

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: March 14, 2016

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:00 p.m., Monday, March 14, 2016, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors William C. Long, Brant Miller and Jerry Peters. Director Carole Dillon-Knutson arrived at 5:04 p.m.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, District Counsel Kent Alm, and Administrative Secretary Julie Swoboda.

ALSO PRESENT:

Laura Creamer, Finance Officer, Novato Sanitary District
June Brown, Administrative Services Specialist, Novato Sanitary District
Steve Krauthem, Field Services Manager, Novato Sanitary District
Erik Brown, Technical Services Manager, Novato Sanitary District
John Bailey, Project Manager, Veolia Water
Dee Johnson, Household Hazardous Waste Program Coordinator
Steve McCaffrey, Novato Disposal Services
Steve Clary, Sr. Civil/Environmental Engineer, RMC Water and Environment
Gisa Ju, Sr. Civil/Environmental Engineer, RMC Water and Environment
Tom Gaffney, P.E., Bartle Wells Associates

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: President Mariani noted that the agenda had been revised because of typographical errors and the agenda was approved as presented.

PUBLIC COMMENT:

Steve McCaffrey, Novato Disposal Services (NDS), addressed the Board and informed them of his imminent resignation from NDS. He stated that he had been an employee of Novato Disposal Services for nine years and during that time, had enjoyed the strong partnership between the District and Novato Disposal. He thanked the Board of Directors, Staff, and District Counsel for their support and assistance during that time.

The Board of Directors, District Counsel, and the General Manager expressed their appreciation for Mr. McCaffrey's hard work over the years and stated he would be missed. Mr. McCaffrey left the meeting after his announcement.

REVIEW OF MINUTES:

- Consider approval of minutes of the February 8, 2016 regular meeting.

- Consider approval of minutes of the February 29, 2016 regular meeting.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the February 8th and February 29th, 2016 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approval of Board member disbursements in the amount of \$1,380.63, operating check disbursements in the amount of \$325,431.76, and capital project disbursements in the amount of \$257,859.07. Ratify February 22nd disbursements as follows: operating check disbursements in the amount of \$364,817.61, and capital project disbursements in the amount of \$13,423.45.
- b. Ratify February 2016 payroll and payroll-related disbursements in the amount of \$225,534.30.
- c. Receive Deposit Summary, February 2016.
- d. Receive California Special District Association call for nominations – Board of Directors Bay Area Network, Seat A – “at large” seat, and provide direction.
- e. Approve a special Board meeting at 6:00 p.m. on Monday, April 4, 2016, and cancel the regular Board meetings of March 28, and April 11, 2016.
- f. Approve promotion of Aaron Hendricks from Collection System Worker I to Collection System Worker II.
- g. Approve appointment of Dasse de longh from Interim Collection System Superintendent to Collection System Superintendent.
- h. Approve application from Pacific Gas & Electric Co. (PG&E), and authorize the General Manager-Chief Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of excavation groundwater and natural gas pipeline strength test water.

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

CONNECTION FEE STUDY AND ORDINANCE:

- Receive Wastewater Capacity Fee Study from Bartle Wells Associates, and approve setting the FY 16/17 connection fee at \$10,860. The General Manager stated that at its June 14, 2004 meeting, the Board adopted District Ordinance No. 101, amending Section 708(b) of Ordinance No. 70, and set the sewer connection charge per Equivalent Dwelling Unit (EDU) at \$6,030.00. He noted that Ordinance 70 currently includes a provision for an increase of five percent (5%) per year, and that with this automatic annual increase, the connection charge had risen to \$9,870 in FY14/15. He noted that the Board had opted to leave the charge unchanged at \$9,870 for FY15/16 pending completion of a connection fee study. He also noted that if the Board had not

done so, the FY15/16 charge would have been \$10,370 and the FY16/17 charge would be \$10,890. He stated that Bartle Wells Associates (BWA) recently completed the Wastewater Capacity Fee Study with recommendations and justification for amending the current connection charge to \$10,860.00 in FY16/17, and that Mr. Tom Gaffney from BWA was present for discussion and questions.

Mr. Gaffney and the General Manager then gave a brief PowerPoint presentation that summarized Mr. Gaffney's Capacity Fee Study. Discussion followed between the Board, Mr. Gaffney, and the General Manager. The General Manager recommended that the Board set the fiscal year 2016/17 connection charge at \$10,860.00, with subsequent annual increases of three percent (3%) per year rounded up to the nearest ten dollars (\$10).

- Set a Public Hearing date for May 9, 2016 to adopt District Ordinance No. 119 to modify the connection fee, effective July 1, 2016, and annually adjust the connection fee by three percent (3%) each year beginning with Fiscal Year (FY) 17/18.

On motion of Director Miller, seconded by Director Peters and carried unanimously, the Board approved setting the FY16/17 connection fee at \$10,860; and set a Public Hearing date for May 9, 2016 to adopt District Ordinance No. 119 to modify the connection fee, effective July 1, 2016, and annually adjust the connection fee by three percent (3%) each year beginning with Fiscal Year (FY) 17/18.

At 5:40 p.m., Tom Gaffney, Laura Creamer, and June Brown left the meeting.

SOLID WASTE COMMITTEE:

- Receive Solid Waste Committee report, meeting of March 10, 2016. Dee Johnson, Household Hazardous Waste Program Coordinator, presented the Solid Waste Committee report. She stated that the 2015 diversion numbers increased slightly from 2014 but that recycling markets are less favorable because the prices for plastics, glass and paper are decreasing. She stated that Redwood Landfill is not accepting commercial food waste at this time, so Novato Disposal will use Richmond for their commercial food waste but will continue to use Redwood Landfill for residential food waste. Discussion followed regarding alternative options for commercial food waste disposal.

The Household Hazardous Waste Program Coordinator discussed the Zero Waste Programs and outreach efforts conducted by Novato Disposal Service (NDS) and the District. She stated that NDS and the District will work with Novato schools to provide additional recycling and food waste collection services and education, concentrating on school kitchens for food waste recycling.

She stated that the 2015 attendance at the Household Hazardous Waste facility increased by 20% from the previous year. She stated that the spring E-Waste Event is scheduled for April 23 – 25, from 10 a.m. to 3:00 p.m.

At 5:57 p.m., President Mariani called for a ten-minute break. Dee Johnson left the meeting.

At 6:04 p.m., the meeting was reconvened.

WASTEWATER OPERATIONS REPORT:

- Receive Wastewater Operations Report, February 2016. Project Manager John Bailey, Veolia Water, provided an overview of the treatment facilities monthly operations for February, 2016. He stated that there were no excursions or violations for the month and that no recycled water was produced because the Recycled Water Plant was shut down for the season. He stated that safety performance was excellent with a total of 2,106 accident-free days through February. He discussed routine maintenance activities at the facility and listed the reports that were completed and submitted this month.

Technical Services Manager Erik Brown provided a summary of odor control and landscaping for February. He stated that Veolia staff is monitoring the performance of the recently installed Micro-Cool fogging system along the north fence line in the northeast corner of the plant site. He stated that the system is performing well but required some maintenance in February by Veolia staff to fix leaky misters. District and Veolia staff met with neighborhood residents to discuss additional oleander plantings along the northeast fence line in January and planting commenced in February.

Field Services Manager Steve Krautheim provided a summary of the Collection System Operations report for February. He stated that the department cleaned 48,925 lineal feet of sewer lines and televised 540 feet with the CCTV truck. He stated that staff conducted 222 lift station inspections and inspected five (5) air relief valves. He noted that there were no lost time accidents in February, for a total of 1,814 accident-free days. Mr. Krautheim stated that there was one Category III sanitary sewer overflow in February, with a spill volume of 330 gallons and one Category II SSO with a spill volume of 290,000 gallons. He stated that details of the Category II SSO would be provided after the Wastewater Operations Report.

Mr. Krautheim then provided a summary of the Reclamation Facilities report. He stated that no sludge handling or irrigation activities were performed in February and that the rancher began weed abatement around sprinkler heads in all parcels on Site 7.

- Receive report of independent investigation of sewer overflow incident of February 24, 2016 on the Hamilton Trunk Sewer Replacement Project. The General Manager stated that on Wednesday, February 24th, the Field Services Manager received a voicemail message from Michael Paul, owner of the Michael Paul Company, the District's contractor for the Hamilton Trunk Sewer Project. Mr. Paul reported that a section of hose secured in the manhole where the bypass was being discharged, disconnected sometime after they left the jobsite the previous day, and discharged onto the ground.

The General Manager stated that Mr. Steve Clary of RMC Water and Environment (RMC), would provide a report of their independent investigation of the spill event.

Mr. Clary gave a PowerPoint presentation that detailed the sewer overflow incident of February 24, 2016 and provided background information for the Hamilton Trunk Sewer Replacement Project. His presentation included details, pictures, and visual maps of the sanitary sewer overflow location on the Leveroni parcel. He stated that based on flow chart data, it was determined that the spill started at approximately 7:12 p.m. and that based on flow patterns from 7:00 p.m. to 8:00 a.m., 300,000 gallons were missing from the normal pump station flows. He stated that based on a reasonable estimate, ½ of the spill, or approximately 150,000 gallons, was recovered and pumped back into the collection system. Mr. Clary stated that after field inspections and a review of the topography, the spill did not reach surface water or storm drains but was contained in a large area of pasture (150 acres) with high berms. The General Manager stated that to prevent similar events in the future, the District will develop aggressive standards for Contractors to ensure that connection hoses are secure when used for bypass pumping. Mr. Clary noted that RMC would be providing a technical memorandum of their investigation shortly.

The Board thanked Mr. Clary for the detailed presentation and stated it was informative and well presented. The Board complimented the Field Services Manager and staff for their professionalism and hard work during the event and cleanup efforts.

COLLECTION SYSTEM MASTER PLAN:

- Receive presentation on Collection System Master Plan Scoping Study. The General Manager introduced Gisa Ju, Environmental Engineer, RMC Water and Environment (RMC), and stated that she would provide a presentation on the Collection System Master Plan Scoping Study that RMC had recently carried out for the District.

Ms. Ju gave a PowerPoint presentation and stated that for the Scoping Study, she reviewed District data and programs used for collection system master planning and conducted interviews with District staff. She discussed the elements of a living master plan and stated that the District's 2008 Master Plan provided a good starting point. She noted that the closed circuit TV (CCTV) inspection of the District's system had been completed, as well as targeted flow monitoring and smoke testing. She discussed the findings from her study and provided recommended activities and next steps for preparation of a Master Plan document, including long duration items such as flow monitoring and system modeling activities.

At the close of the presentation, the General Manager stated that on the basis of the scoping study, the District would be asking RMC to prepare a scope of work to prepare a Collection System Master Plan. Ms. Ju and the General Manager noted that the Collection System Master Plan would be an on-going effort over the next one-half to two years, and that periodic reports would be made to the Board as needed.

At 7:21 p.m., President Mariani called for a ten-minute break. Steve Clary and Gisa Ju left the meeting.

At 7:29 p.m., the meeting was reconvened.

ADMINISTRATION:

- Approve updated District Policy No. 4100 – Compensation and Reimbursement. The General Manager stated that in July 2006, the District adopted a revised Compensation and Reimbursement Policy, in compliance with new requirements of AB 1234 (Ethics Training). He stated that at this time, the policy has been amended to further clarify Director compensation for qualified meetings and to update allowable reimbursements to Directors and employees for expenditures related to District business.

Director Peters moved to approve District Policy No. 4100 and Director Dillon-Knutson seconded the motion. Discussion followed between the Board, District Counsel, and the General Manager, and Board member suggestions for further modifying the policy were also presented and discussed. District Counsel suggested that if changes are made, the policy be returned as a Consent Calendar item at a future meeting. President Mariani suggested that the General Manager place the policy on the Consent Calendar for the April 4th Board meeting and requested that Board members provide the General Manager with specific comments before that time. On that basis, Director Peters withdrew his motion.

BOARD MEMBER REPORTS AND REQUESTS:

- California Association of Sanitation Agencies (CASA) Washington D.C. Conference: Director Long reported on his attendance at the recent CASA Conference and discussed highlights from the sessions.

- North Bay Watershed Association (NBWA): Director Miller reported on his attendance at the March 2nd NBWA meeting. He discussed a PowerPoint presentation by Ms. Adrian Covert, Policy Director with the Bay Area Council (BAC), depicting the economic and environmental impacts of a 150-year storm on the Bay Area. Mr. Miller then discussed a PowerPoint presentation by Ms. Judy Kelly, NBWA Executive Director, which addressed: (a) The State's recently adopted stormwater and trash reduction regulations, and (b) A proposed project for NBWA funding to support North Bay agencies working with the Bay Area Stormwater Management Agencies Association (BASMAA).

INFORMATIONAL ITEMS: The Board reviewed and commented briefly on the Marin Independent Journal editorial of Monday, February 29, 2016, titled "In-house staffing and competitive bidding rules".

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

- The General Manager discussed his attendance at the California Association of Sanitation Agencies (CASA) Washington D.C. Conference. He noted that various bills were discussed at the conference and during the Congressional tours: possible NPDES permit term extension, the Clean Water Act reform, and the drought relief bill, also known as the Feinstein Bill.
- The 2016 WaterReuse California Annual Conference was being held from March 13-15, 2016 at the Hyatt Vineyard Creek Hotel in Santa Rosa. The General Manager stated that he moderated a session on March 13th: "A2 - Academic Approach".
- CASA/WaterReuse California, Sacramento Policy Forum is April 6th.
- The North Bay Watershed Association Annual Conference will be held in Napa on April 22nd. Details are available at nbwatershed.org.
- All Board Members are required to file a Form 700 by April 1, 2016. Directors Long and Peters will also need to file as delegate and alternate for North Bay Water Reuse Authority (NBWRA), and Director Miller will need to file as alternate for CSRMA.
- The next regular Board meeting will be held on Monday, April 4th at 6:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording