

March 11, 2013

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, March 11, 2013, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members William C. Long, Jean Mariani, Jerry Peters, and Dennis Welsh.

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
Brant Miller, Novato resident
Dasse de longh, NSD employee, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the February 25, 2013 meeting.

Member Mariani commented on a typographical error on page 3, paragraph 4: *“and stated they traveled to **Sacramento** to discuss...”*.

On motion of Member Peters, seconded by Member Long, and carried unanimously, the minutes of the February 25, 2013 Board meeting were approved as corrected.

CONSENT CALENDAR:

On motion of Member Long, seconded by Member Peters and carried unanimously, the following Consent Calendar item was approved:

- a. Approval of regular disbursements in the amount of \$240,857.28, project account disbursements in the amount of \$119,400.22, and Board member disbursements in the amount of \$2,814.41.

COMMITTEE REPORTS:

- Strategic Planning and New Facilities Committee: The Manager gave an overview of the Strategic Planning and New Facilities Committee meeting which was held on March 4th at the District Office. She stated that she continues to hold monthly meetings with management personnel to review the Strategic Plan Workplan. The Manager stated that

she plans to schedule a Board Workshop on April 22nd to review and update the Strategic Plan.

- Finance Committee: The Manager gave an overview of the Finance Committee meeting which was held on March 8th at the District Office. She stated that three topics were discussed: update of the District Reserve Policy, review of the existing rate structure, and review of pension liabilities.

The Manager stated that the District's Reserve Policy was last updated in 2001 but that in light of new CSDA guidelines, new accounting guidelines and changes at the District, the policy should be revised. She stated that Tom Gaffney of Bartle Wells has submitted a proposal to review the District's reserve policy for an amount not to exceed \$4,500. The Manager noted that Mr. Gaffney will be at the next committee meeting in mid-April to discuss the policy update.

The Manager stated that the Committee reviewed the existing rate structure and discussed various options for new construction/new connection fees. She stated that staff recommended requesting a proposal from Bartle Wells to assist in preparing the analyses needed for setting each of the fees and charges.

The Manager stated that the Committee is waiting for an updated report on after-retirement pension liabilities. She noted that after receiving the report, the topic will return to the board for discussion and comments.

ADMINISTRATION AND ENGINEERING:

- Consider approving a proposal from DKF Solutions Group to prepare contingency plans for 35 pump stations and authorizing the Manager-Engineer to execute Agreement. The Manager stated that the newly mandated State of California Water Quality Order No. 2006-003 requires sewer service agencies which operate and maintain sewer pump stations to develop emergency response plans in case of pump station failure. She stated that the District requested David Patzer of DKF Solutions Group to assist District staff in completing plans for the 37 pump stations using guidelines set forth by the State Water Resources Control Board and CSRMA (California Sanitation Risk Management Authority).

The Manager stated that the DKF Solutions proposal was received and would provide for the preparation of thirty-seven (37) Emergency Response Plans, in-depth training, and a hardcopy emergency response plan for each pump station. She stated that the estimated cost is \$74,000. The Manager stated that staff recommends entering into an Agreement in the amount of \$80,000 to include the costs of any incidentals that might arise during the development of the documents.

Member Welsh stated he would like to review the proposal prior to Board acceptance and also to know about other Districts Mr. Patzer has prepared Emergency Response Plans for.

The Manager stated that she could provide a copy of DKF Solutions proposal to the board. She requested the Board approve the proposal and authorize her to execute an Agreement.

Member Welsh made a motion to table the item until such time the Board could review the proposal from DKF Solutions. The motion failed for lack of a second.

On motion of Member Long, seconded by Member Peters and carried with the following vote, the Board accepted the proposal from DKF Solutions Group and authorized the District Manager-Engineer to execute an Agreement between the District and DKF Solutions Group to prepare contingency plans for 35 pump stations for an amount not to exceed \$80,000. Ayes: Di Giorgio, Long, Mariani, Peters. Noes: Welsh.

The Manager stated she would provide a copy of the proposal to Member Welsh.

- Consider ranking the Novato Sanitary district's first, second, and third choices for the Marin LAFCO Commission. The Manager reviewed the LAFCO nominations with the Board and the candidates were discussed.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board nominated Jack Baker, North Marin Water District as their first choice.

On motion of Member Mariani, seconded by Member Long and carried unanimously, the Board nominated Craig Murray, Las Gallinas Valley Sanitary District as their second choice.

On motion of Member Welsh, seconded by Member Long and carried unanimously, the Board nominated Lew Kious, Almonte Sanitary District as their third choice.

WASTEWATER FACILITY UPGRADE CONTRACT C, PROJECT 73001:

- Consider approving plans and specifications, and authorizing Manager-Engineer to advertise for bids. The Deputy Manager-Engineer gave an overview of Contract C-Project 73001. He stated that RMC Water and Environment had completed the plans and specifications for this project and that the project was ready to bid. He stated that the Engineer's construction cost estimate was \$2.7 million and that bids would be due April 18, 2013. The Deputy Manager-Engineer noted that the Strategic Planning and New Facilities Committee had reviewed the plans and recommended that the Board give their approval. In addition, he requested the Board authorize the Manager-Engineer to advertise for bids.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved the plans and specifications for the Wastewater Facilities Upgrade, Contract C (Solids Handling), Project No. 73001 and authorized the Manager-Engineer to advertise for bids.

STAFF REPORTS:

- International Water Association Conference on Odor and Air Emissions. The Manager discussed her attendance at the Conference on Odor and Air Emissions on March 5th and 6th in San Francisco. She stated that odor measurement technology is still developing and that currently there is no way to take an odor from a specific area and make a definite match determination with the source of the odor.

The Manager stated that she will contact several individuals from the conference to determine if they might assist the District with our odor detection issues. John Bailey, Veolia Water, gave a short overview of Veolia's odor sampling methods at the District.

BOARD MEMBER REPORTS:

- President Di Giorgio commented on his attendance at the North Bay Watershed Association meeting on March 1st. He stated that Bruce Riordan discussed Bay Area climate adaptation and rising sea levels.

- Member Peters commented on his attendance at a Citizens for Sustainable Pensions forum in San Rafael. He stated that the presenter, John Dickenson, provided insightful statistics.

MANAGER'S ANNOUNCEMENTS:

- The City of Novato will be announcing a Zero Waste Proclamation on March 12th. President Di Giorgio will be accepting the proclamation on behalf of Mayor Pat Eklund.

- A Wastewater Operations Committee meeting will be held at 2:00 p.m. on March 18th.

- The North Bay Water Reuse Authority workshop scheduled for March 25th has been rescheduled for April 15th.

- The North Bay Watershed Association is hosting a forum on April 18th at Novato City Hall to discuss the Cost of Compliance.

- The Margaret Todd Center is hosting a 20th Anniversary Celebration on March 28th from 4:00 to 7:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 7:27 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording