

NOVATO SANITARY DISTRICT

Meeting Date: April 14, 2014

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, April 14, 2014, at the District Offices, 500 Davidson Street, Novato.

Materials related to items on this agenda are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: www.novatosan.com.

AGENDA

1. **PLEDGE OF ALLEGIANCE:**
2. **AGENDA APPROVAL:**
3. **PUBLIC COMMENT (Please observe a three-minute time limit):**

This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Board at this time as a result of any public comments made.

4. **REVIEW OF MINUTES:**
 - a. Consider approval of minutes of the March 24, 2014 meeting.
5. **CONSENT CALENDAR:**

The Manager-Engineer has reviewed the following items. To his knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.

- a. Approve regular disbursements.
 - b. Review Accounts Receivable Report.
 - c. Adopt Resolution No. 3071 – A Resolution of Support for the Downtown Novato Theater Project.
6. **ADMINISTRATION**
 - a. Consider approval of the schedule for the 2014-16 budget.

7. BOARD OF DIRECTORS:

- a. Election of officers, designate and authorize check signers, and appoint committee members.
- b. Consider procedure for filling the vacancy on the Board of Directors.

8. WASTEWATER FACILITIES UPGRADE PROJECT, ACCOUNT NO. 73001:

- a. Consider authorizing the Manager-Engineer to execute a Contract Change Order for a credit amount of \$222,209.

9. STAFF REPORTS:

- a. Workers' Compensation Insurance Report.

10. BOARD MEMBER REPORTS:

11. MANAGER'S ANNOUNCEMENTS:

12. ADJOURN: ADOPT RESOLUTION NO. 3072 – A RESOLUTION OF COMMEMORATION FOR MICHAEL DIGIORGIO, ELECTED THREE TIMES TO THE BOARD, DIRECTOR FROM 2005-14, AND ITS PRESIDENT FOR 2013-14, 2012-13, 2009-10, & 2008-09; AND ADJOURN IN HIS MEMORY.

Next resolution no. 3073

Next regular meeting date: Monday, May 12, 2014, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

March 24, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:03 p.m., Monday, March 24, 2014, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Pro-tem Jean Mariani, Members William C. Long, Brant Miller and Jerry Peters.

BOARD MEMBERS ABSENT: President Michael Di Giorgio.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Project Manager, Veolia Water
Brian Exberger, Asst. Project Manager, Veolia Water
John O'Hare, Veolia Water

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the March 10, 2014 meeting.

On motion of Member Long, seconded by Member Peters, and carried unanimously with the following vote, the March 10th meeting minutes were approved. Ayes: Long, Mariani, Peters. Abstain: Miller. Absent: Di Giorgio

CONSENT CALENDAR:

Member Miller requested item c. *Adoption of Resolution No 3068*, be removed from the Consent Calendar for additional clarification.

On motion of Member Peters, seconded by Member Long and carried unanimously by those members present, the following Consent Calendar items were approved:

- a. Rejected claim from Ian Tonks, 99 Alconbury Way, in an unspecified amount for cost of repairing damage allegedly caused from work by a District contractor on March 13th and 14th, 2014.
- b. Approval of regular disbursements in the amount of \$130,090.67, project account disbursements in the amount of \$60,520.76, and payroll and payroll related disbursements in the amount of \$215,927.75.
- d. Approved designation of surplus equipment.

Discussion of item c: Adopt Resolution No. 3068 authorizing acceptance of easement from Habitat for Humanity – Block H, Sweetser Ranch, Fourth Street, Novato (Mt. Burdell Place).

The Manager stated that acceptance of the easement in question is a routine action. She stated that at the February 10th, 2014 Board meeting, the Mt. Burdell Place sewer main extension was accepted.

On motion of Member Miller, seconded by Member Peters and carried unanimously by those members present, the Board adopted Resolution No. 3068 authorizing acceptance of easement from Habitat for Humanity – Block H, Sweetser Ranch, Fourth Street, Novato.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Committee Report, February 2014: John Bailey, Project Manager Veolia Water, gave the February operations report for the wastewater treatment facility. Deputy Manager-Engineer Sandeep Karkal gave the February operations report for the collections system and the reclamation facility. He stated that Dave McEwan of Brown and Caldwell provided a Powerpoint presentation to the committee members regarding odor emissions control. Mr. Karkal noted that this same presentation was given for the Lea Drive Neighborhood representatives in a meeting which took place in February at the District.

- Receive report on Collection System of the Future (CSOTF) initiative by Bay Area wastewater collection system agencies: Deputy Manager-Engineer Sandeep Karkal stated that the West Bay Sanitary District is introducing a Collection System of the Future (CSOTF) initiative. He stated that workshops will offer recommendations for critical actions that are needed for the wastewater industry to transition to a culture of resource recovery. He noted that the District's cost will be about \$6,000 to \$8,000.

- Receive Sewer System Management Plan (SSMP) 2014 Biennial Audit report: Deputy Manager-Engineer Sandeep Karkal stated that the District is required to perform a self-audit of our SSMP plan and he reviewed the District's 2014 Biennial Audit of the SSMP. He stated that a copy of the audit will be placed on the District website.

ADMINISTRATION:

- Adopt Resolution No. 3069 – Resolution of Appreciation for retiring Manager-Engineer Ms. Beverly B. James: The Board warmly expressed their appreciation for Ms. James' service to the District.

On motion of Member Long, seconded by Member Peters and carried unanimously by those members present, the Board adopted Resolution No 3069: A Resolution Commending Ms. Beverly B. James for Distinguished Service as Manager-Engineer of the Novato Sanitary District.

- Appointment of District Secretary-Treasurer:

On motion of Member Peters, seconded by Member Long and carried unanimously by those members present, the Board appointed Deputy Manager-Engineer Sandeep Karkal as District Secretary-Treasurer, effective April 1, 2014. (Mr. Karkal was appointed to assume the position of District Manager-Engineer, effective April 1, 2014.)

- Update District Policy 3120 (Investment of District Funds):

On motion of Member Peters, seconded by Member Miller, and carried unanimously by those members present, the Board changed Section 3120.5 of District Policy 3120 to reflect Sandeep Karkal, Manager-Engineer, as appropriate "Delegation of Authority".

- Adopt Resolution No. 3070 amending the District's 401(a) Plan with Lincoln Life Insurance Company to reflect change of Trustee.

On motion of Member Peters, seconded by Member Long, and carried unanimously by those members present, the Board adopted Resolution No. 3070: A Resolution of the Board of Directors of the Novato Sanitary District, Amending the District's 401(a) Plan with Lincoln National Life Insurance Company to reflect change of Trustee.

NORTH BAY WATER REUSE AUTHORITY (NBWRA):

- Review proposed NBWRA budgets and give direction to staff. Manager-Engineer Beverly James stated that the NBWRA Technical Advisory Committee will meet on March 26th to discuss the proposed consultant contracts and budgets for fiscal years 2014 through 2018. She reviewed the proposed projects and their costs.

The Manager recommended that the Board not approve the North Bay Water Reuse Authority budget at this time and requested that staff be directed to work with the other agencies and consultants to address the costs. The Board so directed the Manager.

STAFF REPORTS:

- State Revolving Fund (SRF) Loan program modifications for recycled water. Manager-Engineer Beverly James noted that the State Water Resources Control Board recently adopted a resolution to provide low interest rates on SRF loans for recycled water projects that are ready to provide new water supplies within the next three years.

BOARD MEMBER REPORTS:

Member Miller commented on a book he read titled "The Ghost Map", a detailed and interesting reconstruction of a cholera epidemic in 1854. He stated it was well written and recommended it to the Board members.

MANAGER'S ANNOUNCEMENTS:

- The North Bay Water Reuse Authority Technical Advisory Committee will meet on Wednesday, March 26th at the District office.
- The Manager stated that her last day at the District will be March 31, 2014.

ADJOURNMENT: There being no further business to come before the Board, President Pro-tem Mariani adjourned the meeting at 7:12 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

DRAFT

Novato Sanitary District Operating Check Register

April 14, 2014

Date	Num	Name	Credit
Apr 14, 14			
4/14/2014	56858	Veolia Water North America, ...	164,230.47
4/14/2014	56846	PSC	34,514.85
4/14/2014	56859	Veolia Water North America, ...	18,478.69
4/14/2014	56806	Arntz Builders, Inc.	14,450.00
4/14/2014	56833	Koffler Electrical Mech, Inc.	13,856.70
4/14/2014	56850	Roy's Sewer Service, Inc.	12,500.00
4/14/2014	56851	San Francisco Estuary	11,346.00
4/14/2014	56849	Roto Rooter-(Inc.)	8,202.38
4/14/2014	56831	Johnson, Dee	7,470.00
4/14/2014	56805	Aqua Science	5,650.00
4/14/2014	56835	Meyers, Nave, Riback, Silver ...	5,572.24
4/14/2014	56836	MME	5,539.57
4/14/2014	56813	Caltest Analytical Lab Inc.	4,009.95
4/14/2014	56857	Veolia Water NA Recycled W...	3,569.91
4/14/2014	56828	Harmony Press	3,245.00
4/14/2014	56834	Leonardi Automotive & Electr...	3,057.55
4/14/2014	ach	California Board of Equalizati...	2,700.00
4/14/2014	56856	U.S. Bank Card (2)(June)	2,435.96
4/14/2014	56822	Dearborn National	2,434.20
4/14/2014	56802	3T Equipment Company Inc.	2,022.26
4/14/2014	56847	Rauch Communication Cons...	1,605.80
4/14/2014	56862	WECO	1,375.68
4/14/2014	56815	CDW Government, Inc.	1,347.00
4/14/2014	56819	Comet Building Maintenance,...	1,320.00
4/14/2014	56817	Central Marin Sanitation Distr...	1,300.00
4/14/2014	56829	IEDA, INC	1,051.00
4/14/2014	56823	EOA, Inc.	965.53
4/14/2014	56820	Control Systems West, Inc.	775.00
4/14/2014	56832	JRS Mobile Services	747.00
4/14/2014	56852	Smart	692.39
4/14/2014	56860	Verizon EQ	587.94
4/14/2014	56824	Evoqua Water Technologies ...	549.71
4/14/2014	56861	Vision Service Plan	504.38
4/14/2014	56839	North Marin Water District	503.35
4/14/2014	56845	Pini Hardware	439.37
4/14/2014	56830	Industrial Electrical Co.	400.00
4/14/2014	56814	Cantarutti Electric, Inc	362.50
4/14/2014	56848	Rotary Club of Novato	320.00
4/14/2014	56818	Claremont EAP, Inc.	295.00
4/14/2014	56842	Novato Toyota	272.08
4/14/2014	56803	Alliant Insurance Services, Inc	249.00
4/14/2014	56863	WEF Membership	249.00
4/14/2014	56841	Novato Disposal-	241.32
4/14/2014	56838	North Marin Auto Parts	240.50
4/14/2014	56807	AT&T Mobility	229.47
4/14/2014	56812	California Diesel & Power	212.98
4/14/2014	56853	Staples Business Adv Inc.	192.62
4/14/2014	56810	Batteries Plus Inc	174.31
4/14/2014	56801	USCG-Finance Center	170.67
4/14/2014	56811	Beecher Engineering	170.00
4/14/2014	56827	Grainger	161.53
4/14/2014	56816	CED Santa Rosa, Inc	157.65
4/14/2014	56821	Datco Billing Inc.	154.70
4/14/2014	56843	Orkin Pest Control, Inc.	127.60
4/14/2014	56844	Petty Cash	117.28
4/14/2014	56855	U.S. Bank Card (1)(Bev)	113.91
4/14/2014	56864	Wesco Distribution	112.67
4/14/2014	56826	Fisher-Scientific	94.92
4/14/2014	56808	Barber Sign Company, Inc.	92.33
4/14/2014	56837	North Bay Portables, Inc.	92.20
4/14/2014	56809	Barnett Medical LLC	90.00
4/14/2014	56804	American Messaging	67.46
4/14/2014	56825	Federal Express	43.69
4/14/2014	56854	U.S. Bank (Sandeep)	30.00
4/14/2014	56840	Novato Builders Supply	29.69
Apr 14, 14			344,314.96

Novato Sanitary District Capital Projects Check Register

April 14, 2014

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Apr 14, 14			
4/14/2014	2675	R E Smith Contractor, Inc.	396,751.31
4/14/2014	2677	Valentine Corporation	114,617.50
4/14/2014	2672	Fieldstone Construction	37,857.50
4/14/2014	2674	Nute Engineering Inc.	20,308.00
4/14/2014	2671	Arntz Builders, Inc.	13,883.00
4/14/2014	2676	RMC Water & Environment, I...	10,690.65
4/14/2014	2673	North Marin Water District Jo...	461.86
Apr 14, 14			<u>594,569.82</u>

**Novato Sanitary District
Board Fees - March 2014**

April 7, 2014

Date	Num	Name	Credit
Apr 7, 14			
4/7/2014	3044	Long, William C	766.46
4/7/2014	3189	Di Giorgio, Michael	699.44
4/7/2014	3045	Mariani, Jean M	600.60
4/7/2014	3046	Peters, A. Gerald	574.36
4/7/2014	3190	Miller, Brant	558.67
Apr 7, 14			3,199.53

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Accounts Receivable Aging Summary	MEETING DATE: April 14, 2014 Agenda Item No.: 5.b.
RECOMMENDED ACTION: Information Only	
SUMMARY AND DISCUSSION: <p>The attached Accounts Receivable Summary shows the following receivables:</p> <p><u>1 – 45 days - \$169,861.60:</u> Current.</p> <p><u>46 – 90 days - \$0</u></p> <p><u>90+ days - \$2,912.81:</u> \$2,584.33 is for a septic tank hauler whose account continues to be severely delinquent. This hauler does not have privileges to use District during facilities until the obligation has been satisfied. We have sent letters and statements requesting payment, the last payment was in May of 2013. We have been trying to collect on this debt for over two years; our last payment on this account was almost a year ago. We will be writing this off against our allowance for doubtful accounts. The remainder of this balance was a refund due from the State for our fuel tax return filed in June of 2013; we will apply this balance to our upcoming fuel tax return.</p>	
ALTERNATIVES: Information only	
BUDGET INFORMATION: N/A	
DEPT. MGR.: lmc/ssk	MANAGER:

Novato Sanitary District A/R Aging Summary

As of April 8, 2014

	<u>Current</u>	<u>46 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Hayden, Ron	36,490.87	0.00	0.00	36,490.87
Joese Farmers Septic	0.00	0.00	2,584.33	2,584.33
Marin County Department of Public Works	27,792.00	0.00	0.00	27,792.00
North Marin Water District-	5,302.56	0.00	0.00	5,302.56
Novato Disposal (1)	74,396.50	0.00	0.00	74,396.50
Quality Septic Systems	642.86	0.00	0.00	642.86
State of California	0.00	0.00	328.48	328.48
USCG	26,155.00	0.00	0.00	26,155.00
USCG-Finance Center	-170.67	0.00	0.00	-170.67
Verizon California-	-747.52	0.00	0.00	-747.52
TOTAL	<u><u>169,861.60</u></u>	<u><u>0.00</u></u>	<u><u>2,912.81</u></u>	<u><u>172,774.41</u></u>

(2)

(1) Significant portion due to billing Novato Disposal for their quarterly AB939 fees.

Remainder consists of: Rancher's lease and water usage, Coast guard swr service chrgs, Marin County annual JPA fee and reimbursement of Recycled Water facility charges by NMWD.

(2) Accounts beyond 90 days: Joe Farmers Septic - will be written of against our allowance for doubtful accounts.

State of California - will be applied to our upcoming fuel return.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent calendar – Adopt Resolution of Support, Downtown Novato Theater Project	MEETING DATE: April 14, 2014 AGENDA ITEM NO.: 5.c.
RECOMMENDED ACTION: Consider adoption of Resolution No. 3071 in support of the Downtown Novato Theater Project	
SUMMARY AND DISCUSSION: <p>Committee members Dietrich Stroeh and Sonia Tanner from the Downtown Novato Theater Project committee met with District staff in March and requested an expression of support from the District Board for the project. Attached find a resolution expressing such support, for the Board's consideration. Staff recommends adoption by the Board.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: No budget impact.	
DEPT. MGR. : ssk	MANAGER'S APPROVAL:

RESOLUTION NO. 3071

**A RESOLUTION OF SUPPORT FOR THE
DOWNTOWN NOVATO THEATER PROJECT**

NOVATO SANITARY DISTRICT

WHEREAS, the historic downtown Novato Theater is a community project and the Novato Theater, a Non-Profit 501(c)(3) public benefit corporation has made significant strides in leading and moving forward with the renovation project.

WHEREAS, rebuilding the downtown Novato Theater will substantially add to the cultural and economic vitality of our community today and for generations to come.

WHEREAS, the Novato Theater will benefit the people of Novato and be rebuilt as a year round community cultural center where cinema, live music and performing arts including live theater, dance recitals, simulcast showing of live opera, Broadway shows and sporting events.

WHEREAS, the rebuilt Novato Theater will be open 7 days a week, 365 days a year and will be available to rent for meetings and private events by Novato citizens, businesses and community organizations.

WHEREAS, the Novato Theater will have a special focus on educational outreach programming for children of all ages in Novato and the North Bay.

NOW, THEREFORE, IT IS HEREBY DETERMINED that the Board of Directors of Novato Sanitary District fully supports and commends the efforts of the Downtown Novato Theater Project that will enhance the downtown Novato appeal, will attract visitors to our community, and will be beneficial to the citizens of Novato.

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of the Novato Sanitary District, Marin County, California, at a meeting thereof held on the 14th day of April, 2014, by the following vote:

AYES, and in favor thereof, Members:	Long, Mariani, Miller, Peters
NOES, Members:	None
ABSENT, Members:	None

APPROVED:

President, Board of Directors

ATTEST:

Secretary

Novato Sanitary District

SCHEDULE FOR APPROVAL OF 2014-16 PRELIMINARY AND FINAL BUDGET, APPROPRIATIONS LIMIT, AND SEWER SERVICE CHARGES

April 14, 2014	<u>Regular Board Meeting</u> : Approval of schedule for adoption of 2014-16 Preliminary and Final Budget, and Appropriations Limit.
April 18, 2014	First three quarters of revenues and expenditures report for 2013-14 preliminary estimate of annual expenditures for 2013-14 and fill in column for new budget projections goes to supervisors for their review.
May 5, 2014	Budget projections from supervisors due to Finance Officer.
May 12, 2014	<u>Regular Board Meeting</u> : Budget workshop, present updated 5-year CIP.
May 19, 2014	Department budgets for 2014-15 and 2015-16 to Manager-Engineer for review.
June 9, 2014	<u>Regular Board Meeting</u> . Initial presentation of 2014-16 Preliminary Budget
June 23, 2014	Publish first public hearing notice in Marin I.J.
June 23, 2014	<u>Regular Board Meeting</u> : Board considers adoption of 2014-16 Preliminary Budget.
June 30, 2014	Publish second public hearing notice in Marin I.J.
July 14, 2014	Regular meeting. Public Hearing on 2014-15 sewer service charges and collection on County tax rolls.
July 15, 2014	Deadline for providing sewer service charge information to County of Marin.
July 31, 2014	State Department of Finance provides growth factors for calculation of the District's 2014-15 appropriations limit.
August 25, 2014	<u>Regular Board Meeting</u> : Board establishes 2014-15 appropriations limit, approves Final Budget, and adopts resolution fixing tax allocation for 2014-15.

Public Hearing and Service Charge Ordinance Noticing Procedures

Hearing Notice published once a week for two successive weeks with at least 5 days intervening between the respective publication dates. First publication to be at least 14 days prior to the date set for hearing. (Publish in Marin IJ)
Ordinance to be published once in the IJ and posted in 3 public places for one week, to take effect upon the conclusion of the hearing.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Election of officers, designate and authorize check signers, and Appoint Committee members	MEETING DATE: April 14, 2014 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: Elect/appoint officers, designate and authorize check signers, and appoint committee members	
SUMMARY AND DISCUSSION: <u>Election of Officers:</u> The District Board traditionally elects members to serve as President and President Pro-Tem at the second meeting in June each year. Typically these officers are elected for two consecutive terms. Information on the last six years of Board Officers is presented in the attached List of Board Officers. Given the recent Board vacancy due to the death of Board member and President DiGiorgio, there is a need for the Board to elect a Board President. Traditionally, prior Boards have elected or appointed the President Pro-Tem as President. The current President Pro-Tem is Board member Mariani. If President Pro-Tem Mariani were to become President, the Board will also need to elect or appoint a President Pro Tem. The Board also appoints the Secretary-Treasurer and the Secretary Pro-Tem. Currently, the District Manager-Engineer serves as the Secretary-Treasurer and the Administrative Secretary that normally attends Board meetings serves as the Secretary Pro-Tem. <u>Check signers:</u> Information on the last six years of authorized check signers is included in the attached List of Board Officers. <u>Committee Appointments:</u> Current committee appointments are attached. The President appoints the committee members.	
ALTERNATIVES: NA.	
BUDGET INFORMATION: NA	
DEPT.MGR.: ssk	MANAGER:

**NOVATO SANITARY DISTRICT
LIST OF BOARD OFFICERS
2008-2014**

OFFICERS, 2013-14:

President:	Michael Di Giorgio
President Pro-Tem:	Jean Mariani
Secretary/Treasurer:	Sandeep Karkal – effective April 1, 2014
Secretary Pro-Tem:	Julie Swoboda
Check Signers:	Michael Di Giorgio, Jean Mariani, Brant Miller, Beverly B. James, Sandeep Karkal

OFFICERS, 2012-13:

President:	Michael Di Giorgio
President Pro-Tem:	Jean Mariani
Secretary/Treasurer:	Beverly B. James
Secretary Pro-Tem:	Julie Swoboda
Check Signers:	Michael Di Giorgio, Jean Mariani, Dennis Welsh, Beverly B. James, Sandeep Karkal

OFFICERS, 2011-12:

President:	William C. Long
President Pro-Tem:	Michael Di Giorgio
Secretary/Treasurer:	Beverly B. James
Secretary Pro-Tem:	Julie Borda
Check Signers:	Michael Di Giorgio, William C. Long, Dennis Welsh, Beverly B. James, June Penn Brown

OFFICERS, 2010-11:

President:	William C. Long
President Pro-Tem:	James D. Fritz/ Michael Di Giorgio
Secretary/Treasurer:	Beverly B. James
Secretary Pro-Tem:	Julie Borda
Check Signers:	Michael Di Giorgio, William C. Long, James D. Fritz, Beverly B. James, June Penn Brown

OFFICERS, 2009-10:

President:	Michael Di Giorgio
President Pro-Tem:	William C. Long
Secretary/Treasurer:	Beverly B. James
Secretary Pro-Tem:	June Penn Brown
Check Signers:	Michael Di Giorgio, William C. Long, James D. Fritz, Beverly B. James, June Penn Brown

OFFICERS, 2008-09:

President:	Michael Di Giorgio
President Pro-Tem:	William C. Long
Secretary/Treasurer:	Beverly B. James
Secretary Pro-Tem:	June Penn Brown
Check Signers:	Michael Di Giorgio, William C. Long, James D. Fritz, Beverly B. James, June Penn Brown

NOVATO SANITARY DISTRICT
LIST OF BOARD COMMITTEE ASSIGNMENTS
Presidential appointment of Committee members for 2013-14
(Last Assignment: Dec 9, 2013)

A. Standing Committees:

1. Joint City/District Solid Waste Committee:
Michael Di Giorgio
Brant Miller
William C. Long, Alternate
2. Wastewater Operations Committee:
William C. Long
Jerry Peters
Jean Mariani, Alternate
3. Strategic Planning and New Facilities Committee:
Michael Di Giorgio
Jean Mariani
Brant Miller, Alternate
4. Finance Committee:
William C. Long
Jean Mariani
Brant Miller, Alternate

B. Regular Committees:

1. California Association of Sanitation Agencies:
Michael Di Giorgio, Delegate
Jean Mariani, Alternate
2. California Sanitation Risk Management Authority:
Beverly James, Delegate
Michael Di Giorgio, Alternate
3. North Bay Water Reuse Authority:
William C. Long, Delegate
Jerry Peters, Alternate
4. North Bay Watershed Association:
Michael Di Giorgio, Delegate
Beverly James, Alternate

C. Ad Hoc Committee Assignments:

1. Adhoc Labor Negotiations Committee: 2012 Negotiations
Michael Di Giorgio
Jerry Peters
2. Adhoc Labor Negotiations Committee: 2013 Negotiations
Bill Long
Jerry Peters

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Consider procedure for filling the vacancy on the Board of Directors	MEETING DATE: April 14, 2014 AGENDA ITEM NO.: 7.b.
RECOMMENDED ACTION: Consider procedure for filling the vacancy on the Board of Directors, and provide direction as necessary.	
SUMMARY AND DISCUSSION: <p>There is a need for the Board to fill a Board vacancy due to the recent passing away of Board member and President Michael DiGiorgio on April 6, 2014.</p> <p>Filling of vacant Board seats for Special Districts such as the Novato Sanitary District is governed by California Government Code section 1780. Briefly, there are three options available to the Board to do so. These options are presented in greater detail in the attached memo, along with back-up information, a draft procedural filing, and draft noticing and application materials, all for the Board's review/approval.</p>	
ALTERNATIVES: NA.	
BUDGET INFORMATION: NA	
DEPT.MGR.: ssk	MANAGER:

MEMORANDUM

Date: April 9, 2014
To: Board of Directors
From: Sandeep Karkal, Manager-Engineer
Subject: Procedure for Filling Board Vacancy

Background

District Board Member and President Michael DiGiorgio passed away on April 6, 2014. That is 576 days prior to the next general election in the District which is set for November 3, 2015. The process for selection of a replacement board member is set forth in California Government Code Section 1780. A copy of Government Code Section 1780 is attached for reference.

The District actions required by the code are:

1. Notify the Marin County Elections Official of the vacancy by April 21, 2014.
2. Decide whether to fill the vacancy by:
 - a. Appointing a replacement or
 - b. Calling a special election, or
 - c. Allow the Board of Supervisors to take action.

The procedure to be followed for the three options is described below.

Appointing a Replacement

1. The District is required to post a notice of the vacancy in at least three conspicuous places in the District.
2. At least 15 days after posting the notice the Board may make the appointment.
3. The Board must make the appointment within 60 days of the effective date of the vacancy.
4. The District must notify the county elections officer within 15 days after the Board makes its appointment.

Also, since the vacancy occurred in the first half of the term of office, and more than 130 days before the next general election, the vacancy is filled partly by appointment and partly by election. The person that the Board appoints holds office only until after the next general district election and until the person who is elected in that election to fill the vacancy has been qualified. The person elected then holds the office for the remainder of the term of office. Consequently, a potential appointee to the vacant seat will hold office until the next general District election in

2015, at which point the seat will come up for election, and if the appointee wishes to keep the seat, he/she will have to seek election for the remainder of the term (which would run through the next District general election in 2017).

The notices of vacancy are typically posted at the libraries on Novato Blvd., and Hangar Avenue, the Post Office, City Hall, and the District Administration Building.

The Board can decide whether to solicit applications from interested parties or to make the appointment directly. If the Board decides to solicit applications for the post, the notice can include a request for interested applicants to submit a letter of interest and an application. A copy of the proposed notice and the application is attached.

The notice can also be posted online at the District website and on Novato Patch. It can also be printed in the Marin IJ and the Novato Advance. Typically the notice includes a request for interested applicants to submit a letter of interest and an application.

A potential schedule for this option is presented below.

Potential Schedule for Appointing a Replacement

Date	Action
April 14, 2014	Board votes to fill the vacancy by appointment.
April 15, 2014	Post notice of Vacancy and Request for Applications
April 30, 2014	Letters of Interest and Applications due to District
May 5, 2014	Special Board meeting to interview applicants and make appointment
June 5, 2014	Deadline to make appointment

The cost of appointing a replacement is limited to printing and advertising costs and is estimated to be about \$1,000. If this option is utilized, staff recommends holding a special Board meeting to interview candidates and make the appointment because it is likely to take at least two hours to interview candidates.

Calling a Special Election

The Board may call for a special election to fill the vacancy within 60 days of the effective date of the vacancy. A minimum of 130 days must elapse between the

Board's decision to call the election and the date of the special election. A potential schedule for this option is presented below.

Potential Schedule for Calling a Special Election

Date	Action
April 14, 2011	Board votes to call a special election
August 22, 2014	Earliest possible date for a special election
August 26, 2014	Only established date for a special election – mail ballots only

A special mail-only election on August 26th would cost between \$183,000 to \$244,000, or \$6 to \$8 per registered voter for the approximately 30,500 registered voters in Novato Sanitary District.

Referring the Appointment to the Board of Supervisors

If the District Board fails to make an appointment or call a special election within the 60 day period after the effective date of the vacancy, the action on the vacancy will go to the Board of Supervisors. The Board of Supervisors can either make an appointment within 90 days of the vacancy or require that the District call an election.

Recommendation

Staff recommends that the Board proceed with the appointment process in accordance with the schedule shown above for this option, and direct staff to post a notice soliciting applications for the vacancy in at least three conspicuous locations in the District as well as online and in the Novato Advance and the Marin IJ.

This process is similar to the District's past practices as well as the process used in the past by the North Marin Water District and the Novato Fire Protection District.

California Government Code Section 1780

"(a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781 [Section 1781 does not apply to Novato Sanitary District], shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

---The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment.

---The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the

Board of Directors
April 9, 2014
Procedure for Filling Board Vacancy
Page 5 of 6

vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that

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is held 130 or more days after the date the city council or board of supervisors calls the election.



NOVATO SANITARY DISTRICT

500 DAVIDSON STREET * NOVATO * CALIFORNIA 94945 * PHONE (415) 892-1694 * FAX (415) 898-2279
www.novatosan.com

BOARD OF DIRECTORS

MICHAEL DI GIORGIO, President
JEAN MARIANI, President Pro-Tem
WILLIAM C. LONG
BRANT MILLER
JERRY PETERS

SANDEEP KARKAL
Manager-Engineer-Secretary

KENTON L. ALM
Legal Counsel

April 15, 2014

Ms Elaine Ginnold
Marin County Registrar of Voters
P.O. Box E
San Rafael, CA 94913

Re: Novato Sanitary District Board vacancy

Dear Ms Ginnold:

There exists a vacancy on the Board of Directors of the Novato Sanitary District due to the passing away of Board member Michael DiGiorgio on April 6, 2014. California Government Code Section 1780 statutory timeline requirements to fill the vacancy now begin. The Novato Sanitary District Board intends to conduct a public solicitation and appoint a successor to fill the vacant seat. This letter provides notice of the vacancy pursuant to Government Code requirements.

Sincerely,

Sandeep Karkal
Manager-Engineer

cc: Kenton L. Alm, Esq.

NOTICE

Effective April 6, 2014, a vacancy exists on the Board of Directors of Novato Sanitary District. The Board will appoint a new member who will serve until the next general election of the District scheduled for November 2015. Any registered voter residing within the District and interested in the post is invited to contact the District Secretary at (415) 892-1694. The area of the District generally includes the greater Novato area. Applicants are requested to submit an application by April 30, 2014, describing their experience, educational background and previous public service, and a statement of why they are interested in serving on the Board of Directors. Applications are available at the District office or can be downloaded at www.novatosan.com. The Board of Directors will review the applications and interview applicants at an open public meeting scheduled on Monday, May 5, 2014 at 6:00 PM and make an appointment. The meeting will be held at the District offices located at 500 Davidson Street, Novato, California.

Sandeep Karkal
District Secretary, Novato Sanitary District

Dated: April 14, 2014

TO: Board of Directors
Novato Sanitary District

Date: _____

I request that you consider my application for the vacancy on the Board of Directors of the Novato Sanitary District. I am aware that the Board meets regularly on the 2nd and 4th Monday of each month at 6:00 PM and I am confident I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body. If selected, I will be required to report investments, business positions and income from sources that are located in or doing business in the Novato Sanitary District. This application will be held on file for six months only, unless I ask that it be renewed.

Signature

Name (print)

Residence Address

Residence telephone

email address

Years lived in Novato _____

Years lived in Marin County _____

Employer

Address

Telephone

1. Briefly describe your educational background: _____

2. Briefly describe your employment background: _____

3. Describe your recent civic and community activities: _____

4. Briefly list possible areas of conflict of interest: _____

5. Please briefly explain your interest in serving on the Board of Directors: _____

Return completed form to the District Secretary, Novato Sanitary District, 500 Davidson Street, Novato, CA

94945; Fax (415) 898-2279; or email to sandeepk@novatosan.com by **4:30 p.m. on April 30, 2014**

Sdrive:Board Reports:2011:March:Second Half:Board Appt. Application.doc

DRAFT

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Facility Upgrade Project Contract C – Solids handling/Digester No. 2 Upgrades: Failed Concrete Liner Resolution	MEETING DATE: April 14, 2014 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Consider authorizing the Manager-Engineer to execute: (a) A settlement agreement with the design engineer in the amount of \$78,000, and (b) A Contract Change Order for a credit amount of \$222,209 with the Contractor.	
SUMMARY AND DISCUSSION: <p>The Project includes installation of a concrete liner on specific walls and overhead surfaces in the Headworks and Primary Clarifiers (PCs) and coating a significant portion of the PC mechanisms.</p> <p>After installing approximately 75% of the liner in PC No. 2, the liner began to fail. An investigation determined there was insufficient cementitious material available for the liner to adhere to the concrete walls. There were also concerns with the long term performance of the liner due to exposure to the physical flow characteristics of the facilities.</p> <p>It was decided the liner material was not the best product for the District’s application to provide long term corrosion protection at the Headworks and PCs. The Contractor was directed to remove all liner material installed to date.</p> <p>The District paid the Contractor approximately \$82,000 for liner work completed to that point. The District incurred additional costs for legal, engineering, and administrative services of approximately \$30,000, for a total exposure of about \$112,000. Working with staff from District Counsel’s office (Meyers/Nave), staff has negotiated a settlement payment of \$78,000 of this amount from the design engineer RMC Water Environment, (RMC), and their sub-consultant V&A Consulting Engineers, (V&A). The District sought the remaining \$34,000 from the Contractor. Also, the District deleted further liner and coating work on the project, and requested the bid amount of \$199,779 for this work from the Contractor, R.E. Smith Contractor, Inc. (R.E. Smith).</p> <p>The Contractor initially offered a “global” settlement amount of \$200,000 to close out all coating and liner issues. After further negotiations, it was agreed that \$222,209 is appropriate credit for the failed liner and deleted work, which works out with the District getting full credit of \$199,779 for the deleted work, and effectively 2/3rd (or \$22,430) of the disputed \$34,000 from the Contractor. District staff worked with Meyers/Nave and the Covello Group (Covello) staffs to reach this settlement, which has been framed as a “credit” contract change order in the District’s favor.</p> <p>Accordingly, it is recommended that the Board grant authorization to the Manager-Engineer to execute: (a) A settlement agreement in the amount of \$78,000 with RMC/V&A, and (b) The “credit” contract change order in the amount of \$222,209 with R.E. Smith.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: NA	
DEPT.MGR.: SSK	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: Workers' Compensation Insurance Report	MEETING DATE: April 14, 2014 AGENDA ITEM NO. : 9.a.
RECOMMENDED ACTION: None - information only	
SUMMARY AND DISCUSSION: <p>We have been informed by our Workers' Compensation Insurance carrier, CSRMA, that there will be an increase in the District's Experience Modification Factor for policy year 2014-15, from 1.29% to 1.61%.</p> <p>Experience modification is a factor that is applied to the workers' compensation insurance premium and is based on loss experience. Each covered entity starts out with a neutral experience modifier of 1.0 and adjustments are made depending on experience. An experience modification factor lower than 1.0 means losses lower than industry average and a modification factor higher than 1.0 means the opposite. Therefore, the District's loss experience is 61% higher than industry average, an increase from last year's loss experience which was 29% higher than industry average.</p> <p>Experience Rating is based on an "Expected Loss Rate" as a percentage of the prior 3 years payroll. The District's "Expected Loss Rate" based on payroll for fiscal years 2010-11 through 2012-13 was \$57,491.00. The total actual Incurred losses for that time period amounted to \$166,821.00. The increase is primarily due to medical payments on two open claims, one that occurred in 2008 and one in 2013. The District has no other open claims.</p> <p>A copy of CSRMA's Experience Rating Form for the District is attached, together with a history of the District's Workers' Compensation rates.</p> <p>Workers' compensation rates for 2014-15 have not yet been published so actual costs are not available at this time. However, it is projected that there will be an increase of approximately 10% in workers' compensation classification rates. That increase, coupled with the increased modification factor, will increase the District's workers' compensation insurance premium for 2014-15 by approximately \$15,900.00, from \$57,025.00 to \$72,928.00.</p>	
ALTERNATIVES: N/A	
BUDGET INFORMATION: The 2014-15 Preliminary budget will reflect an estimated premium based on projected payroll. Actual premium will be included in the Final budget to be adopted in August 2014.	
DEPT. MGR. :	MANAGER'S APPROVAL:

Experience Rating Form

Novato Sanitary District

Member Agency

	Class Code	2010-11 Payroll	2011-12 Payroll	2012-13 Payroll	Total Payroll (3-years)	Expected Loss Rate	Expected Losses (payroll x rate) (d)	D Ratio	Primary Expected Losses (expected x ratio) (e)	Expected Excess (d) - (e) (f)
	EXPECTED	7580	952,559	788,806	788,806	2,530,171	2.08	52,628	0.17	8,947
8810		499,729	512,070	512,070	1,523,869	0.17	2,591	0.23	596	1,995
6307						4.84		0.16		
8742		388,632	405,285	402,285	1,196,202	0.19	2,273	0.20	455	1,818
0251						2.54		0.19		
7520						1.81		0.22		
9424						3.64		0.21		
8601						0.16		0.20		
Total		1,840,920	1,706,161	1,703,161	5,250,242		57,491		9,997	47,494

	Claim Number	2010-11 Actual Incurred Losses	2010-11 Primary Actual Losses	2010-11 Excess Actual Losses	2011-12 Actual Incurred Losses	2011-12 Primary Actual Losses	2011-12 Excess Actual Losses	2012-13 Actual Incurred Losses	2012-13 Primary Actual Losses	2012-13 Excess Actual Losses
	ACTUAL	1	3,070	3,070	0	63	63	0	1,160	1,160
2		17,170	7,000	10,170				31,727	7,000	24,727
3		19,858	7,000	12,858						
4		93,772	7,000	86,772						
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
Total	133,870	24,070	109,800	63	63	0	32,887	8,160	24,727	

Total Actual Incurred Losses (3-years)	Total Actual MLV Limited Losses (b) + (c)	Total Actual Primary Losses (3-years)	Total Actual Excess Losses (3-years)
166,821	(a)	(b)	(c)
166,821	166,821	32,293	134,528

Rating Procedure

Primary Expected Losses (3-years) (e)	Excess Expected Losses (3-years) (f)	Primary Actual Losses (3-years) (b)	Excess Actual Losses (3-years) (c)	Credibility Primary Value Cp	Credibility Excess Value Ce	Cred Wtd Primary Losses Cp x (b) + (1 - Cp) x (e)	Cred Wtd Excess Losses Ce x (c) + (1 - Ce) x (f)	Cred Wtd Total Actual Losses (g)
9,997	47,494	32,293	134,528	1.00	0.15	32,293	60,549	92,842

Total Expected Losses (3-years) (d)	Experience Modification (g) / (d) (h)
57,491	161%

WORKERS' COMPENSATION INSURANCE COSTS

Policy Year	Rates	Payroll	Annual Premium	Exp Mod	Addl Premium/ Retro Adjust	Modified Premium
FY 2014-15	Est. 10% inc.	Estimated				
Sanitation	4.7225202	854,512	40,355			
O/S Sales	0.5133174	462,170	2,372			
Clerical	0.3886546	596,983	2,320			
Public Officials			250			
		<u>1,913,665</u>	<u>45,297</u>	161%		72,928
FY 2013-14		Estimated				
Sanitation	4.2932002	880,677	37,809			
O/S Sales	0.4666522	450,238	2,101			
Clerical	0.3533224	539,536	1,906			
Public Officials			250			
		<u>1,870,451</u>	<u>42,067</u>	129%	2,641	57,025
FY 2012-13		Actual				
Sanitation	4.3279710	780,784	33,792			
O/S Sales	0.4034549	416,554	1,681			
Clerical	0.3594417	526,020	1,891			
Public Officials			250			
		<u>1,723,358</u>	<u>37,613</u>	195%	(1,179)	72,202
FY 2011-12		Actual				
Sanitation	4.3228430	788,806	34,099			
O/S Sales	0.3682750	405,285	1,493			
Clerical	0.3068950	512,070	1,572			
Public Officials			250			
		<u>1,706,161</u>	<u>37,413</u>	176%		65,877
FY 2010-11		Actual				
Sanitation	3.9883256	952,559	37,991			
O/S Sales	0.4608732	388,632	1,791			
Clerical	0.3899696	499,729	1,949			
Public Officials			250			
		<u>1,840,920</u>	<u>41,981</u>	149%		62,552
FY 2009-10		Actual				
Sanitation	3.5896597	1,288,739	46,261			
O/S Sales	0.4148050	379,822	1,576			
Clerical	0.3509890	518,184	1,819			
Public Officials			250			
		<u>2,186,745</u>	<u>49,906</u>	126%	(7,495)	55,387
FY 2008-09		Actual				
Sanitation	3.760	1,617,240	60,808			
O/S Sales	0.544	378,866	2,061			
Clerical	0.474	493,788	2,341			
Board			250			
		<u>2,489,894</u>	<u>65,461</u>	85%	2,336	57,979
FY 2007-08		Actual				
Sanitation	3.903	1,565,717	61,115			
O/S Sales	0.645	415,878	2,682			
Clerical	0.564	459,469	2,591			
Board			250			
		<u>2,441,064</u>	<u>66,639</u>	77%	(15,841)	35,471
FY 2006-07		Actual				
Sanitation	4.622	1,499,728	69,320			
O/S Sales	0.837	374,714	3,138			
Clerical	0.783	403,711	3,161			
Board			250			
		<u>2,278,153</u>	<u>75,870</u>	71%	(35,719)	18,152
FY 2005-06		Actual				
Sanitation	5.357	1,565,767	83,870			
O/S Sales	1.148	352,999	4,052			
Clerical	1.044	311,200	3,249			
Board			250			
		<u>2,229,966</u>	<u>91,423</u>	77%	(22,620)	47,775
FY 2004-05		Actual				
Sanitation	5.968	1,483,547	88,538			
O/S Sales	1.438	314,272	4,519			
Clerical	1.275	259,524	3,309			
Board			300		4,449	
		<u>2,057,343</u>	<u>96,667</u>	90%	(4,773)	86,677

WORKERS' COMPENSATION INSURANCE COSTS

Policy Year	Rates	Payroll	Annual Premium	Exp Mod	Addl Premium/ Retro Adjust	Modified Premium
FY 2003-04		Actual				
Sanitation	5.15	1,295,700	66,703			
O/S Sales	1.50	227,314	3,414			
Clerical	1.32	317,397	4,183			
Board			300			
		<u>1,840,411</u>	<u>74,600</u>	104%	(472)	77,112
FY 2002-03		Actual				
Sanitation	3.91	1,234,706	48,314			
O/S Sales	1.19	307,911	3,667			
Clerical	0.97	206,772	2,010			
Board			300			
		<u>1,749,389</u>	<u>54,291</u>	98%	13,590	66,795
FY 2001-02		Actual				
Sanitation	2.88	1,190,662	34,291			
O/S Sales	0.85	295,099	2,494			
Clerical	0.70	187,266	1,315			
Board			300			
		<u>1,673,027</u>	<u>38,399</u>	79%	15,475	45,810
FY 2000-01		Actual				
Sanitation	2.92	1,066,578	31,144			
O/S Sales	0.76	278,116	2,114			
Clerical	0.67	118,751	796			
Board			300			
		<u>1,463,445</u>	<u>34,353</u>	84%	(8,354)	20,503
FY 1999-00		Actual				
Sanitation	3.94	1,056,896	41,589			
O/S Sales	1.05	222,523	2,334			
Clerical	0.87	156,955	1,366			
Board			300			
		<u>1,436,374</u>	<u>45,589</u>	90%	(7,729)	33,301
FY 1998-99		Actual				
Sanitation	3.47	975,148	33,828			
O/S Sales	0.90	240,299	2,165			
Clerical	0.78	233,732	1,816			
Board			300			
		<u>1,449,179</u>	<u>38,109</u>	96%	(9,033)	27,552
FY 1997-98		Actual				
Sanitation	3.33	916,055	30,523			
O/S Sales	0.87	235,005	2,049			
Clerical	0.78	206,397	1,600			
Board			300			
		<u>1,357,457</u>	<u>34,472</u>	94%	(5,480)	26,927
FY 1996-97		Actual				
Sanitation	3.17	914,971	29,037			
O/S Sales	0.83	212,986	1,770			
Clerical	0.74	193,847	1,432			
Board			300			
		<u>1,321,804</u>	<u>32,538</u>	92%	(8,022)	21,914
FY 1995-96		Actual				
Sanitation	3.66	882,377	32,332			
O/S Sales	1.05	220,587	2,318			
Clerical	0.73	184,199	1,353			
Board			300			
		<u>1,287,163</u>	<u>36,004</u>	80%		28,803
Comparison with previous year:						
07-01-14 (estimated)		07-01-13	Change			
	4.7225202	4.2932002	9.09%			
	0.5133174	0.4666522	9.09%			
	0.3886546	0.3533224	9.09%			

RESOLUTION OF COMMEMORATION

Resolution No. 3072

***A Resolution of Commemoration for Michael Di Giorgio
President, Board of Directors
Novato Sanitary District***

Whereas, MICHAEL DI GIORGIO served the Novato Sanitary District for over 9 years, and was serving his fourth term as President; and

Whereas, Mike faithfully served the District with integrity, dedication, acute foresight and leadership; was passionate about the direction and success of the District and contributed substantially and energetically to its success and role in the community; and

*Whereas, it is more than appropriate that the Board of Directors of Novato Sanitary District record their appreciation and gratitude and give public recognition to the dedication and service of **Michael Di Giorgio** to this District and to his community;*

*NOW, THEREFORE, BE IT RESOLVED that this Board of Directors on its behalf, and on behalf of the people of this District, observe, with great sorrow, the untimely passing of **Michael Di Giorgio** and that we express our sympathy and condolences to the members of his family;*

*BE IT FURTHER RESOLVED that as a lasting tribute to **Michael Di Giorgio** the Board of Directors hereby orders that a commemorative plaque be placed at the site of the Novato Sanitary District's Recycled Water Facility, one of many District projects that Mike passionately and enthusiastically helped guide to completion.*

UNANIMOUSLY ADOPTED by the Board of Directors of the Novato Sanitary District at a meeting thereof held on April 14, 2014.

Attest: _____

Jean Mariani, President

William Long, Director

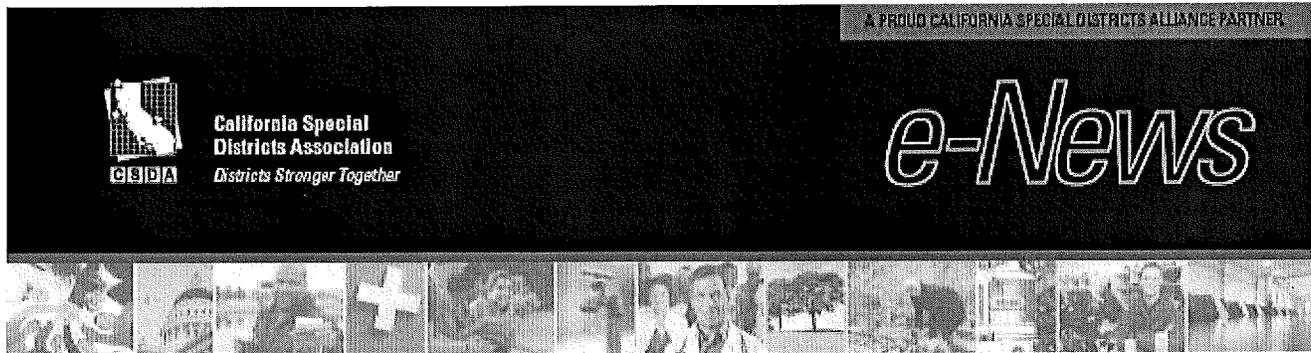
Brant Miller, Director

A. Gerald Peters, Director

Kenton Alm, Legal Counsel

Sandeep S. Karkal, Secretary

Informational items following this page



Assembly Votes Against Local Contracted Services

On April 3, the California State Assembly adopted House Resolution 29 (Gomez), on a 44 to 22 vote, setting a dangerous policy foundation for the Legislature that negatively impacts public agencies that contract for services.

Resolutions do not change any statute or carry the force of law. However, they serve as a pledge of legislators to carry-out a resolution's values. HR 29 states that the Assembly opposes outsourcing of public services and assets, offering that it harms transparency, accountability and shared prosperity. In addition, it states the Legislature supports giving public service workers the opportunity to develop their own plan on how to deliver cost-effective, high-quality services.

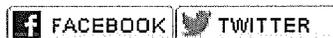
Assembly Members from both the Democratic and Republican parties voted no or abstained on the resolution.

CSDA opposed this measure on the grounds that HR 29 promotes policies that would stifle flexibility, efficiency and cost-effectiveness in favor of a broad agenda promoted by a national organization called "[In the Public Interest](#)." It offers a simplified characterization of critical, complex service issues for public agencies that may rely on contracted service for seasonal or highly-specialized labor needs.

To learn more about legislative proposals impacting human resources and personnel issues, register to attend Special Districts Legislative Days, May 20-21. Find more information [here](#).

Access the latest CSDA [Legislative Hot Sheet](#) to find additional key bills impacting special districts.

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Michael DiGiorgio, former Novato mayor, dies of leukemia

Posted:

marinij.com

Michael DiGiorgio, a Novato Sanitary District director, former mayor of Novato and one of the driving forces behind the early Hamilton Air Force Base projects, died of leukemia Sunday afternoon, his family said. He was 73.

"He was a gem," said Novato City Councilwoman Jeanne Mac-Leamy Sunday evening, her voice trembling with emotion. "(Marin County Supervisor) Judy Arnold and I ran against him for Novato City Council in 2003 and he was never anything but gracious and helpful. We have been friends ever since."

"He was passionate about politics and politics being local," Alexa Vuksich, his sister-in-law, said Sunday.

Mr. DiGiorgio was immediate past president of the Novato Chamber of Commerce, active with Rotary and a real estate agent with Novato's Athas and Associates, in addition to his many other accomplishments with the city.

Mr. DiGiorgio was born in New York and his family moved to California in 1942. He attended Menlo High School and the University of Arizona before a three-year stint in the United States Army. After returning, he got a bachelor's degree in international trade at San Francisco State University and an MBA at Pepperdine University.

Before entering politics, Mr. DiGiorgio held a number of jobs including working as a stockbroker, working for the family business at DiGiorgio Corp. and working for an airline company before moving to Novato in 1989 and purchasing a video store.

"We traveled a lot. He did so many things," said Mr. DiGiorgio's wife of 37 years, Gordonna Vuksich. "We lived in London, Sacramento, El Paso, Palm Springs."

"He loved airplanes. One of the jobs he had was a small commuter airline flying out of Palm Springs. When he joined the company in the 1980s it had two planes. He took that little airline to 14 planes.

"Sun Aire was the company's name. When our son was born — I had designed the company logo, orange and red circles depicting a desert sunset. The employees made a stained glass ornament reading, "Son Aire," with my son's birth date on it," Ms. Vuksich said.

"He gave 120 percent. He worked diligently on Hamilton and Homeward Bound and getting the skateboard park put in. There were so many things he was proud of that got accomplished during his stint," Ms. Vuksich said.

Mr. DiGiorgio was well-known for his humor, and Ms. Vuksich commented tongue in cheek, "I was so angry with him because he went before he finished doing the taxes."

"Mike was a pillar of the community," said Michael Frank, Novato's city manager. "He was very involved in Leadership Novato and acted as a friend and mentor to many. He was always respectful and friendly, even when you disagreed. He was a true public servant."

"He had a dry sense of humor and could occasionally be irreverent. That's one of the things we are going to miss about him. He had that wonderful sense of humor. When things were dark and gloomy he could always crack a joke and make us smile, then get back to the problem at hand in a lighter frame of mind," said Sandeep Karkal, manager-engineer of Novato Sanitary.

"He has left a great foundation and we will continue to build on it. Under his leadership and direction the board set a good forward-looking strategic vision and plan and we are going to put our heads down and implement it," Karkal said.

"It's a huge loss," said Coy Smith, chief executive of the Novato Chamber of Commerce. "He put the community first. He dedicated his life to service to whatever boards he was on and whatever groups he was involved in.

"Whether he had to go clean up a street for Rotary or give a speech to 500 people, he considered the one just as important as the other. Everything mattered. Everything had a meaning and was important to him, Smith said.

"Mike's passing has created a huge void in Novato, but that void is being filled with the amazing legacy he has left," said City Councilwoman Denise Athas.

A real estate agent, Mr. DiGiorgio was an associate at the councilwoman's firm.

"He was all things Novato — from his elected positions on the City Council and sanitary district to his lengthy real estate career," Athas said. "He loved Novato. I will miss him every day, but my life has been enriched by knowing him, working with him and being able to call him my friend."

A memorial service for Mr. DiGiorgio is planned for May 5 at City Hall.

Mr. DiGiorgio is survived by his wife of 37 years, Gordonna Vuksich, an addiction counselor, and his son Anthony, a neurosurgery resident at Louisiana State University Health Sciences Center New Orleans.

Contact Janis Mara via email at jmara@marinij.com. Follow her at [Twitter.com/jmara](https://twitter.com/jmara).

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APRIL 9-15, 2014

Novato remembers Mike DiGiorgio

Former mayor, 73, honored by family and friends on eve of birthday

By JOE WOLFCALTE
Marinscope Newspapers

Last Wednesday, the entire staff of Athas and Associates closed up shop early and headed to Mike DiGiorgio's Novato home, hell-bent on throwing one special birthday party.

DiGiorgio, who had worked as an associate and real estate agent, had a birthday on the horizon and Athas and her staff knew time was of the essence. DiGiorgio had been recently diagnosed with Acute Myeloid Leukemia and

hospice care was being arranged.

"We got a birthday cake and balloons and greeted us at the door with this huge smile," said Denise Athas, who like DiGiorgio, also served the city as mayor.

"It was an absolutely wonderful time," Athas said. "He was thrilled that we closed the office in his honor. It was the best office meeting we've ever had."

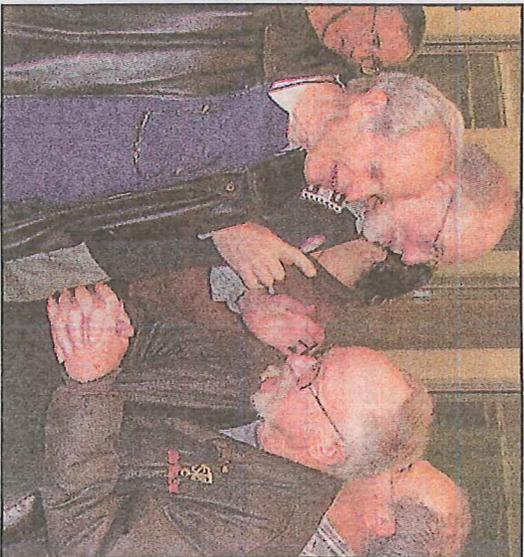
Happiness turned to sadness over the weekend as the former city



Mike DiGiorgio

councilmember and Novato Sanitary District director succumbed to his illness at home Sunday. He was 73. This Friday is his birthday.

"It's an amazing special memory I'll always have of Mike," said Athas, who hired DiGiorgio to work as an agent several years ago. "He was so full of life. He had more passion for this town than anyone I've



Novato's Mike DiGiorgio (pictured left) talks with friends. COURTESY PHOTO

See DIGIORGIO A5

Local News

DiGIORGIO:

From A1

ever met. In a lot of ways, Mike was my mentor."

In an email to the Novato City Council Monday morning, City Manager Michael Frank delivered the news.

"It is with sadness that I let you know that Mike DiGiorgio passed away yesterday at his home," Frank said in his email. A memorial is being planned for May 5 at City Hall.

DiGiorgio served eight years on the city council and was one of the leaders behind the Hamilton Air Force Base Re-use Plan

where a closed military institution was converted to a bustling community with million dollar homes and thriving businesses.

He twice served as mayor and as president of the Novato Chamber of Commerce. DiGiorgio re-entered the world of politics in 2005 when he ran unopposed for a seat on the Novato Sanitary

Board. His opinions were sometimes controversial, but he always stuck to his guns.

"He had this amazing conviction and courage about it," Athas said. "He lived with his decision and I respect him tremendously for that. He didn't always take the easy answer. He showed a lot of courage

in the way he lived."

Athas said DiGiorgio was healthy up until a few weeks ago when he came down with a severe infection. "He knew it was terminal but we had no idea he'd go with the rapid speed he did. We had so many special moments. I'm going to miss."

Novato Councilmember Pat Eklund said she first met DiGiorgio working on the Hamilton Reuse Project.

"I really admired his commitment to Novato," Eklund said. "He also worked hard for the sanitary board and committed a lot of his time to the community and the city."

Born April 12, 1940 in New York, DiGiorgio's family moved to California in 1942. He attended Menlo High School and the University of Arizona before serving a

three-year stint in the U.S. Army.

He earned an undergraduate degree in international trade from San Francisco State University and got an MBA from Pepperdine University.

DiGiorgio had a number of jobs in his early years, working on BART with Kaiser Sand & Gravel, the family business, Sun Aire, a commuter airline, as an aircraft speculator and stockbroker before finally moving to Novato in 1989.

Survivors include his wife, Gordonna Vukstich, an addiction counselor and a son, Anthony, a neurosurgeon at Louisiana State University Health Center in New Orleans.

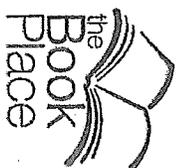
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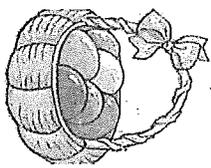


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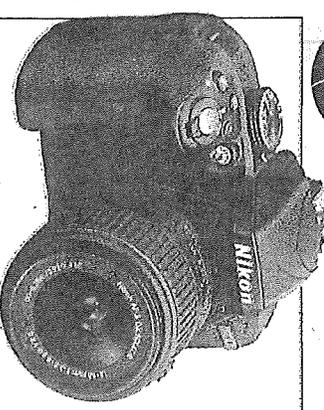


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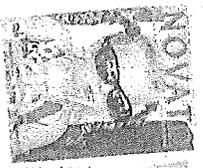
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