

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: September 28, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, September 28, 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 Bailey, Project Manager, Veolia
Erik Brown, Technical Services Manager, Novato Sanitary District

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the September 14, 2015 meeting.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the September 14, 2015 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approval of capital project disbursements in the amount of \$288,974.66, and regular disbursements in the amount of \$48,180.52.
- b. Approval of September 2015 payroll and payroll-related disbursements in the amount of \$198,613.33.
- c. Received report on Mandated Cost Reimbursement, State of California.
- d. Received letter dated September 18, 2015 from the County Elections Department – “Appointment of nominee(s) in lieu of election”.

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

WASTEWATER OPERATIONS COMMITTEE:

- Receive Wastewater Operations Committee Report. The General Manager stated that the Wastewater Operations Committee met on September 21, 2015, at 2:00 p.m. at the District office. John Bailey, Veolia Plant Manager, provided an overview of the Monthly Operations Report for August 2015 as presented to the Wastewater Operations Committee. He stated that the monthly average flow for August was 3.20 MGD (million gallons per day) and that water quality performance was excellent. He stated that the Recycled Water Facility produced 19.064 MG (million gallons) in August and had no excursions.

The Plant Manager reviewed the monthly safety and training activities and noted that safety performance was excellent with Veolia employees completing 1,924 accident-free days as of August 31st. He provided an overview of the key operational and maintenance activities for the month. He stated that there were seven (7) contacts in August and discussion followed.

The General Manager reviewed the odor control and landscaping report. He noted that staff continues to maintain the on-going operation of the odor control facilities and the landscaping. He noted that the District had received several odor related calls from Novato area residents. He reminded the Board that the County Flood Control District has attributed the odors to the seasonal turning of Novato area ponds such as Pacheco Pond. Addressing site landscaping, he stated that the Oleander bushes on the west side of Lea Drive appear to be doing very well, and that the District has received a request for more Oleander plantings.

Field Services Manager Steve Krautheim provided a summary of the Collection System Operations Report, and reviewed the department's performance for August 2015. He noted that staff cleaned a total of 53,112 ft. of sewer lines, televised a total of 8,557 ft., and performed smoke testing on 10,649 feet of sewer main. He discussed training events the department participated in and noted that as of August 31st, District staff and the Collections Department have worked a total of 1,632 accident-free days.

The Field Services Manager stated that there was one minor Category 3 sanitary sewer overflow (SSO) in August at a manhole near 857 DeLong Ave. He noted that the total estimated discharge was less than 15 gallons and that the probable cause was the result of root intrusion and debris in the line segment just below the discharge point.

The Field Services Manager provided a summary of the Reclamation Facilities report. He stated that the rancher continued to work on weed management and sprinkler repairs. In terms of sludge disposal, he stated that an agreement was executed to pump sludge out of the sludge lagoons and into the Dedicated Land Disposal (DLD) area, and noted that approximately 0.48 million gallons of sludge had been pumped out of Lagoon 1 by month end. In terms of pasture irrigation, he stated a total of 62.45 million gallons of treated water was used for irrigation in August.

- Authorize the General Manager-Chief Engineer to execute a project work order with Roto-Rooter Plumbers to provide siphon inspection related CCTV services, in the amount of \$32,000. The General Manager stated that a verbal report had previously been provided to the Wastewater Operations Committee at their September 21st meeting on the proposed siphon inspection services. He stated that staff requested proposals from two local CCTV contractors to clean and inspect by video camera nine (9) inverted siphons within the District's collection system. He stated that only Roto-Rooter Plumbers submitted a bid in the amount of \$31,747.50. The General Manager noted that after further discussion with Roto-Rooter, they have agreed to complete the work on a time and materials basis for a not to exceed amount of \$32,000. He stated that staff recommends that the Board approve the award and authorize the General Manager-Chief Engineer to execute a work order with Roto-Rooter Plumbers in the amount of \$32,000.

On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board authorized the General Manager-Chief Engineer to execute a project work order with Roto-Rooter Plumbers to provide siphon inspection related CCTV services in the amount of \$32,000.

CAPITAL PROJECTS:

- Hamilton Trunk Sewer Replacement – Approve a contract with Nute Engineering for construction phase consulting services on a time and materials basis in the not-to-exceed amount of \$46,000, and authorize the General Manager-Chief Engineer to execute it. The General Manager gave an overview of the project and stated that this is the next step for the replacement of the corrugated metal pipe section on the Hamilton Trunk Sewer Main. He noted that at the September 14th meeting, the Board approved and awarded the contract to the Michael Paul Company. He stated that the District will require engineering services during construction, as well as construction observation, management and administration services as the Michael Paul Company constructs this project. He stated that the District requested and received a proposal from Nute Engineering for these consulting services in the amount of \$45,900. He recommended approval of the contract with Nute Engineering. Discussion followed.

On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board approved a contract with Nute Engineering for construction phase consulting services on a time and materials basis in the not-to-exceed amount of \$46,000 and authorized the General Manager-Chief Engineer to execute it.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Water Reuse Authority (NBWRA). Director Long discussed his attendance at the NBWRA Board meeting which took place on September 21, 2015, at the District office. He stated that a report was presented from various agencies on water storage needs. He stated that on October 8th, NBWRA will conduct a tour of various NBWRA projects for a group of State Legislative staff members.

INFORMATIONAL ITEMS:

- University of North Carolina, Chapel Hill, Environmental Finance Center article: "Four Trends in Government Spending on Water and Wastewater Utilities since 1956". The General Manager stated that the article was for informational purposes only.

GENERAL MANAGER'S ANNOUNCEMENTS:

- The District's Fall Newsletter was mailed to Novato residents on September 23rd.
- Discussion is taking place with Martin Rauch, Rauch Communication Consultants, in regards to an update of the District's Strategic Plan. At the next Board meeting, the Board will be provided with potential dates in late October or early November for interviews with Mr. Rauch and for a Strategic Plan workshop.
- The next Regular Board meeting will be held on Monday, October 12th at 6:00 p.m. at the District office.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 6:59 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording