

June 21, 2010

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:00 p.m., Monday, June 21, 2010, at the District Office, 500 Davidson Street, Novato.

**MEMBERS PRESENT:** NSD Board Members James D. Fritz and George C. Quesada.

**STAFF PRESENT:** Beverly James, Manager-Engineer  
Sandeep Karkal, Deputy Manager-Engineer  
John Bailey, Project Manager Veolia Water  
John O'Hare, Technical Development Veolia Water  
Julie Borda, Administrative Secretary  
Tim O'Connor, Collection System Supervisor

**ALSO PRESENT:** Administrative Assistant Lynda Rodefer, Veolia Water  
Brant Miller, Novato

**AGENDA APPROVAL:** *On motion of Member Quesada, seconded by Member Fritz, and carried unanimously, the agenda was approved as mailed.*

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

Consider approval of the revised April 29, 2010 meeting minutes and approval of the May 17, 2010 meeting minutes.

*On motion of Member Quesada, seconded by Member Fritz, and carried unanimously, the minutes of the May 17, 2010 and the revised minutes of the April 29, 2010 Wastewater Operations Committee meetings were approved as amended.*

**WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT:**

Project manager John Bailey, Veolia Water, reviewed the monthly operations report for May 2010. Mr. Bailey noted there were no violations to report and that the treatment plant processes were running very well. Mr. Bailey discussed the key events for the period and gave a construction update. He reviewed the May safety and regulatory training and discussed the work order status report.

The Deputy Manager-Engineer and Mr. Bailey discussed the treatment plant equipment currently in service.

Mr. Bailey discussed the current electrical usage of the new equipment and stated that a more detailed report would be available in three to four weeks.

Member Fritz questioned the new equipment automation systems. The Deputy Manager-Engineer explained the current processes and which systems are automated.

Standard Operating Procedures. The Manager noted that the District Board had previously authorized Veolia Water to prepare various Standard Operation Procedure (SOP) manuals.

The Deputy Manager-Engineer presented to the Board three preliminary SOP's as prepared by Veolia Water. Mr. Bailey noted that the SOP's will ensure consistency in treatment plant operations. The Board reviewed and discussed the sample SOP's and how they are to be used in the Operator's daily activities.

Brant Miller, Novato, questioned if the SOP's will be continually updated. The Manager stated yes, and briefly explained the continuous review and update policy.

#### **COLLECTION SYSTEM OPERATION AND MAINTENANCE REPORT:**

Tim O'Connor, Collection System Superintendent, presented and discussed the Collection System Monthly Report for 2010. He discussed his employees, noting that one employee who had previously been out with a personal injury, would be back on staff as of June 21<sup>st</sup>. He discussed three small spills which resulted in a minimal spill of 35 gallons and stated that the blockages were caused by roots and grease. He stated that after these types of blockages are found and cleared, his crew proceeds to notify all neighbors via door hangers which address the importance of and preventative measures to keep grease out of the sewer system lines. He discussed the department's productivity, noting that 41,206 feet of sewer line were cleaned in May.

**ADJOURNMENT:** There being no further business to come before the Committee, Member Fritz adjourned the meeting at 3:02 p.m.