

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: May 9, 2016

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, May 9, 2016, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors William C. Long, Brant Miller and Jerry Peters. Director Carole Dillon-Knutson was absent.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, District Counsel Kent Alm, and Administrative Secretary Julie Swoboda.

ALSO PRESENT:

Steve Krauthem, Field Services Manager, Novato Sanitary District
Erik Brown, Technical Services Manager, Novato Sanitary District
John Bailey, Project Manager, Veolia Water
Tom Gaffney, Bartle Wells Associates
Alison Lechowicz, Bartle Wells Associates

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written. The General Manager noted that a correction was made to page 56 of the agenda packet (page 3 of the Revised Statement of Investment Policy) and a revised copy had been given to each Board member.

The General Manager also noted that Director Dillon-Knutson was not at the meeting due to an excused absence.

PUBLIC COMMENT: None.

PUBLIC HEARING – SEWER CONNECTION CHARGES:

- Receive staff report. District Counsel Kent Alm stated that at its March 14, 2016 meeting, the Board received the draft 2016 “Wastewater Capacity Fee Study” report as prepared by Bartle Wells Associates. He stated that this report had been available on the District website and is made a part of the agenda packet.

Tom Gaffney, Bartle Wells Associates, stated that the report presented recommendations and justification for amending the connection charge based on current capacity usage characteristics for single family residential dwellings. He stated that the report recommended the connection charge be increased from \$9,870.00 to \$10,854.06, rounded up to \$10,860.00, per equivalent dwelling unit (EDU) for fiscal year (FY) 2016-17, and increased by three (3) percent per year thereafter.

- Open Public Hearing. At 6:07 p.m., President Mariani opened the Public Hearing.

- Public comment. President Mariani called for public comment. There was no public comment.

- Close Public Hearing. At 6:08 p.m., President Mariani closed the Public Hearing.

SEWER CONNECTION CHARGES:

- Consider adopting Ordinance No. 119 setting sewer connection charges. District Counsel Alm stated that as previously discussed, a connection charge of \$10,860.00 per EDU was recommended in the "Wastewater Capacity Fee Study" report by Bartle Wells Associates. He noted that the report was vetted by the Board and reviewed in open session at its March 14, 2016 Regular Board meeting. He stated that Bartle Wells Associates is a public finance consulting firm that has provided independent, expert financial advice to public agencies since 1964.

There being no further discussion, President Mariani called for a motion to adopt the Ordinance.

On motion of Director Peters, seconded by Director Long, and carried unanimously by those Directors present, the Board adopted Ordinance No. 119, AN ORDINANCE AMENDING ORDINANCE NO. 70, THE SANITARY CODE OF THE NOVATO SANITARY DISTRICT, ADOPTED APRIL 22, 1991; SEWER CONNECTION CHARGES, and setting sewer connection charges at ten thousand eight hundred sixty dollars (\$10,860.00) per family unit for fiscal year (FY) 2016/17, effective July 1, 2016, with annual adjustment of three percent (3%) thereafter beginning with FY 2017/18.

Tom Gaffney and Alison Lechowicz of Bartle Wells Associates left the meeting.

REVIEW OF MINUTES:

- Consider approval of minutes of the April 25 2016 regular meeting. Director Long requested a correction to page 5, paragraphs seven and eight as follows: "*compete for new funding sources through **redefinition** of the organization.*" and "*options for **NBWRA** projects.*"

On motion of Director Peters, seconded by Director Long, and carried unanimously by those Directors present, the April 25th, 2016 Board meeting minutes were approved as corrected.

CONSENT CALENDAR:

President Mariani called for a motion on the on the Consent Calendar items as follows:

- a. Approval of Board member disbursements in the amount of \$1,773.19, operating check disbursements in the amount of \$262,432.32, and capital project disbursements in the amount of \$225,142.61.
- b. Receive Deposit Summary, April 2016.
- c. Receive 3rd Quarter Investment Report, Fiscal Year (FY) 15/16.
- d. Receive Summary 3rd Quarter Financial Report, FY 15/16.
- e. Ratify District Statement of Investment Policy, Policy 3120 – Investment of Public Funds
- f. Review and Consider Adoption of District Policy No. 4020: Board of Directors – Attendance at Meetings

On motion of Director Long, seconded by Director Peters, and carried unanimously by those Directors present, the above listed Consent Calendar items were approved.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, April 2016. - Receive Wastewater Operations Report, January 2016: Veolia Project Manager (John Bailey) provided an overview of the treatment facilities monthly operations for April. There were no excursions or violations for the month. A maximum peak flow of 8.81 million gallons (MG) was reached on April 9th, with a daily maximum for the month of 5.32 MGD. He noted that the recycled water plant was restarted to prepare it for the upcoming irrigation season, but that the facility did not produce any recycled water in the month. He stated that safety performance was excellent with a total of 2,167 accident-free days through April. The Project Manager reviewed key operational and maintenance activities at the treatment facility and the Ignacio transfer pump station.

The General Manager stated that lab proficiency testing was conducted in April and that the District received a certificate of excellence from the vendor ERA for achieving 100% acceptable data in this study which included 965 participating laboratories. He commended Veolia staff Kurt Hawkyard and Liz Falejczyk, and Jessica Bena of North Marin Water District for their achievement.

Technical Services Manager Erik Brown provided a summary of odor control and landscaping activities for April. Veolia staff is monitoring the performance of the recently installed Micro-Cool fogging system and the system is performing well. He stated that Veolia's Project Manager reached out to neighborhood residents in anticipation of the potential for odor related to work to be performed on the Primary Clarifiers. He stated that the large and small odor control beds are being monitored and are doing well. He noted that staff plans to top off the material later this year. The Technical Services Manager stated that there was one isolated odor contact in April. He stated that staff is monitoring the recent oleander plantings along the Lea Drive fence line and that they are doing well.

The Technical Services Manager stated that if there were no objections from the Board, future 'Odor Control and Landscaping' reports would be combined with the 'Treatment Facilities' reports. The Board had no objections.

Field Services Manager Steve Krautheim provided a summary of the Collection System Operations report for April. He stated that the department cleaned 77,241 lineal feet of sewer lines, televised 541 feet with the CCTV truck, and 2,210 feet with the Push-Cam in lieu of hand-rod work. He noted that CCTV findings did not identify any segments needing repair, but noted one area that required a change in sewer line maintenance operations following a sanitary sewer overflow. He stated that there was one Category III sanitary sewer overflow on April 2nd, with a spill volume of 20 gallons. The probable cause was determined to be root intrusion. There were no lost time accidents in April, for a total of 1,875 accident-free days.

The Field Services Manager provided a summary of the Reclamation Facilities report. He stated that the rancher began cutting pasture grass in Site 7 this month and that a sinkhole was found that will require further investigation. He stated that there were no irrigation or sludge handling activities this month.

STAFF REPORTS:

- Receive staff report on attendance at the California Water Environment Association (CWEA) Annual Conference, Santa Clara, April 26-29, 2016. The Field Services Manager discussed his attendance at the CWEA conference. He stated that he was sworn in as the new Chair of the Northern Regional Committee (NRC) which serves as a liaison committee between the CWEA Board of Directors and all of the Local Sections in Northern California. He outlined the presentations, meetings, and educational sessions that he attended.

The General Manager stated that the Field Services Manager received a 'Gimmicks and Gadgets Award' for his creation of a tool to help determine volume of sanitary sewer overflows. The Board congratulated Mr. Krautheim on his award.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA), meeting of May 6, 2016. Director Miller discussed his attendance at the NBWA meeting held on May 6th. He discussed a presentation by Marilyn Latta, California Coastal Conservancy, who gave a progress report on a project working to bring back key habitats and species in the region. He also noted that a presentation was given by Scott Dusterhoff, San Francisco Estuary Institute, regarding a resilient landscape vision project for lower Novato Creek.

- California Water Environment Association (CWEA) Annual Conference, Santa Clara, April 27, 2016. President Mariani discussed her participation at the Annual CWEA conference. She stated that she gave a presentation on April 27th titled "What to look for in a General Manager". She expressed her appreciation for General Manager-Chief

Engineer Sandeep Karkal and stated that the presentation was easy to prepare for due to his good management of the District.

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

- The General Manager stated that he and the Field Services Manager attended a meeting of the County Flood Control Zone#1 Advisory Board on Thursday, May 5th, where Marin County Flood Control District staff discussed their upcoming Novato Creek dredging project. The County project involves using the dredged material to build up existing levees on the immediate south side of the District's treatment plant. He noted that District staff asked the County to notify the adjacent neighborhoods (and specifically the Lea Drive neighborhood) of the potential for odor generation resulting from placing the dredged materials onto the levees, and that County staff agree to do so.
- The North Marin Water District (NMWD) will be constructing a pull-out area on Davidson Street just outside the plant entrance, with a recycled water filling station for the benefit of the District and the City of Novato. He briefly discussed the next phase of NMWD's construction for their Central Area recycled water project.
- He discussed his attendance at the Recycled Water Expansion Projects Ribbon Cutting Celebration at the Napa Sanitation District which took place on Monday, May 2nd. He noted that Director Long attended also, and that turnout was high.
- The next regular Board meeting will be held on Monday, May 23rd at 6:00 p.m. and will include a presentation of the FY2016-17 Preliminary Budget.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:11 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording