

September 12, 2011

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, September 12, 2011, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members Jean Mariani, George C. Quesada, and Dennis Welsh.

BOARD MEMBERS ABSENT: Member Michael Di Giorgio,

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John O'Hare, Veolia Water
John Bailey, Project Manager, Veolia Water
Brant Miller, Novato resident
Dasse de longh, NSD employee, Novato resident
Jerry Peters, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

On motion of Member Quesada, seconded by Member Mariani, and carried unanimously by those members present, the agenda was approved as mailed.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the August 22, 2011 meeting.

On motion of Member Mariani, seconded by Member Welsh, and carried unanimously by those members present, the minutes of the August 22, 2011 Board meeting were approved.

CONSENT CALENDAR:

On motion of Member Quesada, seconded by Member Mariani and carried unanimously by those members present, the following Consent Calendar items were approved:

- a. Approval of regular disbursements in the amount of \$945,008.04, project account disbursements in the amount of \$51,612.54, and Board Member disbursements in the amount of \$2,751.43.
- b. Receive quarterly investment report for fourth quarter ended June 30, 2011.

SEWER USE ORDINANCE:

- Set the date for a public hearing to amend the Sewer Use Ordinance to incorporate federally mandated changes to the pretreatment program requirements: The Manager provided to the Board and audience a copy of the document titled "Novato Sanitary District Revisions To Ordinance No. 70". The Manager stated that the Regional Water Quality Control Board, San Francisco Bay Region issued Final Order No. R2-2011-0009, the Updated Pretreatment Program Provisions for 28 Municipal Wastewater Dischargers, amending Attachment H of the District's NPDES permit. She stated that Provision 1 of Order No. R2-2011-0009 requires implementation of all new federal pretreatment regulatory rules that may come into effect during the term of the District's NPDES permit. She suggested the Board review the revisions to Ordinance No. 70 prior to the public hearing.

The Manager requested the Board set the Public Hearing date for October 10, 2011. She stated that the notice of the Public Hearing will be posted twice in the newspaper as is required.

On motion of Member Quesada, seconded by Member Mariani and carried unanimously by those members present, the Board set the date of October 10, 2011 for a public hearing to amend the Novato Sanitary District's Sewer Use Ordinance No. 70.

STAFF REPORTS:

Deputy Manager-Engineer Sandeep Karkal stated that a Lea Drive Neighborhood Meeting took place on Monday, August 29th. Member Quesada questioned why he was not asked to attend the meeting. The Manager stated that the meeting was not a Board meeting and was intended only as an informational gathering for the neighbors who live in close proximity to the treatment facility.

The Deputy Manager-Engineer stated that the informational meeting was held for the Lea Dr./McClellan neighborhood residents. He summarized the topics that were covered and noted that the following individuals made presentations: Steve Wrightson, The Covello Group; Steve Clary, RMC Water & Environment; John Bailey, Veolia Water and himself. He noted that President William Long and Member Jean Mariani were also present at the meeting. The Board discussed the comments brought forth at the Neighborhood meeting.

Member Mariani requested that an email account be set up to provide neighbors with an easily accessible medium in which to log in their odor complaints. She felt that neighbors may not be calling in the entirety of the odors they experience because they did not want to inconvenience the Board, Veolia Water or District management. She requested the District look into what other Districts do for odor complaint reporting.

The Deputy Manager-Engineer stated that this email system had already been set up.

Member Welsh asked if a log book could be provided to the neighbors that are experiencing odors so they could easily keep a log of the odors. He expressed his concern that the residents may feel as if their complaints are not given a high priority due to the frequency of the calls.

The Manager stated that the neighbors have been provided with phone numbers and emails addresses of the appropriate Veolia Water employees who are on-call on any given day and time.

The Deputy Manager-Engineer stated that an established protocol has been put into place to record and attempt to determine the odor source.

Member Welsh discussed the option of changing the after-hours District phone message to direct callers to a specific person to contact if they are experiencing odors.

Member Quesada asked if the bacterium in the odor control bed was performing well. The Manager stated that the test results have not been received yet but she has not had any evidence to show that the beds are not working to the full levels as intended.

President Long discussed the neighborhood meeting and asked if a letter could be provided to the neighbors to keep them informed of the District's progress on the odor issue.

The Board requested they be notified via email when odor complaints are received at the District.

The Manager stated that Jim Joyce, Odor Consultant from V&A Consulting Engineers, Inc., is preparing a report. She stated that a review of the report will be scheduled for a future Board meeting.

Member Welsh asked for further information on the treatment facilities lighting during the night hours. He recalled that complaints had been made by the neighbors stating that the lights were intrusive and bothersome to them during the night hours. The Deputy Manager-Engineer explained that John Bailey, Project Manager, Veolia Water, had implemented a procedure to ensure the lighting would be turned off when not in use.

Member Welsh asked for an update on the noise issue that had affected neighbors as well as a status report on the landscaping on Lea Dr. The Manager explained that the noise issue has been looked into and resolved. In addition, she reported that the screening landscaping is progressing with large trees being planted this week and next week.

BOARD MEMBER REPORTS:

- Special District Institute Finance Seminar. Member Welsh stated that the seminar was beneficial and thanked Member Mariani for her mentoring during the conference. Member Mariani discussed some of the sessions she attended and stated she felt the budget presentation was excellent. The Deputy Manager-Engineer stated the seminar was very useful and that the speakers were excellent.

- President Long discussed his attendance at the Standard and Poor's Bond Rating meeting on Friday, September 9th. He thought the materials provided by District Manager Beverly James and Tom Gaffney of Bartle Wells was excellent and that the presentation was insightful.

- Member Quesada addressed the Manager and asked if future neighborhood meetings could include an invitation to all board members. The Manager explained that if a majority of Board members are present at any one meeting, the meeting becomes a public meeting and is subject to the Brown Act. She stated that to be in compliance with the Brown Act, the meeting must be publicly noticed and all public invited to attend. She explained that the neighborhood meeting was to address a specific issue which affects only a specific group of Novato residents.

Member Mariani suggested that for future meetings, Board members rotate attendance so all will have the opportunity to participate. President Long stated that prior to the next neighborhood meeting, the Board should decide which two Members will attend to represent the District Board.

MANAGER'S ANNOUNCEMENTS:

- Wastewater Operations Committee will meet on Monday, September 19th at 2PM at the District Office.

- The Manager discussed the District's former employee John Neighbors who passed away on August 26th. She stated that John had been a dedicated Mechanical Maintenance Lead Worker for a period of 28 years. Member Welsh spoke of John's sound character, strong work ethic and ingenuity.

ADJOURNMENT: At 7:16 p.m. President Long adjourned the meeting in memory of former District Mechanical Maintenance Lead Worker John Neighbors.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording