

September 23, 2013

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, September 23, 2013, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members Jean Mariani and Jerry Peters. Member William C. Long arrived at 6:10 p.m. Member Dennis Welsh was absent.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Project Manager, Veolia Water
Brian Exberger, Assistant Project Manager, Veolia Water
Ed O'Brien, Project Manager, The Covello Group
Brant Miller, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the September 9, 2013 meeting.

On motion of Member Peters, seconded by Member Mariani, and carried unanimously by those members present, the minutes of the September 9, 2013 Board meeting were approved.

CONSENT CALENDAR:

Member Peters requested item 5a: *Rejection of claim from Terrence Molloy*, be pulled from the Consent Calendar for further consideration.

On motion of Member Mariani, seconded by Member Peters and carried unanimously by those members present, the following Consent Calendar items were approved:

- b. Approval of an application from Pacific Gas and Electric Company (PG&E) and authorization for the Manager-Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of groundwater.

c. Approval of a permit extension request from R.M. Harris Co. Inc. on behalf of Caltrans, and authorization for the Manager-Engineer to grant an extension of their temporary, Class I non-domestic discharge permit for discharge of groundwater.

d. Approval of regular disbursements in the amount of \$234,805.59, project account disbursements in the amount of \$38,255.00, and payroll and payroll related disbursements in the amount of \$239,821.65.

The Board reviewed Consent Calendar item 5.a.: Consider rejection of claim from Terrence Molloy, 21 Caribe Isle, for cost of repairing damage caused by sewer blockage on June 17 – 18, 2013.

Member Peters requested more information regarding the claim from Terrence Molloy. The Manager explained the details of the claim and stated that rejecting the claim is a procedural function of the District and does not close Mr. Malloy's claim.

On motion of Member Peters, seconded by Member Mariani and carried unanimously by those members present, the Board rejected the claim from Terrence Molloy, 21 Caribe Isle, for cost of repairing damage caused by sewer blockage on June 17-18, 2013.

SAFETY PROGRAM:

- Staff report on Safety Program and Safety Culture Survey. The Manager introduced the District's Safety Director, Dale Thrasher. Mr. Thrasher gave a PowerPoint presentation on the 2013 Safety Culture Perception Survey that he administered to District employees. He discussed the District's Safety Culture and the purpose behind the safety culture survey. He discussed the methodology used in creating the survey and reviewed the results, noting that District employees are improving in their safety culture and safety perceptions.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Committee report for August 2013: The Deputy Manager-Engineer stated that the Committee met on September 16th at 2:00 p.m. at the District office. John Bailey, Project Manager, Veolia Water, summarized the Committee's report, noting that the treatment plant water quality performance was excellent with all parameters well within effluent standards. Mr. Bailey noted that the Recycled Water Facility delivered 16.22 million gallons of recycled water in August. He reviewed the Novato and Ignacio facilities operations and maintenance.

The Deputy Manager-Engineer gave an overview of the Collections and Reclamation department's reports for August 2013.

- Environmental Management System (EMS) update. The Manager stated that Veolia is developing site-specific management systems for the District's facility of wastewater treatment, operation and maintenance. She noted that the Wastewater Operations Committee had received Veolia's EMS updated report at their meeting on September 16th.

John Bailey, Veolia Water, reviewed the District's proposed environmental objectives through the EMS program and discussed the time frame for completion that each target task is assigned.

- Odor control, landscaping, and noise report. The Deputy Manager-Engineer discussed the odor control floating pod units on the aeration basins. He stated that in August the pods were delivered, installed and subsequently removed. He stated that the manufacturer of the pods was recently onsite to modify the units.

The Deputy Manager-Engineer stated that Mr. David McKewen was recently at the District and met with the Lea Drive neighbors to discuss ongoing odor concerns.

In regards to landscaping, the Deputy Manager-Engineer stated that Cagwin and Dorward continue their weekly visits to the Lea Drive neighborhood site for appropriate landscaping and weed abatement.

ADHOC CONNECTION FEE COMMITTEE:

President Di Giorgio requested this item be moved to the end of the agenda. There was no objection.

ANNUAL RECLAMATION FACILITIES IMPROVEMENTS; ACCOUNT #72804:

- Consider approval of proposal from Custom Tractor Service (CTS) to rehabilitate irrigated parcels of the Reclamation Facility in the not-to-exceed amount of \$51,000, and authorize the Manager-Engineer to execute a contract in this amount.

The Deputy Manager-Engineer discussed the rehabilitation of the irrigated parcels at the reclamation facility. He recommended the Board approve the contract with CTS.

On motion of Member Mariani, seconded by Member Peters and carried unanimously by those members present, the Board approved the proposal from Custom Tractor Service to rehabilitate irrigated parcels of the Reclamation Facility in the not-to-exceed amount of \$51,000 and authorized the Manager-Engineer to execute the contract in this amount.

WASTEWATER TREATMENT PLANT UPGRADE, CONTRACT C:

- Consider approval of a change order for coating repair on Primary Clarifier No. 2 in the amount of \$139,378. The Deputy Manager-Engineer gave an overview of the auxiliary work to be performed on the primary clarifier due to the failure of the specified liner to adhere properly to the interior of the clarifier. He stated that a change order in the amount of \$139,378 was received for the removal of the failed liner and installation of a new material to adequately protect the concrete interior of the basin.

The Deputy Manager-Engineer stated that he regards this change order as a potential design or supplier error. He stated that the District will pursue alternatives to recover costs and/or suitably compensate the District for the cost of the change order.

On motion of Member Peters, seconded by Member Long and carried unanimously by those members present, the Board approved the change order for the coating repair on Primary Clarifier No. 2 in the amount of \$139,378.

LOCAL AGENCY FORMATION COMMISSION:

- Select District choice of Alternate Special District member to serve until May 2015. The Manager gave an overview of LAFCO's request for candidacy ranking. The Board unanimously chose candidate Jack Baker of North Marin Water District as the alternate special district member to LAFCO.

ADMINISTRATION:

- Consider authorizing the Deputy Manager-Engineer to attend the 2013 Water Environment Federation WEFTEC conference in Chicago, Illinois. The Manager stated that the District is committed to achieving operational and organizational excellence. She stated that the Deputy Manager's participation in the WEFTEC conference represents a significant commitment on the part of the District to maintain effective succession planning and staff development. She requested the Board approve the Deputy Managers attendance at the conference.

On motion of Member Peters, seconded by Member Long and carried unanimously by those members present, the Board authorized Deputy Manager-Engineer Sandeep Karkal to attend the 2013 Water Environment Federation WEFTEC conference in Chicago, Illinois.

STAFF REPORTS: None.

BOARD MEMBER REPORTS: None.

MANAGER'S ANNOUNCEMENTS:

- The California Special Districts Association (CSDA) will offer a Special District Leadership Academy Conference in Napa on November 17th – 20th for elected and appointed District members.
- The Solid Waste Committee will hold a meeting on Tuesday, October 8th.
- The next regular Board meeting will take place on Monday, October 14th at 6:00 p.m. at the District office.

President Di Giorgio stated that the Board would now discuss agenda item #8, Adhoc Connection Fee Committee report.

At 7:23 p.m., Member Mariani recused herself from the meeting due to a potential conflict of interest. She did not return to the Board meeting.

ADHOC CONNECTION FEE COMMITTEE:

- Committee report. The Manager stated that the Adhoc Connection Fee Committee gave direction to draft a revision to District Ordinance 70 and amendments. The Board discussed water usage data as collected from North Marin Water District for accessory dwelling units. She stated that the Committee felt a reasonable accommodation would be to revise the connection fees to 75% of the full connection charge for all units 750 square feet and under.

- Consider directing staff to prepare a draft revision to Ordinance 70 and amendments.

On motion of Member Peters, seconded by Member Long and carried unanimously by those members present, the Board directed staff to prepare a draft revision to Ordinance 70 and amendments to state that connection fees for all units 750 square feet and under shall be charged at 75% of the full connection charge.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording