

1  
2  
3  
4  
5

**NORTH MARIN WATER DISTRICT  
MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
February 6, 2024**

6 **CALL TO ORDER**

7 President Baker called the regular meeting of the Board of Directors of North Marin Water  
8 District to order at 4:00 p.m. at the District Headquarters and the agenda was accepted as  
9 presented. Present were Directors Jack Baker, Ken Eichstaedt, Rick Fraites, Michael Joly, and  
10 Stephen Petterle. Also present were General Manager Tony Williams, District Secretary Eileen  
11 Mulliner, Assistant General Manager/Chief Engineer Eric Miller, and Auditor-Controller Julie Blue.

12 District employees Chris Kehoe, Construction/Maintenance Superintendent, Robert Clark,  
13 Operations/Maintenance Superintendent, Ryan Grisso, Water Conservation Coordinator, Tim  
14 Fuelle, Senior Engineer, Jeff Tarantino of Fryer and Laureta, and Jeff Riley of WRA were also in  
15 attendance.

16 **MINUTES**

17 On the motion of Director Fraites, and seconded by Director Petterle, the Board approved  
18 the minutes from the January 16, 2024 regular meeting as presented by the following vote:

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

20 NOES: None

21 ABSENT: None

22 ABSTAIN: None

23 On the motion of Director Joly, and seconded by Director Fraites, the Board approved the  
24 minutes from the January 23, 2024 special meeting as presented by the following vote:

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

26 NOES: None

27 ABSENT: None

28 ABSTAIN: None

29 **GENERAL MANAGER'S REPORT**

30 Tony Williams told that Board that in January he attended the first meeting of the new Eel  
31 River Project Authority (ERPA) and said it was a good kick off meeting and there were good  
32 presentations. Two county supervisors are on the Board, one being David Rabbitt, also two  
33 members from the Mendocino County Inland Water and Power Commission and a member of the  
34 Round Valley Indian Tribes. He said that ERPA has their website up and running.

35 Mr. Williams also said that Governor Newsom has released his salmon strategy which  
36 includes how to recover critical species and it mentions the Potter Valley Project.

1 Mr. Williams informed the Board that an inspector from the State Division of Safety of Dams  
2 came and performed the annual inspection of Stafford Dam and found nothing to change the dam's  
3 safety certification. Mr. Williams, Eric Miller and Brad Stompe attended the inspection.

4 Mr. Williams mentioned the homeowner, Regina Rus, who wants to build an ADU on her  
5 property at 715 Eucalyptus, who had come to a previous Board meeting. He said that she has been  
6 in contact with Eric Miller and because there are some legal aspects to the request related to her  
7 project, this item will be brought to the March 5 Board meeting and Carl Nelson, District legal  
8 counsel, will be available via telephone if necessary.

9 Mr. Williams said that the Stafford Dam had started spilling on Sunday, February 4. He said  
10 that the rain totals from the County's Center Road Tank gauge from Friday through Sunday was  
11 over 5.5", adding to the January 31 total of 9.3" since October. He mentioned that the winds out at  
12 Dillon Beach had been calculated at over 60 mph.

13 Director Joly asked if the storms have had any affect on the aqueduct and Mr. Williams said  
14 no, the hillside repair by Caltrans has held up well, including the upper slope and retaining wall.

15 Claire Garvie and Camille Milliner of Kiosk joined the meeting.

#### 16 **OPEN TIME**

17 President Baker asked if anyone in the audience wished to bring up an item not on the  
18 agenda.

#### 19 **STAFF/DIRECTORS REPORTS**

20 Robert Clark told the Board that the pump in Oceana Marin pumped a record amount of  
21 water in one day of 115,000 gallons. He said that we are currently doing a TV inspection of the  
22 collection system looking to see where the most infiltration is in the system. He said he will bring  
23 back findings at a later date. Mr. Clark said that in Point. Reyes, on February 4, around 3:00 pm,  
24 power was lost. Fortunately, there was enough water in the system till Monday morning. The crew  
25 took generators out there in case they were needed but the power was back on later in the  
26 afternoon. He said we were able to run the treatment plant later in the afternoon to pump back to  
27 the tanks. Currently, the PRE facilities still have no power. Mr. Clark said that a section of PG&E  
28 power lines over Drakes View had been severed by a tree. He said that Novato had no power  
29 issues but a generator had been set up at Eagle Drive hydropneumatics system just in case.

30 Director Joly asked Eric Miller if there have been any further delays at the Administration and  
31 Lab Upgrade project due to the weather and Mr. Miller said that there had been some new roof  
32 leaks but the contractor was addressing them.

#### 33 **CONSENT CALENDAR**

34 Director Joly asked that The NMWD Administration and Laboratory Upgrade Project –  
35 Architectural and Construction Management Services Contract Amendments be removed from the  
36 Consent Calendar and moved to the Action Calendar.

1 **ON-CALL PROFESSIONAL SERVICES AGREEMENTS – LAND SURVEYING**

2 On the motion of Director Joly, and seconded by Director Fraites, the Board approved this  
3 consent item by the following vote:

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

5 NOES: None

6 ABSENT: None

7 ABSTAIN: None

8 A Request for Proposal was issued for on-call professional land surveying support services.  
9 Four proposals were received and CSW/Stuber-Stroeh Engineering Group and Cinquini &  
10 Passarino were determined to be the best fit our needs out of the four qualified firms. Each firm will  
11 have a consulting services agreement with the District.

12 **ACTION CALENDAR**

13 **NMWD ADMINISTRATION AND LABORATORY UPGRADE PROJECT – ARCHITECTURAL AND**  
14 **CONSTRUCTION MANAGEMENT SERVICES CONTRACT AMENDMENTS**

15 Director Joly said that he would request a dollar limit for consent items. He said he feels  
16 customers would want the Board to scrutinize how the District’s money is spent. He said that for a  
17 new expenditure, even if it is in the plan, if it is more than \$100,000 it should on the Action Calendar.  
18 Director Petterle said he feels that perhaps this should be a guideline but not necessarily a policy.  
19 He reminded Director Joly that if it is on the agenda it can be pulled off of the Consent Calendar and  
20 moved to an Action item. He said that he is not sure a dollar limit is necessary, that it could be just  
21 the item in general. Tony Williams said this item specifically is needed and not controversial and  
22 that is why it was on the Consent Calendar but noted that the Directors have the discretion to  
23 remove any item off Consent. Director Joly said he feels that there should be more dialog on this.

24 Director Eichstaedt said he was concerned that the consultants’ billings were 80% over their  
25 original contracts but if there is anything that can be done to get the last phase of the project done  
26 on time that would be helpful. He said we should put some responsibility on the Construction  
27 Manager and feels that this might not be the last time we see this. He asked where we are on the  
28 project budget. Julie Blue said that information will be provided at the next project update. Eric  
29 Miller said the capital costs are at \$11.4M, and projected through the end of the construction will be  
30 an additional \$5.4M, a combined total of \$16.8M. Director Joly asked what the loan amount was  
31 and Julie said \$20M. He also asked where the original cap was thought to be and Julie said around  
32 \$16M.

33 On the motion of Director Petterle, and seconded by Director Eichstaedt, the Board approved  
34 by the following vote:

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

1 NOES: None  
2 ABSENT: None  
3 ABSTAIN: None

4 **APPROVE: LYNWOOD PUMP STATION REPLACEMENT PROJECT – REQUEST FOR**  
5 **AUTHORIZATION TO CONDUCT CEQA PUBLIC REVIEW**

6 Tim Fuelle and Jeff Tarantino of Fryer & Laureta gave a presentation of the CEQA findings  
7 for the Lynwood Pump Station Replacement Project. Mr. Fuelle said that Freyer & Laureta is the  
8 project design lead but other consultants that have input on the project are CE&G (geotechnical)  
9 Beecher Engineering (electrical/instrumentation/controls), WRA Environmental Consultants (CEQA  
10 and permitting), and Advanced Hydro Engineering (hydraulic modeling). Mr. Fuelle said the project  
11 objectives are the need to improve reliability, enhance operability and, meet future needs. Mr. Fuelle  
12 said the pump station is no longer appropriately positioned in the service area as the Hamilton area  
13 was added after the pump station was built. Five different sites were looked at, one on Sunset, one  
14 on Ignacio Blvd, and the other three on C St, Main Gate, and Bolling Circle in Hamilton. Director  
15 Joly asked when the pump station was originally built and Mr. Fuelle said around 1963 (1966 as  
16 verified post- meeting). Director Joly also asked how many zones does the distribution system have  
17 and Mr. Fuelle said four. Mr. Fuelle then turned the presentation over to Jeff Tarantino, who then  
18 went over the alternative site locations for the new pump station. A comparison was done of all the  
19 alternatives. He said that Alternatives D & E, both located at the Ignacio Blvd site, seem to be the  
20 best to meet all the criteria and were the most cost effective. He also said that a Mitigated Negative  
21 Declaration (MND) is the appropriate approach to comply with CEQA and that any potential impacts  
22 can be mitigated. He said they will do a public information meeting to go over the project. Director  
23 Joly asked about the stakeholders, to make sure all nearby neighbors are invited. Mr. Tarantino  
24 said that they would be. Director Joly asked Jeff Riley of WRA if an MND is a sufficient CEQA  
25 approach and Mr. Riley said yes. Director Fraites asked if the pump station would be above or  
26 underground and Mr. Tarantino said it will be above ground. Director Petterle asked if the Board  
27 would receive parts of the Initial Study and MND and Mr. Riley said yes, they will. It was noted that  
28 there will be an architectural consultant for the project to help design the look of the pump station  
29 structure. Director Eichstaedt asked if the land cost is comparable for each location as well as the  
30 long-term energy cost as each location, is there an advantage to any one site. Mr. Fuelle responded  
31 that land costs should be comparable because most of these sites are either owned by the City of  
32 Novato or Novato Unified School District; however, the solicitation process will not begin until the  
33 CEQA process is complete. Mr. Fuelle responded that the long-term operational costs are similar  
34 and are reported in the engineering assessment report that will be circulated in conjunction with the  
35 CEQA documents. The Board was told the design could be completed by early 2025 and the new

1 pump station to be up and running in 2026. Director Joly noted that it was a good presentation and  
2 thanked Mr. Fvette. Mr. Tarantino and Mr. Riley left the meeting.

3 On the motion of Director Fraites, 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 **APPROVE: BID ADVERTISEMENT FOR NMWD HQ RW EXTENSION FROM REDWOOD BLVD**

10 Eric Miller explained the scope of work for the recycled water extension from Redwood Blvd.  
11 to 999 Rush Creek Place. He said the pipe would go through an abandoned PG&E pipe that runs  
12 under the railroad tracks. Director Fraites asked if the recycled water was going into the large silver  
13 tank outside the new administration building. Mr. Miller said that that tank will be for rainwater  
14 harvesting. When that tank runs dry, we can turn to using recycled water. Director Petterle said that  
15 he liked that an employee was recognized in the Board memo, specifically Joe Kauwe in this case.

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

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

19 NOES: None

20 ABSENT: None

21 ABSTAIN: None

22 **APPROVE: CONSULTANT AGREEMENT WITH KIOSK FOR INTERIM STRATEGIC PLANNING**  
23 **SUPPORT**

24 Tony Williams said Kiosk Communications would be giving a presentation for the next  
25 agenda item. This item includes an agreement to assist with the interim steps for the 5-year  
26 strategic plan, including gathering data, look at the District organizational structure. He said that  
27 there will be a separate agreement with Kiosk for this work aside from the one we currently have  
28 with them for communications.

29 The proposed scope from Kiosk begins with a meeting with the General Manager and senior  
30 staff to go over the process. An employee survey will then be prepared and, after that, conduct  
31 interviews with six staff members from the different departments, Board members, and management  
32 team leaders. The organizational structure will be reviewed and recommendations made. Kiosk will  
33 then review the information gathered and provide a report to the General Manager identifying key  
34 themes and focus areas and another report on the organization structure review and  
35 recommendations.

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

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

4 NOES: None

5 ABSENT: None

6 ABSTAIN: None

7 **INFORMATION ITEMS**

8 **RESULTS OF NOVEMBER 2023 CUSTOMER SURVEY**

9 Ryan Grisso noted that one thing Kiosk did in relation to the strategic plan was conduct a  
10 customer survey late last calendar year. He turned it over to Claire Garvie of Kiosk for the  
11 presentation of the survey results. Ms. Garvie said there were 13 questions on the survey which  
12 covered service satisfaction, water use/conservation, rebates, future reliability, and future priorities,  
13 and a total of 808 responses were received. A branded 75-year pint glass was offered to those who  
14 completed the survey. Director Joly asked if they were surprised that the responses were overall  
15 positive. Ms. Garvie said the survey was promoted via the Waterline, social media, an email link  
16 sent to customers, the District website, and a web news story. Director Eichstaedt asked if this went  
17 to West Marin customers as well and the answer was yes but there was only one response.  
18 Director Joly asked how often we have been on the radio in West Marin and Mr. Williams said that  
19 he has been on three times. Director Joly asked Camille Milliner of Kiosk what social media  
20 platforms are used and she said Facebook, Instagram and X (formerly Twitter). Director Petterle  
21 thanked Kiosk. Director Eichstaedt said he thought he survey was great. The rest of the Board  
22 thanked Claire and Camille, who then left the meeting.

23 **FY 2023/24 MID-YEAR PROGRESS REPORT – WATER CONSERVATION & PUBLIC**  
24 **COMMUNICATION**

25 Ryan Grisso went over the mid-year progress report for Water Conservation and Public  
26 Communication. He said that washer rebates have increased but Cash for Grass rebates have  
27 decreased which was a similar trend in 2017. Mr. Grisso also said that rebate applications have  
28 been modernized to an online form. He said that paper forms are still available but that it is easier to  
29 fill them out online. He noted that we will continue to update the website and push information out.  
30 Mr. Grisso said that we will continue with the Fall Waterline but we may do email blasts in the future  
31 instead since the survey showed a majority of respondents preferred email. He told the Board that  
32 the District will be at the Marin County Fair, the last time we were a part of it was in 2002. An article  
33 will be coming out in the Marin IJ soon about it.

34 The Board thanked Mr. Grisso who then left the meeting.

35

1 **NBWA MEETING – FEBRUARY 2, 2024**

2 Director Fraitess said that the North Bay Water Association group met at the Central Marin  
3 Sanitary Agency. He said that there was a presentation given by Warner Chabot of the San  
4 Francisco Estuary Institute, Aquatic Science Center, and that climate change and sea level rise was  
5 the topic.

6 **MISCELLANEOUS**

7 The Board received the following miscellaneous items: Disbursements dated January 18,  
8 January 25 and February 1, 2024, NOAA Three-Month Outlook Precipitation Probability- January 18,  
9 2024, NOAA Seasonal Drought Outlook – January 31, 2024 and Water Affiliates Group – Center for  
10 Western Weather and Water Extremes.

11 The Board received the following news articles: Marin IJ – Plan for 130 residences wins  
12 council’s approval – NOVATO, Water agency goal focuses on employees, customers - MARIN  
13 MUNICIPAL, City seeks bids for overhaul of bridge – NOVATO, Candidates have wide differences in  
14 politics, issues - DISTRICT 4 SUPERVISOR, Water District reservoirs all reach 100% capacity –  
15 MARIN MUNICIPAL, CalMatters – California regulators want to spend billions to reduce a fraction of  
16 water usage.

17 **CLOSED SESSION**

18 President Baker adjourned the Board into closed session at 6:00 p.m. after a short recess  
19 for a conference with Labor Negotiators in accordance with Government Code Section 54957.6. The  
20 Agency designated representative present was Christopher Boucher of Boucher Law and General  
21 Manager’s compensation was discussed. At 6:20 p.m. the General Manager, Tony Williams joined  
22 the meeting.

23 **OPEN SESSION**

24 Upon returning to regular session at 6:34 p.m., President Baker stated that no reportable  
25 action had been taken during Closed Session.

26 **ADJOURNMENT**

27 President Baker adjourned the meeting at 6:35 p.m.

28 Submitted by

29 

30 Eileen Mulliner  
31 District Secretary  
32  
33