

April 14, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:03 p.m., Monday, April 14, 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.

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, District Counsel Kent Alm and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Gary Butler, Novato resident
Brian Exberger, Asst. Project Manager, Veolia Water
John Bailey, 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 24, 2014 meeting.

On motion of Member Long, seconded by Member Peters, and carried unanimously the March 24th meeting minutes were approved.

CONSENT CALENDAR:

Member Miller requested clarification on District policy of delinquent accounts. The Manager stated that he would confirm District policy on this matter.

President Pro-tem Mariani requested that item c: *Adopt Resolution No. 3071* be removed from the consent calendar for further discussion.

On motion of Member Miller, seconded by Member Peters and carried unanimously, the remaining Consent Calendar items were approved:

- a. Approval of regular disbursements in the amount of \$344,314.96, project account disbursements in the amount of \$594,569.82, and Board member related disbursements in the amount of \$3,199.53.
- b. Review of Accounts Receivable Report.

President Pro-tem Mariani opened discussion of item c: Adopt Resolution No. 3071 in support of the Downtown Novato Theater Project. She requested a revision to the Resolution: sixth paragraph: “NOW, THEREFORE, ~~IT IS HEREBY DETERMINED~~ IT IS HEREBY RESOLVED...”

On motion of Member Long, seconded by Member Peters and carried unanimously, Resolution No. 3071, A Resolution of Support for the Downtown Novato Theater Project was passed as amended.

ADMINISTRATION:

- Consider approval of the schedule for the 2014-16 budget: The Manager provided an overview of the 2014-16 budget schedule.

On motion of Member Peters, seconded by Member Miller and carried unanimously, the Board approved the 2014-16 Budget Schedule.

BOARD OF DIRECTORS:

- Election of officers, designate and authorize check signers, and appoint committee members: The Manager noted that given the recent Board vacancy, it was necessary to nominate a new President and new officers. He also stated that the District Manager-Engineer serves as the Secretary-Treasurer and the Administrative Secretary that normally attends Board meetings serves as the Secretary Pro-tem. There was no comment from the Board.

President Pro-tem Mariani requested nominations from the Board to fill the vacancy. Member Long recommended Member Mariani for President and Member Peters for President Pro-tem. Member Mariani and Member Peters accepted the nominations.

Member Long moved, Member Miller seconded, and the Board approved by acclamation to appoint Member Mariani as President and Member Peters as President Pro-tem.

Regarding the authorization of check signers:

On motion of Member Long, seconded by Member Peters and carried unanimously, the following individuals were designated as District check signers: President Jean Mariani, President Pro-tem Jerry Peters, Member Brant Miller and Manager-Engineer Sandeep Karkal.

Regarding the appointment of committee members, President Mariani filled the current committee vacancies which were previously held by retired Manager-Engineer Beverly James and Board President DiGiorgio.

On motion of Member Miller, seconded by Member Peters and carried unanimously, the Board approved the following appointments for the Novato Sanitary District's Standing and Regular Committees.

A. Standing Committees:

1. Joint City/District Solid Waste Committee:
Jean Mariani
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:
Brant Miller
Jerry Peters, Alternate
4. Finance Committee:
William C. Long
Jean Mariani
Brant Miller, Alternate

B. Regular Committees:

1. California Association of Sanitation Agencies:
Jean Mariani, Delegate
Jerry Peters, Alternate
2. California Sanitation Risk Management Authority:
Sandeep Karkal, Delegate
Jean Mariani, Alternate
3. North Bay Water Reuse Authority:
William C. Long, Delegate
Jerry Peters, Alternate
4. North Bay Watershed Association:
Brant Miller, Delegate
Sandeep Karkal, Alternate

- Consider procedure for filing the vacancy on the Board of Directors: President Mariani noted the three possibilities for filling the vacancy and discussion followed.

Member Peters moved, Member Miller seconded and the Board approved by acclamation to fill the vacancy on the Board of Directors by appointment.

Manager Karkal requested the Board review the draft notice, application materials and vacancy letter to the Registrar of Voters. A grammatical error was noted in the letter to the Marin County Registrar of Voters: *"to fill the vacancy ~~now begin~~ take effect.* The Manager stated that the letter would be modified as directed.

WASTEWATER FACILITIES UPGRADE PROJECT, ACCOUNT NO. 73001:

- Consider authorizing the Manager-Engineer to execute a Contract Change Order for a credit amount of \$222,209. The Manager provided an overview of the failed concrete liner issue in primary clarifier no. 2 and discussed the proposed settlement agreement and credit contract change order. He stated that staff had worked with District Counsel and the Covello Group staff to reach this settlement.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board authorized the Manager-Engineer to execute: (a) a settlement agreement with the design engineer in the amount of \$78,000 with RMC/V&A, and (b) a Contract Change Order for a credit amount of \$222,209 with the contractor R.E. Smith.

STAFF REPORTS:

- Workers' Compensation Insurance Report. The Manager stated that the District's workers compensation insurance carrier, CSRMA, will be increasing the District's experience modification factor for policy year 2014-15 from 1.29% to 1.61%. He discussed the two claims which have primarily caused the increase.

BOARD MEMBER REPORTS:

Member Miller reported on the North Bay Watershed Association conference which he attended and was held on April 11th at the Stonetree Golf Course. He commented on the depth of information that was presented.

Member Long reported on his attendance at the North Bay Watershed Association conference, stating it was most informative.

Member Peters reported on his attendance at the North Bay Watershed Association conference and stated the conference was very informative and agreed with Member Miller's comments.

President Mariani stated that she participated in the North Bay Watershed Association conference briefly due to work constraints.

MANAGER'S ANNOUNCEMENTS:

- CSRMA (CA Sanitation Risk Management Authority) has contacted Manager Karkal and invited him to participate on their Workers Compensation Committee. He accepted.
- The next regular board meeting will be held on May 12th. The regular April 28th Board meeting is cancelled due to a conference several Board members will be attending on that day.
- There will be a Special Board meeting on Monday, May 5th at 6:00 p.m. to address the Board vacancy.
- The California Association of Sanitation Agencies (CASA) is holding a Public Policy Forum in Sacramento on April 28th and 29th.
- The North Bay Watershed Association (NBWA) will hold a meeting on May 2nd at the Marin Community Foundation.
- Former President Michael Di Giorgio's memorial service will be held on May 5th at 11 a.m. at the Novato City Hall.

ADJOURNMENT:

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board adopted Resolution No. 3072: A Resolution of Commemoration for Michael De Giorgio, President, Board of Directors, Novato Sanitary District.

Warm thoughts and fond memories of President Di Giorgio were shared by the Board, District Counsel, the Manager and members of the audience.

There being no further business to come before the Board, President Mariani adjourned the meeting at 7:12 p.m. in memory of President Di Giorgio.

Respectfully submitted,

Sandeep S. Karkal
Secretary

Julie Swoboda, Recording