the Board-approved methodology and criteria to conduct an
27 updated salary survey" prior to the expiration of the agreement. A Request for Proposal (RFP) was
28 developed and advertised on the District's website. Three proposals were received. After review of
29 the proposals, Koff & Associates from Berkeley was recommended to provide a comprehensive
30 compensation study for the District. Director Eichstaedt asked if the firm's references were checked
31 and Mr. Williams said that Karen Clyde, NMWD HR/Safety Manager, did check their references and
32 Koff & Associates came very highly recommended, and has the most experience with similar
33 agencies.

1 On the motion of Director Joly, and seconded by Director Baker, the Board approved by the
2 following vote:

3 AYES: Director Baker, Eichstaedt, Fraites, Joly, and Petterle

4 NOES: None

5 ABSENT: None

6 ABSTAIN: None

7 **FACILITY RESERVE CHARGE ADJUSTMENTS**

8 Mr. Williams reminded the Board that the District had lowered the Accessory Dwelling Unit
9 (ADU) Facility Reserve Charge (FRC) based on historical water use as part of the December 2022
10 Regulation 1 update. Due to the partial refund that was approved by the Board at the March 7, 2023
11 meeting, staff evaluated all customers that had paid FRC fees and that have had no water use for 6
12 month and 1-year periods. After the research, there are only 6 customers who had similar
13 conditions for the 1-year period, and going back 6 months there are only 2 customers. The Board
14 agreed to offer a partial refund to the 2 customers who fall within similar conditions as the customer
15 granted a refund at the March 7, 2023 meeting.

16 On the motion of Director Joly, and seconded by Director Baker, the Board approved by the
17 following vote:

18 AYES: Director Baker, Eichstaedt, Fraites, Joly, and Petterle

19 NOES: None

20 ABSENT: None

21 ABSTAIN: None

22 **INFORMATION ITEMS**

23 **STAFFORD DAM ADJUSTABLE SPILLWAY GATE PROJECT UPDATE**

24 Eric Miller provided an update on the Stafford Dam Adjustable Spillway Gate project. He
25 explained that the proposed project includes installing a gate over the notch in the dam's spillway to
26 increase lake capacity. He noted that permitting will likely take a couple of years. Director Fraites
27 asked if there will be flooding onto the shoreline if the lake comes up to level of the proposed gate.
28 Mr. Miller responded that there could be some flooding on a small portion of the golf course but we
29 will work to mitigate that. Mr. Miller did say that the shoreline will rise and notes that some of the
30 facilities that are provided by the County Parks would more than likely be inundated during the winter
31 months but not during the summer when they would be in use. Mr. Miller stated that we have a
32 CEQA consultant developing the best approach and we will be hiring a geotechnical consultant to
33 prepare a report and gather more information over the summer.

34

1 **FINAL ANNUAL REPORT FISCAL YEAR 2021-22**

2 Mr. Williams presented to the Board the final Annual Report for Fiscal Year 2021/22. He
3 explained that, although the department heads provided the content, Kiosk Communications put
4 together the design of the report this time. In the past, the District put the annual reports together in-
5 house. The Board commended Kiosk for such a good job and expressed how much they liked how
6 it looked. Mr. Williams explained that Kiosk has provided the template for the report so that the
7 District can use it for future annual reports to be done in-house.

8 **MISCELLANEOUS**

9 The Board received the following miscellaneous items: Disbursements-Dated March 9, and
10 March 16, 2023, Monthly Progress Report, Agricultural Resilience in the Face of Extreme Dry
11 Conditions: A Marin and Sonoma Partnership Response and Recommendations, ACWA –
12 Infrastructure Funding for SB 867, WAC Comment Letter to FERC_Post-Technical Meeting March
13 13, 2023, USACE announces high-flow release from Warm Springs Dam at Lake Sonoma, NOAA
14 Seasonal Drought Outlook 3-16-23.

15 The Board also received the following news articles: Marin IJ – Marin IJ – District unveils
16 strategy for new water supplies – MARIN MUNICIPAL, Key supplier of water for Marin seeks rate
17 hikes – NORTH BAY, Novato Advance - Your local water district for the greater Novato area.

18 The Board received the following Social Media Posts: NMWD Web and Social Media Report
19 – February 2023.

20 **ADJOURNMENT**

21 President Fraites adjourned the meeting at 7:30 p.m.

22 Submitted by

23 

24 Eileen Mulliner
25 District Secretary
26
27
28