

July 25, 2011

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, July 25, 2011, at the District offices, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Brant Miller, Novato resident
Suzanne Crow, Novato resident
Jerry Peters, Novato resident
Jo Heffelfinger, Novato resident
Rick Holliday, San Rafael
Steve McCaffrey, Director of Governmental Affairs, Novato Disposal

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: *On motion of Member Quesada, seconded by Member Mariani and carried unanimously, the agenda was approved.*

PUBLIC COMMENT:

Steve McCaffrey, Director of Governmental Affairs, Novato Disposal, showed the Board their new proposed North Bay Corporation mascot, *Curbie*, which was designed after the food waste recycling program. In addition, Mr. McCaffrey stated that the Novato Disposal entry won first place at the Novato Fourth of July parade.

REVIEW OF MINUTES:

- Consider approval of minutes of the July 11th, 2011 meeting.

Member Quesada stated that the July 11th meeting was not a legal Board meeting because the meeting was not properly noticed due to an error on the July 11th agenda. He stated that the minutes should not be approved for this reason.

On motion of Member Di Giorgio, seconded by Member Mariani and carried with the following vote, the minutes of the July 11th, 2011 meeting were approved as written. Ayes: Di Giorgio, Long, Mariani, Welsh. Noes: Quesada

CONSENT CALENDAR:

The Manager reviewed a memo from District Counsel Kent Alm which addressed the question of whether or not the July 11th Board meeting violated the Brown Act. The Manager read from the memo which stated that Counsel believed “the July 11 agenda as posted substantially complied with the Brown Act’s agenda requirements, that therefore the meeting did not violate the Brown Act, and that the actions taken at the meeting are not void. Nevertheless, out of an abundance of caution it would be prudent for the District Board to simply ratify the actions that were taken at that meeting.” The Manager stated that the consent calendar included ratification of the five items approved at the July 11th meeting.

On motion of Member Di Giorgio, seconded by Member Mariani, and carried unanimously, the following Consent Calendar items were approved:

- a. Ratify approval of minutes of the June 27, 2011 meeting.*
- b. Ratify approval of disbursements of the July 11, 2011 meeting.*
- c. Ratify adoption of Ordinance No. 114 establishing sewer service charge rates.*
- d. Ratify adoption of Resolution 3032 confirming sewer service charge report and electing to collect on tax rolls.*
- e. Ratify approval of Stanley Caldwell for California Special District Association Director.*
- f. Approval of regular disbursements in the amount of \$716,343.00, project account disbursements in the amount of \$87,965.4, and payroll and payroll related disbursements in the amount of \$237,253.51.*

WASTEWATER OPERATIONS:

- Wastewater Operations Committee Report. The Manager gave an overview of the Monthly Operations Report from June 2011. She discussed the treatment plant performance summary, noting that there were no NPDES permit exceedances in June. She noted that the District transitioned from Bay Discharge to Reclamation on June 1st, and then switched from Reclamation to Bay Discharge on June 14th. She stated that the District received permission from the Regional Board to discharge to the bay until July 1, 2011 due to the high water levels in storage.

The Manager discussed the Collection System Operations Report for June and noted that there were no stoppages for the month. She gave an overview of the Reclamation facilities.

- Odor control staff report. John Bailey, Plant Manager, Veolia Water, discussed the odor control meters and devices the District is using to capture and identify fugitive odors in the plant and neighborhoods surrounding the treatment facility.

President Long commented on the Wastewater Operations Committee monthly report and stated the report was of great value and very well done. He suggested the report

be a topic of discussion/training at a future CASA meeting so other agencies could utilize our reporting methods.

Member Quesada questioned if the ponds at the reclamation facility were left with some amount of standing water to ensure odors from the decaying solid matter did not escape. The Manager stated that the District maintains a three foot depth of water at all times in the ponds.

ANNUAL RECLAMATION FACILITIES IMPROVEMENTS PROJECT 72804:

- Consider approval of a proposal from Nute Engineering to prepare the design bid documents and permit applications for culvert repair. The Deputy Manager-Engineer explained that staff has discovered several culverts throughout the Reclamation Facilities that have failed due to age and corrosion and need to be replaced. He noted that the culverts are located in Site 2, Site 3 and Site 7. The Deputy Manager-Engineer stated that Nute Engineering has proposed to complete the permitting process and prepare sketches for bidding purposes at a cost of \$34,500. He noted that the preliminary construction cost estimate is \$190,000.

On motion of Member Di Giorgio, seconded by Member Mariani and carried unanimously, the Board approved the proposal from Nute Engineering to prepare the design bid documents and permit applications for culvert repair at the Reclamation Facilities.

ADMINISTRATIVE:

- Consider approval of revised Purchasing Procedures. The Manager noted that the Board last adopted Purchasing Procedures in August, 2004. She reviewed with the Board the revised procedures as outlined on the document titled: "Novato Sanitary District Purchasing Procedures, July 22, 2011". She stated that the revisions were formatted in blue ink and strike-out.

Member Quesada discussed Item 2, Section C, which referred to quotes being obtained "preferably from three suppliers". After discussion, the Board modified Item 2, Section C to the following: "Competitive quotes shall be obtained on new or unfamiliar items to insure relative cost and availability." The phrase "preferably from three suppliers" was deleted.

On motion of Member Di Giorgio, seconded by Member Mariani and carried unanimously, the Board approved the Novato Sanitary District Purchasing Procedures, July 22, 2011, as revised and modified.

-Consider authorization to establish a new account at Westamerica Bank for receipt of ARRA (American Recovery and Reinvestment Act) funds for Recycled Water Project. The Manager noted that the US Bureau of Reclamation requires the District to open a

separate account for receipt of the ARRA funds received for the Recycled Water Project.

On motion of Member Di Giorgio, seconded by Member Mariani and carried unanimously, the Board authorized the Manager to establish a new account at Westamerica Bank for receipt of ARRA funds for the Recycled Water Project.

- Consider approval of Annual Statement of Investment Policy. The Manager summarized for the Board the changes to the Statement of Investment Policy and reviewed the Policy in depth.

On motion of Member Mariani, seconded by Member Di Giorgio, and carried unanimously, the Board adopted the Statement of Investment Policy for Novato Sanitary District which includes the revised California Government Code Section 53600.

BOARD OF DIRECTORS:

- Presidential appointment of Committee members for 2011-12: The President noted that the committee members were appointed at the July 11th Board meeting, but due to the question of legality of that meeting, in an abundance of caution, the Board would reaffirm their appointments.

President Long appointed the following **Standing Committee** members:

Joint City/District Solid Waste Committee:

George C. Quesada
Jean Mariani
William C. Long, Alternate

Wastewater Operations Committee:

Michael Di Giorgio
Dennis Welsh
George C. Quesada, Alternate

New Facilities Committee:

William C. Long
Jean Mariani
Dennis Welsh, Alternate

President Long appointed the following **Regular Committee** members:

California Association of Sanitation Agencies:

William C. Long, Delegate
Michael Di Giorgio, Alternate

California Sanitation Risk Management Authority:
Beverly B. James, Delegate
William C. Long, Alternate

North Bay Water Reuse Authority:
William C. Long, Delegate
Michael Di Giorgio, Alternate

North Bay Watershed Association:
Michael Di Giorgio, Delegate
Beverly B. James, Alternate

President Long made the following **Ad Hoc Committee** Assignments:

Marin County Council of Mayors and Councilmembers Ad Hoc Committee on Pensions and OPEB:

William C. Long
Michael Di Giorgio

Audit Committee:

Dennis Welsh
Jean Mariani

Labor Negotiations Committee:

William C. Long
Michael Di Giorgio

STAFF REPORTS:

- North Bay Water Reuse Authority: The Manager gave an overview of the North Bay Water Reuse Authority (NBWRA) Technical Advisory Committee meeting which she attended on July 18th. She noted that the Committee discussed Phase I and Phase II of the NBWRA projects.

BOARD MEMBER REPORTS:

- Marin County Council of Mayors and Councilmembers Adhoc Committee on Pensions and Other Post Employment Benefits Reform Final Report. President Long, Adhoc Committee member, reported that Larry Chu, Committee Chairman, would be at the August 8th District Board meeting to discuss the Adhoc Committee's Final Report in detail. President Long discussed the Pensions Reform Final Report and suggested the District assess their pension liability in light of the current financial circumstances.

Member Di Giorgio, Adhoc Committee member, commented that the report was well done. He gave an overview of the report and discussed the District's future pension liability.

Member Mariani noted that she attended the Sanitary District's Public Tour on July 16th. She commended the Deputy Manager-Engineer and John Bailey, Plant Manager, Veolia Water, for their efforts and commented that the tour was very good.

Member Welsh commented that he wished Gail Meyers a speedy recovery.

MANAGER'S ANNOUNCEMENTS:

The Manager stated that the Novato Sanitary District will hold a public tour of the treatment facility on Saturday, August 13th at 10AM.

ADJOURNMENT:

There being no further business to come before the Board, President Long declared the meeting adjourned at 7:40 p.m.

Respectfully submitted,

Beverly B. James, Secretary

Julie Swoboda, recording