

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: July 11, 2016

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, July 11, 2016, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Pro-tem Carole Dillon-Knutson, Directors William C. Long, Jean Mariani, and Brant Miller. President Jerry Peters was absent (excused).

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

ALSO PRESENT:

John Bailey, Project Manager, Veolia Water

John O'Hare, Pretreatment Programs Manager, Veolia Water

Erik Brown, Technical Services Manager, Novato Sanitary District

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The General Manager requested that item 10.b.: '*Establish a classification of Electrical/Instrumentation Technician I, II, and III; approve the job description (subject to minor changes and edits) and authorize the General Manager to recruit an Electrical/Instrumentation Technician I*' be pulled from the agenda in its entirety on advice of District Counsel. He noted that no Board action is being requested on this item and stated that it would be generally and briefly addressed in General Manager's Report.

On motion of Director Long, seconded by Director Miller and carried unanimously by those Directors present, the agenda was approved as modified.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the June 27, 2016 regular meeting.

On motion of Director Mariani, seconded by Director Miller, and carried unanimously by those Directors present, the June 27th, 2016 Board meeting minutes were approved.

CONSENT CALENDAR:

Director Miller requested item c. be pulled from the Consent Calendar for further discussion.

President Pro-tem Dillon-Knutson called for a motion on the remaining Consent Calendar items as follows:

- a. Approval of Board member disbursements in the amount of \$2,150.78. Approval of operating check disbursements in the amount of \$284,606.23, and capital project disbursements in the amount of \$610,168.12.

- b. Receive deposit summary, June 2016.
- d. Adopt Resolution No. 3100 and Resolution No. 3101: Resolutions Authorizing Acceptance of Sanitary Sewer Easements - 801 State Access Road (Novato Village, L.P, Investment Concepts, Inc., General Partner).

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

President Pro-tem Dillon-Knutson stated that the Board would now consider Consent Calendar item c: Approve Project Plans for Sewer Main Extension – 801 State Access Road (Novato Village, L.P, Investment Concepts, Inc., General Partner).

Director Miller asked if additional portions on the 15-inch District trunk sewer main will need to be replaced to ensure adequate capacity for existing and anticipated flows. The General Manager stated that as more projects come on-line which are tributary to that trunk sewer main, additional portions will be replaced and upsized. He stated that the sewer trunk main capacity may be adequate at current flows on the basis of the previous Collection System Master Plan, and that the new Collection System Master Plan would likely be able to provide more information.

On motion of Director Miller, seconded by Director Long, and carried unanimously by those Directors present, the Board approved Project Plans for Sewer Main Extension – 801 State Access Road (Novato Village, L.P., Investment Concepts, Inc, General Partner).

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, June 2016. The General Manager stated that John Bailey, Veolia Project Manager, would present the Monthly Operations Report and that Erik Brown, Technical Services Manager, would present the Collection System Operations and Reclamation Facilities Operations reports for Field Services Manager Steve Krautheim, who was on vacation.

Veolia Project Manager John Bailey provided an overview of the treatment facilities monthly operations for June. He stated that there were no excursions or violations for the month, and that 17.2 million gallons (MG) of recycled water were produced. He stated that safety performance was excellent with a total of 2,228 accident-free days as of June 30th. He discussed routine maintenance activities at the facility and listed reports that were completed and submitted this month. He stated that three odor contacts were received in June.

Technical Services Manager Erik Brown provided a summary of the Collection System Operations report for June. He stated that the department completed 332 work orders, televised 652 feet of sewer line, and hand-cam televised 1,754 feet of sewer line. He outlined the Collections department staff training, and noted that there were no lost time accidents in June, for a total of 1,936 accident-free days.

The Technical Services Manager stated that there was one Category I sanitary sewer overflow in June. He reported that the spill was estimated at approximately 540 gallons of which 31% was recovered. The probable cause of the spill was determined to be a private lateral root mass compounded by wipes.

The Technical Services Manager then provided a summary of the Reclamation Facilities Operations report. He stated that the rancher completed harvesting pasture grass throughout the Reclamation Facility. He noted that the control systems were checked and irrigation began on several parcels in Sites 3 & 7. Some minor repair work was identified after the control system was checked and repairs to the irrigation system were completed on Site 2. He stated that approximately 33.83 MG of treated water was used for irrigation this month and approximately 90 MG was delivered to the storage ponds from the Novato Treatment Plant. There were no sludge handling activities in June.

CAPTIAL PROJECTS:

- Collection System Improvements, Account No. 72706: Approve a contract with RMC Water Environment (RMC) in the not-to-exceed amount of \$350,000 for engineering services related to developing a Collection System Master Plan (CSMP), and authorize the General Manager-Chief Engineer to execute it. The General Manager noted that the District had previously contracted with RMC Water and Environment (RMC) to prepare a Scoping Study which was presented to the Board on March 14, 2016. He stated that based on information provided by the Scoping Study, staff was able to negotiate a reasonable scope of services and fees with RMC for the Master Plan work effort. He noted that the proposed work of the Master Plan is anticipated to occur through fiscal year 2017/18 as a minimum, and may be impacted by wet weather flows during this timeframe. He stated that the Technical Services Manager negotiated the contract for \$350,000 and requested the Board approve the contract and authorize staff to execute the agreement.

On motion of Director Miller, seconded by Director Long, and carried unanimously by those Directors present, the Board approved a contract with RMC Water and Environment (RMC) in the not-to-exceed amount of \$350,000 for engineering services related to developing a Collection System Master Plan (CSMP), and authorized the General Manager-Chief Engineer to execute the Contract.

STAFF REPORT:

- Information only - Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for Fiscal Year (FY) 2015-16. The General Manager stated that the District utilizes the Uniform Public Construction Cost Accounting Act (UPCCAA, or the "Act") to perform certain projects year after year. He noted that this summary report is customarily brought before the Board at the first meeting in July, to report on the previous fiscal year's activities. He remarked that this is an informational item only.

NORTH BAY WATER REUSE AUTHORITY (NBWRA) – INFORMATION ONLY:

- Information only – Receive report on payment to Sonoma County Water Agency (SCWA) in the amount of \$207,344 as the first installment of the District's FY16-17 share of the cost of the NBWRA Phase 2 Feasibility Study. The General Manager stated that in 2014, NBWRA had identified the total cost for the Phase 2 Feasibility Study to its Member Agencies. He noted that the cost allocation for the District was determined at \$1,134,778 and it was spread over the three-year period from FY14/15 through FY16/17. He said that the District's FY16-17 cost allocation (as determined in 2014) was \$414,684. He noted that unlike prior years, NBWRA had determined

that that this year's cost allocations would be paid in two installments by its member agencies. Also, NBWRA has determined that the first installment of the District's FY16/17 share will be \$207,344, and this amount is being paid in the current check distribution cycle.

ADMINISTRATION:

- Approve promotion of Javier Vega from Collection System Worker III to Collection System Lead Worker, Salary Range 47, Step B (\$7,600/month). The General Manager said that Javier Vega was hired by the District in November 2006 as a Collection Systems Worker I. He has since been promoted and has advanced to Collection Systems Worker III. He has been a major player in the District's sewer system and pump station operations and maintenance activities, and has provided training and steady leadership to newer members of the department in his current position. The General Manager stated that with the retirement of Tim O'Connor as Collections System Superintendent and the subsequent promotion of Dasse de longh from Collection Systems Lead Worker to Collection Systems Superintendent, there is a need to fill the Lead Worker position. He said that Mr. Vega would be an excellent choice for this role.

On motion of Director Mariani, seconded by Director Miller, and carried unanimously by those Directors present, the Board approved the promotion of Javier Vega from Collection System Worker III to Collection System Lead Worker, Salary Range 47, Step B (\$7,600/month), effective July 1, 2016.

- Information only - Receive report on SB 272 (Enterprise Systems Catalog) compliance. The General Manager noted that on October 11, 2015, Senate Bill SB272 (Enterprise Systems Catalog or ESC) was approved. He noted that SB272 adds a section to the California Public Records Act requiring state and most local government agencies to list detailed information about the information systems they use to store various kinds of public data. He commented that beginning July 1, 2016, the bill requires each agency to create and post on its website, a catalog listing the enterprise information systems it utilizes. He commended District staff Craig Deasy, Erik Brown, Robin Merrill, and June Brown, as well as Rauch Communications, for their work in creating and posting the District's ESC to its website by late June to meet the July 1st deadline.

BOARD OF DIRECTORS:

- California Special Districts Association (CSDA) 2016 Board elections - provide direction. The General Manager stated that the District is being asked to vote for a representative to the CSDA Board of Directors in our Network for Seat B. Discussion followed.

On motion of Director Long, seconded by Director Mariani, and carried unanimously by those Directors present, the Board nominated John Carapiet, Sanitary District #5 of Marin County, to represent the District's Network for Seat B.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA), meeting of July 8, 2016. Director Miller discussed his attendance at the July 8th NBWA meeting. He discussed presentations by Judy Kelly, Executive Director, NBWA, and Carl Gowen, Principal Engineer, Marin Municipal Water District.

INFORMATIONAL ITEMS:

- California Special Districts Association (CSDA) e-news article: “Duplicative Compensation Legislation Passes Committee.” The General Manager stated that this item was for informational purposes only.

GENERAL MANAGER’S REPORT AND ANNOUNCEMENTS:

- The General Manager reported that a number of District staff helped to “staff” the Marin County joint public education booth (including Erik Brown, Joe Moreno, Julie Swoboda, and Laura Creamer, in addition to himself).
- He noted that an article from the Santa Rosa Press Democrat dated July 10, 2016 and titled “General Manager of Troubled Garbage Hauler Resigns” had been presented as a handout to the Board, with copies available as needed.
- He briefly addressed the removal of item 10.b. from the agenda earlier, and noted that just as information, staff had wanted to bring this forward to the Board’s attention in preliminary fashion. However, certain procedural items still need to be considered, and District Counsel deemed it premature to consider the item at this point. Therefore, staff will bring forward the item when it is more appropriately developed.
- He noted that the North Bay Leadership Council (NBLC) sponsored Algebra Academy runs July 21 – August 10, 2016, and that the District and Veolia will be hosting on August 4th.
- The General Manager noted that the next regularly scheduled Board meeting is Monday, August 8, at 6:00 p.m. He asked if the Board wished to consider cancelling this meeting due to the CSRMA/CASA conference in Monterey the following day. He reminded the Board that there is no meeting on July 25th, as it was also cancelled at the last Board meeting. Director Mariani indicated that she was in agreement with cancelling the August 8th meeting, Director Miller agreed, and on agreement by the remaining Directors present, it was decided by acclamation to cancel the August 8, 2016 regular Board meeting.
- The General Manager noted that all attendees have been coordinated/confirmed at this time for the CASA Monterey conference in August, and to please let Administrative Secretary Julie Swoboda know if there were any schedule changes.
- The next regular Board meeting will be held on Monday, August 22nd, at 6:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Pro-tem Dillon-Knutson adjourned the meeting at 7:07 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording