

## **NOVATO SANITARY DISTRICT**

### Board Meeting Minutes

Meeting Date: June 8, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, June 8, 2015, 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:** Laura Creamer, Finance Officer, Novato Sanitary District  
Dee Johnson, Household Hazardous Waste Program Coordinator  
John O'Hare, Pretreatment Programs Manager, Veolia  
Dane Wadle, California Special Districts Association (CSDA) Marin County Coordinator

**PLEDGE OF ALLEGIANCE:**

**AGENDA APPROVAL:** The agenda was approved as written.

**PUBLIC COMMENT:**

Dane Wadle, CSDA, introduced himself to the Board and stated that he has recently taken the CSDA position of Public Affairs Field Coordinator for Marin County.

**REVIEW OF MINUTES:**

**- Consider approval of minutes of the May 26, 2015 meeting.**

*On motion of Director Peters, seconded by Director Miller, and carried unanimously, the May 26, 2015 Board meeting minutes were approved as presented.*

**CONSENT CALENDAR:**

President Mariani called for a motion on the Consent Calendar items as follows:

- a. Approval of regular disbursements in the amount of \$220,475.55, capital project disbursements in the amount of \$111,873.67, and Board member disbursements in the amount of \$3,312.63.
- b. Approved Regular Board meeting schedule as follows: July 13<sup>th</sup>, August 10<sup>th</sup>, and August 24<sup>th</sup>. The meeting of July 27<sup>th</sup> was cancelled.

*On motion of Director Peters, seconded by Director Long and carried unanimously, the above listed Consent Calendar items were approved.*

SOLID WASTE COMMITTEE:

- Receive report, and accept recommendation to adopt preliminary Household Hazardous Waste (HHW) operating budget for FY 15-17. The Manager-Engineer stated that the Solid Waste Committee met on June 1<sup>st</sup> with Members Mariani and Butler in attendance. He noted that presentations were made by Dee Johnson, Household Hazardous Waste Program Coordinator, and Steve McCaffrey of Novato Disposal, the District's solid waste franchisee. He stated that the Household Hazardous Waste Program Coordinator was present and would review the committee meeting for the Board.

The Household Hazardous Waste Program Coordinator outlined details of the Zero Waste and Household Hazardous Waste Programs. She stated that the twice monthly household hazardous waste events in 2014 showed increased participation by 10-15% over the previous year. She outlined the details of the FY 15-17 HHW operating budget. Discussion followed.

The Manager-Engineer stated that the preliminary FY 15-17 HHW operating budget was reviewed with the Solid Waste Committee. He noted that the Committee unanimously agreed to recommend the budget for adoption by the full Board of Directors.

*On motion of Director Miller, seconded by Director Peters and carried unanimously, the Board adopted the preliminary Household Hazardous Waste (HHW) operating budget for FY 15-17 as presented.*

- Approve contract with DLJ Associates to provide AB939, household hazardous waste (HHW), and related services for Fiscal Year 2015-16 in the amount of \$101,464, and authorize the Manager-Engineer to execute it. The Manager-Engineer stated that Dee Johnson of DLJ Associations has managed the District's Household Hazardous Waste and AB939 services for many years. He stated that for the past four years she has also managed the Zero Waste outreach and AB341 solid waste requirements. He stated that staff recommends approving a contract with Ms. Johnson to continue her current services for FY 15-16.

*On motion of Director Peters, seconded by Director Long and carried unanimously, the Board approved a contract with DLJ Associates to provide AB939, household hazardous waste (HHW), and related services for Fiscal Year 2015-16 in the amount of \$101,464, and authorized the Manager-Engineer to execute it.*

Dee Johnson left the meeting at 6:25 p.m.  
Dane Wadley left the meeting at 6:26 p.m.

## ANNUAL BUDGET:

- Presentation of Preliminary Budget for Fiscal Years (FY) 2015-16 and FY 16-17. The Manager-Engineer stated that the District's Preliminary Budget for fiscal years 2015-17 was included in the Board package for Board review. He noted that the preliminary budget will also be presented at the June 22<sup>nd</sup> Board meeting for approval and adoption, and that the format is similar to previous years.

Discussion followed among the Directors, the Manager-Engineer, and the Finance Officer. Director Long noted that the projected property tax revenue for FY 15-16 and for FY 16-17 did not show an increase on page 15 of the budget. The Finance Officer noted that this was in error and stated that this error would be corrected, with a projected increase of two (2) per cent for property tax revenues for FY16-17. President Mariani requested that the word 'preliminary' be replaced with the word 'proposed' for FY15-16 revenue and expenditure items. The Finance Officer stated that this change would be made. Directors Butler and Long suggested that a summary of significant budget questions brought forth by any Director be shared with the full Board, and the Manager-Engineer requested that Board members submit any questions to him so that staff can respond appropriately.

- Set the date of July 13, 2015 for the public hearing on individual sewer service charges and adoption of a resolution confirming report on sewer service charges.

*On motion of Director Long, seconded by Director Peters and carried unanimously, the Board set the date of July 13, 2015 for the public hearing on individual sewer service charges and for adoption of a resolution confirming report on sewer service charges.*

## BOARD OF DIRECTORS:

- Ratify appointment of Secretary/Treasurer and Secretary Pro Tem for FY 15-16, and designate and authorize check signers for FY 15-16. The Manager-Engineer stated that the Board appoints the Secretary-Treasurer and the Secretary Pro-Tem annually. He stated that currently, the District Manager-Engineer serves as the Secretary-Treasurer and the Administrative Secretary serves as the Secretary Pro-Tem. He requested that the Board retain these current designations.

The Manager-Engineer requested that the Board President designate and authorize District check signers for FY 15-16. He stated that the current authorized check signers are President Mariani, Director Peters and Director Miller, and himself.

*On motion of Director Peters, seconded by Director Long and carried unanimously, the Board approved the following appointments:*

- *Secretary-Treasurer: District Manager-Engineer Sandeep Karkal; and*
- *Secretary-Treasurer Pro-Tem: Administrative Secretary Julie Swoboda.*

*On motion of Director Peters, seconded by Director Long and carried unanimously, the Board authorized the following check signers:*

- *President Mariani, Director Peters and Director Miller, Manager-Engineer Sandeep Karkal.*

- Presidential appointment of Committee members for FY 15-16. The Manager-Engineer stated that the President customarily appoints committee members at the first Board meeting in June. President Mariani requested the Board members notify her of their preferences and stated that she will make committee appointments at the June 22<sup>nd</sup> Board meeting.

#### STAFF REPORTS:

- Comprehensive Annual Financial Report (CAFR) Award. The Manager-Engineer stated that the District had submitted its Comprehensive Annual Financial Report (CAFR) for Fiscal Year ended June 30, 2014 to the Government Finance Officers Association (GFOA) for review against the qualification requirements for a Certificate of Achievement for Excellence in Financial Reporting. He stated that by letter dated May 26, 2015, GFOA has announced that the District was awarded the Certificate. He stated that Finance Officer Laura Creamer was recognized as the individual primarily responsible for preparing the award-winning report and that an Award of Financial Reporting Achievement (AFRA) had been presented to her by GFOA. The Manager-Engineer stated that a press release will be prepared announcing the award and will be posted on the District webpage.

The Board expressed their appreciation to the Finance Officer and thanked her for her dedication and work. President Mariani stated that the District is fortunate to have a Certified Public Accountant (CPA) with her level of experience as the Finance Officer.

#### BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) June meeting. The Manager-Engineer stated that NBWA delegate, Director Miller, was unable to attend the meeting and that he attended as the alternate. He provided an overview of the speakers (Bruce Wolfe of the San Francisco Regional Water Board and Jeff Melby of the State Coastal Conservancy), and their presentations. He noted that Mr. Melby's PowerPoint presentation from the meeting would be available at the NBWA website.

#### INFORMATIONAL ITEMS/NEWS ARTICLES:

- University of North Carolina (Chapel Hill) Public Finance Center blog article: "\$napshot: Federal Funding Trends for Water and Wastewater Utilities (1956-2014). The Manager-Engineer gave an overview of the article.

- Thank you note for District participation in Novato's "Clean and Green Day". The Manager-Engineer noted that Ms. Susan Stompe made a presentation at a previous Board meeting and that the District had voted to support Novato Clean and Green Day which took place on April 25<sup>th</sup>.

**MANAGER'S ANNOUNCEMENTS:**

A Wastewater Operations Committee meeting will be held on Monday, June 15<sup>th</sup> at 2:00 p.m. at the District Office.

The next Regular Board Meeting will be held on Monday, June 22<sup>nd</sup> at 6:00 p.m. at the District Office. Staff will present the preliminary budget.

**ADJOURNMENT:** There being no further business to come before the Board, President Mariani adjourned the meeting at 7:16 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Swoboda, Recording