

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: April 10, 2017

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, April 10, 2017, at the District offices, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: John O'Hare, Pretreatment Programs Manager, Veolia Water
Brian Exberger, Assistant Project Manager, Veolia Water
Dee Johnson, Solid and Household Hazardous Waste Program
Coordinator
Steve Krautheim, Field Services Manager, Novato Sanitary District
Erik Brown, Technical Services Manager, Novato Sanitary District
Fred Grange, Grange Debris Box Service
Delyn Kies, Novato resident
Rick Powell, General Manager, The Ratto Group

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the March 27, 2017 meeting.

President Peters called for the motion, and Director Mariani motioned for approval and was seconded by Director Miller.

Director Long asked that his comments on the Wastewater Treatment Facilities 2016 Annual Report regarding future maintenance needs and the financial impact of facility upkeep be captured in the minutes. President Peters directed staff to review the audio recording of the March 27th Board meeting and edit the minutes to include Director Long's comments. Director Mariani amended her motion as follows:

On motion of Director Mariani, seconded by Director Miller, and carried unanimously by those Directors present, the Board meeting minutes of March 27, 2017 were to be accepted with the addition of Director Long's comments.

CONSENT CALENDAR:

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

- a. Approve Board member disbursements in the amount of \$1,708.51, capital project disbursements in the amount of \$77,095.32, and regular disbursements in the amount of \$301,237.18.
- b. Receive Deposit Summary, March 2017.

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

DEBRIS BOX RENTALS IN NOVATO:

- Presentation by Mr. Fred Grange regarding debris box service. The General Manager stated that this item was placed on the agenda per the request of Mr. Grange at the March 27th Board meeting.

Mr. Fred Grange thanked the Board for placing his request on the agenda, and stated that because he was notified on the afternoon of April 7th, he did not have enough time to prepare his materials for the meeting. He requested the item be extended for 30 days. He detailed how Grange Debris Box Service is currently a part of the Novato community and asked to be given the opportunity to compete on a level playing field to serve Novato residents with debris box services. He requested the Board support his request to work out an agreement with the new franchisee.

President Peters stated that the current contract with The Ratto Group runs through 2025, and stated that to the best of his knowledge, he was not aware of any changes to the existing contract.

Director Mariani requested that this item be postponed until the May 8th Board meeting.

District Counsel stated that the Solid Waste Franchise Agreement (Agreement), in Section 11.6 on page 71 addresses "Assignment by Contractor." The definitions state that a potential sale is an assignment covered by these terms. The District has rights to ensure that the company taking over the contract has the ability to perform the work. He stated that there are also limitations on the basis for non-approval by the District, and that the basis for non-approval of the assignment would have to be reasonable. Generally speaking, a potential buyer is taking the contract 'as-is' and the Novato Sanitary District is approving an assignment to the new company of the contract 'as-is'. He noted that neither party can pick-and-choose to modify or only take parts of the contract unless both parties are in agreement. He stated that in theory, there may be an opportunity to make changes, but there is nothing in the Agreement that would suggest there will be negotiations for a new contract or to modify the contract terms.

Director Mariani and District Counsel suggested that Mr. Grange review the Agreement. Mr. Grange stated that he will review the Agreement prior to the May 8th Board meeting.

- Receive report and provide direction, if any, to staff. President Peters directed the General Manager to place the item: *Presentation by Mr. Fred Grange regarding debris box service* on the May 8th Board meeting agenda.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, March 2017. The General Manager stated that Veolia Project Manager John Bailey was out of the office and that Veolia Assistant Project Manager Brian Exberger would provide the overview of the Treatment Facilities Monthly Operations Report for March. The Assistant Project Manager noted that the average monthly flow was 6.41 MGD (million gallons daily) with a peak flow of 10.59 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 March, and stated that safety performance was excellent with a total of 2,502 accident-free days. The Assistant Project Manager stated that there was no recycled water produced in March. He reviewed the period's key events, and monthly safety and training topics. He stated that the District and Veolia successfully hosted approximately 30 San Marin High School students for an introduction to wastewater treatment and a tour of the treatment plant.

Field Services Manager Steve Krautheim summarized the Collection System Operations report for March 2017. He stated that the Collections department cleaned 42,473 lineal feet of sewer pipelines and began root treatment preparation activities by pre-cleaning 2,372 feet. He noted that staff has scheduled 67,653 feet of sewer mains for root treatment in June. He further stated that there were no lost time accidents in March for a total of 2,210 accident-free days. The Field Services Manager stated that there were no sanitary sewer overflows in March.

The Field Services Manager then summarized the Reclamation Facilities report for March 2017. He stated that the rancher continued with annual weed abatement work and that there were no irrigation activities. He stated that Drainage Pump Station No. 3 pumped approximately 115 million gallons of rain water out of Sites 2 & 3 and noted that the parcels are beginning to dry up. He noted that there were no sludge handling activities in March.

ADMINISTRATION:

- Receive Proposed Schedule for Approval of Preliminary and Final Budget, Appropriations Limit, and Sewer Service Charges (Schedule). The General Manager stated that the Schedule was informational, and established the dates for the Public Hearing and subsequent adoption of the final budget. Director Long stated that it would be beneficial to review the Strategic Plan prior to adopting the final budget, to ensure that Capital Project expenditures are in line with the District's long-term planning. Following discussion with the Board, the General Manager stated that the Strategic Plan would be reviewed at a later Board meeting.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting, April 7, 2017. Director Miller commented on his attendance at the NBWA meeting held on April 7th at the District office. He stated there was a fascinating presentation given by Rick Thomasser, Watershed & Flood Control Operations Manager, Napa County. He also commented on a presentation given by Elise Suronen, Marin Resource Conservation District.

Member Mariani stated that she had received the official notice from the Marin County Elections Department declaring the District's election date change. She noted that all voters in Novato are receiving the notice.

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

The General Manager had the following reports and announcements:

- Reports:
 - The District and North Marin Water District (NMWD) will be jointly participating in an US EPA drought case study in the week of April 24th. Director Long and the General Manager-Chief Engineer will be participating along with the District, Veolia, and NMWD staffs.
 - North Marin Water District General Manager Chris DeGabriele will be retiring at the end of this month. NMWD has scheduled an Open House and Retirement Recognition on Friday, April 21st from 12:00 p.m. to 2:30 p.m. at NMWD's offices. Please notify the Administrative Secretary if you plan to attend.
 - The CASA Sacramento Policy Forum is an all day event on April 19th. Directors Long, Mariani, Peters, and Dillon-Knutson have been registered.
- Announcements:
 - After a cooperative search effort by both the District and Central Marin Sanitation Agency (CMSA), Katy Thelen started as the Health and Safety Manager for the joint CMSA/NSD safety program as of March 13, 2017. Dale Thrasher, current joint Health and Safety Manager, will be starting as the District's Administrative/Risk Services/Safety Officer on May 1, 2017.
 - Next Board meeting is Monday, April 24th at 5:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 6:17 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording