

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: October 12, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, October 12, 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, Field Services Manager Steve Krautheim, Technical Services Manager Erik Brown, and Administrative Services Specialist June Brown.

ALSO PRESENT: Brian Exberger, Assistant Project Manager, Veolia Water

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the September 28, 2015 meeting.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the September 28, 2015 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approval of regular disbursements in the amount of \$679,951.88, Board fees in the amount of \$3,138.01 and Capital Project disbursements in the amount of \$2,488.46.
- b. Receive deposit summary in the amount of \$205,883.59.

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

SOLID WASTE:

- Review proposed public hearing notice language, and set public hearing date for establishing Calendar Year (CY) 2016 maximum solid waste rates: General Manager

Sandeep Karkal reported that, as provided in the District's Franchise Agreement with Novato Disposal Service, a timely request has been received for a rate review for calendar year 2016. As in previous years, the District has retained R3 Consulting Group, Inc. to assist with the rate review and prepare an analysis for a proposed rate adjustment for calendar year 2016. R3's analysis is expected within the next week. A public hearing is required to set rates and the Board meeting packet included a proposed schedule for establishing the 2016 rates and a draft public hearing notice setting the public hearing date for November 9, 2015.

On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board approved the proposed solid waste adjustment schedule and set the Public Hearing date for November 9, 2015.

CAPITAL PROJECTS:

- Annual Treatment Plant/Pump Stations Improvements, Account No. 72805: Minor Demolition Work – Authorize the General Manager-Chief Engineer to execute a project work order with WR Forde & Associates in the amount of \$17,854.74 for minor demolition work at the decommissioned Ignacio Treatment Plant site: Field Services Manager Steve Krauthem reported that, in anticipation of a predicted wet winter season, a work order in the amount of \$27,500.00 was executed with WR Forde & Associates to perform work on the decommissioned digester and clarifiers at the former Ignacio Treatment Plant site to provide an additional volume of approximately one million gallons of storage if needed. The work order was executed using the informal bid provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA) and the General Manager's approval authority limit of \$30,000.00. Staff is requesting approval of an additional work order with WR Forde in the amount of \$17,854.74 to cover extra work required in the removal of the primary clarifier dome. It was initially thought that this could be removed with an excavator but was later discovered to require partial dismantling by hand in order to preserve the railings and walkway. Additional work will also be required to seal the structure. It was noted that the initial work order closed out at \$26,177.94 and the District received a credit in the amount of \$4,073.60 for metal recycling.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board authorized the General Manager to execute an additional work order with WR Forde in the amount of \$17,854.74 for extra work as described.

NORTH BAY WATER REUSE AUTHORITY (NBWRA):

- Receive update on NBWRA Program – Phase 2 District projects: General Manager Sandeep Karkal gave a Power Point presentation on NBWRA Phase 2 projects relating to the District. He first described the reclamation sites leased from the Marin County Flood Control District which will expire in 2023, the remaining reclamation sites owned by the District, and potential options to be considered to meet discharge requirements in the future. Step 1, Hamilton Wetlands/Outfall Project, is a joint NSD and State Coastal Conservancy project which would truncate NSD's outfall pipeline, with year-round

discharge to a brackish marsh. Step 2 is a long-term project to be undertaken with NBWRA which would provide for greater pond storage capacity to meet future recycled water demands.

The NBWRA Phase 2 scoping study is complete. The study identified \$136 million in NBWRA projects, including \$36 million in identified Novato Sanitary District projects. The Manager reiterated that the major issues facing the District are NPDES permit renewal; loss of Reclamation area lease; Hamilton Wetlands/Outfall Study; and NBWRA project participation. The proposed solution is a multi-pronged approach that pursues all of the major issues simultaneously so that the District is in a position to meet discharge requirements and future demand projections for recycled water.

Also viewed was a Power Point presentation of the North Bay Water Reuse Program Board of Directors' meeting of September 21, 2015. Discussion followed.

STRATEGIC PLAN:

- Receive proposal from Rauch Communications to prepare an updated Strategic Plan:
The General Manager presented a proposal in the amount of \$14,175.00 from Rauch Communications to prepare an updated Strategic Plan. The planning process will involve a workshop approach, initially with individual interviews with each Board Member and with the General Manager. Results will then be presented to the Board for review and discussion. The Board agreed on November 19th for the workshop.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) Board meeting (Director Miller): Director Miller reported on the October 2nd meeting of the North Bay Watershed Association. The first guest speaker was a representative of Friends of the Petaluma River. A second presenter was a representative of the California Department of Fish & Wildlife who spoke on Salmon and Steelhead Recovery and Habitat Restoration. The NBWA 2016 Conference has been scheduled for April 22, 2016 at the Embassy Suites in Napa. Keynote speaker will be Congressman Jared Huffman. The target amount to be raised at this event is \$50,000.00.

INFORMATIONAL ITEMS: There was no discussion on informational items except to report that Judy Kelly, Director, San Francisco Estuary Partnership, will be the new Executive Director of the North Bay Watershed Association.

GENERAL MANAGER'S ANNOUNCEMENTS:

- A meeting of the Solid Waste Committee has been scheduled for Tuesday, October 20, 2015.
- The next meeting of the Wastewater Operations Committee will be held on Monday, October 19, 2015.

- The next Regular Board meeting will be held on Monday, October 26, 2015 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 7:13 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

June Brown, Recording