

# NOVATO SANITARY DISTRICT

January 10, 2011

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:30 P.M., Monday, January 10, 2011, 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](http://www.novatosan.com).*

## **AGENDA**

**1. PLEDGE OF ALLEGIANCE:**

**2. AGENDA APPROVAL:**

**3. 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.

**4. BOARD MEMBER REPORTS:**

**5. REVIEW OF MINUTES:**

- a. Consider approval of minutes of the December 27, 2010 meetings.

**6. BOARD MEMBER REPORTS:**

**7. 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. Receive 1<sup>st</sup> Quarter Revenue and Expenditure Report.
- b. Approval of disbursements and ratification of payroll and payroll-related disbursements..

**8. PUMP STATION REHABILITATION PROJECT 72403:**

- a. Consider accepting project and authorizing filing Notice of Completion.

**9. MARIN WASTEWATER AGENCIES**

- a. Consider authorizing Manager-Engineer to sign the Marin Wastewater Agencies Mutual Aid Agreement.

**10. STAFF REPORTS:**

- a. Sanitary sewer overflow reporting protocol.
- b. Michele Circle overflow.
- c. Biosolids line break.
- d. North Bay Watershed Association Meeting

**11. MANAGER'S ANNOUNCEMENTS:**

**12. ADJOURN**

Next resolution no. 3029

***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 27, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District and a Public Hearing for Modifications to Refuse Collection Rates was held at 6:30 p.m., Monday, December 27, 2010, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members James D. Fritz, Michael Di Giorgio and Dennis Welsh. Member George C. Quesada arrived at 6:40 p.m.

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

ALSO PRESENT: Dean Heffelfinger, Novato resident  
Steve McCaffrey, Novato Disposal  
Suzanne Crow  
Delyn Kies, Novato resident  
Jerry Peters, Novato resident  
Barbara Notan

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

*On motion of Member Di Giorgio, seconded by Member Fritz, and carried unanimously by those members present, the agenda was approved as mailed.*

PUBLIC COMMENT:

Suzanne Brown Crow, Novato resident, requested the Novato Sanitary District website include agenda's and minutes for the previous ten years. In addition, she noted that she had reviewed the District audit report and asked if the District could provide information on the check register so the approved expenditures could be tracked to a specific line-item budget entry.

The Manager stated that the Board is presented with a budget reconciliation quarterly.

BOARD MEMBER REPORTS:

Member Di Giorgio gave an overview of his attendance at the North Bay Watershed Association meeting where the topic of "Climate Change" was discussed. He directed those interested in more detailed information on this topic to visit- the North Bay Watershed Association website.

REVIEW OF MINUTES:

- Consider approval of minutes of the November 8<sup>th</sup> and December 13<sup>th</sup> Board meetings.

*On motion of Member Di Giorgio, seconded by Member Welsh and carried unanimously by those members present, the minutes of the November 8<sup>th</sup> and December 13<sup>th</sup> Board meetings were approved.*

PUBLIC HEARING: CONSIDER RECOMMENDATIONS OF THE BOARD'S AD HOC RATE REVIEW COMMITTEE FOR MODIFICATIONS TO REFUSE COLLECTION RATES.

President Long opened the public hearing at 6:38 p.m.

Review of Committee's recommendations. The Manager gave an overview of the Franchise Agreement with Novato Disposal and stated that the Agreement provided for an annual rate adjustment based on the Refuse Rate Index. She noted that Novato Disposal submitted a rate review request and the District had retained R3 Consulting Group, Inc. to assist with the rate review. The District Board reviewed the report from R3 Consulting Group at their meeting on November 8, 2010. Furthermore, at the November 22<sup>nd</sup> Board meeting, the date of December 27, 2010 was set for the public hearing and staff published notice of the proposed rate increase and hearing in the Marin IJ on December 3<sup>rd</sup> and 10<sup>th</sup>. The Manager stated that the proposed rate increase of 3.34% includes an amount to expand food waste composting to all of the residential customers. She discussed the proposed refuse collection rates which would become effective January 1, 2011 if the Resolution passed.

Public comments.

Delyn Kies, Novato resident, stated she was representing Sustainable Novato and the Marin Food Scrap Recycling Task Force. She expressed her support for the proposed rate increase and for the expansion of the food waste collection program throughout the District. She stated Sustainable Novato and the Marin Food Scrap Recycling Task Force stand ready to assist the District and Novato Disposal in the area of public education to implement these programs. She expressed her appreciation on behalf of Sustainable Novato and the Task Force for the opportunity to provide input into the Zero Waste Goals program.

The Manager recognized Sustainable Novato and the Marin Food Scrap Recycling Task Force and expressed her thanks to them for educating her on the Zero Waste possibilities.

Board comments.

Member Di Giorgio stated he supports the proposed rate increase for Novato Disposal Service.

Member Quesada discussed the Public Utilities Commission (PUC) standard rate of return and stated he would like to see Novato Disposal receive a 9-10% profit so they would remain a healthy and profitable organization.

President Long expressed his support for the refuse rate increase for Novato Disposal.

At 6:50 p.m. President Long closed the public hearing.

*On motion of Member Fritz, seconded by Member Di Giorgio and carried unanimously, the Board approved Resolution No. 3028: A Resolution Setting Maximum Refuse Fees for Novato Disposal Service in Novato Sanitary District.*

Steve McCaffrey expressed his thanks to the Board. He left the meeting at 6:50 p.m.

#### CONSENT CALENDAR:

*On motion of Member Di Giorgio, seconded by Member Fritz and carried unanimously, the Board approved the following Consent Calendar items:*

- a. Approval of regular disbursements in the amount of \$311,799.27 and project account disbursements in the amount of \$26,772.19.
- b. Approval of Board meeting schedule as follows: January 10<sup>th</sup> and 24<sup>th</sup>, February 14<sup>th</sup> and 28<sup>th</sup>, March 14<sup>th</sup> and 28<sup>th</sup>.

Suzanne Crow questioned the disbursement to Veolia Waterin the amount of \$154,462. The Manager explained that the Veolia disbursement was payment for services rendered for December, 2010.

#### WASTEWATER OPERATIONS:

- Report from the Wastewater Operations Committee December meeting. The Manager noted that two Wastewater Operations Committee meetings were held in December. She discussed the December 9<sup>th</sup> Special Wastewater Operations Committee meeting which was held to address the District's odor issues. She outlined the steps that the District and Veolia are taking to locate and correct the source of the fugitive odors affecting the Lea Drive neighborhood.

The Manager discussed treatment plant operations for the month of November, including water quality results, safety and training programs, and Standard Operation Procedure (SOP) developments. She discussed the Collection System monthly report for November 2010 and gave a brief overview of the Reclamation facility. She discussed a letter of recognition for Steve Krautheim that was received from the Marin/Sonoma Mosquito & Vector Control District.

Member Quesada questioned how the bacteria was performing in the odor control bed. The Manager noted that the new bacteria would take two to three weeks to repopulate the soil bed media and that a test will be conducted in early January to ensure the bacteria is effective in controlling the odor.

Member Welsh questioned why the SOP for the Ignacio Pump Station was not yet completed. The Manager reported that the SOP for odor control at Ignacio was still in development and confirmed that we have not had any odor complaints from the Ignacio facility. John Bailey, Veolia Water, discussed the minor odor problems at Ignacio and confirmed that no odor complaints have been received from residents.

The Board discussed with John Bailey the treatment facilities operation during the past wet weather incidents and Mr. Bailey reported the plant held up very well.

#### NORTH BAY WATER REUSE AUTHORITY (NBWRA):

##### - Appoint a District representative and alternate to the Board of Directors of NBWRA.

President Long noted that the NBWRA has established a Board of Directors which will consist of members of the Boards of Directors of the member agencies. President Long appointed himself as delegate to the NBWRA Board of Directors and appointed Member Fritz as the alternate.

- Consider approval of participation in Phase II of the NBWRA project. The Manager gave an overview of the NBWRA recycled water facility project. She discussed the two phases of the project and potential new members who might be interested in participating. She stated that the District's cost share of Phase II would be approximately \$15,000 to \$22,500 depending on the participation of other agencies. She noted that if a majority of the agencies choose not to participate the project would not go forward.

Member Fritz questioned what percentage of completion is the design phase of the recycled water facility at the District. The Deputy Manager-Engineer responded that the design phase of the project is currently 95% complete. The Manager and Deputy Manager-Engineer gave an overview of the proposed locations for the recycled water facilities/equipment at 500 Davidson St.

Member Welsh questioned how Phase II of the project was going to accomplish reducing the draw from the Russian River. President Long outlined the various projects that have been bundled for Phase II and where the recycled water would potentially be distributed.

President Long stated that the advantage to proceeding with Phase II at this time was to build on the momentum for continued funding of recycled water projects. He stated it is easier to maintain federal funding than to start over.

*On motion of Member Di Giorgio, seconded by Member Quesada and carried unanimously, the Board approved participation in the North Bay Water Reuse Authority Project, Phase II.*

STAFF REPORTS:

Health and dental plan premium modifications. The Manager gave an overview of the District's 2011 health and dental plan premiums and the projected increases.

MANAGER'S ANNOUNCEMENT.

- North Bay Watershed Association meeting on January 7<sup>th</sup> at 9:30 a.m. at the Marin Community Foundation.
- The next Regular Board Meeting will be held on January 10<sup>th</sup> at 6:30 p.m. at the District office.
- A Solid Waste Franchise Agreement Workshop will be held at the District office on January 19<sup>th</sup> at 7:00 p.m.

ADJOURNMENT:

There being no further business to come before the Board, President Long declared the meeting adjourned at 7:40 p.m.

Respectfully submitted,

Beverly B. James  
Manager Engineer

Julie Borda, Recording

12/17/10  
Accrual Basis

**Novato Sanitary District**  
**Revenues & Expenditures Budget vs. Actual**  
July through September 2010

	Jul - Sep 10	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · OPERATING INCOME</b>				
41010 · Sewer Service Charges	21,911.52	8,023,872.00	(8,001,960.48)	0.3%
41030 · Plan Check & Inspection Fee	0.00	7,500.00	(7,500.00)	0.0%
41040 · Permit & Inspection Fee	1,630.00	25,000.00	(23,370.00)	6.5%
41060 · Interest Income	36.98	125,000.00	(124,963.02)	0.0%
41080 · Engineering & Admin Charg...	0.00	200,000.00	(200,000.00)	0.0%
41090 · Non-domestic Permit Fees	546.22	4,000.00	(3,453.78)	13.7%
41100 · Garbage Franchise Fees	0.00	45,000.00	(45,000.00)	0.0%
41105 · AB 939 Collector Fees	0.00	280,493.00	(280,493.00)	0.0%
41107 · Oil/Bev/Tire Grants	40,355.00	62,845.00	(22,490.00)	64.2%
41110 · Sludge Disposal Charges	0.00	100.00	(100.00)	0.0%
41130 · Ranch Income	0.00	76,851.00	(76,851.00)	0.0%
41135 · Recycle Water Facility Reve...	0.00	8,000.00	(8,000.00)	0.0%
41140 · Other Revenue	8,925.18	235,000.00	(226,074.82)	3.8%
<b>Total 41000 · OPERATING INCOME</b>	<b>73,404.90</b>	<b>9,093,661.00</b>	<b>(9,020,256.10)</b>	<b>0.8%</b>
<b>Total Income</b>	<b>73,404.90</b>	<b>9,093,661.00</b>	<b>(9,020,256.10)</b>	<b>0.8%</b>
<b>Gross Profit</b>	<b>73,404.90</b>	<b>9,093,661.00</b>	<b>(9,020,256.10)</b>	<b>0.8%</b>
<b>Expense</b>				
<b>60000 · COLLECTION SYSTEM</b>				
60010 · Salaries & Wages	133,597.71	487,569.00	(353,971.29)	27.4%
60020 · Employee Benefits	79,276.75	314,836.00	(235,559.25)	25.2%
60060 · Gas, Oil & Fuel	757.71	15,000.00	(14,242.29)	5.1%
60091 · Software Maint	0.00	20,000.00	(20,000.00)	0.0%
60100 · Operating Supplies	5,281.40	18,000.00	(12,718.60)	29.3%
60150 · Repairs & Maintenance	5,565.47	45,000.00	(39,434.53)	12.4%
60152 · Small Tools	207.80	2,000.00	(1,792.20)	10.4%
60153 · Outside Services	13,409.00	65,000.00	(51,591.00)	20.6%
60192 · Water	643.28	4,000.00	(3,356.72)	16.1%
60193 · Telephone	413.08	2,000.00	(1,586.92)	20.7%
60200 · Other(Garbage Coll)	672.99	2,500.00	(1,827.01)	26.9%
60201 · Permits & Fees	0.00	160,000.00	(160,000.00)	0.0%
60290 · Vehicle Replacement	0.00	35,000.00	(35,000.00)	0.0%
<b>Total 60000 · COLLECTION SYSTEM</b>	<b>239,825.19</b>	<b>1,170,905.00</b>	<b>(931,079.81)</b>	<b>20.5%</b>
<b>61000 · TREATMENT FACILITIES</b>				
<b>61000-0 · Contract Operations</b>				
61000-1 · Fixed Fee	279,018.25	1,707,983.00	(1,428,964.75)	16.3%
61000-2 · Insurance & Bonds	2,707.00	37,100.00	(34,393.00)	7.3%
61000-3 · Major Repair/Replacem...	0.00	92,000.00	(92,000.00)	0.0%
61000-4 · Water/Permits/Telephone	0.00	16,000.00	(16,000.00)	0.0%
61000-5 · Gas & Electricity	65,382.99	542,815.00	(477,432.01)	12.0%
<b>Total 61000-0 · Contract Operations</b>	<b>347,108.24</b>	<b>2,395,898.00</b>	<b>(2,048,789.76)</b>	<b>14.5%</b>
<b>61010-0 · Before Contract Operations</b>				
61010 · Salaries & Wages	42,669.37	63,735.00	(21,065.63)	66.9%
61020 · Employee Benefits	17,558.98	20,869.00	(3,310.02)	84.1%
61060 · Gasoline & Oil	1,705.16	1,800.00	(94.84)	94.7%
61091 · Software Maintenance	0.00	30,000.00	(30,000.00)	0.0%
61100 · Operating Supplies	2,878.51	2,600.00	278.51	110.7%
61101 · Operating Chemicals	4,265.65	5,000.00	(734.35)	85.3%
61115 · Sludge Disposal - Contract	0.00	50,000.00	(50,000.00)	0.0%
61150 · Repairs & Maintenance	30,360.93	27,500.00	2,860.93	110.4%
61152 · Small Tool Purchase	200.00	200.00	0.00	100.0%

12/17/10  
Accrual Basis

## Novato Sanitary District Revenues & Expenditures Budget vs. Actual July through September 2010

	Jul - Sep 10	Budget	\$ Over Budget	% of Budget
61191 · Gas & Electricity	21,031.69	64,000.00	(42,968.31)	32.9%
61192 · Water	298.15	300.00	(1.85)	99.4%
61193 · Telephone	853.37	1,245.00	(391.63)	68.5%
61200 · Operational Assistance	59,652.20	48,000.00	11,652.20	124.3%
61201 · Permits & Fees	17,702.00	95,000.00	(77,298.00)	18.6%
<b>Total 61010-0 · Before Contract Ope...</b>	<b>199,176.01</b>	<b>410,249.00</b>	<b>(211,072.99)</b>	<b>48.6%</b>
<b>Total 61000 · TREATMENT FACILITIES</b>	<b>546,284.25</b>	<b>2,806,147.00</b>	<b>(2,259,862.75)</b>	<b>19.5%</b>
<b>63000 · RECLAMATION/DISPOSAL</b>				
63010 · Salaries & Wages	7,394.19	29,219.00	(21,824.81)	25.3%
63020 · Employee Benefits	4,365.15	15,864.00	(11,498.85)	27.5%
63060 · Gasoline & Oil	195.36	5,000.00	(4,804.64)	3.9%
63091 · Software Maintenance	0.00	2,500.00	(2,500.00)	0.0%
63100 · Operating Supplies	698.89	3,000.00	(2,301.11)	23.3%
63115 · Sludge Disposal	39,797.00	130,000.00	(90,203.00)	30.6%
63150 · Repairs & Maintenance	30,456.74	85,000.00	(54,543.26)	35.8%
63151 · Unusual Equipment Mainte...	7,928.72	50,000.00	(42,071.28)	15.9%
63152 · Small Tools	289.25	1,500.00	(1,210.75)	19.3%
63157 · Ditch/Dike Maintenance	1,010.00	20,000.00	(18,990.00)	5.1%
63191 · Gas & Electricity	27,847.71	115,000.00	(87,152.29)	24.2%
63192 · Water - Reclamation	3,159.67	8,000.00	(4,840.33)	39.5%
63201 · Permits & Fees	1,768.00	2,000.00	(232.00)	88.4%
63290 · Vehicle Replacement	0.00	7,000.00	(7,000.00)	0.0%
<b>Total 63000 · RECLAMATION/DISPOSAL</b>	<b>124,910.68</b>	<b>474,083.00</b>	<b>(349,172.32)</b>	<b>26.3%</b>
<b>64000 · LABORATORY/MONITORING</b>				
64010 · Salaries & Wages	59,727.60	245,579.00	(185,851.40)	24.3%
64020 · Employee Benefits	37,007.98	139,840.00	(102,832.02)	26.5%
64060 · Gasoline & Oil	129.63	2,000.00	(1,870.37)	6.5%
64091 · Software Maintenance	509.74	13,000.00	(12,490.26)	3.9%
64100 · Operating Supplies	4,878.61	40,000.00	(35,121.39)	12.2%
64150 · Repairs & Maintenance	3,002.88	11,000.00	(7,997.12)	27.3%
64160 · Research & Monitoring	35,788.56	248,000.00	(212,211.44)	14.4%
64170 · Pollution Prevention/Public ...	12,946.47	25,000.00	(12,053.53)	51.8%
64201 · Permits & Fees	0.00	3,000.00	(3,000.00)	0.0%
64290 · Vehicle Replacement	0.00	1,400.00	(1,400.00)	0.0%
<b>Total 64000 · LABORATORY/MONITO...</b>	<b>153,991.47</b>	<b>728,819.00</b>	<b>(574,827.53)</b>	<b>21.1%</b>
<b>65000 · PUMP STATIONS</b>				
65010 · Salaries & Wages	67,703.84	290,611.00	(222,907.16)	23.3%
65020 · Employee Benefits	42,236.13	176,964.00	(134,727.87)	23.9%
65060 · Gasoline & Oil	151.55	3,000.00	(2,848.45)	5.1%
65091 · Software Maintenance	0.00	10,000.00	(10,000.00)	0.0%
65100 · Operating Supplies	1,282.35	9,000.00	(7,717.65)	14.2%
65101 · Operating Chemicals	0.00	4,000.00	(4,000.00)	0.0%
65150 · Repairs & Maintenance	35,137.17	90,000.00	(54,862.83)	39.0%
65152 · Small Tools	416.04	2,500.00	(2,083.96)	16.6%
65191 · Gas & Electricity	17,028.61	95,000.00	(77,971.39)	17.9%
65192 · Water	(171.10)	10,000.00	(10,171.10)	(1.7)%
65193 · Telephone	5,400.49	21,000.00	(15,599.51)	25.7%
65201 · Permits & Fees	1,594.00	2,000.00	(406.00)	79.7%
65290 · Vehicle Replacement	0.00	10,000.00	(10,000.00)	0.0%
<b>Total 65000 · PUMP STATIONS</b>	<b>170,779.08</b>	<b>724,075.00</b>	<b>(553,295.92)</b>	<b>23.6%</b>
<b>66000 · ADMIN/ENGINEERING</b>				
66010 · Salaries & Wages	249,156.04	935,134.00	(685,977.96)	26.6%
66020 · Employee Benefits	141,997.90	531,153.00	(389,155.10)	26.7%

12/17/10  
 Accrual Basis

**Novato Sanitary District**  
**Revenues & Expenditures Budget vs. Actual**  
 July through September 2010

	Jul - Sep 10	Budget	\$ Over Budget	% of Budget
66021 · Retiree Health Benefits	51,170.54	224,068.00	(172,897.46)	22.8%
66030 · Director's Fees	8,550.00	50,000.00	(41,450.00)	17.1%
66060 · Gasoline & Oil	307.21	5,000.00	(4,692.79)	6.1%
66070 · Insurance	19,815.37	154,000.00	(134,184.63)	12.9%
66071 · Insurance Claim Expense	169.65	25,000.00	(24,830.35)	0.7%
66075 · Agency Dues	21,470.05	40,000.00	(18,529.95)	53.7%
66080 · Memberships	1,199.00	6,000.00	(4,801.00)	20.0%
66090 · Office Expense	4,291.97	30,000.00	(25,708.03)	14.3%
66100 · Engineering Supplies	2,364.45	8,000.00	(5,635.55)	29.6%
66121 · Accounting & Auditing	12,266.00	24,500.00	(12,234.00)	50.1%
66122 · Attorney Fees	215,331.50	300,000.00	(84,668.50)	71.8%
66123 · O/S Contractual	33,190.46	220,000.00	(186,809.54)	15.1%
66124 · IT/Misc Electrical	14,892.58	40,000.00	(25,107.42)	37.2%
66130 · Printing & Publications	689.75	17,000.00	(16,310.25)	4.1%
66150 · Repairs & Maintenance	12,940.15	40,000.00	(27,059.85)	32.4%
66170 · Travel, Meetings & Training	14,649.49	40,000.00	(25,350.51)	36.6%
66193 · Telephone	2,802.89	14,000.00	(11,197.11)	20.0%
66202 · County Fees - Property Taxes	0.00	30,000.00	(30,000.00)	0.0%
66203 · County Fees - Sewer Servic...	0.00	30,000.00	(30,000.00)	0.0%
66250 · Service Charge Sys Exp	0.00	9,000.00	(9,000.00)	0.0%
66290 · Vehicle Replacement	0.00	5,600.00	(5,600.00)	0.0%
<b>Total 66000 · ADMIN/ENGINEERING</b>	<b>807,255.00</b>	<b>2,778,455.00</b>	<b>(1,971,200.00)</b>	<b>29.1%</b>
<b>67000 · AB 939 SOLID WASTE PROGR...</b>				
67400 · Consulting Services	13,514.17	91,764.00	(78,249.83)	14.7%
67500 · Household Hazardous Waste	58,769.46	211,000.00	(152,230.54)	27.9%
67520 · Permanent HHW Facility	0.00	9,000.00	(9,000.00)	0.0%
67530 · Used Oil Program	0.00	16,574.00	(16,574.00)	0.0%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	0.00	10,000.00	(10,000.00)	0.0%
<b>Total 67000 · AB 939 SOLID WASTE P...</b>	<b>72,283.63</b>	<b>343,338.00</b>	<b>(271,054.37)</b>	<b>21.1%</b>
<b>Total Expense</b>	<b>2,115,329.30</b>	<b>9,025,822.00</b>	<b>(6,910,492.70)</b>	<b>23.4%</b>
<b>Net Ordinary Income</b>	<b>(2,041,924.40)</b>	<b>67,839.00</b>	<b>(2,109,763.40)</b>	<b>*****</b>
<b>Net Income</b>	<b>(2,041,924.40)</b>	<b>67,839.00</b>	<b>(2,109,763.40)</b>	<b>*****</b>

**Novato Sanitary District  
Revenues & Expenditures - Capital**

Accrual Basis

July through September 2010

	Jul - Sep 10	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
51000 · CAPITAL IMPROVEMENT INCOME				
51010 · Sewer Service Charges	14,008.98	5,407,578.00	(5,393,569.02)	0.3%
51015 · Property Taxes	325.09	1,875,000.00	(1,874,674.91)	0.0%
51020 · Connection Charges	32,773.44	162,200.00	(129,426.56)	20.2%
51030 · Collector Sewer Charges	0.00	4,000.00	(4,000.00)	0.0%
51040 · Special Equalization Charge	0.00	12,000.00	(12,000.00)	0.0%
51060 · Interest	11.02	50,000.00	(49,988.98)	0.0%
51070 · Other Revenue	0.00	859,480.00	(859,480.00)	0.0%
<b>Total 51000 · CAPITAL IMPROVEMENT INCO...</b>	<b>47,118.53</b>	<b>8,370,258.00</b>	<b>(8,323,139.47)</b>	<b>0.6%</b>
<b>Total Income</b>	<b>47,118.53</b>	<b>8,370,258.00</b>	<b>(8,323,139.47)</b>	<b>0.6%</b>
<b>Gross Profit</b>	<b>47,118.53</b>	<b>8,370,258.00</b>	<b>(8,323,139.47)</b>	<b>0.6%</b>
<b>Expense</b>				
72000 · CAPITAL IMPROVEMENT PROJECTS				
72110 · Drainage PS 3&7 Outfall Rehab	0.00	50,000.00	(50,000.00)	0.0%
72111 · SCADA Phase II	0.00	20,000.00	(20,000.00)	0.0%
72403 · Pump Station Rehabilitation	349,621.28	3,700,000.00	(3,350,378.72)	9.4%
72508 · N. Bay Water Recycling Auth	122,512.00	90,000.00	32,512.00	*****
72509 · NTP Soil & Groundwater Inv	0.00	5,000.00	(5,000.00)	0.0%
72604 · Laboratory Improvements	0.00	30,000.00	(30,000.00)	0.0%
72607 · WWTP Upgrade-Contract A1	33,713.22	50,000.00	(16,286.78)	67.4%
72608 · WWTP Upgrade - Contract A2	0.00	5,000.00	(5,000.00)	0.0%
72609 · WWTP Upgrade - Contract B	2,682,950.86	6,000,000.00	(3,317,049.14)	44.7%
72611 · Bayside Sewer	0.00	10,000.00	(10,000.00)	0.0%
72612 · Southgate Sewer-	0.00	3,000.00	(3,000.00)	0.0%
72706 · 2008 Collection System Improv	826,051.71	3,000,000.00	(2,173,948.29)	27.5%
72707 · Hamilton Wetlands/Outfall Monit	0.00	5,000.00	(5,000.00)	0.0%
72708 · Cogeneration	0.00	50,000.00	(50,000.00)	0.0%
72801 · Annual Minor Projects	54.08	25,000.00	(24,945.92)	0.2%
72802 · Annual Sewer Adj. for City Proj	3,960.00	25,000.00	(21,040.00)	15.8%
72803 · Annual Collection Sys Repairs	14,350.32	270,000.00	(255,649.68)	5.3%
72804 · Annual Reclamation Fac Imp	37,951.66	200,000.00	(162,048.34)	19.0%
72805 · Annual Trtmt Plnt/Pump St Impr	8,702.92	200,000.00	(191,297.08)	4.4%
72808 · Strategic Plan Update	0.00	50,000.00	(50,000.00)	0.0%
73001 · WWTP Upgrade - Contract C	26,302.94	787,500.00	(761,197.06)	3.3%
73002 · WWTP Upgrade - Contract D - Rec	201,921.46	2,951,100.00	(2,749,178.54)	6.8%
78500 · Interest - Zions Bank	113,560.59	170,972.00	(57,411.41)	66.4%
<b>Total 72000 · CAPITAL IMPROVEMENT PROJ...</b>	<b>4,421,653.04</b>	<b>17697572.00</b>	<b>(13,275,918.96)</b>	<b>25.0%</b>
<b>Total Expense</b>	<b>4,421,653.04</b>	<b>17697572.00</b>	<b>(13,275,918.96)</b>	<b>25.0%</b>
<b>Net Ordinary Income</b>	<b>(4,374,534.51)</b>	<b>(9,327,314.00)</b>	<b>4,952,779.49</b>	<b>46.9%</b>
<b>Net Income</b>	<b>(4,374,534.51)</b>	<b>(9,327,314.00)</b>	<b>4,952,779.49</b>	<b>46.9%</b>

01/07/11

# Novato Sanitary District

## Check Register

January 7, 2011

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Jan 7, 11</b>				
	01/07/2011	3086	Di Giorgio, Michael	1,315.33
	01/07/2011	3087	Fritz, James O	776.15
	01/07/2011	ACH	Long, William C	768.96
	01/07/2011	3089	Welsh, Dennis J	296.57
	01/07/2011	3088	VOID	0.00
<b>Jan 7, 11</b>				<b><u>3,157.01</u></b>

12/17/10  
Accrual Basis

## Novato Sanitary District Revenues & Expenditures Budget vs. Actual July through September 2010

	Jul - Sep 10	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · OPERATING INCOME</b>				
41010 · Sewer Service Charges	21,911.52	8,023,872.00	(8,001,960.48)	0.3%
41030 · Plan Check & Inspection Fee	0.00	7,500.00	(7,500.00)	0.0%
41040 · Permit & Inspection Fee	1,630.00	25,000.00	(23,370.00)	6.5%
41060 · Interest Income	36.98	125,000.00	(124,963.02)	0.0%
41080 · Engineering & Admin Charg...	0.00	200,000.00	(200,000.00)	0.0%
41090 · Non-domestic Permit Fees	546.22	4,000.00	(3,453.78)	13.7%
41100 · Garbage Franchise Fees	0.00	45,000.00	(45,000.00)	0.0%
41105 · AB 939 Collector Fees	0.00	280,493.00	(280,493.00)	0.0%
41107 · Oil/Bev/Tire Grants	40,355.00	62,845.00	(22,490.00)	64.2%
41110 · Sludge Disposal Charges	0.00	100.00	(100.00)	0.0%
41130 · Ranch Income	0.00	76,851.00	(76,851.00)	0.0%
41135 · Recycle Water Facility Reve...	0.00	8,000.00	(8,000.00)	0.0%
41140 · Other Revenue	8,925.18	235,000.00	(226,074.82)	3.8%
<b>Total 41000 · OPERATING INCOME</b>	<b>73,404.90</b>	<b>9,093,661.00</b>	<b>(9,020,256.10)</b>	<b>0.8%</b>
<b>Total Income</b>	<b>73,404.90</b>	<b>9,093,661.00</b>	<b>(9,020,256.10)</b>	<b>0.8%</b>
<b>Gross Profit</b>	<b>73,404.90</b>	<b>9,093,661.00</b>	<b>(9,020,256.10)</b>	<b>0.8%</b>
<b>Expense</b>				
<b>60000 · COLLECTION SYSTEM</b>				
60010 · Salaries & Wages	133,597.71	487,569.00	(353,971.29)	27.4%
60020 · Employee Benefits	79,276.75	314,836.00	(235,559.25)	25.2%
60060 · Gas, Oil & Fuel	757.71	15,000.00	(14,242.29)	5.1%
60091 · Software Maint	0.00	20,000.00	(20,000.00)	0.0%
60100 · Operating Supplies	5,281.40	18,000.00	(12,718.60)	29.3%
60150 · Repairs & Maintenance	5,565.47	45,000.00	(39,434.53)	12.4%
60152 · Small Tools	207.80	2,000.00	(1,792.20)	10.4%
60153 · Outside Services	13,409.00	65,000.00	(51,591.00)	20.6%
60192 · Water	643.28	4,000.00	(3,356.72)	16.1%
60193 · Telephone	413.08	2,000.00	(1,586.92)	20.7%
60200 · Other(Garbage Coll)	672.99	2,500.00	(1,827.01)	26.9%
60201 · Permits & Fees	0.00	160,000.00	(160,000.00)	0.0%
60290 · Vehicle Replacement	0.00	35,000.00	(35,000.00)	0.0%
<b>Total 60000 · COLLECTION SYSTEM</b>	<b>239,825.19</b>	<b>1,170,905.00</b>	<b>(931,079.81)</b>	<b>20.5%</b>
<b>61000 · TREATMENT FACILITIES</b>				
<b>61000-0 · Contract Operations</b>				
61000-1 · Fixed Fee	279,018.25	1,707,983.00	(1,428,964.75)	16.3%
61000-2 · Insurance & Bonds	2,707.00	37,100.00	(34,393.00)	7.3%
61000-3 · Major Repair/Replacem...	0.00	92,000.00	(92,000.00)	0.0%
61000-4 · Water/Permits/Telephone	0.00	16,000.00	(16,000.00)	0.0%
61000-5 · Gas & Electricity	65,382.99	542,815.00	(477,432.01)	12.0%
<b>Total 61000-0 · Contract Operations</b>	<b>347,108.24</b>	<b>2,395,898.00</b>	<b>(2,048,789.76)</b>	<b>14.5%</b>
<b>61010-0 · Before Contract Operations</b>				
61010 · Salaries & Wages	42,669.37	63,735.00	(21,065.63)	66.9%
61020 · Employee Benefits	17,558.98	20,869.00	(3,310.02)	84.1%
61060 · Gasoline & Oil	1,705.16	1,800.00	(94.84)	94.7%
61091 · Software Maintenance	0.00	30,000.00	(30,000.00)	0.0%
61100 · Operating Supplies	2,878.51	2,600.00	278.51	110.7%
61101 · Operating Chemicals	4,265.65	5,000.00	(734.35)	85.3%
61115 · Sludge Disposal - Contract	0.00	50,000.00	(50,000.00)	0.0%
61150 · Repairs & Maintenance	30,360.93	27,500.00	2,860.93	110.4%
61152 · Small Tool Purchase	200.00	200.00	0.00	100.0%

12/17/10  
Accrual Basis

## Novato Sanitary District Revenues & Expenditures Budget vs. Actual July through September 2010

	Jul - Sep 10	Budget	\$ Over Budget	% of Budget
61191 · Gas & Electricity	21,031.69	64,000.00	(42,968.31)	32.9%
61192 · Water	298.15	300.00	(1.85)	99.4%
61193 · Telephone	853.37	1,245.00	(391.63)	68.5%
61200 · Operational Assistance	59,652.20	48,000.00	11,652.20	124.3%
61201 · Permits & Fees	17,702.00	95,000.00	(77,298.00)	18.6%
<b>Total 61010-0 · Before Contract Ope...</b>	<b>199,176.01</b>	<b>410,249.00</b>	<b>(211,072.99)</b>	<b>48.6%</b>
<b>Total 61000 · TREATMENT FACILITIES</b>	<b>546,284.25</b>	<b>2,806,147.00</b>	<b>(2,259,862.75)</b>	<b>19.5%</b>
<b>63000 · RECLAMATION/DISPOSAL</b>				
63010 · Salaries & Wages	7,394.19	29,219.00	(21,824.81)	25.3%
63020 · Employee Benefits	4,365.15	15,864.00	(11,498.85)	27.5%
63060 · Gasoline & Oil	195.36	5,000.00	(4,804.64)	3.9%
63091 · Software Maintenance	0.00	2,500.00	(2,500.00)	0.0%
63100 · Operating Supplies	698.89	3,000.00	(2,301.11)	23.3%
63115 · Sludge Disposal	39,797.00	130,000.00	(90,203.00)	30.6%
63150 · Repairs & Maintenance	30,456.74	85,000.00	(54,543.26)	35.8%
63151 · Unusual Equipment Mainte...	7,928.72	50,000.00	(42,071.28)	15.9%
63152 · Small Tools	289.25	1,500.00	(1,210.75)	19.3%
63157 · Ditch/Dike Maintenance	1,010.00	20,000.00	(18,990.00)	5.1%
63191 · Gas & Electricity	27,847.71	115,000.00	(87,152.29)	24.2%
63192 · Water - Reclamation	3,159.67	8,000.00	(4,840.33)	39.5%
63201 · Permits & Fees	1,768.00	2,000.00	(232.00)	88.4%
63290 · Vehicle Replacement	0.00	7,000.00	(7,000.00)	0.0%
<b>Total 63000 · RECLAMATION/DISPOSAL</b>	<b>124,910.68</b>	<b>474,083.00</b>	<b>(349,172.32)</b>	<b>26.3%</b>
<b>64000 · LABORATORY/MONITORING</b>				
64010 · Salaries & Wages	59,727.60	245,579.00	(185,851.40)	24.3%
64020 · Employee Benefits	37,007.98	139,840.00	(102,832.02)	26.5%
64060 · Gasoline & Oil	129.63	2,000.00	(1,870.37)	6.5%
64091 · Software Maintenance	509.74	13,000.00	(12,490.26)	3.9%
64100 · Operating Supplies	4,878.61	40,000.00	(35,121.39)	12.2%
64150 · Repairs & Maintenance	3,002.88	11,000.00	(7,997.12)	27.3%
64160 · Research & Monitoring	35,788.56	248,000.00	(212,211.44)	14.4%
64170 · Pollution Prevention/Public ...	12,946.47	25,000.00	(12,053.53)	51.8%
64201 · Permits & Fees	0.00	3,000.00	(3,000.00)	0.0%
64290 · Vehicle Replacement	0.00	1,400.00	(1,400.00)	0.0%
<b>Total 64000 · LABORATORY/MONITO...</b>	<b>153,991.47</b>	<b>728,819.00</b>	<b>(574,827.53)</b>	<b>21.1%</b>
<b>65000 · PUMP STATIONS</b>				
65010 · Salaries & Wages	67,703.84	290,611.00	(222,907.16)	23.3%
65020 · Employee Benefits	42,236.13	176,964.00	(134,727.87)	23.9%
65060 · Gasoline & Oil	151.55	3,000.00	(2,848.45)	5.1%
65091 · Software Maintenance	0.00	10,000.00	(10,000.00)	0.0%
65100 · Operating Supplies	1,282.35	9,000.00	(7,717.65)	14.2%
65101 · Operating Chemicals	0.00	4,000.00	(4,000.00)	0.0%
65150 · Repairs & Maintenance	35,137.17	90,000.00	(54,862.83)	39.0%
65152 · Small Tools	416.04	2,500.00	(2,083.96)	16.6%
65191 · Gas & Electricity	17,028.61	95,000.00	(77,971.39)	17.9%
65192 · Water	(171.10)	10,000.00	(10,171.10)	(1.7)%
65193 · Telephone	5,400.49	21,000.00	(15,599.51)	25.7%
65201 · Permits & Fees	1,594.00	2,000.00	(406.00)	79.7%
65290 · Vehicle Replacement	0.00	10,000.00	(10,000.00)	0.0%
<b>Total 65000 · PUMP STATIONS</b>	<b>170,779.08</b>	<b>724,075.00</b>	<b>(553,295.92)</b>	<b>23.6%</b>
<b>66000 · ADMIN/ENGINEERING</b>				
66010 · Salaries & Wages	249,156.04	935,134.00	(685,977.96)	26.6%
66020 · Employee Benefits	141,997.90	531,153.00	(389,155.10)	26.7%

12/17/10  
 Accrual Basis

**Novato Sanitary District**  
**Revenues & Expenditures Budget vs. Actual**  
 July through September 2010

	Jul - Sep 10	Budget	\$ Over Budget	% of Budget
66021 · Retiree Health Benefits	51,170.54	224,068.00	(172,897.46)	22.8%
66030 · Director's Fees	8,550.00	50,000.00	(41,450.00)	17.1%
66060 · Gasoline & Oil	307.21	5,000.00	(4,692.79)	6.1%
66070 · Insurance	19,815.37	154,000.00	(134,184.63)	12.9%
66071 · Insurance Claim Expense	169.65	25,000.00	(24,830.35)	0.7%
66075 · Agency Dues	21,470.05	40,000.00	(18,529.95)	53.7%
66080 · Memberships	1,199.00	6,000.00	(4,801.00)	20.0%
66090 · Office Expense	4,291.97	30,000.00	(25,708.03)	14.3%
66100 · Engineering Supplies	2,364.45	8,000.00	(5,635.55)	29.6%
66121 · Accounting & Auditing	12,266.00	24,500.00	(12,234.00)	50.1%
66122 · Attorney Fees	215,331.50	300,000.00	(84,668.50)	71.8%
66123 · O/S Contractual	33,190.46	220,000.00	(186,809.54)	15.1%
66124 · IT/Misc Electrical	14,892.58	40,000.00	(25,107.42)	37.2%
66130 · Printing & Publications	689.75	17,000.00	(16,310.25)	4.1%
66150 · Repairs & Maintenance	12,940.15	40,000.00	(27,059.85)	32.4%
66170 · Travel, Meetings & Training	14,649.49	40,000.00	(25,350.51)	36.6%
66193 · Telephone	2,802.89	14,000.00	(11,197.11)	20.0%
66202 · County Fees - Property Taxes	0.00	30,000.00	(30,000.00)	0.0%
66203 · County Fees - Sewer Servic...	0.00	30,000.00	(30,000.00)	0.0%
66250 · Service Charge Sys Exp	0.00	9,000.00	(9,000.00)	0.0%
66290 · Vehicle Replacement	0.00	5,600.00	(5,600.00)	0.0%
<b>Total 66000 · ADMIN/ENGINEERING</b>	<b>807,255.00</b>	<b>2,778,455.00</b>	<b>(1,971,200.00)</b>	<b>29.1%</b>
<b>67000 · AB 939 SOLID WASTE PROGR...</b>				
67400 · Consulting Services	13,514.17	91,764.00	(78,249.83)	14.7%
67500 · Household Hazardous Waste	58,769.46	211,000.00	(152,230.54)	27.9%
67520 · Permanent HHW Facility	0.00	9,000.00	(9,000.00)	0.0%
67530 · Used Oil Program	0.00	16,574.00	(16,574.00)	0.0%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	0.00	10,000.00	(10,000.00)	0.0%
<b>Total 67000 · AB 939 SOLID WASTE P...</b>	<b>72,283.63</b>	<b>343,338.00</b>	<b>(271,054.37)</b>	<b>21.1%</b>
<b>Total Expense</b>	<b>2,115,329.30</b>	<b>9,025,822.00</b>	<b>(6,910,492.70)</b>	<b>23.4%</b>
<b>Net Ordinary Income</b>	<b>(2,041,924.40)</b>	<b>67,839.00</b>	<b>(2,109,763.40)</b>	<b>*****</b>
<b>Net Income</b>	<b>(2,041,924.40)</b>	<b>67,839.00</b>	<b>(2,109,763.40)</b>	<b>*****</b>

**Novato Sanitary District  
Revenues & Expenditures - Capital**

Accrual Basis

July through September 2010

	Jul - Sep 10	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
51000 · CAPITAL IMPROVEMENT INCOME				
51010 · Sewer Service Charges	14,008.98	5,407,578.00	(5,393,569.02)	0.3%
51015 · Property Taxes	325.09	1,875,000.00	(1,874,674.91)	0.0%
51020 · Connection Charges	32,773.44	162,200.00	(129,426.56)	20.2%
51030 · Collector Sewer Charges	0.00	4,000.00	(4,000.00)	0.0%
51040 · Special Equalization Charge	0.00	12,000.00	(12,000.00)	0.0%
51060 · Interest	11.02	50,000.00	(49,988.98)	0.0%
51070 · Other Revenue	0.00	859,480.00	(859,480.00)	0.0%
<b>Total 51000 · CAPITAL IMPROVEMENT INCO...</b>	<b>47,118.53</b>	<b>8,370,258.00</b>	<b>(8,323,139.47)</b>	<b>0.6%</b>
<b>Total Income</b>	<b>47,118.53</b>	<b>8,370,258.00</b>	<b>(8,323,139.47)</b>	<b>0.6%</b>
<b>Gross Profit</b>	<b>47,118.53</b>	<b>8,370,258.00</b>	<b>(8,323,139.47)</b>	<b>0.6%</b>
<b>Expense</b>				
72000 · CAPITAL IMPROVEMENT PROJECTS				
72110 · Drainage PS 3&7 Outfall Rehab	0.00	50,000.00	(50,000.00)	0.0%
72111 · SCADA Phase II	0.00	20,000.00	(20,000.00)	0.0%
72403 · Pump Station Rehabilitation	349,621.28	3,700,000.00	(3,350,378.72)	9.4%
72508 · N. Bay Water Recycling Auth	122,512.00	90,000.00	32,512.00	*****
72509 · NTP Soil & Groundwater Inv	0.00	5,000.00	(5,000.00)	0.0%
72604 · Laboratory Improvements	0.00	30,000.00	(30,000.00)	0.0%
72607 · WWTP Upgrade-Contract A1	33,713.22	50,000.00	(16,286.78)	67.4%
72608 · WWTP Upgrade - Contract A2	0.00	5,000.00	(5,000.00)	0.0%
72609 · WWTP Upgrade - Contract B	2,682,950.86	6,000,000.00	(3,317,049.14)	44.7%
72611 · Bayside Sewer	0.00	10,000.00	(10,000.00)	0.0%
72612 · Southgate Sewer-	0.00	3,000.00	(3,000.00)	0.0%
72706 · 2008 Collection System Improv	826,051.71	3,000,000.00	(2,173,948.29)	27.5%
72707 · Hamilton Wetlands/Outfall Monit	0.00	5,000.00	(5,000.00)	0.0%
72708 · Cogeneration	0.00	50,000.00	(50,000.00)	0.0%
72801 · Annual Minor Projects	54.08	25,000.00	(24,945.92)	0.2%
72802 · Annual Sewer Adj. for City Proj	3,960.00	25,000.00	(21,040.00)	15.8%
72803 · Annual Collection Sys Repairs	14,350.32	270,000.00	(255,649.68)	5.3%
72804 · Annual Reclamation Fac Imp	37,951.66	200,000.00	(162,048.34)	19.0%
72805 · Annual Trtmt Plnt/Pump St Impr	8,702.92	200,000.00	(191,297.08)	4.4%
72808 · Strategic Plan Update	0.00	50,000.00	(50,000.00)	0.0%
73001 · WWTP Upgrade - Contract C	26,302.94	787,500.00	(761,197.06)	3.3%
73002 · WWTP Upgrade - Contract D - Rec	201,921.46	2,951,100.00	(2,749,178.54)	6.8%
78500 · Interest - Zions Bank	113,560.59	170,972.00	(57,411.41)	66.4%
<b>Total 72000 · CAPITAL IMPROVEMENT PROJ...</b>	<b>4,421,653.04</b>	<b>17697572.00</b>	<b>(13,275,918.96)</b>	<b>25.0%</b>
<b>Total Expense</b>	<b>4,421,653.04</b>	<b>17697572.00</b>	<b>(13,275,918.96)</b>	<b>25.0%</b>
<b>Net Ordinary Income</b>	<b>(4,374,534.51)</b>	<b>(9,327,314.00)</b>	<b>4,952,779.49</b>	<b>46.9%</b>
<b>Net Income</b>	<b>(4,374,534.51)</b>	<b>(9,327,314.00)</b>	<b>4,952,779.49</b>	<b>46.9%</b>

01/07/11

# Novato Sanitary District Check Register

January 10, 2011

Date	Num	Name	Credit
<b>Jan 10, 11</b>			
1/10/2011	52201	CSRMA-	163,843.00
1/10/2011	52212	J&M Inc.	91,028.84
1/10/2011	52246	W.R. Forde	67,509.83
1/10/2011	52210	ICommm, Inc.	41,806.00
1/10/2011	52225	Nute Engineering Inc.	19,874.63
1/10/2011	52214	Johnson, Dee	5,556.27
1/10/2011	52189	Benesi, Steve C.	5,214.00
1/10/2011	52200	CSDA-	4,456.00
1/10/2011	52204	Drop Shot, LLC	4,000.00
1/10/2011	52231	Preferred Benefit	3,853.89
1/10/2011	52206	G & K Services	3,327.76
1/10/2011	52236	Team Ghilotti	3,310.32
1/10/2011	52193	Caltest Analytical Lab Inc.	2,734.10
1/10/2011	52179	Aerotek	2,703.00
1/10/2011	52222	North Marin Water District Job...	2,629.74
1/10/2011	52192	California Truck Equip. Co. LLC	2,459.27
1/10/2011	52207	Grainger	2,169.52
1/10/2011	52194	CASA	2,125.00
1/10/2011	52208	Grayson, Rose Marie 1	2,000.00
1/10/2011	52248	Bowens, Kenneth	1,980.00
1/10/2011	52216	Marin County Office	1,887.00
1/10/2011	52215	Koffler Electrical Mech, Inc.	1,755.48
1/10/2011	52205	EOA, Inc.	1,592.23
1/10/2011	52234	St. James Napa Development ...	1,500.00
1/10/2011	52197	Comet Building Maintenance, I...	1,467.49
1/10/2011	52239	U.S. Bank Card (2)(June)	1,411.57
1/10/2011	52233	Smart	1,256.90
1/10/2011	52228	Pacific EcoRisk	1,140.00
1/10/2011	52217	Marin County Public Health Lab	900.00
1/10/2011	52237	Triple T Autobody	840.54
1/10/2011	52242	Verizon CA Pump Stations	828.95
1/10/2011	52244	Vision Service Plan	756.57
1/10/2011	52195	Cintas Corporation	706.49
1/10/2011	52218	Marin Mechanical II, Inc.	690.00
1/10/2011	52209	HACH/American Sigma Inc	630.90
1/10/2011	52186	Bay Area Barricade Service, Inc.	609.52
1/10/2011	52243	Verizon California	595.63
1/10/2011	52221	North Marin Water District	592.24
1/10/2011	52202	CWEAmembers	562.00
1/10/2011	52219	Nextel Communications	546.73
1/10/2011	52230	Pini Hardware	533.45
1/10/2011	52203	Delta Communications Group	466.62
1/10/2011	52190	Briones, Alberto	387.71
1/10/2011	52182	AT&T-SAC	342.73
1/10/2011	52183	AT&T Mobility	342.72
1/10/2011	52198	Conte, Marjorie	339.30
1/10/2011	52188	Beecher Engineering	300.00
1/10/2011	52196	Claremont EAP	295.00
1/10/2011	52181	American Sentry Systems, Inc.	270.00
1/10/2011	52238	U.S. Bank Card (1)(Bev)	254.67
1/10/2011	52184	Barnett Medical LLC	250.00
1/10/2011	52247	Water Components & Building	239.78
1/10/2011	52191	Cagwin & Dorward Inc.	229.00
1/10/2011	52224	Novato Disposal-	224.33
1/10/2011	52232	Siemens Water Tech Corp.	197.03
1/10/2011	52227	One Stop Auto Service Inc.	188.01
1/10/2011	52241	Verizon Business	157.34
1/10/2011	52223	Novato Chevrolet	135.00
1/10/2011	52229	Petty Cash	132.92
1/10/2011	52180	Alhambra	132.71
1/10/2011	52211	Ikon Office Solutions	131.26
1/10/2011	52185	Batteries Plus Inc	127.02
1/10/2011	52220	North Marin Auto Parts	79.68
1/10/2011	52187	Bearings & Hydraulics	77.52
1/10/2011	52213	Jackson's Hardware Inc.	59.06
1/10/2011	52199	Cook Paging	57.73

01/07/11

# Novato Sanitary District Check Register

January 10, 2011

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
1/10/2011	52245	VWR International Inc.	29.30
1/10/2011	52235	T-Mobile	22.60
1/10/2011	52240	United Parcel Service	16.61
1/10/2011	52226	O'Reilly Auto Parts	9.24
<b>Jan 10, 11</b>			<b><u>458,879.75</u></b>

**Novato Sanitary District**  
**Payroll and Payroll Related Check Register**

December 28 - 31, 2010

<u>Date</u>	<u>Name</u>	<u>Credit</u>
Dec 28 - 31, 10		
12/31/2010	December P/R Checks and Vouchers	123,714.27
12/28/2010	PERS Retirement	31,096.38
12/28/2010	CalPers Health	30,048.56
12/28/2010	United States Treasury	22,844.68
12/28/2010	EDD	7,505.73
12/28/2010	Lincoln Financial Group-401a Plan	7,354.19
12/28/2010	State Street Bank & Trust	3,050.00
12/28/2010	Dearborn National	2,732.27
12/28/2010	Marin Employ Federal Credit Union	517.00
12/28/2010	Hampton, Cari	400.00
12/28/2010	Local Union 315	360.00
12/28/2010	ACS	80.00
12/28/2010	Local Union 315	40.00
12/28/2010	North Bay Children's Center	40.00
12/28/2010	Retirees Health Benefits	15,346.97
		<u>245,130.05</u>
Dec 28 - 31, 10		

01/07/11

# Novato Sanitary District Check Register

January 10, 2011

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Jan 10, 11</b>			
1/10/2011	2133	Monterey Mechanical, Inc.	61,101.90
1/10/2011	2132	ModSpace Corporation	1,741.18
1/10/2011	2130	Foster Flow Control	1,052.16
1/10/2011	2134	Water Components & Building	286.32
1/10/2011	2131	Marin Mechanical II, Inc.	248.39
1/10/2011	2135	WC's Locks & Keys	123.00
<b>Jan 10, 11</b>			<b><u>64,552.95</u></b>

**NOVATO SANITARY DISTRICT  
BOARD AGENDA ITEM SUMMARY**

<b>TITLE:</b> Rush Creek and Deer Island Pump Stations; Project No. 72403-01, Project Unit 1	<b>MEETING DATE:</b> January 10, 2011  <b>AGENDA ITEM NO.:</b> 8.a.
<b>RECOMMENDED ACTION:</b> Consider accepting project and authorizing filing of Notice of Completion.	
<b>SUMMARY AND DISCUSSION:</b>  On December 14, 2009, the District Board of Directors awarded the Contract for the Rush Creek and Deer Island Pump Stations Project to W.R. Forde Associates for a low bid amount of \$687,000.00. The work began on the project on January 11, 2010 and substantial completion was on September 06, 2010.  The Contractor has completed the project and the project is ready for final acceptance. The total amount of additive change orders is \$12,580.83, which is approximately 1.83% of the original contract amount, yielding a total project cost of \$699,580.83  It is recommended that final acceptance be granted and staff authorized to file the Notice of Completion.	
<b>ALTERNATIVES:</b> NA	
<b>BUDGET INFORMATION:</b> This project was funded under Account No. 72403 – Pump Station Rehabilitation Project, which has a FY10-11 budget of \$3,700,000.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

**NOVATO SANITARY DISTRICT  
BOARD AGENDA ITEM SUMMARY**

<b>TITLE:</b> Marin Wastewater Agencies Mutual Aid Agreement	<b>MEETING DATE:</b> January 10, 2011  <b>AGENDA ITEM NO.:</b> 'U'
<b>RECOMMENDED ACTION:</b> Authorize Manager-Engineer to sign the Marin Wastewater Agencies Mutual Aid Agreement	
<b>SUMMARY AND DISCUSSION:</b>  <p>The Marin Wastewater Agencies including Central Marin Sanitation Agency, Las Gallinas Valley Sanitary District, Sewerage Agencies of Southern Marin, Sausalito Marin City Sanitary District, and Sanitary District No. 5 have supported each other and participated in joint programs over the years to the mutual benefit of their constituents including a joint public education program, a joint safety program, and assistance in the event of emergencies. Most recently, the District was able to obtain a hard-to-get coupling to repair a break in a force main from a nearby agency allowing us to repair the break more quickly than we would otherwise have been able to do.</p> <p>The attached Mutual Aid and Assistance Agreement between Marin County Wastewater Agencies provides a formal means of requesting assistance and being reimbursed for assistance. It also addresses questions of liability and indemnification.</p> <p>District staff recommends that Board approve the agreement and authorize the Manager-Engineer to sign the agreement.</p>	
<b>ALTERNATIVES:</b> NA	
<b>BUDGET INFORMATION:</b> No budget impact. Possible future savings based on availability of assistance in emergencies.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

**Mutual Aid and Assistance Agreement  
Between  
Marin County Wastewater Agencies**

This agreement is made and entered into by the Novato Sanitary District, Las Gallinas Valley Sanitary District, Central Marin Sanitation Agency, Sewerage Agency of Southern Marin, Sanitary District #5, and Sausalito Marin City Sanitary District, hereinafter called "Agencies", to provide mutual aid and assistance to each other in times of need and to provide reimbursement for equipment, supplies and personnel made available under this agreement.

In consideration of the mutual covenants and agreements hereinafter set forth, the Agencies agree to provide mutual aid and assistance to each another in times of need. Each Agency has the absolute discretion to decline to provide any requested assistance, and the execution of this agreement shall not create any duty to respond on the part of any Agency.

**1. Requesting Assistance**

The General Manager, or designated representative, of an Agency may request aid and assistance (Requesting Agency) from the General Manager, or designated representative, of another Agency (Responding Agency). Requests for assistance can be made orally or in writing. When made orally, the request for personnel, equipment and supplies shall also be prepared in writing and submitted to the other General Manager as soon as practicable.

When an Agency receives a request for aid or assistance, the General Manager of the Responding Agency will evaluate the request and shall inform, as soon as possible, the Requesting Agency about the type and quantity of available resources, if any, and the approximate arrival time of such assistance.

Employees provided under this agreement will be under the direction and control of the Requesting Agency. The Requesting Agency's designated manager or supervisor(s) must keep accurate records of time expended and work performed by personnel during the period of assistance. The Responding Agency's General Manager retains the right to withdraw some or all of its resources at any time for any reason at the Responding Agency's sole discretion.

**2. Cost Reimbursement**

a. Personnel: The Responding Agency will make such employees as are willing to participate available to the Requesting Agency at the Requesting Agency's expense, defined as being equal to the Responding Agency's full cost, i.e., equal to the employee's applicable salary or hourly wage plus fringe benefits and overhead. The Requesting Agency shall be responsible for all direct and indirect labor costs.

b. Equipment: Use of equipment, such as construction equipment, vehicles, tools, pumps and generators, shall be at the Responding Agency's current equipment rate and subject to the following conditions: The Requesting Agency shall reimburse the Responding Agency for use of equipment including, but not limited to, all fuel, lubrication, maintenance, transportation, and loading/unloading of loaned equipment. All equipment shall be returned to the Responding Agency as soon as is practicable and reasonable under the circumstances.

- (a) At the option of the Responding Agency, equipment may be provided with an operator;
- (b) Equipment shall be returned to the Responding Agency within 24 hours after receipt of an oral or written request for return;
- (c) In the event equipment is damaged while being dispatched to Requesting Agency, or while in the custody and use of Requesting Agency, Requesting Agency shall reimburse the Responding Agency for the reasonable cost of repairing said damaged equipment. If the equipment can not be repaired, the Requesting Agency shall reimburse the Responding Agency for the cost of replacing such equipment with equipment that is of at least equal capability as determined by the Responding Agency. If the Responding Agency must lease a piece of equipment while the Requesting Agency's equipment is being repaired or replaced, the Requesting Agency shall reimburse the Responding Agency for such lease cost.

c. Materials and Supplies: The Requesting Agency shall reimburse the Responding Agency in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies. Other supplies and reusable items that are returned to the Responding agency in a clean, damage-free condition shall not be charged to the Requesting Agency and no rental fee shall be charged; otherwise, they shall be treated as expendable supplies. Supplies that are returned to the Responding Agency with damage must be treated as expendable supplies for purposes of cost reimbursement.

### **3. Payment Period**

The Responding Agency shall provide an itemized invoice to the Requesting Agency for the expenses incurred in providing assistance under this agreement not later than the 10<sup>th</sup> of the month following the month wherein assistance is provided. The Requesting Agency agrees to reimburse the Responding Agency within 15 days from receipt of an invoice.

### **4. Records**

Authorized representatives of each Agency shall have access to the other's books, documents, notes, reports, papers and records for the purpose of reviewing the accuracy of the invoice(s) rendered.

### **5. Indemnity**

Each Agency shall assume the defense of, fully indemnify, and hold harmless the other Agencies, their Board members, officers and employees, from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly arising from assistance provided hereunder, including, but not limited to, negligent or wrongful use of equipment, supplies or personnel provided, or faulty workmanship or other negligent acts, errors or omission.

### **6. Workers' Compensation**

Each Agency is responsible for providing worker's compensation benefits and administering worker's compensation for its employees.

**7. Termination**

Any Agency may terminate this agreement by providing written notice to the others. Termination does not absolve the Requesting Agency’s duty to reimburse the Responding Agency for assistance rendered, which duty shall survive such termination.

**8. Modification**

Modification to this agreement must be in writing and approved by all parties participating in agreement at the time of the subject modification.

**9. Severability**

If any provision of this agreement is declared by a court of competent jurisdiction to be invalid, the validity of the remaining terms and provisions shall not be affected.

The effective date of this agreement is when it has been executed by all the below parties.

**SAUSALITO-MARIN CITY SANITARY DISTRICT**

By: \_\_\_\_\_  
Bob Simmons, District Manager

**CENTRAL MARIN SANITATION AGENCY**

By: \_\_\_\_\_  
Jason Dow, General Manager

**NOVATO SANITARY DISTRICT**

By: \_\_\_\_\_  
Beverly James, Manager/Engineer

**SEWERAGE AGENCY OF SOUTHERN MARIN**

By: \_\_\_\_\_  
Stephen Danehy, General Manager

**LAS GALLINAS VALLEY SANITARY DISTRICT**

By: \_\_\_\_\_  
Mark Williams, District Manager

**SANITARY DISTRICT No. 5**

By: \_\_\_\_\_  
Stephen Danehy, General Manager

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Sanitary Sewer Overflow Reporting Protocol</b>	<b>MEETING DATE: 01/10/11</b>  <b>AGENDA ITEM NO.: 10.a.</b>
<b>RECOMMENDED ACTION:</b> Receive staff report on sanitary sewer overflow reporting protocol for the District.	
<b>SUMMARY AND DISCUSSION:</b>  <p>Given recent reports of sewage spills in the County and related adverse publicity in the news media, staff felt it would be appropriate to present an overview of the District's sanitary sewer overflow reporting protocol.</p> <p>Regulatory reporting requirements for overflow events as they pertain to sanitary sewer collection systems (such as the District's) are contained in two highly specific documents: (1) The State Water Resources Control Board's Order No. WQ 2008-0002-EXEC, and (2) The San Francisco Regional Water Quality Control Board's letter File No. 1210.57 (RS and MC) dated May 1, 2008, both issued under the authority of the State Water Code. Copies of these two documents are attached as Attachments A and B respectively.</p> <p>In addition, the Marin County Environmental Health Services Department published a memorandum dated May 6, 2008, authored by Supervising Environmental Health Specialist Rebecca Ng, which establishes public notification procedures and water quality sampling guidelines. A copy is provided as Attachment C.</p> <p>Consistent with all these requirements, procedures and guidelines, the District has developed a detailed flowchart for regulatory reporting (Attachment D) that is also incorporated into the District's Sewer System Management Plan (SSMP). A copy of the flowchart is presented as Attachment D. The District's SSMP is available on the District website.</p>	
<b>ALTERNATIVES: NA</b>	
<b>BUDGET INFORMATION: No impact</b>	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# **ATTACHMENT A: SWRCB ORDER NO 2008-0002-EXEC**

STATE OF CALIFORNIA  
STATE WATER RESOURCES CONTROL BOARD

ORDER NO. WQ 2008-0002-EXEC

ADOPTING AMENDED MONITORING AND REPORTING REQUIREMENTS FOR  
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER  
SYSTEMS

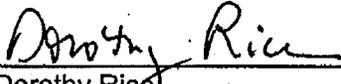
The State of California, Water Resources Control Board (State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general waste discharge requirements for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code 13263, subdivision (l).
2. The State Water Board on May 2, 2006, adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, pursuant to that authority.
3. The State Water Board on May 2, 2006, adopted Monitoring and Reporting Requirements to implement the General Waste Discharge Requirements for Sanitary Sewer Systems.
4. State Water Board Order No. 2006-0003-DWQ, paragraph G.2., and the Monitoring and Reporting Requirements, both provide that the Executive Director may modify the terms of the Monitoring and Reporting Requirements at any time.
5. The time allowed in those Monitoring and Reporting Requirements for the filing of the initial report of an overflow is too long to adequately protect the public health and safety or the beneficial uses of the waters of the state when there is a sewage collection system spill. An additional notification requirement is necessary and appropriate to ensure the Office of Emergency Services, local public health officials, and the applicable regional water quality control board are apprised of a spill that reaches a drainage channel or surface water.
6. Further, the burden of providing a notification as soon as possible is de minimis and will allow response agencies to take action as soon as possible to protect public health and safety and beneficial uses of the waters of the state.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Resolution No. 2002-0104 and Order No. 2006-0003-DWQ, the Monitoring and Reporting Requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems No. 2006-0003-DWQ is hereby amended as shown in Attachment A, with new text indicated by double-underline.

Dated: February 20, 2008

  
\_\_\_\_\_  
Dorothy Rice  
Executive Director

## ATTACHMENT A

### STATE WATER RESOURCES CONTROL BOARD MONITORING AND REPORTING PROGRAM NO. 2006-0003-DWQ (AS REVISED BY ORDER NO. WQ 2008-0002-EXEC)

#### STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order No. 2006-2003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems." Revisions to this MRP may be made at any time by the Executive Director, and may include a reduction or increase in the monitoring and reporting.

#### **NOTIFICATION**

Although State and Regional Water Board staff do not have duties as first responders, this Monitoring and Reporting Program is an appropriate mechanism to ensure that the agencies that do have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any discharges of sewage that results in a discharge to a drainage channel or a surface water, the Discharger shall, as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, the local health officer or directors of environmental health with jurisdiction over affected water bodies, and the appropriate Regional Water Quality Control Board.
2. As soon as possible, but no later than twenty-four (24) hours after becoming aware of a discharge to a drainage channel or a surface water, the Discharger shall submit to the appropriate Regional Water Quality Control Board a certification that the State Office of Emergency Services and the local health officer or directors of environmental health with jurisdiction over the affected water bodies have been notified of the discharge.

#### **A. SANITARY SEWER OVERFLOW REPORTING**

##### **SSO Categories**

1. Category 1 - All discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system that:
  - A. Equal or exceed 1000 gallons, or
  - B. Result in a discharge to a drainage channel and/or surface water; or
  - C. Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

2. Category 2 – All other discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system.
3. Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

#### **SSO Reporting Timeframes**

4. Category 1 SSOs – Except as provided above, all SSOs that meet the above criteria for Category 1 SSOs must be reported as soon as: (1) the Enrollee has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO. Minimum information that must be contained in the 3-day report must include all information identified in section 9 below, except for item 9.K. A final certified report must be completed through the Online SSO System, within 15 calendar days of the conclusion of SSO response and remediation. Additional information may be added to the certified report, in the form of an attachment, at any time.

The above reporting requirements are in addition to do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (local County Health Officers, local Director of Environmental Health, Regional Water Boards, or Office of Emergency Services (OES)) or State law.

5. Category 2 SSOs – All SSOs that meet the above criteria for Category 2 SSOs must be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs (e.g. all SSOs occurring in the month of January must be entered into the database by March 1st).
6. Private Lateral Sewage Discharges – All sewage discharges that meet the above criteria for Private Lateral sewage discharges may be reported to the Online SSO Database based upon the Enrollee's discretion. If a Private Lateral sewage discharge is recorded in the SSO Database, the Enrollee must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the Enrollee) should be identified, if known.
7. If there are no SSOs during the calendar month, the Enrollee will provide, within 30 days after the end of each calendar month, a statement through the Online SSO Database certifying that there were no SSOs for the designated month.
8. In the event that the SSO Online Database is not available, the enrollee must fax all required information to the appropriate Regional Water Board office in

accordance with the time schedules identified above. In such event, the Enrollee must also enter all required information into the Online SSO Database as soon as practical.

### **Mandatory Information to be Included in SSO Online Reporting**

All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within thirty (30) days of receiving an account and prior to recording SSOs into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding an Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.

At a minimum, the following mandatory information must be included prior to finalizing and certifying an SSO report for each category of SSO:

#### **9. Category 2 SSOs:**

- A. Location of SSO by entering GPS coordinates;
- B. Applicable Regional Water Board, i.e. identify the region in which the SSO occurred;
- C. County where SSO occurred;
- D. Whether or not the SSO entered a drainage channel and/or surface water;
- E. Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;
- F. Estimated SSO volume in gallons;
- G. SSO source (manhole, cleanout, etc.);
- H. SSO cause (mainline blockage, roots, etc.);
- I. Time of SSO notification or discovery;
- J. Estimated operator arrival time;
- K. SSO destination;
- L. Estimated SSO end time; and
- M. SSO Certification. Upon SSO Certification, the SSO Database will issue a Final SSO Identification (ID) Number.

#### **10. Private Lateral Sewage Discharges:**

- A. All information listed above (if applicable and known), as well as;
- B. Identification of sewage discharge as a private lateral sewage discharge; and
- C. Responsible party contact information (if known).

### 11. Category 1 SSOs:

- A. All information listed for Category 2 SSOs, as well as;
- B. Estimated SSO volume that reached surface water, drainage channel, or not recovered from a storm drain;
- C. Estimated SSO amount recovered;
- D. Response and corrective action taken;
- E. If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA must be selected.
- F. Parameters that samples were analyzed for (if applicable);
- G. Identification of whether or not health warnings were posted;
- H. Beaches impacted (if applicable). If no beach was impacted, NA must be selected;
- I. Whether or not there is an ongoing investigation;
- J. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
- K. OES control number (if applicable);
- L. Date OES was called (if applicable);
- M. Time OES was called (if applicable);
- N. Identification of whether or not County Health Officers were called;
- O. Date County Health Officer was called (if applicable); and
- P. Time County Health Officer was called (if applicable).

### Reporting to Other Regulatory Agencies

These reporting requirements do not preclude an Enrollee from reporting SSOs to other regulatory agencies pursuant California state law. These reporting requirements do not replace other Regional Water Board telephone reporting requirements for SSOs.

1. The Enrollee shall report SSOs to OES, in accordance with California Water Code Section 13271.

Office of Emergency Services  
Phone (800) 852-7550

2. The Enrollee shall report SSOs to County Health officials in accordance with California Health and Safety Code Section 5410 et seq.
3. The SSO database will automatically generate an e-mail notification with customized information about the SSO upon initial reporting of the SSO and final certification for all Category 1 SSOs. E-mails will be sent to the appropriate County Health Officer and/or Environmental Health Department if the county desires this information, and the appropriate Regional Water Board.

## B. Record Keeping

1. Individual SSO records shall be maintained by the Enrollee for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Board Executive Officer.
2. Omitted.
3. All records shall be made available for review upon State or Regional Water Board staff's request.
4. All monitoring instruments and devices that are used by the Enrollee to fulfill the prescribed monitoring and reporting program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;
5. The Enrollee shall retain records of all SSOs, such as, but not limited to and when applicable:
  - a. Record of Certified report, as submitted to the online SSO database;
  - b. All original recordings for continuous monitoring instrumentation;
  - c. Service call records and complaint logs of calls received by the Enrollee;
  - d. SSO calls;
  - e. SSO records;
  - f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.
  - g. Work orders, work completed, and any other maintenance records from the previous 5 years which are associated with responses and investigations of system problems related to SSOs;
  - h. A list and description of complaints from customers or others from the previous 5 years; and
  - i. Documentation of performance and implementation measures for the previous 5 years.
6. If water quality samples are required by an environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the Enrollee or its agent(s), as a result of any SSO, records of monitoring information shall include:
  - a. The date, exact place, and time of sampling or measurements;
  - b. The individual(s) who performed the sampling or measurements;
  - c. The date(s) analyses were performed;
  - d. The individual(s) who performed the analyses;
  - e. The analytical technique or method used; and,
  - f. The results of such analyses.

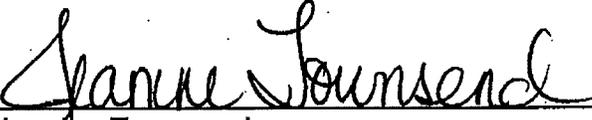
### C. Certification

1. All final reports must be certified by an authorized person as required by Provision J of the Order.
2. Registration of authorized individuals, who may certify reports, will be in accordance with the CIWQS' protocols for reporting.

Monitoring and Reporting Program No. 2006-0003 will become effective on the date of adoption by the State Water Board. The notification requirements added by Order No. WQ 2008-0002-EXEC will become effective upon issuance by the Executive Director.

### CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Board.

  
\_\_\_\_\_  
Jeanne Townsend  
Clerk to the Board

**ATTACHMENT B: SFRWQCB LETTER FILE NO. 1210.57 (RS  
AND MC) DATED May 1, 2008**



# California Regional Water Quality Control Board

## San Francisco Bay Region



Linda S. Adams  
Secretary for  
Environmental Protection

1515 Clay Street, Suite 1400, Oakland, California 94612  
(510) 622-2300 • Fax (510) 622-2460  
<http://www.waterboards.ca.gov/sanfranciscobay>

Arnold Schwarzenegger  
Governor

May 1, 2008  
File No. 1210.57 (RS and MC)

To: Attached Mailing List

Subject: 1) New Sanitary Sewer Overflow Notification Procedures for Sanitary Sewer Collection Systems, and 2) New Unauthorized Discharge Notification and Reporting Requirements for Municipal Wastewater Treatment Plants

This letter includes new procedures and requirements for addressing spills from sanitary sewer collection systems and unauthorized discharges from municipal wastewater treatment plants. Part 1 of this letter imposes new procedures for sanitary sewer collection systems (upstream of the plant headworks) to document compliance with the State Water Board's new 2-hour notification and 24-hour certification requirements for sanitary sewer overflows (SSOs). Part 2 of this letter imposes new notification and reporting requirements for municipal wastewater treatment plants that experience an unauthorized discharge at their treatment facilities. The treatment plants covered by this requirement are shown in Attachment A. The requirements of this letter are effective starting June 1, 2008.

### Part 1: Requirements that Apply to Sanitary Sewer Collection Systems

To satisfy the notification requirements for SSOs established by the State Water Board's Order No. WQ 2008-0002-EXEC, dischargers must complete the SSO notification form at the following link: [https://www.r2esmr.net/sso\\_login2.asp](https://www.r2esmr.net/sso_login2.asp). The requirement to notify the Regional Water Board, via our online reporting system, is effective starting on June 1, 2008. Additional details on the reporting procedures are posted at that link.

You may recall that this was the web-based SSO reporting system that this Regional Water Board used prior to the State Water Board's statewide SSO reporting system under the California Integrated Water Quality System (CIWQS). In response to the State Water Board's Order No. 2008-0002-EXEC, we have modified and relaunched our regional system. This is to provide a consistent and reliable method for the collection system agencies to notify us as they are required by the State Water Board's Order.

Please note that this system only serves to document that dischargers have notified the Office of Emergency Services, the local health officer/environmental health office, and the Regional Water Board (as directed by the State Water Board's new notification requirements). Dischargers are still required to report sanitary sewer spills through the State Water Board's CIWQS web-database.

RECEIVED  
MAY 07 2008

NOVATO SANITARY DISTRICT

*Preserving, enhancing, and restoring the San Francisco Bay Area's waters for over 50 years*

In order to clarify the multiple levels of notification, certification, and reporting, the communication requirements for SSOs are summarized in Table 1 below:

**Table 1: Summary of Communication Requirements for Sanitary Sewer Overflows**

<b>Communication Type (all are required)</b>	<b>Agency Being Contacted</b>	<b>Timeframe Requirements</b>	<b>Method for Contact</b>
1. Notification	Office of Emergency Services	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the SSO.	Telephone – (800) 852-7550 (obtain a control number from OES)
	Local health department	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the SSO.	Depends on local health dept.
	Regional Water Board	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the SSO.	Electronic <sup>1</sup> www.r2esmr.net/ sso_login2.asp
2. Certification	Regional Water Board	As soon as possible, but not later than <b>24 hours</b> after becoming aware of the SSO.	Electronic <sup>2</sup> www.r2esmr.net/ sso_login2.asp
3. Reporting	State Water Board (CIWQS)	Category 1 SSO: initial report within <b>3 business days</b> , final report within <b>15 calendar days</b> after response activities have been completed.	Electronic (only) to CIWQS
		Category 2 SSO: within <b>30 calendar days</b> after the end of the calendar month in which the SSO occurs.	Electronic (only) to CIWQS

**Part 2: Requirements that Apply to Municipal Wastewater Treatment Plants**

<sup>1</sup> In the event a discharger is unable to provide online notification within 2 hours of becoming aware of an SSO, it shall phone the Regional Water Board's spill hotline at (510) 622-2369 and convey the same information contained in the notification form. In cases where the discharger satisfies 2-hour notification requirements via phone, it must still provide online notification to the Regional Water Board within 3 business days of becoming aware of a SSO.

<sup>2</sup> In most instances, the 2-hour notification will also satisfy 24-hour certification requirements. This is because the notification form includes fields for documenting that OES and the local health department have been contacted. In other words, if a discharger is able to complete all the fields in the notification form within 2 hours, certification requirements are also satisfied. In the event a discharger is unable to provide online certification within 24 hours of becoming aware of an SSO, it shall phone the Regional Water Board's spill hotline at (510) 622-2369 and convey the same information contained in the certification form. In addition, within 3 business days of becoming aware of an SSO, the certification information must also be entered into the Regional Water Board's online system in electronic format.

As mentioned above, this letter includes new notification and reporting requirements for unauthorized discharges that occur at municipal wastewater treatment plants. Unauthorized discharges can include such discharges as untreated wastewater, partially treated wastewater, fully treated wastewater to an unauthorized location, oil spills, and spills of hazardous waste. The reason for this modification is because the time prescribed in Self-Monitoring Programs for the filing of the initial report of an unauthorized discharge is too long to adequately protect public health or the beneficial uses of waters of the State when such incidences occur. Therefore, the facilities shown in Attachment A shall comply with the following:

“Notification and Certification

For any unauthorized discharges<sup>3</sup> that result in a discharge to a drainage channel or a surface water, the discharger shall, as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, the local health officer or directors of environmental health with jurisdiction over affected water bodies, and the Regional Water Board. At that time, the discharger must submit to the Regional Water Board, via our online reporting system, the following:

- (a) A description of what happened (i.e., the cause),
- (b) The location of threatened or involved waterway(s) or storm drains,
- (c) The date and time the unauthorized discharge is known to have started,
- (d) The estimated quantity and duration of the unauthorized discharge so far, and the estimated amount recovered,
- (e) The level of treatment (e.g., raw wastewater, primary treated, undisinfected secondary treated, and so on), and
- (f) The identity of the person reporting the unauthorized discharge, and
- (g) A certification (within 24 hours) that the State Office of Emergency Services and the local health officer or directors of environmental health with jurisdiction over the affected water bodies have been notified of the discharge.

Reporting

---

<sup>3</sup> Title 23 California Code of Regulations Section 2250 (b) states that an unauthorized discharge is defined to be a discharge, not regulated by waste discharge requirements, of treated, partially treated, or untreated wastewater resulting from the intentional or unintentional diversion of wastewater from a collection, treatment or disposal system.

Within five (5) business days, the discharger shall submit a written report, via the Regional Water Board's online reporting system, that includes, in addition to the information required above, the following:

- (a) The methods used to delineate the geographical extent of the unauthorized discharge on receiving waters,
- (b) The efforts implemented to minimize public exposure to the unauthorized discharge,
- (c) A visual observation of the impacts (if any) that were noted in the receiving water (e.g., fish kill, discoloration of water), and the extent of sampling if any was conducted,
- (d) The corrective measures taken to minimize the impact of the unauthorized discharge,
- (e) The measures to be taken to minimize the chances of a similar unauthorized discharge occurring in the future,
- (f) How (if necessary) its Spill Prevention and Contingency Plan or Operation & Maintenance Manual will be modified to minimize the chances of future unauthorized discharges, and
- (g) The quantity and duration of the unauthorized discharge, and the amount recovered.

#### Communication Protocol

In order to clarify the multiple levels of notification, certification, and reporting, the current communication requirements for unauthorized discharges from municipal wastewater treatment plants are summarized in Table 2 on the following page.

**Table 2: Summary of Communication Requirements for Unauthorized Discharges from Municipal Wastewater Treatment Plants**

Communication Type (all are required)	Agency Being Contacted	Timeframe Requirements	Method for Contact
1. Notification	Office of Emergency Services	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the unauthorized discharge.	Telephone – (800) 852-7550 (obtain a control number from OES)
	Local health department	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the unauthorized discharge.	Depends on local health dept.
	Regional Water Board	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the unauthorized discharge.	Electronic <sup>4</sup> www.r2esmr.net/ sso_login2.asp
2. Certification	Regional Water Board	As soon as possible, but not later than <b>24 hours</b> after becoming aware of the unauthorized discharge.	Electronic <sup>5</sup> www.r2esmr.net/ sso_login2.asp
3. Reporting	Regional Water Board	Within <b>5 business days</b> , submit written report.	Electronic <sup>6</sup> www.r2esmr.net/ sso_login2.asp

The 2-hour notification/certification and 5-day reporting requirements to the Regional Water Board shall be accomplished through our online reporting system, starting June 1, 2008. The procedures and instructions for online reporting are provided at the following link:  
[https://www.r2esmr.net/sso\\_login2.asp](https://www.r2esmr.net/sso_login2.asp).

<sup>4</sup> In the event a discharger is unable to provide online notification within 2 hours of becoming aware of an unauthorized discharge, it shall phone the Regional Water Board's spill hotline at (510) 622-2369 and convey the same information contained in the notification form. In addition, within 3 business days of becoming aware of the unauthorized discharge, the notification information must also be entered into the Regional Water Board's online system in electronic format.

<sup>5</sup> In most instances, the 2-hour notification will also satisfy 24-hour certification requirements. This is because the notification form includes fields for documenting that OES and the local health department have been contacted. In other words, if a discharger is able to complete all the fields in the notification form within 2 hours, certification requirements are also satisfied. In the event a discharger is unable to provide online certification within 24 hours of becoming aware of an unauthorized discharge, it shall phone the Regional Water Board's spill hotline at (510) 622-2369 and convey the same information contained in the certification form. In addition, within 3 business days of becoming aware of the unauthorized discharge, the certification information must also be entered into the Regional Water Board's online system in electronic format.

<sup>6</sup> If a discharger cannot satisfy the 5-day reporting requirements via our online reporting system, it must submit a written report (preferably electronically in pdf), to the appropriate case manager. In cases where the discharger cannot satisfy 5-day reporting requirements via our online reporting system, it must still complete the Regional Water Board's online reporting requirements within 15 calendar days of becoming aware of the unauthorized discharge.

Unauthorized Discharge vs. Bypass

The above notification and reporting requirements for municipal wastewater treatment plants shall satisfy the unauthorized discharge notification and reporting requirements under Self-Monitoring Program Part A, Sections F.1 and F.2. Please note that dischargers must still comply with the bypass provisions (e.g., submitting prior notice for an anticipated bypass) under 40 CFR Part 122.41(m). Additionally, in the event of a bypass, dischargers must also continue to comply with Self Monitoring Program Part A, Section C.2.h, and accelerate monitoring to daily for all constituents with effluent limits, unless this condition is modified in its existing permit.”

Please be aware that the requirements of this letter are made pursuant to section 13383 of the California Water Code. Failure to respond, late response, or incomplete response may subject you to civil liability imposed by the Regional Water Board to a maximum of \$10,000 per day. If you have any questions regarding this letter, please contact Robert Schlipf at (510) 622-2478 or Michael Chee at (510) 622-2333.

Sincerely,



Bruce H. Wolfe  
Executive Officer

Digitally signed by Bruce  
Wolfe  
Date: 2008.05.01 11:18:20  
-07'00'

Enclosures: Attachment A - Municipal Wastewater Treatment Plants

Attachment A – Municipal Wastewater Treatment Plants

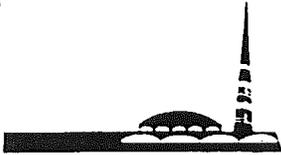
Discharger	NPDES Permit No.	Existing Order No. <sup>1</sup>
American Canyon, City of	CA0038768	R2-2006-0036
Benicia, City of	CA0038091	01-096
Burlingame, City of	CA0037788	R2-2008-0008
C&H Sugar Company Inc., and Crockett Community Services District <sup>2</sup>	CA0005240	R2-2007-0032
Calistoga, City of	CA0037966	R2-2006-0066
Central Contra Costa Sanitary District	CA0037648	R2-2007-008
Central Marin Sanitation Agency	CA0038628	R2-2007-007
Contra Costa County Sanitation District No. 5, Port Costa to be transferred to Crockett Community Services District	CA0037885	R2-2008-0005
Delta Diablo Sanitation District	CA0038547	R2-2003-0114
East Bay Dischargers Authority, City of Hayward, City of San Leandro, Oro Loma Sanitary District, Castro Valley Sanitary District, Union Sanitary District, and LAVWMA	CA0037869	R2-2006-0053
Union S.D. Wet Weather Outfall	CA0038733	R2-2004-0002
Union S.D. Hayward Marsh	CA0038636	R2-2006-0031
Dublin San Ramon Services District	CA0037613	R2-2006-0054
City of Livermore	CA0038008	R2-2006-0055
LAVWMA Wet Weather Outfall	CA0038679	R2-2006-0026
East Bay Municipal Utilities Dist. WWTP	CA0037702	01-072
EBMUD Wet Weather Facilities	CA0038440	R2-2005-0047
East Brother Light Station, Inc.	CA0038806	R2-2004-0079
Fairfield-Suisun Sewer District	CA0038024	R2-2003-0072
Las Gallinas Valley Sanitary District	CA0037851	R2-2003-0108
Marin County (Paradise Cove), Sanitary District No. 5 of	CA0037427	R2-2006-0037
Marin County (Tiburon), Sanitary District No. 5 of	CA0037753	R2-2002-0097
Millbrae, City of	CA0037532	01-143
Mt. View Sanitary District	CA0037770	R2-2006-0063
Mapa Sanitation District	CA0037575	R2-2005-0008
Novato Sanitary District	CA0037958	R2-2004-0093
Palo Alto, City of	CA0037834	R2-2003-0078
Petaluma, City of	CA0037810	R2-2005-0058
Pinole, City of	CA0037796	R2-2007-0024
Rodeo Sanitary District	CA0037826	R2-2006-0062
Saint Helena, City of	CA0038016	R2-2005-0025
San Francisco, City and County of, San Francisco International Airport, Sanitary	CA0038318	R2-2007-0058
San Francisco (Southeast Plant), City and County of	CA0037664	R2-2008-0007
San Jose/Santa Clara, Cities of	CA0037842	R2-2003-0085
San Mateo, City of	CA0037541	R2-2007-0075
Sausalito-Marin City Sanitary District	CA0038067	R2-2007-0054
Seafirth Estates Company and Property Owners with the Seafirth Estates Subdivision	CA0038893	R2-2006-0082
Sewerage Agency of Southern Marin	CA0037711	R2-2007-0057
Sonoma Valley County Sanitary District	CA0037800	R2-2002-0046
South Bayside System Authority	CA0038369	R2-2007-0006
South San Francisco and San Bruno, Cities of	CA0038130	R2-2003-0010
Sunnyvale, City of	CA0037621	R2-2003-0079
US Naval Support Activity, Treasure Island	CA0110116	R2-2004-0036
Vallejo Sanitation and Flood Control District	CA0037699	R2-2006-0056
West County Agency (West County Wastewater District and City of Richmond Municipal Sewer District)	CA0038539	R2-2008-0003
Yountville, Town of	CA0038121	R2-2004-0017

Discharger	NPDES Permit No.	Existing Order No. <sup>1</sup>
East Bay Regional Parks District, Del Valle Regional Park	Not applicable	90-157
East Bay Regional Parks District, Arroyo Del Valle Environmental Education Center and Youth Camp	Not applicable	01-143
Contra Costa Sanitation District #6, Stonehurst Subdivision	Not applicable	91-096
Bolinas Community P.U.D., Bolinas Sewage Pond System	Not applicable	88-100
California Dept. of Parks & Recreation, Samuel P. Taylor Park – WW System	Not applicable	91-181
Tomales Village CSD, Tomales Sewage Pond System	Not applicable	86-086
California State Parks Foundation, Marconi Conference Center WWTP	Not applicable	02-067
French Ranch LLC, French Ranch Community WWTP	Not applicable	97-10DWQ
City & County of San Francisco, Log Cabin Ranch School	Not applicable	91-054
California Dept of Parks & Recreation, Portola Redwoods State Park WWTP	Not applicable	86-087
San Mateo County, Memorial Park	Not applicable	86-046
San Mateo County, Glenwood Boys Ranch	Not applicable	88-140
San Mateo County, San Mateo County Honor Camp #1	Not applicable	88-141
University of California, Elkus 4-H Ranch	Not applicable	92-124
County of Santa Clara, Mariposa Lodge – Alcohol Rehab	Not applicable	78-053
Lake Canyon Community Services District, Lake Canyon Community WW System	Not applicable	94-143

<sup>1</sup> The orders shown are for the primary permit reissuance and do not include permit amendments.

<sup>2</sup> This industrial facility also treats municipal wastewater from the Crockett Community Services District.

**ATTACHMENT C: MEMO FROM REBECCA NG,  
SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST,  
MARIN COUNTY, DATED May 6, 2008**



## MEMORANDUM

**DATE:** May 6, 2008  
**TO:** Marin County Sanitation Districts  
**FROM:** Rebecca Ng, Supervising Environmental Health Specialist  
Solid Waste Program and Haz Mat EH Response Coordinator  
**SUBJECT:** Response to Sewage Spills in Marin County

Purpose: To introduce ourselves, define our role, and establish a mutually beneficial working relationship with sanitation districts.

### Role of Marin County Environmental Health Services (EHS)

- No authority over sewer agencies
- To protect public health from sewage via upsets, bypasses, and overflows

Past: EHS was notified when there were overflows due to breaks or blockages in sewer lines.

October 10, 2008: AB 800 was adopted to amend the Water Code Section 13271.

13271 (a)(1) "... any person who, without regard to intent or negligence, causes or permits any hazardous substance or sewage to be discharged in or on any waters of the state, or discharges or deposited where it is, or probably will be, discharged in or on any waters of the state, shall, as soon (A) that person has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, immediately notify the Office of Emergency Services (OES) of the discharge in accordance with spill reporting provision of the state toxic disaster contingency plan adopted..."

(2) "The Office of Emergency Services shall immediately notify the appropriate regional board, the local health officer, and the director of environmental health of the discharge. The regional board shall notify the state board as appropriate."

(3) "Upon receiving notification of a discharge pursuant to this section, the local health officer and the director of environmental health shall immediately determine whether notification of the public is required to safeguard public health and safety. If so, the local health officer and the director of environmental health shall immediately notify the public of the discharge by posting notices or other appropriate means. The notification shall describe measures to be taken by the public to protect the public health."

(b) "The notification required by this section shall not apply to a discharge in compliance with waste discharge requirements or other provisions of this division."

13271 (f)(1) "The state board shall adopt regulations establishing reportable quantities of sewage for purposes of this section. The regulations shall be based on the quantities that should be reported because they pose a risk to public health or the environment if discharged to groundwater or surface water. Regulations establishing reportable quantities shall not supersede waste discharge requirements or water quality objectives adopted pursuant to this division..."

### Sanitation District Notification Requirements

There is a notification requirement for sanitary sewer overflow (SSO) into drainage channels or surface water.

- Discharger shall, as soon as possible but not later than 2 hours after becoming aware of the discharge, notify OES, the local health officer, director of EH and RWQCB.
- Within 24 hours, the discharger must submit to RWQCB, a certification that OES, the local health officer and director EH have been notified of the discharge.

### Sanitary Sewer Overflow Category I:

- equal or exceeding 1,000 gallons, or
- results in a discharge to drainage channel or surface water, or
- discharges to a storm drain pipe that was not fully captured and returned to the sanitary sewer system.

### Marin County Notification

Health Officer, Health and Human Services: (415) 499-3707  
Fax: (415) 499-3791

Environmental Health Services: (415) 499-6907  
Fax: (415) 507-4120

Philip Smith, EHS Deputy Director: (415) 499-7338  
[psmith@co.marin.ca.us](mailto:psmith@co.marin.ca.us)

Rebecca Ng, Supervising EHS: (415) 499-6919  
[rng@co.marin.ca.us](mailto:rng@co.marin.ca.us)

David Smail, Supervising EHS: (415) 499-6916  
[dsmail@co.marin.ca.us](mailto:dsmail@co.marin.ca.us)

Sheriff Communication Center: (415) 499-9464, evenings and weekends

### Procedure for Upsets, Bypasses, Overflows

We request that the sewer agencies implement the following when there is an discharge of sewage.

- 1) Install barriers to prevent the public from having contact with the sewage.
- 2) Post signs to alert the public to keep out of the area and from having contact with the sewage.
- 3) Corrective action to stop and contain the sewage flow. Return sewage to sanitary sewer if possible.
- 4) Determine quantity of sewage that overflowed.
- 5) Clean up areas that the public may have contact with.
- 6) If sewage flowed into a drainage channel or water body, determine the final destination of the sewage and estimate quantities that may have flowed into the water body.
- 7) Sample a minimum of 100 feet upstream and 100 feet downstream of the outfall.
- 8) Post "Closed" signs at the outfall and minimum of 100 feet upstream and 100 feet downstream of the outfall. If there are large quantities of sewage, more signs would have to be posted downstream.
- 9) Leave signs up until at least two (2) consecutive day of samplings meet the Public Beach Sanitation and Ocean Water-Contact Sports standards.

Draft policy states that EHS may not be actively involved in the above if the overflow is less than 5,000 gallons. EHS will oversee the action taken and the lab results before approving the removal of closed signs. Depending on the situation, EHS will follow up and inspect areas of the overflow, the final

destination of the overflow, the posting of signs, monitor the number of samples and the sampling locations. EHS may require the sewer agency distribute a press release notifying the public of the overflow or may distribute a press release on the Marin County website, [www.marinsheriff.org](http://www.marinsheriff.org) and/or have a recorded message on the Marin County Beach Monitoring Hotline, (415) 473-2335.

### Water Sampling

Sampling may be conducted by the sewer agency and tested at a state-certified laboratory. Sampling of water bodies must be tested for compliance with the Public Beach Sanitation and Ocean Water-Contact Sports bacteriological standards.

1. Single sample standard exceedance:
  - Total coliform bacteria are > 1,000 per 100 ml sample, if the ratio of fecal/total coliform bacteria exceeds 0.1; or
  - Total coliform bacteria are > 10,000 per 100 ml sample; or
  - Fecal coliform bacteria are > 400 per 100 ml sample; or
  - Enterococcus bacteria > 104 per 100 ml sample.
  
2. Exceedance based on the geometric mean of at least five weekly consecutive samples during any 30-day sampling period:
  - Total coliform bacteria > 1,000 per 100 ml sample; or
  - Fecal coliform bacteria are > 200 per 100 ml sample; or
  - Enterococcus bacteria are > 35 per 100 ml sample.

Signs must remain posted until at least two (2) consecutive day of samplings meet the Public Beach Sanitation and Ocean Water-Contact Sports standards.

Testing may be conducted by the Marin County Public Health Laboratory. The sewer agency will be responsible for the lab costs.

### Other Information

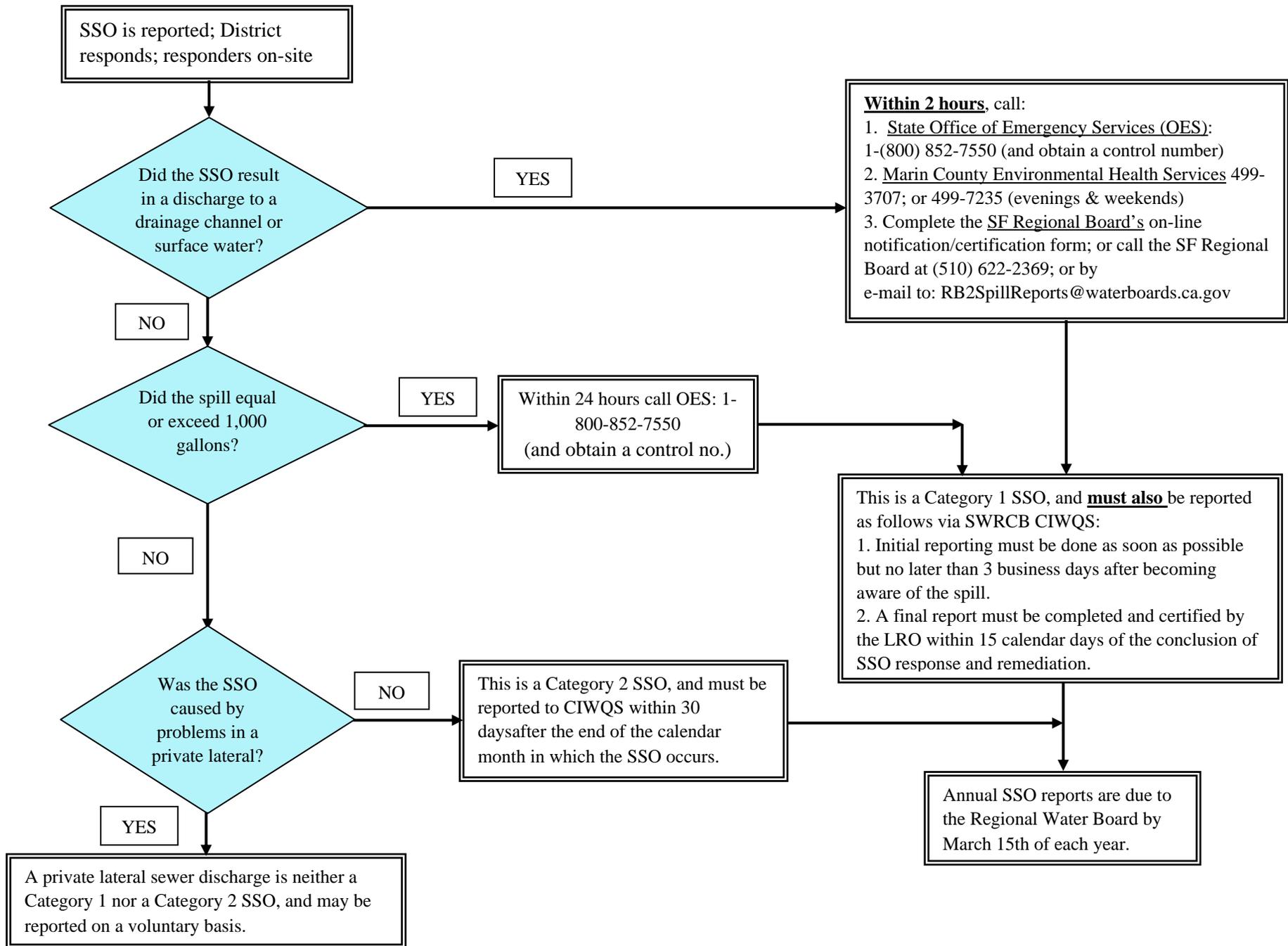
EHS is trying to get prepared. We have already mapped the treatment plants and the outfalls. We understand that the problems that may result in a closed beach or water body will result from sewage flowing into a storm drain or something similar. So, that we can provide a rapid response, we request from the sewer agencies a map via e-mail or paper map of the storm drain within your agency jurisdiction.

### Pending Legislation

AB 2986 is proposed by Mark Leno to amend the California Clean Water Act. It would:

- 1) Require the State Board or RWQCB to give a letter grade to every sewer collection and every sewage treatment plant based on objective methodologies for measuring system performance.
- 2) Make state permits, monitoring data, inspection reports, enforcement orders, violations, and relevant legal agreements available for public viewing and downloading on the State and RWQCB websites by January 1, 2020.
- 3) Requirement to measure wet weather flows by installing flow monitor at points where the tributary system connects to a treatment plant. Requires the State Board to establish a methodology for measuring peak flows from plants and to implement monitoring in problem systems to measure flows and identify which sewer collection systems are contributing to violations of waste discharge requirements.
- 4) Authorizes the State Board to charge fees to waste discharges to cover the cost of implementing these provisions.

**ATTACHMENT D: FIGURE 2.4 – NSD SSO REPORTING  
RESPONSIBILITIES, ABSTRACTED FROM THE  
DISTRICT’S SEWER SYSTEM MANAGEMENT PLAN  
(SSMP)**



**Figure 2-4: NSD SSO Reporting Responsibilities**

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Sanitary Sewer Overflow at Michele Circle</b>	<b>MEETING DATE: 01/10/11</b>  <b>AGENDA ITEM NO.: 10.b.</b>
<b>RECOMMENDED ACTION:</b> Receive staff report on sanitary sewer overflow on January 1, 2011 on Michele Circle.	
<b>SUMMARY AND DISCUSSION:</b>  <p>At 9:52 am on January 1, 2011, the Novato Police Dept. referred a call of a potential overflow at a manhole on Michele Circle close to the intersection of Sutro Ave. to the District's on-call crew at the time.</p> <p>The District's on-call crew responded to the site by 10:30 am, followed shortly thereafter by the District's Collection System Superintendent. The cause of the overflow was traced to a grease blockage in the downstream 6-inch gravity sewer, which was cleared by approximately 10:45 am.</p> <p>The amount of sewage lost to an adjacent storm drain was estimated to be about 2,500 gallons. All required notifications were made to the state Office of Emergency Services, the Marin County Health Department, and the San Francisco Regional Water Quality Control Board.</p> <p>The County Health Dept. directed the District to (a) provide public notification via "posting" signs along a drainage ditch leading to Novato Creek, and (b) conduct water quality sampling along the same reach. At the County's direction, the District conducted water quality sampling and kept the notification signs in place for three days, with sampling conducted through Wednesday Jan 5, 2011, and notification signs removed on Thursday, January 6, 2011.</p> <p>District Collection Crews have televised the sewer line downstream of the overflow and identified a ¾ to full pipe sag extending for approximately 90 feet as the structural problem contributing to the overflow. District engineering staff is looking into alternatives to repair or re-route the sewer to eliminate the sag. Collection crews will also distribute door hangers on not disposing of grease to the sewers to all of the homes tributary to this point.</p>	
<b>ALTERNATIVES: NA</b>	
<b>BUDGET INFORMATION: No impact</b> .	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: North Bay Watershed Association</b>	<b>MEETING DATE: 01/10/11</b>  <b>AGENDA ITEM NO.: 10d</b>
<b>RECOMMENDED ACTION:</b> Staff report	
<b>SUMMARY AND DISCUSSION:</b>  <p>The North Bay Watershed Association met on Friday, January 7, 2011. A copy of the minutes of the December meeting and the Treasurer's report is attached. Jack Curley of Marin County Flood Control gave an update on the Ross Valley Flood Control and Watershed Program. They have developed a Master Plan for providing flood protection for up to a 100-year storm in cooperation with all of the jurisdictions in the watershed. This is the model they are using for the proposed Novato Creek Watershed Program. More information is available on the website: <a href="http://www.marinwatersheds.org">www.marinwatersheds.org</a>.</p> <p>Harry Seraydarian provided an update on the two Bay Area Integrated Regional Water Management Program grant applications under Proposition 84. The planning grant to update the Integrated Regional Water Management Plan for \$842,000 was approved. The Bay Area agencies plan to have a draft completed by August 2012 and the final plan by the end of 2012. Projects included in the plan will then be eligible for future state funding.</p> <p>The application for the implementation grant was due on January 7, 2011. The application includes \$2.0 million for construction of Phase I of the North Bay Water Reuse Project. The Novato North Recycling Project is included for \$500,000. They tentatively plan to award the grants in June 2011.</p> <p>The next NBWA meeting will be in Petaluma on February 4<sup>th</sup>. Presentations by the Executive Director of the Russian River Watershed and the Interim General Manager of Sonoma County Water Agency are scheduled.</p>	
<b>ALTERNATIVES:</b> NA	
<b>BUDGET INFORMATION:</b> No impact .	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

NORTH BAY WATERSHED ASSOCIATION

Minutes for the meeting of the North Bay Watershed Association (NBWA) Board of Directors.

Date: Friday, December 3, 2010  
Time: 9:30 a.m.  
Location: Petaluma (Lucchesi) Community Center – Club Room  
320 N. McDowell Boulevard  
Petaluma, CA 94954

Directors Present: Directors present included:

<u>Board Member</u>	<u>Agency/Organization</u>	<u>Board Member</u>	<u>Agency/Organization</u>
Judy Arnold	County of Marin	Jack Gibson	Marin Municipal Water District
Jack Baker	North Marin Water District	Mark Luce	Napa Sanitation District
Steve Barbose	City of Sonoma and Sonoma Valley County Sanitation District	Brad Sherwood	Sonoma County and Sonoma County Water Agency
Megan Clark	Las Gallinas Valley Sanitary District	Rick Thomasser	Napa County Flood Control and Water Conservation District
Mike DiGiorgio	Novato Sanitary District		
John Dupar	Central Marin Sanitation Agency		

Directors present represented 12 out of the 16 agencies signatory to the Association MOU and Margaret Johnston represented the Tomales Bay Watershed Council, an Associate Member.

Board Actions

1. Call to Order. Jack Gibson, Chair, called the meeting to order at 9:40 a.m.
2. Public Comment. There was no public comment.
3. Approval of the Agenda. (See Handout) The Board unanimously approved the agenda.
4. Approval of Minutes of the Board Meeting held November 5, 2010. (See Handout) The Minutes of the Board Meeting held on November 5, 2010 were unanimously approved.
5. Treasurer's Report. (See Handout) The Treasurer's Report was accepted as presented by Harry Seraydarian, who added that there may be proposals for projects in the new year.
6. Adapting to Climate Change – "State of the Science" for North Bay Watersheds. Lisa Micheli, Pepperwood Foundation, used a PowerPoint presentation titled "Downscaling Future Climate Scenarios to the Watershed Scale-NBWA Case Study" to update the Board on the project funded by NBWA. Lisa first provided some information on the Pepperwood Foundation; presenting their mission and describing a new facility. Lisa presented some general questions for the case study: How do we take climate change into account with our restoration projects? What do managers need to know regarding climate change? What can researchers tell us about climate change? Lisa noted that the technical team which includes USGS employees will develop a managers' guide for NBWA and, in parallel, is developing a scientific paper. Lisa presented visuals showing precipitation, maximum air temperature and minimum air temperature from 1970-2007. She then described 4 scenarios used in the case study using two emissions scenarios (medium and low) and two models (dry and wet). Lisa presented graphs illustrating precipitation (average monthly by decade) for 1900-2000 and 2000-2100 and then air temperature by decade and also runoff for each of the scenarios. She also displayed graphs for runoff for sub-basins based on soil depth and underlying geology showing more extremes for a 3 year running average. Lisa presented charts for the Napa River for precipitation, recharge, and potential evaporation and then a regional water balance for the North Bay. Lisa also illustrated a "climatic water deficit" indicating more drought stress. Lisa presented more visuals on vegetation mapping and major basin comparisons (Marin Coast, Marin Bay, Petaluma, Sonoma, Napa) for temperature, runoff and water deficit. Lisa then presented sea level rise estimates based on studies by Knowles in 2010. Lisa summarized as follows: air temperature will increase, conditions will be wetter and drier with increased water deficit, and impacts will be variable across the region, with the deep alluvial deposits prone to the greatest change. Lisa noted that the North Bay had local resilient areas, which may maintain current conditions, and referred to the need to measure base flows. Lisa also referred to the North Bay Climate Adaptation Initiative (NBCAI) and the monitoring network in Sonoma County and the possibility of data sharing tools. Lisa presented next steps which included evaluating effects on water quantity, habitat conversion, sediment transport and water quality. The Board had a number of questions. If we anticipate a cataclysmic event do we want to stay the course? (Need adaptive management and monitoring and need to think about emergency response.) Is Report available? (Yes, a 2 page executive summary and 10 page report is

available.) Should this be presented to all member boards? (Yes – a PowerPoint is available.) Are you looking at a range given 2 versions of mitigation on emissions? (Yes, however emissions scenarios do not drive water picture.) Are there any scientists with dramatically different conclusions? (No, we used global data and models and the California data layer and picked models at 2 ends of the spectrum.) Given the variability, will air humidity be lower? (Soil humidity will be lower and there will be more energy in the system, so we should worry about more fires.) Can you run fire prediction risk? (Using 8 km scale we could run data through a meteorology model.) Have you looked at locations for monitoring stations? (NBCAI will schedule a meeting focused on monitoring.) What is source of inundation map? (BCDC study which used USGS data; USGS also looking at levee removal scenarios and a sediment study relative to marshlands.) Will PowerPoint be online? (Yes – available on NBWA website.)

7. NBWA Website Update. Harry Seraydarian used PowerPoint to present information on the NBWA website. He first showed examples of the existing website which is now ten years old and described some of the weaknesses and how those could be addressed with an update. Harry then presented the annual costs for the website (budget: \$3,644/year, upload costs of ~ \$3,000/ year) and noted the indirect costs would include Elizabeth's time to prepare information for uploading. Harry then presented options: 1) Website redesign = \$2,400; 2) Add administrative content management modules = \$1,800; 3) 1 & 2 Combined = \$4,200, and 4) Status Quo. Harry then presented some factors to consider in making the decision: website use (use varies, up before conference); redesign costs; annual costs for site maintenance (ability to upload directly will recover administrative module costs of \$1,800 in less than one year); and indirect costs (costs for Elizabeth's time or other MMWD staff could go up). Harry presented the recommendation to proceed with Option 3 and approve \$4,200 for website upgrade with the understanding that NBWA may only proceed with Option 1 (\$2,400) if MMWD cannot provide for additional in kind services for direct upload. The Board unanimously approved the recommendation.

8. Items of Interest.

\* SCWA now has 3 videos on YouTube as part of a monthly effort.

9. Items for Next Agenda.

\* Ross Valley Flood Control and Watershed Program Update – Jack Curley

\* BAIRWMP Update

\* WRDA and "earmarks" – Grant Davis SCWA (February 2011)

Jack Gibson, Chair, adjourned the meeting at 11:00 a.m.

SUBJECT TO APPROVAL

Submitted By: Elizabeth O. Preim-Rohtla

NEXT MEETING INFORMATION

January 7 – Marin Community Foundation, 5 Hamilton Landing, Suite 200, Novato, CA 94949

February 4 -- Petaluma (Lucchesi) Community Ctr., 320 N. McDowell Blvd., Petaluma, CA 94954—Craft 1

March 4 – Novato Sanitary District, 500 Davidson Street, Novato, CA 94945

April 1 – Petaluma (Lucchesi) Community Ctr., 320 N. McDowell Blvd., Petaluma, CA 94954— Conf. Rm. 2

May 6 – Marin Community Foundation, 5 Hamilton Landing, Suite 200, Novato, CA 94949

June 3 – Novato Sanitary District, 500 Davidson Street, Novato, CA 94945

July 8 – Marin Community Foundation, 5 Hamilton Landing, Suite 200, Novato, CA 94949

No August

September 9 – Novato Sanitary District, 500 Davidson Street, Novato, CA 94945

October 7 – Petaluma (Lucchesi) Community Ctr., 320 N. McDowell Blvd., Petaluma, CA 94954— Conf. Rm. 2

November 4 – Marin Community Foundation, 5 Hamilton Landing, Suite 200, Novato, CA 94949

December 2 – Petaluma (Lucchesi) Community Ctr., 320 N. McDowell Blvd., Petaluma, CA 94954— Conf. Rm. 2

**Northbay Watershed Association  
Treasurer's Report  
December 1, 2010 through December 31, 2010**

**Revenues:**

Billings-Stewardship - General Benefits - 2011	164,201.98	
<b>Total Revenues</b>		<b><u>164,201.98</u></b>

**Expenses:**

Executive Director Professional Services	46,750.00	
Admin Professional Fees & Expenses		
Operating Expense - General Benefit - website, etc..	1,754.90	
Workshop Preparation ~ LGVSD		
Multi Media Educational Short ~ FCMCW	2,000.00	
Rainwater Harvesting System Demo - SCC		
Rainwater Harvesting Guidebook ~ SSCRC	24,993.25	
Environmental Demonstration Projects ~ SEC		
Habitat Restoration Project ~ The Bay Institute (STRAW)		
Technical Work for Laterals - LARSON		
Outreach for Laterals - RAUCH	307.11	
Adapting to Climate Change - Pepperwood	42,215.00	
SLEWS Habitat Restoration Program ~ NCRCD		
Water Conservation Program Eval ~ SCWA		
<b>Total Expenses</b>		<b><u>118,020.26</u></b>
Change this period		46,181.72
Fund Balance as of July 1, 2010		<u>187,414.35</u>
Fund Balance as of December 31, 2010		<u><u>\$ 233,596.07</u></u>