

November 21, 2013

A meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Thursday, November 21st, 2013, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: John Bailey, Project Manager, Veolia Water
Brian Exberger, Assistant Project Manager, Veolia Water
Brant Miller, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager requested that item 11b. *Review bids received, accept the lowest responsive bid and authorize the Manager-Engineer to execute a contract with W.R. Forde & Associates in the amount of \$137,685* be removed from the agenda. President Di Giorgio stated item 11b. would be removed and that the agenda was approved as amended.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of the October 28, 2013 meeting minutes.

Member Mariani noted that her name was misspelled on page 3, paragraph 2. The Board Recorder stated that she would make the correction.

On motion of Member Long, seconded by Member Peters, and carried unanimously, the minutes of the October 28, 2013 Board meeting were approved as amended.

CONSENT CALENDAR:

On motion of Member Long, seconded by Member Peters and carried unanimously, the following Consent Calendar items were approved:

- a. Approval of regular disbursements in the amount of \$446,824.80, capital project account disbursements in the amount of \$94,200.88, and Board related expenses in the amount of \$3,114.38.
- b. Received quarterly investment report.
- c. Received accounts receivable report.
- d. Received quarterly budget to actual report.
- e. Approval of the Household Hazardous Waste Grant Agreement with Marin County Hazardous and Solid Waste Joint Powers Authority for FY 2013-14.
- f. Approval of Temporary Discharge Permit extension from R.M. Harris Co. for groundwater discharge – Caltrans Bridge Construction Project.

SOLID WASTE: PUBLIC HEARING – CONSIDER RECOMMENDATIONS OF THE BOARD'S AD HOC RATE REVIEW COMMITTEE FOR MODIFICATIONS TO REFUSE COLLECTION RATES.

- Open public hearing. At 6:04 p.m. President Di Giorgio opened the Solid Waste Public Hearing.

- Review of Committee's recommendations. The Manager gave an overview of the Committee's recommendations and stated that a proposed rate adjustment of +1.63% was proposed by R3 Consulting Group, Inc. She stated that the Committee agreed with the rate adjustment and therefore, the proposed rate increase and notice of Public Hearing was published in the Marin IJ on October 30th and November 6th.

- Public comment: President Di Giorgio called for public comment. None was brought forward.

- Board comments: There were no comments from the Board.

- Close public hearing. At 6:07 p.m. President Di Giorgio closed the Solid Waste Public Hearing.

- Consider adoption of a Resolution setting the maximum allowable solid waste rates.

On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board adopted Resolution No. 3065: A RESOLUTION SETTING MAXIMUM REFUSE FEES FOR NOVATO DISPOSAL COMPANY IN NOVATO SANITARY DISTRICT.

WASTEWATER OPERATIONS:

- Wastewater Operations Committee Report. John Bailey, Veolia Water, gave an overview of the October Wastewater Operations Committee meeting which met on November 14th. He reviewed the plant performance and provided status of the month's operations and maintenance.

The Deputy Manager-Engineer discussed the Collection's System and Reclamation Facilities Reports for October.

- Odor control, noise, and landscaping report. The Manager provided an overview of the odor control, noise and landscaping summary from October. She stated that Mr. McEwen gave an initial analysis of air samples that were taken from the aeration basins. She stated that he has also taken liquid samples from the anoxic zone areas to identify compounds that may be contributing to the odor concerns. The Manager stated that the pods installed on the aeration basin are continuing to be modified to increase their effectiveness.

The Manager stated that a local contractor has been retained to build an enclosure around the northeast biofilter blowers and piping to reduce the sound levels at Lea Drive. She noted that the enclosure is scheduled to be completed in December.

The Manager gave an update on the demolition of the existing digester tank.

ADMINISTRATION:

- Consider adoption of District Policy 3310 – Records Retention. The Manager stated that District personnel had worked diligently to prepare a Records Retention Policy and Retention Schedule (Schedule) to provide guidance to staff regarding the retention or destruction of records as well as to ensure compliance with legal and regulatory requirements. She stated that the proposed Schedule specifies approved retention periods, destruction guidelines and delegates authority to implement and maintain the Schedule.

District Counsel Kent Alm stated that Meyers Nave has reviewed the Schedule and recommends approval. He discussed Policy No. 3310.4.5 regarding the use of District devices and public disclosure of information contained on those devices.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board adopted the Novato Sanitary District Records Retention Schedule and adopted district Policy No. 3310: Records Retention.

President Di Giorgio announced a ten minute recess at 7:10 p.m.

President Di Giorgio reconvened the meeting at 7:21 p.m.

NORTH BAY WATER REUSE PROJECT 72508:

- Report on Board meeting and workshop. The Manager stated that the North Bay Water Reuse Authority (NBWRA) held a workshop on November 18th at the Novato City Hall Council Chambers. She stated that Member Long and Assembly Member Marc

Levine were also in attendance. The Manager gave an overview of the meeting and stated that the Phase 2 Scoping Study was discussed. She stated that the criteria and objectives of the District's three proposed projects were reviewed. Member Long requested a presentation be provided to the Board at a later date to provide an overview of the Scoping Study. The Manager suggested that the December Board meeting may be a good opportunity for such a presentation.

NORTH BAY WATERSHED ASSOCIATION:

- Consider approval of sponsorship of the 2014 Watershed Conference. The Manager stated that the North Bay Watershed Association (NBWA) will be hosting a conference on April 11, 2014 titled "What, Where, and How of Water Resource Management". She stated that NBWA is seeking sponsorship from agencies to help defray the cost of the conference. She recommended providing \$2,500 which would allow the District to have a table to distribute public outreach materials as well as two tickets to the conference.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board directed staff to sponsor the 2014 North Bay Watershed Association Conference in the amount of \$2,500.

CAPITAL PROJECTS:

- Consider approval of change orders and final acceptance of the Hill Road Pipeburst Project and authorize staff to file the Notice of Completion. The Manager noted that the Hill Road Pipeburst Project contract was awarded to Team Ghilotti on February 11, 2013 for a low bid amount of \$66,441. She stated that work began in April 2013 and was substantially completed on May 31st. She discussed change orders which resulted from utility conflicts and stated that the final cost to complete the project was \$87,030.01. The Manager requested the Board approve the change orders and final acceptance and authorize staff to file the Notice of Completion.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved the change orders for the Hill Road Pipeburst Project, gave final acceptance and authorized staff to file the Notice of Completion.

BOARD MEMBER REPORTS:

- California Special District Association (CSDA) training. President Di Giorgio and Members Mariani and Peters attended the CSDA Special District Leadership Academy Conference that was held in Napa from November 18th through November 20th. The Board members discussed their participation at the conference. Brant Miller, Board member elect, was also in attendance at the conference and briefly commented on his participation.

- North Bay Watershed Association (NBWA) meeting. President Di Giorgio discussed his attendance at the NBWA meeting which was held on November 1st at the District office. He discussed a presentation titled "Forecasting Precipitation with Climate Change" and stated that climate prediction may be beneficial to the District.

MANAGER'S ANNOUNCEMENTS:

- The next Regular Board Meeting will be held on Monday, December 9th at 6:00 p.m. New Board member elect Brant Miller will be sworn in at this meeting.

- Former Board member George Quesada's memorial service will be held on Sunday, November 24th at 1:00 p.m. at Saint Francis Episcopal Church in Novato.

- The District office will be closed on November 28th and 29th in observance of the Thanksgiving holiday.

- The North Bay Watershed Association will hold a meeting on December 6th from 9:30 to 11:30 a.m. at the Petaluma (Lucchesi) Community Center.

President Di Giorgio expressed his appreciation for Board member Welsh's contributions, commitment and service to the District during his four year term on the Board of Directors. Member Welsh stated that he felt honored and that it was a privilege to serve on the Board.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 8:11p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording