

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: November 9, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, November 9, 2015, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors Jerry Peters, Gary Butler, William Long, and Brant Miller.

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

ALSO PRESENT: Laura Creamer, Finance Officer, Novato Sanitary District
John Bailey, Project Manager, Veolia
Erik Brown, Technical Services Manager, Novato Sanitary District
Steve McCaffrey, Director of Governmental Affairs, Novato Disposal
William Shoen, Principal, R3 Consulting Group

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the October 26, 2015 meeting. Director Long requested a correction to the minutes on page four, paragraph one: He stated that there were eleven (11) contacts in September from three residents. and Further discussion followed, focusing primarily on optimizing how such contacts are tracked and reported. The General Manager stated he would work with the Plant Manager on an optimized methodology.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the October 26, 2015 Board meeting minutes were approved as amended.

CONSENT CALENDAR:

President Mariani called for a motion on the Consent Calendar items as follows:

- a. Approve capital project disbursements in the amount of \$47,499.11, regular disbursements in the amount of \$91,866.54, and Board member disbursements in the amount of \$2,723.43.
- b. Receive Deposit Summary, October 2015.
- c. Receive Quarterly Investment Report, 1st Quarter, Fiscal Year FY15-16.

- d. Receive Summary Financial Report, 1st Quarter, FY15-16.
- e. Ratify Agreement for temporary sanitary sewer connection for Sonoma Marin Area Rail Transit (SMART) facility at 105 Roblar Drive.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the above listed Consent Calendar items were approved.

SOLID WASTE: PUBLIC HEARING – SET CALENDAR YEAR (CY) 2016 MAXIMUM ALLOWABLE SOLID WASTE RATES.

- Receive staff report. The General Manager stated that at the October 26, 2015 meeting, the District Board reviewed the following: the CY2016 rate adjustment request by Novato Disposal Service (NDS); the report by the District's consultant (R3 Consulting Group), that analyzed the NDS request; and a staff report with a recommendation for an overall solid waste rate adjustment based on a Refuse Rate Index (RRI) adjustment of +1.94%. He stated that at that meeting, the Board received an amended report by R3 Consulting Group, lowering the rate adjustment from +1.94% to +1.33% based on corrected values in the fuel cost escalator component of the RRI. He noted that a copy of the amended R3 Consulting Group report presented at the October 26, 2015 meeting was included in the Board materials for reference, labeled as Attachment 1.

- Open public hearing. President Mariani opened the public hearing at 6:08 p.m.

- Public comments. None.

- Board comments. Directors Long and Butler stated that they agreed with the calculations used to arrive at the R3 Consulting Group's recommended +1.33% rate increase.

- Close public hearing. President Mariani closed the public hearing at 6:10 p.m.

- Adopt Resolution No. 3092 setting CY2016 maximum allowable rates for refuse collection and disposal services.

On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board adopted Resolution No. 3092: A Resolution Setting Maximum Solid Waste Service Charges for Novato Disposal Company in Novato Sanitary District.

William Shoen, Steve McCaffrey, and Laura Creamer left the meeting at 6:12 p.m.

CAPITAL PROJECTS:

- Annual Treatment Plant/Pump Station Improvements: Olive Pump Station Re-roof Project, Project Work Order No. 72805-14-01 - Grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion. The General Manager stated that although the Board awarded the contract to Wedge Roofing on September 22, 2014, work began on April 6, 2015 and was substantially completed on April 23, 2015. He

stated that the completion of punch list work items and warranty inspections by the material manufacturer impacted the schedule for project acceptance. He noted that the final cost of the project was \$43,800.00, the amount of the original bid. He requested the Board grant final acceptance and authorize staff to file the Notice of Completion.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board granted final acceptance of the Olive Pump Station Re-Roof Project, No. 72805-14-01, and authorized staff to file the Notice of Completion.

- Maintenance Building, Account No. 73003 - Phase 1, Site Demolition, Project No. 73003-01: Grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion. The General Manager stated that on May 11, 2015, the Board awarded the contract for the Maintenance Building Project, Phase 1, Site Demolition to West Bay Builders. He stated that work was substantially completed on August 28, 2015, for a final cost of \$479,547.00 or 1.3% above the bid amount. He requested the Board grant final acceptance and authorize staff to file the Notice of Completion.

On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board granted final acceptance of the Maintenance Building Project, Phase 1, Site Demolition, Project No. 73003-01, and authorized staff to file the Notice of Completion.

ADMINISTRATION:

- Approve job description, establish salary range, and authorize the General Manager to initiate recruitment for an Administrative/Risk Services Officer. The General Manager stated that the recruitment for an Administrative/Risk Services Officer was established in August with the implementation of the District's FY 2015-16 budget but stated that a job description for the position was not established at that time, so hiring did not move forward. He stated that a job description was now prepared and he outlined the Administrative/Risk Services Officer duties. He noted that the current part-time Administrative Services Specialist is planning her retirement in 2016 but will assist with the transition of duties to the new Administrative/Risk Services Officer.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board approved the job description for the Administrative/Risk Services Officer with a salary range of MC115, and authorized the General Manager to initiate recruitment.

BOARD MEMBER REPORTS AND REQUESTS:

North Bay Watershed Association (NBWA) report: Director Miller gave an overview of his participation at the NBWA meeting which was held on Friday, November 6th. He discussed a presentation by Caitlin Sweeney, San Francisco Estuary Partnership, on flood control and sediment matching/disposal. He also discussed a presentation by Dyan Whyte, Regional Water Quality Control Board, who discussed watershed health.

Board member request regarding California Association of Sanitation Agencies (CASA):

Director Long presented a letter from CASA advising that they will require the CASA Executive Board members to be a Designated Agency Representative (DAR). Director Long is on the CASA Executive Board, however, the District's DARs are President Mariani (delegate) and President Pro-Tem Peters (alternate). Upon discussion, President Mariani asked if Director Peters would be agreeable to stepping down as alternate so that Director Long may be appointed as the Alternate. Director Peters was in agreement, and President Mariani appointed Director Long as Alternate and DAR for the District.

Expressions of Appreciation - outgoing Board Member: Outgoing Director Butler noted that this would be his last Novato Sanitary District Board meeting as a Director, and expressed his appreciation to the Board and staff for their support and friendship during his term as a Board member. President Mariani expressed her appreciation for Director Butler's participation on the Board. Directors Long, Peters, and Miller also expressed their appreciation.

GENERAL MANAGER'S ANNOUNCEMENTS:

- A Strategic Planning Workshop will be held at the District office on November 19th at 9:00 a.m.
- A Wastewater Operations Committee meeting will be held on Monday, November 16th at 2:00 p.m. Director Peters is not available (excused absence), therefore President Mariani (Committee Alternate) will attend.
- A Regular Board meeting will be held on Monday, December 14th.
- The District will be closed on Wednesday, November 11th, in observance of Veterans Day, a District holiday.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 6:50 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording