

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: January 11, 2021

A regular meeting of the Board of Directors of the Novato Sanitary District was held via Zoom® conferencing at 5:30 p.m., Monday, January 11, 2021.

BOARD MEMBERS PRESENT AS NOTED BY ROLL CALL⁽¹⁾: President Carole Dillon-Knutson, Directors Tim Fuelle, William Long, Jean Mariani, and Jerry Peters.

STAFF PRESENT AT 500 DAVIDSON STREET⁽¹⁾: General Manager-Secretary Sandeep Karkal, Administrative Secretary Julie Hoover, and Administrative Services Officer Dale Thrasher.

ALSO PRESENT⁽¹⁾: John O'Hare, Project Manager, Veolia
Erik Brown, Deputy General Manager, Novato Sanitary District
Jeff Boheim, Field Services Manager, Novato Sanitary District

⁽¹⁾ All via Zoom® teleconferencing.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: No public comments were submitted via email prior to the meeting, and no public comments were presented during the public comment period.

REVIEW OF MINUTES:

- Consider approval of minutes of the December 14, 2020 regular meeting.

On motion of Director Mariani, seconded by Director Peters, and carried unanimously by roll call, the December 14, 2020 Regular Board meeting minutes were approved.

CONSENT CALENDAR:

President Dillon-Knutson called for a motion on the Consent Calendar items as follows:

- a. Approve Board member disbursements in the amount of \$1,926.30, capital project disbursements in the amount of \$193,330.02, and regular disbursements in the amount of \$463,848.67. Ratification of December 28th capital project disbursements in the amount of \$16,828.35, and ratification of December 24th and 28th regular disbursements in the amount of \$140,759.07.
- b. Ratification of December payroll and payroll related disbursements in the amount of \$326,232.73.
- c. Receive deposit summary, December 2020.
- d. Receive report on submittal of Financial Transactions Report (FTR) to the State Controller's Office (SCO) – information only.
- e. Receive mid-year fiscal year (FY) 20-21 budgeted to actual revenues summary report – information only.

On motion of Director Peters, seconded by Director Fvette, and carried unanimously by roll call, the Board approved the above listed Consent Calendar items.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Reports, December 2020.

Collection System Report: Deputy General Manager Erik Brown provided the December 2020 Collections System Report. He noted that the Collection Department cleaned 78,717 lineal feet of sewer pipelines and televised 1,764 feet of sewer main. He noted that CCTV (closed circuit TV) did not identify any new structural issues. He stated that staff conducted 152 lift station inspections and completed maintenance inspections on three (3) air relief/vacuum valves. The Deputy General Manager then outlined the training provided in December, noting that Collection Department staff attended eight (8) safety tailgate meetings. He stated that due to COVID-19 social distancing guidelines, staff continues to work a modified split shift, and practices appropriate measures for COVID-19 prevention. He continued, providing an overview of the miscellaneous projects the Operations staff completed in December.

The Deputy General Manager stated that there was one (1) sanitary sewer overflow (SSO) in December that was categorized as a Category III event because the overflow volume was less than 1,000 gallons, was partially recovered, and did not reach surface waters of the State. He provided details of the overflow, including Operations staff response and follow-up actions. He concluded the Operations report, stating that there were no lost time accidents in December.

Treatment Facilities Report: Veolia Project Manager John O'Hare provided the December 2020 Treatment Facilities Monthly Operations Report (MOR). He began by noting a correction to the Veolia Water Operations Report cover page (page 32 of the Board packet): the date of December 5, 2020 was incorrect, and should be replaced with the date of January 5, 2021. The Project Manager continued the report, and reviewed treatment plant performance, stating that the plant was in Bay discharge mode for the entire month. He stated that December's average flow was up slightly from the previous month at 3.79 MGD (million gallons per day), and that treatment performance was very good. He stated that the Recycled Water Facility (RWF) produced 2.418 million gallons of potable water to the North Marin Water District. He stated that there were no violations or excursions in the month.

The Project Manager then reviewed the monthly routine inspections, maintenance activities, and key events for the Novato treatment facility, the Ignacio transfer pump station, and the Recycled Water Facility. He stated that there was one very short (one minute) power interruption at the facility on December 1st and that no impacts were reported from the power loss. He continued, outlining the preventative and routine maintenance activities performed at the wastewater treatment plant and at the Ignacio transfer pump station. He stated that the lab continues to provide influent composite samples to the Berkeley Water Center at the University of California, Berkeley for COVID-19 related testing. He stated that due to the continuing COVID-19 situation, Operations staff has remained working in two groups, with John Bailey supervising one group, and himself supervising the second group. He concluded his report, stating that no odor contacts were received in December, and that the Jerome meter readings taken throughout the neighborhood were very good.

Reclamation Facilities Report: Deputy General Manager Erik Brown, summarized the Reclamation Facilities report for December 2020. He stated that the treatment plant was in Bay

discharge mode for the entire month, and that 178,000 gallons of reclaimed water was utilized by the California State Coastal Conservancy's Bel Marin Keys V levee construction project. He stated that approximately 220 cows and a similar number of calves grazed Sites 3 and 7 throughout the month. He stated that no irrigation occurred in December, and that a District contractor made various repairs to underground potable water piping at Site 3. The Deputy General Manager stated that three volunteers from The Audubon Society counted various birds near the District storage and wildlife ponds on December 17th. He noted that 52 species of birds were counted, including 180 Canadian Geese, 152 Mallards and four Red Tailed Hawks. He concluded his report, stating that no biosolid activities were performed in December.

- Provide direction on extension of Amended and Restated Contract Service Agreement for Operation, Maintenance, and Management of the Wastewater Treatment Facilities. The General Manager stated that the District has an Amended and Restated Contract Service Agreement with Veolia Water for the Operation, Maintenance, and Management of the Wastewater Treatment Facilities, adopted by the Board on February 18, 2014. He stated that Schedule 16 (Contract Term and Renewal Option) includes an option to extend the contract for an additional six (6) years at the current existing Agreement provisions and Service Fee, 120 days before Agreement termination. He stated that the term of the Agreement was July 1, 2014 to June 30, 2021, therefore 120 days before the expiration would be March 2, 2021.

The General Manager stated that if the Board wished to take advantage of the extension provision, staff recommends that the Board: (a) Provide direction to staff to so inform Veolia, and assuming Veolia wished to accept the extension, and (b) Also direct staff to incorporate amendments made to the Agreement subsequent to February 2014, update outdated or obsolete provisions, and include any modifying or clean-up language that may be to the District's benefit. He stated that if the Board so directed staff to proceed with the Contract extension provision, a draft revised Restated and Amended Agreement to be effective July 1, 2021 would be brought forward for Board action at a future Board meeting.

There was no discussion from the Board, and the item was moved for approval.

On motion of Director Peters, seconded by Director Long and carried unanimously by roll call, the Board directed staff to proceed with an extension of the Amended and Restated Contract Service Agreement for Operation, Maintenance, and Management of the Wastewater Treatment Facilities between Veolia Water and the Novato Sanitary District.

CAPITAL PROJECTS:

- Collection System Improvements (Center Road Sewer Project – Western Ave to St Francis Ave.), Account No. 72706: Approve a contract with Nute Engineering, Inc. in the not-to-exceed amount of \$112,810 for professional engineering services related to the Center Road Sewer Project – Western Avenue to St Francis Ave., and authorize the General Manager-Chief Engineer to execute it. The Deputy General Manager stated that this item was to approve a contract with Nute Engineering, Inc. in the not-to-exceed amount of \$112,810 for professional engineering services related to a new section of sewer pipeline on Center Road, from Western Avenue to St. Francis. He stated that the fiscal year 20/21 (FY 20/21) Collection System Improvements budget includes \$1,800,000 for this project. He stated that, at this time, the project had become more urgent because the City of Novato had anticipated completing their street improvements to Center Road, between Wilson Ave. and Sutro Ave., and the City would place a "no dig" moratorium on the street for five years after the improvement work was

completed. He stated that the City had agreed to postpone improvements in order for the District to complete the needed sewer project.

The Deputy General Manager stated that District staff had requested a proposal from Nute Engineering, Inc. (Nute) to provide professional engineering services for the design of the Center Road Sewer Project. He stated that Nute had been providing excellent service to the District on past projects and provided design services for the two prior segments of the Center Road Sewer upgrade. He stated that Nute had submitted a proposal in the amount of about \$112,810 to complete a pre-design investigation of upstream facilities that could benefit from the project as well as the design of the improvements.

Director Fuelle asked if the District requested proposals from engineering firms other than Nute. The Deputy General Manager stated that for this project, Nute was the only firm approached. He stated that Nute had provided engineering services for many of the District's projects in the past and at this time, was actively working on several District projects. He stated that previously GHD Engineering, as well as other local firms, have provided engineering services for District projects, but given the work load of other agencies at this time, and the prior performance of Nute, District staff requested a proposal only from Nute.

The General Manager pointed out that the prior two trunk sewer replacements on Center Road were engineered by Nute. He stated that for this reason, the District sought out Nute to provide continuity on the Center Road project. The Deputy General Manager added that Nute's proposal appeared to be reasonable because of their previous services for Center Road projects.

Director Fuelle stated that using an engineering firm already familiar with the District and with the project could provide needed timing benefits given the urgency of the project completion prior to the City of Novato's "no dig" moratorium.

Director Mariani commented that in her experience, smaller wastewater districts typically did not have adequate in-house engineering staff to address capital projects, and therefore may use one or two outside consulting and engineering firms as if they were employees. The General Manager noted that State law allows entities such as the District to retain professional engineering services from outside engineering firms, and stated that smaller public entities, such as the District, tend to rely on consulting engineering firms on an extension-of-staff basis.

On motion of Director Peters, seconded by Director Fuelle and carried unanimously by roll call, the District directed staff to approve a contract with Nute Engineering, Inc. in the not-to-exceed amount of \$112,810 for professional engineering services related to the Center Road Sewer Project – Western Avenue to St. Francis Avenue, and authorized the General Manager-Chief Engineer to execute it.

- Vehicle Replacement, Account No. 73090: Approve purchase of a 6-inch portable bypass pump, and authorize the General Manager-Chief Engineer to execute a purchase order with Xylem Dewatering Solutions, Inc. in the amount of \$74,880.81. The Deputy General Manager stated that District staff determined the importance of having a portable bypass pump to meet emergency situations such as power outages and wet-weather events. He stated that Collection System staff researched vendors and models available through the California Department of General Services Multiple Award Schedule Program. Staff identified the Godwin NC150S Dri-Prime pump and found that Xylem Dewatering Solutions Inc. offered the best quote at \$74,880.81. He requested the Board approve the purchase of the pump.

On motion of Director Peters, seconded by Director Fvette, and carried unanimously by roll call, the Board approved the purchase of a 6-inch portable bypass pump, and authorized the General Manager-Chief Engineer to execute a purchase order with Xylem Dewatering Solutions, Inc. in the amount of \$74,880.81.

- NTP Corrosion Control (Headworks Protective Coating Project), Account No. 73006: Receive update on re-bid of the Headworks Protective Coating Project, Project No. 73006-2019-01-information only. The General Manager stated that this item was for information only. The Deputy General Manager stated that the Headworks Protective Coating Project (Project) was authorized by the Board at the May 11, 2020 meeting. He stated that only one bid was received at the bid opening on June 2, 2020, and staff recommended that the Board of Directors reject the bids as allowed by Section 20166 of the State Public Contract Code.

The Deputy General Manager stated that staff will be rebidding the Project this month. He stated that the Engineer's Estimate for the work is \$350,000 and that bids are expected to be received in mid-late March.

- Receive Capital Projects Update, December 2020- information only. The Deputy General Manager provided an update of the Capital Improvement Program capital projects for December 2020 as highlights of the written report in the agenda packet.

BOARD OF DIRECTORS:

- Appoint Board officers, and designate and authorize check signers for remainder of Fiscal Year (FY) 20-21. President Dillon-Knutson opened this item for discussion. Director Long stated that he felt the current President was doing a fine job and recommended that President Carole Dillon-Knutson be re-elected as Board President until the end of the current fiscal year, so as to realign the Board Officer terms of appointment to a fiscal year cycle. President Dillon-Knutson asked for any additional nominations, and seeing none, accepted the nomination. She then asked for nominations for President Pro-tem, and seeing none, President Dillon-Knutson nominated Director Long for the position of President Pro-tem.

There being no further nominations, the President and President Pro-tem positions were confirmed by roll-call as follows: Ayes: Dillon-Knutson, Long, Fvette, Mariani, Peters. Noes: none.

The General Manager stated that unless directed otherwise, the Board Secretary-Treasurer and the Administrative Secretary positions would remain the same: General Manager-Chief Engineer Sandeep Karkal: Secretary-Treasurer; and Administrative Secretary Julie Hoover: Secretary Pro-tem. The General Manager stated that the District designated check signers could also remain the same: Directors Mariani, Long, Dillon-Knutson, and Fvette, and General Manager-Chief Engineer Sandeep Karkal.

There being no objections, the positions of Board Secretary-Treasurer and Board Secretary-Treasurer Pro-tem, and the District designated check signers were confirmed by roll call as follows: Ayes: Dillon-Knutson, Long, Fvette, Mariani, Peters. Noes: none.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting, January 2021. The General Manager stated that this meeting had been cancelled.

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

- Reports:
 - The PG&E Small Generator Incentive Program (SGIP) incentive amount to the District is to be about \$2.13 million, and not about \$2.6 million as discussed at the December 14, 2020 Board meeting. The District expects to receive a Reservation Notice Letter (commitment letter) in about the next month.
 - COVID-19 update:
 - The District's Safety Officer and senior staff continue to maintain situational awareness on this issue and stay current on the situation.
 - Administratively, the District continues to operate on the Team A/Team B model that has been discussed in previous meetings. This will carry into 2021 until further notice.
 - COVID-19 vaccine: the District is considered part of the 'Essential Services' group (water and wastewater services), which is currently in Priority Group 1C for vaccine distribution. Best available information at this time is that vaccines are may be available to this group in late March/early April, depending on vaccination delivery to Groups 1A and 1B.
 - The General Manager-Chief Engineer had been informed by CSRMA that he has been nominated for CSRMA Vice-President; formal voting will occur at the CASA conference later this month. He stated that, if elected, he would become Vice-President effective immediately due to the position being currently vacant.
 - The District continues participation in the Berkeley Water Center (BWC) Project at the University of California at Berkeley that analyzes wastewater to detect the presence of the COVID-19 virus.
 - The CASA Conference will be held via Zoom on January 27th and 28th. All Directors have been registered for attendance.
- Announcements:
 - A Special Board meeting for the strategic review of District finances is scheduled for Monday, January 25, 2021 at 3:00 p.m. The meeting will be held via Zoom.
 - The next regular Board meeting is currently scheduled for Monday, February 8th, at 5:30 p.m. The meeting will be held via Zoom.

ADJOURNMENT: There being no further business to come before the Board, President Dillon-Knutson adjourned the meeting at 6:47 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording