

NOVATO SANITARY DISTRICT

Meeting Date: February 18, 2014

The Board of Directors of Novato Sanitary District will hold a **closed session at 5:00 p.m.** followed by a special meeting at 6:00 p.m., Tuesday, February 18, 2014, at the District Offices, 500 Davidson Street, Novato.

Materials related to items on this agenda are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: www.novatosan.com.

CLOSED SESSION:

Government Code Section 54957: Public Employee Evaluation, Deputy Manager-Engineer

Government Code Section 54957: Public Employee Appointment, Manager-Engineer

AGENDA

1. PLEDGE OF ALLEGIANCE:

2. AGENDA APPROVAL:

3. PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):

This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Board at this time as a result of any public comments made.

4. ANNOUNCEMENT FROM CLOSED SESSION:

5. REVIEW OF MINUTES:

- a. Consider approval of minutes of the January 23 and 27, 2014 meetings.

6. WASTEWATER OPERATIONS:

- a. Consider making CEQA findings and approving the "Amended and Restated Contract Service Agreement for Operation, Maintenance, and Management of Wastewater Treatment Facilities" with Veolia Water West Operating Services subject to minor edits approved by District Counsel and Manager-Engineer.

AGENDA/Board of Directors
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7. MANAGER'S ANNOUNCEMENTS:

8. ADJOURNMENT:

Next resolution no. 3067

Next regular meeting date: Monday, February 24, 2014, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

January 23, 2014

A special meeting of the Board of Directors of the Novato Sanitary District was held at 12:35 p.m., Monday, January 23, 2014, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Bob Stiles, NSD employee
Bill Northcroft, NSD employee
Dasse de longh, NSD employee
Javier Vega, NSD employee
P.J. Siragusa, NSD employee
Paco Sandoval, NSD employee
Aaron Hendricks, NSD employee
Justin Wall, NSD employee
Kevin Craig, NSD employee
Robin Merrill, NSD employee
Craig Deasy, NSD employee
Dale Thrasher, NSD Safety Director
Don Freeman, Occumetric, Employee Wellness Program

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

PRESENTATION OF SAFETY AWARDS:

The Manager introduced Dale Thrasher, District Safety Coordinator and Don Freeman, Consultant, Employee Wellness Program. Dale gave a brief overview of the District's safety incentive program and noted that over the past 10 years, the number of lost time accidents at the District had decreased significantly.

The Manager discussed the Safety Incentive Program for 2014 and noted that the Board approved the program at the January 13th Regular Board meeting.

President Di Giorgio presented the 2013 Safety Incentive Program awards to the employees.

Board Members expressed their congratulations to the employees and encouraged them to continue to work safely.

MANAGER'S ANNOUNCEMENTS:

- New safety program began January 1, 2014 and will be introduced to personnel at next safety tailgate meeting.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 12:54 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

DRAFT

January 27, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, January 27, 2014, preceded by a closed session beginning at 5:30 p.m. at the District offices, 500 Davidson Street, Novato.

At 5:30 p.m. President Di Giorgio announced the Board would meet in closed session to discuss the following matters on the Closed Session Agenda:

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

- Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 1 case.

BOARD MEMBERS PRESENT FOR CLOSED SESSION: President Michael Di Giorgio, Members William C. Long, Jean Mariani, Brant Miller and Jerry Peters.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy-Manager Engineer Sandeep Karkal, and Legal Counsel Assistant Matthew Lewis.

The closed Session ended at 6:00 p.m.
Open session began at 6:05 p.m.

BOARD MEMBERS PRESENT FOR OPEN SESSION: President Michael Di Giorgio, Members William C. Long, Jean Mariani, Brant Miller and Jerry Peters.

STAFF PRESENT: Manager-Engineer-Secretary Beverly James, Deputy Manager-Engineer Sandeep Karkal, Information Systems Specialist Robin Merrill, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Project Manager, Veolia Water
Brian Exberger, Assistant Project Manager, Veolia Water
Dasse de longh, Novato resident, NSD employee

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager requested that item **8.b. North Bay Water Reuse Authority** be removed from the agenda as she did not attend the meeting. President Di Giorgio approved the agenda as modified.

REPORT FROM CLOSED SESSION:

No reportable action was taken.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the January 13, 2014 Board meeting.

On motion of Member Peters, seconded by Member Miller and carried unanimously, the January 13, 2014 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approval of regular disbursements in the amount of \$107,147.77, project account disbursements in the amount of \$59,925.95, and Board member disbursements in the amount of \$3,293.15.
- b. Approval of January payroll and payroll related disbursements in the amount of \$238,535.26.
- c. Authorized the Manager-Engineer to transfer the District issued Class 1 Non-Domestic Temporary Discharge Permit No. CardnoERI-031 from CardnoERI to ETIC Engineering Inc.

WASTEWATER OPERATIONS:

- Wastewater Operations Committee Report.

John Bailey, Plant Manager, Veolia Water, reviewed the December Wastewater Operations Committee report from the January 21st meeting. He stated that the dry weather conditions continue, although they are unusual for December. He gave an overview of the treatment facility performance for December and commented that the demand for recycled water was down due to the colder weather.

The Manager stated that the Committee discussed Veolia's draft preliminary Contract Service Agreement amendments. She stated that the Committee will hold a special meeting to review the final staff draft of the Agreement in early February before presenting the draft Agreement to the Board at the February 10th meeting.

The Manager gave a report on the Collections System and Reclamation facilities report. She stated that 61,944 feet of sewer line was cleaned and televised. She noted that there was one overflow of approximately 6,000 gallons which was caused by root intrusion and rags. The Manager pointed out an additional report which showed multi-year trends from 2008-2013 and was pleased to report a steady increase in sewer pipe cleaned per hour and a decrease in sanitary sewer overflows (SSO).

The Manager reviewed the Reclamation Facilities report, noting that parcel rehabilitation was completed on all parcels under rehabilitation for the season and work was completed within budget.

- Odor control, noise, and landscaping report. The Manager noted that construction was completed on a permanent sound reducing enclosure. She noted that some plantings at the District's fence-line on Lea Drive were damaged due to the cold weather. She stated that the plants would be monitored and pruned as weather permits.

- Demonstration of Collection System Maintenance Management System. The Manager gave a demonstration of the ICOMM program which the District uses to track sewer line cleaning. She reviewed maps which highlighted the televised sewer lines and the cleaned sewer lines. She stated that the District is on schedule to have 100 percent of the sewer lines televised by 2015 with almost 150,000 feet of line being cleaned annually. The Manager provided samples of the ICOMM program which showed maps and video examples of televised sewer pipe.

ADMINISTRATION:

- Review current Board policies. The Manager stated that the California Special Districts Association (CSDA) recommends that the Board review the District's policies on an annual basis. She stated that the policies were for review and would be brought back to the Board at a later date for consideration and for a more in-depth review as necessary.

- Consider approval of travel to Washington DC for California Association of Sanitation Agencies (CASA) conference attendance. The Manager stated that Member Long is interested in attending the CASA conference in Washington DC. He is currently a Board Member of CASA.

On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board approved Member Long to travel to Washington DC for California Association of Sanitation Agencies (CASA) which will take place on February 24 – 26, 2014.

STAFF REPORTS:

- Drought response. The Manager stated that in response to the drought, the District applied to and has received permission from the Regional Water Quality Control Board to irrigate the pastures using the District's reclaimed water.

The Manager stated that the District has accepted a contract to install a baffle in the chlorine contact basin.

The Manager stated that North Marin Water District will start up the Deer Island recycled water facility in January and February to provide water to the Stonetree Golf Course.

At 7:25 p.m., President Di Giorgio declared the Board would take a 5 minute break.

At 7:27 p.m., President Di Giorgio reconvened the meeting.

The Board continued discussion on recycled water uses.

BOARD MEMBER REPORTS:

- California Association of Sanitation Agencies conference: January 15 – 17, 2014, in Indian Wells, CA. President Di Giorgio, Members Mariani, Long, Miller and Peters commented on their attendance and discussed speakers' presentations.

- North Bay Water Reuse Authority: January 27, 2014 at the Novato City Hall. President Di Giorgio discussed his attendance at the meeting, noting that feasibility studies regarding on-going projects were reviewed. Member Long was also in attendance at the meeting.

- Member Mariani commented on a speaker at the Buck Center.

- President Di Giorgio commented on his attendance at the *Paint the Town Red* event which took place on January 26th.

MANAGER'S ANNOUNCEMENTS:

- The next regular Board meeting will be held on Feb 10th.

- The next Wastewater Operations Committee meeting will be held on Tuesday, February 18th.

- North Bay Watershed Authority will hold a "Water Resources Management: What, Where, How" conference at the Stone Tree Golf Course in Novato on April 11th. Members Di Giorgio, Long, Mariani, Miller and Peters expressed their interest in attending.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 8:05 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

DRAFT