

December 22, 2008

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 4:30 p.m., Monday, December 22, 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. District Counsel Kent Alm arrived at 4:43 p.m.

ALSO PRESENT: Steve Wrightson, The Covello Group

PLEDGE OF ALLEGIANCE:

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

PUBLIC COMMENT: The Manager-Engineer read a statement on behalf of Todd Smith, a Novato resident. The resident stated he was very unhappy with the Novato Disposal rate increase for garbage collection. He said the increase was too high in light of the current economic situation.

BOARD MEMBER REPORTS:

Member Quesada discussed an issue he brought up at a previous Board meeting: large amounts of air pollution being emitted by some public vehicles. He stated that the State of California has recently signed into law new regulations which require clean air emissions.

President Di Giorgio discussed the Marin Association of Realtors public outreach for the sewer lateral issue. Due to various concerns, the Association has decided not to authorize a sewer lateral public education campaign. President Di Giorgio discussed with the Manager-Engineer the timeline for the District to implement a Lateral Ordinance as mandated by RiverWatch.

REVIEW OF MINUTES:

Consider approval of minutes of the December 8, 2008 meeting: *On motion of Member Quesada, seconded by Member Long, and carried unanimously, minutes of the December 8<sup>th</sup> meeting were approved.*

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

- a. Acceptance of Cherry Hill Subdivision sewer main extension.
- b. Approval of Board Meeting schedule as follows: January 12<sup>th</sup> and 26<sup>th</sup>, February 9<sup>th</sup> and 23<sup>rd</sup>, March 9<sup>th</sup> and 23<sup>rd</sup>.
- c. Approve regular disbursements in the amount of \$425,152.55, and upgrade project disbursements in the amount of \$109,216.73.

WASTEWATER TREATMENT PLANT UPGRADE PROJECT:

- Progress report on treatment plant construction project: Steve Wrightson of the Covello Group gave an overview of the Novato Treatment Plant Project stating that the scheduled completion date still stands at September 11, 2010. He stated 48% of time has elapsed since the beginning of the project and 49% of the current contract amount has been expended to-date. Mr. Wrightson discussed the highlights of the total project including the headworks, noting that the equipment and electrical systems are undergoing check-out/start-up and the District's Operators are being trained. In addition, Mr. Wrightson discussed the progress on the following: influent pump station, primary clarifiers, aeration basins, secondary clarifiers, UV disinfection, effluent pump station, gravity belt thickeners and the digester. He pointed out that the total firm and pending change orders are \$975,742, which is a decrease of \$69,745 from the late October 2008 report.

Member Quesada asked how the operator training is progressing. Mr. Wrightson explained that recent training was provided by the equipment vendors and had included classroom training followed by hands-on, on-site training. Member Quesada asked about the training and qualifications of the District's current operators. The Deputy Manager-Engineer stated that all Operators are licensed and qualified. The Manager-Engineer stated that although the equipment is new to the Operators, the process theory is similar to what we have currently and should translate into a smooth changeover.

Member Long asked when the Ignacio Treatment Plant will be shut-down completely as a wastewater treatment facility. The Manager-Engineer replied that it will continue in it's current capacity until the Novato Treatment Plant is fully operational.

Member Long asked if the current condition of the California Budget would affect the funding for the Treatment Plant Upgrade. The Manager-Engineer read a statement from the California Special District Association website that stated all State clean water funding requests will remain solid.

Steve Wrightson left the Board meeting at 5:08 p.m.

PERSONNEL:

- Consider authorizing promotion of Julie Borda from Administrative Assistant to Administrative Secretary: The Manager-Engineer discussed the promotion stating that Ms. Borda was hired as an Administrative Assistant in November 2006. If the promotion is approved, Ms. Borda will serve a minimum six-month probationary period in the Administrative Secretary position. President Fritz commended Ms. Borda on her performance stating the promotion was well deserved. She was congratulated by the Board members.

*On motion of Member Quesada, seconded by Member Fritz and carried unanimously, Julie Borda was promoted to Administrative Secretary, Salary Range MC106, Step B, effective January 1, 2009.*

## BOARD OF DIRECTORS

- Adhoc Solid Waste Committee Report: The Manager-Engineer noted that the Adhoc Solid Waste Committee met on December 15, 2008 and received updates on Novato Disposal Service, the Fall e-waste collection event, and the Household Hazardous Waste Facility. Committee Members Knutson and Quesada were present at the meeting.

Novato Disposal Service reported a 6.7% (630 tons) decline in waste delivered to the landfill for the third quarter of 2008 compared to the third quarter of 2007. Recycling increased by 979 tons or 28% over the same period. Green waste also increased by 132 tons or 3%. They also report a decrease in the number of customers ordering a 95 gallon can and an increase in the number of customers with a 20 gallon can. Novato Disposal Service has been active in outreach to commercial, multi-family complexes, and schools to increase recycling. They also donated to a number of community events including the July 4<sup>th</sup> parade, the Presbyterian Church, and the Idesi Barbeque.

The Fall E-Waste Collection Event took place from October 10<sup>th</sup> through October 13<sup>th</sup>. A total of 909 participants brought in 63,680 pounds of e-waste. Another E-Waste event is planned for the Spring.

Participation in the Household Hazardous Waste Facility continues to increase as people become more aware that they do not need an appointment. The Manager-Engineer estimates a large number of televisions will be dropped off in February due to the signal broadcasting change.

President Di Giorgio stated he was impressed with the tonnage of recyclable materials being collected. Member Long discussed with the Manager-Engineer the current situation regarding the disposal of pharmaceuticals. The Manager-Engineer pointed out the pharmacies that will take back pharmaceuticals and discussed the current regulations regarding their disposal.

- Consider adoption of District Policy No. 3012 – Environmental, Health & Safety Program: The Manager-Engineer discussed with the Board the new policy. Member Long questioned how new employee training is documented as well as on-going training for existing employees. The Manager-Engineer explained that the District departments use Safety Tailgate Meetings for on-going training. Member Long suggested the District Policy No. 3012 be amended to show employee acknowledgement of all health and safety training.

The Policy Handbook under consideration for approval was amended as follows:  
Section 3012.2.2: “It is equally the duty of each employee to accept, **acknowledge**, and follow established programs...”

*On motion of Member Fritz, seconded by Member Long, and carried unanimously, District Policy No. 3012 – “Environmental, Health & Safety Program” was adopted as modified.*

## RECLAMATION FACILITIES

- Discuss options for renewing reclamation leases: Prior to discussion on this topic, President Di Giorgio disclosed that Stonetree Golf Course did provide financial support to his campaign when he was running for a Novato City Office position. The contribution was made over twelve months ago.

The Manager-Engineer noted that the District currently leases a total of 820 acres of irrigated pasture to two ranchers and the leases will expire on March 31, 2009. The District has received a request from Stonetree Golf Course to lease approximately 7 acres adjacent to the golf course for a driving range. The District has a 40-year lease from the Marin County Flood Control District for the property that expires in 2023.

District Counsel Kent Alm discussed the California State Sanitary Health and Safety Code No. 6514.1 which governs the District's operations of the land. He pointed out the criteria which would need to be met to comply with this regulation. Specifically, the Board would make a determination that the property is not needed for District purposes. In addition, the District would publicly notice a hearing at which the lease would be considered.

Mr. Alm and the Board discussed the benefits of a lease of less than ten years as opposed to a longer term lease extending until the District's lease has expired from the Marin County Flood Control District in 2023. The Manager-Engineer and the Board felt a lease with a 9 year maximum would serve the District's best interests.

Member Long stated he would like staff to prepare a cost analysis for the future of the reclamation area as follows: costs of continuing the land as it is operated currently (as pasture land) vs. the costs if the land was allowed to return to an uncultivated state.

*On motion of Member Fritz, seconded by Member Long, and carried unanimously, staff was directed to initiate negotiations with Stonetree Golf Course to lease 7 acres for a driving range for a maximum of 9 years.*

After further discussion of the above issue, the Board requested staff to prepare a notice inviting bids to lease for a ten-year duration the balance of the property for use as pasture.

## STAFF REPORTS

- North Bay Water Reuse Authority meeting: Member Long and the Manager-Engineer attended the North Bay Water Reuse Authority meeting on December 15<sup>th</sup>. Member Long noted that the committee authorized Sonoma County Water Agency to issue requests for Statements of Qualifications for State Legislative Program Development Services to five firms. The purpose is to assist the NBWRA in securing state funding for the recycled water projects.

The Manager-Engineer noted that the EIR consultant (ESA) will not have the Draft EIR ready to circulate until late February. ESA will be arranging a conference call with the Legal Counsels of each of the participating agencies to discuss EIR certification and other legal issues.

- North Bay Watershed Association Lateral Committee meeting: The Manager-Engineer noted that the Committee met on December 19<sup>th</sup> to discuss the lateral repair issue. The Committee discussed the Op-Ed article that the Board reviewed at their meeting on December 8<sup>th</sup>. Rauch Communications will present options for a new program title and will change the strategy used for public outreach. The Board discussed how different agencies are addressing the private lateral repair issue and the trigger events that should bring about inspection.

MANAGER'S ANNOUNCEMENTS:

The Manager-Engineer noted that District offices will be closed on the following days in observance of the Christmas and New Years holidays: December 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup>, and January 1<sup>st</sup> and 2<sup>nd</sup>.

The Manager-Engineer discussed the District's decision to lower the liability deductible with California Sanitation Risk Management Authority (CSRMA) and the quotes for the resulting increase in premium.

The Manager-Engineer discussed an accident that took place on December 17<sup>th</sup> at 60 Caribe Isle where a pedestrian apparently fell into an open manhole. The Systems Collection crew was making a routine inspection at the pump station at the time.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 6:47 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Borda, Recording