

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: January 14, 2019

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, January 14, 2019, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jerry Peters, Directors Carole Dillon-Knutson, William Long, Jean Mariani, and Brant Miller.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, and Administrative Secretary Julie Hoover.

ALSO PRESENT: Joe Moreno, CSW I, Novato Sanitary District
Erik Brown, Deputy General Manager, Novato Sanitary District
John O'Hare, Project Manager, Veolia
Jeff Andress, Collections System Superintendent, Novato Sanitary District
Dale Thrasher, Administrative Services Officer, Novato Sanitary District
Jeff Boheim, Field Services Manager, Novato Sanitary District

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

CEREMONIAL MATTERS:

- Recognize Director William Long on his appointment as Vice-President of the California Association of Sanitation Agencies (CASA). The General Manager-Chief Engineer stated that he was pleased to announce the appointment of Director Long as Vice-President of the California Association of Sanitation Agencies (CASA). The General Manager and the Board congratulated Director Long. Director Long thanked the Board, and then pointed out that CASA had only nominated him for the position as Vice-President. He stated that the CASA Board would make a final decision at the upcoming elections.

REVIEW OF MINUTES:

- Consider approval of minutes of the December 10, 2018 regular meeting.

On motion of Director Dillon-Knutson, seconded by Director Miller, and carried unanimously, the December 10, 2018 Regular meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approve Board member disbursements in the amount of \$1,639.72, capital project disbursements in the amount of \$1,165,817.08, and regular disbursements in the amount of \$381,525.38. Ratification of December 24th capital project disbursements in the amount of \$201,064.26, and regular disbursements in the amount of \$98,604.57.
- b. Ratification of December payroll and payroll related disbursements in the amount of \$264,661.41.
- c. Receive deposit summary, December 2018.
- d. Receive report – submittal of Financial Transactions Report (FTR) to the State Controller's Office (SCO).
- e. Approve promotion of Joseph Moreno from Collection System Worker I to Collection System Worker II.

On motion of Director Long, seconded by Director Dillon-Knutson, and carried unanimously, the Board approved the above listed Consent Calendar items.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Reports, December 2018.

Collection System Report: Collection System Superintendent Jeff Andress provided the Collections System Report for December 2018. He stated that the Collection Department cleaned 41,814 lineal feet of sewer pipelines, and that 1,231 feet of sewer main were televised. He stated that CCTV (closed circuit TV) work did not identify any new structural damages or areas that would require a change in sewer line maintenance operations. He stated that staff completed 212 maintenance work orders, leaving zero (0) work orders outstanding. He continued, stating that staff conducted 180 lift station inspections and completed maintenance inspections on six (6) air relief/vacuum valves.

The Collection System Superintendent then outlined the training provided in December, noting that the Collection Department staff attended three (3) safety tailgate meetings. He stated that Collections Staff attended the Maintenance Superintendents Association (MSA) training on non-chemical rodent management. He continued, providing details of miscellaneous projects completed by department staff. He stated that there were no lost time accidents in the month.

Treatment Facilities Report: Veolia Project Manager, John O'Hare, provided the December 2018 Treatment Facilities Monthly Operations Report (MOR). He reviewed the treatment plant performance, stating that the average flow for December was 4.72 million gallons/day (MPG), and that there were no discharge violations in the month. He stated that as per the NPDES permit, all discharge went to the San Pablo Bay.

The Project Manager stated that the Recycled Water Facility (RWF) was running at peak performance, and produced 0.587 million gallons of recycled water in December. He stated that Veolia staff participated in weekly tailgates, and attended a Bloodborne Pathogen training. He 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 Veolia Water Environmental Services Supervisor Liz Falejczyk designed and purchased signage to furnish to Vintage Oaks Shopping Center businesses

for posting in public restrooms. He stated that the signage was to educate the public on “what not to flush”, to reduce trash being flushed down the toilets. He discussed pretreatment and pollution prevention activities, and concluded his presentation, stating that no odor contacts were received in December.

Reclamation Facilities Report: The Field Services Manager summarized the Reclamation Facilities report for December. He stated that drainage pump stations No. 3 and 7 pumped approximately 18.2 million gallons (MG) and 17.2 MG, respectively, this month, and that no irrigation activities took place. He continued, stating that volunteers affiliated with Point Blue Conservation Science and with the Audubon Society conducted separate bird counts in the District reclamation areas.

CAPITAL PROJECTS:

- Receive update on re-bid of Bel Marin Keys Boulevard Sewer Rehabilitation Project, Project No. 72706-2017-09 – information only. The Deputy General Manager stated that on July 9, 2018, the Board authorized the General Manager-Chief Engineer to accept plans and specifications and advertise the above project for construction bids. He stated however, that when the bid opening date of August 16, 2018 arrived, no bids were received. Subsequently, staff informed the Board at the August 27, 2018 Board meeting that the project would be re-advertised in late Fall/early Winter 2018 for work in 2019. He stated that staff would be rebidding the project later in January, and noted that no further action was required from the Board at this time. He concluded, stating that bids are expected to be received in late February, and that all bids would be presented to the Board at a subsequent meeting.

- Receive Capital Projects Update, September 2018. The Deputy General Manager provided an update of the current capital projects involved with the Capital Improvement Program (CIP) at the District. As part of his update, he noted that District and Veolia staff have been working with Enovity, Inc., an energy services company, to evaluate energy savings measures eligible for PG&E's on bill financing (OBF) program. He stated that Enovity had developed recommendations for several energy efficiency measures (EEMs), and noted that these recommendations had been reviewed by staff.

The General Manager suggested that a Capital Improvements Committee meeting be held to discuss Enovity's findings and recommendations. Director Miller stated that the cogeneration project should be discussed in a Board workshop type setting. Director Long noted that the current discussion was about an energy efficiency measures project and that it could be discussed as part of a regular Board meeting. The General Manager confirmed that the project being discussed was about energy efficiency measures, and that the cogeneration project would be discussed separately at a future Board meeting. Director Mariani suggested that the energy efficiency measures project be reviewed by the full Board at a regular meeting in February or March, and the Board concurred.

BOARD OF DIRECTORS:

- Appoint officers, and designate and authorize check signers, for remainder of Fiscal Year (FY) 2018/19. The General Manager stated that at the June 11, 2018 meeting, and given that a November 2018 District election would be occurring, the Board agreed that Director

Peters continue as President and that Director Mariani would serve as President Pro-tem as they were the two Board members not up for re-election. He stated that with the completion of the election, and the swearing in of the new (re-elected) Board members at the December 2018 Board meeting, it would now be appropriate for the Board to consider either appointing a new Board President and President Pro-tem, or to retain the status quo to serve the remainder of the fiscal year, through June 30, 2019. President Peters called for nominations for Board President and President Pro-tem.

Director Long nominated Director Dillon-Knutson as President, and Director Miller as President Pro-tem. He also nominated the General Manager/Chief Engineer as the Secretary-Treasurer, and the Administrative Secretary as the Secretary Pro-tem for the remainder of the fiscal year, through June 30, 2019.

The appointments were affirmed with the following vote: Ayes: Dillon-Knutson, Long, Miller, and Peters. Abstain: Mariani.

Following the appointments, President Peters authorized the following check signers for Fiscal Year 2018/19: President Dillon-Knutson, President Pro-tem Miller, Director Mariani, and the General Manager-Chief Engineer.

The appointments were unanimously approved.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting, January 11, 2019. The General Manager stated that he attended the meeting in place of Director Miller, who was absent due to illness, and noted that he would report on the NBWA meeting during Manager's Announcements.

INFORMATIONAL ITEMS:

The General Manager noted that the following items were included for informational purposes only:

- New York Times article, January 8, 2019: "201-Foot Fatberg Blocks Sewers of English Seaside Town."

- Marin Independent Journal article, December 25, 2018: "Novato wetlands project cleared for \$5.7M infusion".

- Marin Independent Journal article, December 16, 2018: "Marin Sanitary Service seeks escalation in rates".

- Marin Independent Journal article, December 15, 2018: "Top county managers granted pay raises".

GENERAL MANAGER'S REPORTS AND ANNOUNCEMENTS:

- Reports:

- The General Manager attended the North Bay Watershed Association (NBWA) meeting of January 11, 2019. Presentations were given by Sean McNeil (Santa Rosa Water), and by Judy Kelly (NBWA Executive Director) and Chris Choo (Marin County Flood Control). Also, introductions were made for the new General Managers: Steve Moore, Ross Valley Sanitary District, and Ben Horenstein, Marin Municipal Water District.
- Announcements:
- The California Association of Sanitation Agencies (CASA) Winter conference will be held January 23 – 25, 2019, in Indian Wells, CA. The General Manager stated that reservations have been made for all Board members, except Director Dillon-Knutson, who has notified staff that she will not be attending.
 - The next Board meeting will be held on Monday, February 11th at 5:30 p.m.

Directors Long and Dillon-Knutson warmly thanked Director Peters for his work as Board President.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 6:30 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording