

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: October 10, 2016

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:01 p.m., Monday, October 10, 2016, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Peters, Directors Long, Mariani, and Miller. Director Dillon-Knutson was absent (excused).

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

ALSO PRESENT:

Bob Brown, Community Development Director, City of Novato
John Bailey, Project Manager, Veolia Water
John O'Hare, Pretreatment Programs Manager, Veolia Water
Steve Krautheim, Field Services Manager, Novato Sanitary District
Dale Thrasher, Joint Health and Safety Program Director, Novato Sanitary District
Dee Johnson, Household Hazardous Waste Program Coordinator

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the September 26, 2016 meeting.
On motion of Director Mariani, seconded by Director Long, and carried unanimously by those Directors present, the September 26, 2016 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approve Board member disbursements in the amount of \$987.03. Approve operating check disbursements in the amount of \$125,755.88, and capital project disbursements in the amount of \$169,158.17.
- b. Receive deposit summary, September 2016.

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

CITY OF NOVATO GENERAL PLAN 2035:

- Receive presentation from Bob Brown, Community Development Director, City of Novato.
The General Manager stated that Bob Brown, Community Development Director, City of

Novato, would be making a presentation. Mr. Brown gave a PowerPoint presentation titled, "City of Novato, General Plan 2035". The presentation gave a summary of the steps used to prepare the General Plan and then provided a detailed outlook for Novato's future, from current day through 2035. Mr. Brown stated that the General Plan was to articulate the future that Novato residents want for their community and to provide a City Council approved document (road map) on how to achieve that objective. He stated that the City Council's goal was to use intentional planning to manage change which would benefit all current and future Novato residents, businesses, and visitors. Bob Brown and Dee Johnson discussed the General Plan's recycling and diversion rates, and discussion followed between Mr. Brown, Ms. Johnson, the General Manager, and the Board.

Mr. Brown concluded his presentation by saying that he would like District comments by early November so that there would be time to refine any of the policy language. The General Manager stated that he would work with staff to prepare a letter incorporating the District's comments and send it to Mr. Brown.

At 7:11 p.m., President Peters declared that the Board would take a short recess.

Bob Brown and Dee Johnson left the meeting.

The Board meeting reconvened at 7:16 p.m.

ADMINISTRATION:

- Establish Electrical/Instrumentation Technician I job classification, approve the job description, and authorize the General Manager to recruit for the position. The General Manager outlined the recommended action before the Board. He stated that the Electrical/Instrumentation Technician I classification would be a represented classification within the Teamsters Bargaining Unit represented employee group, and that it would be governed by the District's Memorandum of Understanding (MOU) with the Teamsters. He stated that as part of the employment process, the District has met and conferred with the Teamsters regarding this new job classification and pay rate, and has satisfied the District's meet and confer obligation. He requested that the Board establish the classification, approve the job description, and authorize the General Manager to recruit for an Electrician/Instrumentation Technician I.

On motion of Director Mariani, seconded by Director Long, and carried unanimously by those Directors present, the Board established the Electrical/Instrumentation Technician I job classification, approved the job description, and authorized the General Manager-Chief Engineer to recruit for the position.

- Consider approval of an Agreement with the Central Marin Sanitation Agency (CMSA) for a Joint Health and Safety Program (subject to minor edits and changes), and authorize the General Manager-Chief Engineer to execute it. The General Manager stated that at the August 22nd regular meeting, the Board approved a revised job description for the District's Administrative/Risk Services and Safety Officer, and authorized the General Manager to make a contingent offer to Mr. Dale Thrasher for this position. He stated that Mr. Thrasher has accepted the job offer. The General Manager pointed out that Mr. Thrasher has been the Joint Health and Safety Officer for CMSA and the District for over six years, and because he has accepted the position as Administrative/Risk Services and Safety Officer at

the District, the joint agreement between the two agencies will require modifications. He stated that CMSA staff has worked with the District to develop a new Draft Agreement, and noted that this Agreement has been reviewed by District Counsel.

The General Manager stated that he received a comment from Director Miller to strike section 5.2 from the Agreement, and discussion followed. The General Manager stated that item 5.2 would be deleted upon concurrence with CMSA, and that the revised/final Agreement would be reviewed by District Counsel. He recommended that the Board approve the Agreement as presented, subject to minor edits and changes, and recognizing that Section 5.2 may be deleted.

On motion of Director Long, seconded by Director Miller, and carried unanimously by those Directors present, the Board approved an Agreement, subject to minor edits, changes, and review by District Counsel, with the Central Marin Sanitation Agency for a Joint Health and Safety Program, and authorized the General Manager-Chief Engineer to execute it.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, September 2016. The General Manager introduced Veolia Project Manager John Bailey who provided an overview of the Treatment Facilities Monthly Operations Report for September. The Project Manager reviewed the treatment plant performance summary and noted that there were no excursions or violations for the month. He outlined the safety training that was completed in September, and stated that safety performance was excellent with a total of 2,320 accident-free days. He reported that the treatment facility discharged to reclamation in September.

Field Services Manager Steve Krautheim provided a summary of the Collection System Operations report for September. He stated that the department cleaned 17,022 lineal feet of sewer pipelines and conducted smoke testing of sewer mains in the Bel Marin Keys area. He provided a further overview of operational and maintenance activities, and stated that there were no lost time accidents in September, for a total of 2,026 accident-free days. He stated that there was one Category III overflow in September, resulting in an approximate discharge of 65 gallons. In addition, the Field Services Manager gave an overview of maintenance and training activities for the month.

The Field Services Manager then provided a summary of the Reclamation Facilities report. He stated that the rancher continues to replace or repair sprinklers on Sites 3 & 7. He stated that a tree company on contract with PG&E has trimmed the eucalyptus trees at Site 2. He reported that no bids were received to replace the damaged chain-link fence on Site 2, and that in accordance with applicable statutes, he will negotiate with a local fence contractor to complete the project. He stated that 64.8 million gallons (MG) of treated water was used for irrigation in September and that 93.4 MG was delivered to the storage ponds from the Novato Treatment Plant.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA), meeting, October, 2016. Director Miller discussed his attendance at the NBWA meeting of October 7th which was held at the

Petaluma Community Center. He gave an overview of the topics discussed and stated that a final report on NBWA's *LandSmart Project* was presented.

Director Long stated that he will be attending a communications workshop organized by the California Association of Sanitation Agencies (CASA) soon where he will be giving a PowerPoint presentation titled "Selling a Big Rate Hike". He then provided a preview of the PowerPoint presentation to the Board.

INFORMATIONAL ITEMS:

- California Association of Sanitation Agencies (CASA) – complete list of final bill dispositions (as tracked by CASA) for the 2015-16 session of the State of California legislature. The General Manager stated that this item was for informational purposes only.

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

- Announcement: Next Board meeting: Monday, October 24th, at 6:00 p.m., and includes a public hearing to establish Calendar Year (CY) 2017 maximum solid waste rates.
- Announcement: As in prior years, there will be no Board meetings in the second half of November and December.

The meeting adjourned at 8:19 p.m. However, at 8:20 p.m., the General Manager requested that President Peters reconvene the meeting as the General Manager had recalled an announcement that he needed to make at District Counsel's request.

The meeting was reconvened at 8:21 p.m., with President Peters, Directors Long, Mariani, and Miller present. The General Manager stated that District Counsel had asked him to make an announcement to the effect that the long running Bayside matter in the Hamilton neighborhood had been resolved per prior direction provided by the Board. The result is an unconditional settlement offer from Lennar/Greystone Homes in the amount of \$225,000 to resolve the matter. Consistent with Board direction, District Counsel has accepted the offer on behalf of the District. District Counsel will be signing the settlement agreement on behalf of the District, and asks that the Board President also sign it. President Peters stated that he would sign the Bayside settlement agreement.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 8:23 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording