

June 15, 2015

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:00 p.m., Monday, June 15, 2015, at the District Office, 500 Davidson Street, Novato.

MEMBERS PRESENT: Committee Members Jerry Peters and Brant Miller.

STAFF PRESENT: Sandeep Karkal, Manager-Engineer
Steve Krautheim, Field Services Manager
Brian Exberger, Assistant Project Manager, Veolia Water
John O'Hare, Pretreatment Programs Manager, Veolia Water
June Brown, Administrative Services Specialist

STAFF ABSENT: John Bailey, Project Manager, Veolia Water
Tim O'Connor, Collections System Superintendent

AGENDA APPROVAL: Approved as presented.

PUBLIC COMMENT: None.

APPROVAL OF MEETING MINUTES OF MAY 18, 2015: The May 18, 2015 meeting minutes were approved as presented.

WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR MAY 2015:

- Treatment Plant Performance Report, Maintenance Report and Safety & Training:
Manager Engineer Sandeep Karkal announced that John Bailey, Project Manager, Veolia Water, was unable to attend the meeting. Brian Exberger, Assistant Project Manager, and John O'Hare, Pretreatment Programs Manager, were in attendance to represent Veolia.

Assistant Project Manager Brian Exberger provided an overview of treatment plant operations for the month of May. He discussed key operations and maintenance events at the Novato facility, the Ignacio Transfer Pump Station, the Recycled Water Plant, and the Sludge Lagoons. He noted that May was a good month with all parameters well within limits and there were no NPDES violations. The Recycled Water Facility produced 16.22 MG of recycled water in May, but had six coliform excursions. Brian explained steps being taken by Veolia to investigate the cause of the coliform excursions.

The Assistant Project Manager discussed training events completed in May and stated that as of May 31st, Veolia employees have been accident free for a total of 1,832 days and will shortly be celebrating a 5-year no incident anniversary.

Jerome Meter (H2S) readings continue to be performed in the neighborhood and within the treatment plant. Committee members requested that future reports be amplified a little to include actual readings. Manager-Engineer Sandeep Karkal noted that while the readings are usually "zero", he would discuss with John Bailey as to how future reports could provide information on Jerome Meter measurements.

- Odor control and landscaping report: The Manager-Engineer reported that the District continues with additional odor control measures recommended by Mr. David McEwen of Brown and Caldwell, the District's odor consultant, during his presentation to the Board of Directors on May 11th. He described odor control related activities in May which included liquid phase sulfide sampling and analysis; use of the Aqua-Fog system on an as-needed basis to broadcast a water based non-toxic odor neutralizer in the vicinity of the aeration basins; monitoring of the media in the large odor control bed between clarifiers #1 and #2; and addition of sodium hypochlorite as an oxidizer on an as-needed basis to the influent flow, with staff monitoring performance.

COLLECTION SYSTEMS OPERATION AND MAINTENANCE REPORT FOR APRIL 2015:

Manager-Engineer Sandeep Karkal reported that Tim O'Connor, Collection System Superintendent, had this morning announced his intention to retire from District employment, effective June 25th.

The Collection Systems Monthly Report for May 2015 was presented by Steve Krautheim, Field Services Manager. He reported that the Collection Systems crew cleaned a total of 72,416 feet of sewer pipeline and that the department completed 449 maintenance work orders which were generated for May. He stated that the District's CCTV van (Closed Circuit TV) televised 47 line segments totaling 7,661 ft., identifying 3 line segments requiring spot repairs. Staff also televised 7 line segments totaling 1,842 ft. using the Push Cam. The Field Services Manager reported that staff also conducted 246 lift station inspections and completed maintenance inspections on 5 air relief/vacuum valves.

Collections staff attended 4 safety tailgate meetings and Heat Illness and PPE training in May. As of May 31, 2015, the Collections Department and the District have worked accident free for a total of 1,538 days.

The Field Services Manager stated that there was one minor sewer overflow in May estimated at 5 gallons or less. He stated that no new Standard Operating Procedures (SOP's) were generated in May.

RECLAMATION FACILITY REPORT FOR MAY 2015:

The Field Services Manager presented the Reclamation Facilities report for May. He stated that the rancher continued to harvest pasture grass in May. Repairs were made on the irrigation control system on Site 7. The leak on the Wildlife Pond Feed Line was located and repair parts ordered and received. Installation will occur in June. There were no sludge handling activities in May.

ANNUAL OPERATING BUDGET: Manager-Engineer Sandeep Karkal presented the Preliminary Operating Budget for Fiscal Year FY2015-16 for Committee review and recommendation for adoption by the full Board. The Committee suggested inclusion of an organization chart or staffing plan in the budget. The Manager-Engineer pointed out that the Personnel detail in the budget lists all District positions and there are actually two positions

less than last year because of changes in Laboratory operations. Director Miller requested that a short paragraph on staffing be included in the budget.

Director Miller enquired about the Appropriations Limit schedule. The Manager-Engineer responded that the Appropriations Limit is adopted by the Board at the second Board meeting in August, after statistical information is received from the State Department of Finance in May and from the County of Marin in July.

The Manager-Engineer noted that Account no. 61000-1 will change slightly to include an incentive allowance as provided in the contract between the District and Veolia Water. Director Peters questioned the budgeted amount for Account no. 65193 – Pump Station Telephone. The Manager-Engineer explained that this is for pump station alarms using telephone telemetry. In response to a question about the budgeted amount of \$375,260 for Account No. 66021 (Retiree Health Benefits) the Manager-Engineer explained that this is comprised of retiree health benefits for existing District retirees and the annual required contribution for active employees. The Manager-Engineer agreed to include the missing footnote for Account no. 66123 – Outside Contractual.

On motion of Director Miller, seconded by Director Peters, the Committee recommended adoption of the Preliminary Budget to the full Board.

OTHER ITEMS:

The Manager-Engineer indicated he will be out of the office for the next scheduled Wastewater Operations Committee meeting of July 20, 2015.

ADJOURNMENT: There being no further business to come before the Committee, the meeting adjourned at 3:10 p.m.

Respectfully submitted,

Sandeep Karkal
Manager-Engineer

June Brown, Recording