

February 23, 2009

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 4:30 p.m., Monday, February 23, 2009, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members James D. Fritz, William C. Long and George C. Quesada. Member Arthur T. Knutson arrived at 4:35 PM.

BOARD MEMBERS ABSENT: None.

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

ALSO PRESENT: Paul Eisenhardt, The Eisenhardt Group

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: *On motion of Member Quesada, seconded by Member Long, and unanimously carried by those Members present, the agenda was approved as mailed.*

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS: President DiGiorgio reported on his attendance at a Governance class offered by the Special District Institute at Dana Point. He noted that the classes were very enlightening and well taught.

REVIEW OF MINUTES:

Consider approval of minutes of the February 9, 2009 meeting: Member Long pointed out a correction to be made to the minutes on page 3, last paragraph: *"She stated that Judy Arnold was quite pleased with the District's participation in the **Novato Creek Watershed Management Program**".*

*On motion of Member Quesada, seconded by Member Long, the minutes of the February 9<sup>th</sup> meeting was approved with noted changes, with the following vote: Ayes: President Di Giorgio, Members Fritz, Long and Quesada. Noes: none. Abstain: Member Knutson.*

CONSENT CALENDAR: *On motion of Member Quesada, seconded by Member Fritz, and carried unanimously, the following consent calendar items were approved:*

- a. Receive quarterly Revenue and Expenditure Report for period ending December 31, 2008.
- b. Approval of regular Board meeting schedule as follows: March 9<sup>th</sup> and 23<sup>rd</sup>, April 13<sup>th</sup> and 27<sup>th</sup>, May 11<sup>th</sup> and 26<sup>th</sup>.

- c. Approval of regular disbursements in the amount of \$215,312.68, upgrade project disbursements in the amount of \$165,714.65 and employee related expenses in the amount of \$277,697.53.

#### PERSONNEL:

- Consider discontinuance of employee computer purchasing program: The Manager discussed the District's current employee computer purchasing program, noting that this program was put in place in April 1995. She stated the purpose of the program was to increase computer literacy of District employees and since the program's beginning, 46 computer systems have been purchased. She stated most employees now own a home computer and are quite computer literate, therefore the program is of less benefit than it used to be. She recommended the program be discontinued.

*On motion of Member Fritz, seconded by Member Long, and carried unanimously, the Novato Sanitary District Employee Computer Purchasing Program was discontinued, effective immediately.*

#### ADMINISTRATION:

- Receive draft audited financial statements for fiscal year 2007-08: The Manager noted that the District's auditor, Vavrinek, Trine, Day and Co., has completed their annual audit. She pointed out that a draft copy of the independent auditor's report was included in each Board Member's packet along with the Financial Statements and the Management's Discussion and Analysis. She stated that the District received a clean report this year with no comments.

President Di Giorgio requested the auditors visit the District to review the report, however after a brief discussion with the Manager, he withdrew the request for a visit. The Board members made a unanimous decision to defer a presentation by the auditors.

Member Long asked for clarification as to the meaning of the term "single audit report". The Deputy Manager-Engineer explained that a single audit report is a requirement of the State Revolving Loan Program and will be required each year the District participates in the SRF program.

President Di Giorgio discussed the implications of GASB 45 and the District's Reserve Funds. He suggested we establish a reserve account to be better prepared for the lateral repair issue which may need to be addressed at a future date.

#### LIABILITY CLAIM REPORTS:

- (a) Update on liability claim – Joseph Speer: The Manager gave a brief update on Mr. Speer's claim noting that the District's insurance carrier, California Sanitation Risk Management Authority (CSRMA) was working with Mr. Speers to resolve the issue.

- (b) Report on liability claim – Mark Lafferty: The Manager gave details on a new claim in which a bicyclist, Mark Lafferty, was struck by a District vehicle on February 16, 2009. She reported that Mr. Lafferty was ambulatory after the collision and refused medical attention. He has since requested a claim form and sought medical treatment. The incident has been reported to our insurance claims adjuster and she is now monitoring the claim.

Member Long asked if there was a street light at the place of the accident and Member Quesada inquired if there were any lights or reflectors on the bicycle. The Manager stated that the police report should show these details.

MANAGER'S ANNOUNCEMENTS:

- The Manager announced that on Monday, March 2<sup>nd</sup>, the Joint City and District Solid Waste Committee will be meeting in the District Board Room at 4:30 PM.

- The Manager noted that the California Association of Sanitation Agencies (CASA) Day in the District will be held on February 26<sup>th</sup>. Assembly Member Jared Huffman will be at the San Rafael Civic Center to meet with President Di Giorgio, Member Long and Manager-Engineer Beverly James. In addition, Chris DeGabriele of the North Marin Water District will attend with one of the Water District's board members.

CLOSED SESSION CONFERENCE WITH LABOR NEGOTIATORS:

At 5:05 p.m. President Di Giorgio announced the Board would meet in Closed Session to discuss the item on the Closed Session Agenda: Confer with District's labor negotiators regarding meet and confer with District's "General" bargaining unit, represented by Teamsters Local 315.

At 5:37 p.m. President Di Giorgio reconvened the board meeting.

There was no reportable action.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 5:38 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Borda, Recording