

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: February 12, 2018

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, February 12, 2018, 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: John Bailey, Project Manager, Veolia Water
Erik Brown, Technical Services Manager, NSD
Dale Thrasher, Admin/Risk Services & Safety Officer, NSD
Joe Moreno, Collection Systems Worker, NSD
Javier Vega, Collection Systems Leadworker, NSD
Jeff Andress, Collection Systems Superintendent, NSD

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The General Manager requested that Consent Calendar Item 5h: ***Approve revised Agreement with the Central Marin Sanitation Agency (CMSA) for a Joint Health and Safety Program, and authorize the General Manager-Chief Engineer to execute it*** be removed from the agenda and deleted entirely. President Peters approved the agenda as modified.

PUBLIC COMMENT: None.

The General Manager introduced the District's recently hired Collection Systems Superintendent, Jeff Andress. Mr. Andress addressed the Board and discussed his previous work experience in the water industry. He stated that he was pleased to be part of the Novato Sanitary District team.

The General Manager then acknowledged Javier Vega, Collection Systems Lead Worker. He noted that Mr. Vega had taken on the role of Interim Collection Systems Superintendent when the former Superintendent, Dasse de longh, retired in November 2017. The General Manager expressed his appreciation to Mr. Vega for his hard work during this interim period.

REVIEW OF MINUTES:

Consider approval of minutes of the January 8, 2018 meeting.

On motion of Director Mariani, seconded by Director Miller, and carried unanimously, minutes of the January 8, 2018 Board meeting were approved as written.

CONSENT CALENDAR:

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

- a. Approve Board member disbursements in the amount of \$1,037.15, regular disbursements in the amount of \$472,921.70, and capital project disbursements in the amount of \$20,555.75. Ratify January's regular disbursements in the amount of \$164,535.73 and capital project disbursements in the amount of \$1,160,647.22.
- b. Ratify January's payroll and payroll related disbursements in the amount of \$243,686.74.
- c. Receive deposit summary, January 2018.
- d. Receive Accounts Receivable (A/R) Summary Report as of January 31, 2018.
- e. Receive 2nd Quarter Investment Report, Fiscal Year (FY) 2017-18.
- f. Receive 2nd Quarter Financial Report, FY2017-18 (unaudited).
- g. Receive report on 2017 Safety and Wellness Incentive Program (SWIP), and approve disbursements of 2017 SWIP awards.
- ~~h. Approve revised Agreement with the Central Marin Sanitation Agency (CMSA) for a Joint Health and Safety Program, and authorize the General Manager-Chief Engineer to execute it.~~
- i. Adopt Resolution No. 3117 Authorizing Revocation of Easement from Hamilton Cottages, LLC to Novato Sanitary District.

On motion of Director Miller, seconded by Director Mariani, and carried unanimously, the above listed Consent Calendar items were approved.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Reports, January 2018: Collection System; Treatment Facilities; Reclamation Facilities:

The Technical Services Manager provided the Collections System Report for January 2018. He stated that the Collections Department cleaned 89,336 lineal feet of sewer pipelines and completed 429 maintenance work orders, leaving zero work orders outstanding. He stated that 3,285 feet of sewer main were televised. Staff conducted 219 lift station inspections and completed maintenance inspections on six air relief/vacuum valves in January.

The Technical Services Manager then outlined January's specialized training, stating that Collections Department staff had attended Crane and Rigging Training, presented by TNT Safety. In addition, Collections System staff participated in four safety tailgate meetings. There were no lost time accidents, for a total of 2,516 accident-free days, and there were no sanitary sewer overflows (SSOs).

Veolia Project Manager John Bailey then provided an overview of the Treatment Facilities Monthly Operations Report for January, noting that there were no violations or excursions. He stated that the Recycled Water Facility (RWF) was only on line for two days in January due to low demand for recycled water at this time of year. He stated that in addition to monthly routine inspections and maintenance, the thermostat in the MCC room was replaced; the fuel line on emergency generator #3 was repaired; and the blower on motor #3 was tested and passed. He outlined the safety training that was completed in January,

and stated that safety performance was excellent with a total of 2,808 accident-free days. He reviewed the period's key events, laboratory activities, and monthly safety and training topics. He stated that one odor contact was received, noting that the odor was due to an open door on the grit bin building during routine maintenance.

The Project Manager stated that the 2017 Annual Self-Monitoring Report (SMR) as required by the District's discharge permit, was submitted on January 31, 2018.

The Technical Services Manager then summarized the Reclamation Facilities report for January 2018. He stated that there were no irrigation or ranching activities, and that drainage pump stations Nos. 3 and 7 pumped a combined 24.4 million gallons of storm water in January. Furthermore, he reported that the reclamation ponds accumulated 13.3 million gallons of rainwater, and that there were no sludge handling activities in the month.

PERSONNEL:

- Adopt Resolution No. 3118 - A Resolution Authorizing Retitling of the Deputy Manager-Engineer Position to Deputy General Manager.

- Approve promotion of Erik Brown from Technical Services Manager to Deputy General Manager, Salary Range MC 122.5, Step C (\$14,577/month), effective March 1, 2018.

The General Manager stated that he would address the above two items together. He requested that the Board adopt Resolution No. 3118 to retitle the Deputy Manager-Engineer position to Deputy General Manager and then approve promotion of Erik Brown to the retitled position. He stated that Mr. Brown has been an outstanding employee since he was hired in September 2015, and that it was his pleasure to recommend his promotion to Deputy General Manager. He requested that the Board approve the promotion and accompanying salary range, effective March 1, 2018.

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the Board adopted Resolution No. 3118: A Resolution Authorizing Retitling of the Deputy Manager-Engineer position to Deputy General Manager.

On motion of Director Mariani, seconded by Director Long, and carried unanimously, the Board approved the promotion of Erik Brown from Technical Services Manager to Deputy General Manager, Salary Range MC 122.5, Step C (\$14,577/month), effective March 1, 2018.

Erik Brown addressed the Board, stating that it has been his pleasure to serve the District the past two years as Technical Services Manager and that it will be his pleasure to serve in the new position of Deputy General Manager. He thanked the General Manager for his confidence and thanked the Board for their continuing support. The Board extended their congratulations to Mr. Brown.

BOARD MEMBER REPORTS AND REQUESTS:

- California Association of Sanitation Agencies (CASA) 2018 Winter Conference.

Directors Mariani, Dillon-Knutson, and Long discussed their attendance at the CASA Winter Conference which took place in Palm Springs, January 24 – 26, 2018.

Director Mariani stated that it was a very good conference and that she appreciated the panel discussion on non-flushable wipes. In addition, she commented on the topic of standard operating procedures which Dale Thrasher presented at the CSRMA portion of the conference. She asked if the District could take into consideration some of these programs to standardize the District's operating procedures over the next two years.

Director Dillon-Knutson stated that she really enjoyed the conference and that the speakers were excellent. She discussed a cross-training study that was done by Ross Valley Sanitary District and questioned if Novato Sanitary District could work with other agencies in the area to implement a similar program.

Director Long commented on the presentations given regarding the recent wild fires in Sonoma County, the topic of disaster preparedness, and the need for accurate record keeping to facilitate disaster relief expense reimbursement. He talked about his participation in a round table discussion on toxicity, and stated that it was very informative.

The General Manager stated that at the January 8th Board meeting, he had announced his acceptance of the CSRMA (California Sanitation Risk Management Authority) Executive Board nomination. He further reported that the CSRMA Board of Directors completed the election process on January 24th during the CASA conference, and that he had been elected to the CSRMA Executive Board.

- North Bay Watershed Association (NBWA) meeting, February 2, 2018.

Director Miller reported on his attendance at the NBWA meeting held on February 2nd at the District office. He discussed a presentation by Chris Choo, County of Marin Water Resources, titled: "Marin County's Sea Level Rise Adaptation Planning". He also commented on a presentation given by the District's General Manager-Chief Engineer, titled: "Overview and What's New at the Novato Sanitary District", and stated that the presentation was well done and informative.

INFORMATIONAL ITEMS:

- WaterWorld magazine article dated January 30, 2018 titled: "Gov. Accountability Office Report Looks at Water System Workforce."

- California Special District Association (CSDA) e-news article titled "Governor's Budget Includes Tax on Water Bills".

The General Manager stated that these articles were for informational purposes only.

GENERAL MANAGER'S REPORTS AND ANNOUNCEMENTS:

The General Manager had the following reports and announcements:

- Reports:

- President Peters and the General Manager-Chief Engineer are scheduled to make a presentation on the District to the Novato City Council at the City Council meeting of Tuesday, March 27, 2018.
- Announcements:
 - The District received notification that the Regional Water Quality Control Board will conduct a compliance inspection of the District's collection systems and pump stations on February 21, 2018. Technical Services Manager Erik Brown, Collection Systems Superintendent Jeff Andress, and Collection Systems Leadworker Javier Vega are preparing for the inspection and will be available as needed. The General Manager-Chief Engineer will present the findings to the Board when they are available.
 - Next Board meeting is Monday, March 12th at 5:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 6:21 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording