

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: August 10, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, August 10, 2015, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Steve Krautheim, Field Services Manager, Novato Sanitary District
John Bailey, Project Manager, Veolia
John O'Hare, Pretreatment Programs Manager, Veolia
Erik Brown,) Technical Services Manager, Novato Sanitary District
(new hire)

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: Director Miller requested that item 14.b. *North Bay Watershed Association Board meeting*, be removed from the agenda as the meeting was cancelled. The agenda was approved as revised.

PUBLIC COMMENT:

The Manager-Engineer introduced Erik Brown, newly hired Technical Services Manager, to the Board and stated that his tentative start date will be September 1, 2015. Mr. Brown thanked the Board and the Manager-Engineer for the trust and confidence in offering him the position and stated that he looks forward to working at the District. The Board welcomed Mr. Brown.

REVIEW OF MINUTES:

Consider approval of minutes of the July 13, 2015 meeting.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the July 13, 2015 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approval of Board member disbursements in the amount of \$1,543.71, regular disbursements in the amount of \$271,434.27, and capital project disbursements in the amount of \$172,762.50. Ratification of July 27th regular disbursements in the amount of \$167,856.70, and capital project disbursements in the amount of \$27,707.62.
- b. Ratification of July 2015 payroll and payroll-related disbursements in the amount of \$210,063.82.
- c. Received deposit summary, July 2015.
- d. Received 4th Quarter Investment Report, Fiscal Year (FY) 2014-15.
- e. Received Accounts Receivable (AR) Summary Report as of August 6, 2015.

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

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Committee Report. The Manager-Engineer stated that the Wastewater Operations Committee met on July 20, 2015 at 2:00 p.m. at the District office. John Bailey, Veolia Plant Manager, provided an overview of the Monthly Operations Report for June 2015 as presented to the Wastewater Operations Committee. He stated that the monthly average flow for June was 3.45 MGD (million gallons per day) and that water quality performance was excellent with no excursions or violations. He stated that the Recycled Water Facility produced 13.7 MG (million gallons) in June. He outlined the monthly safety and training activities, and stated that five notifications from residents were received in June.

The Plant Manager stated that Jerome meter readings continue to be performed in the treatment facility and in the Lea Drive neighborhood. He stated that the frequency of Jerome meter testing will be increased in the Lea Drive neighborhood. He provided an update of the excursion regarding the high coliform values for the Recycled Water Facility that were reported at the June Committee meeting. He stated that the problem appears to be at the clear well, not at the sample location as was previously thought. He noted that Veolia will continue to monitor the situation and will have additional details at the August Committee meeting.

The Manager-Engineer provided a summary of the odor control and landscaping report. He stated that the media in the large odor control bed between primary clarifiers #1 and #2 continues to perform well. He stated that sodium hypochlorite continues to be added as an oxidizer on an as-needed basis to the influent flow, with operations staff monitoring performance.

Field Services Manager, Steve Krautheim, provided a summary of the Collection System Operations Report, and reviewed the department's performance for June 2015. He noted that staff cleaned a total of 80,131 ft. of sewer lines and televised a total of 6,965 ft. He stated that, with the assistance of District Staff, an outside vendor foam-treated 209 line segments totaling 41,512 feet to inhibit root growth in the sewer mains and manholes. He stated that as of June 30th, District staff and the Collections

Department have worked a total of 1,570 accident-free days. He stated that there were no sanitary sewer overflows in June.

The Field Services Manager provided a summary of the Reclamation Facilities report. He stated that the rancher completed hay harvesting and began moving all cattle into the pastures. He stated that troubleshooting and repairs continue on the control systems at each site. The Field Services Manager stated that the leak on the Wildlife Pond Feed Line was repaired and it was put back into service. He stated that the sump pump in the Dedicated Land Disposal Area failed and is being replaced. He noted that there was no sludge handling activity in June.

SEWER USE ORDINANCE:

- Set a date for a public hearing to amend and restate District Ordinance No. 115 to incorporate changes to pretreatment program requirements. The Manager-Engineer provided an overview of Ordinance 115 which amended Ordinance No. 70. He stated that Ordinance 115 needs to be amended to incorporate changes to BOD, TSS, and pH local limits, and two non-substantial changes to satisfy requirements of the 2013 Pretreatment Compliance Audit. He discussed the sections of Ordinance 115 affected by the proposed modifications and noted that the proposed pretreatment program modifications have been approved by the Regional Water Quality Control Board by letter of July 24, 2015. The Manager-Engineer stated that the District needs to publish notice of the public hearing and requested that the Board authorize and set the hearing for the September 14th Board meeting.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board set the date of September 14, 2015, for a Public Hearing to amend and restate District Ordinance No. 115 to incorporate changes to pretreatment program requirements.

CAPITAL PROJECTS:

- Collection System Improvements, Account No. 72706: Hamilton Trunk Sewer Replacement – Make CEQA findings, approve plans and specifications, and authorize Manager-Engineer to advertise for bids. The Manager-Engineer stated that the project consists of rehabilitating 900 feet of 24" diameter trunk sewer line located in an easement west of Hamilton Drive along the SMART rail bed. He stated that the existing trunk sewer is constructed of corrugated metal pipe, is about 60 years old, is failing, and needs to be replaced. He stated that the Engineer's Estimate for the replacement work is \$480,000. He noted that staff has completed the California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt.

The Manager-Engineer recommended that the Board approve the CEQA findings, approve the plans and specification, and authorize the Manager-Engineer to advertise for bids. He stated that bids are expected to be received on September 3, 2015 and will be presented to the Board at a subsequent meeting. Discussion followed.

On motion of Director Peters, seconded by Director Long and carried unanimously, the Board approved the CEQA findings, approved the plans and specifications, and authorized the Manager-Engineer to advertise for bids – Hamilton Trunk sewer Rehabilitation Project; Account 72706: Collection System Improvements.

RECLAMATION – SLUDGE DISPOSAL, ACCOUNT NO 63115:

- Approve contract with Custom Tractor Services (CTS) for biosolids disposal and sludge lagoon cleaning in a not-to-exceed amount of \$187,000, and authorize the Manager-Engineer to execute it. The Manager-Engineer stated that under the terms of its discharge permit, the District is required to dispose of biosolids generated from its treatment facilities at its dedicated land disposal (DLD) site off of Highway 37, in accordance with Title 40 Code of Federal Regulations (CFR) Part 503. He stated that consistent with past practices, the District has contracted with CTS for its biosolids disposal by either spreading or by injection into the DLD. He stated that staff requested and received a proposal from CTS to perform these services at a cost of 2.4 cents per gallon plus a one-time setup fee of \$2,500. He noted that these prices and terms are consistent with last year's prices and terms.

On motion of Director Peters, seconded by Director Miller and carried unanimously, the Board approved a contract with Custom Tractor Services for their proposal that incorporates: (a) a not-to-exceed amount of \$125,000 for sludge pumping, and (b) a lump sum amount of \$62,000 for cleaning out the lagoons, and authorized the Manager-Engineer to execute the contract in the not-to-exceed amount of \$187,000.

ADMINISTRATION:

- Adopt Resolution No. 3090 Retitling Manager-Engineer Position to General Manager-Chief Engineer. President Mariani reviewed the item, and asked for comments from the Board. Director Peters expressed his agreement and stated that the change would more accurately describe the Manager-Engineer's duties.

On motion of Director Long, seconded by Director Miller, and carried unanimously, the Board ordered that the "Manager-Engineer" position be retitled to "General Manager-Chief Engineer", and the Board adopted Resolution No. 3090, authorizing retitling of the Manager-Engineer position to General Manager-Chief Engineer, effective immediately.

- Approve transfer of \$118,635.52 from the Capital Fund to the Operating Fund for staff time spent on Capital Fund projects in FY 14/15. The Manager-Engineer stated that at the end of each fiscal year, the Operating Fund is reimbursed from the Capital Fund for staff time spent on Capital Projects. He noted that this truing up process is a standard procedure.

On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board approved a transfer of \$118,635.52 from the Capital Fund to the Operating Fund for staff time spent on Capital Fund projects in FY 14/15.

- Receive report on 2016 CalPERS Health Plan Premium rates. The Manager-Engineer stated that the 2016 CalPERS Health Plan Premium rates were released and show an increase of approximately 4.5% for regular health coverage and a 0.58% increase in Medicare rates. He stated that the preliminary FY 15/16 budget had projected an increase of 7% across both sets of rates. He stated that the final budget will be revised to reflect the actual amounts.

President Mariani noted an error on the Board report in the 'Budget Information' section: "The Preliminary FY2015-16 Budget had projected a ten percent (7%) increase...". The sentence should read: "projected a ten percent (10%) increase...".

PERSONNEL:

- Approve promotion of Collections Lead Worker Dasse de longh to Interim Collection System Superintendent, including an interim salary increase to \$8,917/month (Salary Range MC 115, Step B). The Manager-Engineer stated that after the retirement of Collection Systems Superintendent Tim O'Connor on June 25, 2015, the District considered various options to fill the vacancy. He stated that after looking at these options, staff recommended that Collection Systems Lead Worker Dasse de longh be appointed as Interim Collection Systems Superintendent, with the goal of appointing him to the position on a permanent basis at the conclusion of a satisfactory transition period. He noted that at the end of the transition period, staff will prepare a Board report along with a recommendation for permanent appointment, as appropriate.

Director Miller stated that he is a strong supporter of promoting from within and asked about the required certification in the Collection Systems Superintendent position. The Manager-Engineer stated that a Collection Systems Maintenance Certification, offered through the California Water Environment Association (CWEA) is preferred, but not mandated by the State of California. He stated that as part of the transition plan, an outside individual will be brought in to assist with and train Mr. de longh in his new duties and to provide assistance with the CWEA Certification as necessary. The Manager-Engineer stated that he is inclined to not make the Certification mandatory and noted that Mr. de longh understands the significance of achieving the Collection Systems Maintenance Certification.

Directors Butler and Peters expressed their appreciation for Mr. de longh's performance and commitment to the District as a Collection System Lead Worker.

On motion of Director Long, seconded by Director Peters, and carried unanimously, the Board approved the promotion of Dasse de longh to Interim Collection Systems Superintendent with an interim salary increase to \$8,917/month, effective August 10, 2015.

BOARD OF DIRECTORS:

- Consider authorizing compensation for attendance by District Board delegates at "Regular" Board Committee Meetings. The Manager-Engineer stated that this item was

considered at the July 13th Board meeting and staff was directed to further research District records on the topic of Board Committee compensation. He stated that based on this research and the documentation available, he recommends the Board authorize compensation for attendance by Board delegates at “Regular” Board Committee meetings.

On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board approved: (a) authorization for paid attendance by a District board member delegate at NBWA Board meetings, and (b) A single payment at the current \$225 per meeting rate for Board delegate attendance at the California Association of Sanitation Agencies (CASA) and California Sanitation Risk Management Authority (CSRMA) Board meetings.

INFORMATIONAL ITEMS:

- San Francisco Chronicle Article: “Oaklanders furious over unexpected jumps in garbage collection costs.” – July 26, 2015.

- University of North Carolina (Chapel Hill), Environmental Finance Center article: “Emerging Themes in Environmental Finance.”

- Marin Independent Journal Article: “Novato City Manager Announces Resignation – August 4, 2015.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Water Reuse Authority (NBWRA) Board meeting. Director Long discussed his attendance at the North Bay Water Reuse Authority (NBWRA) Board meeting which was held on Monday, July 27th. He stated that a Congressional Staff tour of some of the NBWRA projects will occur on August 20th. He stated that he will be assisting with the tours and for this reason will be unavailable to attend the Annual CASA Conference in San Diego, August 19 – 21.

Director Butler stated that he has made the decision to not run for re-election for the two-year District Board of Directors seat as he will be running for City Council. He stated that he has enjoyed serving on the Board and thanked the Manager-Engineer and fellow Board members.

President Mariani stated that, based on the County Registrar of Voters Office, she and Director Peters are running unopposed for their Board positions.

The Manager-Engineer stated that prior to the Board meeting, he received an email from Dan Miller, County Registrar of Voters, confirming the status of President Mariani and Director Peters.

MANAGER'S ANNOUNCEMENTS:

- Confirming the offer of the Technical Services Manager position to Erik Brown, with an anticipated start date of September 1, 2015.
- Annual CASA conference in San Diego, August 19th – 21st. The Manager-Engineer will attend as well as Directors Miller, Peters, and Mariani.
- The next Regular Board meeting will be held on Monday, August 24th at 6:00 p.m. at the District office. The Final Budget for Fiscal Year 15/16 will be presented for adoption .
- The Wastewater Operations Committee meeting will be held on Monday, August 17th at 2:00 p.m. at the District office.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:08 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording