

March 24, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 4:30 p.m., Monday, March 24, 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, Finance Officer Laura Creamer and Administrative Assistant Julie Borda.

ALSO PRESENT: Sam Renati, former Board Member  
Max Hopkins, Attorney on behalf of Rudnick Estates Subdivision

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager-Engineer noted that an Urgency Item needed to be added to the agenda as item 7b.: *Liability Claim Settlement: Authorize Settlement of Claim from New Life Christian Center up to \$46,835.32.*

*On motion of Member Di Giorgio, seconded by Member Quesada, and carried with the necessary 2/3 majority, the agenda was approved with the addition of Urgency Item 7b: Liability Claim Settlement: Authorize Settlement of Claim from New Life Christian Center up to \$46,835.32.*

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS: None.

REVIEW OF MINUTES:

Consider approval of minutes for the March 10, 2008 meeting: *On motion of Member Di Giorgio and seconded by Member Quesada, the March 10, 2008 Board meeting minutes were approved as written with the following vote: Ayes: Fritz, Di Giorgio, Quesada, and Knutson. Member Long abstained due to his absence from the March 10<sup>th</sup> Board meeting.*

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

- a. Approval of extension of sewer main extension permit for Rudnick Estates Subdivision.
- b. Approval of subordination request from Redevelopment Agency for the City of Novato.
- c. Approval of travel by the Laboratory Supervisor to Clayton, Missouri to attend the Environmental Protection Agency/Water Environment Federation Pretreatment Training Course on April 8-11, 2008.

- d. Approval of Board meeting schedule of April 14<sup>th</sup> and 28<sup>th</sup>, May 12<sup>th</sup> and 27<sup>th</sup>, June 9<sup>th</sup> and 23<sup>rd</sup>.
- e. Approval of regular disbursements in the amount of \$57,424.07, Wastewater Treatment Facilities Upgrade Project disbursements in the amount of \$697,690.85 and payroll related disbursements in the amount of \$105,393.48.

#### ADMINISTRATION:

- Receive the audited financial statements for fiscal year 2006-07. Vavrinek, Trine, Day & Co., Ltd. completed the audit of the District's financial records as of June 30, 2007. In the opinion of Vavrinek, Trine, Day and Co., the financial statements present fairly, in all material respects, the financial position of the District as of June 30, 2007. In addition, their report stated that the results of the District's operations and its cash flows conform with generally accepted auditing standards. The Manager-Engineer introduced Laura Creamer, the District's Finance Officer who gave an overview and explanation of the audit.

The Manager-Engineer expressed appreciation to Laura Creamer and June Brown for all of their hard work in assisting the auditors. Laura Creamer was also commended for her financial expertise. Member Long suggested the auditor, Vavrinek, Trine, Day and Co., appear before the Board every two years to discuss the audit.

- Urgency Item: Liability Claim Settlement: Authorize Settlement of Claim from New Life Christian Center up to \$46,835.32. The Manager-Engineer discussed with the Board a sewage backup at the New Life Christian Center which occurred on January 25, 2008. The spill occurred both inside and outside of the building as a result of a surcharge in the main on January 25<sup>th</sup>. Six rooms and 40,000 square feet were affected inside. There was no backflow prevention device installed and they have been notified that one is required. CSRMA's Pooled Liability Committee approved settlement up to \$46,835.32 and the Manager-Engineer requested authorization from the Board to settle the claim up to the stated amount.

*On motion of Member Di Giorgio, seconded by Member Long, and carried unanimously, the Board authorized settlement of the claim from New Life Christian Center in the amount not to exceed \$46,835.32, payable to New Life Christian Center.*

#### DISTRICT POLICY HANDBOOK:

- Consider adopting Policy Handbook Policy #2100: Vehicle Assignment and Usage. The Board has expressed an interest in the development of a District "Policy Handbook" or binder to incorporate District policies into one document. Staff is developing a District Policy Handbook and would like the Board to consider for adoption Policy #2100 – Vehicle Assignment and Usage.

The Manager-Engineer discussed the specific provisions of the new policy.

*On motion of Member Di Giorgio, seconded by Member Long, and carried unanimously, the Board adopted Policy Handbook Policy #2100 – Vehicle Assignment and Usage.*

DISTRICT STANDARD SPECIFICATIONS & DRAWINGS:

- Consider approval of Addendum No. 1 to the District's "Standard Specifications and Drawings". The Deputy Manager-Engineer outlined the addendum that would be added to the District's existing Standard Specifications and Drawings (Standards). The Addendum No. 1 addresses all previous adhoc changes and also captures the more typical situations that the original (1975) document is either silent on or where industry practices have changed and need to be updated. Anyone purchasing a set of the Standards would be required to sign acknowledgement that they have received Addendum No. 1. He also pointed out that the District is currently preparing a total overhaul the Standards, with a final draft scheduled for completion in the summer of 2008.

*On motion of Member Di Giorgio, seconded by Member Quesada, and carried unanimously, the Board authorized immediate implementation of Addendum No. 1 to the District's "Standard Specifications and Drawings".*

RECLAMATION FACILITIES SPOT REPAIR PROJECT 2007-04:

- Approve expenditure in an amount not to exceed \$55,000 for the emergency repair of the 10" pond feed line feeding the irrigation pump station. The Deputy Manager-Engineer gave a brief overview of the problem involving the 10" pond feed line which was found to be leaking on January 26<sup>th</sup>. Upon investigation, it was determined the feed line had been compromised during construction approximately 25 years ago and a leak had recently developed. The District has received billing to date for this repair in the amount of \$44,265.50. Upon review, the District determined that approximately \$12,000 was for the specialized shoring which allowed for the safe repair of the pipeline (the pipe was below the surface at a depth of 18').

The Deputy Manager-Engineer stated that the repair to the feed line had been finished. Paving is left to be completed which should not exceed \$10,000. Staff recommends the Board approve an expenditure not to exceed \$55,000 for the repair of the 10" pond fill line.

*On motion of Member Long, seconded by Member Di Giorgio, and carried unanimously, the Board approved the expenditure to Ghilotti Construction in an amount not to exceed \$55,000 for the emergency repair of the 10" pond feed line.*

WASTEWATER FACILITY UPGRADE PROJECT 2006-07, 08:

- Consider scheduling a ribbon-cutting ceremony to celebrate completion of the Ignacio Pump Station and Force Main projects. The Manager-Engineer noted that the Ignacio Pump Station and Force Main projects have been successfully completed except for punch-list items. For this reason, the Manager-Engineer reported the District would like to have a

ribbon-cutting ceremony to recognize the many people and companies that worked to make these projects a success. Staff would like the event to be scheduled for May 2, 2008 at 2:00 PM. Staff recommended providing light refreshments and arranging for plaques to commemorate the event. The Manager-Engineer noted that invitations will be sent to selected individuals as well as a press announcement placed in both the Novato Advance and the Marin IJ for the general public.

Member Long communicated the importance of the completion of the Pump Station noting that the District will be in a much better position to conform with rigorous environmental standards.

*On motion of Member Di Giorgio, seconded by Member Quesada, and carried unanimously, the Board approved the date of May 2, 2008 for the ribbon cutting ceremony at the Ignacio Pump Station.*

#### STAFF REPORTS:

a. California Association of Sanitation Agencies' (CASA) Washington D.C. Conference.

The Deputy Manager-Engineer attended this conference noting it provided a good overview of Federal legislative priorities as they relate to CASA and its member agencies such as the District. He stated that CASA had arranged for him to attend a meeting with the Senior Legislative Analyst from Representative Lynn Woolsey's office. The Deputy Manager-Engineer was able to convey the following three points that are of interest to the District: infrastructure financing, Clean Water Act jurisdiction, and sustainability. He noted it was a very successful conference.

b. California State Water Resources Control Board (CSWRCB) March 18<sup>th</sup> meeting. The Manager-Engineer attended this meeting and noted that the CSWRCB considered two important items at its meeting: (a) revisions to the SWRCB's compliance schedule policy, and (b) adoption of a revised state-wide policy on water-reuse.

Based on input from a diverse community during this meeting, the CSWRCB decided to defer its decision on these two items to future meetings. The Manager-Engineer noted that any changes to the state-wide recycled water policy may impact the District's recycled water program.

c. North Bay Water Reuse Authority. Member Long attended the North Bay Water Reuse Authority Lobbying effort which took place in Washington D.C. at the same time as the CASA Conference. He noted his efforts were beneficial.

d. Bay Trail Feasibility Study Workshop. The Manager-Engineer stated that she attended this workshop with Member Long. On a map, she pointed out to the Board several trails that border or go through District property. She outlined various routes that are being considered by the Bay Trail Feasibility Study noting that there may be some potential setback distances the District would have to explore.

e. College of Marin meeting. The Manager-Engineer discussed a roundtable meeting she attended with other Novato leaders at the College of Marin Indian Valley Campus. The College outlined changes they hope to implement to increase enrollment. One such change will be the addition of a Sustainable/Organic Horticulture Program. There is a possibility that recycled water may be used for this program.

MANAGERS ANNOUNCEMENTS:

The Manager-Engineer discussed a tour she participated in at the Redwood Landfill. She stated that a second tour would be available to all Directors who were interested and this tour would take place on March 31<sup>st</sup> at 10AM.

The Manager-Engineer noted that the North Bay Watershed Association (NBWA) will be holding their 2008 conference titled "The Power of Water: Water, Energy and Climate Change" on Friday, April 4, 2008 at the Sheraton Petaluma in Petaluma, CA. Any Directors who are interested in attending should let the District office know.

The Manager-Engineer also noted that the CASA Spring Conference will be held from April 23<sup>rd</sup> through the 26<sup>th</sup> at the Resort at Squaw Creek in Olympic Valley, CA. She discussed some of the topics that will be covered during the Conference. Any Directors who are interested in attending should let the District office know.

The Manager-Engineer stated that she will be on vacation from April 7<sup>th</sup> through April 11<sup>th</sup>.

ADJOURNMENT: There being no further business to come before the Board, President Fritz declared the meeting adjourned at 6:08 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Borda, Recording