

**NOVATO SANITARY DISTRICT**

Board Meeting Minutes

Meeting Date: May 26, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Tuesday, May 26, 2015, 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 Mariani announced the Board would meet in closed session to discuss the following matters on the Closed Session Agenda:

CLOSED SESSION:

- Public Employee Evaluation: Manager-Engineer: (Government Code Section 54957)

BOARD MEMBERS PRESENT FOR CLOSED SESSION: President Jean Mariani, Directors Gary Butler, William C. Long, Brant Miller and Jerry Peters.

STAFF PRESENT: None.

The closed Session ended at 6:13 p.m.  
Open session began at 6:16 p.m.

BOARD MEMBERS PRESENT FOR OPEN SESSION: President Jean Mariani, Directors Gary Butler, William C. Long, Brant Miller and Jerry Peters.

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Steve Krautheim, Field Services Manager, Novato Sanitary District  
John Bailey, Project Manager, Veolia

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None

ANNOUNCEMENT FROM CLOSED SESSION:

President Mariani stated that there was no reportable action from the closed session.

REVIEW OF MINUTES:

- Consider approval of minutes of the May 11, 2015 meeting. Director Miller requested the minutes on page 6, paragraph 6, regarding his attendance at the NBWA meeting, be

modified. He read the modifications he was seeking and provided the Administrative Secretary with a copy of the modifications.

*On motion of Director Peters, seconded by Director Miller, and carried unanimously, the May 11, 2015 Board meeting minutes were approved as revised.*

#### CONSENT CALENDAR:

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

- a. Approval of regular disbursements in the amount of \$330,192.08, capital project disbursements in the amount of \$168,172.83.
- b. Ratification of May payroll and payroll-related disbursements in the amount of \$196,690.16.
- c. Approved extending the current contract term with Regional Government Services, (RGS), to provide the temporary Laboratory Project Advisor for part-time, as needed services, and authorized the Manager-Engineer to execute the extension on a month-to-month basis.
- d. Approved a contract in the not-to-exceed amount of \$80,000 with Duke's Root Control, Inc., and authorized the Manager-Engineer to execute it.

*On approval of Director Peters, seconded by Director Long and carried unanimously, the above listed Consent Calendar items were approved.*

#### WASTEWATER OPERATIONS:

- Receive Wastewater Operations Committee Report. The Manager-Engineer stated that the Wastewater Operations Committee met on May 18, 2015 at 2:00 p.m. at the District office. John Bailey, Veolia Plant Manager, stated that page one of the original Monthly Operations Report, as presented at the May 18<sup>th</sup> meeting, was incorrect and he gave the Board members a revised page one. The Administrative Secretary was directed to include this revised page in the final Board packet as posted on the District website.

The Plant Manager provided an overview of the Monthly Operations Report for April 2015. He stated that the monthly average flow for April was 3.88 MGD (million gallons per day) and that there were no NPDES permit exceedances. He stated that the Recycled Water Facility produced 10.267 MG (million gallons) in April. He stated that there were three coliform excursions at the Recycled Water Facility and provided details to the Board. He outlined the monthly safety and training activities and stated that in April there was one odor complaint. He stated that Veolia has operated the treatment facility for 1,792 days without a lost time accident.

The Manager-Engineer provided a summary of the odor control and landscaping report. He stated that staff continued to perform liquid phase sulfide sampling and analysis. He stated that the media in the large odor control bed appears to be performing well after

being topped off in November. He stated that the redwood trees replanted to the northeast corner of the plant site in late February/early March, appear to be doing well.

The Field Services Manager provided a summary of the Collection System Operations Report, and reviewed the department's performance for April 2015. He noted that staff cleaned a total of 107,261 ft. of sewer lines and televised a total of 303 ft. He stated that as of April 30<sup>th</sup>, District staff and the Collections Department have worked a total of 1,507 accident-free days. He stated that there were no sanitary sewer overflows in April.

The Field Services Manager discussed a draft Core Competency Checklist which will be used to track training of Collections Department employees. He stated that the checklist is being used to track the initial training of a recently hired employee and that the final version will be used for annual core competency training for all Collections Department employees.

The Field Services Manager provided a summary of the Reclamation Facilities report. He stated that the rancher began cutting hay on April 16<sup>th</sup> and continued throughout the month. He stated that accumulated silt around the two drainage pump stations was removed. He discussed repairs and progress made for leak detection on the wildlife pond feed pipeline.

At 6:50 p.m. President Mariani declared the Board would take a short recess.

At 6:55 p.m. President Mariani reconvened the meeting.

#### ANNUAL BUDGET WORKSHOP:

- Fiscal Year FY 2015-16 Budget Workshop: Outline FY 15-16 strategic issues. The Manager-Engineer initiated discussion on the FY15-16 Budget Workshop. He made a PowerPoint presentation which provided a "look-back" at FY14-15, provided an outline of FY15-16 strategic items (including preliminary FY15-16 budget highlights), and the Budget review process. The presentation also included the following:

The Manager-Engineer provided an update of the renewal of the District's NPDES Permit, noting that the current permit expires June 30, 2015. He stated that the permit is in the AD/TO (administrative draft/tentative order) status, and that a new order (permit) is expected in September 2015. He noted that the new permit is more favorable towards the District than originally expected.

In addition, the Manager-Engineer also provided an update on the Hamilton Wetlands/Outfall Study, being funded in cooperation with the State Coastal Conservancy (SCC). He noted that the Study addresses the SCC's goal of managing the presence of the District's outfall on the Wetlands site, while also addressing the District's goal of beneficial reuse of its effluent. Both goals are being coordinated in the NPDES permit, with the current concept being to truncate the District's outfall to provide a year-round discharge to a brackish marsh.

A general discussion followed on the presented information. No action was taken.

- Receive preliminary Capital Improvements Program (CIP) work plan and budget. The Manager-Engineer provided a summary of the potential and/or anticipated scope of work for projects and project work included within the various accounts of the Capital Improvements Program (CIP) budget for FY 15-17.

Discussion followed. No action was taken.

STAFF REPORTS:

None

BOARD MEMBER REPORTS AND REQUESTS:

Director Long requested that the HVAC unit that operates in the Board room be serviced to run quieter.

MANAGER'S ANNOUNCEMENTS:

A Solid Waste Committee meeting will be held on Monday, June 1<sup>st</sup> at 3:00 p.m. at the District Office.

The next Regular Board Meeting will be held on Monday, June 8<sup>th</sup> at 6:00 p.m. at the District Office. An initial presentation of the 2015/16 budget will be made.

The California Association of Sanitation Agencies (CASA) will hold their Annual meeting in San Diego on August 19<sup>th</sup> and 20<sup>th</sup>. Board members planning to attend should notify the Administrative Secretary.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 8:20 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Swoboda, Recording