

January 23, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, January 23, 2012, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members Michael Di Giorgio, Jean Mariani, Jerry Peters, and Dennis Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Brant Miller, Novato resident
Dasse de longh, NSD employee, Novato resident
Suzanne Crow, Novato resident
Bob Guinan, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

On motion of Member Long, seconded by Member Mariani, and carried unanimously, the agenda was approved as mailed.

PUBLIC COMMENT: Novato resident Suzanne Crow stated that the Novato Sanitary District website was not displaying the current Board meeting materials. The Manager demonstrated how the Agenda items were displayed and accessed as in prior months.

REVIEW OF MINUTES:

Consider approval of minutes of the January 9th and 13th, 2012 meetings. Member Welsh pointed out a correction to the January 9th minutes on page 7: *On motion of Member Mariani, seconded by Member Peters and carried ~~unanimously~~ **with the following vote**, the Board authorized staff to establish an Employee Wellness and Work Injury Prevention Program... **Ayes: Di Giorgio, Long, Mariani, Peters. Noes: Welsh.***

President Long pointed out a correction to the January 9th minutes on page 8: *President Long stated that he prefers the other District's move forward with ~~rate~~ **increases rate structure reviews** but that ...*

On motion of Member Di Giorgio, seconded by Member Peters, and carried unanimously, the minutes of the January 9th and 13th Board meetings were approved as modified.

REPORT FROM CLOSED SESSION OF JANUARY 13, 2012:

The Manager reported that at the Closed Session Board meeting of January 13th, the Board approved the agreement with Winzler and Kelly and GHD and directed the Manager to execute said agreement. She stated that the Board voted as follows: Ayes: Di Giorgio, Long, Mariani, Peters. Noes: Welsh.

The Manager stated that the Agreement was signed on January 17th and all copies were received on January 20th. She noted that the report from Closed Session was not able to be disclosed until after the agreement had been executed.

CONSENT CALENDAR:

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

- a. Consider setting meeting dates of February 13th and 27th and March 12th.
- b. Approval of regular disbursements in the amount of \$282,386.40, capital project disbursements in the amount of \$327,090.66, approval of January payroll and payroll related expenses in the amount of \$262,708.42, and approval of Board member disbursements in the amount of \$2,976.25.

WASTEWATER TREATMENT FACILITY UPGRADE PROJECT 72609:

- Receive progress report on odor control, noise abatement, and visual screening: The Manager gave details of the District's current activities to address neighborhood concerns about odors, noise, and visual impacts. She stated that the Agreement with GHD and RMC was executed on January 17, 2012 and that the contractor will begin the construction of the bed retrofits on January 24, 2012. The scheduled completion date remains February 29, 2012.

The Manager stated that on January 9th, the Board approved a proposal from Dr. Robert Scofield to investigate the potential for health effects from the treatment plant emissions. She stated that his contract has been approved and his draft report is anticipated to be available by February 20, 2012.

The Manager reported that additional landscaping is being installed along Lea Drive and the work will be completed by January 31st. She discussed the proposed trees for the planting, noting that they are a mix of native and non-native species which will be suitable for the soil conditions in that area. She noted that the District deferred construction of a fence pending further discussions with the neighbors.

The Manager stated that staff met with an acoustical engineer on January 19th and reviewed all of the potential noise sources within the treatment facility. She noted that it was determined that the high-pitched noise was coming from the microturbine and it

has been turned off pending the addition of noise shielding. She noted that the acoustical engineer will be providing a proposal for soundproofing and this will be considered at a February board meeting. She stated that any work would be scheduled for March after completion of the biofilter retrofit.

Novato resident Bob Guinan stated he remains optimistic that the suggestions outlined in the report by Jim Joyce should alleviate the odor issues. He stated he is unsure if the plantings near the Lea Drive neighborhood will be effective. The Manager stated that Mr. Joyce will return to the District to retest at the conclusion of the construction.

President Long suggested that another landscape architect be hired to review the landscaping options as this second opinion may have unique ideas for solving the odor challenge.

WASTEWATER OPERATIONS:

- Committee Report for December 2011. The Manager noted that the Wastewater Operations Committee met on December 19th and she gave an overview of the Monthly Operations Report for December 2011. She was pleased to announce that Veolia employee, Anthony Silva, had passed his certification process and was now a Grade V Wastewater Treatment Plant Operator. The Manager stated that the Collections Department experienced four sanitary sewer overflows (SSO's) in December but noted that the Department has decreased overflows by over 50% from the previous year.

Member Peters questioned how the Novato Sanitary District ranks in SSO's among other districts of the same size. The Manager reported that an industry standard is six overflows per 100 miles of sewer pipeline. She noted that for the calendar year 2011, the District experienced 6.2 SSO's per 100 miles.

HOUSEHOLD HAZARDOUS WASTE AND RECYCLING:

- Consider approval of Marin County Hazardous and Solid Waste Grant Agreement for 2011-12. The Manager gave an overview of the Household Hazardous Waste Grant Agreement with the Marin County Hazardous & Solid Waste Joint Powers Authority (JPA) for 2011-12. She noted that the current year's commitment from the JPA to the District would be \$38,283 or \$5,820 more than budgeted.

The Board discussed the formation of the JPA.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved the Marin County Hazardous and Solid Waste Grant Agreement for 2011-12.

DISTRICT POLICIES:

- Consider adoption of District Policy No. 2575 - Optional Employee Health Insurance Premium Reimbursement-Management and Confidential Employees. The Manager stated that this policy had been reviewed by the Board at their December 12, 2011 meeting. She stated that Policy No. 2575 offers reimbursement of up to \$200/month for out-of-pocket health plan premium reimbursement for those eligible employees not enrolled in the District's CalPERS health plan. The Manager discussed the policy and stated that it had been reviewed by legal counsel.

On motion of Member Di Giorgio, seconded by Member Mariani and carried unanimously, the Board adopted District Policy No. 2075 - Optional Employee Health Insurance Premium Reimbursement for Management and Confidential Employees.

- Consider adoption of District Policy No. 4035 - Board of Directors' Health and Dental Insurance. The Manager stated that this policy offers the same out-of-pocket health care premium reimbursement as that offered to employees under Policy No. 2575.

Member Welsh questioned the wording of the policy and stated he would like District Counsel to be present before the Board moves forward on this policy: *Directors may not participate in the health benefits plan provided by the District through CalPERS.* Member Mariani suggested making the following change: *Directors may not participate in the **active employees** health benefits plan provided by the District through CalPERS.*

After discussion by the Board, President Long requested the item be tabled until District Counsel is present to discuss the policy.

ADMINISTRATION:

- Consider adoption of a resolution to CalPERS for paying and reporting the value of Employer Paid Member Contributions, and for Normal Member Contributions. The Manager gave an overview of Resolution No. 3039: A Resolution for Paying and Reporting the Value of Employer Paid Member Contributions. She noted that this action was discussed and agreed upon by the Board at their January 9th meeting.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved Resolution No. 3039: A Resolution for Paying and Reporting the Value of Employer Paid Member Contributions.

- Consider termination of District Employee Relocation Assistance Program. The Manager gave an overview of the District's Employee Relocation Assistance Program. She stated that when the program was initiated, it was with the expectation that housing values would remain stable and the District's investment would not be at risk. She noted that given the instability of the real estate market, staff feels it is no longer prudent

for the District to offer this benefit. She stated however, that the Board could, in the future, reenact this policy using different parameters if needs warrant such an action.

On motion of Member Peters, seconded by Member Mariani, and carried unanimously, the Board approved the termination of the District Employee Relocation Assistance Program, effective immediately.

- Consider termination of County of Marin Kaiser health plan subgroup for the Board of Directors. The Manager stated that the District has maintained a Kaiser health plan subgroup for the Board of Directors but noted that with the retirement of Member Quesada, no Directors are enrolled at this time. She recommended the District terminate the Kaiser health plan subgroup.

Member Welsh questioned why the District would terminate the subgroup if being a member had no financial impact. The Manager replied that this health plan does not reflect a benefit the Directors are actually using and may be perceived in an unfavorable light by the Grand Jury.

On motion of Member Mariani, seconded by Member Di Giorgio and carried with the following vote, the Board agreed to terminate the County of Marin Kaiser health plan subgroup for the Board of Directors. Ayes: Di Giorgio, Long, Mariani, Peters. No: Welsh.

- Receive Revenue and Expenditure Report for period ended December 2011. The Board reviewed the Revenue and Expenditure Report for Quarter Ended December, 2011. The Manager discussed each of the Departments expenditures and explained any significant variances. She stated that the overall operating revenues were approximately 52.6% of the total budget amount and that the operating expenses were approximately 53% of budget with 50% of the year completed.

- Receive Quarterly Investment Report for period ended December 2011. The Manager reviewed with the Board the Quarterly Investment Report for Quarter Ended December, 2011.

STAFF REPORTS:

- California Association of Sanitation Agencies conference. Deputy Manager-Engineer Sandeep Karkal gave an overview of his attendance at the Mid-Year CASA Conference in Palm Desert from January 18-20th. He reported on a workshop he attended which discussed the proposed revisions to the statewide General Waste Discharge Requirements for Sanitary Sewer Systems. He also reported on a workshop he attended titled "Nutrients: A Primer" by Bobbi Larson, Director of Legal & Regulatory Affairs.

BOARD MEMBER REPORTS:

- California Association of Sanitation Agencies conference.

Member Mariani discussed her attendance at the Mid-Year CASA Conference, noting that she is on the CASA Board of Directors and more recently, became a member of the Ad-hoc Energy Committee. She commented that CASA is beginning to view treatment facilities as more of resource recovery agencies than sewage treatment plants.

Member Di Giorgio discussed his attendance at the CASA Conference. He also discussed his participation in the Marin Association of Realtors (MAR) meeting which was held on January 20th. Member Di Giorgio stated that he appeared before the MAR Board of Directors and testified that sewer service charges should not be based on straight water consumption alone. He stated that sewer service charges should be set to allow for funding of the treatment facility infrastructure costs as well as the wastewater treatment costs. He reported that the MAR Board agreed with his position and did not pass their resolution.

Member Peters discussed his attendance at the CASA Conference, stating that initially he had concerns regarding the cost of participation. He stated that CASA was a great learning environment and he was impressed by the quality of the CASA conference.

President Long discussed his attendance at the CASA Conference and stated it was very informative. He discussed a CSRMA Director's meeting he attended where CSRMA performance was summarized. CSRMA also discussed new areas of liability exposure they would like to address with training.

MANAGER'S ANNOUNCEMENTS:

The North Bay Watershed Association will hold a meeting in Petaluma on February 3rd. The San Francisco Estuary Project will give a report on the State of the Bay.

A webinar discussing the Form 700 filing requirements will take place on February 2nd.

A Solid Waste Committee meeting will be held on February 6th at 4:30 p.m. at the District office.

The Wastewater Operations Committee meeting, which normally would meet on Monday, February 20th, will need to be rescheduled as this is a District holiday. The Manager will announce an alternate date after she confirms with Committee Members Di Giorgio and Welsh.

The North Bay Water Reuse Authority will make a presentation to the North Bay Watershed Association Board on March 2nd at the Novato Sanitary District.

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The North Bay Watershed Association will hold a conference titled "Climate Change - How can we be ready?" on April 13th at the Petaluma Sheraton.

ADJOURNMENT: There being no further business to come before the Board, President Long adjourned the meeting at 8:07 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

DRAFT