

February 13, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:35 p.m., Monday, February 13, 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, District Counsel Kent Alm and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Bob Guinan, Novato resident
Joe Carlomagno, Novato resident
Wally Holmes, Novato resident
Dasse de longh, NSD employee, Novato resident
John Bailey, Project Manager, Veolia Water
Steve Wrightson, The Covello Group

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: President Long approved the agenda as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the January 23rd, 2012 meeting.

On motion of Member Peters, seconded by Member Mariani, and carried unanimously, the minutes of the January 23rd Board meeting were approved.

CONSENT CALENDAR:

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

- a. Consider setting meeting dates of February 27th, March 12th and March 26th.
- b. Approval of regular disbursements in the amount of \$487,818.72, capital project disbursements in the amount of \$182,070.51, and Board member disbursements in the amount of \$3,139.36.

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 screening.

Regarding odor control, she stated that the scheduled completion date for the biofilter retrofit remains February 29th. She noted that there will be a 30 to 60 day testing period after restart of the biofilters and that excess bioxide is being added to control odors during the construction period.

Regarding health effects, she stated that Dr. Scofield is moving forward with the air emission and dispersion modeling and that he anticipates meeting with the Lea Drive neighborhood the week of February 20th. She stated that District staff will be contacting residents to schedule the meeting.

The Manager reported that additional landscaping is being installed along Lea Drive as well as in the open area of the facilities interior. She stated that consultations are scheduled with Jim Joyce to determine the best combination of planting and barriers for odor, noise and visual screening.

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 he recommended partial enclosures or soundproofing wraps for muting the sounds. She stated that any work would be scheduled for March after completion of the biofilter retrofit.

Members Di Giorgio and Peters commented on their personal observations of the Lea Drive neighborhood screening progress. The Board discussed the plantings.

Member Welsh questioned the proposed cost for the soundproofing wraps. The Manager noted that the cost was approximately \$9,000 for one unit and \$23,000 for the second unit.

President Long expressed his appreciation to the Manager for the correspondence and updates which she continues to provide to the Lea Drive residents.

- Consider granting final acceptance of the Phase I Landscape Project and authorize staff to file the Notice of Completion:

The Manager gave an overview of the Phase I Landscaping Project, noting that North Bay Landscape Management, Inc. (the Contractor) was granted substantial completion of the project on July 1, 2011. She stated that the Contractor has completed the contract work and that the project is ready for final acceptance. She noted that the final cost of the project was \$45,707.57 or

\$5,242.43 below the bid amount. The Manager recommended the Board grant final acceptance and authorize staff to file the Notice of Completion.

On motion of Member Di Giorgio, seconded by Member Peters and carried unanimously, the Board granted final acceptance of the Phase I Landscape Project and authorized staff to file the Notice of Completion.

RECYCLED WATER PROJECT 73002:

- Progress report. Steve Wrightson, The Covello Group, gave an overview of the Recycled Water Project, discussing the highlights and current status of the project. He reported that overall, the project is going well. He stated that the following items are at 100% completion:

- Recycled water line complete and tied in
- Northeast corner work
- Demolition
- Wet weather overflow box complete and functional
- New filter control building
- Filter feed pump station structure

Mr. Wrightson discussed the schedule challenges and stated that the project should be completed prior to the ARRA (American Reinvestment Recovery Act) deadline. He noted that 65% of the contract time has elapsed and 45% of the current contract amount has been expended to date. Mr. Wrightson stated that executed/negotiated change orders are at about 2.5% of the total construction budget.

BOARD OF DIRECTORS:

- Consider adoption of District Policy No. 4035 - Board of Directors' Health and Dental Insurance. The Manager noted that Policy #4035 was discussed at the previous Board meeting and due to questions from the Directors, had been brought back for review when District Counsel could be present for discussion.

District Counsel Kent Alm discussed the policy with the Board members.

On motion of Member Mariani, seconded by Member Di Giorgio and passed unanimously, the Board adopted District Policy No. 4035: Board of Directors' Health and Dental Insurance.

- Appoint Ad Hoc Sewer Service Charge Rate Review Committee. The Manager reported that Tom Gaffney of Bartle Wells is working on a sewer service charge rate study. She noted that typically, the Board President appoints an Adhoc Rate Review Committee to work with staff and consultants in reviewing the analysis. She stated that the committee would be meeting in early March to go over the draft and she discussed

the tentative meeting schedule. The Manager noted that the final rates would be adopted at the Board meeting on June 25th.

President Long suggested that the District not change the rate structure at this time.

President Long appointed Members Mariani and Di Giorgio to serve on the Ad Hoc Rate Review Committee. Members Mariani and Di Giorgio accepted the appointment.

- Consider approval of a letter to Representative Woolsey on HR 2765 revising the regulations governing who can sit on State and Regional Water Boards. The Manager stated that CASA (California Association of Sanitation Agencies) is requesting members communicate their support of H.R. 2675 by asking their House of Representatives member to be a co-sponsor. A sample letter to Congresswoman Lynn Woolsey was included with the Board materials for review.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved the letter to Representative Woolsey on HR 2765.

- Consider approval of a North Bay Water Reuse Authority trip for Bill Long to Washington DC. The Manager stated that President Long is currently serving as the Chair of the North Bay Water Reuse Authority (NBWRA). The NBWRA has scheduled two days of meetings on March 8th and 9th in Washington DC and has requested that Mr. Long attend as Chairman.

President Long stated that he has been serving as Chair of the NBWRA for many years. He noted that he will be nominating another individual for the next term.

On motion of Member Di Giorgio, seconded by Member Peters and carried unanimously, the Board approved out of state travel to Washington DC for Chairman Long to represent the North Bay Water Reuse Authority.

ADMINISTRATION:

- Consider approval of a contract amendment with Bob Adamson Environmental Services. The Deputy Manager-Engineer stated that since October, 2011, the District's laboratory has been managed by Bob Adamson, a retired former employee of the Central Marin Sanitation Agency. He stated that Mr. Adamson's original contract of \$30,000 has a balance remaining of \$6,840. The Deputy Manager-Engineer stated that Mr. Adamson's services are anticipated to be needed for an additional 3-4 months to provide coverage until a replacement is hired and for assisting the replacement through the initial transition period. He stated that Mr. Adamson's interim role has been accepted by the State Department of Health Services Environmental Laboratory Accreditation Program.

The Manager stated that the District has been advertising for the open Lab position and will continue to work with North Marin Water District to handle the routine sampling and analysis. She discussed the qualifications necessary to hold the position.

On motion of Member Peters, seconded by Member Di Giorgio and carried unanimously, the Board approved an amendment to Mr. Adamson's contract in the amount of \$36,000 for a revised total contract not-to-exceed amount of \$66,000 and authorized the Manager-Engineer to execute this amendment.

- Consider adoption of a resolution creating an employee safety recognition program for 2012. The Manager stated that the District received a dividend of \$20,703 from CA Sanitation Risk Management Authority (CSRMA) based on its claim's experience for Worker's Compensation over the past several years. She stated that the Adhoc Labor Relations Committee recommended the refund be allocated as follows: half the dividend (\$10,000) for distribution to employees at the District working full time from January 1, 2012 through December 31, 2012 and who have not had a lost time accident between January 1, 2012 and December 31, 2012.

District Counsel Kent Alm stated that the recognition program was not deemed a gift of public funds because it is for a program established for the current period not for a retroactive period.

On motion of Member Di Giorgio, seconded by Member Peters and approved unanimously, the Board adopted Resolution No. 3040, A Resolution of Novato Sanitary District Creating an Employee Safety Recognition Program for 2012.

COLLECTION SYSTEM IMPROVEMENT PROJECT 72706:

- Review bids received and consider authorizing contract award to the lowest responsive bidder, W.R. Forde & Associates, for the Galli Drive project. The Deputy Manager-Engineer summarized the nine bids that were received, noting that W.R. Forde & Associates of Richmond, California submitted the lowest responsive bid of \$418,078.00. He noted that the Engineer's Estimate was \$620,000.

The Deputy Manager-Engineer stated that W.R. Forde's bid documents have been reviewed and are in order. He recommended the Board authorize awarding the contract to W.R. Forde & Associates for the Galli Drive Collection System Improvements for the bid amount of \$418,078.00.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board authorized the contract award for the Galli Drive Project to W.R. Forde & Associates for the bid amount of \$418,078.00.

ANNUAL COLLECTION SYSTEM REPAIRS PROJECT 72803:

- Eucalyptus Avenue Sewer Repair, Project 72803-11-01: Review bids received, reject all bids, and authorize the Manager-Engineer to so inform all bidders. The Deputy Manager-Engineer gave an overview of the six bids received for the Eucalyptus Ave.

Sewer Repair Project. He explained that staff recommends rejecting all bids due to criteria set forth in the bid documents that were not met by the first or second bidder. He requested the Board reject the current bids and authorize the Manager-Engineer to so inform all bidders.

On motion of Peters, seconded by Member Di Giorgio and carried unanimously, the Board rejected all bids for the Eucalyptus Avenue Sewer Repair, Project 72803-11-01 and directed the Manager-Engineer to so inform all bidders.

PUMP STATION REHABILITATION PROJECT 72403, UNIT 3:

- Consider granting acceptance of completion of the Pump Station Rehabilitation Project, Unit 3, and authorize staff to file the Notice of Completion. The Deputy Manager-Engineer gave an overview of the Project, noting that substantial completion was granted on the projects as follows:

- Hamilton Pump Station No. 02 (Bayside) on 8/19/11
- Western Oaks Pump Station on 9/19/11
- Hamilton Pump Station No. 03 (Southgate) on 10/25/11

The Deputy Manager-Engineer noted that the final cost of the project was \$1,247,501 or \$17,499 below the bid amount. He recommended that final acceptance be granted and that staff be authorized to file the Notice of Completion.

On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board granted Final Acceptance of the Pump Station Rehabilitation Project 72403, Unit 3, and authorized staff to file the Notice of Completion.

STAFF REPORTS:

- Report on Grand Jury Survey of Special Districts in Marin County. The Manager outlined the request received from the Grand Jury, noting that all Special Districts in Marin County were asked to provide the information. She stated that this matter was brought before the Board as an informational item only. She discussed the data provided to the Grand Jury.

BOARD MEMBER REPORTS:

- North Bay Water Reuse Authority. President Long gave a report of his participation at the NBWRA meeting held on January 23rd at the District office.

- North Bay Watershed Association. Member Di Giorgio discussed his attendance at the NBWA meeting held on February 3rd in Petaluma. He discussed the upcoming

NBWA meeting on April 13th and suggested all Board members attend. The topic will be climate change.

- Solid Waste Committee. Members Mariani and Peters gave an overview of their attendance at the Solid Waste Committee meeting held on February 6th at the District office. Member Mariani requested that the next time the Solid Waste Committee meets the information be provided to all the Board members similar to what is currently being done for the Wastewater Operations Committee. The Manager stated that Dee Johnson will be making a Solid Waste presentation to the Board at a future board meeting.

MANAGER'S ANNOUNCEMENTS:

- There will be an E-Waste event at the Household Hazardous Waste/Recycling Facility from March 23rd - 25th.

- Due to a District holiday the Wastewater Operations Committee will meet on Thursday, February 16th at 2:00 p.m. instead of February 20th.

- The North Bay Water Reuse Authority will meet on February 27th at 9:30 a.m. at the Novato Sanitary District.

- A draft copy of the Novato Treatment Plant brochure was handed out to all Board members. The Manager requested their comments be received at the February 27th Board meeting.

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