

November 17, 2014

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:00 p.m., Monday, November 17, 2014, at the District Office, 500 Davidson Street, Novato.

MEMBERS PRESENT: Committee Members Jerry Peters and Brant Miller.

DISTRICT STAFF PRESENT:

Sandeep Karkal, Manager-Engineer
Steve Krautheim, Field Services Manager
Tim O'Connor, Collections System Superintendent
Julie Swoboda, Administrative Secretary

VEOLIA STAFF PRESENT:

John Bailey, Project Manager, Veolia
Lynda Farmery, Admin./Safety, Veolia
John O'Hare, Technical Services Manager, Veolia

OTHERS PRESENT: None.

AGENDA APPROVAL: Director Miller requested that items 5 and 6 be moved to discussion before item 4. The Agenda was approved as modified.

PUBLIC COMMENT: None.

APPROVAL OF MEETING MINUTES FOR OCTOBER 20, 2014: The October 20, 2014 meeting minutes were approved as written.

COLLECTION SYSTEMS OPERATION AND MAINTENANCE REPORT FOR OCTOBER 2014:

The Collections System Superintendent discussed the Collection Systems Monthly Report for October 2014. He reported that the Collection Systems crew cleaned a total of 59,982 feet of sewer pipeline and that the department completed 594 maintenance work orders which were generated in October. He stated that the District's CCTV van (Closed Circuit TV) televised 85 line segments for 11,282 feet of production, and outlined the areas identified as needing repairs/further evaluation. He stated that two informal contracts were awarded: (1) Repair of a sewer main at 14 Angelica Court, and (2) Replacement of 199 feet of sewer main across Redwood Blvd. at Hill Road.

The Collections System Superintendent stated that there was 1 (one) sanitary sewer overflow in the month of October. The discharge volume was estimated at approximately 5 gallons with 100% recovery achieved. He stated that the discharge was determined to be the result of a partial debris blockage in the main line.

He noted that as of October 31st, the Collections Department and the District have worked accident free for a total of 1,325 days.

RECLAMATION FACILITY REPORT FOR OCTOBER 2014:

The Field Services Manager presented the Reclamation Facilities report for October. He stated that the rancher continues to work on routine parcel maintenance and that pump No. 2 at Drainage Pump Station No. 7 was removed for inspection/repair. He stated that work was completed to empty the sludge lagoons, transferring approximately 3.5 million gallons of sludge into the Dedicated Land Disposal (DLD) site.

The Field Services Manager stated that 59.7 million gallons of treated effluent was used for irrigation of the parcels in October.

WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR OCTOBER 2014:

- Treatment Plant Performance Report, Maintenance Report and Safety & Training: Veolia Project Manager John Bailey gave an overview of treatment plant operations for the month of October and stated that October was another good month with no permit exceedances, violations or excursions. He discussed the key operations and maintenance events at the Novato facility, the Ignacio Transfer Pump Station, the Recycled Water Plant, and the Sludge Lagoons. He discussed training events completed in October and stated that as of October 31st, Veolia employees have been accident free for a total of 1,611 days/ 73,462 hours. He discussed the training Veolia employees participated in during October. He reviewed the operations and maintenance report and stated that the treatment facility switched to Bay discharge on October 1.

The Project Manager stated that Jerome Meter (H2S) readings continue to be taken within the treatment plant as well as in the Lea Drive neighborhood area and that 10 (ten) odor notifications were received in October.

- Odor control, noise, and landscaping report: The Manager-Engineer stated that the District continues to work on odor control and landscaping on an ongoing basis, specifically in the Lea Drive neighborhood, and at the northeast portion of the Novato Treatment Plant site.

Regarding odor control, the Manager-Engineer stated that in October, it was found that media in the large odor control bed between primary clarifiers #1 and #2 was breaking down and the breakdown was resulting in potential odor release from the media decomposition and/or breakthrough. Staff obtained a quote to top-off the bed during the month of November with the concept that complete media replacement would occur next spring. The media material used in the odor control bed was discussed.

The Manager-Engineer stated that in October, staff staked out locations in the Northwest portion of the plant site to receive additional plantings. It is anticipated that all of the redwood trees currently in boxes along the western boundary of the plant site will be transplanted to

this area in November, with some trees also being transplanted to the uphill area north of the primary clarifiers.

- Committee member Request for Information (RFI) on odor control system: The Manager-Engineer reviewed an email sent by Committee Member Brant Miller and discussion followed regarding details of the facilities odor control procedures. The Manager-Engineer stated that the odor control components of the remodeled treatment facility are adequate and appropriate to the treatment facility. Committee Members Peters and Miller expressed an interest in touring the treatment facility. The Manager-Engineer stated that he will agendize a tour of the treatment facility with a focus on odor control for a Board meeting in the near future.

A break was requested at 3:24 p.m.

The meeting was reconvened at 3:30 p.m.

- Review presented materials, including a proposal from Veolia Water to provide environmental compliance services, consider options, and provide direction to staff. The Manager-Engineer reviewed the current staffing in the District's Environmental Services department. He noted that the most recent Environmental Services Supervisor (ESS) left the District in late 2013. He stated that in an interim role, the ESS position had been filled with an experienced contract employee. He stated that the staffing situation now has added urgency as the District's current Environmental Compliance Analyst (ECA) has indicated that he will retire at year end, which would leave the District with no permanent full-time staff in the department.

The Manager-Engineer stated that staff had asked Veolia Water to provide a proposal to provide management and operation of the District's environmental compliance program. He stated that Veolia had provided a detailed proposal of scope of services and annual cost estimate, which was included with the Committee's materials. He requested that the Committee consider the following options and provide direction to staff: (1) Review the proposal from Veolia and recommend it for award by the District Board at the next Board meeting on December 8, 2014, or (2) Make a recommendation to the District Board at the next Board meeting on December 8, 2014 for staff to begin the hiring process for the vacant positions.

Discussion followed regarding the District's specific functions within the laboratory/environmental services areas, Veolia's detailed scope of proposed services, regulatory requirements, and the District's laboratory/environmental services costs.

Committee Member Miller moved that Veolia's Proposal for Operation of Laboratory and Pretreatment Programs be forwarded to the full Board of Directors with the recommendation that a contract amendment be negotiated with Veolia for the services contemplated.

ADJOURNMENT: There being no further business to come before the Committee, the meeting adjourned at 4:42 p.m. The next Wastewater Operations Committee meeting will be held on Monday, December 15, 2014.

Respectfully submitted,

Sandeep Karkal
Manager-Engineer

Julie Swoboda, Recording