

1 **NORTH MARIN WATER DISTRICT**
2 **MINUTES OF REGULAR MEETING**
3 **OF THE BOARD OF DIRECTORS**
4 **OCTOBER 1, 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, Auditor-Controller Julie Blue and AGM/Chief Engineer Eric Miller.

11 District employees Chris Kehoe, Construction Superintendent, and Robert Clark,
12 Operations and Maintenance Superintendent, were also in attendance.

13 Mary Stompe was also in the audience.

14 **MINUTES**

15 Director Joly noted on page 3 of the draft minutes from the September 17, 2024 meeting,
16 that it was not obvious which item was #5, the item he had asked to have pull from Consent and be
17 discussed and voted on separately. Director Joly also noted that his comment on Item #5 was that
18 the District does not charge the fire district for water used in firefighting and should be made clear
19 that this is a community service.

20 On motion of Director Petterle, seconded by Director Joly, the Board approved the minutes
21 from the September 17, 2024 meeting 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 gave the Board a brief Potter Valley Project update saying that he attended a
28 presentation by Charlie Schneider of Caltrout at a Marin Conservation League meeting. He said
29 Mr. Schneider did a good job of describing the perspective from the proponents for the Eel River as
30 well as the Russian River and told the Directors that if there are any future presentations that he
31 encouraged them to attend. Director Joly said that if there were any presentation materials he
32 would like to see them.

33 Mr. Williams told the Board that he met with Stephen Torrence of Marin County Emergency
34 Operations the previous week and said we may develop an MOU that outlines the District's
35 relationship with the County Office of Emergency Management.

1 Mr. Williams noted an item in the Information Items section of the agenda regarding an
2 updated Board Policy No. 40 on that includes cybersecurity. He said staff is planning a closed
3 session at the next Board meeting to discuss in detail what the District is doing in relation to
4 cybersecurity.

5 Mr. Williams noted that Supervisor Dennis Rodoni will be attending the LAFCo meeting
6 being held at the Inverness Fire Department regarding the boundary changes in West Marin. He
7 said he will send out a meeting invite to Directors Baker and Eichstaedt.

8 **OPEN TIME**

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

11 Mary Stompe addressed the Board and said she had attended a tour of the Potter Valley
12 Project offered through the Marin Conservation League and Charlie Schneider was the guide. She
13 encouraged the directors to try and go if another tour came up.

14 **STAFF/DIRECTORS REPORTS**

15 Eileen Mulliner, District Secretary, reminded the Board to complete the required anti-
16 harassment training if they have not already done so.

17 **CONSENT CALENDAR**

18 Director Joly asked to have Item #6 removed from the Consent Calendar for discussion and
19 there was no opposition from the other directors.

20 On the motion of Director Joly, and seconded by Director Fraites, the Board approved the
21 Consent Calendar (Items #5 and #7) by the following vote:

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

23 NOES: None

24 ABSENT: None

25 ABSTAIN: None

26 **APPROVE: AUDITOR-CONTROLLER'S STATEMENT OF INVESTMENT POLICY**

27 The Auditor-Controller's Statement of Investment Policy is provided to the Board each year
28 for review. There were no changes from the previous year's approved policy.

29 **APPROVE: QUITCLAIM EXISTING EASEMENT – 580, 588 CANYON ROAD AND 6 FARVUE** 30 **ROAD – APNS 146-102-25, 27 & 28**

31 Quitclaim Deeds, and their associated Resolutions, were prepared to quitclaim an easement
32 running through three properties that is no longer required for District purposes. The original
33 easement was for the Kline Tank that was decommissioned in the 1960's and the easement is no
34 longer needed.

1 **ITEM #6**

2 **APPROVE: ADMINISTRATION & LABORATORY UPGRADE PROJECT – FINAL PAVING**

3 Director Joly felt the expense for this project was large enough that it should not have been
4 on the Consent Calendar. He said anything over \$100,000 should be an action item. Mr. Williams
5 reminded Director Joly that the parameters for the Consent Calendar that was brought to the Board
6 in March, 2024, included items that are over \$100,000 but within the approved budget could be on
7 the Consent Calendar. If an item was not in the budget then it would be an action item. Mr.
8 Williams noted that many routine expenditures exceed \$100,000 and said that the Purchasing
9 Policy, Board Policy #6, will be reviewed and made clearer for future approval by the Board. Mr.
10 Williams noted that a majority of the proposed paving is related to the recent recycled water line
11 project from Redwood Blvd. to Rush Creek Place, which is in the FY 2024/25 budget. Mr. Miller
12 noted that the paving for the Admin building was pulled out of the original project to be stand-alone.

13 Director Petterle said that, in this situation, if something was being brought to the Board that
14 could cause concern it should not be on the Consent Calendar, regardless of the dollar amount and
15 Mr. Williams noted that these cases were listed in the previous Consent Calendar parameters as
16 items that should not be on Consent. Director Joly asked if this item was part of the capital
17 improvements budget. Mr. Williams said yes but that part of the funding is from the Recycled Water
18 Capital Replacement and Expansion Fund and Ms. Blue concurred.

19 On the motion of Director Joly, and seconded by Director Eichstaedt, the Board approved
20 the final paving for the Administration & Laboratory Upgrade project by the following vote:

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

22 NOES: None

23 ABSENT: None

24 ABSTAIN: None

25 **INFORMATION ITEMS**

26 **DISTRICT BOARD POLICY REVIEW AND PROPOSED UPDATES REGARDING ON-CALL AND**
27 **STANDBY DUTY; AND COMPUTER USE**

28 Tony Williams gave the Board a brief overview of the proposed updates on Board Policies
29 No. 26 On-Call and Standby Duty, No. 40 Computer Use, and No. 46 Board Computer Use. He
30 said these existing policies were reviewed and some updates were made to each one. For Policy
31 No. 26, a new District holiday, Veteran’s Day, was added. In Policy No. 40, some of the language
32 was updated and text was added for particular positions and their roles. In addition, a section on
33 Artificial Intelligence (AI) was added as well as recommended language from the EPA regarding
34 cybersecurity. He said that in Policy No. 46, which is specific to Board use of the District iPads
35 language was added referencing Policy No. 40. Mr. Williams said that these policies will be brought

1 back to the next meeting to be adopted and that there will also be a closed session at the next
2 meeting to discuss the details of the District's cybersecurity plan.

3 Director Eichstaedt asked if the District's IT consultant, CORE Utilities, was involved in
4 development of the policy updates and Mr. Williams said they were and that they were very
5 instrumental. Director Eichstaedt asked if CORE works with other public agencies. Mr. Williams
6 said they work with Inverness Public Utilities District, Las Gallinas Sanitary, and Valley of the Moon
7 Water District.

8 **REVIEW OF PROPOSED DISTRICT BOARD POLICIES REGARDING STAFF SUCCESSION**
9 **RECRUITMENTS AND ELECTRIC VEHICLE CHARGING STATIONS**

10 Tony Williams said that two new Board policies are being proposed, No. 50 Staff
11 Succession Recruitment, and No. 51 Electrical Vehicle Charging Stations. He said Policy No. 50 is
12 an attempt to address when retirements are upcoming that there is some overlap, or back-filling,
13 with the new hire and the current employee so that the current employee can impart as much
14 information about the job as possible. He said with the most recent retirees, there was a huge
15 amount of experience and knowledge that was lost upon retirement. He said that if staff can give
16 as much notice as possible, the District can hire early enough prior to their retirement to have the
17 overlap. Director Eichstaedt asked about retiree annuitants and Mr. Williams said we have a few
18 that have and are currently working with us, one being the former General Manager, Drew McIntyre.
19 President Baker noted that we did this when former Auditor-Controller, David Bentley, was getting
20 ready to retire and Julie Blue was hired a few months prior so that information could be passed on.

21 Mr. Williams said Policy No. 51 is for the new Electrical Vehicle (EV) charging stations that
22 are being installed at the remodeled District headquarters as required by the Building Code. He
23 said that when we move back to 999 Rush Creek Place, there will be several EV stations, some
24 designated for staff and some specifically for the public. He said that we have to provide the power
25 and payment structure for the stations. Director Fraites asked what company we will be contracting
26 with for payment for use of the stations and Robert Clark said we are still looking in that.

27 Director Joly asked if we ask staff to do a summary of their job duties each year and what
28 they would pass on to the next person. Mr. Williams said that development of standard operating
29 procedures is an ongoing effort. Mr. Clark said the Novato master plan is a good opportunity to
30 share knowledge and, also, employee reviews are an opportunity to note what staff needs to learn.

31 **MISCELLANEOUS**

32 The Board received the following miscellaneous items: Disbursements - Dated September
33 19, 2024 and September 26, 2024, Auditor-Controller's Monthly Report of Investments for July
34 2024, NOAA Seasonal Outlook Drought Probability, and NOAA Three-Month Outlook Precipitation
35 Probability.

