

November 13, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Tuesday, November 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: Brant Miller, Novato resident
John Bailey, Project Manager, Veolia Water
Dee Johnson, HHW Facility Coordinator

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the October 11th and 22nd, 2012 Board meetings.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the minutes of the October 11th and 22nd, 2012 Board meetings were approved as written.

CONSENT CALENDAR:

Member Welsh requested items **a.** *Approve travel to Washington DC for Director Long to represent the North Bay Water Reuse Authority* and **c.** *Approve regular disbursements* be removed from the Consent Calendar for further discussion.

Member Welsh asked what the total cost for travel expenses were for Director Long's trip to Washington DC. The Manager stated that the amount would be approximately \$2,000.

Member Welsh asked for clarification of the coding for the charge: *State Water Resources Control Bd(2)* in the amount of \$42,606 and stated that the charge was listed as a Permit Fee. He disputed this category because he stated the charge was attributed to a fine imposed by the State Water Resources Control Board. The Manager stated that the charge was indeed a fine, but that the District accounting system does not have a category for "fines" and so it was coded to the Permit Fees category.

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

- a. Approval of travel to Washington DC for Director Long to represent the North Bay Water Reuse Authority.
- b. Ratify the Manager-Engineer's approval of an agreement in the amount of \$15,000 with the Central Marin Sanitation Agency to develop and implement the District's Dental Amalgam Mercury Reduction program.
- c. Approval of regular disbursements in the amount of \$401,507.89, capital project disbursements in the amount of \$247,165.93, and Board member disbursements in the amount of \$3,679.72.

COMMITTEE REPORTS:

- Solid Waste Committee. The Manager introduced Dee Johnson, Household Hazardous Waste Facility Coordinator.

Dee Johnson stated that the Solid Waste Committee meeting was held earlier that day, November 13th, at 3:00 p.m. She discussed the timetable for zero waste programs as stated in the Franchise Agreement with Novato Disposal. She discussed Redwood Landfill's new programs and stated that soon a permit will be granted to allow the facility to receive all commercial food waste.

Ms. Johnson gave an overview of the E-Waste Collection event which was held on October 13th through October 15th. She stated that 676 residents participated and that 36,693 pounds of E-Waste were collected. She noted that the cost for the event was reduced by 44% from the Spring 2012 event and stated that in 2012, savings of over \$12,000 were realized from the 2011 E-Waste event costs.

Ms. Johnson gave an overview of Novato Disposal's 3rd Quarter Report, July-September 2012. She discussed Novato Disposal Services Disposal/Diversion Quarterly Comparison 2011 vs. 2012 and noted that diversion percentages were increased.

Ms. Johnson discussed the "Paint Care" legislation and gave an update on the program. She noted that this legislation requires manufacturers (either individually or through a stewardship organization such as PaintCare) to design their own stewardship program and present it to CalRecycle in the form of a Program Implementation Plan. The Plan specifies how postconsumer paint will be collected, transported, recycled and processed at its end-of-life, as well as how consumer education and outreach will be done to promote proper purchasing, using up remaining paint, and properly recycling or disposing of unwanted postconsumer paint. She stated that, in the future, this program will include paint collection at the Household Hazardous Waste Facility.

Ms. Johnson gave an overview of the AB939 Solid/Hazardous Waste Budget Expenditures/Revenues from July 1 through September 30, 2012.

- Finance Committee. The Manager gave an overview of the Finance Committee which met on November 5th to review the Investment Policy and Financial Procedures, and to receive a report on the progress of the 2011-12 Audit. She stated that the District Investment Policy will be reviewed by the Finance Committee at their next meeting and that the final Policy will be brought to the full Board for their approval at the December 10th regular Board meeting.

The Manager stated that the final draft of the 2011-2012 District Audit will be completed and presented to the Finance Committee at their next meeting. She stated that the audit will then be presented to the full Board at the December 10th regular Board meeting and that the auditor, Maze and Associates, will be present to answer any questions.

- New Facilities and Strategic Planning Committee. The Manager gave an overview of the Committee meeting which took place on November 1st. She discussed the District's Work Plan and provided updates to the Board on completion of various actions.

CAPITAL PROJECTS:

- Consider granting final acceptance of the 2012 Reclamation Culvert Replacement Project - Site 3, and authorize staff to file the Notice of Completion. The Manager noted that the bid amount for the project was \$68,249.97 and that there were no change orders. She stated that the project reached substantial completion on October 12, 2012 and she recommended the Board grant final acceptance and authorize staff to file the Notice of Completion.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board granted final acceptance of the 2012 Reclamation Culvert Replacement Project - Site 3, and authorized staff to file the Notice of Completion.

BOARD MEMBER REPORTS:

Member Mariani and Peters discussed odor complaints from the Lea Dr. neighborhood area. Member Peters noted that he continues to walk the neighborhood but has not detected any odors. Member Welsh suggested that odors often increase in the late evening and early morning hours due to increased flow.

Member Long read a historical letter from the District's previous Manager, Chuck Joseph, which discussed Mt. Burdell's detachment from the Sanitary District.

President Di Giorgio discussed his attendance at a North Bay Watershed Association meeting which met on November 2nd at the District office. He gave an overview of a presentation by Laurel Collins, Watershed Sciences, who discussed the Novato Creek History.

MANAGER'S ANNOUNCEMENTS:

- The next Regular Board Meeting will be held on November 26th.
- The Finance Committee will meet in early December.
- A regular Board meeting will be held on December 10th. There will be no second meeting in December.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 7:21 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording