

# NOVATO SANITARY DISTRICT

## Board Meeting Minutes

Meeting Date: March 13, 2017

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, March 13, 2017, at the District offices, 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: Ed Schulze, Novato StreetScape, Clean and Green Day  
John Bailey, Project Manager, Veolia Water  
Brian Exberger, Assistant Project Manager, Veolia Water  
John O'Hare, Pretreatment Programs Manager, Veolia Water  
Steve Krautheim, Field Services Manager, Novato Sanitary District  
Erik Brown, Technical Services Manager, Novato Sanitary District  
Fred Grange, Grange Debris Box

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: President Peters called for public comment.

Ed Schultz, volunteer with the City of Novato on behalf of StreetScape for the Clean and Green Day event, thanked the Board for their continued support of Clean and Green Day, including financial support for printing of lawn signboards for the event.

REVIEW OF MINUTES:

Consider approval of minutes of the February 13, 2017 meeting.

*On motion of Director Mariani, seconded by Director Miller, and carried unanimously, the Board approved the meeting minutes of February 13, 2017.*

CONSENT CALENDAR:

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

- a. Approve Board member disbursements in the amount of \$1,085.05, capital project disbursements in the amount of \$346,935.95, and regular disbursements in the amount of \$324,571.50. Ratification of February 27<sup>th</sup> capital project disbursements in the amount of \$94,765.94 and regular disbursements in the amount of \$175,789.25.
  - b. Ratify February 2017 payroll and payroll related disbursements in the amount of \$302,400.24.
-

- c. Receive Deposit Summary, February 2017.
- d. Adopt Resolution No. 3107 approving a Temporary Outside Sewer Services Agreement (TOSSA), for the currently existing residence on the property at 571 McClay Road.
- e. Consolidate Solid Waste Committee meetings with regularly scheduled Board meetings, until further notice.
- f. Direct District Counsel and staff to review the District's Solid Waste Franchise Agreement with Novato Disposal Service (NDS) in light of NDS's verbal report at the February 13, 2017 Board meeting, on potential sale of NDS to Recology, Inc.
- g. Approve promotion of Robert Stiles, Jr., from Collection System Worker I to Collection System Worker II.

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

#### WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, February 2017. The General Manager introduced Veolia Project Manager John Bailey who provided an overview of the Treatment Facilities Monthly Operations Report for February. The Project Manager commented that February was a very wet month, and stated that the average monthly flow was 12.59 MGD (million gallons daily) with a sustained peak flow of ~39 MGD. He reviewed the treatment plant performance summary, and noted that there were no excursions or violations for the month. He outlined the safety training that was completed in February, and stated that safety performance was excellent with a total of 2,471 accident-free days to date. He reviewed the period's key events, and monthly safety and training topics. He noted that there were no neighborhood contacts for the month. He stated that there was no recycled water production in February.

The Project Manager stated that a neighborhood meeting (Lea Drive residents) was held at the District on February 16<sup>th</sup>, with eight neighbors in attendance.

The Project Manager provided an overview of the wet weather events. He compared the treatment plant's current flows to those of 2016 and noted how well the facility operated during the increased wet weather flows. He briefly discussed the Authorized Anticipated Bypass Event (as authorized by the Regional Water Board) at the District's reclamation storage ponds site. He stated that water quality was closely monitored throughout the event and that all sample results received to date (March 3, 2017) were in compliance.

The Board and the General Manager commended Veolia for their exceptional management of the treatment facility and the Ignacio Transfer Station in February's wet weather events.

Public Comment: Ed Schultz questioned if the District had sensors, remote cameras, or drones to provide surveillance of the District's reclamation facility. The General Manager stated the District utilizes level sensors in the collection system, but does not use drones.

Field Services Manager Steve Krautheim summarized the Collection System Operations report for February 2017. He stated that the Collections department cleaned 59,373 lineal

feet of sewer pipelines. He stated that 42 line segments were televised, totaling 7,055 feet, and that staff conducted 6 sewer main inspections using the push camera, totaling 757 feet. He noted that the CCTV work did not identify any areas that required spot repairs or a change in sewer line maintenance operations. He further stated that there were no lost time accidents in February for a total of 2,179 accident-free days. The Field Services Manager outlined February's safety and training events and discussed Collection Department projects that were completed. He stated that there were no sanitary sewer overflows (SSOs) in the month of February.

The General Manager-Chief Engineer expressed his appreciation for the high level of work and effort the Field Services Manager, Collection Systems Superintendent, and the Collections crew exhibit on behalf of the District.

The Field Services Manager then summarized the Reclamation Facilities report for February 2017. He stated that after the rains subsided, the rancher began annual weed abatement work on Site 7. He stated that for the second month in a row, heavy rains filled the drainage ditches and added a substantial amount of rainwater to the storage ponds. He stated that during February's storm events, additional eucalyptus trees were blown down, and noted that they would be removed when the area where they are lying down dries out.

#### STAFF REPORTS:

- Receive report: American Water Works Association (AWWA) and Water Environment Federation (AWWAWEF) Joint Utility Management Conference, Tampa, Florida, February 7-10, 2017 (Technical Services Manager). Erik Brown, Technical Services Manager, provided an overview of his attendance at the AWWAWEF conference. He discussed the main topics of a full day workshop he attended entitled "A 360-Degree Perspective for Enabling Effective Utility Management".

- Receive report: Annual California Municipal Finance Officers Association (CMFOA) conference in Sacramento, CA, February 7-10, 2017 (Finance Officer). The General Manager noted that Finance Officer Laura Creamer was not at the meeting, but that he would provide an overview of her attendance at the Sacramento conference. He stated that a significant topic at the conference was the CalPERS discount rate change, from 7.5 to 6.5, which is intended to take place over a multi-year period. He stated that the Finance Officer had noted that the conference provided inspiring technical and non-technical keynote speakers throughout the three-day event, and allowed her to meet some of the continuing education requirements towards her professional designation.

- Receive report: California Association of Sanitation Agencies (CASA) Washington DC Policy Forum, February 27-March 1, 2017 (General Manager-Chief Engineer). The General Manager provided an overview of the CASA Policy Forum in Washington D.C., which he attended along with Director Long. He stated that as with prior CASA conferences, the Forum featured excellent speakers, panelists, and public and private sector stakeholders. He stated that he and representatives from local sanitation agencies, met with staff for Congresswoman Anna Eshoo, and also had an extensive meeting with District Congressman Jared Huffman and his Legislative Director.

### BOARD OF DIRECTORS:

- Receive Local Agency Formation Commission (LAFCO) materials for Election for Regular Special District Member, and provide direction. The General Manager stated that LAFCO annually calls for an election for a Regular Special District Member. He directed the Board to the materials provided in the Board packet, which included background information on potential candidates. After discussion, Member Mariani requested that the Board take no action at this time, but include this item and ballot on the next Regular Board meeting agenda for candidate voting.

- Presidential appointment of Ad-hoc Personnel Committee: General Manager-Chief Engineer Performance Evaluation. The General Manager noted that the Board President typically appoints an Ad-Hoc Personnel Committee for the General Manager's performance evaluation. President Peters appointed himself and asked Member Mariani if she would consent to being the second member. Member Mariani accepted the appointment.

### BOARD MEMBER REPORTS AND REQUESTS:

- California Association of Sanitation Agencies (CASA) Washington DC Policy Forum, February 27 - March 1, 2017 (Director Long). Director Long commented on his attendance at the CASA Washington D.C. Policy Forum. He stated that he attended the same presentations as the General Manager, and noted there was uncertainty surrounding the new administration and continued funding availability for water related projects.

- North Bay Watershed Association (NBWA) meeting, March 3, 2017 (Director Miller). Director Miller commented on his attendance at the NBWA meeting, which was held at the Marin Community Foundation. He stated that Roger Leventhal, of Marin County, presented on the results of a NBWA funded feasibility study examining the opportunities, constraints, and costs of beneficially reusing dredge sediment to restore marshland in Marin County. Director Miller stated that the 2018 NBWA Conference is tentatively scheduled for April 6<sup>th</sup>, 2018, possibly at the Sheraton Hotel, Petaluma.

### INFORMATIONAL ITEMS:

- Marin Independent Journal article titled "San Francisco Bay Awash in Pollution Unleashed by Storms". The General Manager noted that this article was for informational purposes only, and that it helps us appreciate the ability of the District treatment plant to be able to handle high wet weather flows.

### GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

The General Manager had the following reports and announcements:

- Reports:
  - The District's facilities continued to hold up well through another month of wet weather. As at the last Board meeting, the General Manager recognized District and Veolia staffs for their efforts through the storms. As discussed in the February Wastewater Operations report, given the severe rainfall events, the District notified the Regional Water Board and availed of its permit conditions to

discharge from its storage ponds to the Bay via the District's outfall. Consistent with its discharge permit, the District also sought and received permission from the Regional Water Board for an Authorized Bypass Discharge, as discussed in the Wastewater Operations report.

- On March 10<sup>th</sup>, approximately 35 students from the Biotechnology Chemistry class at San Marin High School toured the treatment plant. District and Veolia staff conducted the tour and the subsequent feedback was positive.
  - The District participates in the Novato Chamber of Commerce Leadership Program and this year, Technical Services Manager Erik Brown is a student. On March 8<sup>th</sup>, the Leadership class attended a joint session hosted by the District and North Marin Water District (NMWD) at the District. The session included a panel discussion hosted by staff from the two districts, and tours of the District's Recycled Water Facility and NMWD's Stafford Lake Treatment Plant. Several attendees provided positive feedback.
- Announcements:
- The District's Regional Water Board permit handler has scheduled an inspection of the District's facilities for March 14<sup>th</sup>. District and Veolia Staff have prepared for, and will participate in, the inspection.
  - Reminder: In general, Board member related requests for information, policy or constituent related concerns, etc., should be directed to the General Manager. Questions on travel or accommodation arrangements for attendance at conferences, or filing of required forms, such as the Form 700, may be directed to the Administrative Secretary.
  - Reminder: The CASA Sacramento Policy Forum is April 19<sup>th</sup>. Directors Dillon-Knutson, Long, Peters, and Mariani are registered. Carpooling is encouraged.
  - The General Manager and District Counsel Kent Alm met with City of Novato Assistant City Attorney Veronica Nebb and Community Development Director Bob Brown on March 7<sup>th</sup>, regarding the City's Urban Growth Boundary (UGB). Briefly, the District reminded the City that the District does not have a position on the City's UGB, as the District is a service provider, not a planning agency.
  - The next Regular Board meeting will be Monday, March 27, 2017 at 5:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 6:55 p.m.

Respectfully submitted,

---

Sandeep Karkal  
Secretary

Julie Hoover, Recording