

August 27, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, August 27, 2012, at the District offices, 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 James, Deputy Manager-Engineer Sandeep Karkal, Finance Officer Laura Creamer, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Plant Manager, Veolia Water
Bob Guinan, Novato resident
Joe Carlomagno, Novato resident
Brant Miller, Novato resident
Dale Thrasher, Director of NSD Joint Safety Program

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager requested item 5b. *Accept the Zandra Place Sewer Main Extension* be removed from the agenda.

On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Agenda was approved as modified.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the August 13, 2012 Board meeting.

On motion of Member Peters, seconded by Member Long and carried unanimously, the minutes of the August 13, 2012 Board meeting were approved.

CONSENT CALENDAR:

Member Welsh requested *Item c: Disbursement Approval*, be removed for further discussion. The Manager provided details of the disbursements in question and Member Welsh was in agreement with the disbursements.

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

- a. Adopt Resolution No. 3049, approving relief on pH limits, and setting revised pH limits for BioMarin, 46 Galli Drive and 300 Bel Marin Keys Blvd., Novato.

- c. Approval of regular disbursements in the amount of \$96,053.48, capital project disbursements in the amount of \$319,609.98 and payroll and payroll related disbursements in the amount of \$231,785.84.

WASTEWATER OPERATIONS:

- Wastewater Operations Committee Report. The Deputy Manager-Engineer reviewed the Wastewater Operations Committee Report for July, 2012 which included the Veolia Water Operations Report, the Collection System Operations Report and the Reclamation Facilities Report.

Member Peters commented on the District's commendable safety record.

Member Long commented on the monitoring of the aeration basins and on Veolia's PCMP (Process Control Management Plan) Unit Process report. John Bailey, Veolia Water, detailed the data and discussed the reporting requirements.

- Staff report on odor control and landscaping. The Manager gave an update of the activities the District is currently engaging in to address neighborhood concerns regarding odors and visual screening.

- Staff report on Safety program. The Manager introduced Dale Thrasher, Joint Safety Program Director. Mr. Thrasher gave a PowerPoint presentation outlining the District's Health and Safety Program. He discussed the program's vision, mission and strategy. He outlined how the District implements its safety program and discussed the success of the program.

2012-13 BUDGET:

- Presentation of final 2012-13 annual District budget. The Manager discussed in detail the District's Final Budget for Fiscal Years 2012-14. She stated that the changes to the Transmittal Letter were substantial and the Board expressed their appreciation for the changes and the additional information outlined. The Board thanked Finance Officer Laura Creamer and commended her for her work on preparation of the budget.

- Consider adoption of final District budget.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board adopted the Novato Sanitary District Final Budget for Fiscal Years 2012-14.

- Consider adoption of Resolution No. 3050 establishing the District's Appropriations Limit for 2012-13. The Manager stated that the District is required to annually adopt a resolution setting an appropriations limit for the upcoming year. She noted that for fiscal year 2012-13, staff anticipates that the District's appropriations subject to limitation will be \$5,899,391.00.

On motion of Member Mariani, seconded by Member Long and carried unanimously, the Board adopted Resolution No. 3050: A RESOLUTION OF THE NOVATO SANITARY DISTRICT CORRECTING AND AMENDING PRIOR CALCULATIONS AND MAKING DETERMINATION AND ESTABLISHING THE 2012-13 APPROPRIATION LIMIT.

CAPITAL PROJECTS:

- Grant final acceptance of the 2012 Miscellaneous Manhole Repairs Project and authorize staff to file the Notice of Completion. The Deputy Manager-Engineer stated that Maggiora & Ghilotti began work on the project on May 9, 2012 and substantial completion was on June 7, 2012. He stated that the final cost to complete the project, including change orders, was \$44,164.52. He recommended that final acceptance be granted and staff be authorized to file the Notice of Completion.

On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board granted final acceptance of the 2012 Miscellaneous Manhole Repairs project and authorized staff to file the Notice of Completion.

- Grant final acceptance of the 2012 Miscellaneous Sewer Repairs Group 1 Project and authorize staff to file the Notice of Completion. The Deputy Manager-Engineer stated that Maggiora & Ghilotti began work on the project on May 18, 2012 and substantial completion was on June 6, 2012. He stated that the final cost to complete the project, including change orders, was \$84,331.78. He recommended that final acceptance be granted and staff be authorized to file the Notice of Completion.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board granted final acceptance of the 2012 Miscellaneous Sewer Repairs Group 1 project and authorized staff to file the Notice of Completion.

- Make CEQA findings, approve plans and specifications, and authorize advertising for bids for the 2012 Pipe Bursting Project. The Deputy Manager-Engineer stated that Nute Engineering has completed the plans and specifications for the project and that the project is ready for bid. He discussed the scope of the work to be completed and noted that staff has completed the California Environmental Quality Act (CEQA) documentation and has determined that the project is categorically exempt. The Deputy Manager-Engineer requested the Board approve the CEQA findings, approve the plans and specifications, and authorize the Manager-Engineer to advertise for bids.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board made CEQA findings, approved plans and specifications and authorized the advertising for bids for the Collection System Improvements Project 72706, 2012 Pipe Bursting Project.

- Review bids received for Bahia Pump Station Drainage Improvements and consider accepting the lowest responsive bid and authorize the Manager-Engineer to execute a

Contract with Maggiora & Ghilotti in the amount of \$31,600.00. The Deputy Manager-Engineer stated that staff requested bids for this project and noted that Maggiora & Ghilotti submitted the lowest responsive bid of \$31,600.00. He requested the Board award the Bahia Pump Station Improvements project to Maggiora & Ghilotti and authorize the Manager-Engineer to execute a contract for the bid amount.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board reviewed the bids received and accepted Maggiora & Ghilotti as the lowest responsive bid. The Board authorized the Manager-Engineer to execute a Contract with Maggiora & Ghilotti in the amount of \$31,600.00 for the Annual Treatment Plant/Pump Station Improvements Project: Bahia Pump Station Drainage Improvements; Project 72805-12-01.

- Review bids received for Reclamation Culvert Replacement Project and consider accepting the lowest responsive bid and authorize the Manager-Engineer to execute a Contract with C.V. Larsen in the amount of \$68,249.97. The Deputy Manager-Engineer stated that staff requested bids for this project and noted that C.V. Larsen submitted the lowest responsive bid of \$68,249.97. He requested the Board award the Reclamation Culvert Replacement project to C.V. Larsen and authorize the Manager-Engineer to execute a contract for the bid amount.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board reviewed the bids received and accepted C.V. Larsen as the lowest responsive bid. The Board authorized the Manager-Engineer to execute a Contract with C.V. Larsen in the amount of \$68,249.97 for the Annual Reclamation Facility Improvements-Reclamation Culvert Replacement Project-Site 3; Project 72804-11-03.

At 8:07 p.m. President Di Giorgio adjourned the meeting for a 5 minute recess.

At 8:14 p.m. President Di Giorgio reconvened the Board meeting.

ADMINISTRATION:

- Consider continuing to abide by the Brown Act. The Manager affirmed the District's intention to continue to follow the tenets of "The Brown Act" in the interest of conducting the District's business transparently. She estimated the approximate costs for Brown Act compliance and stated that although the state will not reimburse the District for these costs, the District budget will not be adversely impacted.

On the motion of Member Long, seconded by Member Peters and carried unanimously, the Board agreed to continue to follow the tenets of "The Brown Act" in the interest of conducting the District's business transparently.

STAFF REPORTS:

- CalPERS Health Plan premium modifications for 2013. The Manager discussed the CalPERS Health Plan (Kaiser North) rates. She stated that for calendar year 2013 there will be an increase of approximately 9.5% for regular health coverage and a 3.8% increase in Medicare rates.

- California Association of Sanitation Agency (CASA) Annual Meeting synopsis. The Manager gave a PowerPoint presentation of the annual CASA conference which took place from August 8th through the 11th in Monterey. She noted that in attendance were the Deputy Manager-Engineer and Board members Di Giorgio, Long, Peters and Mariani.

BOARD MEMBER REPORTS:

Member Long commented on the metal structure in the overhead area of the District entrance.

MANAGER'S ANNOUNCEMENTS:

- Solid Waste Committee meeting on Tuesday, August 28th at 3:00 p.m. at the District office.

- North Marin Water District will hold a dedication ceremony for their Solar Energy Project at Stafford Lake on Friday, August 31st at 11:00 a.m.

- Las Gallinas Valley Sanitary District will hold a dedication of their New Recycled Water Treatment Facility on Tuesday, September 25th at 1:30 p.m.

- The Novato Sanitary District will hold a dedication of their Recycled Water Treatment Facility on Thursday, October 11th at 3:00 p.m.

- The next regular Board meeting will be held on Monday, September 10th.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 8:45 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording