

May 24, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, May 24, 2010, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members James D. Fritz, William C. Long, and Dennis Welsh. Member George C. Quesada arrived at 6:37 p.m.

BOARD MEMBERS ABSENT: None.

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

ALSO PRESENT: Robin Merrill, Novato Sanitary District employee
Seth Shorett, Novato Leadership participant
Judy Montoya, Novato Leadership participant
Tom Pierce, Novato resident
Deanna Pierce, Novato resident
Colleen Rose, Novato resident
James Erze, Novato resident
Brant Miller, Novato resident
John Bailey, Project Manager, Veolia Water
Steve Clary, RMC Water and Environment

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

On motion of Member Fritz, seconded by Member Long, and carried unanimously by those members present, the agenda was approved as mailed.

RECOGNITIONS:

Recognize staff for public education program award. The Manager discussed the success of the joint public education program which the District participates in with other sewage treatment agencies. She was pleased to announce that the joint education program participants were awarded the 2009 Statewide Public Education Award for Large Budget Agencies. The Manager detailed some of the programs the District jointly participates in and commended the other agencies for their involvement.

Recognize Novato Leadership program graduate. The Manager recognized Robin Merrill, District employee and recent graduate from the Novato Chamber of Commerce Leadership Program. Robin Merrill discussed the Leadership Program and the project he completed with five other Leadership members, two of whom were present: Seth

Shorett and Judy Montoya. Robin, Seth and Judy gave an informative PowerPoint presentation discussing their Leadership Project: Assessment of Novato's Parks and Recreational Facilities.

President Di Giorgio and the Board members expressed their appreciation to Robin, Seth and Judy for their hard work and participation in the Leadership Program.

PUBLIC COMMENT:

James Erze, Novato resident on Lea Court, questioned the work being conducted on Saturdays at the District. He questioned what the completion date for the project is and asked if the District had a contingency plan for operation if Measure F does not pass.

The Manager stated there is occasional Saturday work and that the construction is scheduled for completion in mid-September, 2010. She discussed the new equipment and the upgraded odor system. She stated the District must be prepared for either outcome in regards to Measure F.

Deanna Pierce, Novato resident, questioned what percentage of the treatment facility is currently on-line. She questioned the level of the current operators. Ms. Pierce questioned the training that was offered by the new equipment vendors.

The Manager outlined the new equipment which is currently on-line. The Manager stated the District currently employs the following grades of operators: one Grade II certified, three Grade III certified and two Grade V operators (Grade V operators are Veolia employees). The Manager noted that the free training the equipment vendors offer is equipment specific and does not provide training of full integration of equipment for the facility.

BOARD MEMBER REPORTS:

Member Quesada questioned if the Registrar of Voters had ensured that all Novato residents who are within the District boundaries will receive a correct ballot for the upcoming June 8th election. The Manager responded that Robin Merrill has been working with the Registrar of Voters to verify that all applicable voters will be provided with a proper ballot.

Member Long compared the Petaluma wastewater facility budget with the Novato Sanitary District budget, noting that the District's budget is well below Petaluma's. He discussed an item from Petaluma's budget: "continued development of the Computerized Maintenance Management System (CMMS) and the implementation of maintenance practices to protect the warranties of the equipment at the new plant". He stated he felt the Novato Sanitary District should implement a similar program to protect the new upgraded treatment facility.

Member Welsh rebutted Member Long's comments.

President Di Giorgio commented on the Chamber of Commerce Mixer which was hosted by the Sanitary District on Thursday, May 24th. The Manager commented and thanked the co-sponsors of the event: RMC Water and Environment, Monterey Mechanical, and The Covello Group.

REVIEW OF MINUTES:

Consider approval of minutes of the March 8th, April 26th and May 10th, 2010 meetings.

On motion of Member Quesada, seconded by Member Long, and carried unanimously, the minutes of the March 8th, April 26th and May 10th, 2010 Board meeting minutes were approved.

CONSENT CALENDAR:

President Di Giorgio noted that the Proposition 218 Public Hearing will be held at noon at the regular board meeting of July 12th.

On motion of Member Quesada, seconded by Member Fritz and carried with the following vote, the following Consent Calendar items were approved: Ayes: Di Giorgio, Fritz, Long, Quesada. Noes: Welsh.

Member Welsh stated he could not approve the Consent Calendar due to the Proposition 218 Hearing being scheduled at 12:00 p.m.

- a. Approval of Revenue and Expenditure Report for period ending March 31, 2010.
- b. Approval of the following Board Meeting schedule: June 14th and 28th, July 12th and 26th, August 9th and 23rd.
- c. Approval of regular disbursements in the amount of \$230,222.37 and project account disbursements in the amount of \$139,170.84.

Member Welsh stated that he had still not received a legal opinion from District Counsel on the personnel issue from the May 10th Board meeting: *Consider re-establishing the position of Operations Leadworker.* President Di Giorgio suggested Member Welsh reach District Counsel via email.

NORTH BAY WATER REUSE AUTHORITY:

Progress Report: The Manager announced that the North Bay Water Reuse Authority (NBWRA) has received a federal "Stimulus" grant in the amount of \$7.3 million. She gave a detailed PowerPoint presentation which outlined the Novato Recycled Water Project. She discussed the shared responsibilities between the Novato Sanitary District

and the North Marin Water District. She discussed the project components including costs, funding and the funding schedule. She noted that the construction must be completed by September 2011.

Steve Clary, RMC Water and Environment, discussed details of the project and project funding with the Board.

Consider approval of a proposal to provide design services for the relocation and expansion of the recycled water treatment facility. The Manager noted that RMC Water and Environment was requested to prepare plans and specifications for the Recycled Water Treatment Facility. She stated that RMC's proposal outlines work to be done on a time and materials basis for an amount not to exceed \$803,390. She noted that this work will be eligible for 25% Federal grant funds and that the balance will be funded with a State Revolving Fund (SRF) loan that will be paid back through fees for the recycled water.

Tom Pierce, Novato resident, questioned the financial viability of the recycled water treatment facility. He felt the long-term costs to the District were very high.

The Manager discussed the project with the Board.

On motion of Member Quesada, seconded by Member Fritz, and carried unanimously, the Board approved the proposal to RMC Water and Environment to provide design services for the relocation and expansion of the recycled water treatment facility.

COMMITTEE REPORTS:

Solid Waste Committee report: The Manager stated that the Solid Waste Committee, which includes Members Di Giorgio and Quesada, met on May 17, 2010. She noted that the committee reviewed the proposed Solid Waste budget and that it will be presented to the Board as part of the District's draft budget at the June 14, 2010 Board meeting. She discussed hazardous waste and e-waste collections noting that more materials are defined as hazardous waste than in previous years and that these materials require more handling and disposal efforts. The Manager reported on the Novato Disposal first quarter recycled solid waste data. She reported on Novato Disposal's routine donation to local non-profits of garbage bins and debris boxes.

President Di Giorgio called for a six minute recess at 8:00 p.m.

President Di Giorgio reconvened the Board meeting at 8:06 p.m.

Wastewater Operations Committee report. John Bailey, Project Manager, Veolia Water, discussed the Veolia Water Operations Report - April 2010. He discussed the start-up of Process Test Number Three (half of the wastewater treatment plant: aeration basins 1 & 2, secondary clarifiers and UV disinfection system) and gave a current status report

of the new equipment. He discussed violations that occurred in April as a result of wet weather events and blending. He discussed key operation and maintenance events and gave an overview of safety and training that took place during the month.

The Board discussed with Mr. Bailey current facility operations and the new equipment that has been brought on-line.

The Manager discussed the Collection System work order statistics and the Collection System Monthly Report for 2010. She discussed the collection system main lines and common items that clog them such as baby wipes, cleaning cloths and dental floss. The Manager discussed with the Board the outreach efforts the District is taking to notify the public of what not to flush.

PUMP STATION REHABILITATION PROJECT 72403:

Consider making CEQA findings, approving plans and specifications, and authorizing advertising for bids for project 72403, unit 2. The Manager stated that Project Unit 2 consists of rehabilitating four sanitary sewer pump stations including partial demolition of the existing structure, construction of wet well & valve pit, and installation of new pumps and control panels at each of the following locations: Rowland Plaza, Vintage Oaks 1, Vintage Oaks 2 and Western Oaks. She stated that the engineer's estimate for the work is \$1.5 million. She noted that District staff has completed the California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt.

On motion of Member Quesada, seconded by Member Long and carried unanimously, the Board approved making CEQA findings, approving plans and specifications, and authorizing advertising for bids for Pump Station Rehabilitation Project, Unit 2: 72403.

ADMINISTRATION:

Consider adoption of District Policy #4060: Committees of the Board of Directors. The Manager stated this policy has been reviewed by District Counsel and sets forth what has been District policy in the past.

Member Long requested paragraph 4060.3 be changed to read "*no later than the Board's **second** regular meeting in July*".

On motion of Member Quesada, seconded by Member Fritz and carried unanimously, the Board adopted District Policy #4060: Committees of the Board of Directors with the changes noted above.

Consider adoption of District Policy #5040: Board Actions and Decisions. The Manager stated that this is a new policy and is essentially what has been Board practice. She noted that this policy is consistent with the District's Personnel Rules and Regulations.

On motion of Member Long, seconded by Member Fritz and carried unanimously, the Board adopted District Policy #5040: Board Actions and Decisions.

STAFF REPORTS:

NPDES Permit renewal. President Di Giorgio congratulated the Manager for her efforts towards completion of the NPDES Permit renewal.

The Manager stated she will hold over the detailed discussion of the NPDES permit until a future board meeting. She briefly discussed some challenging requirements which were imposed with the renewed NPDES permit.

The Board requested a detailed report for review purposes which highlight comparisons of the new and old permit.

MANAGER'S REPORT:

- The North Bay Water Reuse Authority is holding a Plenary Session on June 30th from 9:15 a.m. to 12:15 p.m. The session will be held at the Inn Marin Hotel in Novato.

- Public tours of the treatment facility will be conducted on June 5th, 19th and July 17th. An August tour is anticipated but not yet scheduled. The Manager intends to continue monthly public tours through the fall.

- Central Marin Sanitation Agency is celebrating their 25th anniversary and dedicating their new facilities on July 15th from 3 p.m. to 5 p.m. The celebration will take place at the agency and all Board members are invited to attend.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 8:38 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Borda, Recording