

December 16, 2013

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:00 p.m., Monday, December 16, 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
Sandeep Karkal, Deputy Manager-Engineer
Steve Krauthem, Field Services Superintendent
Tim O'Connor, Collections System Supervisor
John Bailey, Project Manager, Veolia Water
Julie Swoboda, Administrative Secretary

ALSO PRESENT: John O'Hare, Veolia Water
Lynda Rodefer, Veolia Water:
Brant Miller, Board Member

AGENDA APPROVAL: The Manager requested that item 4e. be moved to follow item 6d. of the agenda. The agenda was approved as modified.

PUBLIC COMMENT: None.

APPROVAL OF MEETING MINUTES FOR DECEMBER 16, 2013: The December 16, 2013 minutes were approved as written.

WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR NOVEMBER 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 November. He stated 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 facility transitioned into Bay discharge in the month of November. He noted that even though November/December is considered a "wet season", flows continue to hold a "dry season" pattern.

Mr. Bailey stated that routine rounds, readings and maintenance were performed at the Novato Treatment Facility, the Ignacio Transfer Pump Station, the Recycled Water Plant and the Sludge Lagoons. He noted that the clearance was set on the bottom rake mechanism on the Primary Clarifier #2 while the clarifier was empty for repairs. Mr. Bailey stated that a floating boom was installed on Lagoon #3 to hold back sludge from the telescoping valves.

Mr. Bailey reported that Veolia employees have been accident free for a total of 1,277 days/57,465 hours. He stated that Jerome Meter (H₂S) readings continue to be taken within the treatment plant as well as in the Lea Drive neighborhood area. Mr. Bailey stated that no odor complaints were received during the month of November. He stated that construction has begun on the sound attenuation enclosure structure.

Mr. Bailey noted that 3.49 million gallons of recycled water was produced in November.

- Odor control, noise, and landscaping report: Deputy Manager-Engineer Sandeep Karkal stated that staff continues to work to address issues of concern relating to odor control, noise and landscaping. He stated that the Mr. McEwen of Brown and Caldwell carried out a liquid phase sulfide compound sampling in October. He noted that results of this sampling became available in November and stated that Mr. McEwen will be making final recommendations in December. The Deputy Manager-Engineer noted that implementation and testing of his recommendations will take place through January and February and that Mr. McEwen will issue a technical memorandum in March.

The Deputy Manager-Engineer stated that construction has begun on a permanent sound reducing enclosure and it is anticipated that the contractor will complete the work by December 2013.

COLLECTION SYSTEMS OPERATION AND MAINTENANCE REPORT FOR NOVEMBER 2013:

Collection Systems Supervisor Tim O'Connor discussed the Collection Systems Monthly Report for November 2013. He reported that the Collection Systems crew cleaned a total of 70,008 feet of sewer pipeline and that the department completed 331 maintenance work orders which were generated in November. He stated that the department's CCTV (closed caption televised) van was in the field for 15 working days and that 37,443 feet of main sewer line was televised. Mr. O'Connor noted that only 6 pump station maintenance work orders remained outstanding, not 16 as shown in the Report.

The Collection Systems Supervisor reviewed the Collection Systems monthly and Pump Station reports. He stated that there were no sanitary system overflows during the month of November. He stated that the Collections Department has been accident free for a total of 303 days.

Committee Member Long requested that the Collection Systems report include a detailed summary of sewer main deficiencies found during the CCTV work.

RECLAMATION FACILITY REPORT FOR NOVEMBER 2013:

Field Services Superintendent Steve Krautheim presented the Reclamation Facilities report for November. He stated that the Rancher has removed most cattle from the sites and that only a small herd is left on Site 3 and Site 7. He discussed the parcel

rehabilitations and noted that Parcels 38 and 78 are completed. He discussed the rehabilitation on Parcels 21, 24, 25 and 28.

The Field Services Superintendent stated that irrigation on all sites was turned off on November 4th. He stated that approximately 6.01 million gallons of recycled water was used for irrigation in November and that the average storage pond staff gauge depth was 3.3 feet at the end of November.

At 2:45 p.m. Collection Systems Supervisor Tim O'Connor and Field Services Superintendent Steve Krautheim were excused so the Board could review item 4e.

- Review Contract Service Agreement for Operation, Maintenance, and Management of Wastewater Treatment Facilities:

Manager-Engineer Beverly James provided the Draft Veolia Water Contract Service Agreement to the committee members. She reviewed the substantive changes, pointing out that the new start date for the Agreement has been changed to July 1, 2014 to coincide with the District's fiscal year and noted that verbiage had been changed/updated to address only the current facilities and equipment.

The Manager-Engineer stated that the draft Agreement will be discussed again at the January Wastewater Operations Committee meeting. She stated that she plans to bring the Agreement before the full board at the second regular January Board meeting or the first regular Board meeting in February. She stated that District Counsel Kent Alm is reviewing the Agreement and in an abundance of caution, will submit the document for CEQA findings.

ADJOURNMENT:

There being no further business to come before the Committee, the meeting adjourned at 3:46 p.m. The next Wastewater Operations Committee meeting will be held on Monday, January 20, 2014.

Respectfully submitted,

Beverly James
Manager-Engineer

Julie Swoboda, Recording