

July 8, 2013

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, July 8, 2013, at the District offices, 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 James, Deputy Manager-Engineer Sandeep Karkal, Information System Specialist Robin Merrill, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Dasse de longh, Novato resident, NSD employee

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the June 24, 2013 Board meeting.

Member Peters pointed out a typographical error on page two. Julie Swoboda, Board Recorder, stated she would make the spelling correction.

On motion of Member Mariani, seconded by Member Long and carried unanimously, the June 24th Board meeting minutes were approved as corrected.

CONSENT CALENDAR:

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

- a. Review accounts receivable report.
- b. Approved regular disbursements in the amount of \$210,200.95, capital project disbursements in the amount of \$222,639.17, and Board member disbursements in the amount of \$2,813.38.

PUBLIC HEARING – 2013/14 SEWER SERVICE CHARGE REPORT:

- Sewer Service Charge Report. The Manager stated that Robin Merrill, Novato Sanitary District Information System Specialist, was available with a computerized database to verify individual sewer service charges. No requests for information were brought forth.

- Open Public Hearing. President Di Giorgio opened the Public Hearing at 6:04 p.m.

- Consider protests regarding sewer service charge report. No protests were brought forth.

- Close hearing. President Di Giorgio closed the Public Hearing at 6:05 p.m.

RESOLUTION CONFIRMING REPORT ON SEWER SERVICE CHARGES:

- Consider adoption of Resolution No. 3059, confirming sewer service charge report and electing to collect on tax rolls. The Manager stated that the original Resolution which was included with the Board packet was incorrect. She noted that a strike-out corrected version was provided to all members for their review.

On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board approved Resolution No. 3059: A Resolution Prescribing and Providing for the Collection of Sewer Service Charges for Novato Sanitary District on the Tax Rolls of the County of Marin for the Fiscal Year 2013-14.

ADMINISTRATION:

- Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for FY 2012/13. The Manager stated that the District utilizes the Uniform Public Construction Cost Accounting Act (UPCCAA or the "Act") to perform certain projects each year. She noted that for FY 2012/13, the District utilized the Act provisions to complete projects totaling \$530,933. She gave an overview of the projects/accounts for which work was completed utilizing the Act's provisions.

- Consider setting date of August 12, 2013 for Public Hearing on updating Ordinance No. 109, Relating to Bid Cost Thresholds and Bidding Procedures for Construction Services. The Manager stated that the Uniform Public Construction Cost Accounting Act (the Act) had been updated to account for inflation and she outlined the details of the new provisions. She recommended the Board update District Ordinance No. 109 to be consistent with the Act and provided a copy of the new proposed Ord. No. 118 which would supersede Ord. No. 109. She requested that any Board comments be provided as soon as possible.

The Manager stated that the new ordinance requires a Public Hearing and requested the Board set the date for the Public Hearing for the regularly scheduled meeting on August 12, 2013.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board set the date of August 12, 2013 for a Public Hearing on updating Ordinance No. 109 with Ordinance No. 118, An Ordinance Relating to Bid Cost Thresholds and Bidding Procedures for Construction Services.

BOARD OF DIRECTORS:

- Presidential appointment of Committee members for 2013-14: President Di Giorgio asked for input from Board members who would like to change their committee assignments. Hearing no objections or input, President Di Giorgio stated that the committee assignments would remain the same. The assignments will be as follows:

Standing Committees:

Joint City/District Solid Waste Committee:

Michael Di Giorgio
Dennis Welsh
William C. Long, Alternate

Wastewater Operations Committee:

William C. Long
Jerry Peters
Jean Mariani, Alternate

New Facilities Committee:

Michael Di Giorgio
Jean Mariani
Dennis Welsh, Alternate

Finance Committee

William C. Long
Jean Mariani
Dennis Welsh, Alternate

Regular Committees:

California Association of Sanitation Agencies:

Michael Di Giorgio, Delegate
Jean Mariani, Alternate

California Sanitation Risk Management Authority:

Beverly B. James, Delegate
Michael Di Giorgio, Alternate

North Bay Water Reuse Authority:

William C. Long, Delegate
Jerry Peters, Alternate

North Bay Watershed Association:
Michael Di Giorgio, Delegate
Beverly B. James, Alternate

Ad Hoc Committee Assignments:

Adhoc Labor Negotiations Committee:
William Long
Jerry Peters

Adhoc Wastewater Service Agreement Update Committee:
Jean Mariani
Jerry Peters

OPERATIONS:

- Consider approval of a proposal from Shape, Inc. to replace the rotating assemblies on two conveyance pumps at the Ignacio Transfer Pump Station (ITPS), and authorize the Manager-Engineer to issue a purchase order for an amount not-to-exceed \$70,800. The Deputy Manager-Engineer gave an overview of the problems associated with the C-style conveyance pumps located at the Ignacio Transfer Pump Station. He outlined the benefits of replacing the pumps with a more efficient N-style assembly and discussed a proposal from Shape Inc. to complete the work.

The Deputy Manager-Engineer requested that the purchase order amount be revised to \$77,800 to take into account the sales tax associated with the materials. He stated that the original purchase order request of \$70,800 had omitted this detail. The Deputy Manager-Engineer requested the Board approve the proposal from Shape Inc. and authorize the Manager-Engineer to issue a purchase order in an amount not-to-exceed \$77,800 for the work.

On motion of Member Long, seconded by Member Peters and carried unanimously the Board approved a proposal from Shape Inc. to replace the rotating assemblies on two conveyance pumps at the Ignacio Transfer Pump Station and authorized the Manager-Engineer to issue a purchase order for an amount not-to-exceed \$77,800.

STAFF REPORTS:

- July 4th parade participation: The Manager reported that the District included the Vector truck as a participant in the Novato July Fourth parade. She stated that along with herself, the following District personnel participated in the parade: Dasse de Longh, Collection Systems Leadworker, Steve Krautheim, Field Services Superintendent, and Sandeep Karkal, Deputy Manager-Engineer.

BOARD MEMBER REPORTS:

Member Welsh reported that he was in the Lea Drive neighborhood on July 7th at approximately 1:00 p.m. and experienced aeration basin odors. A discussion followed regarding electrical peak shaving scenarios as requested by PG&E and the impact these activities may have on odor issues.

MANAGER'S ANNOUNCEMENTS:

- The North Bay Watershed Association will hold a meeting on Friday, July 12th at the Marin Community Foundation at 9:30 a.m.

- The next regular Board meeting will be held on Monday, August 12th at 6:00 p.m.

- The next Wastewater Operations Committee meeting will be held on Monday, July 15th at 2:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 6:46 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording