

January 28, 2013

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, January 28, 2013, at the District Office, 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 B. James and Administrative Secretary Julie Swoboda. Deputy Manager-Engineer Sandeep Karkal was absent.

ALSO PRESENT: John Bailey, Project Manager, Veolia Water
Brant Miller, Novato resident
Dasse de longh, NSD employee, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the January 14, 2013 meeting.

On motion of Member Peters, seconded by Member Mariani, and carried unanimously, the minutes of the January 14, 2013 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 the District's quarterly investment report.
- b. Approval of regular disbursements in the amount of \$303,330.57, project account disbursements in the amount of \$40,483.57, and payroll and payroll related disbursements in the amount of \$224,776.44.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Committee report for December 2012: The Manager stated that the Committee met on January 14th at 2:00 p.m. at the District office. John Bailey, Project Manager, Veolia Water, summarized the Committee's report, noting that the treatment facility performed well during the month of December. He stated that

during the rain event on December 23rd the treatment facility sustained flows of approximately 30 million gallons (MGD) and that the facility performed without incident. Mr. Bailey reviewed the Novato and Ignacio facilities operations and maintenance.

The Manager gave an overview of the Collections and Reclamation department's reports for December 2012.

CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY (CSRMA):

- Presentation of the CSRMA Workers' Compensation Excellence Award: The Manager presented the CSRMA Workers' Compensation Excellence Award and stated that the District had no lost-time injuries for the 2011/12 fiscal year. She thanked the Board for their commitment to the District's Safety and Wellness program and stated that the District has achieved over 680 accident-free days.

- CSRMA Report: The Manager gave a PowerPoint presentation of the CSRMA Risk Management Seminar which took place at the California Association of Sanitation Agencies (CASA) conference earlier in the month. She outlined the topics covered which included: Planning for a Force Main Failure; Employee Turnover; Return to Work Policies. She stated that a presentation titled "Practical Wellness" was given by Don Freeman, DC, of ESM Solutions, Inc. (Occumetric) which highlighted the District's wellness program which took place from February 2012 to June 2012.

The Manager discussed the CSRMA Board of Director's meeting and noted that the Board declared a dividend of \$711,912 for the pooled liability program and that the District's dividend will be \$12,753.

President Di Giorgio called a 10 minute recess at 6:44 p.m.

President Di Giorgio reconvened the meeting at 6:54 p.m.

ADMINISTRATION:

- Consider approval of public outreach proposal from Rauch Communications and authorize Manager-Engineer to execute contract. The Manager stated that Rauch Communications Consultants propose to assist the District in preparing newsletters, updating the website, using social media, and preparing outreach materials for events. She stated that the goals of the program are to inform customers about their role in protecting water quality, support the water recycling program, solicit public input, and build support for solid waste recycling. The Manager stated that Rauch presented a proposal to do the work on a time and materials basis for a not-to-exceed amount of \$57,500 for the 2013 calendar year. She requested the Board accept the proposal and authorize the Manager-Engineer for an expenditure up to \$60,000.

On motion of Member Mariani, seconded by Member Peters, and carried unanimously, the Board approved the proposal to provide public outreach services for 2013 from Rauch Communications on a time and materials basis for a not-to-exceed amount of \$60,000 and authorized the Manager-Engineer to execute the contract.

- Consider approval of the salary range of 43.5 for the Collection System III position and promote Javier Vega from Collection System Worker II, Step E to Collection System Worker III, Step C. The Manager stated that the Collection System Worker (CSW) III position is meant to recognize the evolution within the Collection Systems Department work force as well as provide for a leadership position within the Collection Systems Workers series that lower tier positions in the series can aspire to. She stated that Javier Vega will be the first employee to be approved for this position. The Manager stated that Mr. Vega is well deserving, has received the necessary additional certification, and has recently completed leadership classes. The Manager recommended Mr. Vega be promoted to the CSW III position effective February 1, 2013.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board approved the promotion of Javier Vega to the position of Collection System Worker III, salary range 43.5, Step C, effective February 1, 2013.

HAMILTON WETLANDS OUTFALL RELOCATION PROJECT 72707:

- Consider approval of a budget amendment for account 72707 for 2012-13 of \$50,000.

The Manager gave a PowerPoint presentation which detailed the District's consideration of an alternative to the existing outfall pipeline. Her presentation outlined the two considerations: (1) truncate the outfall pipeline and redirect year-round flow to tidal channels, or (2) truncate the outfall and redirect flow into a recycled water storage pond, which would also provide seasonal flow to tidal channels. The Manager discussed these two alternatives and noted that the District will need to complete 18 months of studies prior to submitting an NPDES permit renewal.

The Manager stated that the District will be cost-sharing the expense for the outfall relocation with the Coastal Conservancy on a 50/50 basis and that the project will extend into the 2013-14 fiscal year. She noted that currently there is no money budgeted for this work so requested the Board approve an increase in the 2012-13 budget of \$50,000.

On motion of Member Long, seconded by Member Mariani and carried unanimously, the Board approved a 2012-13 Fiscal Year budget amendment in the amount of \$50,000 for account 72707.

- Consider approval of a proposal from RMC for Outfall Reconfiguration Permitting Assistance and authorize Manager-Engineer to execute contract. The Manager stated that the proposed reconfiguration of the District's outfall and discharge will be subject to review and consideration by the Regional Water Quality Control Board (RWQCB) prior to authorization of a renewed NPDES Permit. She noted that a number of water quality analyses must be provided to RWQCB by the District. The Manager stated that RMC has provided the District with a proposal for the development of the necessary analyses for an amount not to exceed \$180,000. She recommends the Board accept RMC's proposal.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved a proposal from RMC for Outfall Relocation Permitting Assistance for an amount not to exceed \$180,000 and authorized the Manager-Engineer to execute the contract.

STAFF REPORTS:

- California Association of Sanitation Agencies (CASA) mid-year conference report. The Manager reported on her attendance at the CASA conference which was held in Indian Wells, CA, from January 15th through January 18th. She gave a report on "Water-Energy Nexus" and stated that all of the presentations from the conference are available through the CASA website.

- Bay Area Clean Water Agencies (BACWA) Annual meeting report. The Manager reported on her attendance at the BACWA meeting which was held on January 24th. She reported that the topics of future anticipated regulations and nutrient removal were discussed.

BOARD MEMBER REPORTS:

- The North Bay Water Reuse Authority Workshop. President Di Giorgio, Members Long, Mariani and Peters were in attendance at the workshop which was held at 9:30 a.m. on January 28th at Novato City Hall. President Di Giorgio commented that the meeting was informative and that the collaboration between the various agencies was encouraging.

- California Association of Sanitation Agencies mid-year conference report. President Di Giorgio, Members Mariani and Peters were in attendance at the CASA conference in Indian Wells, CA, from January 15th to January 18th. They commented on the presentations which included water discharge from various CASA member treatment facilities and the importance of water recycling.

Member Welsh stated that during his weekly examinations of neighboring apartment dumpster collection areas, he is seeing large amounts of debris outside of the dumpster because the receptacle is over-filled. He suggested that more frequent garbage

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collections be mandated by Novato Disposal and that stricter enforcement be placed on the apartment complexes.

MANAGER'S ANNOUNCEMENTS:

- The next Regular Board Meeting will be held on Monday, February 11th at 6:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 7:57 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording