

May 12, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, May 12, 2014, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors William C. Long, Brant Miller and Jerry Peters.

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Project Manager, Veolia
Suzanne Brown Crow, Novato resident, Board candidate
Gary Butler, Novato resident, Board candidate
Debbie Butler, Novato resident
Luis Rivera, Novato resident, Board candidate
Charles P. Schwarze, Novato resident, Board candidate
Thomas James, Novato resident, Board candidate
Carole Dillon-Knutson, Novato resident, Board candidate
arrived at 6:25 p.m.
William Hipps, Novato resident, Board candidate, arrived at 6:38 p.m.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

BOARD OF DIRECTORS: APPOINTMENT OF NEW BOARD DIRECTOR:

- Interview candidates for open Board position (continued from May 5, 2014 special Board meeting).

President Mariani questioned if the seventh candidate, Mr. William Hipps, was present. Manager-Engineer Karkal stated that Mr. Hipps was not present, but had notified the District that he would be at a meeting just prior to the start of the District Board meeting but should arrive by 6:00 p.m. President Mariani requested that the Board postpone this item, *Interview candidates for open Board position* until after agenda item number 10 to allow for Mr. Hipps arrival. There was no objection from the Board.

REVIEW OF MINUTES:

- Consider approval of minutes of the meeting of April 14th, 2014.

On motion of Director Long, seconded by Director Peters and carried unanimously, the Board approved the April 14th 2014 meeting minutes.

CONSENT CALENDAR:

Director Miller requested that item a) *Consider rejection of claim from Law Office of Mark W. Swanson* be removed from the consent calendar for further clarification.

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

- b. Receive quarterly investment report.
- c. Approval of May 12th regular disbursements in the amount of \$231,216.82, and capital project disbursements in the amount of \$418,885.13. Approval of April 28th regular disbursements in the amount of \$108,498.96, and capital project disbursements in the amount of \$148,447.71. Approval of Board Director disbursements in the amount of \$1,529.18. Ratification of April payroll and payroll related disbursements in the amount of \$233,505.95.

Item (a) was discussed: Consider rejection of claim from Law Office of Mark W. Swanson, representing Conrad Jimenez, for personal injuries allegedly sustained while employed by a subcontractor working on a District project. Director Miller questioned the nature of the personal injury. The Manager-Engineer explained that Mr. Jimenez sustained an injury to his ankle.

On motion of Director Peters, seconded by Director Miller and carried unanimously, the Board approved the rejection of claim from Law Office of Mark W. Swanson, representing Conrad Jimenez for personal injuries allegedly sustained while employed by a subcontractor working on a District project.

WASTEWATER TREATMENT PLANT UPGRADE – CONTRACT D (RECYCLED WATER FACILITY), ACCOUNT NO 73002:

- Approve Final Acceptance of the Chlorine Contact Tank Baffle Modification and authorize staff to file the Notice of Completion. The Manager-Engineer discussed the project and noted that EC Applications completed the work on March 28, 2014. He stated that the final cost of the work was \$84,850 and that there were no change orders.

On motion of Director Peters, seconded by Director Miller and carried unanimously, the Board granted Final Acceptance of the Chlorine Contact Tank Baffle Modification project and authorized staff to file the Notice of Completion.

BOARD OF DIRECTORS:

- Presidential appointment of Ad Hoc Labor Relations Committee. President Mariani stated that she would postpone this item until such time when a new Director is appointed to the Board.

ADMINISTRATION:

- Approve revisions to FY 2013-14 salary schedule for Management and Confidential Staff for procedural consistency with CalPERS reporting requirements. The Manager-Engineer outlined the need for revisions to the salary schedule submitted to CalPERS. He noted that CalPERS has requested a revised FY 2013-14 salary schedule which included the revision to the previous Manager-Engineer's position.

On motion of Director Peters, seconded by Director Long and carried unanimously, the Board approved revisions to the FY 2013-14 salary schedule for Management and Confidential Staff to meet procedural consistency with CalPERS reporting requirements.

- Consider approval of the revised schedule for the FY 2014-16 budget. The Manager-Engineer requested approval of the revised budget schedule as presented. He pointed out that the Budget Workshop presentation would be postponed to the May 27th Board meeting due to the new Board director appointment process.

On motion of Director Peters, seconded by Director Miller and carried unanimously, the Board approved the revised schedule for the FY 2014-16 budget.

- Approve a contract with Regional Government Services, (RGS), to provide temporary laboratory assistance on a part-time, as-needed basis, and authorize the Manager-Engineer to execute it. The Manager-Engineer stated that RGS is a California Joint Powers Authority (JPA) chartered by several California cities and counties to help California governmental agencies with staffing needs. He stated that the District seeks through RGS to provide temporary as-needed advisory services to the District's environmental services program.

On motion of Director Peters, seconded by Director Long and carried unanimously, the Board approved a contract with Regional Government Services, (RGS), to provide temporary laboratory assistance on a part-time, as-needed basis, and authorized the Manager-Engineer to execute the contract.

- Approve a consulting services agreement with RMC Water Environment for 2014 NPDES Permit renewal assistance in the amount of \$88,560 and authorize the Manager-Engineer to execute it: The Manager-Engineer noted that the District's National Pollutant Discharge Elimination System (NPDES) discharge permit renewal application is due to the San Francisco Regional Water Quality Control Board on January 1, 2015. He stated that the District had requested and subsequently received a scope of work and fee estimate from RMC Water and Environment to provide assistance in preparing the required documents for permit renewal.

On motion of Director Long, seconded by Director Peters and carried unanimously, the Board approved a consulting services agreement with RMC Water Environment for 2014 NPDES Permit renewal assistance in the amount of \$88,560, and authorized the Manager-Engineer to execute it.

President Mariani stated that the Board would now return to agenda item 4.

BOARD OF DIRECTORS: APPOINTMENT OF NEW BOARD DIRECTOR:

- Interview candidates for open Board position (continued from May 5, 2014 special Board meeting). President Mariani stated that the Board would proceed to conduct an interview with Board applicant Mr. William Hipps who was not available for interview at the May 5th Special Board meeting.

It was determined that Mr. Hipps was not present (6:25 p.m.) and President Mariani stated that the Board would move forward with the appointment process.

- Board deliberations (continued from May 5, 2014 special Board meeting). President Mariani asked the Board if they had any additional questions for the applicants who were present at the meeting. Directors Long, Peters, and Miller commented that the decision to choose only one of the candidates as the new Director would be difficult because each would bring unique qualifications and experiences to the position.

- Nomination of new Board director. Director Miller made a motion to nominate Gary Butler to fill the Board vacancy. Director Peters seconded the motion.

Directors Miller, Peters, and Long discussed Mr. Butler's qualifications and background. President Mariani stated that she supported Mr. Butler's nomination. There was no public comment.

On motion of Director Miller, seconded by Director Peters and carried unanimously, the Board appointed Mr. Gary Bulter to fill the Novato Sanitary District Board vacancy.

- Adopt Resolution No. 3073 appointing new Board director.

On motion of Director Long, seconded by Director Peters and carried unanimously, the Board adopted Resolution No. 3073: A Resolution Appointing a Director (Gary Butler) to Fill a Vacancy in an elective Office.

At 6:32 p.m. President Mariani declared the Board would take a ten minute break.

At 6:47 p.m. President Mariani reconvened the meeting.

The Manager-Engineer stated that Mr. William Hipps, Board candidate, did present himself at approximately 6:38PM and was informed that the Board had already made their selection for the vacancy and had voted unanimously to appoint Mr. Gary Butler.

- Administration of Oath of Office and seating of new Board director. The Manager-Engineer proceeded to administer the Oath of Office to Gary Butler.

COMMITTEE REPORTS:

- Wastewater Operations Committee. John Bailey, Project Manager, Veolia, discussed the March Wastewater Operations report as presented to the Wastewater Operations Committee at their April 21, 2014.

The Manager-Engineer gave an overview of the odor control issue and the recommendation by Mr. McEwan, Brown and Caldwell. He discussed the landscaping installed at the District's fence-line on Lea Drive at the northeast corner area of the treatment facility and noted that the landscaping is being irrigated with recycled water. Director Long suggested that the District install a sign near the landscaping stating that recycled water was being utilized for irrigation.

The Manager-Engineer discussed the Collection System and Reclamation Facility reports.

BOARD OF DIRECTORS:

- Presidential appointment of Ad Hoc Labor Relations Committee. President Mariani suggested Director Long and Director Butler participate in the Ad Hoc Labor Relations Committee. Director Long and Director Butler accepted the appointment.

STAFF REPORTS:

- Review the Local Agency Formation Commission (LAFCO) FY 14-15 budget. The Manager-Engineer stated that LAFCO is required to provide their budget to all agencies for review and approval. He reviewed the budget and the Directors discussed the budget. The discussion did not result in any comments to be provided to LAFCO.

- Receive correspondence from homeowner at 21 Caribe Isle. President Mariani stated that Mr. Terry Molloy presented a letter to her at the May 5th Board meeting. At the time, she was unaware that the letter was directed to each of the Board directors so the correspondence was included in this Board packet for consideration by each Director.

BOARD MEMBER REPORTS:

- California Association of Sanitation Agencies (CASA) Public Policy Conference was held on April 28th and 29th in Sacramento. Directors Miller, Long, and Peters attended and discussed their participation.

- North Bay Watershed Association (NBWA). Director Miller discussed his attendance at the NBWA meeting which was held on May 2nd at the Marin Community Foundation.

MANAGER'S ANNOUNCEMENTS:

- Discussed his attendance at the California Association of Sanitation Agencies (CASA) Public Policy Conference which was held on April 28th and 29th in Sacramento.
- The Wastewater Operations Committee meeting will be held on Monday, May 19th at 2:00 p.m. at the District office.
- A Solid Waste Committee meeting will be scheduled for the week of May 27th.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Sandeep S. Karkal
Secretary

Julie Swoboda, Recording