

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: February 09, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, February 9, 2015, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors Gary Butler, and William Long. Directors Brant Miller and Jerry Peters were absent (excused).

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Steve Krautheim, Field Services Manager, Novato Sanitary District
Laura Creamer, Finance Officer, Novato Sanitary District
Dale Thrasher, Safety Manager, Novato Sanitary District
John Bailey, Project Manager, Veolia Water
John O'Hare, Pretreatment Programs Manager, Veolia Water
Susan Stompe, Co-Chair, Novato Clean and Green Day

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None

REVIEW OF MINUTES:

Consider approval of minutes of the January 26, 2015 meeting. Director Butler requested a modification to page 4, second paragraph: ~~No interest was expressed.~~ *"Existing conflicts prevented any other Directors from attending."*

On motion of Director Long, seconded by Director Butler, and carried unanimously by those Directors present, the January 26, 2015 Board meeting minutes were approved as amended.

CONSENT CALENDAR:

Director Long requested that item (b) *Consider approval of the 2015 Safety and Wellness Incentive Program, (SWIP) and its funding* be removed from the Consent Calendar for further discussion.

Director Long asked if there were conflicts between employees due to some earning larger awards than others. The Manager-Engineer stated that there was not and that the Incentive Program was well received by all employees.

President Mariani called for a motion on the Consent Calendar items as follows:

- a. Approval of regular disbursements in the amount of \$60,674.13, capital project disbursements in the amount of \$359,106.27 and Board member disbursements in the amount of \$1,939.09.
- b. Approval of 2014 Safety and Wellness Incentive Program awards in the amount of \$4,688.85.

On approval of Director Long, seconded by Director Butler and carried unanimously by those members present, all items of the Consent Calendar were approved.

ADMINISTRATION AND FINANCE:

- Receive correspondence from Ms. Susan Stompe, Co-Chair, Novato Clean and Green Day, and provide direction to staff. President Mariani introduced Susan Stompe, Co-chair Novato Clean and Green Day. Ms. Stompe thanked the Board for their consideration and provided an overview of the Novato Clean and Green Day activities. She requested the Board approve an expenditure in a not-to-exceed amount of \$650 to provide yard signs and postcards for the current year's event.

Discussion followed. The Manager-Engineer stated that the District has provided such support in the past as part of its pollution prevention and public outreach efforts; that there are adequate funds in the District's current outreach project budget; and recommended the Board consider approving the requested expenditure for the Novato Clean and Green Day project.

On motion of Director Long, seconded by Director Butler and carried unanimously by those members present, the Board directed staff to approve an expenditure to Novato Clean and Green Day in an amount not to exceed \$650.

- Consider approval of the 2015 Safety and Wellness Incentive Program (SWIP), and its funding. The Manager-Engineer introduced District Safety Manager Dale Thrasher, who provided a PowerPoint presentation which included a brief history of the District's prior programs, and outlined the proposed 2015 Incentive Program.

The Manager-Engineer stated that previous years' incentive programs were funded through the California Sanitation Risk Management Authority (CSRMA) Workers Compensation Program dividend. However, he noted that CSRMA has decided to not declare a Workers Compensation Program Dividend for Program Year (PY) 2013-14, and it would be necessary for funding to come from a different source if the Board were to approve the 2015 SWIP. He stated that staff has looked into funding the program through the District's annual operating budget, and could incorporate the anticipated \$10,000 cost as a line item into the District's FY 2015-16 operating budget.

On motion of Director Long, seconded by Director Butler, and carried unanimously by those members present, the Board approved the 2015 Safety and Wellness Incentive

Program (SWIP), approved funding it through the FY 2015-16 operating budget, and directed Staff to implement the program.

- Receive Accounts Receivable Report as of January 31, 2015. Finance Officer Laura Creamer outlined the Receivable Report.

- Receive 2nd Quarter Investment Report, Fiscal Year (FY) 14-15. Finance Officer Laura Creamer outlined the Investment Report.

- Receive Summary FY 14-15 Second Quarter Financial Report. Finance Officer Laura Creamer provided an overview of the Financial Report. Discussion followed.

Directors Long and Butler commented that the Second Quarter Financial Report was clear and thorough.

WASTEWATER OPERATIONS:

- Receive report on submittal of 2014 Annual Self-Monitoring Report (SMR). The Manager-Engineer stated that the required 2014 Annual SMR was electronically submitted on January 31, 2015 into the California Integrated Water Quality System. He provided the website address where the report is located. The Project Manager stated that all SMR reports are submitted electronically at this time and he provided an overview of the full report.

CAPITAL PROJECTS:

- Annual Collection System Repairs, Account No. 72803: Redwood Blvd. Sewer Repair, Project Work Order No. 72803-14-01: Grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion. The Manager-Engineer gave an overview of the project and stated that work was completed at the end of January, 2015. He requested the Board authorize staff to file the Notice of Completion.

On motion of Director Long, seconded by Director Butler, and carried unanimously by those members present, the Board granted Final Acceptance of the Annual Collection System Repairs Redwood Blvd. Sewer Repair Project, Work Order No. 72803-14-01 and authorized staff to file the Notice of Completion.

BOARD OF DIRECTORS:

- Receive California Special District Association (CSDA) call for nominations – Board of Directors Bay Area Network, Seat A. The Manager-Engineer stated that CSDA is conducting a call for nominations for a Bay Area Network, Seat A Director for the remainder of the 2013-15 term. The Directors received the report.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting. The Manager-Engineer stated that Director Miller is the delegate to the NBWA but was unable to attend the February

6th meeting. The Manager-Engineer noted that he was also unable to attend and no report was given.

- Receive draft meeting minutes from joint meeting of Board Ad-Hoc Recycled Water Committee with North Marin Water District (NMWD) Recycled Water Sub-Committee.
The draft meeting minutes were provided to the Board. There was no discussion.

MANAGER'S ANNOUNCEMENTS:

- The District will hold an informal luncheon on Wednesday, February 11th at noon at the District office to present employee awards for participation in the 2014 Safety Incentive Program. Board members were invited to attend.

- The next Regular Board meeting will be held on Monday, March 9th at 6:00 p.m. at the District office.

- Recruitment was initiated for the Technical Services Manager position.

- Mr. Dave McEwen of Brown and Caldwell is scheduled to make a presentation at the March 9th Regular Board meeting.

- The Manager-Engineer will be at the California Association of Sanitation Agencies (CASA) conference in Washington D.C. from February 23rd through the 25th.

- The North Bay Water Reuse Authority Legislative Day in Sacramento is on March 4th. Director Long and Manager-Engineer Karkal will attend.

- The Manager-Engineer provided a brief update of the wet weather event from the previous weekend. The Field Services Manager gave an overview of the Olive Street Force Main Project which was affected by the wet weather event.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 6:56 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording