

August 13, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, August 13, 2012, 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 and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Veolia Water  
Bob Guinan, Novato resident  
Martin Rauch, Rauch Communication Consultants

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: President Di Giorgio approved the agenda as presented.

PUBLIC COMMENT: Bob Guinan, Novato resident, requested a recap of the July 23<sup>rd</sup> Board meeting that was adjourned to the Lea Drive neighborhood. President Di Giorgio stated that the weather was a little breezy and that no odors were detected. Mr. Guinan questioned when the Jim Joyce report would be available. The Manager reported that Mr. Joyce has been delayed and will provide the finished report as soon as he is able.

REVIEW OF MINUTES:

Consider approval of minutes of the July 23, 2012 Board meeting.

*On motion of Member Peters, seconded by Member Long and carried unanimously, the minutes of the July 23, 2012 Board meeting were approved.*

CONSENT CALENDAR:

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

- a. Approval of a temporary discharge permit for North Marin Water District Olive Avenue Recycled Water Pipeline project.
- b. Approval of Valley Memorial Park Sewer Main Extension.
- c. Review quarterly investment report.
- d. Approval of regular disbursements in the amount of \$419,368.01, capital project disbursements in the amount of \$118,570.22 and Board member disbursements in the amount of \$2,789.01.

### STRATEGIC PLANNING:

- Presentation of the 2012 Strategic Plan. The Manager introduced Martin Rauch, Rauch Communication Consultants. Mr. Rauch gave a PowerPoint presentation of the District's 2012 Strategic Plan. He noted that the original draft was presented to the Board in March, 2012 and that changes received after that time had been incorporated into the presented Draft copy. The Board discussed elements of the strategic plan as well as implementation and monitoring recommendations. The Board requested language be included in the Plan that would clarify the District's continued adherence to the Brown Act. Mr. Rauch recorded changes to the document and to the Mission Statement as directed by the Board.

The Board expressed a strong interest in tracking the Plan's implementation as it relates to the District's long and short term goals. The Manager discussed with the Board methods to track the progress of the Plan's implementation. She stated that the Strategic Plan should be organized in accordance with the District's fiscal year budget.

The Board expressed their appreciation and commended Mr. Rauch on his preparation of the Strategic Plan.

- Consider approval of the 2012 Strategic Plan. The Manager requested the Board approve the Strategic Plan as modified. She stated that the Strategic Plan was intended to be a flexible document that would be adapted as the District moves forward. For this reason, she requested the Board approve the Draft Strategic Plan and allow Mr. Rauch to make the changes as discussed. The Manager stated that the Strategic Plan will be posted on the District webpage as soon as it is available.

*On motion of Member Peters, seconded by Member Mariani and passed unanimously, the Board accepted the Novato Sanitary District 2012 Strategic Plan as presented with noted changes and any changes which may be determined by staff after Board approval.*

At 7:46 p.m. President Di Giorgio adjourned the meeting for a 10 minute recess.

At 7:55 p.m. President Di Giorgio reconvened the Board meeting.

### NORTH BAY WATER REUSE AUTHORITY (NBWRA):

- Staff report on the FY 2012/13 NBWRA budget, cost allocation, and Phase II schedule. The Manager discussed her participation on the NBWRA's committee and Technical Advisory Committee (TAC). She outlined the TAC's recommendations to the NBWRA Board which will be considered at their meeting on August 20<sup>th</sup>. She noted that the proposed changes would increase the Novato Sanitary District's contribution from

\$69,530 to \$87,077. In addition, she stated there would be additional costs of approximately \$25,000 in 2012/13 for the Phase II Scoping Study, if it is authorized.

- Consider authorizing NSD representative to NBWRA (Member Long) to approve the modification to the NBWRA 2012/13 budget. The Manager requested the Board approve Novato Sanitary District's contribution to NBWRA in the amount of \$87,077. In addition, she requested the Board authorize Member Long to approve the NBWRA 2012/13 budget, subject to amendments that will be discussed at the NBWRA Board meeting on August 20<sup>th</sup>.

*On motion of Member Mariani, seconded by Member Long and carried unanimously, the Board authorized Member Long to approve the District's contribution to NBWRA in the amount of \$87,077 and modifications to the NBWRA 2012/13 budget.*

- Consider approval of the date for the dedication of the North Novato Recycled Water Project. The Manager proposed that the Board approve the date of October 11, 2012 for a dedication ceremony to be held jointly with North Marin Water District for the North Novato Recycled Water Project.

*On motion of Member Mariani, seconded by Member Long and carried unanimously, the Board set the date for the dedication of the North Novato Recycled Water Project as October 11, 2012.*

#### ADMINISTRATION:

- Consider authorizing the Manager-Engineer to attend the International Water Association Biennial meeting at her own expense on District time. The Manager stated that the International Water Association holds an international conference every two years in Busan, South Korea. She noted that she will be traveling to S. Korea and requested the District allow her to attend the biennial conference at her own expense but on District time.

Members of the Board stated that the District should pay the registration fee for the conference as well.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board authorized the Manager-Engineer to attend the International Water Association Biennial meeting on District time. Furthermore, they authorized the registration fees be paid by the District.*

- Consider approval of transfer of \$197,310.17 from the Capital Improvement Fund to the Operating Fund for staff time spent on capital projects. The Manager explained that at the end of each fiscal year, the Operating Fund is reimbursed from the Capital Improvement Fund for staff time spent on Capital Improvement Projects.

*On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved the transfer of \$197,310.17 from the Capital Improvement Fund to the Operating Fund for staff time spent on capital projects.*

STAFF REPORTS:

- Algebra Academy. The Manager gave an overview of the North Bay Leadership Council Algebra Academy that took place at the District on July 30<sup>th</sup> and 31<sup>st</sup>. She noted that this is the second year that Veolia Water and Novato Sanitary District have hosted the Academy. The Manager stated that the graduation ceremony would take place on August 15<sup>th</sup> at 11 a.m. at the Buck Center in Novato.

BOARD MEMBER REPORTS:

- California Association of Sanitation Agency (CASA) Annual Meeting. President Di Giorgio and Members Long, Mariani and Peters discussed their attendance at the CASA Conference which was held in Monterey from August 8<sup>th</sup> through the 11<sup>th</sup>.

MANAGER'S ANNOUNCEMENTS:

- California Special Districts Association (CSDA) will be holding their annual conference in San Diego on September 24<sup>th</sup> through the 27<sup>th</sup>.

- CSDA will be offering Governance Webinars in October and Governance classes locally in November.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 8:42 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Swoboda, Recording