

October 13, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, October 13, 2014, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Members Jerry Peters, Gary Butler and William Long.

BOARD MEMBERS ABSENT: Board Member Brant Miller was absent.

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, Field Services Manager Steve Krautheim, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Project Manager, Veolia Water  
Dee Johnson, Household Hazardous Waste Program Coordinator  
David Patzer, Loss Control Advisor, CSRMA  
Kay Patzer, CSRMA

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the September 22, 2014 meeting.

*On motion of Director Peters, seconded by Director Long, and carried unanimously by those Directors present, the September 22, 2014 Board meeting minutes were approved.*

CONSENT CALENDAR:

*On motion of Director Peters, seconded by Director Butler, and carried unanimously by those Directors present, the following Consent Calendar item was approved:*

- a. Approval of regular disbursements in the amount of \$275,774.14, capital project account disbursements in the amount of \$206,622.54, and Board member disbursements in the amount of \$2,932.00.

SAFETY:

- Receive presentation from David Patzer, Loss Control Advisor, California Sanitation Risk Management Authority, (CSRMA), on District's second place showing for CSRMA's 2013 Safety, Health, Environmental, Liability and Losses (SHELL) Award.  
The Manager-Engineer introduced David Patzer, CSRMA Loss Control Advisor.

Mr. Patzer congratulated the District on its second place showing for CSRMA's Safety, Health, Environmental, Liability and Losses (SHELL) Award. He stated that the District's Safety program is innovative and thanked the Board for establishing a culture of Safety at the District. President Mariani noted that the award was a well deserved validation of the District's safety record. Director Peters commended staff on the award and expressed his appreciation for their hard work.

The Manager-Engineer acknowledged the Safety Committee, District staff, and Dale Thrasher for their completion of the complex application.

#### SOLID WASTE:

- Receive Solid Waste Committee Report. The Manager-Engineer introduced Dee Johnson, Household Hazardous Waste Program Coordinator. She gave an overview of the Solid Waste Committee meeting which was held on September 23<sup>rd</sup> at the District office. She provided an update on the commercial food waste program and stated that it is not yet being accepted at full scale at the Redwood Landfill due equipment issues. She discussed the E-waste event which was held from October 11<sup>th</sup> through the 13<sup>th</sup> at the Household Hazardous Waste Facility on Redwood Blvd. and stated that it was successful.

- Review proposed public hearing notice language, and set public hearing date for establishing Calendar Year (CY) 2015 maximum solid waste rates. The Manager-Engineer stated that the proposed schedule for establishing the calendar year (CY) 2015 maximum solid waste rates was presented to the Board's Solid Waste Committee at its September 23, 2014 meeting. He requested the Board review and approve the public hearing notice language, and set the date for the public hearing for establishing the CY 2015 maximum solid waste rates for its scheduled meeting of November 10, 2014.

*On motion of Director Peters, seconded by Director Butler, and carried unanimously by those members present, the Board approved the public hearing notice language and set the public hearing date for November 10, 2014 to establish Calendar Year 2015 maximum solid waste rates.*

#### PERSONNEL:

- Approve Memorandum of Understanding (MOU) with represented employee group, International Brotherhood of Teamsters Local 315, July 1, 2014 through June 30, 2018. The Manager-Engineer stated that he and the District's designated representative Austris Rungis of IEDA, have successfully negotiated a new MoU with the represented employee group, represented by the International Brotherhood of Teamsters, Local 315. He stated that the District Board had met in closed session to give direction on how to proceed and that the attached MoU is a result of that direction, and guidance from the Board Ad-hoc Labor Relations Committee. He stated that the MoU has been approved

and signed off by Teamsters representative Dustin Baumbach. He recommended that the Board approve the Memorandum of Understanding.

*On motion of Director Long, seconded by Director Peters, and carried unanimously by those members present, the Board approved the Memorandum of Understanding with represented employee group International Brotherhood of Teamsters, Local 315, July 1, 2014 through June 30, 2018 and authorized the Manager-Engineer to sign the document.*

- Approve benefits for unrepresented employees, Management and Confidential (M&C) group, effective July 1, 2014. The Manager-Engineer stated that the District has traditionally applied the same provisions of the "Compensation and Benefits" section of the approved Memorandum of Understanding (MoU) for the represented group, to the unrepresented employees (Management and Confidential Group). He stated that he met with the unrepresented group, and they have indicated their agreement to continue with this practice. He recommended the Board approve the same provisions of the "Compensation & Benefits" section of the MoU for the unrepresented employees, effective July 1, 2014.

*On motion of Director Peters, seconded by Director Long, and carried unanimously by those members present, the Board approved the same provisions of the "compensation & Benefits" section of the MoU (Articles 12 through 21), for the unrepresented employees (Management & Confidential Group), effective July 1, 2014.*

#### CAPITAL PROJECTS:

- Annual Reclamation Facilities Improvements; Account No. 72804: Authorize the Manager-Engineer to execute a contract with Custom Tractor Service (CTS) to rehabilitate irrigated parcels of the Reclamation Facility in the not-to-exceed amount of \$90,000. The Manager-Engineer stated that District Field Services Manager Steve Krautheim would discuss the requested contract and work to be completed. The Field Services Manager stated that the District had previously contracted with Custom Tractor Service (CTS) to perform this rehabilitation work on parcels 21, 25 and 34. He stated that work is proposed for Site 2 which includes parcels 22, 23, 26 and 27. He stated that CTS has submitted a proposal to disc, level, apply lime as needed, and plant District furnished seed to Site 2 for \$1,066.25 per acre for a total estimate of \$89,991.15.

The Field Services Manager noted that mosquito abatement has been successful due to management practices of keeping standing water out of the areas.

*On motion of Director Peters, seconded by Director Long, and carried unanimously by those members present, the Board authorized the Manager-Engineer to execute a contract with Custom Tractor Service to rehabilitate irrigated parcels 22, 23, 26 & 27 of the Reclamation Facility in the not-to-exceed amount of \$90,000.*

BOARD OF DIRECTORS:

- Presidential Appointment of Ad-Hoc Recycled Water Committee. The Manager-Engineer noted that the North Marin Water District (NMWD) has a Recycled Water Committee. He stated that forming a District Ad-Hoc Recycled Water Committee would be helpful for meetings between the District and NMWD, and to provide guidance to staff on recycled water issues.

Consistent with past practice, President Mariani appointed Director Long and herself to serve as the Ad-Hoc Recycled Water Committee.

STAFF REPORTS:

- Bay Area Clean Water Agencies (BACWA) San Francisco Bay Nutrients Symposium Series – Symposium No. 2. The Manager-Engineer stated that he attended the BACWA Symposium on October 6<sup>th</sup> at the Elihu M. Harris State Office Building Auditorium in Oakland. He stated that the symposium discussed the issue of nutrients in San Francisco Bay, and presented nutrient related watershed case studies from around the nation. He stated that all presentations are available on the BACWA website.

- California Special Districts Association (CSDA) 2014 Annual Conference. President Mariani discussed her attendance at the CSDA Annual Conference which was held in Monterey from September 21<sup>st</sup> through September 24<sup>th</sup>. She provided a conference schedule containing links to the documents presented at the conference.

MANAGER'S ANNOUNCEMENTS:

- A Wastewater Operations Committee meeting will be held on Monday, October 20<sup>th</sup> at 2:00 p.m. at the District office.
- A Solid Waste Committee meeting will be held on Tuesday, October 21<sup>st</sup> at 3:00 p.m. at the District office.
- A Regular Board meeting will be held on Monday, October 27<sup>th</sup> at 6:00 p.m at the District office.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:11 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Swoboda, Recording