

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: March 26, 2018

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, March 26, 2018, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jerry Peters, Directors William Long, Jean Mariani, and Brant Miller. Director Carole Dillon-Knutson was absent.

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

ALSO PRESENT: John O'Hare, Pretreatment Programs Manager, Veolia Water Dale Thrasher, Admin/Risk Services & Safety Officer, NSD Erik Brown, Deputy General Manager, NSD

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the March 12, 2018 meeting.

On motion of Director Mariani, seconded by Director Long, and carried with the following vote by those Directors present, the minutes of the March 12, 2018 Board meeting were approved as written. Ayes: Peters, Long, Mariani. Abstain: Miller as he was absent from the March 12th meeting. Absent: Dillon-Knutson.

CONSENT CALENDAR:

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

- a. Approve regular disbursements in the amount of \$74,445.53 and capital project disbursements in the amount of \$218,174.36.
- b. Ratify March's payroll and payroll related disbursements in the amount of \$254,568.63.
- c. Receive report on the District's Government Compensation in California (GCC) statement for Calendar Year 2017, as filed with the State Controller's Office (SCO).

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

WASTEWATER OPERATIONS:

- Receive and accept Wastewater Treatment Facilities 2017 Annual Operations and Maintenance Report. (Report) subject to minor edits. The General Manager stated that the contract between Veolia and the District requires that Veolia provide an Annual Operations and Maintenance Report, and that the report is typically presented to the Board at the last meeting in March. He stated that Project Manager John Bailey was not able to attend the meeting to make the presentation, and that John O'Hare, Veolia Pretreatment Programs Manager, would present the report.

The Pretreatment Programs Manager outlined the Wastewater Treatment Facilities 2017 Annual Operations and Maintenance Report. He stated that Veolia's continued priorities were to meet the goals of zero lost time incidents/OSHA recordable incidents, and no treatment plant effluent violations. He was happy to report that both goals were met and that 2017 represents Veolia's sixth consecutive year of zero effluent violations and sixth year of zero recordable incidents. Mr. O'Hare continued, stating that the treatment plant was very effective in 2017, recording 96% removal for biochemical oxygen demand (BOD) and total suspended solids (TSS). He noted a correction on page 33, stating that the total production of Recycled Title 22 water should be 97.664 million gallons, which matches the number stated correctly on page 18.

The Pretreatment Programs Manager continued, stating that the laboratory annual proficiency testing for all certified methods were 100% successful. He provided an overview of the public education/community outreach events that Veolia participated in during 2017, and touched on the training events attended by Lab Manager Liz Falejczk. He discussed the coordination of environmental services and implementation of the industrial pretreatment program with District staff.

The General Manager commended Veolia for their thorough inspection practices of food service establishments, significant industrial users, and non-permitted industries. He stated that Veolia Water has worked closely with District Collections System staff to monitor food service establishments, which require frequent inspections and close monitoring of produced FOG waste (fats, oils, greases).

Director Long commented that the report and annual results were excellent. He wondered if it would be appropriate for the Wastewater Operations Committee to review the report in detail and then provide a comprehensive evaluation to the full Board.

Director Long made a motion to receive the report, and then refer it to the Wastewater Operations Committee for a more detailed evaluation to assure that contractual items are being accomplished consistent with the Contract. Director Miller seconded the motion.

Director Mariani stated that she would prefer a discussion with all Board members present, and stated that a detailed discussion and review of the full report could be placed on the agenda at a future Board meeting. Director Miller stated that Board members may develop specific questions after appropriate review of the Contract, and that full Board review would allow for an in-depth discussion. He suggested that a future meeting/workshop be scheduled with the opportunity for Board members to present their questions in advance to

the General Manager-Chief Engineer. These questions could then be reviewed and discussed at the meeting by both Veolia and District staff.

The General Manager suggested that the Board accept the Report as it was presented, subject to minor edits, with the intent to provide a deeper review at a subsequent meeting. Director Long withdrew his earlier motion, and Director Miller withdrew his second. President Peters asked for further discussion, and hearing none, Director Long moved forward with a new motion.

On motion of Director Long, seconded by Director Mariani, and carried unanimously by those Directors present, the Board received and accepted the Wastewater Treatment Facilities 2017 Annual Operations and Maintenance Report, (Report) subject to minor edits.

Discussion continued with the purpose of establishing a date to hold a workshop or Board meeting where specific questions about the Contract could be brought forth and discussed between Board members, Veolia Project Manager John Bailey, and District staff.

On motion of Director Miller, seconded by Director Long, and carried unanimously by those Directors present, a special Board meeting/workshop will be held on May 21st to review in further detail the Annual Operations and Maintenance report and to respond to any further questions as submitted by Board members to staff in the intervening time.

CAPITAL PROJECTS:

- Collection System Improvements, Account No 72706: Approve an Agreement with the Marin Country Club (MCC) – Birdie Drive Sewer Line Project and authorize the Board President and the General Manager-Chief Engineer/Secretary to execute it. The General Manager stated that, at the direction of District Counsel, if a Board member has any business or personal involvement with the Marin Country Club, it was necessary to recuse themselves from this Board item. Director Long recused himself.

Deputy General Manager Erik Brown provided a background of the Birdie Drive Sewer Line. He stated that this Agreement will relocate approximately 700 feet of 8-inch sewer main that currently runs through an easement on Marin Country Club property, and extend the sewer main down Country Club Drive to the existing sewer on Birdie Drive. He stated that the Agreement proposes to quitclaim the easement to MCC upon completion of the project. He noted that because the relocation of the sewer will partially benefit MCC, they are agreeing to compensate the District for a portion of the work, subject to and in accordance with, the terms of the attached Agreement.

On motion of Director Mariani, seconded by Director Miller, and carried unanimously by the following vote, the Board approved an Agreement with the Marin Country Club (MCC) – Birdie Drive Sewer Line Project and authorized the Board President and the General Manager-Chief Engineer/Secretary to execute it. Ayes: Mariani, Miller, Peters. Absent: Dillon-Knutson. Recused: Long

Director Long was asked to return to the meeting following the vote.

DISTRICT CONFLICT OF INTEREST CODE:

- Adopt Resolution No. 3119 approving revisions to District Conflict of Interest Code. The General Manager stated that the District's Conflict of Interest Code was initially adopted in October 2007 and was last revised in September 2014. Currently, he stated that it is necessary to revise this Code primarily to add the Deputy General Manager position within the District's staffing structure. He stated that the revised Code with the proposed changes and revisions to the designated and affected positions is before the Board for adoption.

On motion of Director Miller, seconded by Director Long, and carried unanimously by those Directors present, the Board adopted Resolution No. 3119: A Resolution Revising the Conflict of Interest Code for the Novato Sanitary District Pursuant to the Provisions of the Political Reform Act of 1974 Set Forth in the California Government Code and Rescinding Resolution 3079.

BOARD OF DIRECTORS:

- Receive Local Agency Formation Commission (LAFCO) correspondence on appointment of a special districts' representative to the Consolidated Redevelopment Oversight Board, and provide direction, if any. The General Manager stated that Marin LAFCO is calling for nominations of a special district representative to the Consolidated Redevelopment Agencies Oversight Board. He asked if any Directors were interested in seeking this nomination. After discussion, no requests for nominations were brought forward.

BOARD MEMBER REPORTS AND REQUESTS:

Director Long reported on a meeting of the North Bay Water Exploratory Group which was held on Monday, March 26th. He stated that two representatives were present from the Ferguson Group, a lobbying group that was previously used for a Hamilton project. He stated that there is a funding need for lobbying efforts, and that an MOU is being drafted to that end. He questioned if the District may be interested in participating financially in this effort in the future.

The General Manager, who was also at the meeting, stated that more details will be coming during future workshops, scheduled in April and May. He stated that the North Bay Water Reuse Authority Phase One project is coming to completion and that the District anticipates receiving approximately \$500,000 for the District's Recycled Water Expansion Project. He stated that the District will continue to monitor the North Bay Water Exploratory Group and gauge the appropriate level for District participation.

GENERAL MANAGER'S REPORTS AND ANNOUNCEMENTS:

The General Manager had the following reports and announcements:

- Reports:
 - The North Bay Watershed Association 2018 Conference "Extreme Future: Fire, Floods, a Rising Bay" will be held on April 6th at the Petaluma Sheraton. All Directors have been registered for the event.

- The CASA and WateReuse Public Policy Forum will be held on April 11th at the Sutter Club in Sacramento. President Peters and the General Manager-Chief Engineer are registered for the event. Director Long will notify the District office if he can attend. Directors Miller and Mariani are unable to attend.
- District presentation to the Novato City Council is scheduled for 6:00PM, March 27th, at the City Council meeting. Board President Peters will be making the presentation with the General Manager-Chief Engineer. Everyone is welcome to attend.
- Next Board meeting is Monday, April 9th at 5:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 6:41 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording