

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: February 10, 2020

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, February 10, 2020, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Erik Brown, Deputy General Manager, Novato Sanitary District
John O'Hare, Project Manager, Veolia
Dale Thrasher, Administrative Services Officer, Novato Sanitary District
Jeff Boehm, Field Services Manager, Novato Sanitary District

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the January 13, 2020 regular meeting.

On motion of Director Peters, seconded by Director Fuelle, and carried unanimously, the January 10, 2020 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 \$1,539.70, capital project disbursements in the amount of \$214,940.93, and regular disbursements in the amount of \$337,699.77. Ratification of January 27th capital project disbursements in the amount of \$105,873.72, and regular disbursements in the amount of \$153,740.06.
- b. Ratification of January payroll and payroll related disbursements in the amount of \$290,228.63.
- c. Receive deposit summary, January 2020.
- d. Receive Accounts Receivable (A/R) Summary Report as of January 31, 2020.
- e. Receive 2nd Quarter Investment Report, Fiscal Year (FY) 2019-20.
- f. Receive 2nd Quarter Financial Report, FY 2019-20 (unaudited).
- g. Receive report, District Finance Officer's attendance at annual California Society of Municipal Finance Officers (CSFMO) conference – information only.

- h. Approve the District's Collections System Lead Worker to attend the California Water Environment Association (CWEA) Annual Conference 2020 in Reno, Nevada.

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

WASTEWATER OPERATIONS:

- Receive and accept Wastewater Treatment Facilities Calendar Year (CY) 2019 Annual Operations and Maintenance Report, subject to minor edits. The General Manager stated that the District's contract with Veolia Water (Veolia) includes provisions for Veolia to prepare and provide to the District an Annual Operations and Maintenance report. He stated that staff reviewed the report, and had made minor edits which were incorporated into the final draft report included in the Board packet. He requested that the Board review and accept the draft report, subject to minor edits. The General Manager stated that Veolia Project Manager John O'Hare was in attendance, and would answer any questions they may have.

Directors Mariani and Long expressed their appreciation to the Project Manager, stating that the report was clear and informative.

On motion of Director Peters, seconded by Director Mariani, and carried unanimously, the Board received and accepted the Wastewater Treatment Facilities Calendar Year 2019 Annual Operations and Maintenance Report, subject to minor edits.

- Receive Wastewater Operations Reports, January 2020.

Collection System Report: The General Manager stated that as Collection System Superintendent Jeff Andress was absent, Deputy General Manager Erik Brown would provide the Collections System Report for January 2020. The Deputy General Manager began, stating that the Collection Department cleaned 92,891 lineal feet of sewer pipelines, and televised 2,876 feet of sewer main. He noted 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 451 maintenance work orders, leaving 12 work orders outstanding. Further, he noted that staff conducted 158 lift station inspections and completed maintenance inspections on three (3) air relief/vacuum valves.

The Deputy General Manager then outlined the training provided in January, noting that the Collection Department staff attended four (4) safety tailgate meetings, and participated in two (2) specialized training events. He stated that there were no lost time accidents in the month. He announced that Joe Moreno, District Collection System Worker II, received the CWEA Redwood Empire Section Collection System Worker of the Year award at the annual CWEA Awards Banquet in January. The Board congratulated Mr. Moreno on his award. The Deputy General Manager concluded the report, stating that there were no sanitary sewer overflows in January.

Treatment Facilities Report: Veolia Project Manager John O'Hare provided the January 2020 Treatment Facilities Monthly Operations Report (MOR). He reviewed the treatment

plant performance, stating that January's average flow was 5.21 MGD (million gallons per day), and that there were no discharge violations in the month. He continued, stating that the Recycled Water Facility (RWF) produced 1.044 million gallons of recycled water.

The Project Manager outlined training events attended by Veolia staff in January. 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 discussed pretreatment and pollution prevention activities, and concluded his report, stating that no odor contacts were received in January.

Reclamation Facilities Report: Field Services Manager Jeff Boheim summarized the Reclamation Facilities report for January 2020. He stated that the treatment plant was in bay discharge mode throughout the month, and that District drainage pump stations at Sites 3 and 7 pumped approximately 119 MG (million gallons) combined. He continued, stating that during the month a sink hole developed in the vicinity of the Bay outfall pipe on the south side of Bel Marin Keys Blvd. after the outfall crosses under Bel Marin Keys Blvd. He stated that a trench plate had been placed on top of the sink hole and that a project to determine the root cause of the issue, and repair it, was being planned for spring 2020. He concluded his report, stating that there were no ranching activities and no biosolids activities in the District reclamation area in January.

CAPITAL PROJECTS:

- Collection System Improvements, Account No. 72706 – Bel Marin Keys Sewer Rehabilitation Project: Grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion (NoC). The General Manager stated that on March 18, 2019, the District Board awarded the contract for the Bel Marin Keys Blvd. Sewer Rehabilitation Project to Michels Pipeline Construction (Contractor) for a low bid amount of \$279,970.00. He stated that the Notice to Proceed was issued on May 13, 2019, and that the project achieved substantial completion about September 15, 2019.

The Deputy General Manager provided further details, stating that the District had issued four change orders (two due to unforeseen conditions), totaling \$59,104.05, and bringing the final cost of the project to \$339,074.05. He requested that the Board grant final acceptance of the project, and authorize staff to file the Notice of Completion.

On motion of Director Mariani, seconded by Director Peters, and carried unanimously, the Board granted final acceptance of the Bel Marin Keys Sewer Rehabilitation Project, and authorized staff to file the Notice of Completion.

- Collection System Improvements, Account No. 72706 – Golden Gate/Rush Creek Sewer Phase II Project: Approve Balancing Change Order in the amount of \$111,265, grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion (NoC). The Deputy General Manager stated that the project consisted of the installation of 940 feet of new sewer main on Redwood Blvd., and stated that the project was substantially complete on December 12th. He stated that during the course of the work, several unforeseen conditions were found that resulted in change orders in the amount of \$111,265.00. The Deputy General Manager continued, explaining that the bulk of the change order was from an \$86,400 item for trench repairs mandated to the Contractor by City of Novato staff. He

stated that at this time, the Contractor has completed the contract work, at a final cost of \$734,732.00, and he requested that the Board approve the change order, grant final acceptance, and authorize staff to file the Notice of Completion.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board approved the balancing change order in the amount of \$111,265, granted final acceptance, and authorized staff to file the Notice of Completion for the Golden Gate/Rush Creek Sewer Phase II Project.

- Receive Capital Projects Update, January 2020. The Deputy General Manager provided an update of the current capital projects involved with the Capital Improvement Program (CIP) at the District.

- BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting, February 7, 2020. Director Mariani discussed her attendance at the NBWA meeting, held at the District office on February 7th. She discussed a presentation by Ben Horenstein, General Manager of Marin Municipal Water District, titled, "Response and Recovery: Lessons from 2017 North Bay Fires". She discussed a second presentation given by Judy Kelly, Executive Director, NBWA, who provided an update on Governor Newsom's Water Resilience Portfolio. She noted that the NBWA Annual Conference is taking place on April 3rd at the Petaluma Sheraton Hotel, and encouraged Board members to attend. She provided the Board with an informational item from the February 2020 Costco Connection publication, titled: "Waste not".

Director Fuelle stated that he attended the Marin County Special District Chapter Formation Committee meeting in December as well as the January meeting, in which participants reviewed the proposed by-laws, voted and approved the chapter formation. He noted that this entity would become a local Marin Chapter of California Special Districts Association (CSDA). He provided an overview of topics discussed, and stated that the Committee's next meeting would be in April. He encouraged Board members to provide input/bring questions to him that he would then present to the Committee.

Director Long provided an overview of his participation at the California Association Sanitation Agencies (CASA) conference that was held in January. He discussed a number of presentations that he attended, and stated that all of the CASA presentations could be found at their website: CASAweb.org.

Director Fuelle discussed his participation at the CASA conference. He noted that retaining quality staff within the wastewater industry is a high priority, and could be assisted by engaging with the community and schools, providing information regarding wastewater industry careers. He suggested the industry provide intern opportunities, and focus on outreach to provide an introduction to the wastewater industry.

Director Peters discussed his participation at the CASA conference, and the seminars that he attended.

President Dillon-Knutson and Director Mariani noted that they did not attend the conference due to personal reasons.

INFORMATIONAL ITEM:

- Receive article from The Economist Magazine provided by Director Long, titled “State of Denial”. The General Manager noted that the item was included for informational purposes only.

GENERAL MANAGER’S REPORTS AND ANNOUNCEMENTS:

- Reports:

- Representatives from PARS will make a presentation at the March 9, 2020 Board meeting to discuss current performance of the District’s trust account.
- Bay Area Clean Water Agencies (BACWA): Executive Director Lorien Fono replaced Executive Director Dave Williams.
- All Board Members are required to complete a Form 700, which is then to be returned to the District office no later than March 25, 2020, for submission to the Marin County Registrar of Voters by the due date of April 1, 2020.
- President’s Day is February 17th, and the District office will be closed.
- The General Manager-Chief Engineer and Director William Long will attend the California Association Sanitation Agencies (CASA) Legislative conference, February 23-26, in Washington DC.

- Announcements:

- The Board will hold a Special meeting on Thursday, February 13th at 4:30 p.m.
- The next regular Board meeting will take place on March 9th, at 5:30 p.m.
- The North Marin Water District will host a Water Rate Study workshop on February 11, 2020 at 6:00 p.m. at their office, 999 Rush Creek Place, Novato.

ADJOURNMENT: There being no further business to come before the Board, President Dillon-Knutson adjourned the meeting at 7:22 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording