

October 21, 2013

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:08 p.m., Monday, October 21, 2013, at the District Office, 500 Davidson Street, Novato.

**MEMBERS PRESENT:** NSD Board Members William Long and Jerry Peters.

**STAFF PRESENT:** Beverly James, Manager-Engineer  
Steve Krautheim, Field Services Superintendent  
Tim O'Connor, Collections System Supervisor  
John Bailey, Project Manager, Veolia Water  
Julie Swoboda, Administrative Secretary  
*Sandeep Karkal, Deputy Manager-Engineer was absent.*

**ALSO PRESENT:** Lynda Rodefer, Veolia Water  
Brian Exberger, Assistant Project Manager, Veolia Water

**AGENDA APPROVAL:** The agenda was approved as presented.

**PUBLIC COMMENT:** None.

**APPROVAL OF MEETING MINUTES FOR SEPTEMBER 16, 2013:** The September 16, 2013 minutes were approved as written.

**WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR SEPTEMBER 2013:**

**- Treatment Plant Performance Report, Maintenance Report and Safety & Training:**  
John Bailey, Plant Manager, Veolia Water, gave an overview of the treatment plant operations for the month of September. He stated that there were no permit exceedances, violations or excursions and noted that the treatment facility and the recycled water facility continue to run very well. Mr. Bailey stated that the volume of recycled water produced in September was 11.26 million gallons.

Mr. Bailey reported on the key events at the Novato treatment facility, the Ignacio transfer pump station, the recycled water plant and the sludge lagoons. He stated that the odor control PODZ are being tested in one aeration basin after they were modified by the manufacturer. He stated that Veolia teamed with the Collections system crew to clean the force main at the Ignacio Transfer Pump Station. Mr. Bailey identified equipment that is/will be out of service due to planned servicing, maintenance or replacement.

Mr. Bailey provided a handout which listed Veolia's Standard Operating Procedures (SOP) manuals which have been completed and those yet to be completed. He provided two completed sample SOP's for illustration purposes.

Mr. Bailey reported that Veolia employees have been accident free for a total of 1,216 days/55,449 hours. He stated that Jerome Meter (H2S) readings continue to be taken in the Lea Drive neighborhood and within the treatment facility. He discussed the safety training for the month and reviewed the treatment plant performance graphs.

- Review Contract Service Agreement for Operation, Maintenance, and Management of Wastewater Treatment Facilities: Manager-Engineer Beverly James noted that the District is about half way through the terms of the Veolia contract service agreement. She discussed the contract with the intent for the Committee to review the contract, bring it up to date and begin discussion for renewal. The Manager stated that she will provide a first draft mark-up copy of the contract to members at the next meeting.

- Odor control: Manager-Engineer Beverly James stated that staff continues to work to address issues of concern relating to odor control, noise, and landscaping. She discussed the landscaping maintenance services as provided by Cagwin and Dorward.

### **COLLECTION SYSTEM OPERATION AND MAINTENANCE REPORT FOR SEPTEMBER 2013:**

Tim O'Connor, Collections System Supervisor discussed the Collections System Monthly Report for September 2013. He reported that the Collections System crew cleaned a total of 54,906 feet of sewer pipeline and that the department completed 281 maintenance work orders which were generated in September. He stated that the department's CCTV (closed caption televised) van was in the field for 15 working days and that 24,167 feet of main sewer line was televised. The Collections System Supervisor pointed out that the Collections Department has been accident free for a total of 232 days.

Tim O'Connor stated that the department was pleased to welcome a new employee, Justin Wall and this addition will enable the department to field two cleaning crews on a consistent basis.

Tim O'Connor reviewed the Collections System monthly and Pump Station reports. He stated that there was one sanitary sewer overflow in September. He stated that the event was caused by a partial root blockage in the main line which resulted in a discharge of approximately 312 gallons.

### **RECLAMATION FACILITY REPORT FOR SEPTEMBER 2013:**

Steve Krautheim, Field Services Superintendent presented the Reclamation Facilities report for September. He stated that the rancher grazed cattle on all three reclamation sites and sorted out calves for market. He discussed rehabilitation at parcels 78 and 38. He stated that the storage ponds are storing approximately 67 million gallons of recycled water.

Mr. Krautheim stated that approximately 79 million gallons of recycled water was used for irrigation in September.

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

Respectfully submitted,

Beverly James  
Manager-Engineer

Julie Swoboda, Recording