

September 22, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 4:30 p.m., Monday, September 22, 2008, at the District Office, 500 Davidson Street, Novato.

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

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal, Administrative Assistant Julie Borda. District Counsel Kent Alm arrived at 4:35PM.

ALSO PRESENT: Jason Dow, General Manager, Central Marin Sanitation Agency

PLEDGE OF ALLEGIANCE:

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

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS:

Member Knutson commented on a special report CASA had produced on lateral maintenance. Board members Di Giorgio, Fritz, Quesada and Long requested copies of the report. The Manager-Engineer stated the copies would be mailed to the Directors.

Member Quesada gave a brief history of the Pledge of Allegiance. He requested that the Pledge of Allegiance be recited as usual on the first Board meeting of the month and that Board members recite a personalized version at subsequent meetings. President Di Giorgio, Member Long and Member Fritz agreed that the pledge would remain the same, being recited at the beginning of every Board Meeting.

Member Fritz commented on an article included in the Board packet which discussed methane gas and carbon dioxide emissions. He discussed Millbrae's grease recycling program and the generation of electricity from the process.

President Di Giorgio commented on a tour he took of the Novato Sanitary District Upgrade Project here at 500 Davidson Street. He stated he was very impressed and pleased with the construction and the installation of the new equipment.

REVIEW OF MINUTES:

Consider approval of minutes of September 8, 2008 meeting:

On motion of Member Long, seconded by Member Fritz, and carried unanimously, minutes of the September 8th meeting were approved as written.

CONSENT CALENDAR: *On motion of Member Knutson, seconded by Member Quesada, and carried unanimously, the following consent calendar items were approved:*

- a. Approval of the meeting schedule as follows: October 13th and 27th, November 10th and 24th, December 8th and 22nd.
- b. Approve regular disbursements in the amount of \$183,481.40, project upgrade disbursements in the amount of \$900,204.36, payroll disbursements in the amount of \$161,710.60 and employee related disbursements in the amount of \$105,034.82.

HOUSEHOLD HAZARDOUS WASTE AND RECYCLING:

- Consider approval of Marin County Hazardous and Solid Waste Grant Agreement for 2008-09: The Manager-Engineer explained that the agreement is the result of discussions with the Marin County Hazardous and Solid Waste Joint Powers Agreement to convey to the District the funds collected by the JPA for the household hazardous waste program from Novato residents who self-haul to the landfill. The JPA has committed \$33,503.00 for the fiscal year 2008-09. The District's portion is \$32,628.20.

President Di Giorgio noted that the rates have reduced from last year and the Manager-Engineer gave a brief explanation of why this took place.

On motion of Member Fritz, seconded by Member Long, and carried unanimously, the Marin County Hazardous and Solid Waste Grant Agreement for 2008-09 was approved.

COLLECTION SYSTEM IMPROVEMENT PROJECT 72706:

- Consider approval of a proposal for engineering services for the preparation of plans and specifications and services during construction: The Manager-Engineer explained that three of the locations needing engineering services are where the District has experienced overflows. The remaining two locations have sewer systems that are at the end of their service life. She went on to discuss in detail each of the five locations.

Staff has requested and received proposals from Nute Engineering to provide engineering services during design and construction for the work. The design services are proposed at a total cost of \$135,000 and the construction services are proposed at \$57,000 for a total cost of \$192,000. This amount is 9% of the preliminary construction cost and is deemed reasonable and accurate by District staff.

The Manager-Engineer stated that the construction would begin in the summer of 2009 and homeowners would be sent letters keeping them informed and updated on the work to be done in their area.

President Di Giorgio asked the whether the Board should consider implementing an Ordinance to mandate residents to repair their lower lateral pipes as necessary when the District finds them in ill repair. The Board discussed with the Manager-Engineer the issue of homeowners care of their lateral lines.

The Manager-Engineer stated the letter sent to homeowners regarding the status of the project would also include information about their responsibility to repair and maintain their lateral lines. Member Long requested that this letter be presented to the Board as well as the Lateral Committee for discussion and review before it is mailed to homeowners.

Member Long stated that these letters should give the District the opportunity to let Novato residents know how the District is doing through creative and positive public service messages.

The Board discussed with the Deputy Manager-Engineer the type of pipes currently used in some of the locations needing rehabilitation.

On motion of Member Fritz, seconded by Member Long, and carried unanimously, the Board approved the proposal from Nute Engineering in the amount of \$192,000 for engineering services for the preparation of plans and specifications and services during Project 72706: Sewer replacement projects at various locations.

MARIN SANITARY AGENCIES JOINT SAFETY PROGRAM:

- Consider approval of a proposal to audit the Joint Safety Program and prepare recommendations. The Manager-Engineer discussed the Joint Safety Program which was jointly developed between six Marin Sanitary Agencies in 1992. At the time of the program's inception, a Safety Director was hired and worked with the program until two years ago when she retired. Unfortunately, her replacement did not work out. In the absence of a full time Safety Director, the agencies have decided to seek an outside audit of the program in order to develop a strategic plan to help move the project forward. Proposals were requested and received. Of those proposals returned, staff recommends Du-All Safety Services.

The Manager-Engineer stated the total estimated project cost is \$44,505 and the District's share would be approximately \$12,000. In addition, she stated that Tiburon Sanitary District No. 5, Sewerage Agency of Southern Marin, and San Rafael Sanitation District have recently asked to be added to the program.

Jason Dow gave an overview of the program and discussed with the Board the scope of work the audit would include.

On motion of Member Quesada, seconded by Member Long, and carried unanimously, the proposal to audit the Joint Safety Program for the Marin Sanitary Agencies was awarded to Du-All Safety Services.

STAFF REPORTS

- North Bay Water Reuse Authority (NBWRA) meeting: The Manager-Engineer and Member Bill Long attended the NBWRA meeting on September 15th. At the meeting, Chuck Weir was introduced as the new Program Manager. The Manager-Engineer noted that the recycled water bill had made it to mark-up and that Member Fritz's trip to Washington DC in July was important and played a key role in the bill moving forward.

Member Long discussed with the Board the possibility of securing a lobbyist to pursue State bond funds. In addition, the Manager-Engineer discussed with the Board the possibility of moving the NBWRA to a Joint Powers Authority with an elected board.

- Joint District-City Solid Waste Committee meeting: The Committee met at 4:30 PM on September 15th. Members George Quesada and Art Knutson were in attendance as well as Glen Young and Novato Mayor, Pat Eklund. The Manager-Engineer discussed an upcoming E-Waste event that will take place from Friday, October 10th through Monday, October 13th. She stated she expects the total weight of the collected e-waste to increase, however Program Manager Dee Johnson was able to negotiate a lower price/cost for the e-waste disposal. She stated that discussion continues regarding the relocation of the household hazardous waste collection facility.

President Di Giorgio questioned where Dee Johnson would advertise in light of the pending closure of the Novato Advance newspaper. The Manager-Engineer stated she is looking at other avenues such as direct mail, spots on local stations and the Marin Independent Journal newspaper.

MANAGER'S ANNOUNCEMENTS: None.

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:

At 5:25 p.m. President Di Giorgio announced the Board would meet in Closed Session to discuss the item on the Closed Session Agenda: Significant exposure to litigation pursuant to Subdivision(b) of Section 54956.9: One Case: Riverwatch 60-day Notice.

At 6:22 p.m. President Di Giorgio reconvened the board meeting. There was no reportable action.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 6:23 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Borda, Recording