

April 11, 2011

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, April 11, 2011 at the District offices, 500 Davidson Street, Novato.

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

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James and Administrative Secretary Julie Borda.

ALSO PRESENT: Jo Heffelfinger, Novato resident
Brant Miller, Novato resident
Suzanne Brown 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:

Suzanne Crow, Novato resident, discussed the garbage contract and the cost of debris disposal. She relayed her personal experience with the Redwood Landfill and the high costs for debris disposal. She discussed the Manager's authorization of \$68,000 in legal expenses and requested that the Manager's specific spending authority be placed as a Board agenda item. Ms. Crow requested that the documents relevant to the EPA investigation be placed on the District website.

The Manager stated that agenda item 8a. will address Ms. Crow's concerns regarding the legal expense approval.

BOARD MEMBER REPORTS:

None.

REVIEW OF MINUTES:

- Consider approval of minutes of the March 30, 2011 meeting.

Member Quesada pointed out an error on page four of the meeting minutes where the Manager stated that the next District election would be held on November 1, 2011. Member Quesada stated that he verified with the Registrar of Voters that the election will be held on November 8, 2011. Recorder Julie Borda was asked to make this correction to the March 30th minutes.

On motion of Member Di Giorgio, seconded by Member Quesada, and carried unanimously, the minutes of the March 30, 2011 meeting were approved with the addition of the corrected information regarding the election date.

CONSENT CALENDAR:

On motion of Member Di Giorgio, seconded by Member Quesada and carried unanimously, the Board approved the following Consent Calendar items:

- a. Approval of regular disbursements in the amount of \$174,256.35, approval of project account disbursements in the amount of \$96,811.67, approval of Board member disbursements in the amount of \$4,574.02 and approval of payroll and payroll related expenses for the month of March in the amount of \$245,808.90.
- b. Approval of meeting dates of April 20th at 6:30 p.m. and April 25th at 4:30 p.m.

WASTEWATER FACILITIES UPGRADE PROJECT 72609:

- Review bids received and authorize contract award to lowest responsive bidder. The Manager stated that on April 5, 2011, four bids were received for the Phase 1 Landscaping Project and that North Bay Landscape Management, Inc. submitted the lowest responsive bid at \$50,950.00. She stated that North Bay's bid documents have been reviewed and are in order and she recommends the Board award the Wastewater Facilities Upgrade Project No. 72609-Phase 1 Landscaping Project to North Bay Landscape Management for a bid of \$50,950. She requested the Board authorize the Manager-Engineer to execute the contract. She stated that the project will be managed by the District's Field Services Superintendent, Steve Krautheim.

On motion of Member Quesada, seconded by Member Di Giorgio and carried unanimously, the Board awarded the Wastewater Facilities Upgrade Project No. 72609-Phase 1 Landscaping Project to North Bay Landscape Management, Inc and authorized the Manager to execute said contract.

STAFF REPORTS:

- Legal costs for employment issues.

The Manager discussed questions that were previously raised regarding additional legal expenses related to personnel issues and her authority to approve these expenditures. She stated that all of the expenditures, with the exception of the work done by one attorney, were within the signing authority of the Manager.

Member Quesada questioned the Deputy Manager-Engineer's signing authority limit. The Manager responded that it is \$15,000

Member Welsh requested clarification of the personnel investigation and disciplinary issues for which the attorney's fees were spent. The Manager responded that with some personnel issues, the appropriate approach is to go through confidential legal

counsel. She stated that all of the personnel issues needing legal counsel have been resolved.

Suzanne Crow questioned the pass-through costs and stated she feels these cost are not transparent. She stated that the large expenditures need more disclosure. She thanked the Manager for placing this item on the agenda.

President Long stated that the invoices and expenditure details are public record. He stated that agency's characteristically authorize the Manager to handle routine business expenditures as part of their duties.

Member Quesada requested the Personnel Committee reconsider the Deputy Manager-Engineer's \$15,000 spending authority limit and increase it to \$25,000 or \$30,000.

The Manager noted that in June the District will review the expenditure authorizations for the various staff levels.

MANAGER'S ANNOUNCEMENTS:

- The City of Novato is offering a Crisis Communications and Disaster Preparedness workshop for California's Public Officials and Board members on April 22nd.
- The Wastewater Operations Committee meeting is on Monday, April 18th. Member Quesada and Member Di Giorgio are committee members.
- The Novato Chamber of Commerce Annual Business Tradeshow is being held on April 21st from 4 to 7 p.m. at the StoneTree Golf Club. The District will have a table at the event for Pollution Prevention education.
- The LAFCO meeting on April 14th has been cancelled and rescheduled for May 12th.
- The Manager stated that the California Association of Sanitation Agencies (CASA) Spring Conference was going to be held in Sacramento on April 27-29, 2011.

Member Welsh stated that the District does not have a policy to change board meeting dates and times. He requested the item be put on the agenda for the next Board meeting.

ADJOURNMENT: There being no further business to come before the Board, President Long adjourned the meeting at 7:05 p.m.

Respectfully submitted,

Beverly B. James, Secretary

Julie Borda, Recording