

February 10, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, February 10, 2014, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members William C. Long, Brant Miller and Jerry Peters. Member Jean Mariani arrived at 6:10 p.m.

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

ALSO PRESENT: Brian Exberger, Assistant Project Manager, Veolia Water  
John Bailey, Project Manager, Veolia Water  
Shilen Patel, Veolia Water  
Edith Cacciatore, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: Edith Cacciatore, Novato resident, urged the District to reverse their politics and stand up for compassion. She requested the District not renew the contract with Veolia Water because they do business with Israel.

CONSENT CALENDAR:

*On motion of Member Long, seconded by Member Peters and carried by those members present, the following Consent Calendar items were approved:*

- a. Acceptance of the sewer main extension improvements for the Canyon Green Subdivision project.
- b. Approval of the sewer main extension plans for the Mt. Burdell Place subdivision project.
- c. Approval of regular disbursements in the amount of \$303,037.81, capital project disbursements in the amount of \$612,300.69 and Board member disbursements in the amount of \$4,150.23.

WASTEWATER OPERATIONS:

- Review the draft Amended and Restated Contract Service Agreement for Operation, Maintenance, and Management of Wastewater Treatment Facilities and give direction to staff. The Manager provided a draft copy of the Amended and Restated Contract Service Agreement to the Board and to the public present. She discussed the

consequential changes and noted that the copy had been reviewed by the Wastewater Operations Committee at their November, December and January meetings. District Counsel Kent Alm stated that he had reviewed and modified the Agreement.

After discussion, the Manager requested the Board review the draft Agreement and return any comments and changes to her by Monday, February 21<sup>st</sup>. She stated that she would seek final approval of the Agreement at the February 24<sup>th</sup> or March 10<sup>th</sup> regular Board meeting. Member Long stated he would not be at the February 24<sup>th</sup> meeting and Member Miller stated he would not be at the March 10<sup>th</sup> meeting. The Manager stated that she may schedule a Special Board meeting to address the Agreement.

**ADMINISTRATION:**

- Review current Board policies. The Manager stated that the California Special Districts Association recommends that the Board review their District policies on an annual basis as a matter of best practices. She noted that the policies provided are the District's currently adopted policies.

- Consider approval of an Agreement with the Central Marin Sanitation Agency for the Joint Safety Program. The Manager stated that the District has participated in a Joint Safety Program with Central Marin since the 1990's and stated that the program has been successful. She stated that the Safety Director currently spends two days a week at our District and three days a week at Central Marin. The Manager stated that the Safety Director will remain an employee of Central Marin Sanitation Agency but that each agency will provide the administrative support required for their own safety program.

The Manager requested the Board approve the Joint Safety Program Agreement subject to revisions by District Counsel. The Board discussed the contract.

*On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board approved the Joint Safety Director Program Agreement in concept, subject to corrections and modifications by District Counsel.*

- Review Quarterly Investment Report. The Board reviewed the Quarterly Investment Report. There were no comments.

At 7:10 p.m., President Di Giorgio called for a 10 minute break.

At 7:17 p.m., President Di Giorgio reconvened the Board meeting.

Shilen Patel, Veolia Water, left the Board meeting during the break.

- Review Quarterly Revenue and Expenditure Report. The Manager provided an overview of the report, noting that total operating revenues and expenditures were at approximately 50% with 50% of the fiscal year remaining. The Board reviewed and discussed the report.

**PUMP STATION REHABILITATION PROJECT #72403:**

- Consider approval of a contract amendment with Nute Engineering for design services on a time and materials basis for an amount not to exceed \$60,000 and authorize the Manager-Engineer to execute the amendment. The Manager stated that the District had entered into an Agreement with Nute Engineering for design engineering services for District project's Unit 4 and Unit 5. Later in the billing cycle, Nute initiated a new invoicing system and inadvertently billed the District in excess of the previously authorized contract amount. The Manager stated that staff closely tracked Nute's subsequent efforts and has negotiated an amount of \$60,000 for the remainder of the needed design services.

Member Mariani suggested the District request design proposals from other engineering firms in addition to Nute Engineering when such services are needed.

*On motion of Member Peters, seconded by Member Long and carried unanimously, the Board approved a contract amendment with Nute Engineering for design services on a time and materials basis for an amount not to exceed \$60,000 and authorized the Manager-Engineer to execute the amendment.*

- Consider approval of a proposal from Nute Engineering for design engineering services during construction, and authorize the Manager-Engineer to execute an agreement with Nute Engineering on a time-and-materials basis, in the amount of \$40,000. The Manager stated that the District awarded the construction contract for the Unit 5 Pump Station to Valentine Corporation on January 27<sup>th</sup> and that the District seeks to enter into an agreement with Nute Engineering for design engineering services during construction. She stated that Nute had submitted a proposal in the amount of \$40,000 for the work and she recommended the Board authorize the agreement.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board approved a proposal from Nute Engineering for design engineering services during construction, and authorized the Manager-Engineer to execute an agreement with Nute Engineering on a time-and-materials basis in the amount of \$40,000.*

**NORTH BAY WATER REUSE AUTHORITY (NBWRA):**

- Review the draft budget for the NBWRA for 2014-17 and give direction to staff. The Manager stated that the North Bay Water Reuse Authority (NBWRA) has requested the individual agencies review and approve their budget by March 2014. The Manager discussed the two projects the District would be most interested in pursuing: (1) a 248

acre storage wetland and (2) a recycled water treatment expansion from 1.7 mgd to 5 mgd. The Manager discussed budget impacts and cost benefits for the projects. The Board expressed their agreement with the two projects.

**BOARD MEMBER REPORTS:**

- North Bay Watershed Association. President Di Giorgio commented on his attendance at the meeting on February 7<sup>th</sup>. He discussed a presentation by Pam Jeane, "The drought is on. Turn the water off." Member Miller attended the meeting also and commented on the presentations.

**MANAGER'S ANNOUNCEMENTS:**

- The Manager announced her retirement, effective April 1, 2014 and provided a Letter of Resignation to President Di Giorgio with copies to the Board members. The Board expressed their congratulations and appreciation for her service to the District.

The Board discussed the process for filling the vacancy of Manager-Engineer with District Counsel.

- The Manager provided the 2013 Annual Report from the California Sanitation Risk Management Authority (CSRMA).

**ADJOURNMENT:** There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Swoboda, Recording