

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: June 11, 2018

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, June 11, 2018, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Jeff Andress, Collections System Superintendent, NSD
John Bailey, Assistant Project Manager (APM), Veolia
Jeff Boheim, Field Services Manager, NSD
Erik Brown, Deputy General Manager, NSD
Laura Creamer, Finance Officer, NSD
John O'Hare, Project Manager (PM), Veolia
Robin Merrill, Information Systems Specialist, NSD
Dale Thrasher, Administrative Risk Services/Safety Officer, NSD

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

REVIEW OF MINUTES:

Consider approval of minutes of the May 21, 2018 special meeting.

On motion of Director Mariani, seconded by Director Miller, and carried unanimously by those Directors present, the May 21, 2018 Board meeting minutes were approved.

PUBLIC HEARING PURSUANT TO SECTION 5471 ET SEQ. AND 6520.5 OF THE CALIFORNIA HEALTH AND SAFETY CODE – FY2018-19 SEWER SERVICE CHARGE REPORT, AND ELECTING TO COLLECT ON COUNTY TAX ROLLS:

- Sewer Service Charge Report. The General Manager noted that items 5.a.b.c.d., and 6.a. would be considered together. He stated that the District Board, at its June 13, 2016 meeting, held a public hearing on, and thereafter adopted, Ordinance No. 120, which established sewer service charges for fiscal years 2016/17 through 2020/21. He stated that this public hearing of June 11, 2018, was to conduct the Hearing on the FY2018/19 Sewer Service Charge report, and receive protests on individual sewer service charges on the sewer service charge report. He noted that that Information Systems Specialist Robin Merrill was present at the Board meeting with the computerized Sewer Service Charge database and report so that anyone may request their individual sewer service rate for the coming year, and have an opportunity to protest.

He stated that at the close of the public hearing, the Board would consider adopting Resolution No. 3122, to collect the FY2018/19 Sewer Service Charges on the Marin County tax rolls.

- Open public hearing. President Peters opened the public hearing at 5:36 p.m.

- Consider protests regarding sewer service charge report. There was no public comment, and the General Manager reported that no written protests were received by the District.

- Close public hearing. President Peters closed the public hearing at 5:37 p.m.

RESOLUTION CONFIRMING FY2018-19 SEWER SERVICE CHARGE REPORT AND ELECTING TO COLLECT ON COUNTY TAX ROLLS:

- Adoption of Resolution No. 3122 – A Resolution Confirming Sewer Service Charge Report and Collection of Sewer Service Charges for Novato Sanitary District on the County of Marin Tax Rolls for Fiscal Year 2018-19. The General Manager reiterated that Information Systems Specialist Robin Merrill was present with the computerized Sewer Service Charge database and report so that anyone may request their individual sewer service rate for the coming year.

There were no requests for individual sewer service rate information.

The General Manager stated that this public hearing of June 11, 2018 was ‘noticed’ twice in the Marin Independent Journal, on May 21st and May 28th. He requested that the Board consider adopting Resolution No. 3122.

On motion of Director Miller, seconded by Director Long and carried unanimously by those Directors present, the Board adopted Resolution No. 3122 - A Resolution Confirming Sewer Service Charge Report and Collection of Sewer Service Charges for Novato Sanitary District on the County of Marin Tax Rolls for Fiscal Year 2018-19.

CONSENT CALENDAR:

Director Miller requested that item e: *Biofilter Media Replacement*, be removed from the Consent Calendar for further discussion.

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

- a. Approve Board member disbursements in the amount of \$2,040.31, regular disbursements in the amount of \$303,698.43, and capital project disbursements in the amount of \$199,624.41. Ratification of May regular disbursements in the amount of \$44,903.88, and capital project disbursements in the amount of \$24,150.47.
- b. Ratify payroll and payroll related disbursements for the month of May in the amount of \$276,613.39.
- c. Receive Deposit Summary, May 2018.
- d. Cancel Regular Board meetings of June 25, July 23, and August 13, 2018.

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

President Peters stated that the Board would now review Consent Calendar item e: *Biofilter Media Replacement - Account No. 73004: Approve a contract in the not-to-exceed amount of \$49,300 with Cagwin & Dorward Landscape Contractors (C&D), and authorize the General Manager-Chief Engineer to execute it.*

Director Miller requested staff provide further information and history on the media replacement. The Deputy General Manager stated that the project is to replace the biofilter media in the unit that serves the Headworks and Primary Clarifier No. 2 (PC-2). He stated that staff had negotiated a scope of services with Cagwin & Dorward Landscape Contractors (C&D) for a not-to-exceed amount of \$49,300. Veolia APM John Bailey noted that the existing media was installed originally in about 2011/12, that portions of it had been replaced over the years as it decomposed, and that this change-out project is benefiting from knowledge gained during the replacement of the PC-1 filter media earlier this year.

On motion of Director Miller, seconded by Director Mariani, and carried unanimously by those Directors present, the Board approved a contract in the not-to-exceed amount of \$49,300 with Cagwin & Dorward Landscape Contractors (C&D), and authorized the General Manager-Chief Engineer to execute it.

COMMITTEE REPORTS.

The General Manager stated that he would address the following three agenda items together:

- Solid Waste: Receive report and recommendation to adopt preliminary Solid and Household Hazardous Waste (S&HHW) budget for FY18-20.

- Capital Improvements: Receive report and recommendation to adopt preliminary Capital Improvements Program (CIP) budget for FY18-20.

- Wastewater Operations: Receive report and recommendation to adopt preliminary Operating Budget for FY18-20.

The General Manager stated that the Solid Waste, Capital Improvements, and Wastewater Operations Committees reviewed their respective budgets and unanimously agreed on a recommendation to the full Board of Directors for adoption of their respective budgets at this meeting. He stated that a copy of each Committee agenda packet was included in the Board packet.

ANNUAL BUDGET:

- Approve and adopt the FY2018-20 Preliminary Budget. The General Manager stated that at the May 21st Board meeting, staff presented the District's Preliminary Budget for FY2018-20, along with a workshop type overview of the budget, to the Board of Directors. He stated that, separately, staff reviewed the preliminary Solid Waste budget with the Solid Waste Committee, the preliminary Operating Budget with the Wastewater Operations Committee,

and the preliminary Capital Improvement Program (CIP) budget with the Capital Improvements Committee. The General Manager stated that all three Committees have recommended adoption of their respective budgets to the full Board. He noted that revisions and edits proposed during the respective Committee reviews were minor, and would be corrected in the final Budget presented for Board adoption at the Board meeting of August 27, 2018. He stated that, accordingly, staff recommends the Board approve and adopt the Preliminary Budget for FY2018-20.

Director Miller requested further discussion on the amount budgeted for the Cogeneration Project. The General Manager noted that at the May 21st Regular Board meeting and at the Capital Improvements Committee Budget Review meeting, the amounts under this budget item were discussed to outline what the District hopes to achieve with the budgeted amounts. He stated that, generally speaking, the objective of the budgeted amounts is to accommodate initiating some of the recommendations from a draft study on cogeneration and/or alternative energy project options currently being prepared by the District's consultant Woodard and Curran (formerly RMC Water).

On motion of Director Mariani, seconded by Director Miller, and carried unanimously by those Directors present, the Board approved and adopted the FY2018-20 Preliminary Budget.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Reports, May 2018: Collection System; Treatment Facilities; Reclamation Facilities:

Collection System Report: The Deputy General Manager provided the Collections System Report for May 2018. He stated that the Collection Department cleaned 81,366 lineal feet of sewer pipelines and completed 432 maintenance work orders, leaving zero work orders outstanding. He stated that 25,605 feet of sewer main were televised. He stated that some root intrusion and sources of inflow and infiltration (I&I) were identified, and noted that these have been documented and placed on the spot-repair list for future repair. He continued, stating that staff conducted 195 lift station inspections and completed maintenance inspections on four (4) air relief/vacuum valves.

The Deputy General Manager then outlined the training provided in May, noting that the Collection Department staff attended a LOTO (Lock out, Tag out) training, and attended four (4) safety tailgate meetings. He stated that members of the Collection department attended the Maintenance Superintendents Association (MSA) Public Works training and attended workshops on various collection systems courses. He reported that there were no lost time accidents, and no sanitary sewer overflows (SSOs) during the month of May 2018.

Treatment Facilities Report: Veolia PM, John O'Hare, announced that he has transitioned to the Project Manager position from Pretreatment Programs Manager, and that John Bailey has transitioned to the Assistant Project Manager position, effective immediately. The Project Manager then provided the May Treatment Facilities Monthly Operations Report (MOR). He reviewed the treatment plant performance, and noted that there were no discharge violations or excursions. He stated that the Recycled Water Facility (RWF) produced 16.318 million gallons of recycled water. He noted that discharge to the San

Pablo Bay took place May 1-13th, and that discharge to Reclamation took place May 14-31st. The Project Manager reviewed the monthly routine inspections and maintenance for the Novato facility, the Ignacio transfer pump station, and the recycled water facility. He outlined the period's laboratory activities as well as safety training, and stated that Process Control Management Plan (PCMP) meetings were held weekly with all of the Veolia staff. He stated that no odor contacts were received. He concluded, noting that there were no lost time accidents in May.

Reclamation Facilities Report: The Deputy General Manager summarized the Reclamation Facilities report for May. He stated that the rancher continued annual weed abatement work and cut significant portions of hay in Sites 3 and 7. He noted that Drainage Pump Stations No. 3 and 7 pumped approximately 1.9 MG (million gallons) and 0.9 MG of storm water, respectively, in May. He stated that Stephanie Larson from UC Davis Extension in Santa Rosa, was on site to evaluate the condition of the NSD pastures at Sites 2, 3, and 7. He noted that she was accompanied by Veolia Environmental Services Supervisor Liz Falejczyk and District Field Services Supervisor Jeff Boheim. The Deputy General Manager concluded, noting that irrigation activities in May consisted of the testing of all three irrigation pumps, controls, and strainers, to irrigate pastures at Site #2.

CAPITAL PROJECTS:

- Make CEQA findings that the project listed is statutorily exempt; authorize the General Manager-Chief Engineer to accept plans and specifications and advertise for bids: Birdie Drive Sewer Relocations; Project No. 72706-2017-06. Before discussion began on this item, Director Long recused himself from participation on this item. Following Director Long's recusal, the Deputy General Manager stated that staff has worked with the District's consultant Nute Engineering to prepare plans and specifications for the Birdie Drive Sewer Relocation project. He stated that the project is ready to bid and recommended that the Board approve the CEQA findings and authorize the General Manager-Chief Engineer to accept plans and advertise for bids.

On motion of Director Miller, seconded by Director Mariani, and approved with the following vote, the Board approved the CEQA findings, and authorized the General Manager-Chief Engineer to accept plans and specifications and advertise for bids. Ayes: Peters, Mariani, Miller. Noes: none. Recused: Long. Absent: Dillon-Knutson.

Director Long returned, and the Board meeting continued.

ADMINISTRATION:

The General Manager stated that the following two items would be discussed together:

- Approve cost-of-living increase of 3.4% as determined by the April 2017 to April 2018 Consumer Price Index (CPI) (SF Bay Area 82-1000) – Urban Wage Earners and Clerical Workers, US Bureau of Labor Statistics, non-represented group (management and confidential personnel), effective July 1, 2018.

- Approve cost-of-living increase of 3.4% as determined by the April 2017 to April 2018 Consumer Price Index (CPI) (SF Bay Area 82-1000) – Urban Wage Earners and Clerical Workers, US Bureau of Labor Statistics, General Manager-Chief Engineer, effective July 1, 2018.

The General Manager stated that, in terms of annual cost of living salary increases, it is usual and customary for the non-represented group (management and confidential personnel) and the General Manager-Chief Engineer, to receive an annual increase as determined by the annual April-to-April Consumer Price Index (CIP) (SF Bay Area 82-100) – Urban Wage Earners and Clerical Workers, as published by the US Bureau of Labor Statistics (BLS). He stated that the BLS' April 2017 to April 2018 CPI for that particular index was 3.4%, and he recommended that the Board approve a cost-of-living increase for the non-represented group and for the General Manager-Chief Engineer of 3.4%, effective July 1, 2018.

The General Manager noted that when the FY18-20 preliminary budget was presented in May, the April-to-April CPI data was not yet available from BLS. Therefore, the preliminary budget incorporates a cost-of-living increase of 3.8%, which is slightly higher than the actual requested increase of 3.4%. He stated that the final budget which will be presented to the Board in August 2018 will incorporate a cost-of-living increase of 3.4%.

On motion of Director Long, seconded by Director Mariani, and carried unanimously by those Directors present, the Board approved a cost-of-living increase of 3.4% for the non-represented group (management and confidential personnel) and for the General Manager-Chief Engineer, effective July 1, 2018.

BOARD OF DIRECTORS:

- Appoint officers, and designate and authorize check signers, Fiscal Year FY18-19. The General Manager stated that the District Board traditionally votes in June to appoint individual Directors to serve as Board President and President Pro-tem. President Peters opened the item for discussion.

Director Mariani addressed the Board and read from a prepared statement: "This being an election year with three seats to be filled, I am wary of affording any of the incumbents an undue advantage by being an officer of the Board. Therefore, I propose the following slate to sit as officers until the election is certified in December: for President, I nominate Jerry Peters; for President Pro-Tem, I nominate myself. I do this because we are the only two Directors not running in November, 2018." She further recommended that the proposed officers remain in these positions until after the election of District Directors takes place in November 2018. She suggested that at the Board meeting in December, new officer appointment(s) should take place after the new Directors are seated. She stated that she wanted a level playing field going forward so that everyone is represented on their merits, not the positions held.

Director Long stated that he had no objections but noted that he did not recall this issue ever being raised as a consideration. He stated that the proposal was reasonable to avoid any turmoil from someone becoming President for a limited amount of time.

President Peters asked for any additional nominations, and seeing none, made the following appointments:

- Presidential appointments (to be held until the December 2018 Board meeting):
 - A. Gerald Peters, President
 - Jean Mariani, President Pro-tem
- Board Secretary-Treasurer and Administrative Secretary appointments (to be held through FY18-19):
 - General Manager-Chief Engineer Sandeep Karkal: Secretary-Treasurer
 - Administrative Secretary Julie Hoover: Secretary Pro-tem

Following the appointments, President Peters called for a motion to authorize check signers for Fiscal Year 2018/19.

On motion of Director Mariani, seconded by Director Long, and carried unanimously by those Directors present, check signers for FY18-19 are designated as: Jean Mariani, Jerry Peters, Carol Dillon-Knutson, and Sandeep Karkal.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting, June 8, 2018: Director Miller commented on his participation in the NBWA meeting which was held on June 8th at the Marin Community Foundation in Novato. He stated that the City of American Canyon has joined the NBWA, which should result in a reduction of the District's annual dues. He stated that there was a broad discussion of work taking place in the North Bay watersheds.

Director Mariani reported on her volunteer efforts at the Novato Art, Wine, and Music Festival on Saturday June 9th, and Sunday June 10th. The booth was staffed by both Recology and District personnel. She discussed the interactions she engaged in with those who visited the outreach booth.

INFORMATIONAL ITEMS:

The General Manager stated that the following two articles highlighted the fact that impurities in the recycling stream are not just a local or regional issue, but more of a national problem.

- New York Times article titled: "Your Recycling Gets Recycled, Right? Maybe, or Maybe Not".
- New York Times article titled: "6 Things You're Recycling Wrong".

The General Manager stated that the following article was included for general interest:

- Marin Independent Journal article titled: "Plastic is finding its way into beer".

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

- Announcements:

- The General Manager has been invited to attend the Marin Conservation League's North Marin Unit's next meeting as a guest to provide an informal update on the District. He stated that the gathering would be held on Thursday, June 21st at the home of Susanne Stompe.
 - As previously announced, Veolia Pretreatment Projects Manager John O'Hare is now the Veolia Project Manager at the Novato Sanitary District facility, and former Project Manager John Bailey is now the Assistant Project Manager.
- Reports:
- The annual California Association of Sanitation Agencies (CASA) conference is being held in Monterey, CA, August 8th - 10th. Board members are requested to let the Administrative Secretary know if they plan to attend.
 - The next regular Board meeting will be held on July 9th at 5:30PM.

Director Mariani commented that the District typically meets only once a month. She requested that an item be placed on the July 9th Regular Board meeting agenda to formally discuss modifying regularly scheduled Board meeting days and start times. She further requested that information be provided regarding the meeting dates and times of other Marin County water and sanitary districts.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 6:47 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording