

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: January 26, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 4:30 p.m., Monday, January 26, 2015, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors Gary Butler, William Long, and Brant Miller. Director Jerry Peters was absent (excused, sick).

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Steve Krauthem, Field Services Manager, Novato Sanitary District
John Bailey, Project Manager, Veolia Water
John O'Hare, Pretreatment Programs Manager, Veolia Water
Liz Falejczyk, Lab Director/Environmental Compliance Manager,
formerly of Sewerage Agency of Southern Marin

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: John Bailey, Veolia Water, introduced Liz Falejczyk and stated she will begin the position of Laboratory Director/Environmental Compliance Manager at the Novato Sanitary District on Monday, February 2, 2015. He provided an overview of her laboratory experience. The Board welcomed Ms. Falejczyk to the District. Ms. Falejczyk thanked the Board.

REVIEW OF MINUTES:

Consider approval of minutes of the January 12, 2015 meeting.

On motion of Director Long, seconded by Director Butler, and carried unanimously by those Directors present, the January 12, 2015 Board meeting minutes were approved as presented.

CONSENT CALENDAR:

On motion of Director Long, seconded by Director Miller, and carried unanimously by those Directors present, the following Consent Calendar items were approved:

- a. Approval of regular disbursements in the amount of \$211,913.06, and capital project disbursements in the amount of \$1,418,128.39.

- b. Approval of January payroll and payroll related disbursements in the amount of \$204,115.72.

WASTEWATER OPERATIONS COMMITTEE:

- Tour of wastewater treatment plant with emphasis on odor control systems.

At 4:36 p.m., President Mariani adjourned the Board meeting to receive a staff-conducted plant tour. The Manager-Engineer stated that he and Plant Manager John Bailey would be conducting the facility tour with an emphasis on the odor control systems.

The following individuals participated in the tour:

President Mariani, Directors Gary Butler, William Long, and Brant Miller.
Manager-Engineer Sandeep Karkal
Plant Manager, John Bailey, Veolia Water
Administrative Secretary, Julie Swoboda
Field Services Manager, Steve Krautheim
Pretreatment Programs Manager, John O'Hare, Veolia Water
Lab Director/Environmental Compliance Manager, formerly of Sewerage Agency of Southern Marin, Liz Falejczyk

At 6:06 p.m., President Mariani reconvened the meeting in the Board Room, following the plant tour.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors Gary Butler, William Long, and Brant Miller.

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Steve Krautheim, Field Services Manager, Novato Sanitary District
John Bailey, Project Manager, Veolia Water
John O'Hare, Pretreatment Programs Manager, Veolia Water
Sarah Blum, BioMarin Pharmaceutical Inc.

The Board of Directors commented positively regarding the tour. The Manager-Engineer noted that Dave McEwen of Brown and Caldwell will be at a future Board meeting to provide an update of the District's odor abatement efforts.

- Receive Wastewater Operations Committee Report. The Manager-Engineer stated that the Wastewater Operations Committee met on January 20, 2015 at 9:00 a.m. at the District office. He introduced Veolia Plant Manager John Bailey who provided an overview of the Monthly Operations Report for December 2014 as presented to the Wastewater Operations Committee. He stated that the monthly average flow for December was 11.08 million gallons and that the treatment facility performed very well

during the wet weather episodes. He outlined the monthly safety and training activities and stated that no odor complaints were received in December.

Field Services Manager Steve Krautheim provided a summary of the Collection System Operations Report, and reviewed the department's performance. He then gave a PowerPoint presentation which had also previously been made at the Wastewater Operations Committee meeting of January 20th. The presentation outlined activities that took place during the heavy December rainfall events, and discussed in detail the six overflows which occurred between December 3rd and December 25th. Contingency plans that were established prior to the rain events and then successfully executed during the events, were also discussed during the presentation.

The Manager-Engineer and the Field Services Manager stated that an Emergency Operations Center (EOC) was set up at the District on December 11th, and they provided details of activities that took place. They stated that previously developed Standard Operating Procedures (SOPs) were useful during the December events and would be reviewed and updated as required to assist with future wet weather events.

At 6:59 p.m., President Mariani stated that the Board would take a short break.

The Board meeting was reconvened at 7:03 p.m.

The Field Services Manager provided a summary of the Reclamation Facilities report. He stated that the Rancher had moved all cattle off of Site 7 for the season. He stated that there was no irrigation activity in December and that the irrigation ponds received approximately 41 million gallons of rainwater. He noted that there was no sludge handling activity in December and that approximately 24 inches of rainwater accumulated in the Dedicated Land Disposal (DLD) Area due to heavy rains.

The Board expressed their appreciation to the District and Veolia employees for their efforts during the storm events, and for the analysis provided in the PowerPoint presentation.

The Manager-Engineer provided a summary of the odor control and landscaping report and noted that there was not much activity due to the wet weather. He stated that the media in the large odor control bed between primary clarifiers #1 and #2 was topped off in November and that it appeared to be performing satisfactorily. He also noted that operations staff continued to adjust the air flow input to optimize the operating range(s) where odor causing compounds can be oxidized. The Manager-Engineer stated that a bid for replanting the redwood trees has been accepted and that he intends for the trees to be planted in February.

ADMINISTRATION:

- Approval travel by Board Member Long and Manager-Engineer Karkal to Washington DC for California Association of Sanitation Agencies (CASA). The Manager-Engineer

stated that CASA's Annual Washington D.C. Conference will be held from February 23rd - 25th and noted that Director Long currently serves on the CASA Board of Directors.

Director Long stated that due to a conflict, he would not be able to attend the Conference. President Mariani asked if any other Directors present would like to attend in his place. Existing conflicts prevented any other Directors from attending. President Mariani stated that she thought the conference would be a worthwhile event and suggested that the Manager-Engineer attend on behalf of the District.

On motion of Director Long, seconded by Director Miller, and carried unanimously by those members present, the Board approved travel by Manager-Engineer Karkal to Washington D.C. for the California Association of Sanitation Agencies (CASA) conference attendance, February 23-25, 2015.

- Consider cancelling the Board meeting of February 23, 2015. The Manager-Engineer requested that, due to his attendance at the CASA Conference, the Board meeting scheduled for February 23rd be cancelled. President Mariani directed the Manager-Engineer to make the final decision regarding the cancellation of the meeting.

On motion of Director Long, seconded by Director Miller, and carried unanimously by those members present, the Board authorized the Manager-Engineer to make the final decision on the cancellation of the February 23, 2015 Board meeting.

BOARD OF DIRECTORS:

- Nominate candidates for the Special District member and alternate member positions, Marin County Local Agency Formation Commission (LAFCO). The Manager-Engineer provided an overview of the information in the LAFCO package, and requested that the Board provide direction to staff.

On motion of Director Miller, seconded by Director Long, and carried unanimously by those members present, the Board nominated candidate Dennis Rodoni of North Marin Water District for the position of Regular Member to LAFCO and nominated candidate Jack Baker of North Marin Water District for the position of Alternate Member to LAFCO.

- Receive correspondence from City of Novato Mayor Jeanne MacLeamy regarding Junior Accessory Dwelling Units. The Manager-Engineer provided a brief overview of the correspondence, and noted that while the item was been provided for informational purposes only, staff was open to receiving any direction from the Board.

Director Long suggested that the letter be reviewed by the Board Finance Committee and that any recommendations be brought to the Board of Directors at a future Board meeting possibly in March. The Manager-Engineer stated he would schedule a Finance Committee meeting to discuss Junior Accessory Dwelling Units.

BOARD MEMBER REPORTS AND REQUESTS:

- California Association of Sanitation Agencies (CASA) Winter Conference. President Mariani and Directors Butler, Long, and Miller discussed their attendance at the CASA Conference which took place in Palm Springs from January 21st – 23rd, 2015.

At 7:38 p.m., President Mariani stated that the Board would take a short break.

The Board meeting was reconvened at 7:40 p.m.

- North Bay Water Reuse Authority (NBWRA). Director Long discussed his attendance at the NBWRA meeting which was held on Monday, January 26th at the Sonoma County Water Agency in Santa Rosa. The Manager-Engineer was in attendance as well and he provided an overview of the presentations.

MANAGER'S ANNOUNCEMENTS:

- The final Novato Sanitary District Comprehensive Annual Financial Report (CAFR) for Fiscal Years ended June 30, 2014 and 2013 was presented to all Board members present.

- Recruitment for the District's Technical Services Manager position will begin as soon as possible.

- The next Regular Board meeting will be held Monday, February 9th at 6:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:55 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording