

1 **NORTH MARIN WATER DISTRICT**
2 **MINUTES OF REGULAR MEETING**
3 **OF THE BOARD OF DIRECTORS**
4 November 7, 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 4:00 p.m. at the District Headquarters and the agenda was accepted as
8 presented. Present were Directors Jack Baker, Ken Eichstaedt, Rick Fraites, Michael Joly, and
9 Stephen Petterle. Also present were General Manager Tony Williams, District Secretary Eileen
10 Mulliner, Assistant General Manager/Chief Engineer Eric Miller, and Auditor-Controller Julie Blue.

11 District employees Chris Kehoe, Construction Superintendent, Robert Clark, Operations and
12 Maintenance Superintendent, and Jeff Corda, Sr. Treatment Plant Operator, were in attendance.

13 **MINUTES**

14 On motion of Director Joly, seconded by Director Baker, the Board approved the minutes
15 from the October 17, 2023 regular meeting as presented by the following vote:

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

17 NOES: None

18 ABSENT: None

19 ABSTAIN: None

20 On motion of Director Petterle, seconded by Director Joly, the Board approved the minutes
21 from the October 26, 2023 special meeting as presented by the following vote:

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

23 NOES: None

24 ABSENT: None

25 ABSTAIN: None

26 **GENERAL MANAGER'S REPORT**

27 Tony Williams mentioned the Potter Valley Project and noted that PG&E is expected to
28 release a draft initial surrender application soon and hopefully the proposal for the New Eel River
29 Facility by the Proponents is included.

30 Mr. Williams gave a brief update on the Redwood Landslide. He said that there was a
31 successful follow-up last week on the pipeline inspection. He said there is a new access manway
32 into the pipeline near the slide area. He acknowledged Chris Kehoe and Tim Fuelle for working with
33 Caltrans and ensuring a timely work window. He said that most of the previous week was spent
34 getting ready to tap the pipe, install the manway and deploy a video camera to ascertain the current
35 condition of the pipeline. He said that it looks like there is no change since last April when an out of
36 roundness was observed but not further changes were observed and there is also a potential that
37 the pipe may have rebounded slightly back to a more circular shape. Mr. Williams said he feels

1 confident to continue operating the pipeline and we will be able to shut down the Stafford Treatment
2 Plant now. He said that Tim Fuette will come to a future Board meeting, most likely in January or
3 February, with more information on the entire evaluation process. Mr. Williams also said that we will
4 not currently cancel the local emergency declaration that is currently in effect. Director Eichstaedt
5 asked if we had asked legal counsel about sending a letter out regarding this and Mr. Williams said
6 that he is in discussions with legal about that.

7 Mr. Williams told the Board that he had attended Supervisor Rodoni's quarterly West Marin
8 Water Manager's meeting on October 26. He also went to, along with Director Fraités, a Marin
9 Sonoma Coordination meeting that was attended by Grant Davis and Don Seymour of Sonoma
10 Water, Supervisor David Rabbitt, Director Jed Smith and Ben Horenstein of Marin Water. Mr.
11 Williams also attended a meeting on November 3 with Damon Connolly and scheduled a tour of
12 Stafford Treatment Plant and Dam for him on November 30.

13 Mr. Williams noted to the Board that he had put the Sonoma Marin Saving Water Partnership
14 Annual Report at each their places to review.

15 Mr. Williams also noted that today, November 7, the Marin County Flood District had their
16 district meeting to approve the amendment to the Stafford Dam agreement for hydrologic and
17 hydraulic modeling that this Board approved back in October.

18 Director Joly asked how many West Marin Water Agencies there are and Mr. Williams said 7
19 or 8 and some smaller ones as well. Director Joly also asked about the Sonoma Marin meeting and
20 if there was discussion about water resiliency and Mr. Williams said yes and that Ben Horenstein of
21 Marin Water will be attending a NMWD Board meeting soon to talk about their water supply efforts.
22 He also asked if Grant Davis or David Rabbitt talked about it and Mr. Williams said no but that Don
23 Seymour did talk about Lake Sonoma historical levels for this time of the year.

24 **OPEN TIME**

25 President Fraités asked if anyone in the audience wished to bring up an item not on the
26 agenda and there was no response.

27 **STAFF/DIRECTORS REPORTS**

28 President Fraités asked if staff or Directors wished to bring up an item not on the agenda.
29 Eric Miller mentioned to the Board that he has some visuals related to Item #6 on the agenda to
30 view after the meeting.

31 **CONSENT CALENDAR**

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

34 AYES: Director(s) Baker, Eichstaedt, Fraités, Joly and Petterle

35 NOES: None

1 ABSENT: None
2 ABSTAIN: None

3 **GIS CONVERSION TO ESRI AND MAPPING SUPPORT – CONTRACT AMENDMENT**

4 The District has a consulting services agreement with GHD to assist with transferring the
5 District’s geographic information system (GIS) database into the ArcGIS program developed by
6 ERSI which is the GIS platform used by many public works agencies and utility providers. Staff is
7 now requesting the Board authorize an amendment to GHD’s contract for additional services related
8 to the conversion of the District’s GIS data to the ESRI platform and developing an updated system
9 distribution map.

10 **VILLAGE MARIN MASTER ASSOCIATION AGREEMENT EXTENSION**

11 The Village of Marin Master Association (VMMA) currently has a ten-year license agreement
12 with the District allowing use of Pacheco Tank roof for four tennis / pickle ball courts. The courts
13 were installed at this site in 1975 during the construction of the Village Marin area. The current
14 agreement runs through December 31, 2023 with a provisional option to extend the term for an
15 additional ten years. The Village of Marin Master Association (VMMA) is in good standing with the
16 District, and has requested to exercise this option (with minor modifications). The agreement
17 modifications requested by the VMMA pertain to how they reference the courts to include Pickle
18 Ball. The modified agreement has been reviewed and approved by staff and the District’s legal
19 counsel.

20 **ACTION CALENDAR**

21 **QUITCLAIM DEEDS FOR NORTH MARIN AQUEDUCT, AQUEDUCT ENERGY EFFICIENCY**
22 **PROJECT AND CALTRANS MSN PROJECT**

23 Tony Williams gave a brief history of the easements and Utility Agreements for the Aqueduct
24 Energy Efficiency Project and the associated Marin Sonoma Narrows project. He explained that
25 several of the original easements are now no longer needed, some because they are located in the
26 roadway, and of no use to the District and therefore need to be quitclaimed. Mr. Williams said that
27 we are asking for the resolution to be approved so he can eventually sign the quitclaim deeds as
28 they come up rather than as a whole package because Caltrans has indicated that they will come in
29 a few at a time as they are ready. He also said that legal counsel and our consultant surveyor will
30 do a final review of the deeds before he signs them.

31 Director Joly asked why this issue was coming up since the project closed several years ago.
32 Mr. Williams said these deeds are for the old alignment and this is basically a paperwork cleanup
33 process related to the aqueduct relocation and highway realignment. Director Eichstaedt asked if
34 there will be more quitclaims coming up and Mr. Williams said that there will be a few more, for

1 private property owners along the aqueduct corridor and those will be presented to the Board
2 separately.

3 On the motion of Director Joly, and seconded by Director Petterle, the Board approved by
4 the following vote:

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

6 NOES: None

7 ABSENT: None

8 ABSTAIN: None

9 **INFORMATION ITEMS**

10 **OCEANA MARIN TREATMENT AND STORAGE PONDS REHABILITATION PROJECT –**

11 **REPORT OF AWARD**

12 Eric Miller gave a brief history on the advertisement and bidding process for the project. He
13 told the Board that the District has awarded the project to Argonaut Constructors, a contractor that
14 has worked for the District on other projects and is highly recommended. We have until January
15 2025 to fully complete the project as the FEMA grant has been extended. Argonaut's bid came in
16 about 17% below the engineer's estimate. Mr. Miller said he will come back at a later meeting with
17 an update about midway through the project. Director Eichstaedt asked how we keep the West
18 Marin public informed and Mr. Williams noted that the project has been discussed numerous times
19 leading up to this point with the agencies involved in the West Marin Water Managers meeting. Mr.
20 Miller said also that we plan to coordinate with Supervisor Rodoni's office as they keep the public
21 informed as well. He also said that the contractor will let customers in the area of the project know
22 once construction begins.

23 **STRATEGIC PLAN PROGRESS REPORT – FINAL YEAR REVIEW (FY 2022-23)**

24 Tony Williams noted to the Board that since last strategic plan was put together that Robert
25 Clark is the only original staff member remaining of those involved. He also noted that all of the
26 Board members with the exception of Director Eichstaedt were involved. Mr. Williams said that
27 because next year is an election year for the Board that he would like to wait until after the Board
28 members are in place before starting on the next 5-year Strategic Plan. He would like to get a
29 scope of work for interim planning in the next year with the assistance of Kiosk to facilitate and then
30 move forward with the next 5-year plan later. Director Eichstaedt asked the other directors how the
31 process worked from the beginning. Director Joly said it was during the drought, and before Covid.
32 Mr. Williams noted that Rauch Communications was involved as well. Robert Clark gave a brief
33 history of the strategic plan saying that our Master Plans are for operational needs but the Strategic
34 Plan is for how the District runs, such as succession planning for various positions. Mr. Williams
35 mentioned the branding of the District that has been implemented as part of the prior plan. Director
36 Joly asked Mr. Williams his opinion about the prior plan. Mr. Williams said he feels it is very

1 ambitious and that the majority of the action items were accomplished, and that he would like to get
2 more staff involved at all levels for the interim plan and next full plan. Director Joly noted that staff
3 involvement will be important. Director Petterle said that he feels the new staff has done a good job.
4 Director Fraites asked about the customer survey that is on our website. Mr. Williams said we have
5 had a decent response of at least 30-40 so far. He said that Ryan Grisso and Kiosk think we will get
6 a good response overall.

7 **FY 23/24 1ST QUARTER FINANCIAL STATEMENT**

8 Julie Blue gave some highlights of the FY 23/24 1st Quarter Financial Statement. She said
9 that operating revenue was 33% of budget and operating expenses were 39% of the budget. \$2.7
10 million or 17% of the Capital Improvement Plan has been completed so far. She said we are seeing
11 a rebound of water sales in Novato, consumption is 6% higher than last year at this time. Stafford
12 produced 278 MG and 85 MG of recycled water was consumed. In West Marin, year-to-date
13 operating revenue is 9% lower than last year and the net income for that service area was \$51,000.
14 She noted that Oceana Marin has one additional service which brings the total to 236 active
15 accounts. The net income from Oceana Marin is \$23,000. Director Eichstaedt asked if the water
16 the District gets from Sonoma Water is less expensive than the water from Stafford Lake and Mr.
17 Williams said that Stafford water is higher per gallon. He emphasized the importance of the local
18 supply because of situations like the Redwood Landslide at which point we had to rely on the water
19 from Stafford while the aqueduct was shut down. Director Joly complimented Julie and her staff on
20 the thorough and transparent financial statements. He concluded by asking what the current debt
21 service coverage ratio was and Julie responded 1.98, as shown in the last audited financial
22 statement.

23 **MISCELLANEOUS**

24 The Board received the following miscellaneous items: Disbursements dated October 19 and
25 November 2, 2023, NOAA Three Month Outlook Precipitation Probability, and NOAA Seasonal
26 Outlook Drought Probability.

27 The Board also received the following news articles: Marin IJ – Court denies appeal over
28 bridge replacement plan – WEST MARIN, Marin IJ – Utility rethinks Novato rates as costs rise –
29 NORTH MARIN WATER DISTRICT, Marin IJ – Water diversion has Marin support – LOCAL
30 SUPPLIERS, and Marin IJ – MMWD action comes with an investment cost - EDITORIAL.

31 **ADJOURNMENT**

32 President Fraites adjourned the meeting at 4:52 p.m.

33 Submitted by

34 

35 Eileen Mulliner
36 District Secretary
37
38