

August 11, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 4:30 p.m., Monday, August 11, 2008, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members James D. Fritz, William C. Long, George C. Quesada and Arthur T. Knutson.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal, and Administrative Services Manager June Brown.

ALSO PRESENT: Dee Johnson, Household Hazardous Waste consultant.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: *On motion of Member Fritz, seconded by Member Quesada, and carried unanimously, the agenda was approved as mailed.*

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS: Member Fritz reported on a Joint Recycled Water Committee meeting he attended on August 8th. Representatives of Novato Sanitary District, North Marin Water District, and Las Gallinas Valley Sanitary District were in attendance. The EIR is scheduled for completion by the end of December or early January.

President Di Giorgio reported that he had met with the Marin Association of Realtors and the Chairman of the Sausalito Sustainability Committee. Concern was expressed about River Watch suits. Another topic of conversation was the lateral inspection program and eventually all properties in Sausalito may be required to have lateral inspections.

Member Quesada stated that at the July 11th Board meeting he had commented on the fact that a number of employees had made complaints about equipment safety. He suggested that an outside consultant be hired to investigate the complaints except where equipment will be replaced as part of the upgrade project. The Manager reported that, in cooperation with other agencies, a Request for Proposals (RFP) has been issued for a safety evaluation of facilities. The RFP has been sent to 7 companies and proposals are due back on August 22nd. The scope of the proposal will address items referred to by Member Quesada. Member Long also requested that overtime be looked at to determine if excessive overtime presents a safety hazard.

REVIEW OF MINUTES:

Consider approval of minutes of July 11, 14, and 28, 2008 meetings: The Manager noted that the July 11th and July 14th minutes listed Board Member Fritz as President instead of Board Member Di Giorgio.

On motion of Member Long, seconded by Member Fritz, and carried unanimously, minutes of the July 11th meeting were approved, with the correction as noted.

On motion of Member Long, seconded by Member Quesada, and carried, minutes of the July 14th meeting were approved, with the correction as noted. Members Di Giorgio and Fritz abstained from voting because they were absent from the meeting.

On motion of Member Quesada, seconded by Member Long, and carried unanimously, minutes of the July 28th meeting were approved as written.

CONSENT CALENDAR: *It was moved by Member Long and seconded by Member Quesada to approve the consent calendar items:*

- a. Approve fund transfer of \$165,100.48 to operating fund for staff time on capital projects.
- b. Receive quarterly investment report for period ending June 30, 2008.
- c. Approve waiver of conducting authority and consent for boundary change – annexation of the Lands of Diaz to the Novato Sanitary District.
- d. Approve plans for Whole Foods project offsite sewer/Reichert Avenue – Railroad Avenue.
- e. Approve plans for McClay Road (Benesi) sewer main extension.
- f. Approve execution of a maintenance contract for root abatement.
- g. Approve adoption of resolution of appreciation (resolution no. 2986) for City Manager Dan Keen.
- h. Approve regular disbursements in the amount of \$343,186.48, and project upgrade disbursements in the amount of \$2,444,218.88.

President Di Giorgio enquired about the offsite sewer improvements for Whole Foods. The Manager explained that the Board had approved in concept that the District would share the cost of offsite sewer improvements 50/50 with the developer. When the cost is known, staff will return the item to the Board for approval.

The motion to approve consent calendar items carried unanimously

HOUSEHOLD HAZARDOUS WASTE AND AB 939 PROGRAM SERVICES:

- Receive status report on Household Hazardous Waste and AB 939 Programs: Dee Johnson gave an update on solid and hazardous waste programs. The most significant development over the last year has been the elimination of the appointment system at the Household Hazardous Waste Facility which has increased participation by over 45%. Dee also reported on the fiscal year 2007-08 program accomplishments, the education and public information program, as well as the maintenance and expansion of current programs and projections for 2008-09. She reported that the household hazardous waste and recycling facility located on Redwood Blvd. is situated in a redevelopment area and will be relocated within the next several years.

Member Long asked about the cost of contract services for disposal of household hazardous waste. Dee explained that the overall cost is approximately \$150,000/year, 65% of which is for waste disposal and the remainder is for labor and supplies.

- Consider approval of a contract for consulting services for the Household Hazardous Waste and AB 939 programs: *On motion of Member Quesada, seconded by Member Long, and carried unanimously, the Board approved a contract in the amount of \$81,184 between the District and DLJ Associates for consulting services for household and hazardous waste and AB 939 programs for 2008-09.*

PERSONNEL:

- Report from Ad Hoc Personnel Committee and Consider Approval of a 401(a) Plan for Management and Confidential Employees: The Board received the report and organizational chart from the Ad Hoc Personnel Committee recommending contribution of 2.5% of base salary to a 401(a) retirement enhancement plan for management and confidential employees, restricted to existing employees only. Member Long suggested that the plan should allow matching contributions by employees and that new employees be allowed to participate in the program. The Manager suggested that the Board approve the plan in concept and staff will present it to the Board in detail when it is finalized.

On motion of Member Long, seconded by Member Fritz and carried unanimously, the Board approved establishment of a 401(a) plan for management and confidential employees, amended to include future new hires.

Member Quesada suggested that the word "Public" be added to the organizational chart above "Board of Directors".

Consider adoption of CalPERS resolution fixing the employer's contribution under the Public Employees' medical and Hospital Care Act: On July 11th, the Board imposed a change in the retiree medical program for current and future employees. Two resolutions are needed to implement these changes, one to notify CalPERS of the change, and the other to set forth the retiree medical program for current, future, and former employees. *On motion of Member Long, seconded by Member Fritz and carried unanimously, Resolution No. 2987, "A Resolution Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act" was adopted.*

- Consider adoption of resolution fixing the employer's contribution for retiree health care benefits: *On motion of Member Fritz, seconded by Member Long and carried unanimously, Resolution No. 2988, "A Resolution Fixing the Employer's Contribution for Retiree Health Care Premiums" was adopted.*

- Consider authorization for the Manager-Engineer to approve out-of-state travel for District employees to attend the annual CWEA Conference in Sparks, Nevada: *On motion of Member Long, seconded by Member Fritz, and carried unanimously, the Board authorized*

the Manager-Engineer to approve attendance by District staff at the annual CWEA Conference in Sparks, Nevada in September.

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION:

- Consider election of representative to the CSDA Board of Directors for Seat C, Region 3 (Bay Coastal Region): *On motion of Member Quesada, seconded by Member Long, and carried unanimously, the Board voted for Stanley Caldwell, Board Member of Mountain View Sanitary District, for Seat C, Region 3, CSDA Board of Directors.*

SEWER SYSTEM MANAGEMENT:

- Review Sewer System Management Plan: The Deputy Manager-Engineer presented the District's Sewer System Management Plan, developed to comply with San Francisco Regional Water Quality Control Board requirements. He explained the various elements of the Plan which incorporate operation and maintenance programs, overflow emergency response plan, fats, oils, and grease control, system evaluation and capacity assurance plan, and other elements. Performance of the plan will be monitored through annual audits proposed to be conducted in December of each year and submitted to the Regional Board with the District's annual monitoring report.

The Board expressed an interest in reviewing the Plan in more depth. Furthermore, the Board strongly recommended that this should be a working document and that key employees acknowledge that they have read the document and understand their responsibilities in relation to the Sewer System Management Plan. The Manager added that she views this as a document that will be used extensively in training of collection system staff.

On motion of Member Long, seconded by Member Fritz and carried unanimously, the Board adopted Resolution No. 2989, "A Resolution Approving and Adopting the Sewer System Management Plan (SSMP) – Development Plan and Schedule as Required by the San Francisco Regional Water Quality Control Board (SFRWQCB)".

STAFF REPORTS

- Gravity Belt Thickener Startup: The Manager reported that the gravity belt thickener is the first equipment start-up of the Novato Treatment Plant upgrade and the test run performed perfectly.

- North Bay Water Reuse Authority Scoping Meeting: The Manager reported on a scoping meeting held on August 5th by the North Bay Water Reuse Authority, attended by the Manager and Board Member Bill Long.

MANAGER'S ANNOUNCEMENTS:

- News of the Sausalito sewer spill made widespread news, including the Associated Press.
- AB 983, which the District opposed, that would mandate all plans and specifications to be perfect before they go to bid, has passed out of the legislature and has gone to the Governor. CSDA and CASA are requesting that the bill be vetoed.
- The District's recent sewer spill has been closed out. District staff monitored Novato Creek for more than a week. The Manager noted that the monitoring was challenging because of runoff from agriculture.

CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957: At 6:20 p.m. President Di Giorgio announced that the Board would meet in closed session for the item listed on the Closed Session agenda.

CLOSED SESSION REPORT: No reportable action was taken in closed session and the meeting reconvened in open session at 6:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 6:31 p.m.

Respectfully submitted,

Beverly B. James
Secretary

June Brown, Recording