

October 11, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, October 11, 2010, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members James D. Fritz, Michael Di Giorgio, George C. Quesada and Dennis Welsh.

STAFF PRESENT: Deputy Manager-Engineer Sandeep Karkal, Administrative Services Manager June Brown and Administrative Secretary Julie Borda.

STAFF ABSENT: Manager-Engineer Beverly B. James.

ALSO PRESENT: Dan Macdonald, President, Daniel Macdonald Architects
SB Crow

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

On motion of Member Quesada, seconded by Member Di Giorgio, and carried unanimously, the agenda was approved as mailed.

PUBLIC COMMENT:

None.

BOARD MEMBER REPORTS:

Member Fritz commented on an article in the Marin Independent Journal regarding the North Marin Water District and Novato's potential growth.

Member Quesada commented on the "no growth" efforts Marin County attempted to enforce in the past.

Member Welsh commented on a homeowner who brought her concerns to the September 27th Board meeting regarding sanitary sewer service rates and the need for a fourth tier to be introduced to the fee structure. He questioned if the District office had resolved her concerns.

The Deputy Manager-Engineer said that the homeowner had called the office earlier in the day of September 27th and had spoken to staff member Robin Merrill regarding her water usage. He explained that Mr. Merrill had reviewed the water usage with the homeowner that day, but she felt it necessary to come before the Board to request

introduction of a fourth tier. The Deputy Manager-Engineer stated that subsequently the Administrative Services Manager had discussed the matter further with the homeowner and had asked her to write a letter to the District Board regarding her request for implementation of a fourth tier. The Deputy Manager-Engineer stated that the District had not yet received a letter from the homeowner.

Member Welsh said that the homeowner had contacted North Marin Water District because there had been a water leak on her property which resulted in an unusually high amount of water usage for a specific period and the Water District had adjusted her bill to allow for the leak. Member Welsh requested the District adjust her sewer service charge as well. The Deputy Manager-Engineer noted that even after the District allowed for the water leak, the water usage for the subject property was still in the high use category. Member Welsh then asked how many of the District's users fall in the high use category. The Administrative Services Manager and the Deputy Manager-Engineer responded that approximately 6% of Novato residents fall into the third tier (high water use category).

President Long commented that the Board has discussed in the past refining of the three tier billing system as well as possibly integrating resident's sanitary sewer service charges with their North Marin Water District billing.

President Long stated he had spoken to the Manager-Engineer and requested she prepare a presentation for the Board which would review the incidents that led up the fines from the Regional Board for the Collection Systems overflows.

REVIEW OF MINUTES:

Consider approval of minutes of the September 13th and 27th, 2010 meeting.

On motion of Member Di Giorgio, seconded by Member Fritz, and carried with the following vote, the minutes of the September 13th and 27th, 2010 Board meeting were approved. Ayes: Di Giorgio, Fritz, Quesada, Welsh. President Long abstained due to his absence from the September 27th meeting.

CONSENT CALENDAR:

On motion of Member Di Giorgio, seconded by Member Long and carried unanimously, the following Consent Calendar item was approved:

- a. Approval of regular disbursements in the amount of \$638,789.27, project account disbursements in the amount of \$635,421.05, Board member disbursements in the amount of \$2,204.97 and ratification of payroll and payroll related expenses for September, 2010 in the amount of \$248,362.61.

Member Welsh questioned the disbursement to Sideman & Bancroft, LLP. He said that his understanding was that the EPA investigation had ended and commented that his recollection was that the District had requested the law firms involved in the EPA investigation to cease investigative measures in April 2010. The Deputy Manager-Engineer explained the time lag in receiving invoices and noted also that the attorneys would need some time to finalize their bills.

President Long requested the Manager-Engineer arrange with District Counsel to prepare a reconciliation of the attorneys' fees for the matter relating to the EPA investigation.

ADMINISTRATION BUILDING UPGRADE PROJECT 73003:

- Presentation of solar evaluation: The Deputy Manager-Engineer introduced Dan Macdonald of Daniel Macdonald Architects, the firm which had designed the current District administration building. Mr. Macdonald presented a PowerPoint illustration to demonstrate alternative methods to achieve solar shading for the Manager-Engineers corner office of the administration building. In addition, Mr. Macdonald discussed and presented studies his firm completed to determine the use/location of solar panels. Mr. Macdonald's presentation included various scenarios for the placement of architectural shading, proposed solutions for each scenario and their costs. He noted that an architectural space frame solar shading unit would cost approximately \$30,000 and that photo voltaic (solar) panels would vary in cost. Mr. Macdonald stated he would assist the District in analyzing costs for the panels and look at possible subsidies from other agencies that encourage the incorporation of photo voltaic panels.

The Deputy Manager-Engineer stated that the Manager-Engineer was looking for direction from the Board on the concept to provide shading through exterior structures and/or shade plantings, or through interior banners.

The Board discussed the size and placement of photo voltaic panels. President Long stated that the Board was interested in moving forward with the idea but wished to seek more information regarding the costs.

Member Long suggested that the New Facility Committee review the information further but stated he felt the shading solutions should be acted upon as soon as possible.

SPECIAL DISTRICT REPRESENTATION ON MARIN COUNTY LOCAL AGENCY FORMATION COMMISSION:

- Consider nomination of candidates for alternate Special District representation on Marin LAFCO to fill unexpired term of Fred Hannahs: President Long asked if any of the Board members would like to be nominated for the vacant position on the Marin LAFCO board. There were no nominations made and President Long announced the Board would pass.

BOARD OF DIRECTORS:

- Appointment of an Ad Hoc Audit Committee. The Deputy Manager-Engineer noted that the Ad Hoc Audit committee would hold their first meeting on Tuesday, October 19th at 5:30 PM and would meet with District auditor Paul Kaymark of Charles Z. Fedak & Company.

President Long appointed Members Welsh and Fritz to the Ad Hoc Audit committee.

- Appointment of an Ad Hoc Labor Negotiations Committee. The Deputy Manager-Engineer stated that the current Memorandum of Understanding (MOU) with Teamsters will expire on December 31, 2010 and the District is entering into negotiations for the new MOU.

President Long appointed himself and Member Di Giorgio to form the Ad Hoc Labor Negotiations Committee.

TREATMENT PLANT UPGRADE PROJECT 72609:

- Treatment Plant ribbon cutting program – give direction to staff. President Long pointed out that the Treatment Plant ribbon cutting ceremony is scheduled for Tuesday, October 26th, beginning at 2PM. The Board discussed the event details with the Deputy Manager-Engineer and gave direction to proceed with planning for the event.

STAFF REPORTS:

- Regional Monitoring Program. The Deputy Manager-Engineer discussed the Regional Monitoring Program in which the District participates. He noted that the San Francisco Estuary Institute annually publishes a summary of their findings in a report titled "Pulse of the Estuary" and a copy was included in each Board Members agenda packet on October 11th.

MANAGER'S ANNOUNCEMENTS:

None.

ADJOURNMENT IN MEMORY OF ARTHUR KNUTSON, DIRECTOR 1982 TO 2009:

On motion of Member Di Giorgio, seconded by Member Fritz, and carried unanimously, the Board adjourned the meeting of October 11th in memory of Novato Sanitary District Director Arthur Knutson.

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

Respectfully submitted,

Sandeep Karkal
Deputy Manager Engineer

Julie Borda, Recording