

November 24, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 4:30 p.m., Monday, November 24, 2008, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: None.

PLEDGE OF ALLEGIANCE:

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

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS: President Di Giorgio discussed a conference call he participated in with the California Association of Sanitation Agencies (CASA) Private Sewer Lateral Subcommittee. The subcommittee will be bringing the private sewer lateral issue to the Legislature as a health and safety concern.

REVIEW OF MINUTES:

Consider approval of minutes of the November 10, 2008 meeting: *On motion of Member Quesada, seconded by Member Long, and carried unanimously, minutes of the November 10<sup>th</sup> meeting were approved.*

CONSENT CALENDAR: *On motion of Member Quesada, seconded by Member Knutson, and carried unanimously, the following consent calendar items were approved:*

- a. Authorization for Manager-Engineer to attend Water Environment Research Foundation (WERF) Research Forum in Clearwater, Florida on December 2<sup>nd</sup> and 3<sup>rd</sup>, 2008.
- b. Receive asset deletion report for fiscal year 2007-08.
- c. Approval of improvement plans for Mill Road Sewer Main Extension project.
- d. Approval of meeting schedule as follows: December 8<sup>th</sup> and 22<sup>nd</sup>, January 12<sup>th</sup> and 26<sup>th</sup>, February 9<sup>th</sup> and 23<sup>rd</sup>.
- e. Approve regular disbursements in the amount of \$192,752.56, project upgrade disbursements in the amount of \$3,757.75 and employee related disbursements in the amount of \$299,968.72.

PERSONNEL:

- Consider authorizing the promotion of Javier Vega from Collection System Worker I to Collection System Worker II: The Manager-Engineer discussed Mr. Vega's performance noting his functional readiness to be promoted to the next level in the CSW series which is Collection System Worker II (CSW II). The effective date of the promotion will be November 1, 2008.

The Board members extended their congratulations to Mr. Vega for his hard work and dedication.

*On motion of Member Long, seconded by Member Quesada, and carried unanimously, Javier Vega was promoted to Collection System Worker II, effective November 1, 2008.*

DISTRICT POLICY HANDBOOK:

- Consider adoption of Policy No. 3060: Easement Acceptance: The Manager-Engineer explained the District's past acceptance policy for contributed easements. She explained that in order to make the process more uniform and to satisfy audit recommendations, contributed easements should be accepted by resolution of the Board of Directors.

*On motion of Member Fritz, seconded by Member Long, and carried unanimously, the Board adopted Easement Acceptance Policy No. 3060 to the District's Policy Handbook.*

BOARD OF DIRECTORS:

- Review annual calendar: The Manager-Engineer discussed the Novato Sanitary District Board Calendar as prepared by Administrative Services Manager, June Brown. The Board commented on the clarity and straightforward layout of the document and commended Ms. Brown for her work.

WASTEWATER FACILITY UPGRADE PROJECT 72609:

- Consider approval of a change order for an alternative control system for the new single stage blowers: The Deputy Manager-Engineer discussed the change order requested for the new single stage aeration blowers to be installed as part of the Wastewater Facility Upgrade Project 72609. The blower manufacturer, Turblex, was asked to provide a more turnkey product that incorporated its own alternative control system. The Deputy Manager-Engineer noted that staff has negotiated a change order in the amount of \$132,412 which will cover the costs to incorporate the new alternative control system with Turblex.

*On motion of Member Firtz, seconded by Member Quesada, and carried unanimously, the Board approved the change order to Turblex in the amount of \$132,412 for the installation of an alternative control system.*

- Consider approval of a change order for an upgrade to electrical equipment: The Deputy Manager-Engineer discussed the need for the alternative routing of conduits due to a revision of the Classified Area boundaries at the existing Solids Conditioning Building and the new digester facility. The miscellaneous changes to electrical equipment, conduit and wiring, as well as the incorporation of additional ventilation and combustible gas monitoring and alarm systems will result in a change order of \$63,071.

Member Long asked for an explanation regarding the re-assigning of the boundaries and “no flame” perimeter at the solids conditioning building. The Deputy Manager-Engineer explained the “envelope” requirements and specifications and discussed the signs displayed which designate the areas as “No Smoking” and “No Open Flame”.

*On motion of Member Fritz, seconded by Member Quesada, and carried unanimously, the Board approved the change order in the amount of \$63,071 for alternative routing of conduits, and modifying equipment as required to accommodate revised Classified Area boundaries at the existing Solids Conditioning Building and new digester facility and authorized the Manager-Engineer to execute the change order.*

#### STAFF REPORTS

- North Bay Water Reuse Authority (NBWRA) Meeting: The Manager-Engineer and Member Long discussed their attendance at the NBWRA meeting on November 17<sup>th</sup>. The Manager stated the primary focus of the meeting was a presentation of the preliminary Administrative Draft of the EIR for review. Comments from the individual agencies should be forthcoming in a few weeks. In addition the group authorized the Program Manager to issue a request for qualifications to state lobbyists.

- North Bay Watershed Association Clean Green Laterals Program: The Manager Engineer discussed this newly named program noting that the District has been working with other Marin County Agencies to develop a Model Ordinance for lateral inspection and repair. The Manager-Engineer stated she will bring a draft Op-Ed piece for the Board’s review to the December 8<sup>th</sup> Board meeting. This article is being prepared by Rauch Communication Consultants and will be sent out to property owners on behalf of the Clean Green Lateral member agencies.

#### MANAGER’S ANNOUNCEMENTS:

The Manager discussed the issue of recyclable materials and the decline in the recycling commodities markets on behalf of Steve McCaffrey, North Bay Corporation.

A Solid Waste Rate Committee meeting will be held on December 15<sup>th</sup> at the District office.

The Manager-Engineer discussed her attendance at a Bay Trail meeting on November 20<sup>th</sup>, which was held at the Bel Marin Keys Community Services District community center.

The Manager-Engineer discussed her attendance at a Marin Conservation League Breakfast with Mark Leno at the Embassy Suites in San Rafael on Thursday, November 20<sup>th</sup>.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 5:13 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Borda, Recording