

July 23, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, July 23, 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 and Administrative Secretary Julie Swoboda. Deputy Manager-Engineer Sandeep Karkal was absent.

ALSO PRESENT: Brant Miller, Novato resident
John Bailey, Veolia Water
Steve Wrightson, The Covello Group
Justin Kudo, Account Manager, Marin Clean Energy
Ed Mainland, Sustainable Novato, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager requested that agenda item 8a: "Consider retaining PG&E as the District's electrical service provider with an annual review of comparative rates" be moved to immediately follow the Consent Calendar.

President Di Giorgio approved the agenda as modified.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the July 9, 2012 Board meeting.

Member Peters stated that he was absent from the July 9th Board meeting but the minutes reported him as in attendance. He requested the minutes be modified to correctly show he was absent. Julie Swoboda, Board Recorder, will make the corrections.

On motion of Member Di Giorgio, seconded by Member Long and carried with the following vote, the minutes of the July 9, 2012 Board meeting were approved as corrected. Ayes: Di Giorgio, Long, Mariani, Welsh. Abstain: Peters.

CONSENT CALENDAR:

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

- a. Adoption of Resolution No. 3047, providing relief on pH limits for the Buck Institute and setting revised pH limits.
- b. Adoption of Resolution No. 3048, providing relief on pH limits for Optical Metal Services and setting revised pH limits.
- c. Approval of regular disbursements in the amount of \$149,267.15, project account disbursements in the amount of \$991,722.38 and payroll and payroll related disbursements in the amount of \$235,358.20.

ADMINISTRATION:

- Consider retaining PG&E as the District's electrical service provider with an annual review of comparative rates. The Manager reviewed the comparison analysis as provided by Marin Clean Energy (MCE) and stated that based on the analysis, costs would increase by approximately \$14,400 annually if the District transitioned to MCE as its electricity provider. The Manager requested the Board authorize the District's continued use of PG&E with reviews of other utility providers being completed on an annual basis.

Justin Kudo, Account Manager, Marin Clean Energy, gave an overview of MCE's electrical programs which are available to the District. Mr. Kudo discussed the various methods MCE uses to produce electrical power.

Ed Mainland, Novato resident, addressed the Board on behalf of Sustainable Novato. He discussed the benefits of using MCE and requested the Board not make a final decision at this meeting but analyze the comparison in greater detail. He urged the District to remain consistent with their current efforts toward efficiency and environmentally conscious practices.

Brant Miller, Novato resident, discussed the Marin Energy Authority (MEA) and urged the District to remain cost conscious and continue with the electrical provider which offers the most savings to the District.

The Board discussed the benefits/comparisons of PG&E and MCE energy usage with Justin Kudo.

On motion of Member Long, seconded by Member Mariani and passed unanimously, the Board directed staff to retain PG&E as the District's electrical service provider and annually review comparative rates.

Justin Kudo and Ed Mainland left the meeting.

WASTEWATER OPERATIONS COMMITTEE:

- Wastewater Operations Committee report. The Manager gave an overview of the Wastewater Operations Committee which met on July 12th. She noted that the

Collections System Department continues to televise District sewer lines and is on task for completing a full review of the entire system on a three year rotation.

President Di Giorgio congratulated the Collections System crew for completing the month of June with zero sewer overflows.

- Consider convening at end of meeting at Lea Drive side of treatment facility to review odors. The Manager stated that due to odor complaints in the evening hours from the Lea Drive neighborhood, she requested the Board convene the meeting to the Lea Drive area to investigate any odor emissions.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board agreed to convene the Board meeting to the Lea Drive side of the treatment facility to investigate odors.

GRAND JURY REQUEST:

- Review response of request for information from Grand Jury. The Manager called the Board's attention to the revised Grand Jury Response which was provided immediately prior to the Board meeting. She gave an overview of the response and the document was discussed.

ADMINISTRATION:

- Staff report on the implementation of the Uniform Public Construction Cost Accounting Act implementation for 2011-12. The Manager provided an overview of the Uniform Public Construction Cost Accounting Act (UPCCAA or the "Act") which the District utilizes to perform certain projects each year. She reported that for fiscal year 2011-12, the amount of work performed under the Act was \$667,350. She reviewed the informal contract totals for this period.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board accepted the staff report on implementation of the UPCCAA for fiscal year 2011-12.

Consider Board member compensation for participation in CASA committees. The Manager stated that staff researched the compensation practices of other agencies with board members serving as Chair or Vice Chair of a CASA committee. The Board discussed how other agencies address Board Member participation in outside committees.

Member Mariani explained her participation and the time commitment involved as Chairman on the CASA Directors Committee. The Board discussed Board member compensation and expressed the value of Member Mariani's participation in committees. The Board requested legal counsel review the Board Policy on this matter and discuss this as an Agenda item at a future Board meeting.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board directed staff to consult with District Counsel and review District Policy regarding Board member compensation for participation in non-District committees.

RECLAMATION: BIOSOLIDS DISPOSAL:

- Consider approval of a contract from Custom Tractor Service to empty biosolids lagoons and dispose of the biosolids on the Dedicated Land Disposal Site. The Manager gave an overview of the services required by Custom Tractor Service (CTS) at the District's Dedicated Land Disposal site and stated that the proposal under current consideration is requested annually.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board approved a proposal from Custom Tractor Services to (a) dispose of District biosolids into the District's Dedicated Land Disposal Area at the Reclamation Facility, and (b) clean out the biosolids lagoons on a time-and-materials basis to a maximum amount of \$181,000; and authorize the Manager-Engineer to execute a contract for the same.

WASTEWATER UPGRADE PROJECT:

- Consider approval of a contract amendment for Contract C, Project 73001 with RMC Water and Environment to provide additional design services. The Manager gave an overview of the requested contract amendment for RMC Water Environment (RMC) and outlined the additional tasks necessary.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board approved a contract amendment in the amount of \$139,410 with RMC Water Environment on a time and materials basis to provide additional design services for the Wastewater Facilities Upgrade, Contract C - Solids Handling Upgrade Project, #73001.

- Consider approval of a contract amendment for The Covello Group for construction management services for Wastewater Upgrade Contract D: Recycled Water Treatment Facility. The Manager gave an overview of the requested contract amendment for The Covello Group. Steve Wrightson, The Covello Group, discussed the need for the contract amendment, stating that the construction schedule for Gateway Pacific Contractors had been extended by two months due to differing site conditions encountered during demolition of the existing filter building/structure. Mr. Wrightson stated that punch list items will not delay substantial completion of the Project and he anticipates recycled water being delivered by the September deadline.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board approved a contract amendment in the amount of \$185,913 with The Covello Group on a time and materials basis to continue providing construction management

services through the completion of the Project, and increase the overall contract amount to \$685,900; and authorize the Manager-Engineer to execute such amendment.

STAFF REPORTS:

- North Bay Water Reuse Authority. The Manager reported on her attendance at the Technical Advisory Committee for the North Bay Water Reuse Authority (NBWRA) which met on Monday, July 16th. She noted that the Committee discussed the Phase 2 project and overhead costs.

BOARD MEMBER REPORTS:

Member Mariani commented on a recent article in the NOVATO PATCH regarding the Brown Act Mandated Cost Reimbursement program.

Member Welsh questioned if the report from James Joyce was available. The Manager replied that she has not received it but will follow up with Mr. Joyce.

Member Long commented on his recent experience in trying to find a location for sharps disposal. The Administrative Secretary will ensure that the website information is accurate regarding locations for sharps disposal and pharmaceutical take back.

President Di Giorgio stated that he attended the City Offices Ground Breaking ceremony on Tuesday, July 17th.

MANAGER'S ANNOUNCEMENTS:

- California Association of Sanitation Agencies (CASA) will hold a conference in Monterey from August 8th through the 11th. She requested the Directors coordinate rides to the conference.

- North Bay Watershed Association will not hold a meeting in August. The next regularly scheduled meeting will be on Friday, September 7th at the Marin Community Foundation.

- The next regular Board meeting will be held on Monday, August 13th.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio convened the Board meeting at 8:20 p.m. to the Lea Drive side of the treatment facility to review odors.

The following Board members and staff proceeded to the Lea Drive site: President Di Giorgio, Members Long, Mariani, Peters and Welsh; Manager-Engineer Beverly James and John Bailey, Veolia Water.

President Di Giorgio closed the Board meeting at 8:40 p.m. at the Lea Drive site.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording