

April 12, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, April 12, 2010, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members George C. Quesada and Dennis Welsh.

BOARD MEMBERS ABSENT: Members James D. Fritz and William C. Long.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal and Administrative Secretary Julie Borda.

ALSO PRESENT: Thomas Pierce, Novato resident
Deanna Pierce, Novato resident
Pam Welsh, Novato resident
Dean L. Heffelfinger, Novato resident
Jo Heffelfinger, Novato resident
Dean B. Heffelfinger, NSD employee, Novato resident
Jim Lynch, NSD employee
Brant Miller, Novato resident
John Bailey, Project Manager, Veolia Water
John O'Hare, Technical Manager, Veolia Water
Steve McCaffrey, Director of Governmental Affairs, Novato Disposal

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager requested Agenda item 8: Kitchen Compost Bin Drawing, be moved to immediately follow Agenda item 2: Agenda Approval.

On motion of Member Quesada, seconded by Member Welsh, and carried unanimously by those members present, the agenda was approved as amended.

KITCHEN COMPOST BIN DRAWING: The Manager introduced Steve McCaffrey, Novato Disposal. Mr. McCaffrey, with the assistance of the Board members, drew 15 names. Each name drawn was a winner of a kitchen compost bin, provided by Novato Disposal. The winners will be notified by the Novato Sanitary District office.

PUBLIC COMMENT:

Dean B. Heffelfinger, District employee, read a letter to the Board regarding a personnel grievance issue.

Jim Lynch, District employee, commented on Mr. Heffelfinger's letter. Mr. Lynch commented on a personnel grievance issue which he experienced.

BOARD MEMBER REPORTS:

Member Welsh addressed the public comments made by Mr. Heffelfinger and Mr. Lynch and asked the status of management's resolution of this issue. The Manager stated that personnel matters cannot be discussed in a public forum.

President Di Giorgio commented on his attendance at the North Bay Watershed Association conference in Petaluma. He noted that Jared Huffman's presentation was well done.

Member Quesada commented on his attendance at the North Bay Watershed Association conference in Petaluma and remarked that Jared Huffman's speech was excellent. Member Quesada also commented on the Mt. Tamalpais watershed program.

REVIEW OF MINUTES:

Consider approval of minutes of the February 8th and March 22nd meetings:

Member Quesada suggested the Board not approve the minutes until all Board members are present. The Manager stated that the two absent Board members had the opportunity to review the minutes as presented, and did not notify her of any changes. She requested the Board move forward with approval of the minutes.

On motion of Member Quesada, seconded by Member Welsh, and carried unanimously by those members present, minutes of the February 8th and March 22nd meetings were approved as written.

CONSENT CALENDAR: *On motion of Member Quesada, seconded by Member Welsh, and carried unanimously by those members present, the following consent calendar items were approved:*

- a. Acceptance of Olive Court sewer main extension.
- b. Approval of regular disbursements in the amount of \$407,217.59, project account disbursements in the amount of \$1,287,750.02, and Board member disbursements in the amount of \$4,004.97.
- c. Approval of Board meeting schedule as follows: April 26th, May 10th and 24th.

STAFF REPORTS:

- NPDES Permit Renewal. The Manager presented to the Board the District's detailed comments on the Tentative Order and Tentative Cease and Desist Order and stated these documents are posted on the District website. She pointed out that the District is requesting that the existing ammonia effluent limit be retained as the final effluent limit of record. She also noted that the District is requesting removal of the proposed new fecal coliform limits, since these limits are designed to protect shellfish harvesting, which does not occur in the vicinity of, or even nearby, the District's outfall. She stated that the

District's comments are scheduled to be heard on May 14th at the Regional Water Quality Control Board meeting.

- Independent Auditor's Financial Audit Report for 2008-09. The Manager discussed the District's Financial Audit report for 2008-09 as prepared by Vavrinek, Trine, Day & Co., LLP (VTD). The Manager pointed out that two reports were prepared by VTD: the Single Audit Report which is in response to the Federal SRF Loan, and the District's Financial Statements and Accompanying Information. She discussed the reports and the two findings which were issued by the Auditor. She stated that the two audit reports are posted on the District webpage.
- North Bay Watershed "Greening our Water Infrastructure" conference. The Manager commented on the keynote speakers, stating that their comments were very good. She stated that the speakers discussed watershed and legislative sewer lateral issues.
- Worker's Compensation Report. The Manager stated that the District has been informed by our Worker's Compensation Insurance carrier, CSRMA, that the District's Experience Modification Factor will increase significantly for policy year 2010-2011 from 1.26% to 1.49%. She noted that the District will be billed approximately \$3,003 more than last year based on the projected payroll provided in February 2010. She noted that the District is working very hard to bring their safety standards up to date and that the District has not experienced any recent lost time accidents.

MANAGER'S REPORT:

The free Household E-waste drop off event is taking place April 23rd through April 26th at the Novato Recycling facility on Redwood Blvd.

The District started the first-half of the secondary treatment system today and the new equipment performed very well.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 7:15 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Borda, Recording