

June 16, 2014

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:00 p.m., Monday, June 16, 2014, at the District Office, 500 Davidson Street, Novato.

MEMBERS PRESENT: NSD Board Members Jean Mariani and Jerry Peters.

STAFF PRESENT: Sandeep Karkal, Manager-Engineer
Steve Krauthem, Field Services Superintendent
Tim O'Connor, Collections System Supervisor
John Bailey, Project Manager, Veolia
Laura Creamer, Finance Officer
June Brown, Administrative Services Specialist

ALSO PRESENT: John O'Hare, Pretreatment Programs Manager, Veolia

AGENDA APPROVAL: Approved as presented

PUBLIC COMMENT: John Bailey, Veolia Project Manager, commented that Veolia's final 2013 annual report will be presented at the next Wastewater Operations Committee meeting.

APPROVAL OF MEETING MINUTES FOR MAY 19, 2014: Manager-Engineer Sandeep Karkal noted that the committee composition has changed since the last meeting; therefore, only one member from the prior meeting is present to vote on approval of the minutes. The May 19, 2014 meeting minutes were accepted by Chairman Pro-Tem Jerry Peters and approved as written.

WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR MAY 2014:

- Treatment Plant Performance Report, Maintenance Report and Safety & Training:
John Bailey, Plant Manager, Veolia Water, gave an overview of the treatment plant operations for the month of May. He stated that May was another good month with no permit exceedances, violations or excursions. He noted that sometimes all of the data is not available at the time of the report but no data is coming in that would cause any numbers to change. Average flow was 3.74 mgd (million/gallons/day). Mr. Bailey stated that the recycled water facility produced 16.25 million gallons of recycled water in May.

Mr. Bailey stated that routine rounds, readings and maintenance were performed at the Novato Treatment Facility, the Ignacio Transfer Pump Station, the Recycled Water Plant and the Sludge Lagoons. He reviewed the treatment facilities charts and graphs and reported that Veolia employees have been accident free for a total of 1,458 days/66,484 hours. In response to a question by committee member Jerry Peters, Mr. Bailey stated that Jerome Meter (H2S) readings continue to be taken within the treatment plant as well as in the Lea Drive neighborhood area and no odor notifications were received in May.

- Odor control, noise, and landscaping report: Manager-Engineer Sandeep Karkal stated that noise is no longer an issue and has been eliminated from the Odor Control and Landscaping Report. David McEwen, odor control consultant with Brown & Caldwell, has been scheduled to conduct evaluation testing the last week of June and first week of July. District staff continues to work with Cagwin & Dorward, landscape contractors, to monitor landscaping in the northeast corner of the plant property. Some vegetation that had died back because of frost is coming back. Committee Member Mariani expressed appreciation for the proactive approach being taken by staff.

COLLECTION SYSTEMS OPERATION AND MAINTENANCE REPORT FOR MAY 2014:

Tim O'Connor, Collections System Superintendent discussed the Collection Systems Monthly Report for May 2014. He reported that the Collection Systems crew cleaned a total of 62,826 feet of sewer pipeline and that the department completed 313 maintenance work orders which were generated in May. He stated that the District's CCTV van (Closed Circuit TV) televised 159 line segments for 27,555 feet of production. No significant defects were detected.

The Collections System Superintendent stated that there were two sanitary sewer overflows in the month of May, one at Rae Lane (20 gallons), and one at Topaz/Albatross Drives (30 gallons). Full recovery was accomplished for both incidents and all reporting requirements were met. In response to a question by Committee Member Peters, the Collections System Superintendent explained why the response time to the incident at Rae Lane was longer than average. Committee Members commented that performance numbers are improved from the previous year and expressed appreciation to staff.

The Collections System Superintendent noted that as of May 31st, the Collections Department and the District have worked accident free for a total of 1,173 days. He stated that departmental staff continues to work on generating Standard Operating Procedures (SOP's) and Emergency Operating Procedures (EOP's).

RECLAMATION FACILITY REPORT FOR MAY 2014:

Field Services Superintendent Steve Krautheim presented the Reclamation Facilities report for May. Irrigation started on May 19th on Site 3 and on May 22nd for Site 7. The Field Services Superintendent has recorded all vital statistics (hours of pump operation, pond levels, etc.) which will be presented at the next meeting.

OPERATING BUDGET, FY 14-15: Manager-Engineer Sandeep Karkal suggested that the Committee review the Operating Budget for fiscal year 2014-15 and recommend the Preliminary Budget for adoption by the full Board. After review and brief comments about the reduced budget amount for Permits and Fees in account no. 60201, it was moved by Member Mariani and seconded by Member Peters to recommend adoption of the Preliminary Budget to the full Board.

ADJOURNMENT: There being no further business to come before the Committee, the meeting adjourned at 2:55 p.m. The next Wastewater Operations Committee meeting will be held on Monday, July 21, 2014.

Respectfully submitted,

Sandeep Karkal
Manager-Engineer

June Brown, Recording