

May 27, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, May 27, 2014 at the District offices, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: None

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the May 5th and May 12th, 2014 Board meetings.

On motion of Director Miller, seconded by Director Peters and carried unanimously, the May 5 and May 12, 2014 Board meeting minutes were approved with the following vote: Ayes: Long, Mariani, Miller, Peters. Abstain: Butler. (Director Butler abstained as he was not seated as a Board Member when the meetings took place.)

CONSENT CALENDAR:

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

- a. Approval of a contract in the not-to-exceed amount of \$75,000 with Duke's Root Control, Inc., and authorized the Manager-Engineer to execute it.
- b. Approval of regular disbursements in the amount of \$132,035.41, project account disbursements in the amount of \$78,516.97, and payroll and payroll related disbursements in the amount of \$215,112.02.
- c. Acceptance of Sewer Main Extension (SME) improvements from Valley Memorial Park and adoption of Resolution No. 3074: A Resolution Authorizing Acceptance of Easement from Valley Memorial Park.
- d. Approval of sewer main extension plans – Walnut Meadow Subdivision project.

BUDGET WORKSHOP:

- FY 2014-15 Budget Workshop: Outline FY 14-15 strategic issues and present preliminary Capital Improvements Program (CIP) budget. The Manager-Engineer

initiated a PowerPoint presentation and discussed strategic issues facing the District. He reviewed the District's upcoming National Pollutant Discharge Elimination System (NPDES) permit renewal process, the potential future loss of the District's reclamation area leased facilities, the District's participation in the Hamilton Wetlands/Outfall Reconfiguration study with the State Coastal Conservancy (SCC), and the District's role and participation in the North Bay Water Reuse Authority (NBWRA) and how these all issues are potentially interlinked.

At 7:10 p.m. President Mariani stated that the Board would take a short break.

At 7:17 p.m. President Mariani reconvened the Board meeting.

The Manager continued his PowerPoint presentation and discussed the District's staffing structure and his proposed adjustments to the organization chart. He then presented proposed budget items for FY14-15, and compared proposed revenue and expenditures for FY14-15 against expected revenue s and expenditures for FY 13-14. He reviewed elements of the District's Strategic Plan using an example of the District Collections System performance history, and how the proposed FY14-15 budget would address these elements. The Manager concluded the presentation with a discussion of the 2011-16 Preliminary Capital Improvements Program (CIP) expenditure projections and the preliminary FY14-16 CIP budget. The presentation ended at 8:15PM.

President Mariani requested that the memorandum which was included in the Board packet: *FY 2014-16 Preliminary Capital Improvement Program (CIP) Budget – Summary of Anticipated Project Work* be delegated to the Strategic Planning / New Facilities Committee. The Manager stated that he would schedule a meeting in early June of the Strategic Planning / New Facilities Committee to discuss the memorandum.

On motion of Director Peters, seconded by Director Long and carried unanimously, the Board directed Manager-Engineer Karkal to schedule a Strategic Planning / New Facilities Committee meeting to discuss the Preliminary CIP Budget Summary.

ADMINISTRATION:

- Approve proposed modification to budget amendment process and direct staff to develop a new policy for Board adoption. President Mariani read the recommended action and called for the vote.

On motion of Director Long, seconded by Director Peters and carried unanimously, the Board approved the proposed modification to the budget amendment process and directed staff to develop a new policy for Board adoption.

- Review Quarterly Revenue and Expenditure Report for period ended March 31, 2014. The Manager gave a brief overview of the report. The Board had no questions.

BOARD OF DIRECTORS:

- Confirm terms of office for President and President Pro-Tem, and Presidential appointment of Committee members, for remainder of FY 13-14 and FY 14-15.

On motion of Director Long, seconded by Director Peters and carried unanimously, the Board confirmed the terms of Director Mariani as President, and Director Peters as President Pro-Tem, effective for the remainder of FY 13-14 as well as for FY 14-15.

President Mariani discussed the committee assignments. Discussion followed. All Directors agreed to appointments as President Mariani outlined. All committees will become effective June 1, 2014 for the remainder of FY 13-14 as well as FY 14-15. The new committee assignments are as follows:

A. Standing Committees:

1. Joint City/District Solid Waste Committee:
Jean Mariani
Gary Butler
Brant Miller, Alternate
2. Wastewater Operations Committee:
Brant Miller
Jerry Peters
Jean Mariani, Alternate
3. Strategic Planning and New Facilities Committee:
Gary Butler
William C. Long
Brant Miller, Alternate
4. Finance Committee:
William C. Long
Jerry Peters
Gary Butler, Alternate

B. Regular Committees:

1. California Association of Sanitation Agencies:
Jean Mariani, Delegate
Jerry Peters, Alternate
2. California Sanitation Risk Management Authority:
Sandeep Karkal, Delegate
Brant Miller, Alternate
3. North Bay Water Reuse Authority:
William C. Long, Delegate
Jerry Peters, Alternate
4. North Bay Watershed Association:
Brant Miller, Delegate
Sandeep Karkal, Alternate

C. Ad Hoc Committee Assignments:

1. Ad Hoc Labor Relations:
William C. Long
Gary Butler

- Receive letter from "Implementation Review Committee, Marin Chapter California Grand Jurors Association", and review draft response. The Manager reviewed the letter received from the Implementation Review Committee and discussion followed. The Board unanimously agreed to respond and directed the Manager to finalize and send the proposed response letter.

- Receive and review proposed new bylaws, California Association of Sanitation Agencies (CASA). President Mariani read the recommended action and, there being no discussion by the Board, directed the Manager to return the completed and signed ballot approving the new proposed CASA bylaws.

- Receive and review proposed new bylaws, California Special Districts Association (CSDA). President Mariani read the recommended action and, there being no discussion by the Board, directed the Manager to return the completed and signed ballot approving the proposed updated CSDA bylaws.

COMMITTEE REPORTS:

- Wastewater Operations Committee.

President Mariani directed the Members attention to the Wastewater Operations report for April 2014. The Board had no comments or questions.

STAFF REPORTS:

None were presented.

BOARD MEMBER REPORTS:

None were presented.

MANAGER'S ANNOUNCEMENTS:

- The next regular Board meeting will be held on Monday, June 9th at 6:00 p.m.
- The Solid Waste Committee will be held on Thursday, May 29th at 3:00 p.m.
- A New Facilities/Strategic Planning Committee meeting will be scheduled for early June.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the Board meeting at 8:30 p.m.

Respectfully submitted,

Sandeep S. Karkal
Secretary

Julie Swoboda, Recording