

**NORTH MARIN WATER DISTRICT
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
NOVEMBER 5, 2024**

CALL TO ORDER

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

District employees Chris Kehoe, Construction Superintendent, Robert Clark, Operations and Maintenance Superintendent, and Pablo Ramudo, Water Quality Supervisor were also in attendance. Corey Reed, District Engineering Technician, joined the meeting after the call to order.

MINUTES

On motion of Director Joly, seconded by Director Petterle, the Board approved the minutes from the October 15, 2024 meeting by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

GENERAL MANAGER'S REPORT

Tony Williams addressed the Board and said that each Director was provided a copy of Sonoma-Marín Water Savings Partnership's 2023-24 Annual Report that had just recently been completed. He said the annual report is a requirement of the partnership. He noted that the partnership received three awards during the FY23-24 period.

Mr. Williams told the Board that Kiosk put together for the District a West Marin Factsheet. We have not had one prior to this and he said that Kiosk did a nice job on it. He said he can provide a hardcopy to the Directors if they would like one but it is posted on the website as well.

Mr. Williams noted that in the Miscellaneous section of the agenda, the Office of Administrative Law recently approved new urban water use efficiency standards (Making Conservation a California Way of Life). He said he and Ryan Grisso will come back to the Board in early 2025 and present the new regulations in more detail. He said the calculated water budget will change over time, including the gallons per day per person (per capita). He said by 2030, the calculated overall water budget may be lower than the current total usage. He said we will have to collect commercial customer data by June 2027. He also said that the regulation requires that all commercial customers will be required to have dedicated irrigation meters but that we hope to have

convert the majority of our commercial customers on an AMI meter. The plan is that our AMI system will provide the necessary data for mixed usage in-lieu of installing dedicated irrigation meters as allowed by the regulation.

Director Baker noted that Kiosk reached out to the Board members to conduct interviews related to the strategic plan and said that Claire Garvie was very charming and put them all at ease. Director Pettele agreed. Director Joly said that she and Camille Milliner are both very smart and personable.

OPEN TIME

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

STAFF/DIRECTORS REPORTS

President Baker asked if there were any staff or director's reports.

Director Fraites asked if, for the future, that we move the first Board meeting November to either Monday or Wednesday so we do not have a meeting on election night. Mr. Williams said he will bring a draft Board meeting calendar to the Board in December.

Julie Blue mentioned that we had a customer at the last meeting that spoke during open time regarding a high water bill and that he had submitted a bill adjustment request but it was denied because it didn't qualify. She said she has since reviewed his account and said he does not qualify for a leak adjustment based on the home's usage. Ms. Blue said she reached out and informed the customer and told him we have payment plans available and encouraged the customer to sign up for WaterSmart to monitor future use. President Baker thanked her for looking into this.

Eric Miller mentioned that, in regards to the Lynwood Pump Station project, that we have not received any formal response from AT&T regarding their interest in selling a site that the District has looked into as a potential site for the new pump station. He said he will return to the Board when he has more information likely not this calendar year. Director Eichstaedt said he has received emails from customers regarding the pump station and he has responded that we haven't eliminated any potential sites and are still looking into all potential sites. He suggested we add to the information on our website that we are looking into additional sites and we may be coming back to the Board in early 2025 and not November or December with more information. Director Joly added that we should note when we will have an update on other sites.

Mr. Miller noted that we hope to have occupancy approval by the end of November for the moving back to the new Administration and Lab building. The current plan is to have the December 17 meeting in the new building and that everything is trending towards that at this time. Director Pettele asked for tours for the Directors before then and Mr. Miller said he can arrange that.

CONSENT CALENDAR

On the motion of Director Petterle, and seconded by Director Fraites, the Board approved the Consent Calendar by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

CREST PUMP STATION PROJECT – CONSTRUCTION MANAGEMENT SERVICES CONTRACT AMENDMENT

GHD, Inc. was approved by the Board at the September 19, 2023 meeting to perform construction management services for the Crest Pump Station Project. Due to submittal reviews that were out of the original scope of work but necessary to ensure consistence and coordination for the project, staff has proposed a contract amendment to GHD’s agreement for enhanced support through the construction phase which includes pump size analysis and additional construction submittal reviews.

ACTION CALENDAR

APPROVE: REVISED INTER-AGENCY AGREEMENT FOR RECYCLED WATER BETWEEN NOVATO SANITARY DISTRICT AND NORTH MARIN WATER DISTRICT

Tony Williams said the revised inter-agency agreement showed the proposed changes in red. He said the changes include an update to the state permit, clarifications about recycled water production, and many deletions regarding how the treatment and distribution system was going to be built since that was already done and no longer needed to be in the agreement. He noted that Robert Clark and Pablo Ramudo were very involved with the agreement revisions and reviews. He said that the updated version shows changes to Article D, how we set rates, and how Novato Sanitary District bill us. He also said that significant changes were to explain how the Capital Replacement and Expansion Fund is funded via net revenue and how it can be used by each agency. Mr. Williams said that both agency’s legal counsels have reviewed the proposed changes. If the Board approves the changes, Novato Sanitary District will take the agreement to their Board for approval. He thanked the Engineering Department for updates to the exhibits. Director Joly asked Julie Blue about the depreciation rates and she said she is working with Las Gallinas Sanitary District under a similar agreement and is comfortable with them.

On the motion of Director Joly, and seconded by Director Fraites, the Board approved the Fourth Revised Inter-Agency Agreement for Recycled Water Between Novato Sanitary District and North Marin Water District by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

APPROVE: COST SHARING FOR 2025 URBAN WATER MANAGEMENT PLAN UPDATE

Eric Miller spoke to the Board and said that the California Water Code requires water providers of certain size to submit an Urban Water Management Plan. As done previously, he said that the water contractors are sharing the cost of hiring a consultant to assist with the 2025 plan. He said the EKI Environment and Water is the consultant and the City of Santa Rosa will be the project manager. Director Joly said it was nice that the agencies are sharing the costs.

On the motion of Director Joly, and seconded by Director Eichstaedt, the Board approved the Cost Sharing for the 2025 Urban Water Management Plan Update by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

APPROVE: NMWD ADMINISTRATION AND LABORATORY UPGRADE PROJECT – CONSTRUCTION MANAGEMENT SERVICES CONTRACT AMENDMENT

Eric Miller said that since the project has gone longer than anticipated, the Construction Manager on the project, Consolidated CM (CCM) has had to spend more hours on necessary tasks including documentation. He said that about half the agreement amendment is ear-marked for mediation with the contractor after completion, should that occur, and the other half for the closeout process. President Baker asked about liquidated damages and Mr. Miller said the contractor is maintaining that none of the delays are their fault and that we are at fault. Director Joly noted the prior amendments have been for delay of the project. Mr. Miller concurred and that CCM has been on site to monitor and document everything that will help determine the cause of various delays. Director Joly also asked about retention. Mr. Miller said that we have been retaining 5% all along and that the contractor will not get paid in full until everything is in order. As part of closeout all delays will be quantified and all associated expenses, such as rents paid for both Wood Hollow and the Buck Center, and noted that it is very likely we will end up in mediation. President Baker asked when the process will begin and Mr. Miller said that we will start the closeout process after we move but that the project won't be completely closed out until probably June or July of 2025.

On the motion of Director Joly, and seconded by Director Eichstaedt, the Board approved the NMWD Administration and Laboratory Upgrade Project – Construction Management Services Contract Amendment by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

APPROVE: EMPLOYER ASSISTED HOUSING PROGRAM LOAN REQUEST – PABLO RAMUDO

Julie Blue spoke to the Board and said that Pablo Ramudo, the District's Water Quality Supervisor, requested a home loan through our Employer Assisted Housing Program. She said that he qualifies for the program and is requesting a \$300,000 loan. She said that currently there is only one other outstanding loan on the books. Director Joly asked if the loan has a fixed rate and Ms. Blue answered that it is a variable rate. He also asked what the duration of the loan is and Ms. Blue said it is to be paid in 15 years or sooner. She also noted that the District will be the second deed of trust. Mr. Ramudo addressed the Board and said that he is grateful for the program and happy to work here. President Baker said that the Board and District have been happy to have him on board.

On the motion of Director Fraites, and seconded by Director Joly, the Board approved the Employer Assisted Housing Program Loan Request for Pablo Ramudo by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

INFORMATION ITEMS

FY 2023/24 END OF YEAR PROGRESS REPORT – OPERATIONS/MAINTENANCE

Robert Clark addressed the Board and went through the end of the year progress report for 2023/24 for the Operations and Maintenance Department. He gave a summary of maintenance projects that Operations had worked on during the year. He said there were many projects at the Stafford Treatment Plant related to treatment plant processes as well as older equipment and piping needing maintenance. He said they worked on maintenance projects that were overdue and were caught up on. He said there were 250 routine maintenance tasks completed. Mr. Clark noted that Novato water production had increased by 5.9% compared to last year and that recycled water use was down this year compared to last year, most likely that it wasn't as hot as well as there was no residential recycled water program. He said that in West Marin, consumption was up by 13% and due to the new Gallagher Well No. 2 being online, the Coast Guard wells were not needed for production. In Oceana Marin (OM) he said that we had a peak day of 115,559 gallons pumped but the system handled it. Mr. Clark said there was a lot of time and effort on the District's Cross-Connection program and it will likely affect some of our existing policies. He said that we are trying to inspect and test about 25 services a year. It is very time consuming, that anyone has an auxiliary

water supply on the property, a backflow device must be installed. Mr. Clark noted that AT&T does not want to cover West Marin anymore regarding copper wire service and that we still have a few in the area. He also mentioned that our Asset Management program is moving along and that we are working on getting more information into the system. He said that most of STP's data is in the system. Director Joly asked about storm damage in West Marin and if there have been any regulatory issues in regards to contamination and Mr. Clark said there were not. He said the OM treatment ponds had been relined and much more resilient now. Director Eichstaedt asked if West Marin's data is in the Asset Management program and Mr. Clark said that it is. Director Eichstaedt also asked about cross connection in West Marin and if we are looking at parcels with wells and Mr. Clark said we are aware of the private wells.

MISCELLANEOUS

The Board received the following miscellaneous items: Disbursements - Dated October 17, 24 and 31, 2024, West Marin Water Factsheet, Final Text of "Making Conservation a California Way of Life" Regulation, NOAA Three Month Outlook Precipitation Probability, and NOAA Seasonal Outlook Drought Probability.

The Board received the following newspaper articles: Marin IJ – Revamp of span nearing key vote – POINT REYES STATION, Marin IJ – Tribe celebrates land acquisition of Marin coast – GRATON RANCHERIA.

ADJOURNMENT

President Baker adjourned the meeting at 5:02 p.m.

Submitted by



Eileen Mulliner
District Secretary