

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: April 24, 2017

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, April 24, 2017, preceded by a closed session beginning at 5:00 p.m. at the District offices, 500 Davidson Street, Novato.

At 5:01 p.m. President Peters announced the Board would meet in closed session to discuss the following matters on the Closed Session Agenda:

CLOSED SESSION: PUBLIC EMPLOYEE EVALUATION:
General Manager-Chief Engineer (Government Code Section 54947).

BOARD MEMBERS PRESENT FOR CLOSED SESSION: President Peters, Members William C. Long, Jean Mariani, and Brant Miller. Member Dillon-Knutson was absent.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal.

The closed Session ended at 5:38 p.m.
Open session began at 5:42 p.m.

BOARD MEMBERS PRESENT FOR OPEN SESSION: President Peters, Members William C. Long, Jean Mariani, and Brant Miller. Member Dillon-Knutson was absent.

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

ALSO PRESENT: John Bailey, Plant Manager, Veolia Water
Erik Brown, Technical Services Manager, Novato Sanitary District
Dale Thrasher, Joint Health and Safety Program Director
Gisa Ju, Senior Technical Practice Leader, RMC Water
Environment/Woodard & Curran

PLEDGE OF ALLEGIANCE:

REPORT OUT OF CLOSED SESSION: President Peters stated that there was no report out of closed session.

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the April 10, 2017 meeting. Director Long noted a correction on page three, last paragraph, as follows: "North Bay Watershed Association (NBWA) meeting, April 7, 2017. Director Long **Miller** commented on his attendance..."

The General Manager stated that the minutes would be changed to reflect Director Miller's attendance at the NBWA meeting.

On motion of Director Mariani, seconded by Director Miller, and carried unanimously by those Directors present, the Board meeting minutes of April 10, 2017 were approved.

CONSENT CALENDAR:

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

- a. Approve capital project disbursements in the amount of \$31,216.90, and regular disbursements in the amount of \$127,336.83.
- b. Ratify payroll and payroll related disbursements for April, 2017, in the amount of \$311,707.83.
- c. Receive Accounts Receivable Report as of March 31, 2017.
- d. Receive most recent Pooled Liability Program (PLP) dividend report.
- e. Receive Workers Compensation Insurance report.

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

CAPITAL PROJECTS:

- Collection System Improvements, Account No. 72706: Receive a progress update on the development of the District's Collection System Master Plan (CSMP) from the District's Consultant, RMC Water Environment. The General Manager stated that in July 2016, the District contracted with RMC Water Environment (RMC) to develop a Collection System Master Plan (CSMP). He stated that the District's Consultant, Gisa Ju of RMC Water Environment/Woodard & Curran, was present to provide a status update of the CSMP.

Ms. Ju addressed the Board and provided a PowerPoint presentation to outline work completed to date and currently in progress. She noted that RMC had completed the Collections System Scoping Study in 2016, and based on these findings, had developed a scope of Master Plan Objectives for the Collections Department. She discussed the wet weather flow monitoring which was completed in early 2017, provided an update of the sewer Geographic Information System (GIS), and discussed development of the hydraulic model. Discussion followed between the Board, Ms. Ju, the General Manager, and Technical Services Manager Erik Brown.

At the conclusion of this item, Ms. Ju and Dale Thrasher left the meeting.

ADMINISTRATION:

- Receive and review 2016-17 Marin County Civil Grand Jury report titled "Overcoming Barriers to Housing Affordability" and provide direction. The General Manager noted that the report "Overcoming Barriers to Housing Affordability" is included in the agenda packet. He stated that one of the listed recommendations of the report, i.e. Recommendation R5, states that "each utility district should adopt waivers for hook-up fees for low-income housing projects and accessory dwelling units", and the Grand Jury has asked that the District respond to this recommendation. The General Manager stated that the issue was discussed at the staff level as well as with District Counsel. He provided a brief overview of current and pending legislation on sewer connection fees

for accessory dwelling units. He noted that the District has historically charged full connection fees for residential connections. He stated that District Counsel was present to discuss the matter and take direction from the Board before drafting a response to the Marin Grand Jury.

District Counsel Kent Alm discussed the four options the District has to respond to the Grand Jury's recommendation:

1. Accept the recommendation and state that the recommendation has been implemented, and provide a summary regarding the District's implementation.
2. State that the recommendation has not yet been implemented, but it will be implemented in the future, and provide a timetable of implementation.
3. State that the recommendation requires further analysis, and provide an explanation of the scope and parameters of the analysis, and a time frame for reaching that decision, which shall not exceed six months.
4. State that the recommendation shall not be implemented because it is not warranted nor is it reasonable, and provide an explanation.

District Counsel detailed the definitions of Accessory Dwelling Units (ADU's), and low-income housing, noting that these are two significantly different matters. He stated that the response to the Grand Jury regarding ADU's could be a relatively simple response, such as: "Yes, the District will implement the law when it comes into effect in 2018." Furthermore, he stated that low-income housing is a policy decision, and the District may respond in any of the four options previously stated. Discussion followed between the Board and District Counsel. Upon close of discussion, District Counsel stated that, based on the information and direction provided by the Board, he would prepare a draft response, consistent with Option 4 above, for the Board's review at the May 8th Regular Board Meeting.

BOARD MEMBER REPORTS AND REQUESTS:

- California Association of Sanitation Agencies (CASA)/WateReuse California, Sacramento Public Policy Forum, April 19, 2017 (Directors Dillon-Knutson, Long, Peters).

Director Long discussed his attendance at the Public Policy Forum and stated that the presentations were very well organized and interesting.

President Peters discussed his attendance at the Public Policy Forum and stated that he was pleased with the receptiveness from the offices of Senator Mike McGuire and Assembly Member Marc Levine.

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

The General Manager had the following reports and announcements:

- Reports:
 - The General Manager attended the CASA/WateReuse California, Sacramento Public Policy Forum on April 19, 2017. Jennifer West, Managing Director of WateReuse California facilitated a discussion on direct potable reuse and legislation. Meetings with individual legislators were positive.
 - At 4:03 p.m. today (April 24, 2017), Mr. Fred Grange of Grange Debris Box Service sent an e-mail to each Board Member and the General Manager. The e-mail stated: "Dear

Sandeep and board members, I regret that due to an unforeseen emergency we must request an extension for our presentation on 5/8/16. We greatly appreciate the opportunity to make the presentation and hope you will understand. Fred Grange.” The Recording Secretary handed a printed copy of this email to each Board member and to District Counsel. Based on this e-mail, a presentation by Mr. Grange will not be on the agenda for the May 8, 2017 Board meeting. Further, for informational purposes, last week Board President Peters also sent a copy of the Solid Waste Franchise Agreement along with a transmittal letter via UPS to Mr. Grange.

- The District and North Marin Water District (NMWD) will be jointly participating in an US EPA drought case study this week. Director Long and the General Manager will be participating along with District, Veolia, and NMWD staffs.
 - NMWD General Manager Chris DeGabriele will be retiring at the end of this month. NMWD scheduled an Open House and Retirement Recognition on Friday, April 21, 2017 at the NMWD’s offices. Directors Long, Mariani, and Peters attended, along with the General Manager and the Field Services Manager.
- Announcements:
- The District held its three-day Spring E-Waste Event, April 22-24, 2017. There is no report at this time, but information on the event will be available with the next Solid Waste Quarterly report.
 - The General Manager received a thank-you commemorative photo on behalf of the District from the Novato Chamber of Commerce 2016-17 Leadership Class.
 - Member Dillon-Knutson called during the meeting and apologized for being unable to attend the meeting due to being ill.
 - Next Board meeting is Monday, May 8, 2017, at 5:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 7:01 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording