

February 11, 2013

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, February 11, 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, Deputy Manager-Engineer Sandeep Karkal and Administrative Secretary Julie Swoboda.

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 28, 2013 meeting. Member Long noted an error in the minutes on page 4, paragraph 6 and stated he did not attend the CASA Conference. The Board Recorder was requested to strike Member Long's name from the minutes: "*California Association of Sanitation Agencies mid-year conference report. President Di Giorgio, Members Long, Mariani and Peters were in attendance ...*"

On motion of Member Mariani, seconded by Member Peters, and carried unanimously, the minutes of the January 28, 2013 Board meeting were approved as modified.

CONSENT CALENDAR:

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

- a. Authorize Manager-Engineer to dispose of excess equipment as identified in Board Report.
- b. Approval of regular disbursements in the amount of \$208,952.81, project account disbursements in the amount of \$343,754.91, and Board member disbursements in the amount of \$2,427.61.

Member Welsh stated that the disbursement schedules did not contain enough detail and requested that future schedules be prepared with specific information as to the nature of the disbursement. The Manager stated that to provide this level of information for each disbursement schedule would be very time consuming for District staff. She noted that the disbursement schedule identifies the project relating to the disbursement and that the District has a system to easily identify expenditures relating to specific projects. The Manager stated that specific details on expenditures are available at the District upon request.

ANNUAL COLLECTION SYSTEM REPAIRS PROJECT NO. 72706:

- Review bids received, accept the lowest responsive bid and authorize the Manager-Engineer to execute a contract for the Hill Road pipe-bursting project. The Manager stated that on February 5, 2013 three bids were received for the rehabilitation of a segment of sewer main on Hill Road that has experienced two sewer overflows over the last few years caused by root intrusion. She noted that Team Ghilotti of Petaluma submitted the lowest responsive bid of \$66,441.00 and that the bid has been reviewed and is in order. The Manager noted that the Engineer's Estimate of Probable Cost was \$50,000 and explained that the cost per lineal foot for pipebursting has remained relatively the same but the other costs associated with the work have increased in the past few months.

She recommended that the Board award the Project to Team Ghilotti and authorize the Manager to execute a contract.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board accepted the bid from Team Ghilotti of Petaluma in the amount of \$66,441.00 for the Annual Collection System Repairs Project No. 72706: Hill Road Pipe-bursting Project and authorized the Manager-Engineer to execute the contract.

ADMINISTRATION:

- Consider approval of a Safety Incentive and Wellness Program. The Manager stated that the District had a very successful Safety Incentive and Wellness Program in 2012 with strong employee participation and a "no lost time accident" safety record. She noted that the District benefits from the improved safety and wellness performance through lower insurance premiums for workers compensation, which is reflected in the dividends received from the insurance pool, CSRMA. She stated that this year the District received a \$20,842 dividend from the CSRMA worker's compensation program.

The Manager stated that the District would like to use the CSRMA dividend to implement another Safety Incentive and Wellness Program for 2013. She discussed the details of the program, noting that this year's program would be more pro-active, recognizing safe employee behaviors.

The Manager requested the Board authorize an expenditure of \$22,842 for the 2013 Safety Incentive and Wellness program.

On motion of Member Peters, seconded by Member Mariani and carried with the following vote, the Board approved the District's implementation of a Safety Incentive and Wellness Program for 2013 and authorized an expenditure of \$22,842 to finance the Program. Ayes: Di Giorgio, Long, Mariani, Peters. No: Welsh.

Member Welsh stated that the \$20,842 dividend should be spent on equipment instead of a fitness program because most work related injuries are accident related and not fitness related. He requested that the dividend be placed back into the General Fund. Member Welsh stated he would like to investigate the correlation between the wellness program and lower lost-time accidents among employees.

The Manager stated that a lost time history spreadsheet would be provided to the Board at the next meeting.

- Consider approval of Policy 4099, "Board Meeting Technology". The Manager stated that at the February 27, 2012 Board meeting, the Directors adopted in concept Policy No. 4099, "Board Meeting Technology". She discussed the policy and stated that District Counsel continues to recommend that internet access be restricted during Board meetings to maintain transparency and to avoid Brown Act violations.

Member Long requested that the policy be amended as follows, Section 4099.2: *"This prohibition shall not apply to electronic communication ~~to or from~~ family members that does not address District business.*

On motion of Member Peters, seconded by Member Mariani and passed unanimously, the Board adopted District Policy No. 4099 - Board Meeting Technology as amended.

- Accept quarterly revenue and expenditure report. The Manager reviewed the revenue and expenditure report for the quarter ended December 2012.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board accepted the District's Revenue and Expenditure Report for Quarter ended December 2012 and the Debt Service Schedule as of December 31, 2012.

- Review Accounts Receivable Report. The Board reviewed the accounts receivable report.

BOARD MEMBER REPORTS:

- The North Bay Watershed Association meeting: President Di Giorgio commented on his attendance at the NBWA meeting which was held in Petaluma on February 1st. He discussed a presentation by Sam Veloz of PRBO titled, "Adapting to Sea Level Rise

along the North Bay Shoreline.” President Di Giorgio stated he will bring in the report so it can be made available to other Board members.

MANAGER’S ANNOUNCEMENTS:

- The Wastewater Operations Committee meeting will be held on Tuesday, February 19th at 2:00 p.m. at the District office.
- The Solid Waste Committee meeting will be held on Tuesday, February 19th at 3:00 p.m. at the District office.
- The Marin County Grand Jury has submitted a survey request regarding the Board’s participation in Ethics Training. The Manager stated she will complete the survey.
- The Manager stated that a CSDA webinar: Understanding Board Member and District Liability Issues will be available to all Board members. Members are to notify the District office if they are interested in participating.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording