

## NOVATO SANITARY DISTRICT

### Board Meeting Minutes

Meeting Date: July 13, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, July 13, 2015, at the District offices, 500 Davidson Street, Novato.

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

BOARD MEMBERS ABSENT: Director Jerry Peters.

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, District Counsel Kent Alm, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Project Manager, Veolia

#### PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: Director Butler requested that agenda item 8.a., Election of Officers, be moved to immediately follow item 3., Public Comment. There was no objection and the agenda was approved as modified.

#### BOARD OF DIRECTORS:

- Election of Officers: Ratify terms of President and President Pro Tem for 2015-16. Director Long nominated incumbent President Jean Mariani as President and incumbent Director Jerry Peters as President Pro Tem. President Mariani on behalf of herself and Director Peters, accepted the nominations.

*On motion of Director Long, seconded by Director Butler, and carried unanimously by those Directors present, incumbents President Mariani and President Pro Tem Peters were elected for 2015/16.*

PUBLIC COMMENT: None.

#### REVIEW OF MINUTES:

- Consider approval of minutes of the June 22, 2015 meeting. Director Miller stated that his comments with regard to recognition of the 2016/17 numbers, in particular the capital budget because they were a part of the basis for approval of this item, should be included in the June 22<sup>nd</sup> minutes. The June 22, 2015 minutes were amended to include the following: *(page five, paragraph five) Director Miller stated that the FY 2016/17 preliminary budget is currently based on approved revenues. He commented that improvement needs may exceed the amounts shown, in which event additional revenue will be required.*

Director Long stated that the cost of living increase percentage should be stated in the minutes. The addition of '3%' was made to clarify the cost of living increase in the items under the heading of ADMINISTRATION, on page four.

Director Long clarified the location of the Climate Action Workshop he attended and requested the minutes on page six, paragraph two be modified with the correction.

*On motion of Director Miller, seconded by Director Butler, and carried unanimously by those Directors present, the June 22, 2015 Board meeting minutes were approved, subject to additions and corrections by Directors Miller and Long.*

#### CONSENT CALENDAR:

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

- a. Approve regular disbursements as follows: operating disbursements in the amount of \$432,691.18; capital projects disbursements in the amount of \$497,240.51; and Board member compensation disbursements in the amount of \$2,908.21.
- b. Receive deposit summary, June 2015.

*On approval of Director Miller, seconded by Director Long and carried unanimously by those Directors present, the above listed Consent Calendar items were approved.*

#### PUBLIC HEARING – 2015/16 SEWER SERVICE CHARGE REPORT:

- Sewer Service Charge Report. The Manager-Engineer provided an overview of the purpose for the Public Hearing. He noted that Robin Merrill, Information System Specialist, was available with a computerized database to verify individual sewer service charges if any requests for such were made. No requests for information were made or presented.

- Open Public Hearing. President Mariani opened the Public Hearing at 6:08 p.m.

- Consider protests regarding sewer service charge report. No oral protests were made or presented. The Manager-Engineer stated that he was not aware of any written protests. There were no other comments.

- Close hearing. President Mariani closed the Public Hearing at 6:09 p.m.

#### RESOLUTION CONFIRMING REPORT ON SEWER SERVICE CHARGES:

- Consider adoption of Resolution No. 3089, confirming sewer service charge report and electing to collect on tax rolls. Director Miller discussed the wording of the resolution, specifically the sewer service rate per Service Unit. He stated that the language of the resolution did not specifically address either the low or high water user tier levels and

---

suggested the resolution could be reworded. The Board and District Counsel discussed the proposal. District Counsel stated that the language of the resolution was technically correct, but that the resolution for the next fiscal year could be modified to include language which specifically states all tier levels.

After further discussion, it was decided to adopt Resolution No. 3089 as written, with no changes.

*On motion of Director Long, seconded by Director Butler and carried unanimously by those Directors present, the Board approved Resolution No. 3089: A Resolution Prescribing and Providing for the Collection of Sewer Service Charges for Novato Sanitary District on the Tax Rolls of the County of Marin for the Fiscal Year 2015-16.*

#### BOARD OF DIRECTORS:

- Ad Hoc Personnel Committee – Performance Evaluation, Manager-Engineer: (i) Receive the Committee’s report; (ii) Approve a 5% merit increase for the Manager-Engineer effective July 1, 2015; (iii) Retitle the Manager-Engineer position to General Manager-Chief Engineer; and (iv) Direct staff to prepare a retitling resolution for adoption by the Board. President Mariani stated that the Ad Hoc Personnel Committee prepared a performance evaluation for the Manager-Engineer and subsequently recommended he receive a 5% merit increase. In addition, the Committee recommended that the Board retitle the Manager-Engineer position to General Manager-Chief Engineer.

*On motion of Director Miller, seconded by Director Butler and carried unanimously by those Directors present, the Board reviewed the Committee report, approved a 5% merit increase for the Manager-Engineer, effective July 1, 2015, and directed staff to prepare a resolution for Board adoption to retitle the Manager-Engineer position to General Manager-Chief Engineer.*

The Manager-Engineer expressed thanks to the Board.

President Mariani and Director Long suggested staff prepare a performance evaluation to reflect District accomplishments as they align with the District’s Strategic Plan. The Manager-Engineer stated that a report would be prepared as part of the process for the District’s Strategic Plan Update. Director Long suggested that the District newsletter summarize the District’s strategic plan goals.

The Manager-Engineer stated that a retitling resolution would be prepared for presentation at the August 10<sup>th</sup> Board meeting.

- Compensation for attendance at “Regular” Board Committee meetings: Provide direction to staff. The Manager-Engineer stated that the Board currently has four Standing Committees, four Regular Committees and three Adhoc Committees. He stated that attendance at Standing and Adhoc committee meetings is compensated at

---

the standard rate of \$225 per meeting. He noted, however, that payment for attendance as a “Regular” committee member (or delegate) has been more variable.

The Board, District Counsel, and staff discussed the matter further. Staff was directed to further research District records including previous resolutions and ordinances on the topic of Board Committee compensation, and bring the item back at the next meeting.

#### INFORMATIONAL ITEM – NORTH BAY WATER REUSE AUTHORITY:

- Informational item – payment to Sonoma County Water Agency (SCWA) of an amount up to \$377,090 as the District’s FY 15-16 portion of the cost of the NBWRA Phase 2 Feasibility Study. The Manager-Engineer provided an overview of the North Bay Water Reuse Authority (NBWRA) Phase 2 Feasibility Study and the District’s financial obligations. He stated that the District’s potential projects, costs, and benefits from participating in the NBWRA Phase 2 Feasibility Study were discussed at the District’s Budget Workshops and Strategic Planning/New Facilities Committee meetings for FY14-15 and FY15-16, and approved by the Board as part of the budget approval and adoption process.

The Manager-Engineer stated that the adopted Preliminary Budget for Fiscal Years 2015-17 includes an amount of \$403,000 for FY 15-16 as the District’s share of the cost of the Phase 2 Feasibility Study for FY 14-15. The Manager-Engineer also noted that while the project scopes are still evolving and costs are being refined further as part of the Phase 2 Feasibility Study, the 3-year budget amounts for individual agencies (including the District), have not been modified. It is expected that this will be addressed through a “truing-up” process at the end of the Phase 2 Feasibility Study (similar to what occurred after the Phase 1 Feasibility Study), to match each participating NBWRA agency’s cost to the benefit it will receive.

#### STAFF REPORTS:

- Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for FY 2014-15. The Manager-Engineer provided an overview of the UPCCAA and the work completed during Fiscal Years 2014-15, noting that the total amount of work performed under the Act’s provision was \$523,334.32.

#### BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA): July 10, 2015 meeting. Director Miller discussed his participation at the NBWA meeting and provided an overview of the presentations given. He stated that Executive Director Harry Seraydarian is stepping down and that Judy Kelly, Director of the San Francisco Estuary Partnership, has been appointed as Executive Director.

Director Long gave a report on the North Marin Water District’s (NMWD) reclaimed water dispensing system. He provided a PDF copy of NMWD’s orientation program and asked that it be distributed to all Board members, for their information.

**MANAGER'S ANNOUNCEMENTS:**

1. NPDES Permit renewal: The Regional Water Board adopted the District's new NPDES Permit for the 2015-2020 permit cycle on Wed July 8<sup>th</sup>. Adoption of the Final Order (Permit) was uncontested, and approved unanimously by the Regional Water Board members present. Water Board Executive Officer Bruce Wolfe observed that the potential for the State Coastal Conservancy to use the District's treated effluent for the new northern expansion to the Hamilton Wetlands was included in the Permit. The Final Order (Permit) was received by the District on Friday, July 10, 2015, and will be effective September 1, 2015.
2. Technical Services Manager position: A contingent offer has been made to the selected candidate, and it has been accepted. The candidate will be introduced to the Ad Hoc Personnel Committee and senior staff in early August, and to rest of Board also in August (possibly at the 2<sup>nd</sup> Board meeting of August).
3. Reminder: the regularly scheduled Board meeting of July 27, 2015 is cancelled.
4. Wastewater Operations Committee: Director Miller and the Manager-Engineer will be absent July 20<sup>th</sup> for the usually scheduled WWOC meeting. Options are: (a) hold meeting as usual, (b) cancel, or (c) postpone meeting, possibly to July 30<sup>th</sup>. If meeting is held as usual, the Board alternate to the Committee is Director Mariani, and staff representatives will be Steve Krautheim (District) and John Bailey (Veolia). Option (a) hold meeting as usual, was selected.

**ADJOURNMENT:** There being no further business to come before the Board, President Mariani adjourned the meeting at 7:08 p.m.

Respectfully submitted,

---

Sandeep Karkal  
Secretary

Julie Swoboda, Recording