

February 25, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 4:30 p.m., Monday, February 25, 2008, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President James D. Fritz, Members Michael Di Giorgio, William C. Long, Arthur T. Knutson, and George C. Quesada.

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

ALSO PRESENT: Austris Rungis, IEDA

PLEDGE OF ALLEGIANCE:

CLOSED SESSION: President Fritz announced that the Board would meet in closed session for the item listed on the Closed Session agenda. Closed session began at 4:31 p.m.

- Pursuant to Government Code Section 54957.6, confer with District's labor negotiators regarding meet and confer with District's "General" bargaining unit, represented by Teamsters Local 490, for fiscal year 2007-08.

CLOSED SESSION REPORT: No reportable action was taken in closed session and the meeting reconvened in open session at 5:13 p.m.

PUBLIC PRESENT AFTER CLOSED SESSION:

Steve Wrightson, The Covello Group  
Tim Omarzu, Novato Advance

AGENDA APPROVAL: *On motion of Member Knutson, seconded by Member Long, and carried unanimously, the agenda was approved as mailed.*

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS: None.

REVIEW OF MINUTES:

Consider approval of minutes for the February 11, 2008 meeting: *On motion of Member Long, seconded by Member Di Giorgio, and carried unanimously, the February 11, 2008 Board meeting minutes were approved as written.*

CONSENT CALENDAR: *On motion of Member Di Giorgio, seconded by Member Quesada, and carried unanimously, the following consent calendar items were approved:*

- a. Acceptance of quarterly investment report for period ending December 31, 2007.
- b. Acceptance of meeting schedule: March 10<sup>th</sup> and 24<sup>th</sup>, April 14<sup>th</sup> and 28<sup>th</sup>, May 12<sup>th</sup> and 26<sup>th</sup>.
- c. Approval of regular disbursements in the amount of \$276,325.25, Wastewater Treatment Facilities Upgrade Project disbursements in the amount of \$437,584.87 and payroll related disbursements in the amount of \$107,939.48.

WASTEWATER FACILITY UPGRADE PROJECT 2006-07, -08, -09:

- Project Status Report. Steve Wrightson of The Covello Group gave an overview of the following projects: Ignacio Transfer Pump Station Project, Contract A1; Ignacio Conveyance Force Main Project, Contract A2; and Novato Treatment Plant Upgrade, Contract B.

He stated that the Ignacio project is more than 95% complete and they are in the later phase of testing. The contract completion date is March 17<sup>th</sup>. Mr. Wrightson also discussed completion dates and change orders for the A2 and B projects. He noted that for the Novato Treatment Plant Upgrade, the headworks station is approximately 60% complete and the primary clarifier station is approximately 80% complete.

The Manager-Engineer noted that a ribbon-cutting ceremony will be planned for when the Ignacio Transfer Pump Station project is completed, probably in April 2008.

Steve Wrightson left the Board meeting at 5:35 p.m.

- Consider authorizing the Manager-Engineer to request proposals to prepare operation and maintenance manuals, procedures, training and management systems.

The Manager-Engineer discussed the current upgrades of the treatment facilities and noted the District would like to take this opportunity to upgrade its Operation and Maintenance documentation and management systems. The objective would be to integrate operation information (including process control information and operator/operating logs), maintenance information (including preventive and corrective maintenance), SCADA, and laboratory information, with management information systems to provide an enterprise-wide O&M and facilities management strategy.

The Manager-Engineer stated that this work is required as one of the conditions of receiving the State Revolving Fund loan and the costs would be divided proportionately between the three projects which have a total budget for 2007-08 of \$37.2 million. She estimates the cost for the manuals, procedures, training and management systems will be approximately 5% of the total project costs. She stated staff will have extensive training and input as the manuals are prepared.

*On motion of Member Long, seconded by Member Di Giorgio, and carried unanimously, the Manager-Engineer was authorized to request proposals to prepare operation and maintenance manuals, procedures, training and management systems.*

- Staff report on SRF loan status. The Manager-Engineer noted that the SRF Loan agreement has been signed. At this time, however, she has not received notification of what the current interest rate will be. When that information is available, she will bring it to the Board.

2008 COLLECTION SYSTEM IMPROVEMENTS PROJECT 2007-06:

- Consider authorizing the Manager-Engineer to request proposals from engineering firms to design sewer system improvements. The Manager-Engineer briefly discussed the four sewers which are the high priority for repair or replacement in accordance with our Sanitary Sewer System Master Plan. They are: Center Road between Western and Diablo; Chase and Peach Streets; Ignacio Blvd between Palmer and Entrada; and State Access Road. The repairs would be paid out of the Projects 07/08 Capital Improvement budget (\$1,100,000) of which \$228,000 has been committed but not yet spent.

*On motion of Member Di Giorgio, seconded by Member Long, and carried unanimously, the Manager-Engineer was authorized to request proposals from engineering firms to design sewer system improvements.*

PERSONNEL:

- Consider promotion of Larry Foged from Collection Systems Worker I to Collection Systems Worker II. The Manager-Engineer noted she had reviewed the qualifications for Larry Foged and that he has met all job performance requirements during his employment with the District. She recommended his promotion to Collection Systems Worker II.

*On motion of Member Di Giorgio, seconded by Member Knutson, and carried unanimously, Larry Foged was approved for promotion to Collection Systems Worker II, effective March 1, 2008.*

ADMINISTRATION – DISTRICT POLICY HANDBOOK:

- Consider adoption of District Policies #1050 – Copying Public Documents; #5010 – Board Meetings; and #5020 – Board Meeting Agenda. The District is currently developing a Policy Handbook based on templates from a sample handbook published by the California Special Districts Association. The Manager-Engineer discussed the three policies under consideration noting that the Board had previously adopted the Table of Contents and three other policies at their October 2007 meeting.

*On motion of Member Di Giorgio, seconded by Member Knutson, and carried unanimously, District Policies #1050 – Copying Public Documents; #5010 – Board Meetings; and #5020 – Board Meeting Agenda were adopted.*

OPERATIONS:

- Staff report on new County and State Regulations on sewer spill notification. The Manager-Engineer discussed both the new County of Marin requirements and the State Water Resources Control Board rules. She noted that the District's Sanitary Sewer Overflow procedures which address notification requirements will be modified to incorporate the changes.

The Manager-Engineer gave a presentation to the Board regarding our "Spill Response Procedures" using the District's Emergency Response Kit. She gave an overview of the kit's contents as well as materials/binders/instructions that are to be used for sewage spill response call outs. The Collections Crew goes through substantial and frequent training for overflow procedures.

The Manager-Engineer reported that the District has the necessary connections to secure equipment and labor in the case of an emergency.

#### STAFF REPORTS:

- North Bay Water Reuse Authority (NBWRA). The Manager-Engineer stated the NBWRA met on February 25<sup>th</sup>. She and Member Bill Long attended the meeting. She stated the NBWRA is working on a public outreach program with Martin Rauch and Associates. She stated it would be beneficial for Martin Rauch to come to the Novato Sanitary District in March to review the program with the Board.

- LAFCO. The Manager-Engineer reported that Fred Hannahs of the Tiburon Fire Protection District has been appointed as LAFCO's Alternate Special District Member for a term ending May 2011.

- CASA Legislative Report. The Manager-Engineer discussed a letter received from CASA Lobbyists Mike and Christina Dillon dated February 20, 2008. The letter discussed the possibility of the State of California taking away property tax funding set aside for the District.

#### MANAGERS ANNOUNCEMENTS:

The Manager-Engineer noted that a Solid Waste Committee meeting is scheduled for March 3<sup>rd</sup> at the District office. Directors Knutson and Quesada are members of this committee.

ADJOURNMENT: There being no further business to come before the Board, President Fritz declared the meeting adjourned at 6:27 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Borda, Recording