

October 8, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, October 8, 2012, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members William C. Long, Jean Mariani, Jerry Peters and Dennis Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly James, Deputy Manager-Engineer Sandeep Karkal, District Counsel Kent Alm and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Brant Miller, Novato resident  
John Bailey, Plant Manager, Veolia Water  
John O'Hare, Operations Technical Support, Veolia Water  
Bob Guinan, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the September 10, 2012 Board meeting.

*On motion of Member Mariani, seconded by Member Peters and carried unanimously, the minutes of the September 10, 2012 Board meeting were approved.*

CONSENT CALENDAR:

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

- a. Approval of regular disbursements in the amount of \$363,524.23, and capital project disbursements in the amount of \$389,195.60. The following September disbursements were ratified: regular disbursements in the amount of \$113,373.09, capital project disbursements in the amount of \$204,786.56 and payroll and payroll related disbursements in the amount of \$227,348.11.
- b. Approval of the Zandra Place Sewer Main Extension.

PERSONNEL:

- Promotion of Ken Besnia from Environmental Compliance Analyst I to Environmental Compliance Analyst II. The Deputy Manager-Engineer noted that Mr. Besnia was hired by

the District in August, 2007 as an Environmental Compliance Analyst I. Since that time, he has performed his duties satisfactorily and has demonstrated his capability to perform at the Analyst II level. The Deputy Manager-Engineer recommended the Board approve Mr. Besnia's promotion to Environmental Compliance Analyst II, effective October 1, 2012.

*On motion of Member Peters, seconded by Member Long and carried unanimously, the Board approved the promotion of Ken Besnia from Environmental Compliance Analyst I to Environmental Compliance Analyst II, effective October 1, 2012.*

#### WASTEWATER OPERATIONS REPORT:

- Wastewater Operations Committee report. The Deputy Manager-Engineer provided a summary of the August wastewater treatment, collection, and reclamation facilities reports as presented to the Wastewater Operations Committee which met on September 17, 2012.

Member Peters asked for information on the readings from the Jerome Meter and requested that the Board be notified if there are any exceptions to the readings that fall outside the normal parameters for odors. Mr. Bailey stated that he would provide the Board with such information if it should occur.

Member Long suggested the District sponsor an outreach/educational event for plumbers who service the Novato area. He stated that the District could educate the plumbers on best practices for lateral repairs and cleaning which in turn could assist the District in preventing sanitary sewer overflows.

- Novato Final Biofilter Testing Report. The Manager discussed the "Novato Wastewater Treatment Plant Biofilter Final Performance Testing" (Report) as prepared by James Joyce, P.E., V&A Consulting Engineers. She stated that based on the findings by Mr. Joyce, the biofilters were properly constructed and the media was as specified. The report did note however, that the biofilters were being over-irrigated with an un-even spray pattern which left one area dry and not receiving sufficient irrigation. The report noted that the very dry media released an unpleasant odor which indicated insufficient moisture to promote proper biology. Treatment Plant Manager John Bailey confirmed that the uneven watering was corrected at the time of Mr. Joyce's inspection.

Bob Guinan, Lea Drive resident, asked if Mr. Joyce would address other details regarding odor control solutions at the District's facility. The Manager responded that the Report was requisitioned by the design engineers and only addressed the proper functioning of the biofilter unit.

Mr. Guinan asked about the possibility of additional landscaping/berm construction to assist with odor dispersion from the treatment facility. The Manager stated she was looking into the placement of a berm but that there may be complications due to the wetlands in that area.

Mr. Guinan expressed his concerns regarding the effective alleviation of the aeration basin odors. He stated that he hopes other methods could be used alleviate odors soon as the current landscaping will not mature for a long period of time. He hoped that other odor control methods could be considered in the interim.

#### PRETREATMENT:

- Consider and approve the Novato Sanitary District Dental Amalgam Mercury Reduction Ordinance. The Deputy Manager-Engineer stated that since 2008, the District has worked to implement a phased dental amalgam program with respect to the local dentist community. He noted that the District had initially implemented a voluntary Best Management Practices based approach and is now transitioning to a more prescriptive ordinance based program.

Member Long suggested the District wait 30 days before enforcing the Ordinance to allow for protests and discussion. District Counsel Kent Alm pointed out that Section 9 of the Ordinance provides that the Ordinance shall be effective 30 days after adoption by the Board.

The Manager recommended the Board consider and adopt Ordinance No. 117, and authorize staff to publish a summary of the Ordinance in the Marin Independent Journal.

*On motion of Member Long, seconded by Member Mariani and carried unanimously, the Board approved Ordinance No. 117, An Ordinance Minimizing Discharge of Mercury From Dental Amalgam Waste to the Sanitary Sewer and authorized staff to publish a summary of the Ordinance in the Marin Independent Journal.*

#### CAPITAL PROJECTS:

- Consider granting Final Acceptance of the Bahia Pump Station Drainage Improvements, Project No. 72805-12-01 and authorize staff to file the Notice of Completion. The Deputy Manager-Engineer stated that Maggiora & Ghilotti reached substantial completion on the Bahia Pump Station Drainage Improvements project on September 28<sup>th</sup>. He noted that the final cost to complete the project was \$31,600 and that there were no change orders. He recommended the Board grant final acceptance and authorize staff to file the Notice of Completion.

*On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board granted Final Acceptance of the Bahia Pump Station Drainage Improvements, Project 72805-12-01 and authorized staff to file the Notice of Completion.*

- Consider granting Final Acceptance of the Simmons Lane Sewer Repairs 2012, Project No. 72803-11-05 and authorize staff to file the Notice of Completion. The Deputy Manager-Engineer stated that Team Ghilotti reached substantial completion on the Simmons Lane Sewer Repairs project on July 13<sup>th</sup>. He noted that the final cost to complete the project was \$37,721 and that there were no change orders. He recommended the Board grant final acceptance and authorize staff to file the Notice of Completion.

*On motion of Member Peters, seconded by Member Long and carried unanimously, the Board granted Final Acceptance of the Simmons Lane Sewer Repairs 2012, Project No. 72803-11-05 and authorized staff to file the Notice of Completion.*

- Consider and approve a proposal from Veolia Water in the amount of \$311,950 to perform the cleaning of the digester at the Ignacio treatment plant site and digester No. 2 at the Novato treatment plant site, as "Additional Services" under Section 8 of the Contract Service Agreement, Project No. 72805. The Deputy Manager-Engineer stated that the next stage of the Treatment Facilities Upgrade is the rehabilitation and upgrade of digester No. 2 at the Novato treatment facility. In preparation for the upgrade, he stated that the District had requested a proposal from Veolia Water and noted that the District's Contract Service Agreement with Veolia provides for additional services on a negotiated basis. Also, the digester at the Ignacio Plant which is currently out-of-service has sludge in it. This sludge needs to be removed and disposed of.

The Deputy Manager-Engineer noted that Veolia Water has demonstrated experience in cleaning/managing cleaning of digesters at the various treatment facilities in which they operate nationwide. He gave an overview of the proposal presented by Veolia for the digester cleaning and stated that Veolia would be solely responsible to clean these digesters and appropriately dispose of the contents to the District's sludge facilities at its Reclamation Area, in accordance with all applicable regulations. He also stated that Veolia's proposal was explicit in that Veolia would be solely responsible for the means and methods employed to accomplish the cleaning and sludge disposal. To this end, Veolia has negotiated a contract with Synagro whereby Synagro will perform the required cleaning and disposal services for a lump sum of \$130,750 for the Ignacio digester and \$143,740 for the Novato Digester No. 2. In addition, Synagro requested a risk-sharing approach whereby the contract would have a \$20,000 initial contingency, after which the contingency risk falls on Synagro. Veolia has agreed to cost-share this contingency with the District to a \$10,000 amount each. Veolia's proposal also includes a project management fee of \$27,450. The total cost to the District will be \$311,950 and the Deputy Manager-Engineer recommended that the Board approve the proposal in this not-to-exceed amount.

The Board discussed the proposal and the contingency risks. Member Welsh expressed his dissatisfaction with the cost of the management fees and stated he was not willing to give his approval.

*On motion of Member Long, seconded by Member Peters and carried with the following vote, the Board approved the proposal from Veolia Water in the not-to-exceed amount of \$311,950 to perform the cleaning of the digester at the Ignacio treatment plant site and digester No. 2 at the Novato treatment plant site as "Additional Services" under Section 8 of the Contract Service Agreement. Ayes: Di Giorgio, Long, Mariani, Peters. No: Welsh.*

BOARD OF DIRECTORS:

- Consider reviewing its meeting time and adopt a resolution to revise Policy 5010 for the regular meeting time of the Board of Directors, to reflect a change in its meeting time from 6:30 PM to 5:30 PM and authorize the Manager-Engineer to publish such notice. The Manager discussed the proposed time change and suggested that if the meeting time was changed to 5:30 PM, public hearings could continue to be scheduled for 6:30 PM to accommodate public attendance.

The Board members discussed the options of changing the Board meeting time to 6:00 PM instead of the proposed 5:30 PM. Member Welsh stated he felt the public would be better served if the meetings began at 7:00 PM.

There was no public comment.

*On motion of Member Long, seconded by Member Peters and carried with the following vote, Resolution No. 3051, A Resolution Changing Time of Regular District Board of Directors Meetings, was passed with the correction as follows: **be held on the second Monday and the Fourth Monday of each and every calendar month, at six (6:00) o'clock P.M.** Ayes: Di Giorgio, Long, Mariani, Peters. No: Welsh.*

#### BOARD MEMBER REPORTS:

Member Peters discussed his attendance at the California Special Districts Association (CSDA) conference which was held in San Diego. He attended September 24<sup>th</sup> and 25<sup>th</sup>. Member Peters discussed his participation in the Special District Leadership Academy presentation and discussed a presentation by Brent Ives titled "Best Board Practices".

Member Mariani discussed her attendance at the CSDA conference in San Diego and shared with the Board materials from the sessions she attended. She attended the Special District Leadership Academy presentation as well as the full conference which ended on September 27<sup>th</sup>.

Member Mariani requested that the materials for Board meetings be prepared and distributed to Board members on the Thursday prior to the meetings instead of on Friday. The Manager stated she would comply with this request.

Member Welsh discussed garbage services at large apartment complexes and commented that there appears to be no enforcement for multi-family units that use recycling receptacles for garbage. He also commented on disposal practices at some multi-family units which are unsanitary and invite rodents. The Manager stated that Novato Sanitary District is the enforcement entity for Novato Disposal and could take legal action to force facilities to follow District standards for refuse disposal.

#### MANAGER'S ANNOUNCEMENTS:

- The District newsletter was published and mailed to Novato residents at the end of September. It announced the E-Waste event on October 13, 14, and 15.
- The Recycled Water Dedication Ceremony will take place at the District on October 11<sup>th</sup> from 3:00 to 4:30 PM. A Special Joint Board meeting between the Novato Sanitary District and North Marin Water District will take place at 1:30 PM directly before the dedication.
- The Wastewater Operations Committee will meet on Monday, October 15<sup>th</sup> at 2PM at the District office.
- The District will participate in the State wide event "The Great Shake Out" on October 18<sup>th</sup>.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 8:35 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Swoboda, Recording