

NOVATO SANITARY DISTRICT

Meeting Date: January 9, 2012

The Board of Directors of Novato Sanitary District will hold a closed session at 5:30 pm followed by a regular meeting at 6:30 p.m., Monday, January 9, 2012, at the District Offices, 500 Davidson Street, Novato.

Materials related to items on this agenda are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: www.novatosan.com.

CLOSED SESSION CONFERENCE WITH LABOR NEGOTIATORS:

- a. District designated representatives: Beverly James, Sandeep Karkal
Employee organization: International Brotherhood of Teamsters Local 315.
- b. District designated representative: Beverly James
Unrepresented employees: Deputy Manager-Engineer, Administrative Services Manager, Finance Officer, Field Services Superintendent, Collection System Superintendent, Senior Engineer, Administrative Secretary.

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION – ONE POTENTIAL CASE:

Initiation of litigation pursuant to Subsection (c) of Government Code Section 54956.9

AGENDA

- 1. PLEDGE OF ALLEGIANCE:**
- 2. AGENDA APPROVAL:**
- 3. REPORT OUT OF CLOSED SESSIONS:**
- 4. PUBLIC COMMENT (Please observe a three-minute time limit):**

This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Board at this time as a result of any public comments made.

5. REVIEW OF MINUTES:

- a. Consider approval of minutes of the December 12, 2011 meeting.

6. CONSENT CALENDAR:

The Manager-Engineer has reviewed the following items. To her knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.

- a. Consider setting meeting dates of January 23rd, February 13th, and 27th.
- b. Receive accounts receivable statement.
- c. Approve regular disbursements and ratify December regular and payroll disbursements.

7. WASTEWATER TREATMENT FACILITY UPGRADE PROJECT 72609:

- a. Receive progress report on odor control, noise abatement, and visual screening.
- b. Consider acceptance of a proposal from Exponent to perform a health effects evaluation for emissions.
- c. Consider approval of a settlement agreement with RMC Water and Winzler & Kelly|GHD.

8. WASTEWATER OPERATIONS:

- a. Wastewater Operations Committee Report.

9. BOARD OF DIRECTORS:

- a. Consider authorizing a pilot project to test using tablet computers for Directors' Board packets.

10. PERSONNEL:

- a. Consider approval of Memorandum of Understanding with International Brotherhood of Teamsters Local 315 for the period January 1, 2011 through July 1, 2012.
- b. Consider approval of salaries and benefits for management and confidential personnel effective July 1, 2011.
- c. Consider approval of a Safety Recognition and Wellness program.

11. COLLECTION SYSTEM IMPROVEMENT PROJECT 72706:

- a. Consider making CEQA findings, approving plans and specifications, and authorizing staff to advertise for bids for the Galli Drive Sewer Improvement Project.

12. PUMP STATION IMPROVEMENT PROJECT 72403:

- a. Consider approving a contract amendment for Nute Engineering for design and engineering service during construction for Unit 4 Pump Station Improvements.

13. NORTH BAY WATER REUSE AUTHORITY:

- a. Give direction to staff with regard to proposed initiation fee.

14. STAFF REPORTS:

- a. Sewer Service Charge Study

15. BOARD MEMBER REPORTS:

- a. North Bay Watershed Association meeting.

16. MANAGER'S ANNOUNCEMENTS:

17. ADJOURN:

Next resolution no. 3038

Next regular meeting date: Monday, January 23, 2012, 6:30 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

December 6, 2011

A Special meeting of the Board of Directors of the Novato Sanitary District was held at 10:00 a.m., Tuesday, December 6, 2011, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members Michael Di Giorgio, Jean Mariani, Jerry Peters, and Dennis Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Tom Gaffney, Bartle Wells Associates.
James Fritz, retired Board Member, Novato resident
Brant Miller, Novato resident
Donna Peters, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

On motion of Member Di Giorgio, seconded by Member Mariani, and carried unanimously, the agenda was approved as presented.

PUBLIC COMMENT: None.

BOARD OF DIRECTORS' ELECTION:

- Receive Statement of Votes Cast and Certification of Canvass of Votes. The Manager stated that the Novato Sanitary District had received the Statement of Votes Cast and Certification of Canvass of Votes from Elaine Ginnold, Registrar of Voters, County of Marin. As per Ms. Ginnold's statement, the Manager stated that Jean M. Mariani and A. Gerald Peters had been duly elected to the Board of Directors for the Novato Sanitary District, terms expiring 2015.

- Administration of Oath of Office and seating of elected Board Members. The Manager administered the Oath of Office to Board Members Jean M. Mariani and A. Gerald Peters. The elected Board members were seated.

- Consider adoption of resolution determining persons entitled to fill office. The Manager read Resolution No. 3037: A Resolution Determining Persons Entitled to Fill Offices, Novato Sanitary District.

On motion of Member Di Giorgio, seconded by Member Peters and carried unanimously, the Board adopted Resolution No. 3037: A Resolution Determining Persons Entitled to Fill Offices, Novato Sanitary District.

FINANCE:

- Consider acceptance of the bid for an Investment Agreement for the Project Fund for the Certificates of Participation and authorize Manager-Engineer to sign the agreement.

- Consider acceptance of the bid for an Investment Agreement for the Reserve Fund for the Certificates of Participation and authorize Manager-Engineer to sign the agreement.

The Manager stated that the Board had authorized the issuance of a Request for Investment Agreement at their last meeting. She stated that bid requests were submitted and noted that bids were received on December 1st. Tom Gaffney, Bartle Wells Associates, discussed the four bids that were received from the following banks: Bayerische Landesbank, Credit Agricole, Deutsche Bank, and Natisix Funding.

The Board discussed the options available and noted that fund safety and security must be the first priority. After review, Mr. Gaffney suggested the District reject all bids and invest the funds in a short-term Local Agency Investment Fund (LAIF) account. The Board agreed with Mr. Gaffney's recommendation.

On motion of Member Mariani, seconded by Member Di Giorgio, and carried unanimously, the Board rejected all bids and directed the Manager-Engineer to establish the appropriate LAIF accounts to invest the Certificates of Participation proceeds for the Project Fund and the Reserve Fund.

The Manager stated that she will prepare a resolution to set up the LAIF accounts and will bring the resolution to the Board at a future meeting.

ADJOURNMENT: There being no further business to come before the Board, President Long adjourned the meeting at 10:21 a.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Accounts Receivable Aging Summary	MEETING DATE: January 9, 2012
	AGENDA ITEM NO.: 6.b.
RECOMMENDED ACTION: Information Only	
SUMMARY AND DISCUSSION: The attached Accounts Receivable Summary shows the following receivables: <u>1 – 45 days - \$7,717.79:</u> Not delinquent. <u>46 - 90 days - \$0.00:</u> No outstanding balances for this time frame. <u>90+ days - \$36,514.60:</u> \$34,123.29 is for outstanding ranch lease payments. The rancher continues to experience cash flow problems but is diligently trying to satisfy the debt. \$8,839.80 is for septic tank hauling fees, \$8,584.33 of which is for one hauler who is no longer permitted to use District dumping facilities until the debt is clear. Contact has been made on numerous occasions with the owner and bookkeeper of the company. Monthly payments have been promised but not yet received. Another (certified mail) letter has been sent. <u>Summary:</u> Receivables over 90 days old amount to \$36,514.60. This represents 0.41% of the District's total budgeted operating revenue of \$8,954,956.00 for fiscal year 2011/12.	
ALTERNATIVES: N/A – Information only.	
BUDGET INFORMATION: N/A	
DEPT.MGR.:	MANAGER:

4:17 PM
01/04/12

Novato Sanitary District
A/R Aging Summary
As of December 31, 2011

Name	Description	1 - 45	46 - 90	> 90	TOTAL
Hayden, Ron	Ranch Lease	7,272.29	0.00	26,851.00	34,123.29
Joe's Farmers Septic	Septic Tank Hauling	0.00	0.00	8,584.33	8,584.33
Quesada, George	December Health Care Premium	421.50	0.00	0.00	421.50
State of California	Annual Use Fuel Tax Refund	-96.12	0.00	943.92	847.80
Vineyard Septic	Septic Tank Hauling	120.12	0.00	135.35	255.47
TOTAL		7,717.79	0.00	36,514.60	44,232.39

Novato Sanitary District Operating Check Register

January 9, 2012

Date	Num	Name	Credit
Jan 9, 12			
1/9/2012	53902	CSRMA-	25,000.00
1/9/2012	53909	IComm, Inc.	17,000.00
1/9/2012	53894	California Diesel & Power	13,994.33
1/9/2012	53917	Meyers, Nave, Riback, Silver ...	10,537.48
1/9/2012	53883	Adamson, Robert D.	7,160.00
1/9/2012	53927	RMC Water & Environment, I...	5,274.75
1/9/2012	53938	U.S. Bank Card (2)(June)	5,197.08
1/9/2012	53912	Johnson, Dee	5,051.16
1/9/2012	53940	Veolia Water North America, ...	4,202.42
1/9/2012	53915	Marin/Sonoma Mosquito Dist	3,365.79
1/9/2012	53926	Preferred Benefit	3,331.92
1/9/2012	53928	Roy's Sewer Service, Inc.	3,197.50
1/9/2012	53885	Aqua Science	2,750.00
1/9/2012	53904	Dearborn National	2,493.06
1/9/2012	53896	CASA	2,125.00
1/9/2012	53893	Cagwin & Dorward Inc.	1,609.00
1/9/2012	53920	North Marin Water District	1,445.42
1/9/2012	53932	Smart	1,297.12
1/9/2012	53901	Comet Building Maintenance,...	1,242.50
1/9/2012	53916	McMaster-Carr Supply Co.	1,213.95
1/9/2012	53935	Telstar Instruments Inc	1,081.50
1/9/2012	53898	Central Marin Sanitation District	945.00
1/9/2012	53899	Cintas Corporation	924.53
1/9/2012	53895	Cantarutti Electric, Inc	864.30
1/9/2012	53910	IDEXX Distributing Corp.	788.29
1/9/2012	53905	Empire Mini Storage - Novato	730.00
1/9/2012	53913	Leonardi Automotive & Electri...	569.44
1/9/2012	53922	Oratech Controls, Inc.	567.20
1/9/2012	53942	Vision Service Plan	531.15
1/9/2012	53897	CED Santa Rosa, Inc	528.02
1/9/2012	53930	Shape Incorporated	441.60
1/9/2012	53936	Thomas & Associates, Inc.	418.88
1/9/2012	53891	BoundTree Medical, LLC	391.70
1/9/2012	53925	Pini Hardware	390.05
1/9/2012	53918	Nextel Communications	354.56
1/9/2012	53914	Marin County Office	351.50
1/9/2012	53931	Siemens Industry, Inc.	326.50
1/9/2012	53941	Verizon California	310.69
1/9/2012	53907	Government Finance Officers...	310.00
1/9/2012	53886	AT&T Mobility	302.10
1/9/2012	53900	Claremont EAP, Inc.	295.00
1/9/2012	53906	EOA, Inc.	294.05
1/9/2012	53884	American Sentry Systems, Inc.	270.00
1/9/2012	53929	Royal Petroleum Company	240.49
1/9/2012	53903	CWEAmembers	220.00
1/9/2012	53923	Orkin Pest Control, Inc.	210.90
1/9/2012	53911	Ikon Office Solutions	198.70
1/9/2012	53889	Batteries Plus Inc	166.60
1/9/2012	53887	Barg, Coffin, Lewis & Trapp	162.00
1/9/2012	53890	Beecher Engineering	150.00
1/9/2012	53943	VWR International Inc.	148.64
1/9/2012	53919	North Bay Truck Service	142.50
1/9/2012	53921	One Stop Auto Service Inc.	139.63
1/9/2012	53924	Petty Cash	133.50
1/9/2012	53908	HACH/American Sigma Inc	130.58
1/9/2012	53933	Staples Business Adv Inc.	119.33
1/9/2012	53888	Barnett Medical LLC	45.00
1/9/2012	53892	Buck's Saw Service, Inc.	43.39
1/9/2012	53937	U.S. Bank Card (1)(Bev)	40.00
1/9/2012	53934	T-Mobile	22.87
1/9/2012	53882	Able Tire & Brake Inc.	21.74
1/9/2012	53939	United Parcel Service	10.50
Jan 9, 12			131,820.91

Novato Sanitary District
Operating Check Register Detail
 January 9, 2012

	Date	Account	Debit
Able Tire & Brake Inc.	12/08/2011	60150 · Repairs & Maintenance	21.74
Total Able Tire & Brake Inc.			<u>21.74</u>
Adamson, Robert D.	12/15/2011	64010 · Salaries & Wages	7,160.00
Total Adamson, Robert D.		Lab services	<u>7,160.00</u>
American Sentry Systems, Inc.	01/01/2012	66150 · Repairs & Maintenance	270.00
Total American Sentry Systems, Inc.			<u>270.00</u>
Aqua Science	12/15/2011	64160 · Research & Monitoring	2,750.00
Total Aqua Science			<u>2,750.00</u>
AT&T Mobility	12/16/2011	Collection 60193 · Telephone	35.77
	12/16/2011	Pump Stations 65193 · Telephone	35.77
	12/16/2011	Plant Telephone	55.97
	12/16/2011	Admin 66193 · Telephone	174.59
Total AT&T Mobility			<u>302.10</u>
Barg, Coffin, Lewis & Trapp	12/15/2011	66122 · Attorney Fees	162.00
Total Barg, Coffin, Lewis & Trapp			<u>162.00</u>
Barnett Medical LLC	12/07/2011	64170 · Pollution Prevention/Public Ed	45.00
Total Barnett Medical LLC			<u>45.00</u>
Batteries Plus Inc	12/22/2011	65150 · Repairs & Maintenance	166.60
Total Batteries Plus Inc			<u>166.60</u>
Beecher Engineering	12/25/2011	66123 · O/S Contractual	150.00
Total Beecher Engineering			<u>150.00</u>
BoundTree Medical, LLC	12/16/2011	64170 · Pollution Prevention/Public Ed	391.70
Total BoundTree Medical, LLC			<u>391.70</u>
Buck's Saw Service, Inc.	12/21/2011	65100 · Operating Supplies	43.39
Total Buck's Saw Service, Inc.			<u>43.39</u>
Cagwin & Dorward Inc.	12/01/2011	Admin 66150 · Repairs & Maintenance	329.00
	12/29/2011	61000-4 · Water/Permits/Telephone	1,280.00
Total Cagwin & Dorward Inc.		(landscaping to be reimbursed by Veoila)	<u>1,609.00</u>
California Diesel & Power	09/22/2011	21043 · Other Deposits	13,994.33
Total California Diesel & Power		For Generator	<u>13,994.33</u>
Cantarutti Electric, Inc	12/13/2011	65150 · Repairs & Maintenance	440.00
	12/13/2011	65150 · Repairs & Maintenance	424.30
Total Cantarutti Electric, Inc		At Pump Stations	<u>864.30</u>
CASA	12/29/2011	66170 · Travel, Meetings & Training	2,125.00
Total CASA			<u>2,125.00</u>
CED Santa Rosa, Inc	12/22/2011	Pump Stn 65150 · Repairs & Maintenance	528.02
Total CED Santa Rosa, Inc			<u>528.02</u>
Central Marin Sanitation District	12/14/2011	66170 · Travel, Meetings & Training	945.00
Total Central Marin Sanitation District			<u>945.00</u>
Cintas Corporation			

Novato Sanitary District
Operating Check Register Detail
 January 9, 2012

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
	01/01/2012	64100 · Operating Supplies	114.40
	01/01/2012	66100 · Engineering Supplies	431.33
	01/01/2012	60100 · Operating Supplies	378.80
Total Cintas Corporation			<u>924.53</u>
Claremont EAP, Inc.			
	12/15/2011	66123 · O/S Contractual	295.00
Total Claremont EAP, Inc.			<u>295.00</u>
Comet Building Maintenance, Inc.			
	12/21/2011	66150 · Repairs & Maintenance	1,242.50
Total Comet Building Maintenance, Inc.			<u>1,242.50</u>
CSRMA-			
	11/30/2011	66071 · Insurance Claim Expense	25,000.00
Total CSRMA-			<u>25,000.00</u>
CWEAmembers			
	12/07/2011	66080 · Memberships	88.00
	12/15/2011	66080 · Memberships	132.00
Total CWEAmembers			<u>220.00</u>
Dearborn National			
	12/15/2011	66020 · Employee Benefits	2,493.06
Total Dearborn National			<u>2,493.06</u>
Empire Mini Storage - Novato			
	12/19/2011	66123 · O/S Contractual	730.00
Total Empire Mini Storage - Novato			<u>730.00</u>
EOA, Inc.			
	11/21/2011	64160 · Research & Monitoring	294.05
Total EOA, Inc.			<u>294.05</u>
Government Finance Officers Assoc.			
	12/15/2011	66080 · Memberships	310.00
Total Government Finance Officers Assoc.			<u>310.00</u>
HACH/American Sigma Inc			
	12/15/2011	64100 · Operating Supplies	130.58
Total HACH/American Sigma Inc			<u>130.58</u>
IComm, Inc.			
	11/21/2011	60091 · Software Maint	17,000.00
Total IComm, Inc.			<u>17,000.00</u>
IDEXX Distributing Corp.			
	12/20/2011	64100 · Operating Supplies	788.29
Total IDEXX Distributing Corp.			<u>788.29</u>
Ikon Office Solutions			
	12/20/2011	66150 · Repairs & Maintenance	198.70
Total Ikon Office Solutions			<u>198.70</u>
Johnson, Dee			
	01/01/2012	67530 · Used Oil Program	310.84
	01/01/2012	67400 · Consulting Services	660.54
	01/01/2012	67400 · Consulting Services	4,079.78
Total Johnson, Dee			<u>5,051.16</u>
Leonardi Automotive & Electric, Inc.			
	12/09/2011	60150 · Repairs & Maintenance	569.44
Total Leonardi Automotive & Electric, Inc.			<u>569.44</u>
Marin County Office			
	12/13/2011	65201 · Permits & Fees	351.50
Total Marin County Office			<u>351.50</u>
Marin/Sonoma Mosquito Dist			
	12/22/2011	63150 · Repairs & Maintenance	3,365.79
Total Marin/Sonoma Mosquito Dist			<u>3,365.79</u>
McMaster-Carr Supply Co.			
	12/12/2011	63150 · Repairs & Maintenance	1,213.95

Novato Sanitary District
Operating Check Register Detail
 January 9, 2012

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
Total McMaster-Carr Supply Co. Meyers, Nave, Riback, Silver & Wilson			1,213.95
	12/13/2011	66122 · Attorney Fees	10,537.48
Total Meyers, Nave, Riback, Silver & Wilson Nextel Communications			10,537.48
	12/20/2011	60193 · Telephone	153.06
	12/20/2011	65193 · Telephone	82.42
	12/20/2011	66193 · Telephone	119.08
Total Nextel Communications North Bay Truck Service			354.56
	12/19/2011	60150 · Repairs & Maintenance	142.50
Total North Bay Truck Service North Marin Water District			142.50
	12/15/2011	61000-4 · Water/Permits/Telephone	1,278.08
	12/15/2011	65192 · Water	167.34
Total North Marin Water District One Stop Auto Service Inc.			1,445.42
	12/08/2011	60150 · Repairs & Maintenance	33.68
	12/09/2011	66150 · Repairs & Maintenance	105.95
Total One Stop Auto Service Inc. Oratech Controls, Inc.			139.63
	12/27/2011	64100 · Operating Supplies	567.20
Total Oratech Controls, Inc. Orkin Pest Control, Inc.			567.20
	12/15/2011	66150 · Repairs & Maintenance	210.90
Total Orkin Pest Control, Inc. Petty Cash			210.90
	12/29/2011	66090 · Office Expense	27.02
	12/29/2011	66170 · Travel, Meetings & Training	95.00
	12/29/2011	60100 · Operating Supplies	11.48
Total Petty Cash Pini Hardware			133.50
	12/31/2011	60100 · Operating Supplies	28.17
	12/31/2011	60152 · Small Tools	58.56
	12/31/2011	65100 · Operating Supplies	51.92
	12/31/2011	65152 · Small Tools	34.70
	12/31/2011	66100 · Engineering Supplies	20.60
	12/31/2011	65150 · Repairs & Maintenance	196.10
Total Pini Hardware Preferred Benefit			390.05
	01/01/2012	66020 · Employee Benefits	3,230.56
	01/01/2012	21074 · Health Insurance Payable	101.36
Total Preferred Benefit			3,331.92
RMC Water & Environment			
	12/20/2011	64160 · Research & Monitoring	5,274.75
Total RMC Water & Environment			5,274.75
Roy's Sewer Service, Inc.			
	12/09/2011	21020 · Accounts Payable	
	12/09/2011	60153 · Outside Services	3,197.50
Total Roy's Sewer Service, Inc. Royal Petroleum Company			3,197.50
	12/09/2011	65100 · Operating Supplies	61.03
	12/09/2011	63100 · Operating Supplies	179.46

Novato Sanitary District
Operating Check Register Detail
 January 9, 2012

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
Total Royal Petroleum Company Shape Incorporated			240.49
	12/20/2011	65100 · Operating Supplies	441.60
Total Shape Incorporated Siemens Industry, Inc.			441.60
	12/09/2011	64150 · Repairs & Maintenance	326.50
Total Siemens Industry, Inc. Smart			326.50
	12/15/2011	60201 · Permits & Fees	648.56
	12/15/2011	60201 · Permits & Fees	648.56
Total Smart Staples Business Adv Inc.			1,297.12
	12/10/2011	60100 · Operating Supplies	119.33
Total Staples Business Adv Inc. T-Mobile			119.33
	12/15/2011	65193 · Telephone	22.87
Total T-Mobile Telstar Instruments Inc			22.87
	12/28/2011	65150 · Repairs & Maintenance	1,081.50
Total Telstar Instruments Inc Thomas & Associates, Inc.			1,081.50
	12/20/2011	60150 · Repairs & Maintenance	418.88
Total Thomas & Associates, Inc. U.S. Bank Card (1)(Bev)			418.88
	01/01/2012	66170 · Travel, Meetings & Training	40.00
Total U.S. Bank Card (1)(Bev) U.S. Bank Card (2)(June)			40.00
	12/28/2011	65150 · Repairs & Maintenance	1,249.00
	12/28/2011	66124 · IT/Misc Electrical	1,860.67
	12/28/2011	66090 · Office Expense	324.31
	12/28/2011	66170 · Travel, Meetings & Training	1,763.10
Total U.S. Bank Card (2)(June) United Parcel Service			5,197.08
	12/17/2011	66090 · Office Expense	10.50
Total United Parcel Service Veolia Water North America, Inc.			10.50
	12/16/2011	61000-0 · Contract Operations (Insurance/Bond)	4,202.42
Total Veolia Water North America, Inc. Verizon California			4,202.42
	12/22/2011	65193 · Telephone	310.69
Total Verizon California Vision Service Plan			310.69
	12/21/2011	66020 · Employee Benefits	531.15
Total Vision Service Plan VWR International Inc.			531.15
	12/21/2011	64100 · Operating Supplies	148.64
Total VWR International Inc.			148.64
TOTAL			131,820.91

Novato Sanitary District Capital Projects Check Register

January 9, 2012

Date	Num	Name	Credit
Jan 9, 12			
1/9/2012	53876	Gateway Pacific Contractors, ...	495,937.67
1/9/2012	53875	Gateway Pacific Contractors -...	55,104.19
1/9/2012	53880	RMC Water & Environment, I...	49,468.22
1/9/2012	53868	Anderson Pacific Engineering...	33,729.26
1/9/2012	53873	Custom Tractor Service	32,194.20
1/9/2012	53877	KBL Associates	9,900.00
1/9/2012	53872	Control Systems West, Inc.	7,806.36
1/9/2012	53869	Applied Filter Technology, Inc.	5,316.33
1/9/2012	53879	Linscott Engineering Contract...	5,225.60
1/9/2012	53870	Arntz Builders, Inc.	4,997.00
1/9/2012	53874	Edd Clark & Associates, Inc.	1,676.90
1/9/2012	53878	Lateral-Michaelis, Elroy	1,500.00
1/9/2012	53881	Verizon Communications	157.47
1/9/2012	53871	Comet Building Maintenance,...	152.50
Jan 9, 12			<u>703,165.70</u>

Novato Sanitary District
Capital Projects Check Detail
 January 9, 2012

	<u>Account</u>	<u>Open Balance</u>
Anderson Pacific Engineering, Inc		
	72403 · Pump Station Rehabilitation	33,729.26
Total Anderson Pacific Engineering, Inc		<u>33,729.26</u>
Applied Filter Technology, Inc.		
	72805 · Annual Trtmt Plnt/Pump St Impr	5,316.33
Total Applied Filter Technology, Inc.		<u>5,316.33</u>
Arntz Builders, Inc.		
	72804 · Annual Reclamation Fac Imp	1,751.00
	72805 · Annual Trtmt Plnt/Pump St Impr	1,621.00
	72805 · Annual Trtmt Plnt/Pump St Impr	1,625.00
Total Arntz Builders, Inc.		<u>4,997.00</u>
Comet Building Maintenance, Inc.		
	73002 · WWTP Up - Cont D - Rec- ARRA Fu	152.50
Total Comet Building Maintenance, Inc.		<u>152.50</u>
Control Systems West, Inc.		
	72111 · SCADA Phase II	7,806.36
Total Control Systems West, Inc.		<u>7,806.36</u>
Custom Tractor Service		
	72804 · Annual Reclamation Fac Imp	10,315.00
	72804 · Annual Reclamation Fac Imp	21,879.20
Total Custom Tractor Service		<u>32,194.20</u>
Edd Clark & Associates, Inc.		
	72706 · 2008 Collection System Improv	1,676.90
Total Edd Clark & Associates, Inc.		<u>1,676.90</u>
Gateway Pacific Contractors - Escrow		
	73002 · WWTP Up - Cont D - Rec- ARRA Fu	55,104.19
Total Gateway Pacific Contractors - Escrow		<u>55,104.19</u>
Gateway Pacific Contractors, Inc.		
	73002 · WWTP Up - Cont D - Rec- ARRA Fu	495,937.67
Total Gateway Pacific Contractors, Inc.		<u>495,937.67</u>
KBL Associates		
	72805 · Annual Trtmt Plnt/Pump St Impr	9,900.00
Total KBL Associates		<u>9,900.00</u>
Lateral-Michaelis, Elroy		
	72706 · 2008 Collection System Improv	1,500.00
Total Lateral-Michaelis, Elroy		<u>1,500.00</u>
Linscott Engineering Contractors Inc		
	72804 · Annual Reclamation Fac Imp	5,225.60
Total Linscott Engineering Contractors Inc		<u>5,225.60</u>

Novato Sanitary District
Capital Projects Check Detail
January 9, 2012

	<u>Account</u>	<u>Open Balance</u>
RMC Water & Environment, Inc.		
	72609 · WWTP Upgrade - Contract B	274.00
	73002 · WWTP Up - Cont D - Rec- ARRA Fu	24,627.08
	73001 · WWTP Upgrade - Contract C	<u>24,567.14</u>
Total RMC Water & Environment, Inc.		49,468.22
Verizon Communications		
	73002 · WWTP Up - Cont D - Rec- ARRA Fu	157.47
Total Verizon Communications		<u>157.47</u>
		<u><u>703,165.70</u></u>

Novato Sanitary District
P/R and P/R Related Checks for December 2011

Date	Num	Name	Credit
Dec 21, '11 - Jan 3, 12			
12/31/2011		December P/R Checks and Vouchers	108,617.27
12/31/2011		Retiree Health Benefits	15,976.34
12/31/2011	ach	United States Treasury	21,468.40
12/21/2011	53851	CalPers Health	26,736.03
01/03/2012	53860	EDD	5,919.55
01/03/2012	53861	Lincoln Financial Group	3,649.80
01/03/2012	53862	Lincoln Financial Group-401a Plan	3,815.68
01/03/2012	53863	Marin Employ Federal Credit Union	517.00
01/03/2012	53864	Torres, Cari	400.00
01/03/2012	53865	State Street Bank & Trust	2,925.00
01/03/2012	53866	Lincoln Financial Group-401a Plan	3,178.29
01/03/2012	53867	CALPERS Retirement	30,444.70
Dec 21, '11 - Jan 3, 12			<u><u>223,648.06</u></u>

12/19/11

Novato Sanitary District Operations Check Register

December 20, 2011

Date	Num	Name	Credit
Dec 20, 11			
12/20/2011	53848	Pacific, Gas & Electric	53,212.70
12/20/2011	53849	Siemens Industry, Inc.	13,320.45
12/20/2011	53846	Meyers, Nave, Riback, Silver ...	9,089.54
12/20/2011	53847	North Marin Water District	3,999.77
12/20/2011	53837	American Express-22062	1,132.02
12/20/2011	53850	Zenith Instant Printing, Inc.	417.93
12/20/2011	53844	BoundTree Medical, LLC	188.14
12/20/2011	53841	AT&T-234-341-6561	95.51
12/20/2011	53845	Marin Independent Journal	68.96
12/20/2011	53840	AT&T-233-841-3672	62.85
12/20/2011	53843	AT&T-415-883-7312	37.09
12/20/2011	53838	AT&T-233-841-3670	31.43
12/20/2011	53839	AT&T-233-841-3671	31.43
12/20/2011	53842	AT&T-237-267-0607	31.43
Dec 20, 11			81,719.25

Novato Sanitary District Operations Check Register Detail

December 20, 2011

	Date	Account	Amount
American Express-22062			
	12/13/2011	66170 · Travel, Meetings & Training	264.87
	12/13/2011	66090 · Office Expense	536.43
	12/13/2011	66090 · Office Expense	330.72
Total American Express-22062			<u>1,132.02</u>
AT&T-233-841-3670			
	12/07/2011	65193 · Telephone	31.43
Total AT&T-233-841-3670			<u>31.43</u>
AT&T-233-841-3671			
	12/07/2011	65193 · Telephone	31.43
Total AT&T-233-841-3671			<u>31.43</u>
AT&T-233-841-3672			
	12/07/2011	65193 · Telephone	62.85
Total AT&T-233-841-3672			<u>62.85</u>
AT&T-234-341-6561			
	12/07/2011	65193 · Telephone	95.51
Total AT&T-234-341-6561			<u>95.51</u>
AT&T-237-267-0607			
	12/07/2011	65193 · Telephone	31.43
Total AT&T-237-267-0607			<u>31.43</u>
AT&T-415-883-7312			
	12/07/2011	61000-4 · Water/Permits/Telephone	37.09
Total AT&T-415-883-7312			<u>37.09</u>
BoundTree Medical, LLC			
	11/30/2011	64170 · Pollution Prevention/Public Ed	188.14
Total BoundTree Medical, LLC			<u>188.14</u>
Marin Independent Journal			
	12/16/2011	21020 · Accounts Payable	
	12/16/2011	66130 · Printing & Publications	68.96
Total Marin Independent Journal			<u>68.96</u>
Meyers, Nave, Riback, Silver & Wilson			
	11/30/2011	66122 · Attorney Fees	9,089.54
Total Meyers, Nave, Riback, Silver & Wilson			<u>9,089.54</u>
North Marin Water District			
	12/02/2011	63192 · Water - Reclamation	3,843.17
	12/02/2011	65192 · Water	156.60
Total North Marin Water District			<u>3,999.77</u>

Novato Sanitary District
Operations Check Register Detail
 December 20, 2011

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Pacific, Gas & Electric			
	11/30/2011	61000-5 · Gas & Electricity	38,746.65
	11/30/2011	63191 · Gas & Electricity	7,518.40
	11/30/2011	65191 · Gas & Electricity	<u>6,947.65</u>
Total Pacific, Gas & Electric			53,212.70
Siemens Industry, Inc.			
	11/30/2011	65101 · Operating Chemicals	<u>13,320.45</u>
Total Siemens Industry, Inc.			13,320.45
Zenith Instant Printing, Inc.			
	12/10/2011	66090 · Office Expense	417.93
Total Zenith Instant Printing, Inc.			<u>417.93</u>
TOTAL			<u><u>81,719.25</u></u>

12/19/11

Novato Sanitary District Capital Projects Check Register

December 20, 2011

Date	Num	Name	Credit
Dec 20, 11			
12/20/2011	53833	Gateway Pacific Contractors, ...	85,726.90
12/20/2011	53829	Covello Group, The	55,065.85
12/20/2011	53830	Custom Tractor Service	32,194.20
12/20/2011	53835	Shape Incorporated	15,841.00
12/20/2011	53828	Cantarutti Electric, Inc	10,757.87
12/20/2011	53832	Gateway Pacific Contractors -...	9,525.10
12/20/2011	2218	BakerCorp	5,388.12
12/20/2011	53831	Daniel Macdonald AIA Archit...	4,745.60
12/20/2011	2219	Covello Group, The	3,885.00
12/20/2011	53834	Roto Rooter-	2,826.14
12/20/2011	53836	Whitley Burchett & Associate...	585.00
Dec 20, 11			226,540.78

Novato Sanitary District
Capital Projects Check Register Detail
December 20, 2011

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
Baker Corp			
	12/06/2011	72609 · WWTP Upgrade - Contract B	5,388.12
Total Baker Corp			<u>5,388.12</u>
Cantarutti Electric, Inc			
	11/03/2011	72804 · Annual Reclamation Fac Imp	10,757.87
Total Cantarutti Electric, Inc			<u>10,757.87</u>
Covello Group, The			
	11/30/2011	72609 · WWTP Upgrade - Contract B	3,885.00
	11/30/2011	72403 · Pump Station Rehabilitation	9,316.57
	11/30/2011	72706 · 2008 Collection System Improv	6,430.00
	11/30/2011	73002 · WWTP Up - Cont D Rec- ARRA F	39,319.28
Total Covello Group, The			<u>58,950.85</u>
Custom Tractor Service			
	11/20/2011	72804 · Annual Reclamation Fac Imp	10,315.00
	11/20/2011	72804 · Annual Reclamation Fac Imp	21,879.20
Total Custom Tractor Service			<u>32,194.20</u>
Daniel Macdonald AIA Architects, Inc.			
	11/30/2011	73003 · Admin Building Upgrades	4,745.60
Total Daniel Macdonald AIA Architects, Inc.			<u>4,745.60</u>
Gateway Pacific Contractors - Escrow			
	12/14/2011	73002 · WWTP Up - Cont D - Rec- ARRA F	9,525.10
Total Gateway Pacific Contractors - Escrow			<u>9,525.10</u>
Gateway Pacific Contractors, Inc.			
	11/30/2011	73002 · WWTP Up - Cont D - Rec- ARRA F	85,726.90
Total Gateway Pacific Contractors, Inc.			<u>85,726.90</u>
Roto Rooter-			
	11/29/2011	72803 · Annual Collection Sys Repairs	2,826.14
Total Roto Rooter-			<u>2,826.14</u>
Shape Incorporated			
	11/16/2011	72805 · Annual Trtmnt Plant Improv	15,841.00
Total Shape Incorporated			<u>15,841.00</u>
Whitley Burchett & Associates Inc			
	11/30/2011	72706 · 2008 Collection System Improv	585.00
Total Whitley Burchett & Associates Inc			<u>585.00</u>
TOTAL			<u><u>226,540.78</u></u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Facility Upgrade Project: Odor Control, Landscaping & Noise	MEETING DATE: January 9, 2011 AGENDA ITEM NO. : 7.a.
SUMMARY AND DISCUSSION: <p>The attached revised Implementation Plan to address neighborhood concerns about odors, noise, and landscaping is updated as of January 6, 2012.</p> <p>Odors</p> <p>The District completed the addition of bioxide feed equipment at the Bahia, Ignacio, Olive, and East Hamilton pump stations. The facilities came online on November 15, 2011 and were calibrated by November 30th. With further optimization since the last board meeting the hydrogen sulfide concentrations in the headspace of the influent pump station, headworks and clarifiers have been further reduced to an average of 10 ppm.</p> <p>Winzler & Kelly completed and received design review approval from Jim Joyce for the odor bed retrofit. They have obtained bids for the project construction and pending approval of the agreement with the District will proceed with construction of the retrofit.</p> <p>District staff has requested a proposal from Dr. Robert Scofield to investigate the potential for health effects from the treatment plant emissions. Dr. Scofield has over 30 years experience in performing human health risk assessments and exposure assessments. He is the Principal Scientist and Center Director for Exposure Assessment & Dose Reduction for Exponent. His proposal is discussed in more detail in Agenda Item 7.b.</p> <p>Visual Screening</p> <p>The District has authorized Cagwin & Dorward to proceed to install additional landscaping along Lea Drive. This work will be completed by January 31st. It includes shrubs in the triangle at the south corner of Lea Drive, trees in the wet open field, and additional redwood trees in the center area.</p> <p>The District will also be installing a privacy fence 6' to 10' high along the border of the treatment plant for screening. Materials are on order.</p> <p>At the District's request the Recycled Water Project Contractor repainted their storage trailer to remove the graffiti.</p> <p>Noise</p> <p>Staff met with neighbors and determined that the blowers for the odor control bed serving the headworks and clarifier No.2 was the source of the noise. On January 3rd, soundproofing was added to the entrance piping reducing the noise. Further noise reduction steps will be taken, if necessary, after the retrofit is complete.</p>	
DEPT. MGR. :	MANAGER'S APPROVAL:

Novato Sanitary District

Odor, Noise, and Visual Screening Implementation Plan (Revised 01/06/12)

Issues	Recommendations	Implementation/Status
Raw Sewage odors	<ol style="list-style-type: none"> 1. Add bioxide to the sewage flows to reduce the generation of hydrogen sulfide by giving the bacteria an alternate oxygen source. 	<p>Bioxide feed installed and calibrated by 11/30/11. H2S concentrations inside clarifier headspace is reduced to an average 10 ppm. All H2S readings on Lea Dr. less than 0.001 ppm. Most readings 0.000 ppm.</p>
Raw Sewage odors continued	<ol style="list-style-type: none"> 2. Retrofit the odor control beds. 	<ol style="list-style-type: none"> 1. Winzler-Kelly to perform bed retrofit. 2. Exponent to perform Health Effects Evaluation, proposal approval 1/9/12. 3. Jim Jones to evaluate and approve retrofit,
Aeration Basin odors and Visual Screening	<ol style="list-style-type: none"> 1. Plant vegetation along open corridor between plant and Lea Drive. 2. Install a privacy fence along edge of plant to help disperse air and visually screen plant. 	<ol style="list-style-type: none"> 1. Cagwin & Dorward plant additional trees January 16 through 31st. 2. Dec 8: Install sample fence/screens to judge visual impact. 3. Dec 15 – Jan 31: Order and install fence/screen.
Noise	<ol style="list-style-type: none"> 1. Determine source of noise on Lea Drive. 2. Install sound deadening materials. 	<ol style="list-style-type: none"> 1. Met with neighbors and isolated sound source. 2. Installed sound-attenuating material on blower inlet.

MONTHLY OPERATIONS REPORT
November 2011

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TREATMENT PLANT PERFORMANCE SUMMARY:**November 2011:****BAY DISCHARGE**

Parameter	Monthly Performance			
	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	4.60	6.02	N/A	N/A
Influent BOD ₅ , lb/day (month ave/max)	8,936	12,030	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	11,521	16,869	N/A	N/A
Effluent BOD ₅ , mg/L (monthly ave/weekly max)	7	8	30	45
Effluent TSS, mg/L (monthly ave/weekly max)	6	5	30	45
Effluent BOD ₅ - % Removal	97	N/A	85	N/A
Effluent TSS - % Removal	98	N/A	85	N/A
Ammonia mg/L (monthly average / daily max)	0.28	1.20	6	21
pH, su (min / max)	6.9	7.1	6.5	8.5
Enterococcus, mpn (30 day geo mean)	2.1	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	4	N/A	140	N/A
Fecal Coliform, mpn (90 th percentile)	13	N/A	430	N/A
Total Permit Exceedances (NPDES)	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE**OPERATIONS & MAINTENANCE STATUS / REVIEW:****Key events for the period:****Novato**

- KBL (Instrumentation & Controls Contractor) repaired Pressure Transmitter on Digested Sludge Line – Warranty Work
- Annual Service on Filter Screens
- Collicutt Energy performed annual inspection on new generators – Warranty
- Ozonia – UV Channel #2 repair
- Adjusting Rod on #2 Sludge Lagoon Telescoping Valve installed
- Eco Cure trial on Primary Clarifier

Ignacio

- Bioxide addition for odor control

CONSTRUCTION UPDATE:

- Attended weekly construction meetings

ADMINISTRATION:

- Electronic Self Monitoring Report for October 2011, submitted on 11/30/11

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTF completed on 11/1/11
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of November 2011
- Accident Free: 6/1/10 – 11/30/11: 546 days / 24,898 hours
- Forklift and Industrial Truck Awareness Training 11/16/11
- Flygt MAS Training – Jeff Hendricks 11/2/11
- Reviewed material safety data sheet (MSDS) for Bioxide 11/16/11
- Container Re-Use for Bulk Chemical Tanks

ODORS:

- Jerome Meter (H2S) readings performed in neighborhood and within treatment plant
- Eco Cure Trial
- Bioxide Addition

MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held weekly

Community Relations:

- Science Fair at Infineon Raceway 11/4/11
- Hamilton Hometown Festival – 11/4/11
- Donated Christmas Tree to Margaret Todd Senior Center
- Donated gift basket to ROTC – Building Better Citizens for America event

SOP Review & Development:

- Alarm Status and Operation Verification
- Reviewed Decant SOP
- Operation of High Pressure Wash Down System at Ignacio Transfer Pump Station

Veolia Support Staff On/Off Site (Various Times)

John O'Hare

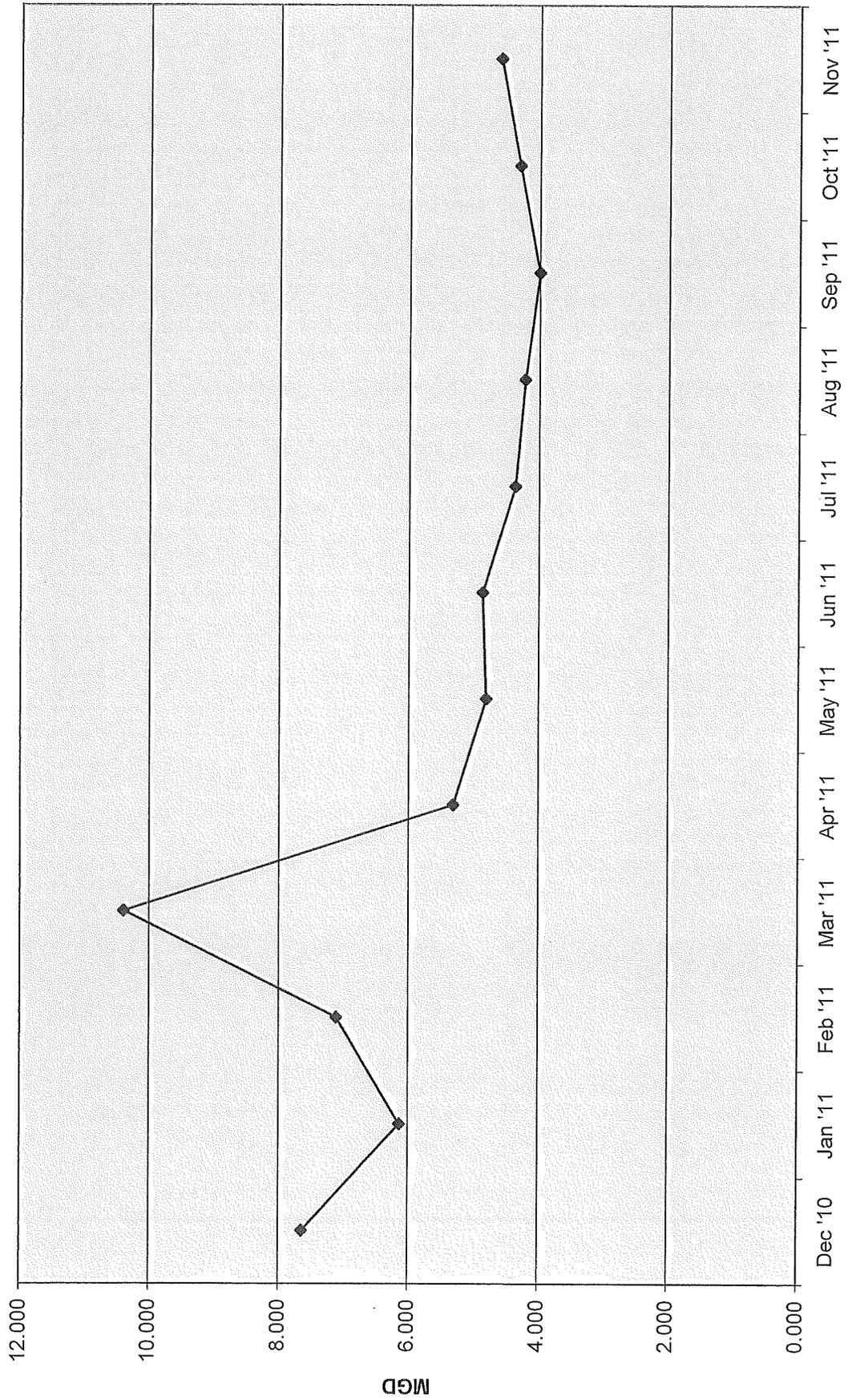
Technical Support

Chris McAuliffe

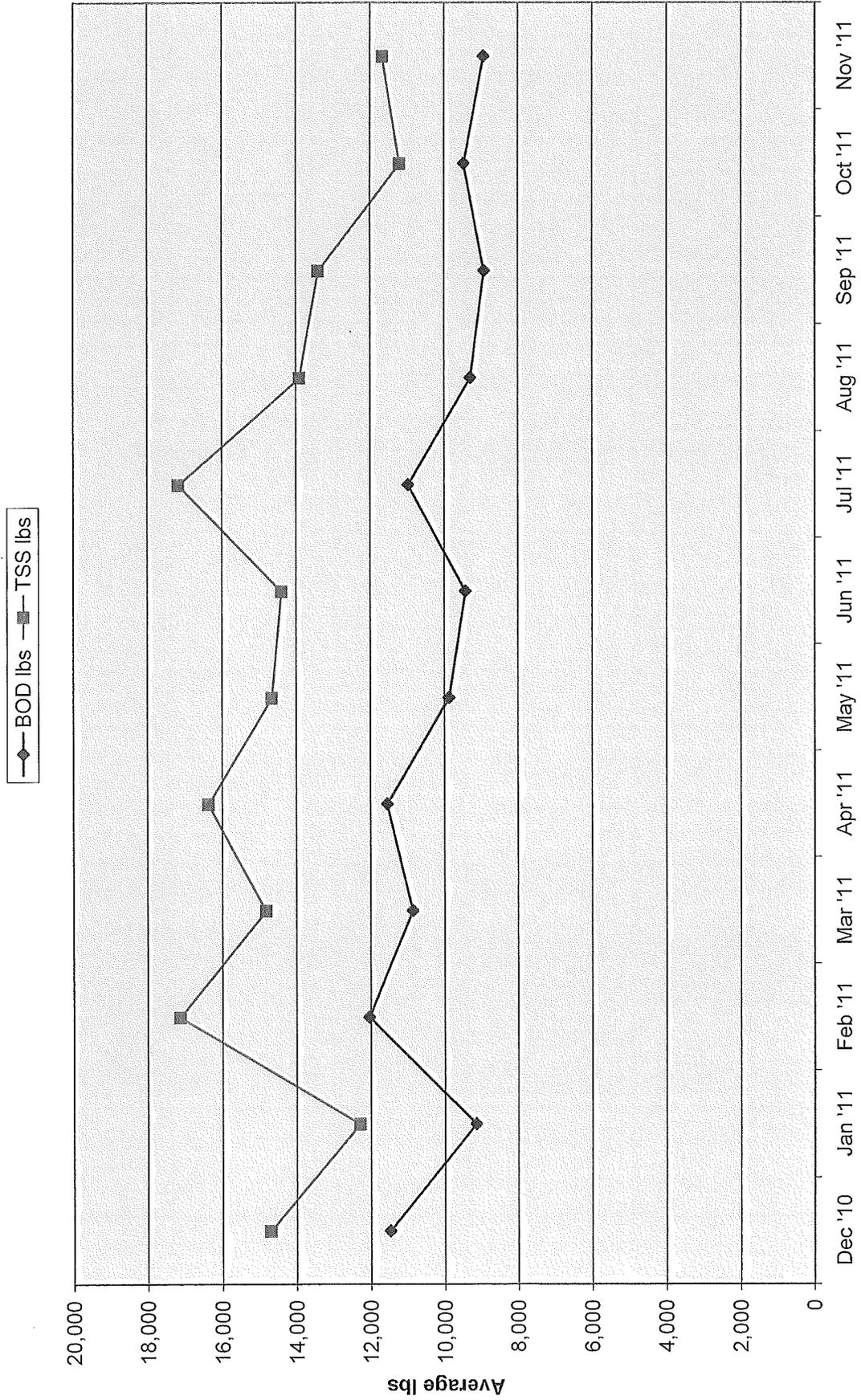
District Manager

WORK ORDER STATISTICS November 1, 2011 - November 30, 2011			
	Open Work Orders Due Prior to 11/1/11	Open Work Orders 11/1/11 - 11/30/11	Total Open Work Orders
Preventative	20	272	292
Corrective	2	5	7
Total	22	277	299
	Closed Work Orders 11/1/11 - 11/30/11		
Preventative	221		
Corrective	5		
Total	226		
Total Outstanding Work Orders as of December 1, 2011	73		

Plant Flow

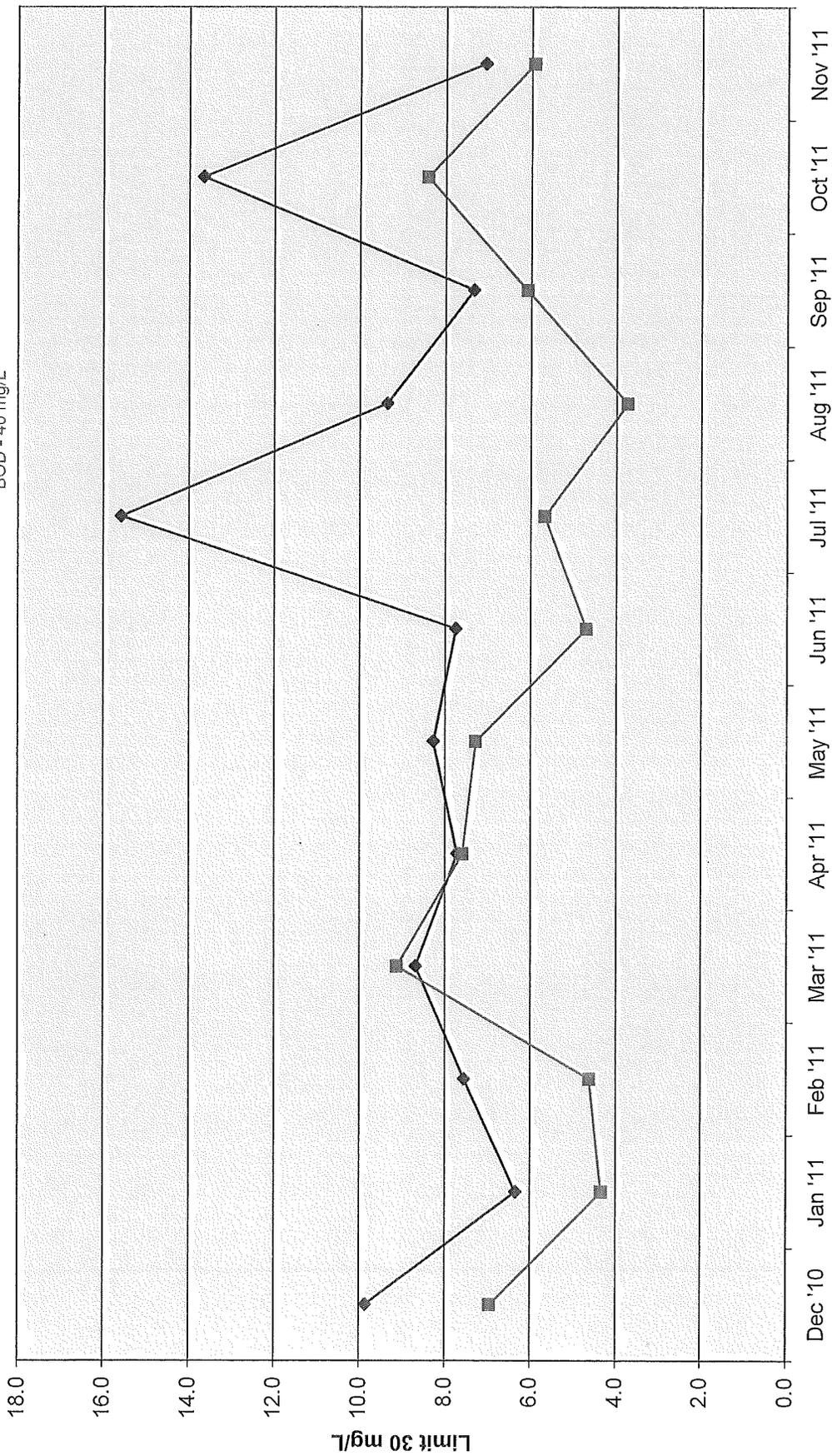
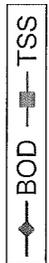


Influent Load BOD TSS lbs

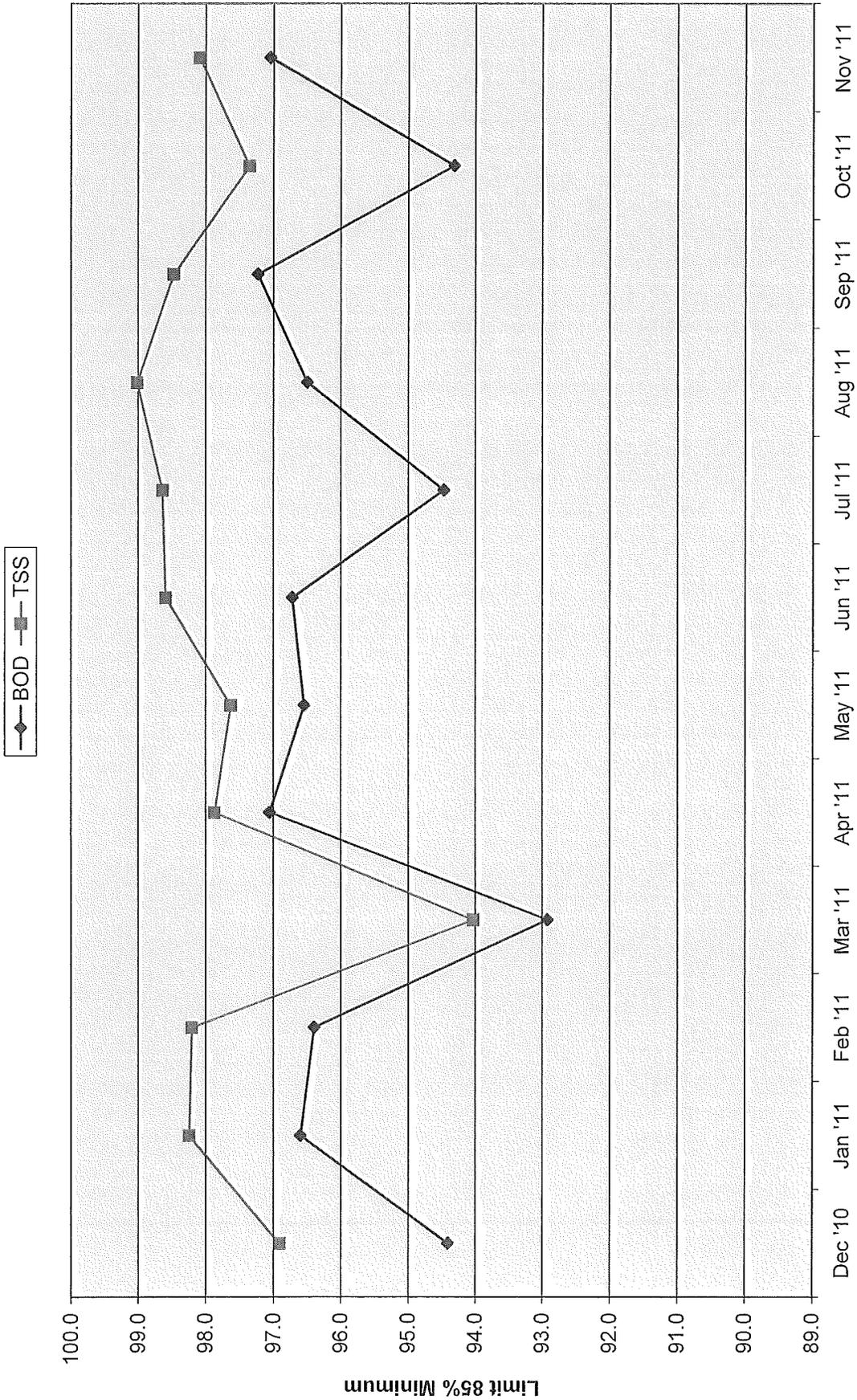


NPDES LIMITS WET SEASON
 BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave
 NPDES LIMITS DRY SEASON
 BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave
 TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave
 WDR (Waste Discharge Requirements) RECLAMATION
 BOD - 40 mg/L

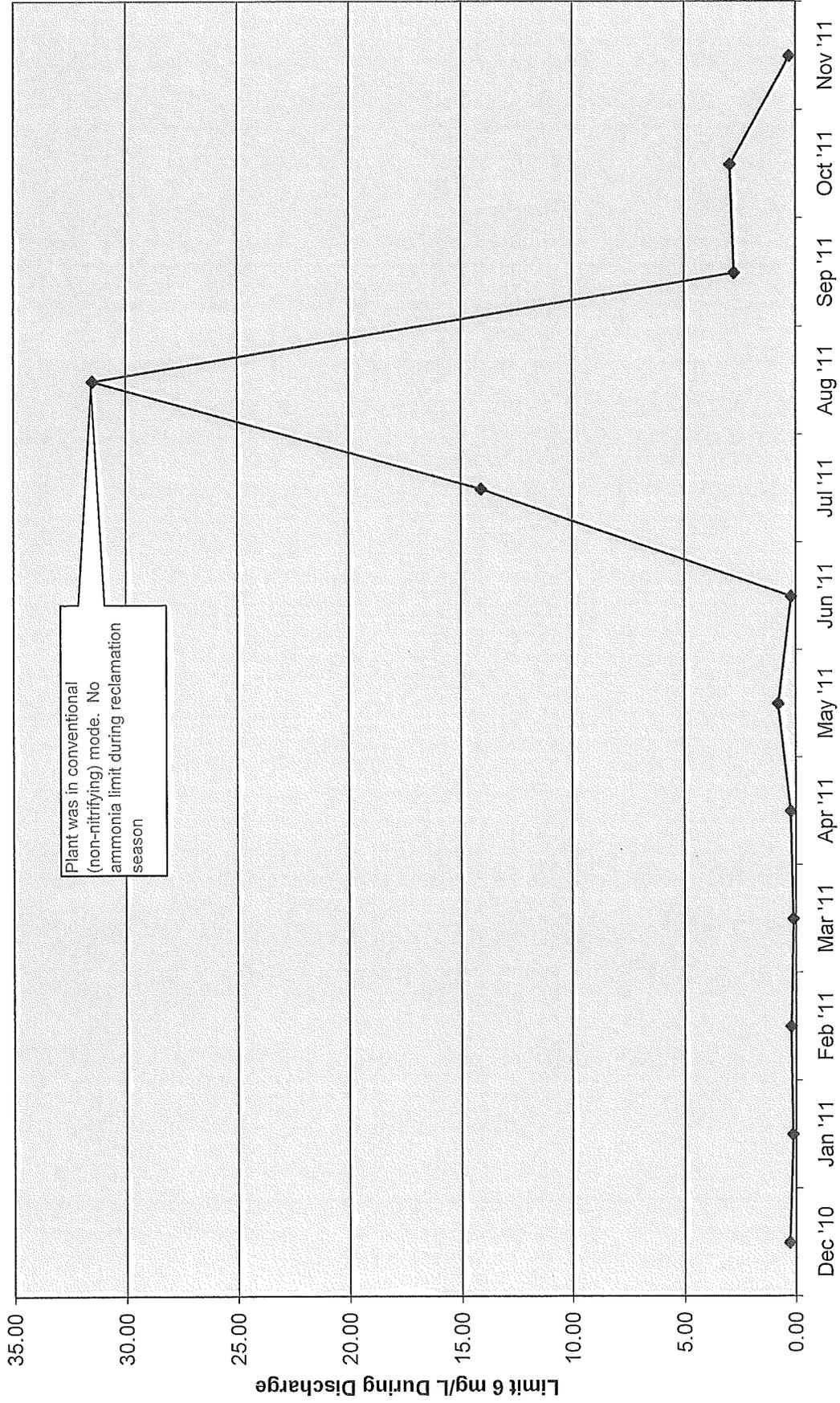
Effluent BOD TSS Concentration



BOD TSS Percent Removal



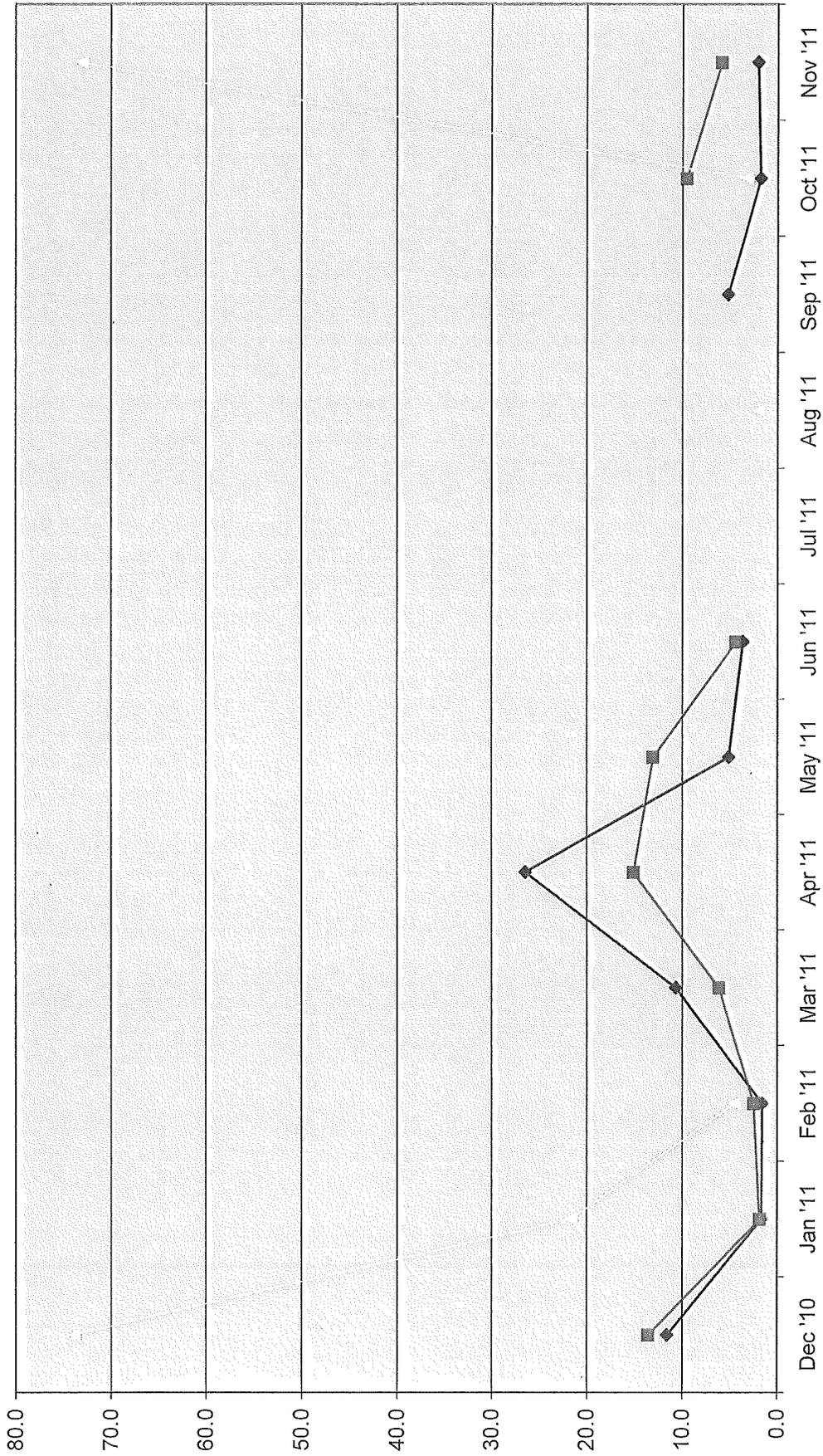
Effluent Ammonia



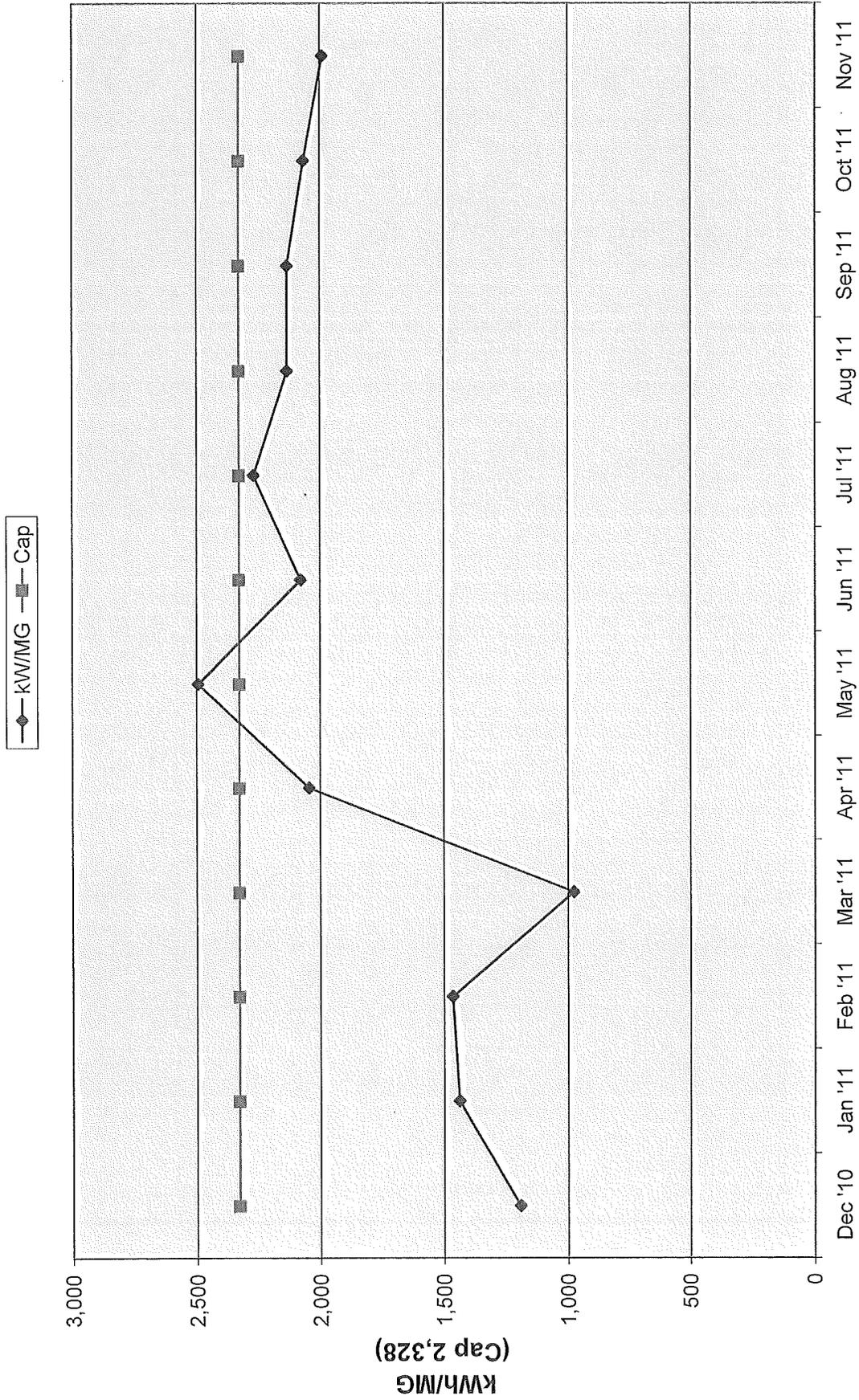
Disinfection

LIMITS - NPDES
 Entero 30 day geo mean 35 mpn /100ml
 Fecal 140 mpn monthly median
 Fecal 430 mpn 90th percentile 30 day
 LIMITS - RECLAMATION
 Total Coliform maximum 10,000 mpn/100 ml

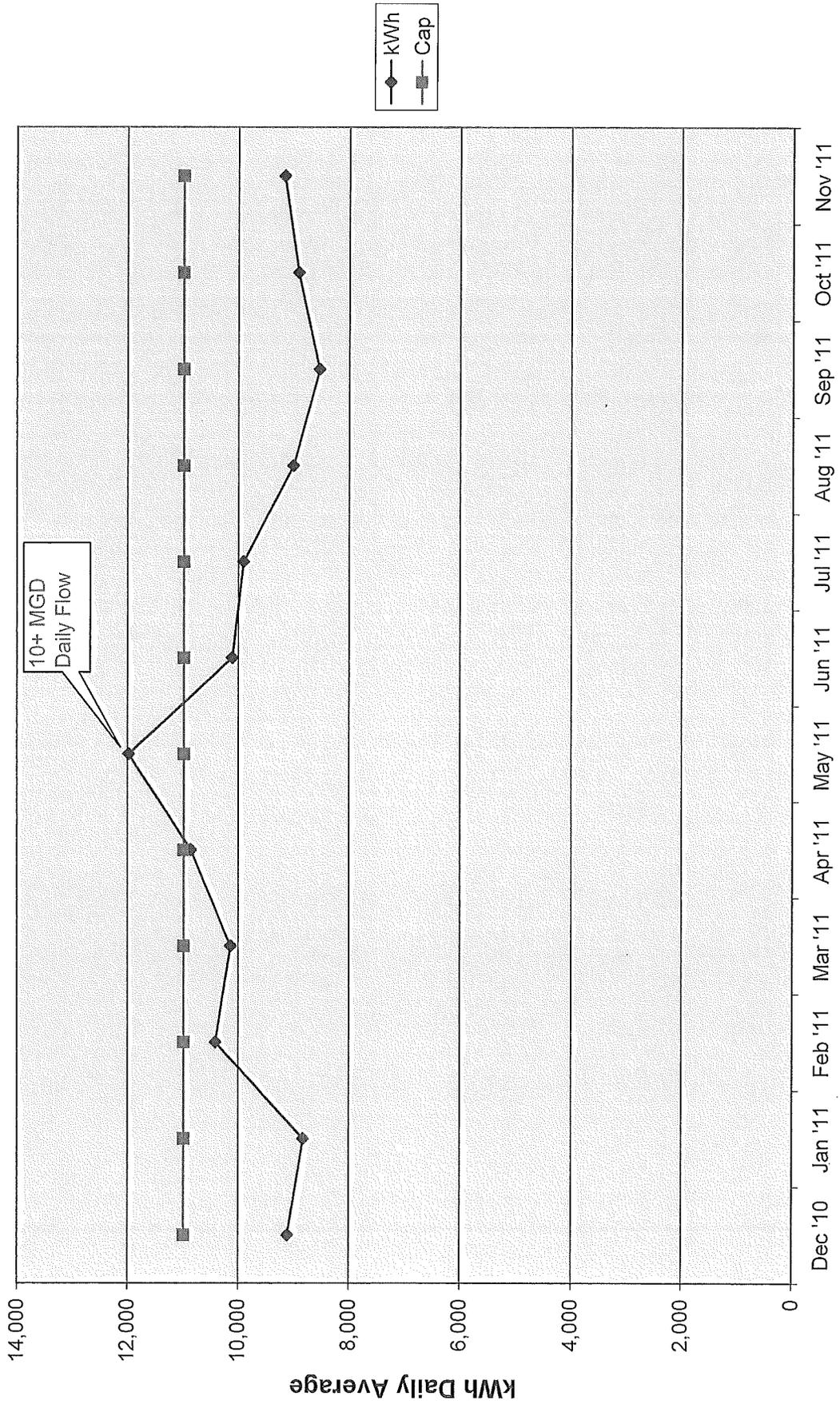
Legend:
 —◆— Entero
 —■— Fecal
 — Total



Energy kWh/MG

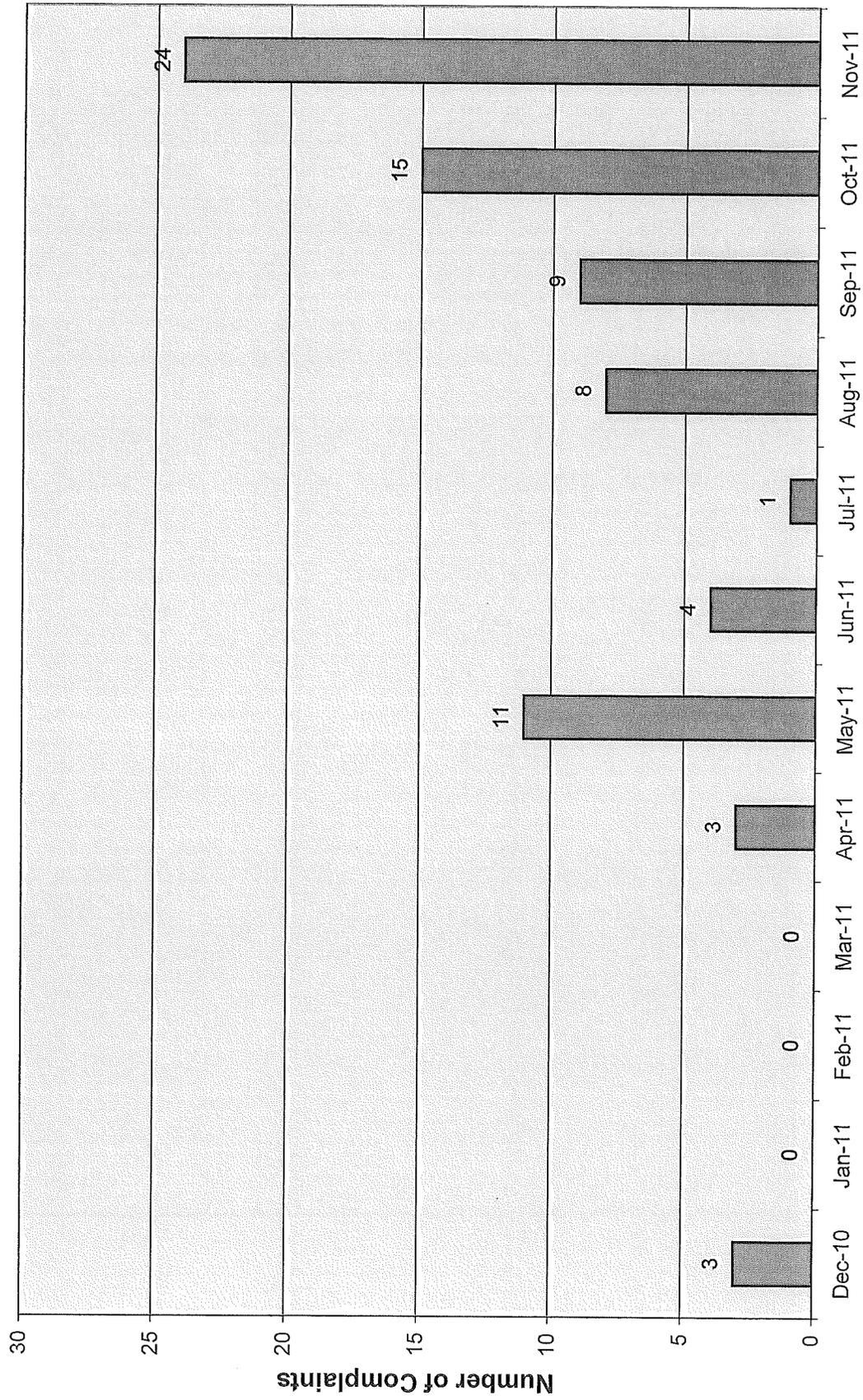


Energy kWh



◆ kWh
■ Cap

Complaints Received



**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
November, 2011**

General:

In November 2011, the Collection System Department spent about 52% of its time on sewer maintenance, and 48% of its time on pump station maintenance. At full strength, the department has eight (8) workers plus the Superintendent for Collections System and Pump Station O&M.

After accounting for vacations, holidays, sick leave, and industrial injury leave, for the month of November, the Collection System had the equivalent of: (a) 2.4 full time field workers plus the Collection System Superintendent for on Sewer Maintenance, and (b) 2.3 full time field workers Plus the Collection System Superintendent on Pump Station Maintenance.

Sewer Maintenance:

A total of 47,375 feet of sewer pipelines was cleaned for the month. Staff completed 262 maintenance work orders with 187 outstanding work orders. Both parameters are below current established production goals for the department due to Truck 3205 (Hydro-flusher) being down for retrofit and staff time off for the holidays. The footage cleaned per hour remains within established parameters. Graphs showing the length of line cleaned/month, footage cleaned/hour worked, along with the overflows/month is attached. Truck 3205 (Hydro-flusher) was sent out to be converted from a mid-mount reel style flusher to a front mount reel towards the end of October and wasn't returned to full service until late in November.

Pump Station Maintenance:

Approximately 330 lift station inspections were conducted for the month of November 2011, with 188 of the visits generated through the JobCal Plus CMMS system. The breakdown of these inspections is as follows: 22 Flygt submersible pump stations, 2 times per month, 9 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily. Bahia Main PS buss bars for pumps 1 & 2 were replaced during this month and Bioxide feed systems were set up and initiated at E. Hamilton, Bahia Main, Olive St pump stations and the Ignacio Transfer Pump station.

Pump Station Construction:

As part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project No. 72403), Bayside, South Gate, and Western Oaks pump stations have been accepted for beneficial occupancy and are in varying stages of final completion.

Sanitary Sewer Overflows (SSOs):

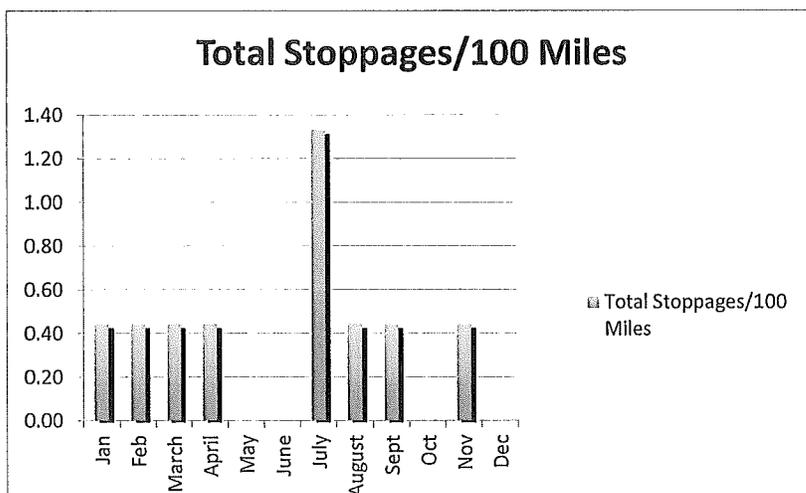
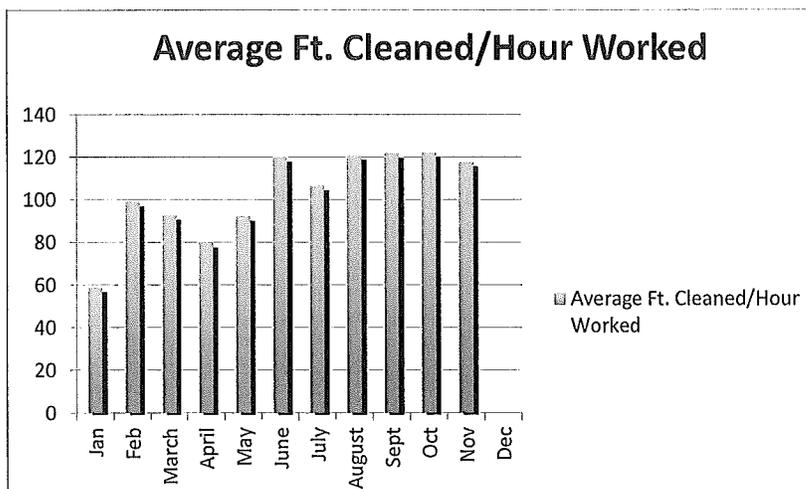
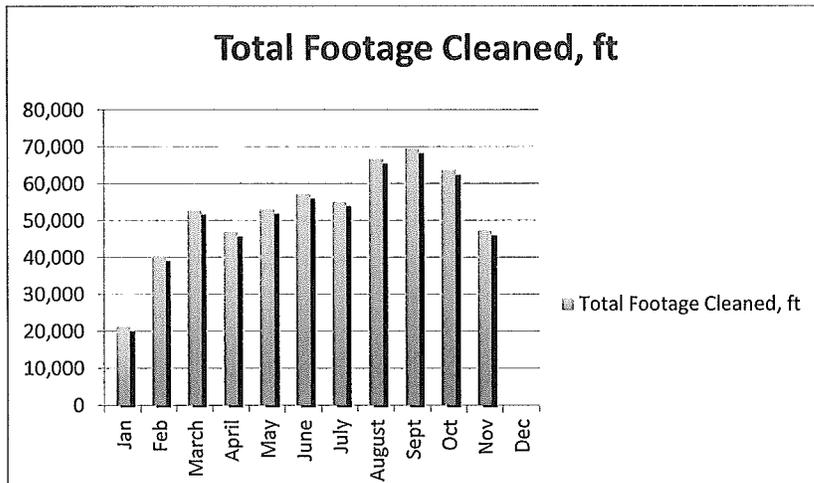
For the month of November 2011, there was one (1) SSO:

No.	Date	Location	Amount, gal	Cause
1	11/21/2011	1169 Midway Ct	2	Root blockage in main line

Collection System Operations Report 2011

Novato Sanitary District														
Collection System Monthly Report For 2011														
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	394	418	612	588	628	507	545	571	610	562	494	0		
Number of Employees	2.2	2.4	3.5	3.3	3.5	2.9	3.1	3.2	3.4	3.2	2.4	0.0		
Regular Time Worked on Coll. Sys.	363	407	568	554	574	476	516	553	570	521	402		5,504	
Regular Time Worked on Other	42	59	91	18	129	129	133	242	122	114	104		1,107	
Vacation/Sick Leave/Holiday	628	448	312	295	315	319	225	179	210	173	585		3,669	
Overtime Worked on Coll. Sys.	31	11	44	34	54	31	29	18	40	41	32		365	
Overtime Worked on Other	1	27	5	0	0	5	0	37	1	3	0		78	
After Hours Callouts	1	1	7	0	0	0	1	0	0	0	0		4	
Service calls, normal hours	10	1	1	4	7	3	4	6	5	4	6		57	
Average S.C. response time (mins)	19	10	30	19	22	20	22	18	21	26	22		229	21
Productivity														
Rodder Work Orders Generated, ft	8	43	29	8	80	50	59	10	10	12	35		58,566	5,324
Rodder 3203 Ft. Cleaned	1,383	7,810	3,200	2,074	12,075	10,712	10,986	624	963	2,135	6,594			
Flusher Work Orders Generated, ft	103	155	247	231	210	245	214	324	414	380	227		135,272	12,297
Truck 3205V Ft. Cleaned	8,643	0	11,741	13,603	146	8,507	10,162	26,612	23,026	31,066	1,766		379,759	34,524
Truck 3206V Ft. Cleaned	11,231	32,463	37,597	31,294	40,889	37,750	33,742	39,616	45,632	30,530	39,015			
Camera Work Orders Generated, ft	0	0	0	0	0	0	1	0	0	0	0		4,522	452
Camera Ft. Videocd	0	0	583	0	3,750	0	189	0	0	0	0		3,095	258
Work Orders Completed	111	198	276	239	290	295	274	334	424	392	262	0	3,095	258
Work Orders backlog	5	1	14	7	25	3	17	8	4	35	187		306	28
Total Footage Cleaned	21,360	40,428	52,785	46,972	53,110	57,214	55,114	66,862	69,621	63,731	47,375	0	574,562	47,880
Stoppages														
Minor	1	1	1	1	0	0	3	1	1	0	1		10	
Major	0	1	0	1	0	0	2	0	1	0	1		6	
Overflow Gallons	2,500	53	1,610	60	0	0	989	79	600	0	2	NA	5,893	
Volume Recovered	0	0	1,208	0	0	0	43	79	600	0	2	NA	1,982	
Percent Recovered	0%	0%	75%	0%	NA	NA	4%	100%	100%	NA	100%	NA	33%	
Benchmarks														
Average Ft. Cleaned/Hour Worked	59	99	93	80	93	120	107	121	122	122	118	NA	4.4	13
Total Stoppages/100 Miles	0.4	0.4	0.4	0.4	0.0	0.0	1.3	0.4	0.4	0.0	0.4	0.0	4.4	
Average spill response time (mins)	38	20	12	10	0	0	11	11	25	0	18		1.8	
Callouts/100 Miles	0.4	0.4	0.4	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0	1.8	
Overtime hours/100 Miles	14	5	20	15	24	14	13	8	18	18	14	0	2	
Overflow Gallons/100 Miles	1111	24	716	27	0	0	440	35	267	0	1	NA	2619	

Collection System Operations Graphs 2011



Pump Station Monthly Report 2011

Novato Sanitary District														
Pump Station Monthly Report For 2011														
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	312	396	470	345	306	442	397	342	355	494	404	0		2.0
Number of Employees	1.8	2.2	2.7	1.9	1.7	2.5	2.2	1.9	2.0	2.5	2.3	0.0	3,643	
Regular Time Worked on Pump Sta	271	356	412	293	261	393	325	296	305	373	356		560	
Overtime Worked on Pump Sta	41	40	58	52	45	49	72	44	50	61	48		91	
After Hours Callouts	3	6	8	1	9	11	16	6	9	11	11			18
Average Callout response time (mins)	0	0	18	15	20	20	23	30	23	26	24			
Work Orders														
Number generated in month	NA	NA	38	92	102	113	80	88	94	165	189			
Number closed in month	NA	NA	38	87	99	113	79	84	90	157	188			
Backlog	NA	NA	NA	5	3	0	1	4	4	8	1			

NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
November, 2011

Summary:

Ranching operations ended for the season and all cattle were removed from the sites. Irrigation operations were halted for the season. All work rehabilitating selected parcels was completed this month. The telescoping valve on Lagoon No. 2 was repaired and placed into service.

Rancher Operations:

The rancher focused on removing all of his cattle off site for the wet months. All cattle were removed by the end of the month.

Parcel 4 in Site 3 was leveled, disked, ring rolled and seeded with pasture mix. All sprinkler heads have been replaced as needed to allow full coverage of the parcel. Parcel 8 in Site 7 was disked, ring rolled and seeded with rye seed mix.

A large fresh water leak discovered on Site 7 last month was eliminated by replacing 1300 feet of 2" water main between the entrance gate to Site 7 and the "tee" between Parcels 3 & 4 along the main road.

Irrigation Systems:

Irrigation continued until the 8th of November when staff halted irrigation for the season. Storage Pond depth was down to 5.5 feet.

Irrigation Pump Station:

Pump 2 is still out of service and at the shop for repairs. Staff is checking to see if it will be more cost-effective to purchase a new pump.

For the month of November, approximately 22.50 MG of recycled water was utilized for irrigation before irrigation was halted for the season.

Sludge Handling & Disposal:

The stem, actuator and baffle for Lagoon 2 were installed before placing the lagoon back into service.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Tablet Pilot Study	MEETING DATE: January 9, 2012 AGENDA ITEM NO.: 9.a.
RECOMMENDED ACTION: Authorize a pilot project to test using tablet computers for Directors' Board packets.	
SUMMARY AND DISCUSSION: <p>Currently, Board Member packets are prepared in hard copy (paper) format for each Board Meeting. Each packet could consist of agendas, minutes, Board Reports with backup material, Budget, Audited Financial Reports, Investment Reports, Check Registers with explanation and/or Operation Reports.</p> <p>Time and material is required to print, collate and then deliver this material for each Board Member. More and more cities and public agencies are moving to providing packets to elected officials via the internet using tablet or laptop computers. Those that have successfully done this find that the cost savings quickly offset the initial cost for the tablets.</p> <p>After investigating alternate operating systems NSD staff recommends purchasing two iPad tablets for Board members to test in a pilot project. Staff will save agenda packets into pdf (Adobe) format files. Staff will deposit all necessary packet material into each dedicated Cloud-based subfolder. Staff will pre configure a iPad pdf viewer to "point" to their associated subfolder for retrieval. The Board Member can "markup" the packet material with notes or highlights as needed or desired.</p> <p>Initial access to the material requires internet accessibility. iPad's will be provided with Wi-Fi (802.11g/n) connectivity. If the Board member has Wi-Fi at their residence, packets could be accessed at any time. NSD currently has limited (non-exchange) Wi-Fi access within the administration building.</p> <p>In addition to agenda packets access, NSD-based board email will be preconfigured for access by each member.</p>	
ALTERNATIVES:	
BUDGET INFORMATION: The estimated cost for this pilot project is \$1,100 for the two iPad tablets. It will be funded under Account 66124: Administration IT/Misc Electrical which has a current balance of \$30,991.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Personnel: Safety Recognition and Wellness Program	MEETING DATE: January 9, 2012 AGENDA ITEM NO.: 10.c.
RECOMMENDED ACTION: Approve the Safety Recognition and Wellness Program	
SUMMARY AND DISCUSSION: <p>The District received a dividend of \$20,703 from CSRMA based on its claims experience for Workers Compensation over the past several years. The Board expressed an interest in using this dividend to recognize employees safe work practices. This is separate from the salary negotiations. The Adhoc Labor Relations Committee recommends the refund be allocated as follows:</p> <ul style="list-style-type: none"> • Half the dividend (\$10,000) for distribution to employees employed as of January 9, 2011, that had no lost-time injuries in 2011. 50% of this would be distributed evenly and 50% based on the Worker's Comp factor for risk. The District has three workers comp categories so the awards for full time workers would range from \$349.12 for clerical to \$916.59 for operations personnel. • Half the dividend (\$10,000) to fund an employee wellness program. <p>Participation in the employee wellness program would be voluntary. The program would include:</p> <ul style="list-style-type: none"> • A review of each employee's job physical requirements, • An onsite functional capacity test for each employee, • An exercise program specific to each employee, • Web-based follow up exercises updated every three weeks, • Follow up re-testing after 16 weeks, • Exercise equipment such as bands and balance balls. <p>The balance of \$703 would be used to cover the cost of a Safety Recognition luncheon where the Board would present the awards and introduce the wellness program.</p>	
BUDGET INFORMATION: The estimated cost for this project is \$20,703. It would be funded from Account 66070 Insurance based on the Worker's Compensation dividend.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Collection System Improvements; Project 72706, Galli Drive Sewer Improvement Project	MEETING DATE: January 9, 2012 AGENDA ITEM NO.: 11.a.
RECOMMENDED ACTION: Consider making CEQA findings, approving plans and specifications, and authorizing advertising for bids.	
SUMMARY AND DISCUSSION: <p>Nute Engineering has completed the plans and specifications for this project and the project is ready for bid. This project consists of replacing 1,293 feet of sewer main in Galli Drive between Bel Marin Keys Boulevard and Digital Drive. The purpose of this project is to replace the existing Asbestos Cement Pipe (ACP) pipe, which has a number of sags, and structural failures, and is estimated to have reached the end of its service life.</p> <p>The Engineer's Estimate for this work is \$620,000.00. Staff has completed the California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt. This determination is made because the work consists of reconstruction of an existing facility where the new facility will be located on the same site as the facility replaced and will have substantially the same purpose and capacity of the facility replaced.</p> <p>Staff recommends that the Board approve the CEQA findings, approve the plans and specifications, and authorize the Manager-Engineer to advertise for bids. Bids are expected to be received on February 7th, 2010 and be presented to the Board at the February 13th meeting.</p>	
ALTERNATIVES: N/A.	
BUDGET INFORMATION: This work will be funded from the budget for Collection System Improvements, Project 72706, which has a FY11-12 budget balance of \$1,951,081.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Pump Station Improvements; Project No. 72403	MEETING DATE: January 9, 2012 AGENDA ITEM NO.: 12.a.
RECOMMENDED ACTION: Receive project update, and approve a contract amendment in the amount of \$70,000 with Nute Engineering on a time and materials basis to complete the Unit 4 Pump Station Project, and increase the overall contract amount to \$508,500.	
SUMMARY AND DISCUSSION: <p>The District originally approved a contract in February 2008 with Nute Engineering (Nute) for Nute to provide design services for thirteen pump station rehabilitation projects. These pump stations are being converted from self-priming type underground pump stations to submersible type pump stations. The projects are being completed in stages or “units”, with a total of five units identified for implementation.</p> <p>At this time, the overall project progress is as follows:</p> <ul style="list-style-type: none"> a) Two pump stations (Unit 1 - Deer Island and Rush Creek) are complete, b) Three pump stations (Unit 3 - Southgate, Bayside and Western Oaks) are complete, c) Three pump stations (Unit 2 - Vintage Oaks 1 & 2, and Rowland) are completely designed but construction is on hold due to the uncertainty of the Hanna Ranch Development which might impact the station designs, d) Three pump stations (BMK 9 & 10, and Hangar) are almost ready for bid (as Unit 4), and e) The design work for the remaining two stations (Digital and Los Robles) is almost 90% complete (as Unit 5). <p>During the design of the Unit 4 Pump Stations, complications surfaced on two of the three pump stations (BMK 9 & 10). These complications included: (a) insufficient sizes of the existing easements, forcing the design and installation of new wet wells in the street, and (b) the feasibility of economically securing three phase power for the two stations which resulted in modifying the electrical design to accommodate single phase power.</p> <p>At this time, Nute is requesting an increase in budget to complete the remainder of the design services for Unit 4, and also budget for engineering services during the construction phase of Unit 4. Nute has provided an estimate of \$70,000, or \$30,000 to complete the design work and \$40,000 to provide engineering services during construction. Staff has reviewed the estimate, believes it to be reasonable, and recommends that the Board approve the contract amendment with Nute.</p>	
ALTERNATIVES: NA.	
BUDGET INFORMATION: This work will be funded from Project 72403, Pump Station Rehabilitation Projects. The FY11-12 budget includes \$1,500,000 for the project, of which about \$904,000.00 has been expended to date. It is anticipated that the construction will extend into the 2012-13 fiscal year.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: NBWRA Initiation Fee	MEETING DATE: January 9, 2012
AGENDA ITEM NO.: 13.a.	

RECOMMENDED ACTION: Give direction to staff with regard to proposed initiation fee.

SUMMARY AND DISCUSSION:

Novato Sanitary District has been a member of NBWRA since 2005 and has supported the effort since its beginning. Now that NBWRA is embarking on Phase II additional agencies are considering joining which will benefit existing members by expanding support for the projects. New member will benefit from past investments that the original agencies have made because:

- NBWRA has an open Federal construction authorization
- Strong work relationship with the Bureau of Reclamation
- Programmatic NEPA/CEQA documentation
- Public involvement and recognition
- Successful, functioning organization

The seven original agencies have provided the funding to achieve these benefits that can be extended to other agencies in the North Bay who plan water recycling projects. NBWRA is seeking to determine a fair initiation fee so that the original agencies are compensated for a fair share of these initial costs. An analysis of the total cost to date to local agencies determined that 1.5% to 2.3% of the total project cost could be reasonably attributed to these benefits. The team's recommendation is that 1.7% of each project cost for an incoming agency be assessed as an initiation fee. This represents the following assignment of the local cost share:

Activity	Local Share of Original Costs	Percent Attributable for Initiation Fee	Net Attributable Costs for Initiation Fee
Program Development	\$470,809	100%	\$470,809
Federal Lobbyist	\$387,851	100%	\$387,851
Engineering	\$498,850	70%	\$349,195
Environmental	\$695,143	50%	\$347,571
Public Involvement	\$181,054	75%	\$135,790
Program Manager	\$246,637	0%	\$0
State Lobbyist	\$126,065	100%	\$126,065
Total	\$2,606,408		\$1,812,326

Percent of total project cost	1.7%
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NSD's share of these expenses has been 8.6%. The NBWRA Technical Advisory Committee will be discussing the initiation fee at their meeting on January 23rd and making a recommendation to the Board of NBWRA at their meeting on February 27th. Since the final number depends on the concurrence of many parties, including the prospective new members, District staff is requesting direction from the Board.

DEPT.MGR.:	MANAGER:
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NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: Sewer Service Charges Rate Study	MEETING DATE: January 9, 2012 AGENDA ITEM NO.: 14.a.
RECOMMENDED ACTION: Information only	
SUMMARY AND DISCUSSION: <p>In 2005, the District adopted sewer service charges for the period between 2005-09. In 2008 the District revised the rate structure for non-domestic customers. There has not been a rate increase since 2009. The current rate structure for residential customers was adopted in 1978. It is time to review both the rate structure and the revenue needs in order to provide an equitable system for funding needed District operations.</p> <p>Tom Gaffney of Bartle Wells has ably assisted the District in many previous rate analyses as well as project funding. He will work with District staff to:</p> <ul style="list-style-type: none"> • Review the current system of assignment of sewer service charges and evaluate options for conforming the charges to the cost of providing service, • Recommend changes where appropriate, • Project revenues and expenses for the next four years and recommend future rate adjustments. <p>Staff will work with Bartle Wells to complete the analysis by March 12, 2012 to allow sufficient time for board review and public input prior to any rate adjustment. Any rate adjustments need to be adopted by July in order to meet County deadlines.</p>	
ALTERNATIVES:	
BUDGET INFORMATION: The estimated cost for this work is \$16,500 which is within the Manager-Engineers authorization. It will be funded under Account 66123: Administration Outside Contractual, which has a current balance of \$112,700.	
DEPT.MGR.:	MANAGER: