

# NOVATO SANITARY DISTRICT

May 23, 2011

**The Board of Directors of Novato Sanitary District will hold a Closed Session at 3:30 p.m., Monday, May 23, 2011, at the District offices, 500 Davidson Street, Novato. The Open Session will begin after the closed session at approximately 4:30 p.m. as noted in the Agenda below.**

*Materials related to items on this agenda are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: [www.novatosan.com](http://www.novatosan.com).*

## **3:30 PM: CLOSED SESSION:**

CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION  
(subdivision (a) of Section 54956.9)

Potential Administrative Civil Liability in the matter of sanitary sewer overflows and treatment plant violations including California Regional Water Quality Board Complaint No. R2-2010-0102

## **AGENDA**

- 1. CALL TO ORDER:**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA REVIEW:**
- 4. PUBLIC COMMENT (Please observe a three-minute time limit):**

This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three-minute presentation. The Board can undertake no action or discussion at this time as a result of any public comments made.

- 5. REVIEW OF MINUTES:**
  - a. Consider approval of minutes of the May 9, 2011 meeting.

- 6. CONSENT CALENDAR:**

The Manager-Engineer has reviewed the following items. To her knowledge, there is no opposition to the action. The items can be acted on

in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.

- a. Approve regular disbursements including payroll and payroll-related disbursements.
- b. Approve meeting date of June 13<sup>th</sup> at 6:30 PM, 2011.

**7. BOARD OF DIRECTORS:**

- a. Consider adopting a resolution appointing a board member to fill the vacancy.
- b. Consider approval of a letter referring the board member appointment to the Board of Supervisors.
- c. Seating of new Board Member.

**8. WASTEWATER OPERATIONS:**

- a. Wastewater Operations Committee Report.
- b. Odor control staff report.

**9. STAFF REPORTS:**

- a. North Bay Watershed Association Meeting.

**10. BOARD MEMBER REPORTS AND ANNOUNCEMENTS:**

- a. North Bay Water Reuse Authority Meeting.
- b. Solid Waste Committee Meeting.
- c. Board Member Announcements.

**11. ITEMS FOR FUTURE AGENDAS:**

**12. MANAGER'S ANNOUNCEMENTS:**

**13. ADJOURN:**

Next resolution no. 3031

**Next meeting date: Monday, June 13th, 2011, 6:30 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA**

***In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.***

May 9, 2011

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, May 9, 2011, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members Michael Di Giorgio, George C. Quesada and Dennis Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal, and Administrative Secretary Julie Borda.

ALSO PRESENT: Jo Heffelfinger, Novato resident  
Dean L. Heffelfinger, Novato resident  
Brant Miller, Novato resident  
Suzanne Brown Crow, Novato resident  
John Coleman, Novato resident  
Brent Ainsworth, Novato Patch  
John O'Hare, Veolia Water  
John Bailey, Project Manager, Veolia Water  
Tom Pierce, Novato resident  
Lesa Chakkalake, Novato resident  
Don Brand, Novato resident  
Jean Mariani, Novato resident  
James Erze, Novato resident  
Maria Matan, Novato resident  
Pamela Griffith Pond, Novato resident  
Dave Pond, Novato resident

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

PUBLIC COMMENT:

A resident on Lea Drive stated that the mal odors from the treatment facility were very strong, especially in the last two weeks, and have been a consistent issue.

Tom Pierce, Novato resident, discussed fines levied by the State. He discussed climate change and the effect that would have on the treatment facility.

Lesa Chakkalake, Lea Drive resident, stated that the odors from the treatment facility have been very strong and consistent. She discussed her husband's health issues which she feels may be attributed to the treatment facility odors.

James Erze, Lea Court resident, stated that the odors from the treatment facility have been very strong. He requested the District mitigate noise from the fans in the evening.

The Manager discussed a statement she prepared for the Board regarding the recent odor complaints. She discussed areas the District is making changes to alleviate the odors. She discussed the District's determination to identify and eliminate odors escaping from the facility.

Suzanne Crow discussed a document she acquired from the Internet from the State Regional Water Quality Control Board complaint No. R2-210-0102. She stated the Board discussed this complaint in closed session on September 27, 2010. She discussed the contents of the complaint.

#### BOARD REPORTS:

Director Welsh commented on the statement from Suzanne Crow and stated there were two reports from the State Regional Water Quality Control Board that were not discussed with the Board of Directors. He stated his concern that Board members have not been given proper information.

The Manager stated that the Regional Board Administrative Civil Liability was discussed in closed session and noted that this item is on the current agenda as item 14b. She noted that the report for the October 2010 inspection was received at the District via email on April 21<sup>st</sup> and is on the current agenda as item 12b. She stated that this type of report is typically handled at staff level and stated that the reports will be discussed at the May 23<sup>rd</sup> meeting when District Counsel is present.

Member Welsh stated that if the Manager received a document on April 21<sup>st</sup> there was time for it to be placed on the April 25<sup>th</sup> board meeting agenda.

Member Long stated that the Board should discuss at their next meeting what level of information is appropriate to be handled at staff level and what level should be handled at Board level.

Member Welsh stated that the public should be aware of fines that are levied against the District.

Member Quesada strongly objected to the Board proceeding without an approved agenda.

Member Di Giorgio commented on his objection to the fines levied against the District which cannot be used to repair the problems for which the fines were issued. He commented on his participation at the Spring CASA conference in Sacramento. Member Di Giorgio noted that he met with Supervisor Arnold and other city officials to discuss a local park issue.

Member Quesada requested the Board request a legal opinion from District Counsel as to whether the posting of the agenda with a 72 hour notice also constitutes the agenda approval.

The Manager stated that District Counsel Kent Alm has been contacted regarding this issue and that he stated agenda approval at the meeting was optional. She stated there was no legal requirement for Board approval of the agenda.

Member Welsh requested a closed session to receive an update from Barg Coffin in regards to their efforts in the 2007 sanitary sewer overflow litigation matter.

President Long gave an overview of his participation at the Spring CASA conference in Sacramento.

#### REVIEW OF MINUTES:

Member Welsh read a letter to the Board where he stated the April 11<sup>th</sup> and April 20<sup>th</sup> minutes were inaccurate and should not be approved until corrected. He stated that Mr. Brant Miller's comments from the April 11<sup>th</sup> meeting contained misstatements and false accusations against Member Welsh. He requested all of Mr. Miller's remarks during Public Comment be stricken from the minutes. Member Welsh also requested the letter which Angelica Randolph, co-chair of the Marin Coalition, read at the April 20<sup>th</sup> meeting be posted with the minutes as she had requested.

The Manager stated that it is at the Board's discretion to include letters from public comment as part of the minutes. She stated that letters are kept with the Board packet as part of the permanent record and are not quoted verbatim.

At the direction of President Long, all public comment by Mr. Miller was stricken from the April 11<sup>th</sup> meeting minutes.

*On motion of Member Di Giorgio, seconded by Member Quesada and carried unanimously, the minutes of the March 14<sup>th</sup>, April 20<sup>th</sup> and April 25<sup>th</sup>, 2011 meetings were approved as written.*

*On motion of Member Welsh, seconded by President Long, and carried unanimously, the minutes of the April 11<sup>th</sup> meeting was approved with the removal of all public comment by Mr. Miller.*

#### CONSENT CALENDAR:

Member Welsh requested item a: *Approval of regular disbursements* be removed from the Consent Calendar for further discussion.

Member Quesada and President Long requested item d: *Approval of meeting date of May 25<sup>th</sup> at 6:30 p.m.* be removed from the Consent Calendar for further discussion.

Member Welsh questioned the \$18,681.85 disbursement to Veolia ES Special Services from the May 9<sup>th</sup> disbursement schedule. The Manager replied that this was for an invoice paid to Veolia Environmental Service, not Veolia Water NA, for their assistance in the clean-up of the sludge line break. She stated that Veolia ES has trained crews which operate in environmental remediation.

The Board discussed the options of having the Board meeting on Wednesday, May 25<sup>th</sup> at 6:30 p.m. or on Monday, May 23<sup>rd</sup> at 4:30. Member Di Giorgio and President Long will be unable to attend a May 23<sup>rd</sup> meeting at 6:30 p.m. due to their obligations to the Mayor's and Councilman's committee for pension reform.

*On motion of Member Di Giorgio, seconded by President Long and carried with the following vote, the next regular Board meeting will be held on Monday, May 23<sup>rd</sup> at 4:30 p.m. preceded by a closed session at 3:30 p.m. Ayes: Di Giorgio, Long, Quesada. Noes: Welsh*

*On motion of Member Di Giorgio, seconded by Member Welsh and approved unanimously, the following Consent Calendar Items were approved:*

- a. Approval of regular disbursements in the amount of \$431,753.67, project account disbursements in the amount of \$115,672.55, Board member disbursements in the amount of \$2,398.87 and ratification of April's payroll and payroll related expenses in the amount of \$237,231.03.
- b. Approval of Center Road Sewer Upgrade project and authorize staff to file the Notice of Completion.
- c. Approval of Ignacio Blvd. Sewer Rehabilitation project and authorize staff to file the Notice of Completion.

#### BOARD OF DIRECTORS:

Consider adopting a resolution appointing a board member to fill the vacancy. The Manager stated that she had provided to the Board a synopsis of the six applicants along with details of Board actions up to this point.

Member Quesada requested another two weeks to make a decision stating he had not been able to contact all the applicants for an interview.

Member Di Giorgio made a motion to appoint Jean Mariani to fill the board member vacancy. President Long seconded the motion. The following vote was recorded: Ayes: Di Giorgio, Long. Noes: Welsh, Quesada. The motion failed.

Member Welsh made a motion to appoint Suzanne Brown Crow to fill the board member vacancy. Member Quesada seconded the motion. The following vote was recorded: Ayes: Welsh, Quesada. Noes: Di Giorgio, Long. The motion failed.

Member Quesada made a motion to appoint John Coleman to fill the board member vacancy. The motion died for a lack of a second.

Member Di Giorgio made a motion to refer the selection process to the Board of Supervisors to make the appointment or call an election. The motion died for lack of a second. The Board discussed this option. President Long requested the next Board meeting include this item on the agenda for discussion and possible action.

#### FINANCING:

Financial consultant report on financing alternatives. The Manager introduced Tom Gaffney, Principal of Bartle Wells Associates. She noted that the District has been planning to borrow funds for the balance of the facility upgrade as well as for other capital projects.

Mr. Gaffney discussed an analysis he prepared which gave an update of a comparison of capital financing alternatives. He discussed the options of a bank loan versus a municipal bond loan. He discussed bond repayment schedules.

Consider approval of financing method. After the presentation, the Board discussed forming an ad-hoc Finance Committee to discuss the financing options in detail.

Member Welsh requested the matter be discussed in the evening so the public would be able to attend. He suggested a separate committee not be formed and that the full Board participate in discussions at their regular Board meetings.

President Long suggested that an ad-hoc committee be formed and that it meet in the evenings.

#### DISTRICT BOARD MEMBER ELECTION, NOVEMBER 2011:

Discuss schedule for Board Member election and adopt a Resolution proposing that an election be held and that it be consolidated with other elections. The Manager noted that two seats on the District's Board expire in 2011: George C. Quesada and the seat that was vacated by the retirement of Board Member James D. Fritz. She stated that the Board must adopt the Resolution for the election and submit this to the Marin County Registrar of Voters by May 31, 2011.

*On motion of Member Di Giorgio, seconded by President Long and carried unanimously, the Board adopted Resolution No. 3030: PROPOSING AN ELECTION BE HELD IN ITS JURISDICTION; REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE; AND REQUESTING ELECTION SERVICES BY THE REGISTRAR OF VOTERS.*

RECYCLED WATER:

Consider approval of revision to the North Marin Water District Agreement. The Manager noted that the North Marin Water District had requested an additional revision to comply with the requirements of the State Water Resources Control Board (SWRCB) State Revolving Fund (SRF) loan. She stated that this revision will add a minimum annual delivery quantity of 186 acre-feet/year once the distribution system is complete.

*On motion of Member Di Giorgio, seconded by Member Welsh and carried unanimously, the Board approved a revision to the North Marin Water District Agreement.*

HOUSEHOLD HAZARDOUS WASTE AND RECYCLING:

Consider approval of Marin County Hazardous and Solid Waste Grant Agreement for 2010-11. The Manager discussed the Solid Waste Joint Powers Agreement and their commitment to pay the District \$32,463 for the fiscal year 2010-11.

*On motion of Member Di Giorgio, seconded by Member Quesada, and carried unanimously, the Board approved the Household Hazardous Waste Grant Agreement with the Marin County Hazardous and Solid Waste Joint Powers Authority for 2010-11.*

WASTEWATER TREATMENT PLANT UPGRADE PROJECT:

Review bids received for Contract D Recycled Water Facility, approve the withdrawal of the bid by KG Walters, authorize contract award to the lowest responsive bidder, Gateway Pacific Contractors Inc. and authorize Manager-Engineer to execute contract. The Manager gave an overview of the project bidding and noted that KG Walters Construction Company Inc. of Santa Rosa submitted the lowest bid of \$4,550,400. She noted, however, that KG Walters subsequently found a clerical error and requested their bid be withdrawn.

She stated that subject to the withdrawal of KG Walters' bid, Gateway Pacific Contractors, Inc. of Sacramento submitted the lowest responsive bid of \$5,294,505. She stated that Gateway Pacific's bid documents have been reviewed and are in order and recommended the Board award the project to Gateway Pacific Contractors, Inc. She requested the Board authorize the Manager-Engineer to execute the contract.

*On motion of Member Quesada, seconded by Member Di Giorgio, and carried unanimously, the Board approved the withdrawal of the bid by KG Walters, authorized the contract award to the lowest responsive bidder: Gateway Pacific Contractors, Inc., and authorized the Manager-Engineer to execute the contract.*

Staff report on Water Resources Board inspection. The Manager discussed an inspection which took place on October 12, 2010 by representatives of the US-EPA, State Water Resources Control Board, and San Francisco Bay Regional Water Quality

Control Board (RWQCB). The Manager noted that five issues were raised in the report and she provided a copy of the report to the Board. She introduced Steve Clary, RMC Water and Environment, who gave a Power Point presentation regarding topics that arose from the RWQCB inspection report.

Mr. Clary's presentation detailed two issues relating to sampling and analysis and three issues relating to plant performance and design. Mr. Clary stated that the treatment facility was in total compliance at the date of the inspection and that plant performance was well within allowable limits.

Mr. Clary discussed the UV disinfection system, stating that the design has a large safety factor based on disinfection performance, number of back-up UV modules, and the power supply back-up to the UV process.

The Manager stated that a letter will go out to the SWQCB in response to their findings from the October 12<sup>th</sup> inspection which was then reported on in their April 21, 2011 letter.

President Long stated that the Board should be made aware of all non-routine transactions with the Regional Board, particularly anything that is out of the ordinary.

A member from the audience asked why an attorney from Barg Coffin was present at the inspection. The Manager stated that the matter was in regards to the earlier filing by the EPA, and some of the individuals involved in the inspection had also been involved in the EPA investigation. The attorney was present so the individuals at the inspection would be protected while speaking to the SWQCB.

President Long requested that a future board meeting address the fugitive odors issue.

A resident asked Mr. Steve Clary if he could give an update on the odor situation and the steps being taken to alleviate the odor problem. Mr. Clary discussed the odor situation and remarked that RMC's goal was to design and implement an odor free treatment facility. He stated he feels confident that the fugitive odors issue will be conquered.

John Bailey, Project Manager Veolia Water, stated that he believes the odor beds are 100% functional and that the odors are escaping from the clarifier.

The Manager noted that the measured odor levels are lower than the minimum limits set by the Bay Area Air Quality Management.

Member Welsh stated that if odors are still being noticed by residents, the treatment facility needs additional work until zero odors are being detected.

ADMINISTRATION:

Committee appointments. President Long requested this item be postponed until the Board fills the vacant Board Member seat.

STAFF REPORTS:

California Association of Sanitation Agencies (CASA) meeting. The Manager discussed her participation at the CASA meeting held in Sacramento, April 28-30, 2011. She briefly discussed the California Sanitation Risk Management Authority (CSRMA) meeting she attended and stated she has the CSRMA budget available for review.

Administrative Civil Liability Complaint status. The Manager noted that this topic was previously discussed during Public Comment. She stated that the Board will schedule a closed session at the May 23<sup>rd</sup> meeting to discuss this issue in more depth.

MANAGER'S ANNOUNCEMENTS:

A Waste Water Operations Committee meeting will be held on Monday, May 16<sup>th</sup> at 2 p.m. at the District Office.

A Solid Waste Committee meeting will be held on Monday, May 16<sup>th</sup> at 4:30 p.m. at the District Office.

ADJOURNMENT:

There being no further business to come before the Board, President Long declared the meeting adjourned at 9:03 p.m.

Respectfully submitted,

Beverly B. James, Secretary

Julie Borda, Recording

# Novato Sanitary District Check Register

May 18 - 23, 2011

Date	Num	Name	Credit
<b>May 18 - 23, 11</b>			
5/23/2011	52837	Novato, City3	68,653.72
5/23/2011	52841	Pacific, Gas & Electric	32,448.71
5/23/2011	52821	Covello Group, The	23,776.00
5/23/2011	52815	Argonaut Constructors Corp.	17,262.28
5/23/2011	52844	PSC	13,353.42
5/23/2011	52831	Maggiora & Ghilotti Inc.	13,192.00
5/23/2011	52840	P,G & E1-Projects	12,256.86
5/23/2011	52838	Novato,City2	10,000.00
5/23/2011	52812	American Express-22062	3,114.77
5/23/2011	52847	T&T Valve & Instrument, Inc.	3,050.66
5/23/2011	52836	North Marin Water District Pa...	2,931.50
5/23/2011	52845	Rauch Communication Cons...	2,887.50
5/23/2011	52813	Aqua Science	2,400.00
5/23/2011	52828	Inner Workings	1,720.60
5/23/2011	52829	J&M Inc.	1,500.00
5/23/2011	52830	Levy, Larry	1,200.00
5/23/2011	52827	IEDA, INC	1,020.00
5/23/2011	52851	VWR International Inc.	974.26
5/23/2011	52849	Verizon CA Pump Stations	688.03
5/23/2011	52823	ESSR Inc.	660.87
5/18/2011	ach	Bowens, Kenneth	615.00
5/23/2011	52850	Verizon California	611.57
5/23/2011	52819	BoundTree Medical, LLC	585.19
5/23/2011	52846	Siemens Industry, Inc.	567.14
5/23/2011	52826	IDEXX Distributing Corp.	486.78
5/23/2011	52825	HACH/American Sigma Inc	480.77
5/23/2011	52848	Verizon	390.67
5/23/2011	52816	AT&T-SAC	322.71
5/23/2011	52822	Department Of Consumer Aff...	250.00
5/23/2011	52832	MME	213.69
5/23/2011	52852	Wesco Distribution	213.35
5/23/2011	52814	Aquatic Biosystems Inc.	155.00
5/23/2011	52842	Petty Cash	133.25
5/23/2011	52817	Barg, Coffin, Lewis & Trapp	121.50
5/23/2011	52839	Orkin Pest Control, Inc.	105.45
5/23/2011	52811	Aaero Heating & Sheetmetal	105.00
5/23/2011	52833	North Bay Portables, Inc.	91.05
5/23/2011	52824	Grainger	87.83
5/23/2011	52818	Barnett Medical LLC	80.00
5/23/2011	52820	Cook Paging	56.86
5/23/2011	52834	North Marin Auto Parts	43.73
5/23/2011	52835	North Marin Water District	14.40
5/23/2011	52843	Pitney Bowes	12.00
<b>May 18 - 23, 11</b>			<b>218,834.12</b>

05/20/11

# Novato Sanitary District Check Register

May 23, 2011

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>May 23, 11</b>			
5/23/2011	2174	Covello Group, The	25,724.50
5/23/2011	2175	RMC Water & Environment, I...	22,343.85
5/23/2011	2176	BakerCorp	3,318.71
<b>May 23, 11</b>			<b>51,387.06</b>

**Novato Sanitary District**  
**Payroll and Payroll Related Check Register**  
 May 25 - 31, 2011

<u>Date</u>	<u>Name</u>	<u>Credit</u>
<b>May 25 - 31, 11</b>		
05/31/2011	May P/R Checks and Vouchers	110,928.24
05/31/2011	Retiree health benefits	16,422.29
05/25/2011	Lincoln Financial Group	3,809.80
05/25/2011	Lincoln Financial Group-401a Plan	3,403.54
05/25/2011	Torres, Cari	400.00
05/25/2011	Local Union 315	320.00
05/25/2011	State Street Bank & Trust	3,125.00
05/25/2011	Marin Employ Federal Credit Union	517.00
05/25/2011	Lincoln Financial Group-401a Plan	3,995.88
05/25/2011	EDD	6,798.69
05/25/2011	PERS Retirement	30,434.64
05/25/2011	CalPers Health	28,696.15
05/25/2011	United States Treasury	23,639.75
05/25/2011	ACS	40.00
05/25/2011	ACS	40.00
05/25/2011	North Bay Children's Center	40.00
<b>May 25 - 31, 11</b>		<b><u>232,610.98</u></b>

May 23, 2011

To: Board of Directors

From: Beverly B. James, Manager-Engineer

Re: Board Member Appointment

The process for selection of a replacement board member is set forth in California Government Code Section 1780. A copy of Section 1780 is attached for reference.

The District actions required by the code are:

1. Notify the Marin County Elections Official of the vacancy by April 15, 2011.  
**Letter sent March 31, 2011**
2. Decide whether to fill the vacancy by appointing a replacement or calling a special election.  
**Board voted unanimously on March 30, 2011 to proceed to appoint a replacement rather than call an election.**

### **Appointing a Replacement**

1. The District is required to post a notice of the vacancy in at least three conspicuous places in the District.  
**Notices were posted at the District office, on the District website, at the libraries in downtown Novato and Hamilton on March 31, 2011. Notices were also emailed to the Novato Advance and the Novato Patch on 4/1/2011.**
2. At least 15 days after posting the notice the Board may make the appointment.  
**The District received six applications for the position:**
  - **Jean Mariani**, BS Economics, Sonoma County Water Agency Finance; 30 years with City and County of San Francisco including Finance with SF PUC; Director of Management and Budget for East Bay Municipal Utility District; Past President California Association of Sanitation Agencies, Board Member and President of Sanitary District No. 1 of

Marin County and Central Marin Sanitation Agency. 21 year Novato resident, 49 year Marin County resident.

- **Donald Brand**, BS, MS Mechanical Engineering; Retired after Thirty three years with PG&E; Senior Vice President of Engineering and Construction; past Director of North Marin Water District; Board Member Integrated Community Services, Advisory Board for Marin Boy Scouts, past Board Member Gilead House. 38 years in Novato and Marin County.
- **John Coleman**, Retired butcher, truck driver, and salesman; Little League equipment manager, run bingo at Novato Youth Center and volunteer at Nostalgia Days and 4<sup>th</sup> of July parade. 29 year Novato resident.
- **Brant Miller**, BS Chemical Engineering; Retired after more than 25 years managing design and construction services for Chevron. Member of 2010-11 Marin Grand Jury; Member and Pilot Sheriff's air patrol. 4 year Novato resident, 53 year Marin resident.
- **Suzanne Brown Crow**, BA Psychology, MBA, J.D.; Attorney with Doherty and Georgeson; School volunteer, Coach swimming and water polo, Board Member Marin Voter Integrity and Rock 4 Good. 25 years in Novato and Marin
- **Jerry Peters**, BA, MBA Transportation; Retired from Brayton Purcell; 26 years Experience as a Manager in Airline and Computer industry; Served on Novato Planning Commission, Past President Novato Chamber of Commerce; Co-Chair of Chamber Government Affairs Committee; Chairman of Novato Save-the-Depot Task Force; Co-founder of July 4<sup>th</sup> parade, former youth basketball coach. 2007 Novato Citizen of the Year. 36 year Novato and Marin resident.

**3. The Board interviewed candidates at a special open public meeting on April 20, 2011 but did not select a board member. At the meeting scheduled for April 25, 2011, board members George Quesada and Dennis Welsh left the meeting without a quorum rather than consider making an appointment. The Board considered the candidates at their meeting on May 9, 2011 but did not select a board member. In accordance with Board policy three affirmative votes are required to appoint a Board member.**

4. The Board has a maximum of 60 days from the date the position becomes vacant (March 31, 2011) to make the appointment. If the District Board is

unable to make the appointment at this meeting it can refer the matter to the Board of Supervisors. A draft letter is attached for this purpose. In any case, if the Board does not make a decision by May 30, 2011 the appointment it is automatically referred to the Board of Supervisors to make the appointment or call an election.

5. The Board of Supervisors has 90 days from March 31, 2011 to make an appointment. Their deadline is June 29, 2011.

**RESOLUTION NO. 3031**

**A RESOLUTION APPOINTING A DIRECTOR TO FILL  
A VACANCY IN AN ELECTIVE OFFICE**

**NOVATO SANITARY DISTRICT**

**RESOLVED**, by the Board of Directors of the Novato Sanitary District, Marin County, California, as follows:

**WHEREAS**, a vacancy on the Board of Directors of the Novato Sanitary District has existed since March 31, 2011, which is the effective date of the vacancy;

**WHEREAS**, Section 6483 of the Health and Safety Code of the State of California provides that all vacancies occurring in the membership of a Sanitary District Board shall be filled pursuant to the provisions of Section 1780 of the Government Code of the State of California;

**WHEREAS**, the provisions of said Section 1780 provide that the person appointed to fill a vacancy in any elective office on the governing board of a special district shall hold office until the next general District election which is scheduled 130 or more days after the effective date of the vacancy, unless an election is also held on the same date for the purpose of electing a director to serve a full term in the same office to which the person was appointed, in which event the person appointed to the vacancy shall fill the balance of the unexpired term of his or her predecessor; and

**WHEREAS**, the next District general election scheduled 130 or more days after the effective date of the vacancy is the same date for the purpose of electing a director to serve a full term in the same office to which a person will be appointed;

**NOW, THEREFORE, IT IS ORDERED** as follows:

1. Pursuant to the provisions of Section 1780 of the Government Code of the State of California, \_\_\_\_\_, being a resident elector of this District be and is hereby appointed to the office of Director of the Novato Sanitary District to hold such office for the balance of

the unexpired term of his predecessor in office.

2. The Secretary of this District is directed to file, within ten (10) days from the date of adoption of this resolution, with the Secretary of State and the County Clerk of Marin County, the necessary "Statement of Facts", and shall include in the transmittal to said County Clerk a duly executed copy of the Certificate of Appointment and Oath of Office of the newly appointed Director together with a certified copy of this Resolution.

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of the Novato Sanitary District at a meeting thereof held on the 23rd day of May, 2011, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

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President  
Novato Sanitary District

(SEAL)

ATTEST:

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Secretary  
Novato Sanitary District

May 24, 2011

The Honorable Board of Supervisors  
Marin County Civic Center  
3502 Civic Center Drive, Room #329  
San Rafael, CA 94903

Re: Appointment to Novato Sanitary District Board of Directors

Dear Members of the Board:

A vacancy has existed on the Board of Directors of Novato Sanitary District since the retirement of one of our directors on March 30, 2011.

The remaining members of the Board have not made an appointment to fill the vacancy within the 60 days required by Government Code. We therefore request that the Marin County Board of Supervisors make the necessary appointment. The vacant seat is to fill the unexpired term of Board Member James D. Fritz until the Uniform District Election on November 8, 2011.

Six applications were received from individuals interested in serving on the Novato Sanitary District Board. Copies of the applications are enclosed for your consideration.

Please advise us if you have any questions or require further information. Thank you for your assistance.

Sincerely,

Beverly B. James  
Manager-Engineer

BBJ:jpb

Enclosures: Applications for NSD Board

Cc: Elaine Ginnold, Registrar of Voters  
Kenton L. Alm, Esq.

**NOVATO SANITARY DISTRICT  
MONTHLY OPERATIONS REPORT  
APRIL 2011**

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**TREATMENT PLANT MONTHLY OPERATIONS REPORT  
April 2011**

Prepared for

**NOVATO SANITARY DISTRICT (NSD)  
WASTEWATER TREATMENT PLANT  
500 Davidson Street  
Novato, CA 94545**

Prepared by

**Veolia Water West Operating Services, Inc. (VWWOS)**

**TREATMENT PLANT PERFORMANCE SUMMARY:**

**April 2011:**

Parameter	Monthly Performance			
	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave / max / peak #1)	5.31	6.77	N/A	N/A
Influent BOD <sub>5</sub> , mg/L (month ave / max)	267	373	N/A	N/A
Influent TSS, mg/L (monthly ave / max)	378	680	N/A	N/A
Effluent BOD <sub>5</sub> , mg/L (monthly ave / weekly max)	8	14	30	45
Effluent TSS, mg/L (monthly ave / weekly max)	8	12	30	45
Effluent BOD <sub>5</sub> - % Removal	97	N/A	85	N/A
Effluent TSS - % Removal	98	N/A	85	N/A
Ammonia mg/L (monthly average / daily max)	0.1	0.1	6	21
pH, su (min / max)	6.6	7.1	6.5	8.5
Enterococcus, mpn (30 day geo mean)	22.9	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	19	N/A	140	N/A
Fecal Coliform, mpn (90 <sup>th</sup> percentile)	130	N/A	430	N/A
Total Coliform, mpn (5 sample median)	N/A	N/A	N/A	N/A
<b>Total Permit Exceedances (NPDES)</b>	<b>0</b>			

**Discussion of Violations / Excursions: NONE**

**OPERATIONS & MAINTENANCE STATUS / REVIEW:**

**Key events for the period:**

**General:**

**Novato**

- Digester #1 – mixer failure, repaired
- Aluminum Gates ordered to replace heavy stainless gates @ Aeration Basins
- Decant Pump Station off for week of 4/18/11, chronic toxicity study
- Clarifier #1 taken removed from service for dry season
- BAAQMD on site 4/4/11 – testing odor detection equipment
- Regular odor patrol in the Lea/McClelland area with Jerome Meter

**Ignacio**

- Pulled flash mixer @ Ignacio Dechlorination Station
- Break in on 4/29/11 – Police Report filed, no District or Veolia property missing, some gas containers and miscellaneous items belonging to contractor were taken

**CONSTRUCTION UPDATE:**

- Turblex investigating Blower vibration, repaired oil leak, Warranty item
- Digester heating hot water valve malfunctioning – Warranty item

**SOP REVIEW/DEVELOPMENT:**

- Sampling
- Aeration Basin Shutdown

**ADMINISTRATION:**

- Electronic Self Monitoring Report Submitted for March, submitted in April

**SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTF completed on April 18, 2011
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of April 2011

- Ergonomics training 4/27/11

**MISCELLANEOUS**

- PCMP Meetings held Weekly
- eSMR Training at Pleasant Hill
- Bryce Behnke – continuing work on eSMR through the month

**Veolia Support Staff On/Off Site (Various Times)**

John O'Hare	Technical Support
Aaron Winer	Management and Administration
Bryce Behnke	Technical Support

**WORK ORDER STATISTICS**

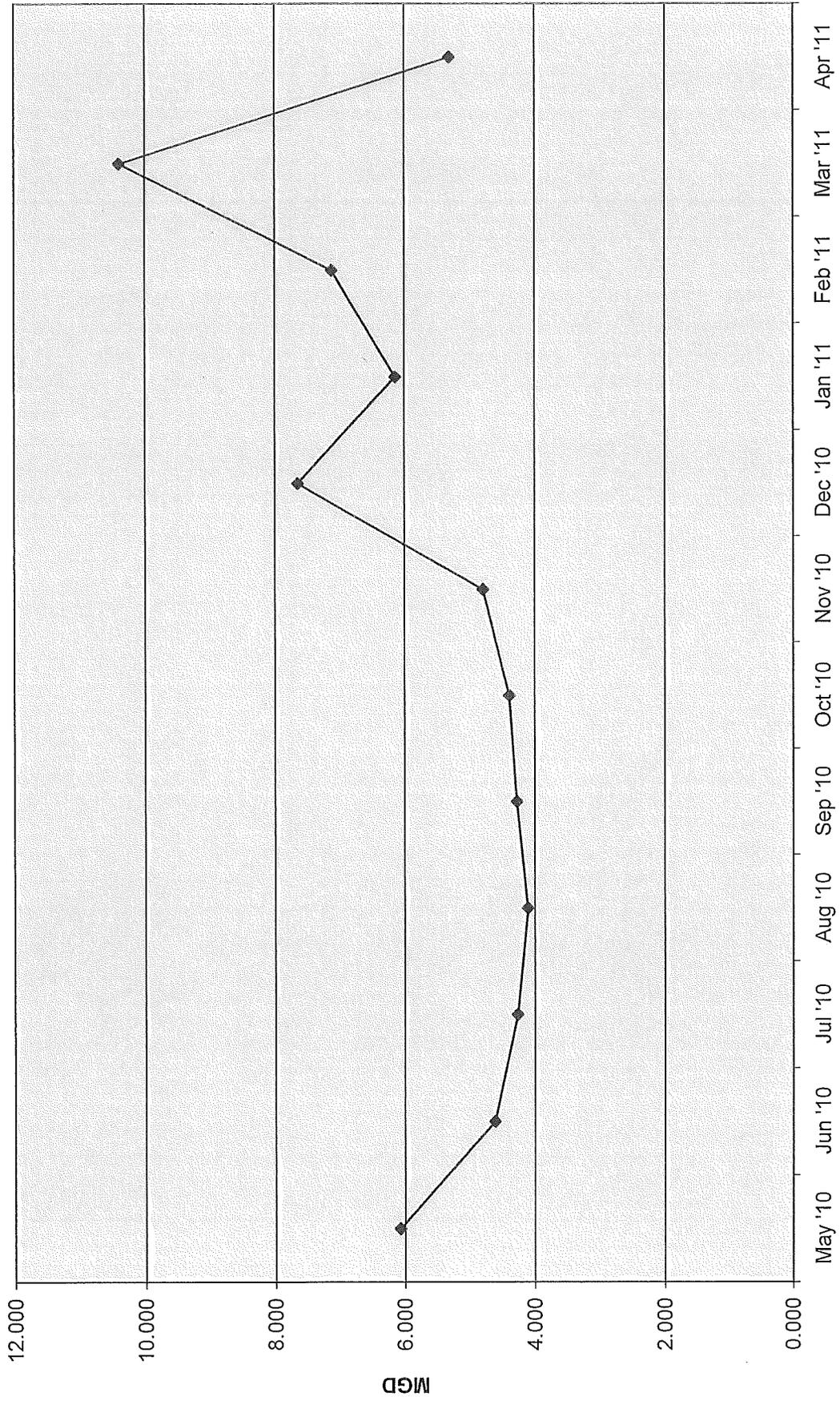
**April 1, 2011 - April 30, 2011**

	Open Work Orders Due Prior to 4/1/11	Open Work Orders 4/1/11 - 4/30/11	Total Open Work Orders
Preventative	13	245	258
Corrective	4	13	17
<b>Total</b>	<b>17</b>	<b>258</b>	<b>275</b>

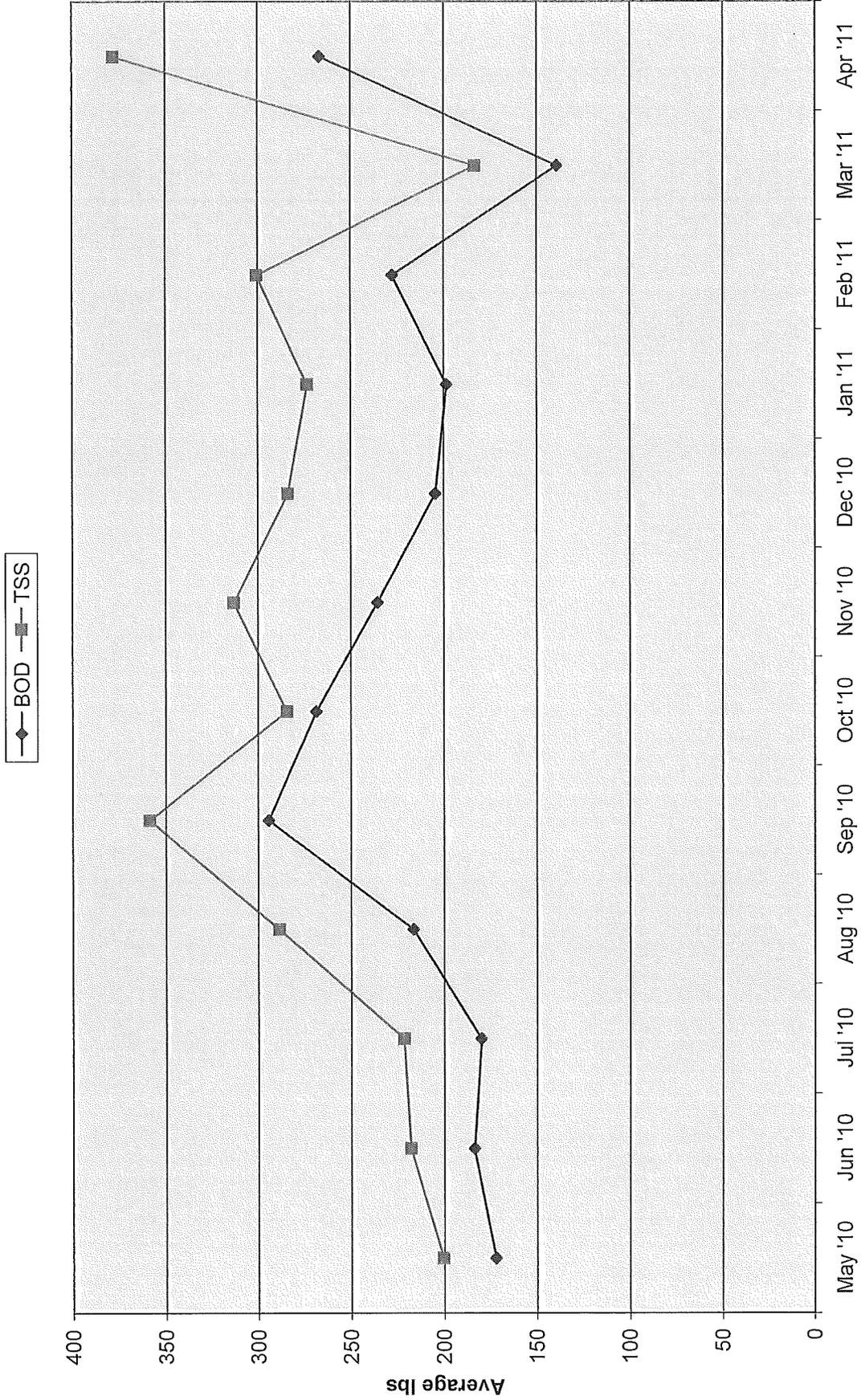
	Closed Work Orders 4/1/11 - 4/30/11
Preventative	174
Corrective	15
<b>Total</b>	<b>189</b>

<b>Total Outstanding Work Orders as of May 1, 2011</b>	<b>86</b>
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# Plant Flow



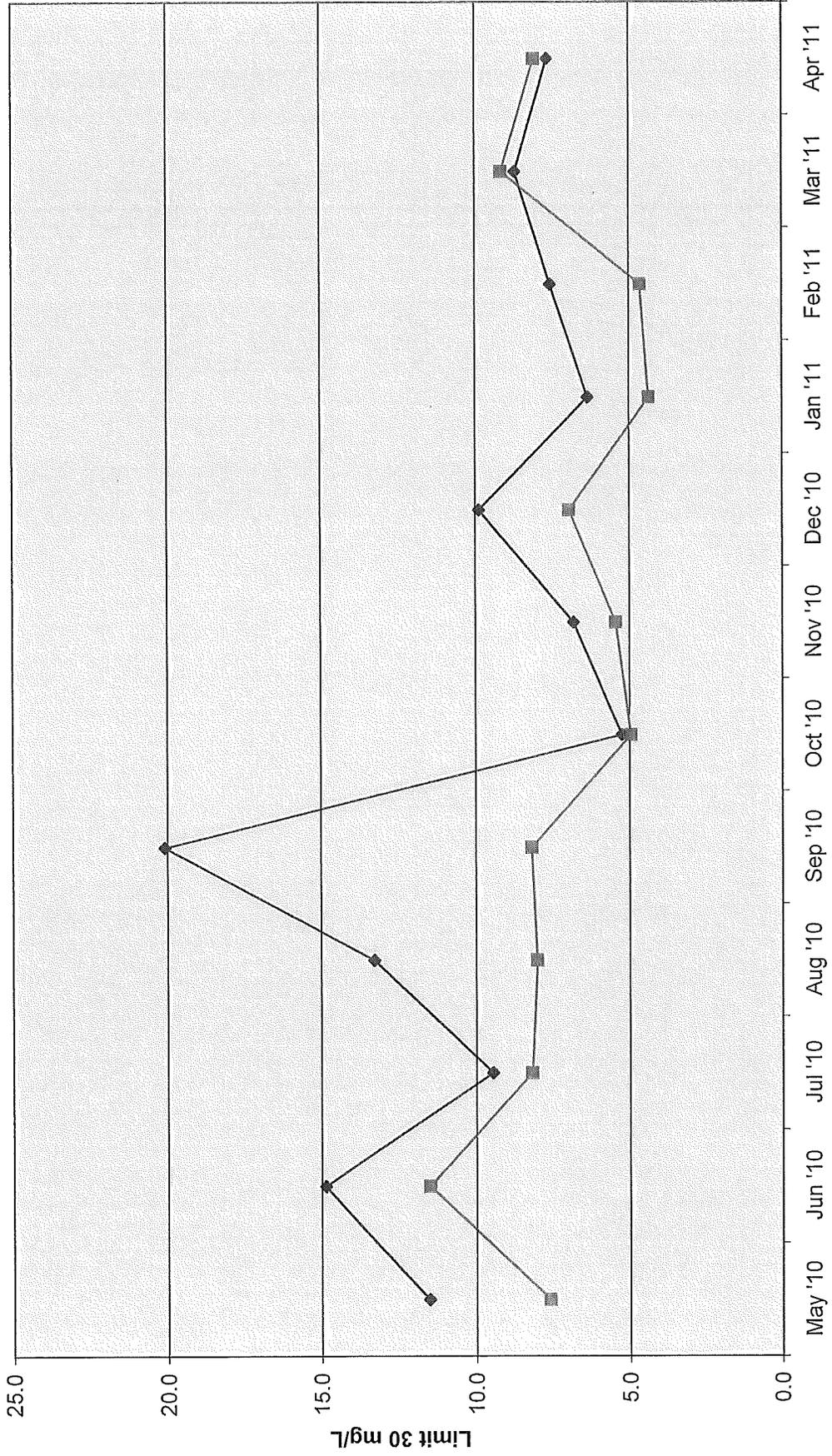
# Influent Load BOD TSS lbs



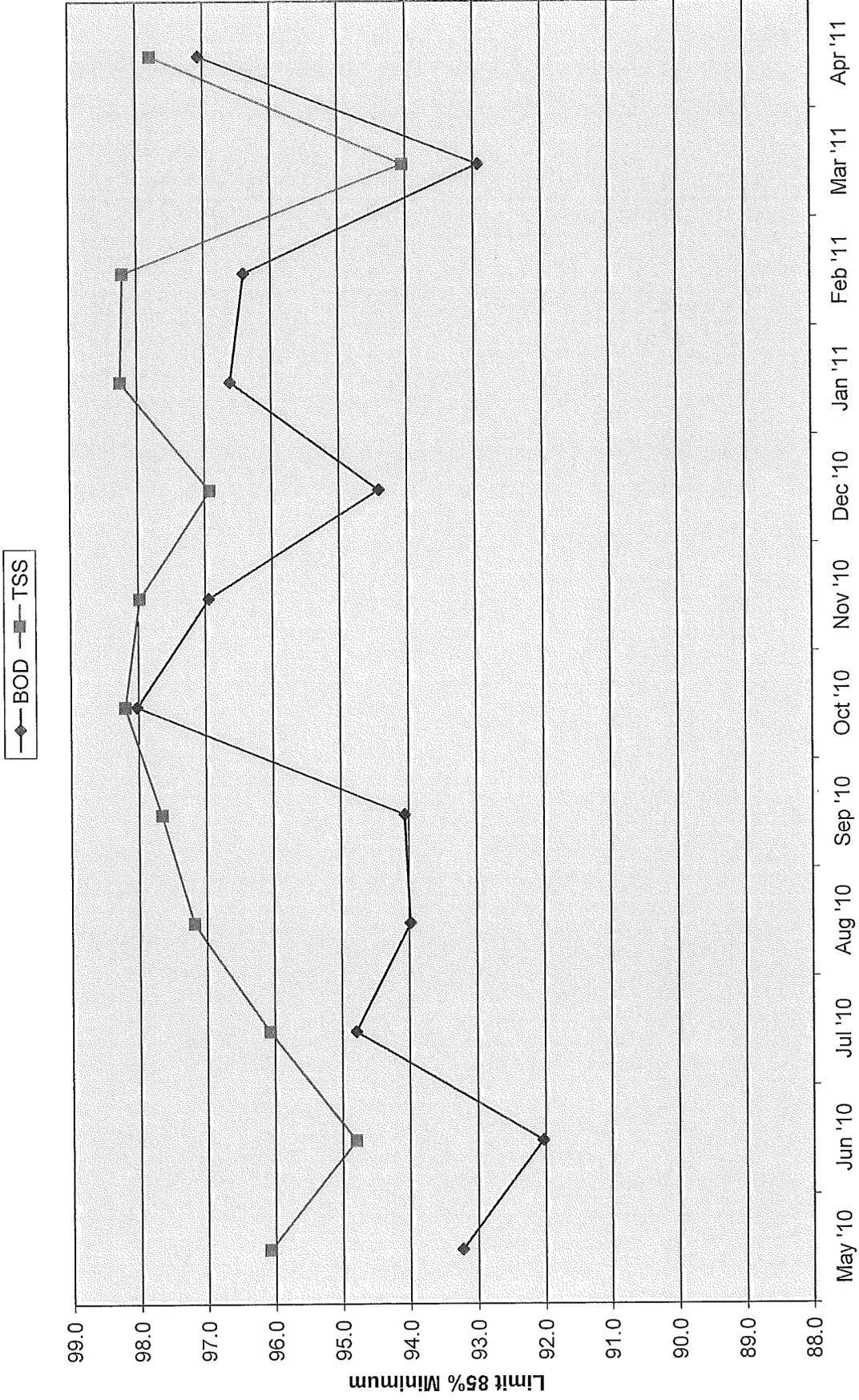
NPDES LIMITS WET SEASON  
 BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave  
 NPDES LIMITS DRY SEASON  
 BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave  
 TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave  
 WDR (Waste Discharge Requirements) RECLAMATION  
 BOD - 40 mg/L

### Effluent BOD TSS Concentration

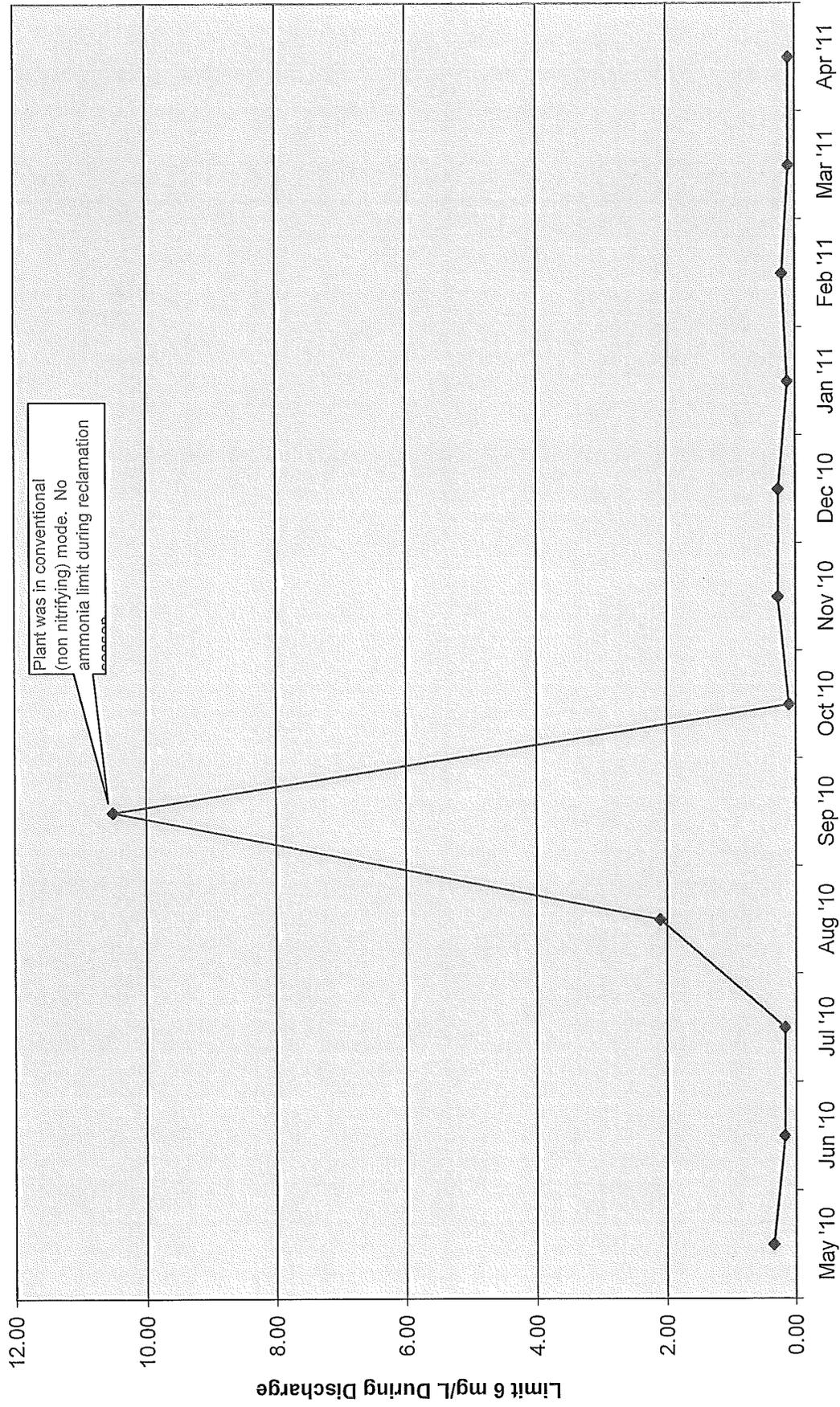
—◆— BOD —■— TSS



# BOD TSS Percent Removal



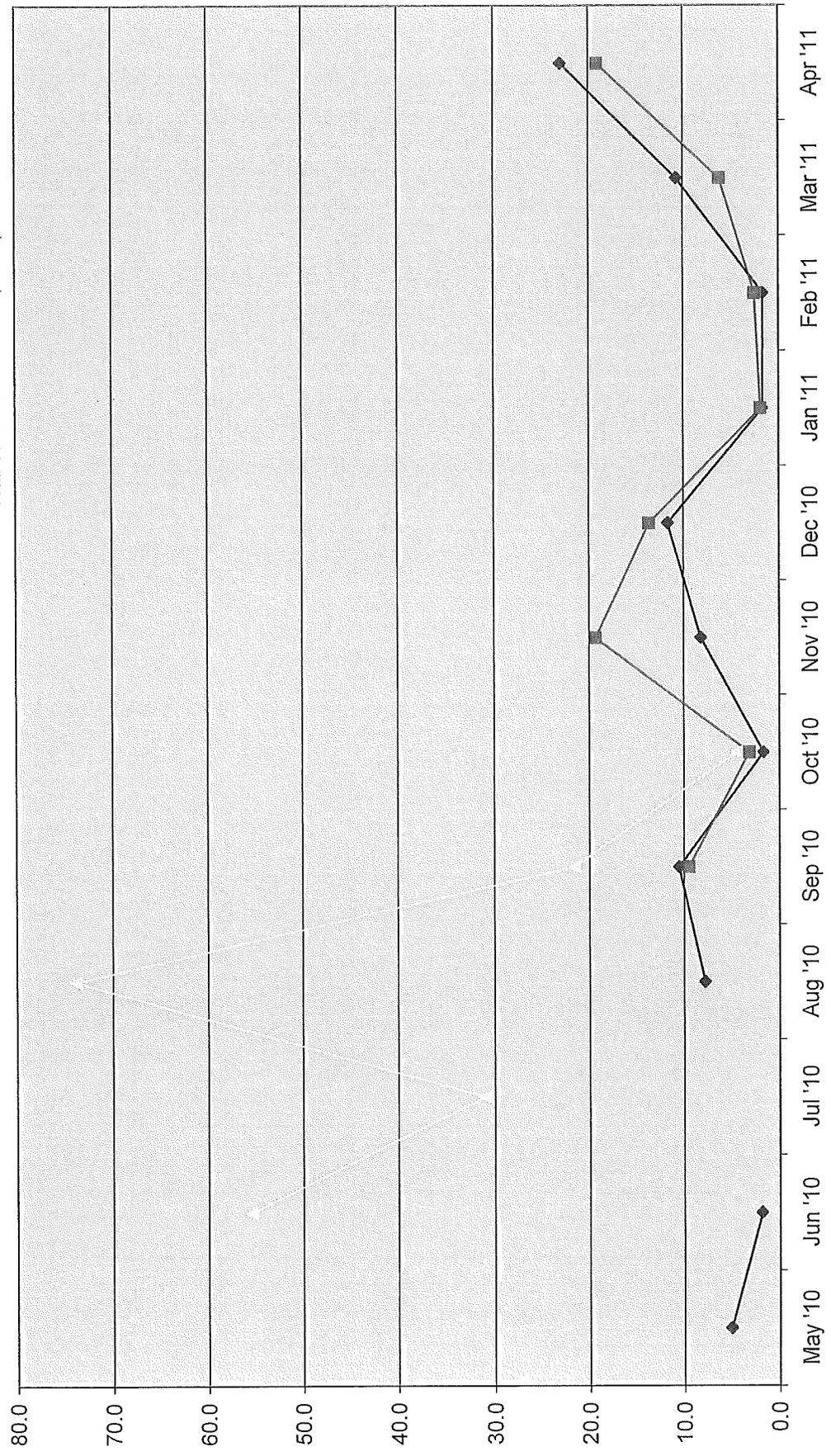
# Effluent Ammonia



# Disinfection

LIMITS - NPDES  
 Entero 30 day geo mean 35 mpn /100ml  
 Fecal 140 mpn monthly median  
 Fecal 430 mpn 90th percentile 30 day  
 LIMITS - RECLAMATION  
 Total Coliform 240 mpn 5 sample median  
 Total Coliform maximum 10,000 mpn/100 ml

Legend:   
 —◆— Entero   
 —■— Fecal   
 — Total



**NOVATO SANITARY DISTRICT**  
**Collection System Operations**  
**Monthly Report for April, 2011**

**General**

For the month of April 2011, the Collection System Department spent about 63% of its time on sewer maintenance, and 37% of its time on pump station maintenance. At full strength, the department has eight (8) workers plus the Superintendent for Collections System and Pump Station O&M.

After accounting for vacations, holidays, sick leave, and industrial injury leave, for the month of April 2011, the Collection System Dept. had the equivalent of: (a) 3.3 full time field workers plus the Collection System Superintendent on Sewer Maintenance, and (b) 1.9 full time field workers Plus the Collection System Superintendent on Pump Station Maintenance.

**Sewer Maintenance**

A total of 46,971 feet of sewer pipelines was cleaned for the month of April 2011 which meets the target production goal for the Collections Dept. In April 2011 the dept. was again not at full strength due to continuing industrial leave(s) and one open position, which impacted the ability to televise sewer lines. Graphs showing the length of line cleaned/month, footage cleaned/hour worked, along with the overflows/month are attached.

**Pump Station Maintenance**

Approximately 207 lift station inspections were conducted for the month of April 2011. The breakdown of these inspections is as follows: 22 Flygt submersible pump stations, 2 times per month, 11 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily. During this month, staff assisted with or made the following repairs: There was no unusual or unplanned maintenance for the Pump Stations for the month of April 2011. The Job Cal Plus CMMS is now fully on line and 87 of the 207 lift station inspection/maintenance visits were generated through this program.

**Sanitary Sewer Overflows:**

There was one Sanitary Sewer Overflow for the month of April at 200 Posada Del Sol that occurred on April 11, 2011. A root blockage in the mainline resulted in an overflow of approximately 60 gallons to an adjacent storm drain. District staff was unable to recover any of the discharge. All reporting timelines were met and the Collection System Crew responded rapidly and effectively to this discharge. This main line section was cleaned in February 2010 and was on a 60 month hydro-flusher schedule. This schedule has been changed to a 6 month frequency for the hydro-flusher schedule and to a 12 month frequency on the rodder schedule until further notice.

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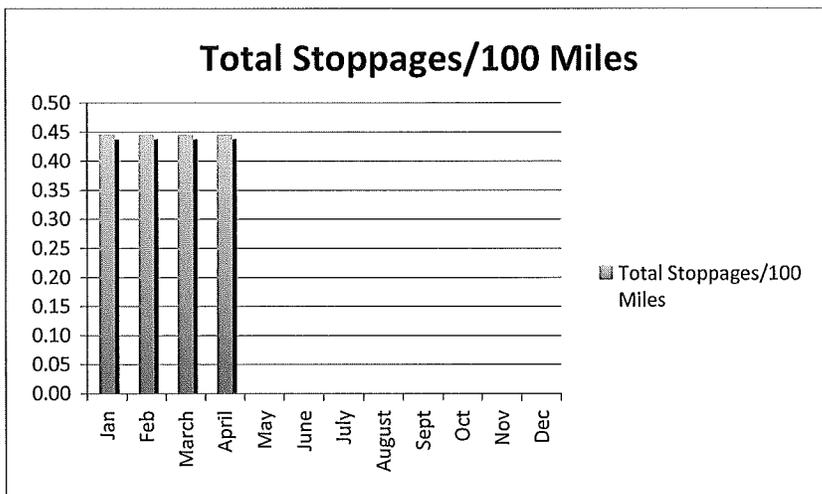
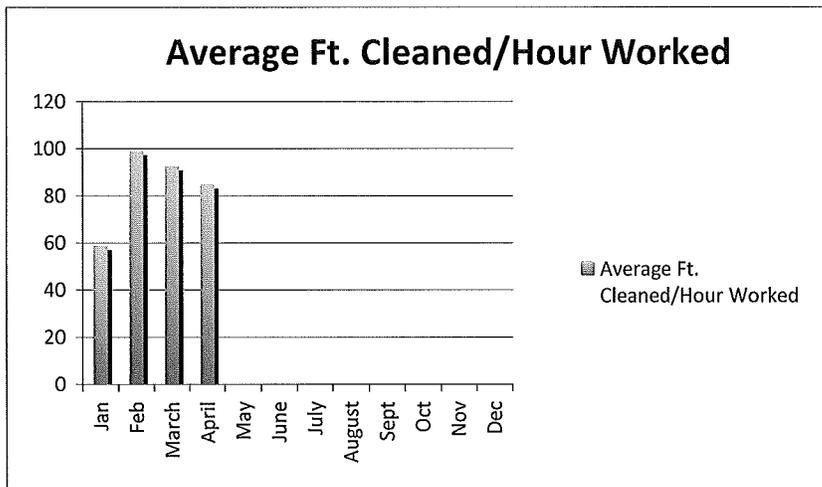
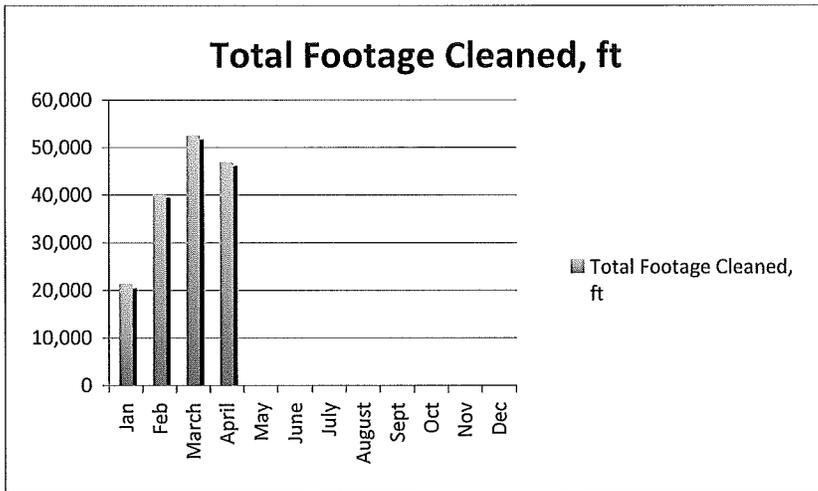
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Collection System Operations Report 2011

Novato Sanitary District  
Collection System Monthly Report For 2011

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>	437	504	612	588										
Number of Employees	2	3	4	3									1,892	
Regular Time Worked on Coll. Sys.	363	407	568	554									172	
Regular Time Worked on Other	42	59	53	18									1,683	
Vacation/Sick Leave/Holiday	628	448	312	295									120	
Overtime Worked on Coll. Sys.	31	11	44	34									32	
Overtime Worked on Other	1	27	5	0									3	
After Hours Callouts	1	1	1	0									3	
Service calls, normal hours	10	1	7	4									22	
Average S.C. response time (mins)	19	10	30	19									78	20
<b>Productivity</b>														
Rodder Work Orders Generated, ft	8	43	29	8									14,467	3,617
Rodder 3203 Ft. Cleaned	1,383	7,810	3,200	2,074										
Flusher Work Orders Generated, ft	103	155	247	231									33,987	8,497
Truck 3205V Ft. Cleaned	8,643	0	11,741	13,603									112,585	28,146
Truck 3206V Ft. Cleaned	11,231	32,463	37,597	31,294										
Camera Work Orders Generated, ft	0	0	0	0									583	194
Camera Ft. Videod	0	0	583	0									781	195
Work Orders Completed	111	198	233	239									27	7
Work Orders backlog	5	1	14	7									161,039	40,260
Total Footage Cleaned	21,257	40,273	52,538	46,971										
<b>Stoppages</b>														
Minor	1	1	1	1									4	
Major	0	1	0	1									2	
Overflow Gallons	1	0	1	0									2	
Volume Recovered	2,500	53	1,610	60									4,223	
Percent Recovered	0	0	1,208	0									1,208	
	0%	0%	75%	0%									29%	
<b>Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	59	99	92	85									1.8	20
Total Stoppages/100 Miles	0.4	0.4	0.4	0.4									0.0	0.0
Average spill response time (mins)	38	20	12	10									0.0	0.0
Callouts/100 Miles	0.4	0.4	0.4	0.0									0.0	0.0
Overtime hours/100 Miles	14	5	20	0									0	0
Overflow Gallons/100 Miles	1111	24	716	27									1877	

### Collection System Operations Graphs 2011



**NOVATO SANITARY DISTRICT**  
Reclamation Facilities  
Monthly Report for April, 2011

**Summary**

Activity at the Reclamation Facilities is ramping up for another season. Control systems were tested to locate potential problems. As in previous years, the electrical control system has experienced problems because of the wet conditions and age of the facilities. Some minor irrigation was completed on Site 3. Hay cutting has not begun.

**Rancher Operations**

The rancher was on site periodically spraying weed killer around sprinkler heads and spraying weeds throughout the sites. Hay cutting operations have not begun.

**Irrigation Systems**

Attempted to test irrigation control system on Site 7 but the entire system was shorted out. Troubleshooting will begin at the beginning of next month. A minor leak still remains on an irrigation main in Parcel 73 that was dug up last Fall and not immediately repaired due to the wet conditions.

The control system on Site 3 was tested and only Parcels 6, 7 & 8 and a portion of Parcel 5 were functioning automatically. The irrigation control system was activated on April 22<sup>nd</sup> to irrigate for approximately one week.

The control system for Site 2 had shorted out during the winter and has not been investigated due to wet conditions.

**Irrigation Pump Station**

Instrumentation and Control staff worked on the control system for Irrigation Pump 2. A recent inspection found evidence of a failed "pump call" relay.

**Dedicated Land Disposal (DLD)**

The DLD is full of rain water and needs to be emptied in order to apply biosolids later this season.

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Staff Report: North Bay Watershed Association (NBWA)	<b>MEETING DATE:</b> May 23, 2011  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Information only.	
<b>SUMMARY AND DISCUSSION:</b>  <p>Rick Jorgensen and Carlos Diaz, Winzler &amp; Kelly, presented a talk on <u>Advanced Modeling Techniques for Flood Reduction and Master Planning Studies</u>. Rick highlighted the value added by the new approach which includes: for flood reduction analysis – the ability to visualize flooding (extent, timing and duration) and flood reduction and to quantify benefits and costs of alternatives; for storm drain master planning – the ability to identify priorities and impacts of improvements. They then provided more detail on two case studies: Salvador Creek in Napa County and Sonoma Creek in Sonoma County.</p> <p>Liz Lewis provided an overview on the Marin County Watershed program. Marin County is emphasizing a Watershed Approach to achieve: momentum and support from partners and communities: to be ready for funding; provide a framework to integrate programs; guide protection of natural resources; and ensure alignment with state and federal resource agency goals. Liz then described a recent effort – Phoenix Lake: An Integrated Retrofit Project – which involves MMWD and Marin Flood Control in developing a 1-E funding proposal that would provide 120 acre feet of flood water retention and other benefits such as water for steelhead. Liz ended with a summary of the stakeholder process which includes the Board of Supervisors, a Policy Advisory Committee, an Operations and Finance Committee, and a Technical Work Group. Chris Choo then presented the next steps for the program. She described different watershed level planning efforts: habitat assessment, hydraulic and hydrology studies, and watershed master plans. Chris then displayed the website – <a href="http://www.marinwatersheds.org/">http://www.marinwatersheds.org/</a> and highlighted the kinds of information available (science, planning resources, landowner resources, etc).</p> <p>. Stephanie Turnipseed provided an overview of the Student and Landowner Education and Watershed Stewardship (SLEWS) Program. She noted the program began in 2001 with Vintage and Napa High Schools and emphasized hands-on ecology lessons. She described how SLEWS works in collaboration with science teachers and established restoration sites (usually NRCS sites) and incorporates three to five restoration field days. She described recent efforts with Napa and the New Tech High School and the types of restoration completed.</p> <p>The next meeting will be Friday, June 3, 2011 at 9:30 AM at the Novato Sanitary District.</p>	
<b>ALTERNATIVES:</b> N/A.	
<b>BUDGET INFORMATION:</b> No impact	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>