

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: May 8, 2017

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, May 8, 2017, preceded by a closed session beginning at 5:00 p.m. at the District offices, 500 Davidson Street, Novato.

At 5:02 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 Jerry Peters, Members Carole Dillon-Knutson, William C. Long, Jean Mariani, and Brant Miller.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal joined the closed session at 5:18 p.m.

Closed session ended at 5:33 p.m.
Open session began at 5:37 p.m.

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

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

ALSO PRESENT: John Bailey, Plant Manager, Veolia Water (arrived at 5:43 p.m.)
Erik Brown, Technical Services Manager, Novato Sanitary District
Steve Krautheim, Fields Services Manager, Novato Sanitary District
Dale Thrasher, Joint Health and Safety Program Director
Laura Creamer, Finance Officer, Novato Sanitary District

PLEDGE OF ALLEGIANCE:

REPORT OUT OF CLOSED SESSION: Per President Peters, 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 24, 2017 meeting.

On motion of Director Long, seconded by Director Mariani, and carried with the following vote, the Board meeting minutes of April 24, 2017 were approved. Ayes: Peters, Long, Mariani, Miller. Abstain: Dillon-Knutson (absent from April 24th meeting)

CONSENT CALENDAR:

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

- a. Approve Board member disbursements in the amount of \$2,141.87, capital project disbursements in the amount of \$134,273.46, and regular disbursements in the amount of \$396,575.14.
- b. Receive Deposit Summary, April 2017.
- c. Receive 3rd Quarter Investment Report, Fiscal Year (FY) 2016-17.
- d. Receive FY 16-17 3rd Quarter Financial Report.
- e. Ratify District Statement of Investment Policy, Policy 3120 – Investment of Public Funds.
- f. Approve a contract in the not-to-exceed amount of \$75,000 with Duke's Root Control, Inc., (Duke's), and Authorize the General Manager-Chief Engineer to execute it.

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

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, April 2017. The General Manager noted that Veolia Project Manager John Bailey was delayed and that his report would follow the Collections System Operations and Reclamation Facilities reports.

Field Services Manager Steve Krautheim provided the Collection System Operations report for April 2017. He summarized the maintenance, stating that the Collections department cleaned 56,955 lineal feet of sewer pipelines, televised 47 line segments, totaling 8,727 feet, and conducted 7 sewer main inspections, totaling 749 feet. He further stated that there were no lost time accidents in April, for 2,240 accident-free days, and noted that there were no sanitary sewer overflows (SSOs) in April.

The Field Services Manager then summarized the Reclamation Facilities report for April 2017. He stated that the rancher began cutting pasture grass on Site 7 and completed annual weed abatement work in Parcel 28. Also, staff completed mowing along the roadways on all sites, and that both drainage pump stations continue to pump accumulated storm water from all sites.

Veolia Water Project Manager John Bailey provided an overview of the Treatment Facilities Monthly Operations Report for April. The Project Manager 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 April, and stated that safety performance was excellent with a total of 2,532 accident-free days. He reported that the average flow was 5.97 MGD (million gallons/day) with a peak hourly flow of 11.53 MGD in April.

The Project Manager stated that the recycled water facility started production during the month. He reviewed the period's key events, and monthly safety and training topics. He stated that proficiency testing was conducted in April and that Veolia achieved 100% acceptable data in the study and was awarded a Certificate of Excellence from ERA (Environmental Resource Associates). He stated that this achievement was a collaboration between Veolia employees, Kurt Hawkyard and Liz Falejczyk, and North Marin Water District (NMWD) employee, Jessica Bena. He noted that there were no neighborhood contacts for the month.

GRAND JURY REPORT:

- Review the following items and provide direction: (i) 2016-17 Marin County Civil Grand Jury report titled “Overcoming Barriers to Housing Affordability”, and (ii) draft response prepared by District Counsel. The General Manager noted that the Grand Jury report titled “Overcoming Barriers to Housing Affordability” was presented and discussed at the April 24th meeting, and that upon close of discussion at that meeting, the Board had directed District Counsel Kent Alm to prepare a draft response based on Board discussion. The General Manager stated that at this time, District Counsel had prepared the draft response with assistance from staff, and that the response is provided in the Board Agenda packet for this meeting for the Board’s consideration and further direction.

Directors Miller and Long commented that the draft was appropriate and well written.

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the draft response prepared by District Counsel to the Grand Jury was accepted with minor edits, and staff was directed to submit the response to the Marin County Civil Grand Jury.

STAFF REPORTS:

- Receive staff report: Attendance at the California Water Environment Association (CWEA) Annual Conference, Palm Springs, April 26-29, 2017. The General Manager noted that Field Services Manager Steve Krautheim and Collections System Worker II Aaron Hendricks had attended the conference. Field Services Manager Steve Krautheim provided an overview of his attendance at the CWEA conference. He stated that as the CWEA Northern Regional Committee Chair, much of his time was spent performing directorial duties. He also served as a host for several presentations on the Collection System and Pump Station Maintenance tracks as well as a host and facilitator on the Silver Tsunami track.

- Receive staff report: Draft Marin County BayWAVE Sea Level Rise Vulnerability-Assessment report. The General Manager pointed out that the Draft Executive Summary was part of the agenda packet and that the full Sea Level Rise Vulnerability Assessment Public Review Draft was printed and available for review. He stated that Technical Services Manager Erik Brown and Field Services Manager Steve Krautheim have been working with Marin County Department of Public Works (DPW) to review the portion of the report that address the Novato Sanitary District.

Director Long stated that he attended a public meeting and presentation at Novato City Hall on May 1st regarding this report. He read a section of the BayWAVE report which addressed risks to the Novato Sanitary District: page 97, paragraphs one and two, and asked if District staff agreed with the findings.

The General Manager stated that the draft BayWAVE report has some inaccuracies regarding District facilities, and noted that staff, will work with DPW to correct these. Technical Services Manager Erik Brown addressed the Board and discussed several inaccuracies described in the report. He noted that the sea-wall/berm system was improved in the treatment facility upgrades, and can be further raised in the future if needed. He stated that staff had prepared a mark-up red-line version of page 97 with the District’s comments, and he provided a copy to the Board.

The General Manager stated that any Board comments should be provided to staff so they could be conveyed to Chris Choo, Program Manager, County of Marin Department of Public Works, and

her team. Director Long stated that he would welcome hearing comments from other District Managers regarding the report and the findings made for their districts.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA), meeting of May 5, 2017. Director Miller discussed his attendance at the NBWA meeting which was held on Friday, May 5th at the Petaluma Community Center. He commented on a presentation by Gregory Andrews, Fishery Program Manager at the Marin Municipal Water District (MMWD). He stated that Mr. Andrews provided information about protecting Coho salmon in the Lagunitas Creek Watershed and what activities MMWD is doing to protect and enhance that fishery.

Director Long discussed the use of solar power and expressed his hope that the District will utilize solar power generation in the future. He suggested that the Board receive a presentation/update on renewable energy use at the District.

Director Dillon-Knutson stated that she attended a gathering in the Lea Drive neighborhood recently, and commented that there were no reports of odors from the residents in attendance.

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

The General Manager had the following reports and announcements:

- Reports:
 - Field Services Manager Steve Krautheim was presented with a "P.I.C.K." Award (Professionalism, Ingenuity, Contribution & Knowledge) at the CWEA Annual Conference Committee lunch. This award recognizes service to CWEA and the Collections System Committee for its goal of training.
 - For the sixth year in a row, the District has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA) for its 2015-2016 Comprehensive Annual Financial Report (CAFR).
 - The District Lab was recognized by ERA (a national independent laboratory proficiency testing entity) as a Laboratory of Excellence for achieving 100% data compliance among 1,061 participating laboratories for the third year in a row. Congratulations to Veolia staff, Environmental Services Supervisor Liz Falejczyk, and Lab Technician Kurt Hawkyard.
 - The North Bay Water Reuse Authority Draft 4th Amended MOU was received last week. Staff will review with District Counsel and present for Board direction and/or recommendation for approval at a future Board meeting.
 - The District and North Marin Water District (NMWD) jointly participated in an US EPA drought case study on April 26th. Director Long and the General Manager participated along with District, Veolia, and NMWD staffs. The EPA conducted tours of the treatment and reclamation facilities, and the General Manager and Director Long were interviewed. Upon completion of the video case-study, a presentation will be made to the Board.
 - A thank-you note was received from the Clean and Green Day Committee for the District's continued support of their annual event which took place on April 22nd in Novato.
- Announcements:
 - North Marin Water District General Manager Chris DeGabriele recently retired, and Drew McIntyre has taken the position of General Manager.

- Next Board meeting is Monday, May 22, 2017, at 5:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 6:49 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording