

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: March 27, 2017

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, March 27, 2017, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jerry Peters, Directors Carole Dillon-Knutson, William Long, and Jean Mariani. Director Brant Miller arrived at 5:34 p.m. (delayed by construction on Davidson Street).

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

ALSO PRESENT: Fred Grange, Grange Debris Box
Delyn Kies, Novato resident
Casey Williams, Novato Disposal Services
Jim Salyers, Vice President, Novato Disposal Services
Charles Boltin
John Bailey, Project Manager, Veolia Water
Brian Exberger, Assistant Project Manager, Veolia Water
John O'Hare, Pretreatment Programs Manager, Veolia Water
Sonia Tanner, Novato resident
Erik Brown, Technical Services Manager, Novato Sanitary District
Steve Krautheim, Field Services Manager, Novato Sanitary District
Dee Johnson, Solid & Household Hazardous Waste Program Coordinator

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: President Peters called for public comment.

Fred Grange, Grange Debris Box Service, requested consideration to place the following item on a future agenda: debris box rentals in Novato.

REVIEW OF MINUTES:

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

On motion of Director Mariani, seconded by Director Long, and carried unanimously by those Directors present, the Board approved the meeting minutes of March 13, 2017.

CONSENT CALENDAR:

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

- a. Approve capital project disbursements in the amount of \$33,233.65, and regular disbursements in the amount of \$124,480.60.

- b. Approve March 2017 payroll and payroll related disbursements in the amount of \$305,210.28.
- c. Receive report on the District's Government Compensation in California (GCC) statement for Calendar Year 2016, as filed with the State Controller's Office (SCO).
- d. Receive e-mail correspondence from County Registrar of Voters: "SB415-Special District requests to change election date".

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

SOLID WASTE OPERATIONS:

- Receive Novato Disposal Service – 4th Quarter 2016 report. The General Manager noted that at the March 13th meeting, the Board opted to consolidate the Solid Waste Committee reports and have them presented to the entire Board with the Regular Board meeting materials for consistency and efficiency.

Casey Williams, Novato Disposal Service (NDS), provided an overview of the solid waste, recycling, and green waste data. Director Dillon-Knutson commented on the increase in residential and commercial solid waste delivered to the disposal site. Mr. Williams stated that he was not sure if the increase was due to additional debris disposal or if the materials were simply wet, causing the material to weigh more.

Director Miller noted that Marin Sanitary is declaring achievement of a 75% solid waste diversion, and he requested clarification. Dee Johnson, Solid and Household Hazardous Waste Coordinator, noted that the methods used to calculate the diversion numbers for the two entities are not similar. She then explained why diversion rates for Novato Disposal seemed lower than rates presented by Marin Sanitary. Ms. Johnson stated that she would provide a more detailed explanation at a future meeting following discussions with Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA) staff.

- Receive verbal report on Marin County JPA and Local Task Force. Ms. Johnson stated that she met with the Marin County JPA Local Task Force in January. She noted that Delyn Kies was also present at that meeting. Discussion items included the JPA's role, and future outreach opportunities the task force might like to target.

- Receive Disposal/Diversion reports for 2016. Ms. Johnson provided an overview of the 2016 Disposal/Diversion Report. She pointed out that the green waste collection has remained steady, even increasing slightly, in spite of the drought. She also noted that commercial food waste numbers have increased, due to an increase in commercial food waste accounts.

- Receive verbal update on schools recycling program. Ms. Johnson stated that Novato Disposal Outreach staff visited 5 elementary schools, 2 middle schools, and 1 high school, providing service information, presentations, assemblies, and suggestions on diversion.

Household Hazardous Waste (HHW) programs: Ms. Johnson stated that 3,812 households used the HHW facility in 2016, which was an 8% increase from 2015, and was the highest participation ever recorded at the HHW facility. She elaborated that a total of 406,174 pounds of household hazardous waste was collected at the HHW facility in 2016, noting that this number did not include the waste collected at the two E-Waste events. Ms. Johnson stated that a total of 1,584 residents dropped off E-Waste during the spring and fall events, resulting in a total of 54,604 pounds of E-waste collected. She stated that the next e-waste event will take place from April 22nd to April 24th and directed the Board's attention to the E-Waste flyer on page 37 of the agenda packet.

President Peters thanked Ms. Johnson and NDS for the presentation, and asked for any public comments. Fred Grange, Grange Debris Box, commented that Ms. Johnson did a good job of explaining the complexities of diversions and what he would like to present to the Board would be equally as complex and that he would send something in writing. He stated that Grange Debris Box was the first debris box company in Novato and that he hopes Grange Debris Box could work with the new garbage collection company in Novato. He also stated that he is in favor of franchises and believes that some things should be franchised and some things do not have to be franchised and therefore, shouldn't be.

At 6:12 p.m., President Peters called for a short recess.

The following individuals left the meeting: Fred Grange, Jim Salyers, Casey Williams, Charles Boltin, Delyn Kies, and Sonia Tanner.

At 6:20 p.m., President Peters reconvened the meeting.

WASTEWATER OPERATIONS:

- Receive and accept Wastewater Treatment Facilities 2016 Annual Operations and Maintenance Report, subject to minor edits. The General Manager stated that the Report is essentially an encapsulation of information that was previously presented to the Board in each month of 2016. He introduced Veolia Project Manager John Bailey who provided a short verbal presentation of the Annual Report. The Project Manager stated that 2016 represents Veolia's fifth consecutive year of zero effluent violations and the sixth year of zero recordable incidents. He discussed the treatment plant performance summary, stating that BOD and TSS removal efficiency was at 98% for the year. In addition, he stated that the facility produced 89.582 million gallons of Title 22 recycled water. The Project Manager discussed Veolia's Asset Management Program and the preventative, predictive, and corrective maintenance that was performed by Veolia support staff.

Director Long commented on the overall maintenance of the treatment facility and the need to plan for its long-term maintenance costs, for example, over the next 20 years. The General Manager noted that District and Veolia staff track maintenance items on an ongoing basis with the recognition that components are starting to wear down, and plan on appropriate repair/replacement. The repairs and replacement are budgeted in the District's annual budget, and currently carried out through the mechanism of the District's informal or small projects. As examples, he noted the recent award of a contract to refurbish the mechanism for primary clarifier no. 1, the purchase of a new pump for the Ignacio Transfer

Pump Station with a plan to sequentially rehabilitate each existing pump, and the process to sequentially rehabilitate each of the existing influent pumps at the treatment plant.

BOARD OF DIRECTORS:

- Review Local Agency Formation Commission (LAFCO) ballot for Election of a Regular Special District Member, finalize by consensus the District's ranked choices of the nominated candidates on the ballot, and authorize the General Manager-Chief Engineer to complete and transmit the ballot to LAFCO. The General Manager noted that this item had also been brought forward at the March 13th Board meeting for review, and requested the Board finalize, by consensus, and rank the three nominees on the ballot.

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the Board voted by consensus and ranked the three LAFCO candidates as follows: 1) Craig K. Murray; 2) Todd Gates; and 3) Lew Kious. The General Manager was authorized to complete and transmit the ballot to LAFCO.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Water Reuse Authority (NBWRA) Board meeting, March 27, 2017 (Director Long). Director Long commented on his attendance at the NBWRA meeting, which was held at the Novato City Hall Council Chambers. He stated that the City of American Canyon was approved as a new member of NBWRA, and that the FY 2016/17 Budget has been amended to include new member projects. He noted that the Board is conducting a Reconciliation and Reassessment of Costs and that the District may receive a refund of about \$170,000 of Phase 2 funds, and about \$80,000 in Phase 2 Study grant funds.

- NBWRA Day in the State Capitol, March 22, 2017 (Director Long). Director Long commented on his attendance at the NBWRA Day in Sacramento, and on meetings with the legislative staff he met at the event.

- Novato Theater Company (NTC) performance, 'Company, a Musical Comedy'. Director Dillon-Knutson stated that NTC was performing a musical and encouraged the Board and public to attend.

INFORMATIONAL ITEMS:

- Marin Independent Journal article titled "Marin Garbage Rates Rising Along With Recycling Costs". The General Manager noted that this article was for informational purposes only.

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

The General Manager had the following reports and announcements:

- Reports:
 - The District's Regional Water Board permit handler conducted a compliance evaluation inspection of the District's facilities on March 14th. District and Veolia Staff prepared for, and participated in, the inspection. He stated that the

inspection went well, that the inspection report has been received, and there does not appear to be any items in the report that require follow-up.

- Announcements:

- Reminder: The CASA Sacramento Policy Forum is April 19th. Directors Dillon-Knutson, Long, Peters, and Mariani are registered. Carpooling is encouraged.
- CASA's 62nd Annual Conference will take place from August 22nd to 24th in San Diego. Board members are requested to confirm their attendance with the Administrative Secretary.
- The District will be participating in the Novato Chamber of Commerce 2017 Business & Community Expo, which will be held at the Novato Bay Club-Stonetree Golf Course, and Directors are invited to attend.
- Directors are required to file their Form 700 with the County of Marin by Monday, April 3, 2017. Completed and signed forms can be returned to the District office and the Administrative Secretary will mail them to the County.
- The next Regular Board meeting will be Monday, April 10, 2017 at 5:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 7:07 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording