

June 9, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, June 9, 2014 at the District offices, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Brian Exberger, Veolia Water, Assistant Plant Manager
John Bailey, Veolia Water, Plant Manager

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager-Engineer noted that Director Miller was to report on his attendance at the North Bay Watershed Association meeting. In his absence, the Manager-Engineer requested that agenda item 11: *North Bay Watershed Association (NBWA) June meeting* be deleted from the agenda. President Mariani declared that the item would be deleted and the agenda was approved as modified.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the May 27, 2014 Board meeting.

On motion of Director Peters, seconded by Director Long and carried unanimously, the May 27, 2014 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Rejection of claim from Mr. Kurt Zemsch for vehicle damage.
- b. Approval of regular disbursements in the amount of \$368,374.59, project account disbursements in the amount of \$299,514.16, and Board member related disbursements in the amount of \$3,702.83.
- c. Approval of meeting schedule as follows: July 14th, August 11th and August 25th. Cancel meeting on July 28th.

SOLID WASTE:

- Solid Waste Committee Report. The Solid Waste Committee met on Thursday, May 29th at 3:00 p.m. at the District office. The Manager-Engineer gave an overview and

stated Members Mariani and Miller attended the meeting. He also noted that Novato City Councilwoman Pat Eklund, Dee Johnson Household Hazardous Waste Facility Manager and Steve McCaffrey from Novato Disposal were also present. The Manager-Engineer noted that the full packet from the Committee meeting was included in the Board materials.

President Mariani gave an overview of her participation at the meeting.

- Approve contract with DLJ Associates to provide AB939, household hazardous waste (HHW), and related services for FY 2014/15 in the amount of \$120,161 and authorize the Manager-Engineer to execute it. The Manager-Engineer discussed the contract and the Board unanimously voiced their approval for the services DLJ Associates has provided.

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 FY 2014/15 in the amount of \$120,161 and authorized the Manager-Engineer to execute it.

BOARD OF DIRECTORS:

- Appoint Secretary/Treasurer and Secretary Pro-Tem for FY 2014/15, and designate and authorize check signers for FY 2014/15. The Manager-Engineer requested that the appointments for Secretary/Treasurer and Secretary Pro-Tem for fiscal year 2014/15 remain the same. He also requested that the current check signers be retained for FY 2014/15.

On motion of Director Long, seconded by Director Peters and carried unanimously, the Board appointed Manager-Engineer Sandeep Karkal as Board Secretary/Treasurer and Administrative Secretary Julie Swoboda as Board Secretary Pro-Tem for FY 2014/15. In addition, the Board approved the following individuals as authorized check signers for FY 2014/15: Jean Mariani, Jerry Peters, Brant Miller, and Sandeep Karkal.

BUDGET:

- Presentation of the Preliminary Budget for fiscal years 2014/15 and 2015/16.

The Manager-Engineer presented highlights of the Preliminary Budget for Fiscal Years 2014-16 as a PowerPoint presentation. He outlined the overall preliminary FY14-16 budget, discussed the FY14-15 Operating and Capital budgets, compared the FY14-15 budget over the previous year (PY) budget, and highlighted significant items of the FY14-15 budget.

He also discussed how the FY 14-16 Preliminary Budget met the requirements of District Policies #3500 – Reserves, and #3510 – Operating and Capital Funds Minimum Beginning Balance for each Fiscal Year. At the conclusion of the PowerPoint presentation, the Manager-Engineer asked for questions and comments from the Board. Discussion of presented material followed between Board members and the Manager-

Engineer. At the end of the discussion, the Manager-Engineer concluded his presentation by observing that procedurally, the previously approved budget approval/adoption schedule calls for the Board to consider approval of the FY14-16 Preliminary Budget at the June 23rd Board meeting.

- Set the date of July 14, 2014 for the public hearing on individual sewer service charges and adoption of a resolution confirming report on sewer service charges. President Mariani read the motion and asked for comments. Hearing none, she called for the question.

On motion of Director Peters, seconded by Director Long and carried unanimously, the Board set the date of July 14, 2014 for the public hearing on individual sewer service charges and adoption of a resolution confirming report on sewer service charges.

ADMINISTRATION:

- Approve a new staff position of Field Services Manager, and direct the Manager-Engineer to appropriately eliminate the existing staff position of Field Services Superintendent. President Mariani read the motion and asked for comments. The Board agreed with the proposed staffing changes.

On motion of Director Peters, seconded by Director Long and carried unanimously, the Board approved a new staff position of Field Services Manager, and directed the Manager-Engineer to appropriately eliminate the existing staff position of Field Services Superintendent.

STAFF REPORTS:

- Comprehensive Annual Financial Report (CAFR) Award. The Manager-Engineer stated that the District submitted the Comprehensive Annual Financial Report to the Government Finance Officers Association (GFOA) and was awarded the Certificate of Achievement for Excellence in Financial Reporting. He noted that this is the second year the District has achieved this honor. In addition, the GFOA recognized Laura Creamer as the individual primarily responsible for preparing the award-winning report and an award of Financial Reporting Achievement was presented to her.

BOARD MEMBER REPORTS:

Director Long noted that the Marin Conservation League will hold a Business-Environment Breakfast at the McInnis Park Restaurant on June 19th. He invited all the Directors to attend.

MANAGER'S ANNOUNCEMENTS:

- The next regular Board meeting will be held on Monday, June 23rd at 6:00 p.m.
- The Strategic Planning and New Facilities Committee meeting will be held on Wednesday, June 11th at 10:00 a.m. at the District office.

- The Wastewater Operations Committee meeting will be held on Monday, June 16th at 2:00 p.m. at the District office
- A meeting of the AdHoc Labor Committee is anticipated to be scheduled in the next two weeks.
- The District will be participating in a Compliance Evaluation Inspection (CEI) which will be held the week of June 16th. The Regional and State Water Resources Quality Control Boards will be conducting the inspection.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the Board meeting at 7:17 p.m.

Respectfully submitted,

Sandeep S. Karkal
Secretary

Julie Swoboda, Recording