

## NOVATO SANITARY DISTRICT

### Board Meeting Minutes

Meeting Date: September 14, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, September 14, 2015, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Steve Krautheim, Field Services Manager, Novato Sanitary District  
John O'Hare, Pretreatment Programs Manager, Veolia  
Erik Brown, Technical Services Manager, Novato Sanitary District  
Laura Creamer, Finance Officer, Novato Sanitary District  
Dee Johnson, Household Hazardous Waste Program Coordinator  
Nick Franceschine, Consulting Actuary, North Bay Pensions  
Michael Kraus, BioMarin  
Donald Clark, BioMarin

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the August 24, 2015 meeting.

*On motion of Director Peters, seconded by Director Miller, and carried unanimously, the August 24, 2015 Board meeting minutes were approved.*

CONSENT CALENDAR:

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

- a. Approval of Board member disbursements in the amount of \$2,700.43, regular disbursements in the amount of \$168,598.44, and capital project disbursements in the amount of \$390,455.84.
- b. Received deposit summary, August 2015

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

## PUBLIC HEARING – SEWER USE ORDINANCE:

- Summary Report – amend and restate District Ordinance No. 115 to incorporate pretreatment program changes. The General Manager stated that at the August 10, 2015 meeting, the District Board set the date of September 14, 2015 for the public hearing to consider restating and amending District Ordinance No. 115 to incorporate pretreatment program changes. He stated that the public hearing announcement was published twice in the Marin Independent Journal as required.

- Open public hearing. President Mariani opened the public hearing at 6:03 p.m.

- Consider protests regarding Amended and Restated Ordinance No. 15. No protests or comments were received.

- Close public hearing. President Mariani closed the public hearing at 6:04 p.m.

- Adopt Amended and Restated Ordinance No. 115 incorporating changes to pretreatment program requirements.

*On motion of Director Peters, seconded by Director Butler and carried unanimously, the Board adopted the Amended and Restated Ordinance No. 115, incorporating changes to pretreatment program requirements.*

Michael Kraus and Donald Clark left the meeting at 6:08 p.m.

## SOLID WASTE COMMITTEE:

- Receive Solid Waste Committee report, meeting of August 31, 2015. The General Manager stated that Committee Members Mariani and Butler attended the August 31<sup>st</sup> meeting. He introduced Dee Johnson, Household Hazardous Waste Program Coordinator who provided an overview of the Committee report. She stated that the second quarter 2015 diversion report numbers had improved from the first quarter by several percent. She reviewed the outreach events which were held in September and October, and noted that attendance at the Household Hazardous Waste (HHW) facility continues to increase. She stated that the fall E-Waste event is scheduled for October 10 – October 12 from 10:00 a.m. to 3:00 p.m.

Discussion followed.

Dee Johnson left the meeting at 6:15 p.m.

## FINANCE COMMITTEE:

- Receive Finance Committee report, meeting of September 2, 2015. The General Manager stated that Committee Members Long and Peters attended the September 2<sup>nd</sup> meeting. He stated that Nick Franceschine, Consulting Actuary with North Bay Pensions, was at the

Committee meeting and was also present at the Board meeting to provide information and answer questions.

The General Manager stated that the Committee had received a PowerPoint presentation with information on the District's GASB 45 liabilities and potential prefunding scenarios. The Committee had noted that the information provided was very useful and asked that staff and Mr. Franceschine bring it forward to the entire District Board. The General Manager presented the same PowerPoint presentation to the Board and reviewed three GASB 45 liability prefunding scenarios. He stated that the materials being presented were for informational purposes only.

The PowerPoint presentation was followed by a discussion between the Board, staff, and Mr. Franceschine. Upon close of discussion, President Mariani suggested that questions and comments brought forward during the discussion be reviewed by the Finance Committee, and considered at a future Board meeting.

At 7:16 p.m., President Mariani called for a 10 minute recess.

Nick Franceschine and Laura Creamer left the meeting at 7:16 p.m.

At 7:23 p.m., President Mariani reconvened the Board meeting.

#### CAPITAL PROJECTS:

- Collection System Improvements, Account No. 72706: Hamilton Trunk Sewer Replacement. Review bids received, approve contract award to Michael Paul Company, and authorize the General Manager-Chief Engineer to execute the contract in the bid amount of \$495,728.00. The General Manager stated that at its August 10, 2015 meeting, the District Board made CEQA findings and authorized staff to advertise for bids for this project. On September 3<sup>rd</sup>, six (6) bids were received as outlined on the Board report. He stated that Michael Paul Company of Petaluma, CA, submitted the apparent lowest bid of \$495,728. He noted that staff had reviewed Michael Paul's bid documents and they appeared to be in order.

The General Manager recommended that the Board award the contract for the Hamilton Trunk Sewer Replacement to Michael Paul Company and authorize the General Manager to execute the contract in the bid amount of \$495,728.00.

*On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board awarded the Collection System Improvements, Hamilton Trunk Sewer Replacement Project, Account No. 72706, to Michael Paul Company and authorized the General Manager to execute the contract in the bid amount of \$495,728.*

- Annual Treatment Plant & Pump Station Improvements, Account No. 72804: Ignacio Transfer Pump Station Site Improvements, Project Work Order No. 72805-15-01. Review bids received, accept the lowest responsive bid, and authorize the General Manager-Chief Engineer to execute a Contract with Maggiora & Ghilotti Inc., in the amount of \$138,138. The General Manager stated that District staff had requested bids for completing improvements to

increase the wet weather storage capacity of the Ignacio Transfer Pump Station (ITPS). He noted that during last winter's storms, the sludge lagoons were used for storage, but pumps requiring staff attendance were needed. He stated that completing the proposed improvements would allow filling and emptying of the tanks with minimal staff effort.

On September 10<sup>th</sup>, four (4) bids were received as outlined in the Board report. He stated that Maggiora & Ghilotti Inc. of San Rafael, submitted the apparent lowest bid of \$138,138. He noted that staff had reviewed Maggiora & Ghilotti's bid documents and they appeared to be in order.

The General Manager recommended that the Board award the contract for the Ignacio Transfer Pump Station Site Improvements to Maggiora & Ghilotti and authorize the General Manager to execute the contract in the bid amount of \$138,138.

*On motion of Director Peters, seconded by Director Butler and carried unanimously, the Board awarded the Ignacio Transfer Pump Station Site Improvements, Project Work Order No. 72805-15-01 to Maggiora & Ghilotti Inc. and authorized the General Manager to execute the contract in the bid amount of \$138,138.*

#### ADMINISTRATION:

- Approve minor updates to District Policy No. 2047 – "Vehicle Assignment and Usage" to reflect current District staffing, and adopt the updated policy. The General Manager stated that the Vehicle Assignment and Usage policy required a minor update to reflect current District staffing. He recommended the Board approve and adopt the updated policy.

*On motion of Director Long, seconded by Director Peters and carried unanimously, the Board approved the updated District Policy No. 2047 – Vehicle Assignment and Usage.*

#### BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) report. Director Miller stated that he attended the NBWA meeting which took place at the District office on Friday, September 11<sup>th</sup>. He discussed the two presentations that were given: Tony Williams, City of Novato, discussed the Hamilton Field Levee System FEMA Accreditation; and Jay Jasperse, Sonoma County Water Agency (SCWA), discussed implementing the Sustainable Groundwater Management Act in Sonoma County.

#### MANAGER'S ANNOUNCEMENTS:

- The General Manager stated that the District had recently received contacts about strong sewage smells in the Novato area. He noted that the odors were not from District facilities, but likely from Novato area ponds that were "turning over" due to climate conditions at this time of year. He provided the Board with an informational article which was published in the Novato Advance in October, 2013. He noted that the article was based on information provided by the Marin County Department of Public Works and discussed the "turning over" of a local pond, and that it explained how the odors are released.

- North Marin Water District will hold an Aqueduct Energy Efficiency Project Dedication on Thursday, October 1, 2015 at 10:00 a.m. All Directors are invited to attend.

- The next Regular Board meeting will be held on Monday, September 28<sup>th</sup> at 6:00 p.m. at the District office. The General Manager stated that he may not be in attendance but that Field Services Manager Steve Krauthem and Technical Services Manager Erik Brown will be at the meeting.

- The Wastewater Operations Committee meeting will be held on Monday, September 21<sup>st</sup> at 2:00 p.m. at the District office.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:44 p.m.

Respectfully submitted,

---

Sandeep Karkal  
Secretary

Julie Swoboda, Recording