

## NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: January 11, 2016

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, January 11, 2016, preceded by a closed session beginning at 5:30 p.m. at the District offices, 500 Davidson Street, Novato.

At 5:31 p.m. President Mariani announced the Board would meet in closed session to discuss the following matters on the Closed Session Agenda:

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Exposure to Litigation Pursuant to Paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1 Case.

BOARD MEMBERS PRESENT FOR CLOSED SESSION: President Jean Mariani, Members Carole Dillon-Knutson, William C. Long, Brant Miller, and Jerry Peters.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal and District Counsel Kenton Alm.

The closed Session ended at 5:55 p.m.  
Open session began at 6:00 p.m.

BOARD MEMBERS PRESENT FOR OPEN SESSION: President Jean Mariani, Members Carole Dillon-Knutson, William C. Long, Brant Miller and Jerry Peters.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, District Counsel Kenton Alm, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Dale Thrasher, Safety Director, Novato Sanitary District  
Steve Krautheim, Field Services Manager, Novato Sanitary District  
Erik Brown, Technical Services Manager, Novato Sanitary District  
John Bailey, Project Manager, Veolia Water  
John O'Hare, Operations Technical Support, Veolia Water

REPORT FROM CLOSED SESSION: President Mariani stated that direction was given to the District Counsel and the General Manager regarding the matter of anticipated litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

## REVIEW OF MINUTES:

Consider approval of minutes of the December 14, 2015 meeting.

*On motion of Director Miller, seconded by Director Long, and carried with the following vote, the December 14, 2015 Board meeting minutes were approved. Ayes: Mariani, Long, Miller, Peters. Abstain: Dillon-Knutson.*

## CONSENT CALENDAR:

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

- a. Approval of Board member disbursements in the amount of \$815.05, operating check disbursements in the amount of \$355,189.50, and capital project disbursements in the amount of \$1,393,438.73. Ratify December disbursements as follows: operating check disbursements in the amount of \$30,972.82, and capital project disbursements in the amount of \$23,977.35
- b. Ratify December 2015 payroll and payroll-related disbursements in the amount of \$228,275.53.
- c. Receive Deposit Summary, December 2015.
- d. Receive report – California Sanitation Risk Management Authority (CSRMA) 2014 Risk Control Survey Summary Report.
- e. Cancel meeting of January 25, 2016 to accommodate the California Sanitation Risk Management Authority (CSRMA) and California Association of Sanitation Agencies (CASA) Winter meeting.
- f. Approve annexation of one unincorporated lot totaling 4.3 acres with a situs address of 775 and 777 Atherton Avenue, Assessor Parcel No. (APN) 143-101-37, to the Novato Sanitary District, and authorize the General Manager-Chief Engineer to execute and file the Agency Consent Form with the Marin Local Agency Formation Commission (Marin LAFCO).

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

## WASTEWATER OPERATIONS REPORT:

- Receive Wastewater Operations Report November and December 2015. The General Manager noted that per direction from the last Board meeting, the Wastewater Operations Reports would henceforth be provided to the Board on a monthly basis.

The Plant Manager (John Bailey) provided an overview of the treatment facilities monthly operations for November and December and stated that Bay discharge began on November 1. He discussed the fogger system (“micro-cool” system) that was installed on the Northeast perimeter of the treatment facility, on top of the fence line. He stated that the system consists of a 350 ft length of hose with nozzles that spray a mist of water based odor counteractant into the air. He said that the system appears to be functioning well, and noted that only one odor contact was received in November. On a

different note, he informed the Board that the District received three awards at the annual California Water Environment Association (CWEA) Redwood Section awards banquet.

The General Manager provided a summary of the odor control and landscaping for November and December. He stated that additional oleander plantings will be completed along the northeast fence-line as weather permits.

The Field Services Manager provided a summary of the Collection System Operations report for November and December. He stated that in November, the department cleaned 45,000 lineal feet of sewer lines and televised a total of 146 line segments. He noted that seven segments were identified as needing spot repairs. He stated that there was one Category III sanitary sewer overflow in November, determined to be a sudden release of a surcharged system which was exacerbated by a buried manhole condition. He reported that an estimated 936 gallons were released and that approximately 237 gallons were recovered.

The Field Services Manager stated that in December, the department cleaned 64,574 feet of sewer lines and televised a total of 59 line segments. He also stated that there was one Category III sanitary sewer overflow in December, determined to be caused by inadequate air relief at the manhole, and reported that an estimated seven gallons were released.

The Field Services Manager provided a summary of the Reclamation Facilities report for November and December. He stated that the rancher removed all cattle from the Reclamation pastures and that all irrigation was stopped for the season. He stated that parcel rehabilitation work was completed on parcels 6 and 7 in Site 2 and that staff worked on alarm issues at Drainage Pump No. 7.

#### ADMINISTRATION:

- Approve and adopt District Policy No. 3135 – Expense Authorization. The General Manager stated that the District's purchasing procedures were adopted in August 2004 and revised in August, 2006, September 2007, and July 2011. He noted that recommended Policy No. 3135 increases the General Manager-Chief Engineer's contract and purchase order authorizations to \$45,000, and to between \$45,001 and \$175,000 for budgeted informally bid construction contracts; authorizes the General Manager to execute Contract Change Orders up to \$45,000; and clarifies expenditure authorizations for other key staff members. He stated that, if adopted, the new policy would replace the District Purchasing Procedures, and be consistent with, and complementary to District Ordinance No. 118.

*On motion of Director Long, seconded by Director Peters, and carried unanimously, the Board approved and adopted District Policy No. 3135 – Expense Authorization.*

**BOARD MEMBER REPORTS AND REQUESTS:**

- North Bay Watershed Association (NBWA). The General Manager stated that he attended the January 8<sup>th</sup> NBWA meeting as the alternate as Director Miller was unable to attend. He noted that a presentation on the San Francisco Bay Restoration Authority was given by Amy Hutzler of the State Coastal Conservancy. He also stated that guest speaker Letitia Grenier of the San Francisco Estuary Institute discussed goals from their Baylands study.

Director Miller requested that the District's Policy Manual be posted on the District website. President Mariani requested that the General Manager investigate the possibility of posting the manual on-line.

Director Long reported on his attendance at the Policy Committee meeting for the Novato Watershed Study. He stated that the meeting was called to discuss possible ballot measures to fund the Watershed study recommendations.

**GENERAL MANAGER'S ANNOUNCEMENTS:**

- The North Bay Watershed Association is hosting a conference on April 22<sup>nd</sup> in Napa. All Directors are requested to notify the District office if they plan to attend.
- The California Association of Sanitation Agencies will hold their Winter Conference in Palm Springs from January 19 – 22. The Board meeting of January 25 is cancelled to accommodate the CASA conference per consent calendar item 5.e. The next regularly scheduled Board meeting will take place on February 8, 2016.
- Monday, January 18<sup>th</sup>, the District will be closed in observance of Martin Luther King Day.
- All Board Members are required to file a Form 700, newly elected Director Carole Dillon-Knutson is requested to file her Form 700 by January 13<sup>th</sup>.

**ADJOURNMENT:** There being no further business to come before the Board, President Mariani adjourned the meeting at 7:09 p.m.

Respectfully submitted,

---

Sandeep Karkal  
Secretary

Julie Swoboda, Recording