

1 **NORTH MARIN WATER DISTRICT**
2 **MINUTES OF REGULAR MEETING**
3 **OF THE BOARD OF DIRECTORS**
4 **May 21, 2024**

5 **CALL TO ORDER**

6 President Baker 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/Maintenance Superintendent, Robert Clark,
12 Operations/Maintenance Superintendent, and Ryan Grisso, Water Conservation and
13 Communications Manager, were also in attendance.

14 **MINUTES**

15 On the motion of Director Joly, and seconded by Director Fraites, the Board approved the
16 minutes with minor edits from the May 7, 2024 regular meeting as presented by the following vote:

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

18 NOES: None

19 ABSENT: None

20 ABSTAIN: None

21 **GENERAL MANAGER'S REPORT**

22 Tony Williams gave the Board an update on the Potter Valley Project. He said that PG&E is
23 expected to release a final draft of the Surrender and Decommission Plan in June and the plan is
24 expected to include the proposed Eel-Russian Pump Station concept that the new Eel-Russian
25 Project Authority (ERPA) has recommended. He also said that he attended the last Russian River
26 Water Forum meeting where the pump station concept was reviewed. He said he hopes they keep
27 their website intact as it contains many informative documents. President Baker asked if PG&E's
28 range of work is included in the plan. Mr. Williams said that PG&E will hopefully leave some of the
29 existing facility components in place and not remove all facilities that would normally be required per
30 FERC. These would be facilities that ERPA will need for the proposed pump station diversion. He
31 said the final submittal of the plan to FERC will be in January. Director Fraites asked if it's possible
32 Lake County residents that will be affected will oppose the plan and Mr. Williams said that there are
33 conversations at all levels about possible solutions.

34 Mr. Williams said that last week he attended a meeting at the County with other water
35 providers and discussed developing a drought resilience plan as well as a Drought and Water
36 Shortage Task Force that are required per SB 552 for the County to lead.

1 Mr. Williams informed the Board that the Novato City Council has appointed Amy
2 Cunningham as the new City Manager for Novato. He mentioned that she had previously been the
3 City's Finance Manager.

4 Mr. Williams mentioned in the Miscellaneous part of the agenda packet is an obituary for
5 Dave Jefferies, former City of Novato Police Captain. Mr. Williams said that he worked with Mr.
6 Jefferies at the City for many years. He said that Mr. Jefferies had worked as the Task Force
7 Commander for the North Bay Management Incident Team that stepped in to help on the North
8 Marin Aqueduct landslide. Mr. Williams said that Mr. Jefferies was a real professional and that it
9 was very sad that he passed so young, at 63. Mr. Williams said that Robert Clark has worked with
10 him, and that Mr. Jefferies has done a lot for the District over the years, keeping us up to date on
11 emergency management. Mr. Williams also mentioned that Mr. Jefferies was the City's Emergency
12 Manager as a consultant for many years after he retired.

13 **OPEN TIME**

14 President Baker asked if anyone in the audience wished to bring up an item not on the
15 agenda and there was no response.

16 **STAFF/DIRECTORS REPORTS**

17 President Baker asked if there were any staff or director's reports and there was no response
18 from staff. Director Petterle mentioned that he had recently re-read the novel *Dune* and that in the
19 book a water measurement called for a certain number of cubic meters of water over a hectare of
20 land, and how these obscure measurements were similar to the use of acre feet or cubic feet per
21 second and that, generally, these measurements are not common for the general public.

22 Director Joly thanks Eric Miller for the new Admin and Lab building tours. Director Fraitess
23 noted how much natural light there is in the new building. Both he and President Baker really like
24 the new lab. Mr. Miller said the present closeout schedule is showing August 30 as a possible
25 complete date but we would not be able to move in right away because of the sign offs that are
26 necessary before that, such as PG&E and the City of Novato. He will keep the Board updated on the
27 completion date. President Baker also thanked Tony Williams and Mr. Miller for the tours.

28 Director Joly also asked how the Lynwood Pump Station replacement project is coming
29 along and when new information may be brought back to the Board. Mr. Miller said that several
30 more properties have been potentially identified for possible sites however much work needs to be
31 done before anything can be brought to the Board, he said July is a possibility. He said that there
32 may have to be closed sessions before coming back to the Board if we need to acquire a
33 commercial property. Both acquisition and easements are being looked at if a commercial property
34 is a possibility. President Baker said he prefers acquisition over easements.

35

1 **CONSENT CALENDAR**

2 Director Joly asked that the 286 Vallejo Ave Water Facilities item be removed from the
3 Consent Calendar and moved to the Action Calendar and the other Directors approved the request.

4 **ACTION CALENDAR**

5 **APPROVE: 286 VALLEJO AVE WATER FACILITIES – 114-241-16**

6 This project is located in Inverness Park. There were previously unknown private water
7 facilities on the customer side the meter serving 288 Vallejo Ave that extended across the property
8 boundary to serve 286 Valley Ave. The two properties had been under one ownership but recently
9 sold to two separate owners. The District is now working with the new owner of 286 Vallejo Ave to
10 construct a separate potable service. Director Eichstaedt noted the importance of coordinating with
11 the Fire Department in these circumstances.

12 On the motion of Director Eichstaedt, and seconded by Director Joly, the Board approved the
13 consent calendar as presented by the following vote:

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

15 NOES: None

16 ABSENT: None

17 ABSTAIN: None

18 **APPROVE: BASE SALARY SCHEDULE REVISION AND APPROVAL OF SIDE LETTER**
19 **AGREEMENT FOR COMPACTION ADJUSTMENTS**

20 Tony Williams informed the Board that as part of the Memorandum of Understanding (MOU)
21 with the Employee Association (EA) that was approved in January, 2024, there were some equity
22 adjustments that were approved in addition to the cost of living adjustments using the CPI that is
23 now being done on a fiscal cycle and these changes will go into effect in July, 2024. He also said
24 that a current salary schedule that reflects both of these changes has been completed and is
25 required to be posted on the District website. The salary schedule also captures equity adjustments
26 for the unrepresented positions that were approved by the Board in January as well. He said that
27 Board approval is also being sought for a Side Letter Agreement for the compaction adjustments.
28 The Side Letter Agreement was necessary because after the MOU was executed, further
29 examination of salaries noted that some higher positions were being paid less after the equity
30 adjustments had been made and those positions needed to be brought up to correct the compaction
31 difference.

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

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

35 NOES: None

1 ABSENT: None
2 ABSTAIN: None

3 **INFORMATION ITEMS**

4 **MARIN LOCAL AGENCY FORMATION COMMISSION 2024 MUNICIPAL SERVICE REVIEW**
5 **DRAFT STUDY**

6 Tony Williams informed the Board that Drew McIntyre, retired General Manager, has been
7 working with him and reviewing the 2024 Municipal Service Review Draft Study to ensure that the
8 content is accurate. He said that Marin LAFCO is recommending a review of the approximately 33
9 NMWD customers in Sonoma County that are outside of NMWD’s boundaries with Sonoma LAFCo
10 and the City of Petaluma. Mr. Williams noted that Sonoma LAFCo has said that a Marin-based
11 agency should not have so many customers in another county but the City of Petaluma or Sonoma
12 County has not been willing to take them on so far. Regarding the “Marshall” boundary, Mr. Williams
13 said that when there are drought conditions, NMWD can truck water to those customers, as we did
14 so in 2021, in small amounts. Director Joly asked if the customers near Hwy 37 & Atherton Ave. are
15 in our territory and Mr. Williams said they are but we no longer sell water to any properties across
16 the river in Sonoma County.

17 Additionally, the boundaries of Inverness Public Utility District (IPUD) are being reviewed as
18 IPUDs and NMWD’s overlap. Mr. Williams said we should be able to work with IPUD and start the
19 paperwork and that it’s possible that any costs/fees can be lowered or waived since the
20 recommendation is stated in the report. Director Eichstaedt asked if we could share the costs. Mr.
21 Williams said that LAFCo says the responsibility is with NMWD but feels the fees could be reduced.
22 He will bring the issue back to the Board in June before the deadline.

23 **ANNUAL WATER SUPPLY AND DEMAND ASSESSMENT**

24 Ryan Grisso addressed the Board and said that as part of our Urban Water Management
25 Plan (URMP), each year a water supply and demand assessment is done. He said that the
26 projected demand from July 1, 2024 thru June 30, 2025 is provided to Sonoma Water (SW) and in
27 normal water supply years the supply provided by SW would match that amount of water. Mr.
28 Grisso said there is no projected water shortage this year. Director Joly noted that Novato water
29 sales are down 25% and that they are historically low in West Marin. He said it demonstrates how
30 difficult it is to increase demand and that demand is key to our revenue. Mr. Grisso said that the
31 projections are lower for 2025 due to a slight reduction in the growth rate. Director Petherle said we
32 have done such a good job in conservation and also that it’s nice for customers to be able to access
33 their water use at any time. Mr. Grisso said that because of the AMI system we can catch big leaks
34 right away and minimize water loss. Director Fraites asked if is possible to tell how much water, on
35 the average, the AMI system has saved us but Mr. Grisso said this is difficult to quantify. Director

1 Eichstaedt mentioned that the City of Petaluma has been installing automated meters and
2 commented that he appreciated NMWD staff providing advice to Petaluma staff. Director Petterle
3 commended staff for bringing the AMI system on board.

4 **NBWA MEETING – MAY 3, 2024**

5 Director Fraites said he attended the May 3 meeting that was held at the Ellis Creek Water
6 Recycling Facility in Petaluma. The guest speaker was Dana Brechwald, the Assistant Planning
7 Director for Climate Adaption with the San Francisco Bay Conservation and Development
8 Commission (BCDC). She spoke on BCDC's Regional Shoreline Adaption Plan, as part of sea level
9 rise. As per the state's SB 272, BCDC will set up the apparatus for all cities, businesses, and
10 homes along the bay shores to coordinate their efforts to adapt to sea level rise.

11 **MISCELLANEOUS**

12 The Board received the following miscellaneous items: Disbursements – May 9 and 16,
13 2024, and Monthly Progress Report.

14 The Board received the following news articles: Marin IJ – Drought-like water saving planned
15 – MARIN MUNICIPAL, Marin IJ – Study to gauge effects of climate change on dams – MARIN
16 MUNICIPAL WATER DISTRICT, Marin IJ – Novato water utility explores new options for pump
17 station – PUBLIC OPPOSITION, Marin IJ – Expansion considerations are part of job – EDITORIAL,
18 Marin IJ – Public safety leader Dave Jeffries dies – OBITUARY, Point Reyes Light – Water use
19 reaches historic low as North Marin considers rate hikes.

20 The Board also received the NMWD Web and Social Media Report – April, 2024.

21 **ADJOURNMENT**

22 President Baker adjourned the meeting at 4:51 p.m.

23 Submitted by
24 
25
26 Eileen Mulliner
27 District Secretary
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