

# NOVATO SANITARY DISTRICT

## Board Meeting Minutes

Meeting Date: August 22, 2016

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, August 22, 2016, at the District offices, 500 Davidson Street, Novato.

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

STAFF PRESENT: General Manager-Secretary Sandeep Karkal and Administrative Secretary Julie Hoover.

ALSO PRESENT:

John Bailey, Project Manager, Veolia Water  
John O'Hare, Pretreatment Programs Manager, Veolia Water  
Brian Exberger, Assistant Project Manager, Veolia Water  
Erik Brown, Technical Services Manager, Novato Sanitary District  
Steve Krautheim, Field Services Manager, Novato Sanitary District  
Laura Creamer, Finance Officer, Novato Sanitary District  
Dale Thrasher, Joint Safety Director, Novato Sanitary District  
Jason Dow, General Manager, Central Marin Sanitation Agency

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the July 11, 2016 regular meeting.  
*On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the July 11<sup>th</sup>, 2016 Board meeting minutes were approved.*

CONSENT CALENDAR:

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

- a. Approval of Board member disbursements in the amount of \$783.27. Approval of operating check disbursements in the amount of \$351,315.06, and capital project disbursements in the amount of \$13,870.07. Ratification of operating check disbursements from July 25<sup>th</sup>: \$239,148.50, and August 8<sup>th</sup>: \$134,800.95. Ratification of capital project disbursements from July 25<sup>th</sup>: \$37,157.89, and August 8<sup>th</sup>: \$153,425.67.

- b. Ratify payroll and payroll-related disbursements for July 2016: \$397,753.86, and August 2016: \$221,051.56.
- c. Receive deposit summary, July 2016.
- d. Receive 4<sup>th</sup> Quarter Investment Report, Fiscal Year (FY) 2015-16.
- e. Receive Accounts Receivable (A/R) Summary Report as of July 31, 2016.
- f. Approve transfer of \$116,365 from the Capital Fund to the Operating Fund for staff time spent on Capital Fund projects in FY 15-16.
- g. Authorized the General Manager-Chief Engineer to renew the District issued Class I Non-Domestic Temporary Discharge Permit No. ExxonMobil-031.

*On motion of Director Miller, seconded by Director Dillon-Knutson, and carried unanimously, the above listed Consent Calendar items were approved.*

**ADMINISTRATION: ADMINISTRATIVE/RISK SERVICES & SAFETY OFFICER:**

- Approve revised job title and job description to Administrative/Risk Services and Safety Officer, establish revised salary range, and authorize the General Manager-Chief Engineer to make a contingent job offer for the position. The General Manager stated that at its November 9, 2015 meeting, the Board approved a job description, established a salary range, and authorized the the General Manager to initiate recruitment for an Administrative/Risk Services Officer (A/RSO). He stated that only one qualified applicant has expressed a continuing interest in the position: Mr. Dale Thrasher, the incumbent in the Joint Safety Director position shared by the District and the Central Marin Sanitation Agency (CMSA), but employed by CMSA.

The General Manager stated that the District initiated a three-way conversation with Mr. Thrasher and CMSA's General Manager, Mr. Jason Dow, to apprise them both of the District's interest in considering Mr. Thrasher for the District's A/RSO position. Upon discussion, CMSA proposed that if Mr. Thrasher accepts employment with the District, he still be responsible for managing the Joint Safety program. CMSA proposed that Mr. Thrasher would spend up to 25% of his time managing the Joint Safety program (and his replacement at CMSA), with costs for this 25% time to be split 50-50 between CMSA and the District. He noted that additionally, Mr. Thrasher would function as the Novato Sanitary District Safety Officer, which is currently the General Manager's responsibility. The General Manager stated that the proposed changes would be memorialized in a revised Join Safety Program Agreement between the two agencies.

CMSA General Manager Jason Dow expressed his thanks to the District for communicating openly and seeking his participation in keeping Mr. Thrasher's position a joint function between the two agencies. He expressed his appreciation to Mr. Thrasher.

*On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the Board approved the revised job title and job description for the Administrative/Risk Services and Safety Officer, established a revised salary range, and authorized the General Manager-Chief Engineer to make a contingent job offer for the position to Mr. Dale Thrasher.*

## ANNUAL BUDGET: FINAL FY2016-17 BUDGET:

- Present Final FY2016-17 District Annual Budget. The General Manager stated that the Final Budget for fiscal year 2016/17, including the preliminary budget for fiscal year 2017/18, was being presented for final approval. He noted that the overall budget numbers are consistent with prior years, and the Preliminary Budget approved by the Board at its June 27, 2016 meeting. He stated that he and District Finance Officer, Laura Creamer, were available to answer any questions.

Director Miller suggested that the cover page be changed to reflect approval of the current fiscal year budget only. He proposed the cover page read: *Novato Sanitary District's Final Budget for Fiscal Years 2016-17, Including Preliminary Budget for Fiscal Year 2017-18.*

### - Adopt Final FY2016/17 District Annual Budget:

*On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the Board adopted the Novato Sanitary District's Final Budget for Fiscal Years 2016-17, Including Preliminary Budget for Fiscal Year 2017-18.*

- Adopt Resolution No. 3102 establishing appropriations limit for FY16/17. The General Manager stated that under the Gann Spending-Limitation Initiative adopted as Proposition 4 in June 1979, the District is required to annually adopt a resolution setting an appropriations limit for the upcoming year. He stated that for 2016-17, staff projects that the District's appropriations subject to limitation will be \$6,075,132.

*On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the Board adopted Resolution No. 3102, A Resolution of the Novato Sanitary District Correcting and Amending Prior Calculations and Making Determination and Establishing the 2016-17 Appropriation Limit.*

## WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, July 2016. Veolia Project Manager (John Bailey) provided an overview of the treatment facilities monthly operations for July. He stated that there were no excursions or violations for the month. He noted that July was a dry month with an average flow of 3.38 million gallons (MG) and stated that the recycled water plant produced 18.5 MG. He stated that safety performance was excellent with a total of 2,259 accident-free days through July. The Project Manager reviewed key operational and maintenance activities at the treatment facility and the Ignacio transfer pump station, and stated that the treatment plant was in the discharge to Reclamation mode in July. He noted Jerome meter readings continue to be performed in the neighborhood and within the treatment plant, and that four odor contacts were received during the month.

Field Services Manager Steve Krautheim provided a summary of the Collection System Operations report for July. He stated that the department cleaned 51,999 lineal feet of sewer

lines, televised 10,374 feet with the CCTV truck, and 5,487 feet with the Push-Cam in lieu of hand-rod work. He noted that CCTV findings did not identify any segments needing repair. He stated that an outside vendor was contracted to foam-treat selected sewer mains and manholes to inhibit root growth and that in July, the vendor treated 116 line segments, totaling 25,317 feet. He provided a further overview of operational and maintenance activities, and stated that there were no lost time accidents this month, for a total of 1,967 accident-free days. He stated that there were no sanitary sewer overflows (SSOs) in July.

The Field Services Manager then provided a summary of the Reclamation Facilities report. He stated that the rancher has completed moving cattle onto all three sites and is concentrating on sprinkler repair/replacement on Sites 3 & 7. He stated that staff inspected the grove of Eucalyptus trees on Site 2 and identified trees that need to be removed because they are dead and may pose a safety hazard. The General Manager stated that in the future, staff will look for replacement trees.

The Field Services Manager stated that approximately 600 feet of chain link fence along the west side of Storage Pond No. 1 and the Wildlife Pond was laying down and needs to be replaced. He stated that he would request proposals for the replacement. He stated that control systems were checked and irrigation began on several parcels in Sites 2 & 7 and some repair work had been identified. He noted that approximately 69.5 MG of treated water was used for irrigation in July and approximately 86.1 MG was delivered to the storage ponds from the Novato Treatment plant.

#### CAPTIAL PROJECTS:

- Collection System Improvements, Account No. 72706: Bel Marin Keys Trunk Sewer Replacement – Review bids received, approve contract award to Michels Pipeline Construction, and authorize the General Manager-Chief Engineer to execute the contract in the bid amount of \$324,394. The General Manager stated that this repair was for the portion of pipe that had collapsed earlier in January and noted that emergency repairs had been made at that time. He stated that the District will now be making additional permanent repairs to the trunk sewer line and invited Field Services Manager Steve Krautheim to provide more details to the Board.

The Field Services Manager stated that at its June 27<sup>th</sup> meeting, the District Board made CEQA findings and authorized staff to advertise for bids for the Bel Marin Keys Trunk Sewer replacement. He noted that of the three bids received, Michels Pipeline Construction submitted the lowest bid at \$324,394. He recommended that the Board approve the contract award to Michels Pipeline Construction.

*On motion of Director Mariani, seconded by Director Miller, and carried unanimously, the Board awarded the Collection System Improvements, Account No. 72706: Bel Marin Keys Trunk Sewer Replacement contract to Michels Pipeline Construction in the bid amount of \$324,394, and authorized the General Manager-Chief Engineer to execute the Contract.*

RELCAMATION: SLUDGE DISPOSAL, ACCOUNT NO. 63115:

- Approve contract with Custom Tractor Services (CTS) for biosolids disposal and sludge lagoon cleaning in a not-to-exceed amount of \$187,000, and authorize the General Manager-Chief Engineer to execute it. The General Manager stated that for the past several years, the District has contracted with Custom Tractor Services (CTS) of Petaluma to perform biosolid disposal and sludge lagoon cleaning and has always found their work to be satisfactory. He stated that CTS's proposal incorporates a not-to-exceed amount of \$125,000 for sludge pumping, and a lump sum amount of \$62,000 for cleaning out the lagoons. He requested the Board authorize staff to execute a contract with CTS for the not-to-exceed amount of \$187,000.

*On motion of Director Long, seconded by Director Miller, and carried unanimously, the Board approved a contract with Custom Tractor Services (CTS) for biosolids disposal and sludge lagoon cleaning in a not-to-exceed amount of \$187,000, and authorized the General Manager-Chief Engineer to execute it.*

At 6:49 p.m., President Peters stated that the Board would take a short recess.

At 6:53 p.m., President Peters reconvened the meeting.

STAFF REPORT:

- Receive staff report on California Association of Sanitation Agencies (CASA) Biosolids and Renewable Energy Specialty Workshop. Technical Services Manager Erik Brown stated that on July 19<sup>th</sup>, he attended the CASA Biosolids and Renewable Energy Specialty Workshop organized by CASA and the California Water Environment Association (CWEA), at the Central Contra Costa Sanitary District facilities in Martinez. He stated that the conference was very informative and noted that a link to the PowerPoint presentations from the workshop had been provided on the Board Agenda Item Summary, which was included in the Board packet materials.

BOARD OF DIRECTORS:

- Presidential appointment of committee members. The General Manager stated that at the June 27<sup>th</sup> Board meeting, incoming President Jerry Peters considered the list of FY15/16 committee appointments and elected to retain these prior year committee appointments with a view to possible modification at a future Board meeting. President Peters stated that he had not received any feedback from other Board members regarding committee assignment changes, and stated that current committee appointments would not change.

Director Mariani stated that the California Association of Sanitation Agencies (CASA) delegate is customarily the District Board President. She noted that she is currently the CASA delegate but requested President Peters take over the position, with Director Dillon-Knutson becoming the alternate. President Peters agreed and the CASA Committee delegations will be as follows: Delegate: President Jerry Peters; and Alternate: Director Dillon-Knutson.

### BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Water Reuse Authority (NBWRA), meeting of August 22, 2016. Director Long discussed his attendance at the August 22<sup>nd</sup> NBWRA meeting. He stated that the status of Phase 2 projects was discussed and noted that NBWRA is encouraging other agencies to submit projects for consideration.

- California Association of Sanitation Agencies (CASA) Annual Meeting. All Board members attended the CASA Conference which was held from August 9<sup>th</sup> – 12<sup>th</sup> in Monterey, CA. Director Dillon-Knutson commented that the ethics training was very good. Director Miller commented that the CA Sanitation Risk Management Authority (CSRMA) presentation on August 9<sup>th</sup> was very informative. Director Long stated that the August 9<sup>th</sup> tour of the 'Pure Water Monterey Program' was very interesting.

### INFORMATIONAL ITEMS:

- News release from City of Novato: "City of Novato Hires New City Manager." The General Manager stated that this item was for informational purposes only.

### GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

- Report: During the California Sanitation Risk Management Authority (CSRMA) Board meeting which took place at the CASA conference in Monterey, CSRMA announced that Novato Sanitary District was one of six statewide winners of the Workers Compensation Excellence Award. He recognized Dale Thrasher and expressed his appreciation for Dale's effort in putting together the application packet. He stated that CSRMA will split its overall cash award of \$50,000 between the employees at the six winning agencies. CSRMA anticipates that individual awards will be approximately \$150 pending further review by CSRMA.
- Report: The District is completing a minor security upgrade and installing new fencing and security gates at the south side of the Administrative Building.
- Report: The North Bay Leadership Council (NBLC) sponsored Algebra Academy was held at the District on August 4<sup>th</sup> and 5<sup>th</sup>, with Veolia sponsoring August 4<sup>th</sup> and the Redwood Credit Union sponsoring August 5<sup>th</sup>. He stated that Veolia provided all of the classroom teaching and hands-on demonstrations on August 4<sup>th</sup>, and he thanked John Bailey, Lynda Farmery, and Liz Falejczyk for their work on the event.
- Announcement: The next regularly scheduled Board meeting is Monday, September 12<sup>th</sup>, at 6:00 p.m. He asked if the Board wished to consider cancelling this meeting because Directors Long and Miller will be unavailable to attend. President Peters, Directors Mariani and Dillon-Knutson indicated their agreement, so it was decided by acclamation to cancel the September 12, 2016, regular Board meeting.
- Announcement: A Solid Waste Workshop is being planned for 5:00 p.m. on the day of the next at the regular September 26<sup>th</sup> Board meeting. The early meeting start time is to accommodate presentations related to the workshop and related solid waste items. He

noted that Novato Disposal personnel will be in attendance for the Workshop. Details will be made available in the Board Agenda packet for that meeting.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 7:43 p.m.

Respectfully submitted,

---

Sandeep Karkal  
Secretary

Julie Hoover, Recording