

September 22, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, September 22, 2014, at the District Office, 500 Davidson Street, Novato.

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

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, Field Services Manager Steve Krautheim, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Project Manager, Veolia  
John O'Hare, Pretreatment Programs Manager, Veolia

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the September 8, 2014 meeting.

Director Miller requested the minutes be changed as followed: *"The Manager stated that the response had previously been brought to the Board for its input and direction at the July 14<sup>th</sup>, August 11<sup>th</sup> and August 25<sup>th</sup> meetings. matter had previously been brought to the Board."*

*On motion of Director Peters, seconded by Director Miller, and carried unanimously, the September 8, 2014 Board meeting minutes were approved as corrected.*

CONSENT CALENDAR:

*On motion of Director Peters, seconded by Director Miller and carried unanimously, the following Consent Calendar items were approved:*

- a. Regular disbursements in the amount of \$203,269.75, project account disbursements in the amount of \$131,255.14, and payroll and payroll related disbursements in the amount of \$209,958.83.
- b. Household Hazardous Waste Grant Agreement with Marin County Hazardous and Solid Waste Joint Powers Authority for FY 2014-15.
- c. Set meeting dates for October 13<sup>th</sup>, October 27<sup>th</sup>, November 10<sup>th</sup>, and December 9<sup>th</sup>. Cancel meetings for November 24<sup>th</sup> (Thanksgiving week), and December 22<sup>nd</sup> (Christmas week).

## WASTEWATER OPERATIONS:

- Wastewater Operations Committee September meeting report: The Manager-Engineer stated that the Committee met on September 15<sup>th</sup> at 2:00 p.m. at the District office. John Bailey, Project Manager, Veolia, summarized the monthly operations report, noting that the treatment facilities performance was excellent. He stated that safety performance was outstanding with a total of 1,550 accident-free days as of August 31<sup>st</sup> and reviewed the facilities performance charts and graphs. He stated that the recycled water facility produced 17.62 MG (million gallons) of recycled water in August.

The Manager-Engineer presented the District's monthly odor control report. He stated that in July, another of Mr. McEwen's odor control recommendations, adding sodium hypochlorite to the influent flow during warm weather periods, was implemented. He stated that staff continues to monitor the effects of these changes and that performance continues to be good.

The Manager-Engineer stated that staff continues to monitor the District's landscaping contractor, Cagwin and Dorward, on vegetation at the District's fence-line on Lea Drive and at the northeast corner area of the treatment facility. He stated that there were no new developments but that staff will bring further improvements for the Board's consideration at a future meeting.

The Collections and Reclamation department's reports for September were presented by Field Services Manager Steve Krauthem. He stated that staff cleaned a total of 61,271 feet of sewer pipelines and that outside contractors cleaned 1,717 feet of large diameter sewer mains in September. He stated that the District's closed circuit TV van (CCTV) televised 19,137 feet and that field crews televised 3,983 feet using the Push Cam. He gave an overview of the scheduled Collection System projects and reported that there were no sanitary sewer overflows in August.

The Field Services Manager presented the Reclamation Facilities Report. He stated that the rancher continues to work on routine parcel maintenance and that irrigation times were increased to promote pasture growth on Sites 3 & 7. He stated that an agreement was executed for the annual sludge disposal from the sludge lagoons and that grading work was performed in the dedicated land disposal (DLD) area in preparation for sludge disposal. He stated that a total of 88.19 million gallons (MG) of recycled water was applied to the irrigation pastures in August.

## CAPITAL PROJECTS:

- WWTP Upgrade, Contract C, Account No. 73001: Primary Clarifiers Launderers Coating, Project Work Order No. 73001-14-01: Review bids received, accept the lowest responsive bid, and authorize the Manager-Engineer to execute a Contract with National Coatings and Linings Company in the amount of \$135,175.00. The Manager-

Engineer stated that District staff requested bids for the repair and coating of the effluent launder walls in Primary Clarifiers 1 & 2 and that four bids were received on September 3, 2014. He gave an overview of the bid review process and stated that National Coatings and Linings Company was the apparent low bidder with a bid amount of \$135,175.00. He recommended the Board award the project to National Coatings and Linings and authorize the Manager-Engineer to execute the contract.

*On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board reviewed the bids received for the Primary Clarifiers Launderers Coating project, accepted the lowest responsive bid, which was submitted by National Coatings and Linings Company, and authorized the Manager-Engineer to execute a Contract with National Coatings and Linings Company in the amount of \$135,175.*

- Annual Treatment Plant and Pump Station Improvements, Account No. 72805: Olive Pump Station Re-roof; Project Work Order No. 72805-14-01: Review bids received, accept the lowest responsive bid, and authorize the Manager-Engineer to execute a Contract with Wedge Roofing, Inc. in the amount of \$43,800.00. The Field Services Manager stated that District staff requested bids for the repair of the roof at the Olive Pump Station and that two bids were received on September 9, 2014. He stated that Wedge Roofing, Inc. was the apparent low bidder with a bid amount of \$43,800.00. He recommended the Board award the project to Wedge Roofing and authorize the Manager-Engineer to execute the contract.

*On motion of Director Long, seconded by Director Peters, and carried unanimously, the Board reviewed the bids received for the Olive Pump Station Re-roof project, accepted the lowest responsive bid, which was submitted by Wedge Roofing, Inc., and authorized the Manager-Engineer to execute a Contract with Wedge Roofing, Inc. in the amount of \$43,800.*

- Annual Collection System Repairs, Account No. 72803: Redwood Blvd. Sewer Repair; Project Work Order No. 72803-14-01: Review bids received, accept the lowest responsive bid, and authorize the Manager-Engineer to execute a Contract with WR Forde & Associates in the amount of \$68,087.00. The Manager-Engineer stated that District staff requested bids for the repair of 199 feet of sewer main crossing Redwood Blvd. at Hill Road and that three bids were received on September 16, 2014. He stated that WR Forde & Associates was the apparent low bidder with a bid amount of \$68,087.00. He recommended the Board award the project to WR Forde & Associates and authorize the Manager-Engineer to execute the contract.

*On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board reviewed the bids received for the Redwood Blvd. Sewer Repair project, accepted the lowest responsive bid, which was submitted by WR Forde & Associates, and authorized the Manager-Engineer to execute a Contract with WR Forde & Associates in the amount of \$68,087.*

STAFF REPORTS:

- Receive report from attendance at a course on "Risk Assessment in Investing Public Funds" by the Government Finance Officers Association (GFOA). The Manager-Engineer stated that Finance Officer Laura Creamer attended a course on September 8<sup>th</sup> which discussed investing options for public funds and he suggested the District look into creating an investment plan. He stated he would like to invite the Investment Manager at California Sanitation Risk Management Authority (CSRMA) to a future Board meeting to discuss CSRMA's investing program.

MANAGER'S ANNOUNCEMENTS:

- The Solid Waste Committee will meet on September 23<sup>rd</sup> at 10:00 a.m. at the District office.
- The next regular Board meeting will be held on Monday, October 13<sup>th</sup>.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:15 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Swoboda, Recording