

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: June 22, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, June 22, 2015, preceded by a closed session beginning at 5:00 p.m. at the District offices, 500 Davidson Street, Novato.

At 5:00 p.m. President Mariani announced the Board would meet in closed session to discuss the following matters on the Closed Session Agenda:

CLOSED SESSION:

- Public Employee Evaluation: Manager-Engineer: (Government Code Section 54957)

BOARD MEMBERS PRESENT FOR CLOSED SESSION: President Jean Mariani, Directors Gary Butler, William C. Long, Brant Miller, and Jerry Peters.

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal.

The closed Session ended at 6:03 p.m.
Open session began at 6:07 p.m.

BOARD MEMBERS PRESENT FOR OPEN SESSION: President Jean Mariani, Directors Gary Butler, William C. Long, Brant Miller, and Jerry Peters.

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Tim O'Connor, Collection Systems Superintendent, Novato Sanitary District
Steve Krauthem, Field Services Manager, Novato Sanitary District
Laura Creamer, Finance Officer, Novato Sanitary District
John Bailey, Project Manager, Veolia
John O'Hare, Pretreatment Programs Manager, Veolia
Barry Buckley, Novato resident
John Dal Bon, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager-Engineer requested that item 11.a. *North Bay Water Reuse Authority (NBWRA) Board meeting* be removed from the agenda. He stated that the NBWRA meeting was a TAC Committee meeting, not a Board meeting.

President Mariani approved the agenda as revised.

PUBLIC COMMENT:

Barry Buckley, Novato resident, commented on a sewer repair he is completing for Novato resident John Dal Bon. Mr. Buckley suggested the District offer a hardship provision to residents who need financial assistance to televise and/or locate their sewer lateral. President Mariani stated that the District offers a Lateral Replacement Grant Program and suggested Mr. Buckley come to the District office for a grant application packet.

Tim O'Connor, Collections System Superintendent, addressed the Board and announced his retirement from the District, effective Thursday, June 25, 2015. He thanked the Board for their support during his term as Superintendent and expressed his appreciation to District staff. The Board thanked Mr. O'Connor for his service to the District.

ANNOUNCEMENT FROM CLOSED SESSION:

President Mariani stated that Board gave direction to staff.

REVIEW OF MINUTES:

- Consider approval of minutes of the June 8, 2015 meeting.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the June 8, 2015 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approve regular disbursements in the amount of \$175,151.79, and capital project disbursements in the amount of \$88,184.48.
- b. Approve June payroll and payroll-related disbursements in the amount of \$202,591.46.
- c. Adopt Resolution No. 3086: A Resolution Authorizing Acceptance of Easement from the Marin County Flood Control and Water Conservation District, Walnut Meadow Subdivision.
- d. Approve acceptance of sewer main extension infrastructure for the Walnut Meadow Subdivision project.
- e. Adopt Policy 3512 – Annual Budget (Non-Personnel Related Changes to Budget Amounts).

On approval of Director Peters, seconded by Director Miller and carried unanimously, the above listed Consent Calendar items were approved.

COMMITTEE REPORTS:

- Receive Wastewater Operations Committee Report. The Manager-Engineer stated that the Wastewater Operations Committee met on June 15, 2015 at 2:00 p.m. at the District office. John Bailey, Veolia Plant Manager, provided an overview of the Monthly Operations Report for May 2015. He stated that the monthly average flow for May was 3.68 MGD (million gallons per day) and that there were no NPDES permit exceedances. He stated that the Recycled Water Facility produced 16.22 MG (million gallons) in May. He stated that there were six coliform excursions at the Recycled Water Facility and he provided details to the Board. He noted that in May there were four odor related contacts/complaints received. The Plant Manager outlined the monthly safety and training activities and stated that Veolia has operated the treatment facility for 1,832 accident free days, for a 5-year no incident anniversary.

The Manager-Engineer provided a summary of the odor control and landscaping report. He stated that staff continued to perform liquid phase sulfide sampling and analysis. He noted that at the May 11th Board meeting, the District's odor consultant David McEwen of Brown and Caldwell had provided an odor study update with a detailed PowerPoint presentation. The Manager-Engineer stated that the operations staff continues to add sodium hypochlorite at the influent junction structure as needed.

The Field Services Manager provided a summary of the Collection System Operations Report, and reviewed the department's performance for May 2015. He noted that staff cleaned a total of 72,416 ft. of sewer lines and televised a total of 7,611 ft with the CCTV truck, and 1,842 ft with the Push Cam. He stated that as of May 31st, District staff and the Collections Department have worked a total of 1,538 accident-free days. He stated that there was one small (approx. 5 gallon) sanitary sewer overflow (SSO) in May, the apparent cause was root intrusion.

The Field Services Manager provided a summary of the Reclamation Facilities report. He stated that the rancher continued to harvest pasture grass through the month. He provided a status report on a previously reported leak on the wildlife pond feed line.

- Accept recommendation to adopt preliminary Operating Budget for FY15-17. The Manager-Engineer noted that at its June 15th meeting, the Wastewater Operations Committee, also reviewed the preliminary FY15-17 Operating Budget, and unanimously agreed to recommend its adoption by the full Board of Directors.

- Strategic Planning and New Facilities Committee: Receive report, and accept recommendation to adopt preliminary Capital Improvements Program (CIP) Budget for FY15-17. The Manager-Engineer stated that the Strategic Planning and New Facilities Committee met on June 17th. He stated that the Committee discussed a number of strategic items relating to the District's FY15-17 budget and how they would factor into the District's capital spending strategy for FY15-17. He noted that the Committee unanimously agreed to recommend the preliminary FY15-17 Capital Budget for adoption by the full Board of Directors.

ADMINISTRATION:

- Review cost-of-living increase, represented employee group, effective July 1, 2015 – informational item. The Manager-Engineer stated that no action was necessary because the increase was specified in the Memorandum of Understanding which was previously approved at the June 23, 2014 Board meeting. He stated that the cost-of-living increase for the represented employee group would be 3.0%, effective July 1, 2015.

- Approve 3.0% cost-of-living increase, management and confidential employee group, effective July 1, 2015.

On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board approved a 3.0% cost-of-living increase for the management and confidential employee group, effective July 1, 2015.

- Approve 3.0% cost-of-living increase, Manager-Engineer, effective July 1, 2015. *On motion of Director Miller, seconded by Director Peters, and carried unanimously, the Board approved a 3.0% cost-of-living increase for the Manager-Engineer, effective July 1, 2015.*

- Adopt Resolution No. 3087 to CalPERS for paying and reporting the value of Employer Paid Member Contributions and for Normal Member Contributions. The Manager-Engineer stated that at their meeting of October 13, 2014, the Board of Directors adopted a Memorandum of Understanding between Novato Sanitary District and Teamsters Local 315 for the period July 1, 2014 through June 30, 2018. He noted that one of the provisions of the MOU is a change in the formula for payment and reporting of Employer Paid Member Contributions (EPMC), from 2.5% to 1.5% effective July 1, 2015. This modification requires adoption of a resolution by the District Board for submission to CalPERS.

On motion of Director Peters, seconded by Director Long and carried unanimously, the Board adopted Resolution No. 3087: Resolution for Paying and Reporting the Value of Employer Paid Member Contributions and directed staff to submit the Resolution to CalPERS.

ANNUAL BUDGET:

- Adopt Resolution No. 3088: A Resolution Waiving Increase in Sewer Connection Charges For Fiscal Year 2015-16. The Manager-Engineer stated that Bartle Wells Associates has been retained to review the District's connection charges, and update them if necessary. He stated that staff recommends the Board waive an increase in the District's connection charges for fiscal year FY15-16 pending the completion of the review. He noted that a waiver of the current annual connection charge increase of five per cent per year over the prior year's charge, will not significantly affect the District's Capital Improvement revenue projections for FY15-16.

The Manager-Engineer stated that Section 708(c) of Ordinance 75 provides that the District Board may, at its option, determine by resolution that an increase of the connection charge shall not be effective for the next succeeding fiscal year. He noted that the resolution had been reviewed and approved by District Counsel.

On motion of Director Miller, seconded by Director Peters and carried unanimously, the Board adopted Resolution No. 3088: A Resolution Waiving Increase in Sewer Connection Charges for Fiscal Year 2015-16.

- Approve and adopt the Preliminary Budget for FY15-16 and FY16-17. The Manager-Engineer noted that the heading of the Board report was incorrect and requested the final record show the following heading: "RECOMMENDED ACTION: Approve and adopt the Preliminary Budget for FY15-16 and FY16-17."

The Manager-Engineer stated that staff has reviewed the preliminary Solid Waste budget with the Solid Waste Committee, the preliminary Capital Improvement Program budget with the Strategic Planning and New Facilities Committee, and the Operating Budget with the Wastewater Operations Committee. He stated that subject to minor adjustments and edits, the three committees recommended adoption of the respective budgets to the full Board.

Director Miller stated that the FY 2016/17 preliminary budget is currently based on approved revenues. He commented that improvement needs may exceed the amounts shown, in which event additional revenue will be required.

On motion of Director Miller, seconded by Director Peters and carried unanimously, the Board adopted the Preliminary Budget for FY 2015-16 and FY 2016-17.

BOARD OF DIRECTORS:

- Presidential appointment of Committee members for FY15-16. President Mariani stated that at this time, no changes would be made to the Committee member appointments for fiscal year 2015-16.

- California Special Districts Association (CSDA) 2015 Board elections. The Manager-Engineer stated that CSDA has provided a ballot to use in voting to elect a representative to the CSDA Board of Directors in Novato Sanitary Districts Network for Seat A. He stated that he had no recommendations for candidates.

President Mariani recommended Bobbi Arleen Palmer of the Los Medanos Community Healthcare District.

On motion of Director Long, seconded by Director Peters and carried unanimously, the Board directed staff to nominate Bobbi Arleen Palmer to CSDA for Seat A of the District's Network.

BOARD MEMBER REPORTS AND REQUESTS:

Director Butler commented that the feedback after the previous Solid Waste Committee meeting was very positive. He also commented on public contacts with the District; President Mariani noted she would discuss this with the Manager-Engineer.

Director Long discussed a Climate Action Workshop he attended at the East Bay Dischargers Authority office which was hosted by the State Coastal Conservancy. The workshop discussed the Oro Loma Sanitary District's efforts to test an experimental levee (horizontal or ecotone levee) irrigated with wastewater effluent to address sea-level rise issues.

INFORMATIONAL ITEMS/NEWS ARTICLES:

- Pacific Sun article: "Marin asked to join wider community in conserving water." The Manager-Engineer stated that the article was included for informational purposes.

MANAGER'S ANNOUNCEMENTS:

The next Regular Board Meeting will be held on Monday, July 13th at 6:00 p.m. at the District Office. A Public Hearing will be held regarding the FY 2015-16 Sewer Service Charge Report.

The second Board meeting in July, scheduled for July 27th is cancelled.

The California Association of Sanitation Agencies (CASA) will hold their Annual meeting in San Diego on August 19th and 20th.

The Manager-Engineer provided a brief report from the North Bay Water Reuse Authority (NBWRA) TAC meeting which was held on Monday, June 22nd. He stated that the scope of projects for Phase 2 were discussed.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:29 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording