

June 13, 2011

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, June 13, 2011, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members Michael Di Giorgio, Jean Mariani and Dennis Welsh. Member George C. Quesada arrived at 6:36 p.m.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal, Finance Officer Laura Creamer and Assistant District Counsel Jennifer Faught.

ALSO PRESENT: Suzanne Brown Crow, Novato resident  
John Bailey, Veolia Water  
John O'Hare, Veolia Water  
Jo Heffelfinger, Novato resident  
Dee Johnson, Household Hazardous Waste Manager  
Brant Miller, Novato resident  
Delyn Kies, Novato resident

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the May 23<sup>rd</sup> and May 26<sup>th</sup>, 2011 meetings.

*On motion of Member Di Giorgio, seconded by Member Welsh and carried with the following vote, the minutes of the May 23<sup>rd</sup> and May 26<sup>th</sup>, 2011 meetings were approved as written. Ayes: Di Giorgio, Long, Mariani, Welsh. Absent: Quesada*

CONSENT CALENDAR:

Member Di Giorgio requested item b: *Approve temporary Non-Domestic Discharge Permit for North Marin Water District* be removed from the Consent Calendar for further discussion.

The Manager noted that North Marin Water District requested a temporary, non-domestic discharge permit, and per District requirements, must receive Board approval prior to issuance of the permit. She outlined the details of the discharge and recommended approval.

Member Welsh questioned the \$60,000 payment to the California Regional Water Quality Control Board. The Manager explained that the payment was a Mandatory Minimum Penalty for 24 violations which primarily took place during the construction phase of the treatment facility upgrade.

*On motion of Member Di Giorgio, seconded by Member Mariani, and carried with the following vote, the following three Consent Calendar items were approved. Ayes: Di Giorgio, Long, Mariani, Welsh. Absent: Quesada*

- a. Approval of regular disbursements in the amount of \$334,974.75, project account disbursements in the amount of \$33,642.90 and Board Member disbursements in the amount of \$2,398.86.*
- b. Approval of temporary Non-Domestic Discharge Permit for North Marin Water District.*
- c. Approval of meeting dates of June 27<sup>th</sup>, July 11<sup>th</sup>, and July 25<sup>th</sup>, 2011 at 6:30 p.m.*

#### SOLID WASTE:

Solid Waste Committee Report. The Manager introduced Dee Johnson, Household Hazardous Waste Coordinator. Ms. Johnson presented the Solid and Hazardous Waste Program Update and discussed the program's activities for the 2010/2011 fiscal year. She detailed the accomplishments of the Household Hazardous Waste and E-Waste programs, and the AB939 Solid Waste Diversion and Zero Waste programs. She discussed the community events in which she participated. Ms. Johnson summarized the educational materials and resources she provided to the Novato community as a means of out-reach.

Ms. Johnson discussed the proposed AB939 Solid & Hazardous Waste Program Budget and the emerging issues for the upcoming 2011/2012 fiscal year. She reviewed the Zero Waste Program's development and the calendar/timetable for these programs in the Franchise Agreement.

President Long thanked Ms. Johnson and noted that her title should be changed from "Consultant" to "Manager". The Manager stated that this change would be made.

Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA) Executive Committee Report. The Manager discussed the Solid Waste Management JPA. She discussed why the District is not allowed to become a member of the JPA but noted that the JPA is proposing to adopt bylaws so that the City of Novato could designate the District as a representative. She noted she will be meeting with David Frost of the JPA, and will bring further information to the Board after this meeting. The Board discussed the City of Novato's responsibilities for the AB939 program and the effects of this agreement on the District.

Approval of proposal from DLJ Associates to provide consulting services for the 2011-12 fiscal year. The Manager outlined the services DLJ Associates will perform for the District for the 2011/2012 fiscal year and noted the proposed contract amount will be on a time and materials basis with a not-to-exceed limit of \$105,064.

*On motion of Member Di Giorgio, seconded by Member Mariani and carried unanimously, the Board approved the proposal from Dee Johnson, Manager of the Household Hazardous Waste and AB 939 Programs, in an amount not-to-exceed \$105,064.*

BUDGET:

Presentation of Preliminary Budget for fiscal year 2011-12. The Manager noted that this Preliminary Budget will be reviewed and subsequently adopted at the Board meeting on June 27<sup>th</sup>. She noted that there will be no increase in rates this year but that the District must hold a hearing on the Sewer Service Charge Report to announce and receive authorization to collect the sewer service charges on the 2011/2012 tax rolls. She stated the Public Hearing will be on July 11<sup>th</sup>.

The Manager gave an overview of the preliminary budget and noted that expected revenues are lower than the previous year. The Board discussed employee retirement benefits and District paid CALPER's contributions made on behalf of the employees. The Manager discussed the capital projects/improvements which are scheduled for the upcoming fiscal year.

Schedule adoption of Preliminary Budget for June 27, 2011.

*On motion of Member Di Giorgio, seconded by Member Quesada and carried unanimously, the Board scheduled adoption of the Preliminary Budget for the June 27, 2011 Board meeting.*

COLLECTION SYSTEM CAPITAL PROJECTS:

Consider accepting project and authorize filing of Notice of Completion for Collection System Improvements: Olive/Chase/Orange, Project No. 72706-Phase C. The Deputy Manager-Engineer noted that J&M, Inc. reached substantial completion on the project on March 4, 2011 and that the District has had beneficial occupancy since that time. He discussed the change orders, noting that the estimated aggregate costs will be \$27,581 or less. He requested the Board grant final acceptance and authorize staff to file the Notice of Completion for the project.

*On motion of Member Di Giorgio, seconded by Member Quesada and carried unanimously, the Board accepted the Collection System Improvements, Olive/Chase/Orange; Project No. 72706 – Phase C project and authorized staff to file the Notice of Completion.*

Consider approval of a contract to replace sewer main in Bolero Court. The Deputy Manager-Engineer outlined the Bolero Court Sewer Repair project noting that the District is seeking to replace approximately 153 feet of 8 inch sewer main at the north end of Bolero Court in the Bahia Area of Novato. The Deputy Manager-Engineer stated that using the informal bid process under the Uniform Public Construction Cost Accounting Act, one bid in the amount of \$33,480.00 was received from Linscott Engineering of San Rafael. He noted that the bid had been reviewed and had been deemed reasonable and accurate. He requested the Board authorize the Manager to award the contract to Linscott Engineering.

*On motion of Member Di Giorgio, seconded by Member Mariani and approved unanimously, the Board authorized the Manager to award the Collection System Repairs – Bolero Court Sewer Repair Project, No. 73803-10-05 contract to Linscott Engineering in the amount of \$33,480.00.*

#### ANNUAL TREATMENT PLANT & PUMP STATIONS IMPROVEMENTS:

Approve the final amount of \$32,844.04, and authorize the Manager-Engineer to execute the final Work Report for the Ignacio Wash Down Water Project, Account No. 72805, Work Order No. 72805-10-06. The Manager gave an overview of the project and noted that the work is complete but several adjustments had to be made during construction. The total amount of changes was \$8,384.04 which increased the cost of the work to \$32,844.04. She requested that the Board approve the final amount and authorize the Manager-Engineer to execute the Work Report to Ghilotti Brothers.

*On motion of Member Di Giorgio, seconded by Member Welsh and carried unanimously, the Board authorized the Manager-Engineer to execute the Work Report to Ghilotti Brothers in the amount of \$32,844.04 for Work Order No. 72805-10-06.*

#### WASTEWATER TREATMENT PLANT UPGRADE PROJECT PHASE D:

Approve a contract amendment with RMC Water for design services. The Deputy Manager-Engineer noted that the Board of Directors had previously approved a proposal from RMC Water and Environment (RMC) to provide design services for the Recycled Water Facility. He stated that RMC had requested the Board consider a contract amendment in a not-to-exceed amount of \$41,597 for several additional items not included in their original scope of work. The Deputy Manager-Engineer noted that there is also an offsetting credit/deduction of \$7,213 for an under-run on in-scope work items. He recommended the Board approve a contract amendment with RMC to increase the contract amount to \$844,987 and authorize the Manager-Engineer to execute said amendment.

*On motion of Member Di Giorgio, seconded by Member Welsh and carried unanimously, the Board approved a contract amendment with RMC Water and Environment to increase the contract amount to \$844,987.00 and authorized the Manager-Engineer to execute said amendment.*

Approve a proposal from RMC Water to provide design services during construction. At the request of Member Quesada, the Deputy Manager-Engineer outlined the scope of services (tasks) to be provided under the contract proposal with RMC Water and Environment (RMC). The Deputy Manager-Engineer noted that RMC had submitted a proposal to perform the necessary tasks on a time and materials basis for an amount not to exceed \$611,000. He recommended the Board approve the contract with RMC and authorize the Manager-Engineer to execute an agreement with RMC in an amount not-to-exceed \$611,000.

*On motion of Member Quesada, seconded by Member Di Giorgio and carried unanimously, the Board approved a proposal from RMC Water and Environment to provide design services during construction of the WWTP Upgrade Project – Contract C, Recycled Water Facility and authorized the Manager-Engineer to execute an agreement with RMC Water on a time and materials basis for an amount not to exceed \$611,000.*

#### STAFF REPORTS:

North Bay Leadership Council 2011 Economic Insight Conference. The Manager-Engineer stated that she attended the Economic Insight Conference on June 2<sup>nd</sup>. She discussed the speakers at the conference and noted that she included in the Board packets an executive summary by Dr. Robert Eyster titled, “Changing Government to Fit New Realities”. She noted that Deputy Manager-Engineer Sandeep Karkal and Member Di Giorgio also attended the conference.

She encouraged anyone interested in this topic to visit the North Bay Leadership website at [www.northbaycouncil.org](http://www.northbaycouncil.org).

#### BOARD MEMBER REPORTS:

North Bay Watershed Association (NBWA) Meeting. Member Di Giorgio, the Novato Sanitary District representative, gave an overview of the topics discussed: sediment management and San Francisco Bay habitat goals. He encouraged those interested in Bay water management to attend the next NBWA meeting on July 8<sup>th</sup> at the Marin Community Foundation, 5 Hamilton Landing, Suite 200, Novato.

Special District Institute Seminar. Member Mariani discussed her attendance at the Special District Institute (SDI) Seminar in San Diego on June 9<sup>th</sup> and 10<sup>th</sup> and stated she received an abundance of useful information. Deputy Manager-Engineer Sandeep Karkal discussed his attendance at the SDI Seminar and noted that the presentations were very comprehensive.

Marin County Council of Mayors & Councilmembers Adhoc Committee on Pension and Other Post Employment Benefits Reform. President Long noted that he and Member Di Giorgio have been attending the Pension Reform committee meetings. He stated that

the Committee is very close to issuing a focused report. He discussed in detail the Committee's progress and noted that there will be a presentation from the Mayors & Councilmembers Adhoc Committee which he will bring before the Board when available. He stated that the overall theme of the Adhoc Committee is to make retirement benefits sustainable.

Member Di Giorgio discussed the importance of a pension system that is sustainable.

President Long discussed a Chamber of Commerce event he attended and noted he spoke with Ralph O'Rears, The Buck Center, who is concerned about Novato Disposal's construction and debris collection service. The Manager stated that she will follow-up with Mr. O'Rears to address his concerns.

Member Quesada noted that the University of California, Berkeley, was awarded the National Rugby Championships. He led the meeting in a Berkeley sports cheer. Member Quesada questioned the roof structures of the wastewater treatment facility clarifiers and questioned if they would be able to withstand severe wind conditions. The Manager noted that the roof covers of the clarifier basins are built in a truss manner which would not be adversely affected by strong winds.

Member Welsh asked for an update on odor complaints. The Manager noted that an "Odor Complaint Log" will be presented at the next Wastewater Operations Committee meeting and will subsequently be shared with the full Board at their June 27<sup>th</sup> meeting.

MANAGER'S ANNOUNCEMENTS:

Wastewater Operations Committee meeting will be held on June 20<sup>th</sup> at 2:00 p.m. at the District office.

ADJOURNMENT:

There being no further business to come before the Board, President Long declared the meeting adjourned at 9:18 p.m.

Respectfully submitted,

Beverly B. James, Secretary

Minutes prepared by:  
Julie Borda, Admin. Secretary