

## NOVATO SANITARY DISTRICT

### Board Meeting Minutes

Meeting Date: March 23, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, March 23, 2015, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Laura Creamer, Finance Officer, Novato Sanitary District  
John Bailey, Project Manager, Veolia  
John O'Hare, Pretreatment Programs Manager, Veolia  
Sarah Blum, BioMarin Pharmaceutical

### PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager-Engineer pointed out an error on item 6.a: "*Receive Wastewater Operations Committee Report, February 2014 2015*". The agenda was approved as revised.

PUBLIC COMMENT: None

### REVIEW OF MINUTES:

Consider approval of minutes of the March 9, 2015 meeting.

*On motion of Director Peters, seconded by Director Butler, and carried unanimously by those Directors present, the March 8, 2015 Board meeting minutes were approved.*

### CONSENT CALENDAR:

President Mariani requested that item 5.c.: "*Adopt a resolution providing relief on pH limits for the Buck Institute, and setting the revised pH limit*", be removed from the Consent Calendar and reviewed at the April 13<sup>th</sup> Regular Board meeting. She stated that she would have to recuse herself from the vote and in so doing, the remaining two voting Board members would not constitute a quorum.

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

- a. Approval of regular disbursements in the amount of \$102,072.89, and capital project disbursements in the amount of \$51,284.43.

- b. Approval of March payroll and payroll related expenses in the amount of \$190,870.97

*On motion of Director Peters, seconded by Director Butler and carried unanimously by those Directors present, the above Consent Calendar items were approved.*

#### WASTEWATER OPERATIONS:

- Receive Wastewater Operations Committee Report, February 2015. The Manager-Engineer stated that the Wastewater Operations Committee met on March 16, 2015 at 2:00 p.m. at the District office. John Bailey, Veolia Plant Manager, provided an overview of the Monthly Operations Report for February 2015 as presented to the Wastewater Operations Committee. He stated that the monthly average flow for February was 5.78 MGD (million gallons per day) and that water quality performance was excellent. He stated that the Recycled Water Facility produced 0.59 MG (million gallons) in February. He outlined the monthly safety and training activities and stated that in February no odor or noise complaints were received.

The Manager-Engineer provided a summary of the odor control and landscaping report.

In lieu of a full report of the remainder of the February Wastewater Operations Committee items, President Mariani asked if Board members had any questions which could be addressed specifically. Director Butler requested clarification on aspects of the procedure used for sanitary sewer overflow reporting, and the Manager-Engineer responded with the requested information.

- Receive Wastewater Treatment Facilities 2014 Annual Operations and Maintenance Report (Report). The Manager-Engineer stated that the final version of the Report was presented and approved by the Wastewater Operations Committee at their March 16<sup>th</sup> meeting. The Plant Manager gave an overview of the Report and discussion followed. The Directors present received the Report.

#### STAFF REPORTS:

- Report on tour of treatment facilities by California Water Environment Association (CWEA) – Redwood Section on March 19, 2015. The Manager-Engineer discussed the CWEA Meeting/Tour of the District's facilities on March 19<sup>th</sup>. He stated that the tour went very well and that approximately 60 to 70 individuals were present. The Plant Manager stated that he led one tour group and noted that their comments about the District's facility were very positive.

- Report on attending "Investment and Financial Management Forum" in Sacramento, CA, on March 18, 2015. The Manager-Engineer stated that in keeping with staying current with public finance and investment trends, Finance Officer Laura Creamer attended an investment forum hosted by PFM Asset Management, LLC. The Finance Officer then provided an overview of topics discussed at the forum.

### BOARD OF DIRECTORS:

- Receive Local Agency Formation Commission (LAFCO) materials for Election for Special District Member, and provide direction. President Mariani requested that discussion and action on this item be deferred to the April 13<sup>th</sup> Board meeting. The Directors present agreed. No action was taken and the item will be placed on the April 13, 2015, Regular Board meeting agenda.

- Presidential appointment of Ad-Hoc Personnel Committee to discuss Technical Services Manager recruitment. The Manager-Engineer stated that recruitment for the Technical Services Manager position had begun and that an initial review of applications began on March 8<sup>th</sup>. He requested that the President appoint an Ad-Hoc Personnel Committee to discuss the recruitment. President Mariani agreed, and appointed Director Long and herself as the Ad-Hoc Personnel Committee. She noted that Director Long was not present at the meeting. The Manager-Engineer stated that he would verify the appointment with Director Long.

### BOARD MEMBER REPORTS AND REQUESTS:

- Tour of the Novato Disposal Services Recycling Facility in Santa Rosa. Director Butler discussed his attendance at a tour he and Director Miller attended on March 12<sup>th</sup> with District Manager-Engineer Sandeep Karkal and Household Hazardous Waste Facility Manager Dee Johnson. He commented positively about the facility and expressed his appreciation to the Manager-Engineer for the opportunity.

### MANAGER'S ANNOUNCEMENTS:

- The next regular Board meeting will be held on Monday, April 13<sup>th</sup> at 6:00 p.m. at the District office.

- The California Association of Sanitation Agencies (CASA) will hold a Public Policy Forum in Sacramento on April 27 and 28<sup>th</sup> titled 'The Power of Water'. All Directors are invited to attend.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:40 p.m.

Respectfully submitted,

---

Sandeep Karkal  
Secretary

Julie Swoboda, Recording