

# NOVATO SANITARY DISTRICT

## Board Meeting Minutes

Meeting Date: November 13, 2018

A special meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Tuesday, November 13, 2018, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jerry Peters, Directors Carole Dillon-Knutson, William Long, Jean Mariani, and Brant Miller.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, District Counsel Kent Alm, and Administrative Secretary Julie Hoover.

ALSO PRESENT: Dee Johnson, Solid and Household Hazardous Waste Program Coordinator  
Fred Stemmler, General Manager, Recology Sonoma-Marin  
William Schoen, Project Director, R3 Consulting  
John O'Hare, Project Manager, Veolia  
John Bailey, Assistant Project Manager, Veolia  
Jeff Andress, Collection System Superintendent, NSD  
Jeff Boheim, Field Services Manager, NSD  
Laura Creamer, Finance Officer, NSD  
Dale Thrasher, Administrative Services Officer, NSD  
Garen Kazanjian, Waste Zero Specialist, Recology Sonoma-Marin

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the October 8, 2018 regular meeting.

*On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the October 8, 2018 Regular meeting minutes were approved.*

CONSENT CALENDAR:

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

- a. Approve October Board member disbursements in the amount of \$1,444.93. Approve November regular disbursements in the amount of \$536,247.14, and capital project disbursements in the amount of \$433,863.83. Ratify October 22<sup>nd</sup> regular disbursements in the amount of \$210,552.08, and capital project disbursements in the amount of \$64,191.23.
- b. Ratify October payroll and payroll related disbursements in the amount of \$267,707.95.

- c. Receive deposit summary, October 2018.
- d. Receive Accounts Receivable Report as of October 31, 2018.
- e. Receive 1<sup>st</sup> Quarter Investment Report, Fiscal Year (FY) 2018-19.
- f. Receive 1<sup>st</sup> Quarter Financial Report, FY 2018-19 (unaudited).
- g. Authorize the General Manager-Chief Engineer to approve a holiday schedule with closure of District Offices on Monday, December 24, 2018, and Monday, December 31, 2018.

*On motion of Director Miller, seconded by Director Dillon-Knutson, and carried unanimously, the above listed consent calendar items were approved.*

SOLID WASTE: PUBLIC HEARING – SET CALENDAR YEAR (CY) 2019 MAXIMUM ALLOWABLE SOLID WASTE RATES.

- Consider Solid Waste Committee recommendation for a Calendar Year (CY) 2019 maximum solid waste rate adjustment of +3.35 percent. The General Manager stated that the Board is being asked to consider the Solid Waste Committee recommendation for a Calendar Year (CY) 2019 maximum solid waste rate adjustment of +3.35%; conduct a public hearing; and consider action to adopt Resolution No. 3128 setting CY 2019 maximum allowable rates for refuse collection and disposal services.

The General Manager stated that the Solid Waste Committee met on September 25<sup>th</sup> and reviewed a rate adjustment request from Recology Sonoma Marin (RSM), and a third party report from R3 Consulting Group (R3) which analyzed RSM's request. He stated that William Schoen from R3 was present to answer any questions, and that Garen Kazanjian and Fred Stemmler from Recology were also in attendance. The General Manager continued, stating that at its September 17<sup>th</sup> regular meeting, the Board set a public hearing to establish the CY 2019 maximum solid waste rates, and that notice of the proposed rate increase and hearing were published accordingly in the Marin Independent-Journal on October 11<sup>th</sup> and 25<sup>th</sup>.

The General Manager recommended that the Board receive the Solid Waste Committee's recommendation of a maximum rate increase of +3.35 percent for CY 2019, and adopt Resolution No. 3128, setting CY 2019 maximum allowable rates for refuse collection and disposal services.

- Open Public hearing. President Peters opened the Public Hearing at 5:36 p.m.

- Receive Public comments. There were no public comments. Director Long asked if any written public comments were received at the District. The General Manager stated that none were received.

- Receive Board comments. There were no Board comments.

- Close Public hearing. Public hearing was closed at 5:37 p.m.

- Adopt Resolution No. 3128 setting CY 2019 maximum allowable rates for refuse collection and disposal services.

*On motion of Director Miller, seconded by Director Long and carried unanimously, the Board adopted Resolution No. 3128: A Resolution Setting Maximum Solid Waste Service Charges for Recology Sonoma Marin (RSM) in Novato Sanitary District.*

At 5:39 p.m., Dee Johnson, Fred Stemmler, Garen Kazanjian, and William Shoen left the meeting.

#### WASTEWATER OPERATIONS:

##### - Receive Wastewater Operations Reports, October 2018.

Collection System Report: The Collection System Superintendent provided the Collections System Report for October 2018. He stated that the Collection Department cleaned 68,439 lineal feet of sewer pipelines, completed 353 maintenance work orders leaving zero work orders outstanding, and that 6,065 feet of sewer main were televised using the District's CCTV equipment. He noted that the CCTV work did not identify any new structural damages or areas that would require a change in sewer line maintenance operations. He continued, stating that staff conducted 117 lift station inspections and completed maintenance inspections on twelve (12) air relief/vacuum valves.

The Collection System Superintendent then outlined the training provided in October, noting that the Collection Department staff attended three (3) specialized training events, and five (5) safety tailgate meetings. He reported that there were no lost time accidents, and no sanitary sewer overflows (SSOs) during the month of October 2018.

Treatment Facilities Report: Veolia Project Manager, John O'Hare, provided the October Treatment Facilities Monthly Operations Report (MOR). He reviewed the treatment plant performance, and noted that the average flow for October was up slightly from September, at 3.58 million gallons/day. He continued, stating that there were no violations or excursions in October. He stated that the Recycled Water Facility (RWF) produced 15.051 million gallons of recycled water which was down slightly from the previous month. Mr. O'Hare reviewed the monthly routine inspections and maintenance activities for the Novato treatment facility, the Ignacio transfer pump station, and the recycled water facility. He stated that Veolia Water participated in the North Bay Science Discovery Day on October 27<sup>th</sup>, and that many attendees stopped by their environmental outreach booth. He stated that along with himself, Environmental Services Supervisor Liz Falejczyk and her son Harlan Falejczyk, staffed the event. He stated that along with showing microorganisms of the activated sludge process, a demonstration of the concern for flushable wipes was conducted.

He discussed pretreatment and pollution prevention activities. He concluded his presentation, stating that no odor contacts were received in October.

Director Miller congratulated Veolia Water on the achievement of zero odor complaints during the media replacement procedure in the odor control beds. Director Long echoed the comments. Mr. O'Hare accepted the compliment and noted that the achievement was the result of a team effort.

Reclamation Facilities Report: The Field Services Manager summarized the Reclamation Facilities report for October. He stated that cattle are gradually being removed from the reclamation pastures as the wet season approaches. He stated that no irrigation of any parcels occurred in the month, and that storage ponds number 1 and 2 levels were at approximately 2.5 feet on October 31<sup>st</sup>. He continued, stating that Custom Tractor Services used pumping and excavating equipment to transfer biosolids from the six biosolids storage lagoons to the Dedicated Land Disposal site.

The General Manager commended the Field Services Manager on handling the various Reclamation duties through a very busy period given that it was his first time doing so.

#### CAPITAL PROJECTS:

- Receive Capital Projects Update, October 2018. The General Manager stated that the Deputy General Manager was not present at the meeting due to illness, and therefore he would provide the overview and update of the various Capital Improvement Program capital projects. The General Manager provided an update of the current capital projects.

At 6:11 p.m., President Peters declared a ten minute recess.

At 6:20 p.m., President Peters reconvened the meeting.

#### BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Water Reuse Authority (NBWRA) meeting, October 22, 2018.

Director Long discussed his attendance at the October 22<sup>nd</sup> NBWRA meeting. He stated that there was a delay in the completion of the Phase 2 Engineering/Feasibility Study due to revised Federal reporting requirements that restrict the size of submitted studies. He stated that additional costs are being incurred due to the delay, and noted that the participating agencies will likely share the burden of these costs.

- North Bay Watershed Association (NBWA) meeting, November 2, 2018.

Director Miller discussed his attendance at the November 2<sup>nd</sup> NBWA meeting. He stated that attendees were asked to participate in the Strategic Plan discussion and help define NBWA's mission moving into the future. He stated that Judy Kelly was doing a great job as the Executive Director.

#### INFORMATIONAL ITEMS:

- California Special Districts Association (CSDA) blog item titled "Court Rules that Special Districts May Limit Speaking Time at Meetings". The General Manager stated that this item was for informational purposes only.

#### DISTRICT COUNSEL'S REPORT AND ANNOUNCEMENTS:

District Counsel Ken Alm announced that as of Jan 1, 2019, he will no longer be a member of the law firm of Meyers/Nave. He suggested that the District consider transferring to another attorney at the Meyers/Nave firm, Robin Donoghue, who currently is based at the Meyers/Nave Santa Rosa office. He stated that he would still be available to the District on an "as needed basis".

The Board congratulated Mr. Alm on his decision and stated that it had been a pleasure working with him since 1993, when he first started with the District. They expressed their appreciation for his commitment and knowledge during his time at the Novato Sanitary District.

The General Manager stated that it had been a pleasure working with him, and that he would be missed. He stated that he will be working with Mr. Alm and Ms. Donoghue to make a smooth transition.

**GENERAL MANAGER'S REPORTS AND ANNOUNCEMENTS:**

- Reports:
  - Attended the North Bay Watershed Association (NBWA) meeting on November 2, 2018 (Director Miller also attended).
  - Staff received a letter of appreciation from a Novato resident commending members of the Collections staff for their outstanding customer service.
  - Election procedural update: Final certification of election results will likely take place at the Board of Supervisors meeting on December 11<sup>th</sup>.
  
- Announcements:
  - A Capital Improvements Committee meeting (Directors Dillon-Knutson and Long) may be scheduled before the December Board meeting to discuss the completion of the work by Enovity: pairing the report on the energy optimization projects for potential funding through PG&E's on-bill financing program.
  - A Finance Committee meeting (Directors Mariani and Long) may be scheduled in late November to discuss the draft annual audit and financial statements.
  - The District office will be closed on November 22<sup>nd</sup> and 23<sup>rd</sup> in celebration of the holiday.
  - The next Regular Board meeting will be held on Monday, December 10, 2018 at 5:30 p.m.

**ADJOURNMENT:** There being no further business to come before the Board, President Peters adjourned the meeting at 6:51 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Hoover, Recording