

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: February 29, 2016

A special meeting of the Board of Directors of the Novato Sanitary District was held at 3:02 p.m., Monday, February 29, 2016, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors Jerry Peters, William C. Long, and Brant Miller. Director Carole Dillon-Knutson arrived at 3:06 p.m.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal and Administrative Secretary, Julie Swoboda. District Counsel Kent Alm arrived at 3:06 p.m.

ALSO PRESENT: Laura Creamer, Finance Officer, Novato Sanitary District
Dale Thrasher, Safety Director, Novato Sanitary District
Steve Krauthem, Field Services Manager, Novato Sanitary District
June Brown, Admin. Services Specialist, Novato Sanitary District
Erik Brown, Technical Services Manager, Novato Sanitary District
John Bailey, Project Manager, Veolia Water
Martin Rauch, Rauch Communication Consultants
Seth Cole, CSRMA Program Administrator
P.J. Skarlanic, CSRMA Program Administrator

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

STRATEGIC PLAN UPDATE:

- Receive presentation from Mr. Martin Rauch – Rauch Communications; and approve and adopt the 2016 Strategic Plan Update (Plan). President Mariani invited Mr. Rauch to begin his presentation. Mr. Rauch began by refreshing everyone's memory on the Plan Update process. He noted that he had facilitated a Strategic Plan Update planning workshop on November 19, 2015. The workshop had been preceded by background research by Mr. Rauch, and confidential interviews with individual Board members and with the General Manager. From information gathered during both the interviews and the workshop, Mr. Rauch had now completed the 2016 Strategic Plan Update.

Mr. Rauch then presented highlights of the updated Plan. Discussion followed between the Board members, and also between Mr. Rauch, the Board members, the General Manager and staff members present. Based on comments and input from the Board members, the General Manager and staff members, minor edits and changes to the Plan document were unanimously agreed upon. Mr. Rauch thanked the Board and staff for

the input, and stated that he would finalize the 2016 Strategic Plan Update with the modifications and edits as directed by Board and staff.

On motion of Director Peters, seconded by Director Dillon-Knutson, and carried unanimously, the Board adopted the 2016 Strategic Plan Update subject to minor edits.

At 3:40 p.m., Mr. Rauch left the meeting.

At 3:41 p.m., President Mariani called for a ten minute recess.

At 3:50 p.m., President Mariani reconvened the meeting.

RISK MANAGEMENT & CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY (CSRMA):

- Receive presentation on risk management and CSRMA from CSRMA Program Administrator representative Mr. Seth Cole. The General Manager stated that the District is a member of the California Sanitation Risk Management Authority (CSRMA), who provides pooled liability and risk control programs for the District. He noted that Mr. Seth Cole and Mr. PJ Skarlanic, Program Administrators for CSRMA, were present and would be making a presentation on CSRMA, the District's participation and role in CSRMA, and CSRMA's role in providing insurance and risk management services to the District. Mr. Cole and Mr. Skarlanic were introduced, and invited to make their presentation.

Mr. Cole proceeded to give a PowerPoint presentation. He provided an overview of CSRMA and its management structure. He described the CSRMA coverage programs including the shared risk (pooled liability and Workers compensation) and group purchase (property, pollution liability, auto/physical damage, and crime) programs that the District participates in. He then discussed the risk control and risk management programs and services in which the District participates through CSRMA, as well as how the District and CSRMA work together to minimize the District's overall risk profile. He concluded by presenting an overview of the District's insurance program as of December 2015, including the effective dates, nature, limits, and costs of the various coverages.

INFORMATIONAL ITEMS:

- Marin Independent Journal Article of Sunday, February 21, 2016, titled "Special district pay tops \$108,000".

- Marin Independent Journal Article of Tuesday, February 23, 2016, titled "Ross Valley Sanitary District scores court win, sets precedent".

GENERAL MANAGER'S ANNOUNCEMENTS:

- WateReuse California Conference, March 13-15, 2016, Santa Rosa.
 - Joint Public Policy Forum CASA-WateReuse CA Conference, April 6, 2016, Sacramento.
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- North Bay Watershed Association Conference, “The Future of Water is Now”, April 22, 2016, Napa.
- Solid Waste Committee meeting, 3:00 p.m., March 10, 2016.
- Next Regular Board meeting, Monday, March 14, 2016. Meeting will begin at 5:00 p.m. instead of the usual 6:00 p.m. due to several presentations to be made in a workshop setting.
- Potential for meeting of March 28, 2016 to be cancelled or rescheduled. More information at next meeting.
- Filing of Form 700 for all Directors and designated District personnel. Forms due to Registrar of Voters by April 1, 2016.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 5:11 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording
