

March 10, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:03 p.m., Monday, March 10, 2014, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members William C. Long and Jerry Peters. Member Jean Mariani arrived at 6:08 p.m. Member Brant Miller was absent.

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

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the February 10 and February 24, 2014 meeting.

On motion of Member Peters, seconded by Member Long, and carried unanimously by those members present, the February 10th meeting minutes were approved.

The February 24th meeting meetings were approved by President Di Giorgio and Member Peters. Member Long abstained from approval of the Feb. 24th meeting minutes as he was absent.

CONSENT CALENDAR:

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

- a. Approval of regular disbursements in the amount of \$410,353.96, project account disbursements in the amount of \$408,855.67, and Board member related disbursements in the amount of \$4,587.50.
- b. Received Accounts Receivable report.
- c. Approved the meeting schedule of: March 24, April 14, May 12, Tuesday, May 27th (May 26 is Memorial Day), June 9, and June 23. Cancel meeting of April 28 (due to CASA Sacramento Legislative & Public Policy Forum).
- d. Received auditor's memorandum of internal control and required communications.

COMMITTEE REPORTS:

- Solid Waste Committee Report. The Manager discussed the Solid Waste Committee meeting which was held on February 25th and she provided the Board with a copy of the Household Hazardous Waste Facility 2014 schedule. She noted that our Spring E-Waste event will be held from April 26 through April 28 at the facility. The Manager discussed the facilities progress of solid waste collection from 2004 when the facility opened through the end of 2013.

President Di Giorgio stated that he was at the meeting and commented on the discussion of complications involved with waste recycling at multi-family unit dwellings.

Member Mariani joined the Board meeting during discussion of this report.

Member Long proposed that Novato Disposal Services enter a float in the annual Novato Fourth of July parade to alert the public to the free curbside bulky waste pickups offered four times/year by Novato Disposal.

ADMINISTRATION:

- Receive report from Adhoc Manager-Engineer Contract Negotiating Committee, and consider approval of Manager-Engineer employment agreement: Member Mariani stated that the Committee met with Deputy Manager-Engineer Sandeep Karkal to review sample employment contracts and compensation comparisons. She stated that the Committee offered, and Mr. Karkal accepted, the terms of the employment agreement, a copy of which was included in the Board packet.

On motion of Member Peters, seconded by Member Long and carried unanimously by those members present, the Board approved the Manager-Engineer employment agreement for Sandeep Karkal, subject to review by District Counsel.

- Approve an Addendum to the Contract Services Agreement to provide temporary laboratory assistance and authorize the Manager-Engineer to execute it: The Deputy Manager-Engineer stated that the District had entered into a sub-contract with Veolia Water to fill a temporary Environmental Services Supervisor position. He noted that the original contract amount of \$27,300 will be depleted at the end of March and requested the Board approve an Addendum for an amount not to exceed \$30,000.

On motion of Member Long, seconded by Member Peters and carried unanimously by those members present, the Board approved an Addendum to the Contract Services Agreement with Veolia Water West Operating Services, Inc. to provide temporary laboratory assistance for an amount not to exceed \$30,000, and authorized the Manager-Engineer to execute the Agreement.

STAFF REPORTS:

- North Bay Water Reuse Authority (NBWRA) update. Beverly gave an update of the NBWRA meeting which was held on February 19th. She stated that NBWRA is wrapping up the Phase 2 scoping study and has prepared a cost budget for Phase 2. She discussed agencies that have withdrawn from the project and the impact that this may have on the remaining agencies. The Manager outlined the three District projects under consideration.

BOARD MEMBER REPORTS:

- North Bay Watershed Association (NBWA) meeting: President Di Giorgio discussed his attendance at the North Bay Watershed Association meeting which was held on March 7th. He stated that the 2014-2015 NBWA budget was discussed and that Chris Choo gave a presentation on the Marin TMDL project in Boyle Park.

- California Association of Sanitation Agencies (CASA) Washington DC conference. Member Long commented on his attendance at the conference. He discussed activities, speakers and meetings he attended with legislators and their staff.

MANAGER'S ANNOUNCEMENTS:

- The Wastewater Operations Committee will meet on Monday, March 17th at 2:00 p.m. at the District office.

- The North Bay Watershed Association will host the conference "Water Resources Management" on Friday, April 11th at the StoneTree Golf club.

- The California Special Districts Association (CSDA) is calling for nominations for Seat C. If any Board members are interested, the Manager should be notified so she can place this item on a future agenda.

- California Association of Sanitation Agencies (CASA) will hold a Legislative and Public Policy Forum in Sacramento on April 28th and 29th. Board members are encouraged to attend.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 7:24 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording