

NOVATO SANITARY DISTRICT

November 8, 2010

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:30 P.M., Monday, November 8, 2010, 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.

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 October 26, 2010 meeting.

6. CONSENT CALENDAR:

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

- a. Approval of disbursements and ratification of payroll and payroll-related disbursements.

7. SOLID WASTE:

- a. Joint City District Solid Waste Committee Report.
- b. Report on solid waste rate review.
- c. Appointment of Ad Hoc Solid Waste Franchise Update Committee.

8. DISTRICT COUNSEL:

- a. Update on legal expenses and procedures with regard to special meetings.

9. ADMINISTRATION:

- a. Report on Fixed Asset Deletion
- b. Discussion of Audited Financial Statements for fiscal year ended June 30, 2010

10. STAFF REPORTS:

- a. Bahia Pump Station overflow.
- b. North Bay Watershed Association Meeting.

11. MANAGER'S ANNOUNCEMENTS:

12. ADJOURN

Next resolution no. 3028

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.

October 26, 2010

The special meeting of the Board of Directors of the Novato Sanitary District was held at 1:00 p.m., Tuesday, October 26, 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 Quesada arrived at 1:10 p.m.

STAFF PRESENT: Manager-Engineer Beverly James, Finance Officer Laura Creamer and Administrative Secretary Julie Borda.

STAFF ABSENT: Deputy Manager-Engineer Sandeep Karkal.

ALSO PRESENT: Brant Miller, Novato resident
Suzanne Crow
Paul Kaymark, Charles Z. Fedak & Company

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

The Manager requested a change to the agenda as follows: item 6a., *Meeting schedule*, be removed from the Consent Calendar for further discussion and item 9., *Manager's Announcements*, be moved prior to item 8, *Ribbon Cutting Ceremony for Upgraded Treatment Plant*.

On motion of Member Fritz, seconded by Member Di Giorgio, and carried unanimously with the following vote, the agenda was approved as amended: Ayes: Di Giorgio, Fritz, Long and Welsh. Absent: Quesada.

PUBLIC COMMENT:

Suzanne Crow stated that she found the Board meeting change of date and time unacceptable. She commented on the presentation of solar panels from the previous Board meeting and stated she felt the District had misused the Consultants time for this presentation.

BOARD MEMBER REPORTS:

Member Welsh questioned if the District was within the Brown Act requirements when the regular Board meeting was cancelled and rescheduled to a "Special" meeting at a different hour. He requested that District Counsel be consulted.

Member Welsh stated that several months ago he had requested a budget breakdown of costs associated with the Board of Directors participation with the District. The

Manager directed the Board's attention to the current District budget, which shows a line item for Directors' Fees. Upon further discussion, Member Welsh requested information on total expenditures for Directors' fees, medical insurance, and conference expenses, in comparison to other sanitary districts. The Manager stated that a previously released Grand Jury Report listed the information Member Welsh requested and asked staff to provide this report to the Board.

Member Welsh commended a former District employee, Brian McGrane, for his years of service with the District and wished him well as he moves to an employment opportunity with Vallejo.

Member Quesada explained that he was delayed for the meeting due to travel arrangements, which were out of his control.

Member Fritz noted that he and Member Welsh (members of the Ad-Hoc Audit Committee) met with the District's auditor, Paul Kaymark from Charles Z. Fedak & Company to briefly review the Audit Report.

President Long stated that the Marin Conservation League is holding a business breakfast meeting on November 4th and the topic will be "Food Waste to Resource". He encouraged all Board members to attend. President Long discussed a recycled water appreciation presentation, which took place for Lynne Woolsey and Mike Thompson on October 25th.

REVIEW OF MINUTES:

Consider approval of minutes of the October 11th, 2010 meeting.

On motion of Member Di Giorgio, seconded by Member Fritz, and carried unanimously, the minutes of the October 11th, 2010 Board meeting were approved.

CONSENT CALENDAR:

The Manager-Engineer discussed item *a: Meeting Schedule* and requested the Board remove the December 27th regular meeting. The Board discussed the options and requested the Manager schedule the regular board meeting on December 13th and leave December 27th as an optional meeting.

On motion of Member Quesada, seconded by Member Di Giorgio and carried unanimously, the Board approved the following meeting schedule: November 8th and 22nd, December 13th, January 10th and 24th.

On motion of Member Quesada, seconded by Member Di Giorgio and carried unanimously, the Board approved the following Consent Calendar item:

- a. Approval of regular disbursements in the amount of \$338,661.67 and project account disbursements in the amount of \$232,523.98.

2009-10 AUDITED FINANCIAL STATEMENTS:

- Presentation of Audited Financial Statements for fiscal year ended June 30, 2010, by Paul Kaymark, Charles Z. Fedak & Company: The Manager introduced Paul Kaymark.

Mr. Kaymark commended staff for their thorough document preparation prior to the audit. He stated that on October 19th he met with the Ad-Hoc Audit Committee (Members Fritz and Welsh) to review the District's Audit for fiscal years ended June 30, 2010 and 2009.

Mr. Kaymark reviewed the financial report in detail and discussed the District's financial highlights including net assets, operating revenues and operating expenses. He reviewed the statement of net assets as of June 30, 2010 with comparative information as of June 30, 2009. He also discussed with the Board the statement of revenues, expenses and changes in net assets for the fiscal year ended June 30, 2010 with comparative information for the fiscal year ended June 30, 2009.

Member Welsh stated he felt the Board did not discuss in enough detail the District's long term debt. The Manager stated that Bartle Wells was updating the District's long term debt obligations and has a well planned program to repay the debt. She stated Bartle Wells can make a presentation at a later date to review this matter with the Board. The Manager stated that she anticipates Bartle Wells will be conducting a rate review early in 2011.

President Long stated that the Board may wish to hold a conference call with Mr. Kaymark to review the audit in more detail before the Board gives their approval. The Manager stated that this Annual Financial Report did not need Board approval but was simply a "receive and file" report.

Member Welsh stated he was not satisfied with the short amount of time the audit was reviewed and requested the Board review this item further at another meeting.

MANAGER'S ANNOUNCEMENTS: None.

RIBBON CUTTING CEREMONY FOR UPGRADED TREATMENT PLANT:

- Briefing and program for ribbon cutting ceremony. Not discussed.

ADJOURNMENT:

There being no further business to come before the Board, President Long declared the meeting adjourned at 2:06 p.m.

Respectfully submitted,

Beverly B. James
Manager Engineer

Julie Borda, Recording

DRAFT

11/05/10

Novato Sanitary District Check Register

November 8, 2010

Date	Num	Name	Credit
Nov 8, 10			
11/8/2010	51924	J&M Inc.	477,300.49
11/8/2010	51937	RMC Water & Environment, Inc.	132,759.47
11/8/2010	51916	Custom Tractor Service	89,389.15
11/8/2010	51933	Nute Engineering Inc.	44,983.92
11/8/2010	51921	Foster Flow Control	20,443.56
11/8/2010	51912	Central Marin Sanitation District	14,784.37
11/8/2010	51926	Koffler Electrical Mech, Inc.	13,162.20
11/8/2010	51938	San Francisco Estuary	11,299.00
11/8/2010	51910	Caltest Analytical Lab Inc.	10,551.91
11/8/2010	51925	Johnson, Dee	10,159.29
11/8/2010	51917	Denbeste Transportation Inc.	10,010.00
11/8/2010	51908	BPG Development, LLC	8,592.00
11/8/2010	51919	Edd Clark & Associates, Inc.	7,218.00
11/8/2010	51932	Novato, City	6,299.99
11/8/2010	51913	Charles Z. Fedak & Company ...	6,162.00
11/8/2010	51920	EOA, Inc.	5,830.91
11/8/2010	51936	Preferred Benefit	3,290.23
11/8/2010	51897	Aerotek	3,259.50
11/8/2010	51906	Beecher Engineering	2,700.00
11/8/2010	ach	Bowens, Kenneth	1,950.00
11/8/2010	51922	Ghilotti Bros. Inc.	1,865.26
11/8/2010	51927	MarinScope	1,559.24
11/8/2010	51943	VWR International Inc.	1,492.00
11/8/2010	51896	3T Equipment Company Inc.	1,310.51
11/8/2010	51915	Comet Building Maintenance, L...	1,090.00
11/8/2010	51940	Verizon CA Pump Stations	694.93
11/8/2010	51930	Nextel Communications	686.35
11/8/2010	51935	Pini Hardware	573.53
11/8/2010	51905	Bay Area Barricade Service, Inc.	558.08
11/8/2010	51923	Hertz Corporation	539.44
11/8/2010	51942	Vision Service Plan	524.27
11/8/2010	51929	MME	513.33
11/8/2010	51931	North Marin Water District	509.65
11/8/2010	51902	AT&T Mobility	364.05
11/8/2010	51901	AT&T-SAC	338.95
11/8/2010	51904	Barnett Medical LLC	302.50
11/8/2010	51914	Claremont EAP	295.00
11/8/2010	51899	American Sentry Systems, Inc.	270.00
11/8/2010	51909	Cagwin & Dorward Inc.	229.00
11/8/2010	51907	BoundTree Medical, LLC	204.49
11/8/2010	51911	CDW Government, Inc.	200.35
11/8/2010	51941	Verizon California	134.94
11/8/2010	51903	B.W.S. Distributors, Inc.	132.67
11/8/2010	51934	Pacific, Gas & Electric	116.58
11/8/2010	51900	American Water Works Associ...	82.00
11/8/2010	51928	McMaster-Carr Supply Co.	55.58
11/8/2010	51898	All Star Rents LLP	28.69
11/8/2010	51939	T-Mobile	22.62
11/8/2010	51918	E & M Electric & Machinery, Inc.	10.41
Nov 8, 10			894,850.41

11/05/10

Novato Sanitary District Check Register

November 5, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Nov 5, 10			
11/5/2010	51945	Fritz, James D.	1,125.00
11/5/2010	ach	Long, William C.	1,032.10
11/5/2010	51944	Di Giorgio, Mike	947.87
11/5/2010	51946	Welsh Dennis J.	900.00
Nov 5, 10			4,004.97

Novato Sanitary District Payroll and Payroll Related Check Register

October 2010

Date	Name	Amount
Oct 28 - 31, 10		
10/29/2010	October P/R Checks and Vouchers	120,510.26
10/29/2010	United States Treasury	23,217.96
10/28/2010	Retirees Health Benefits	14,563.78
10/28/2010	ACS	80.00
10/28/2010	EDD	7,506.80
10/28/2010	Lincoln Financial Group-401a Plan	3,950.61
10/28/2010	Local Union 315	360.00
10/28/2010	Marin Employ Federal Credit Union	517.00
10/28/2010	Hampton, Cari	400.00
10/28/2010	State Street Bank & Trust	3,050.00
10/28/2010	North Bay Children's Center	40.00
10/28/2010	CalPers Health	25,494.18
10/28/2010	Dearborn National	2,251.28
10/28/2010	Lincoln Financial Group-401a Plan	3,403.54
10/28/2010	Local Union 315	40.00
10/28/2010	PERS Retirement	31,694.30
10/28/2010	Lincoln Financial Group	4,074.80
Oct 28 - 31, 10		<u>241,154.51</u>

11/05/10

Novato Sanitary District Check Register

November 8, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Nov 8, 10			
11/8/2010	2107	Monterey Mechanical, Inc.	1,022,602.20
11/8/2010	2109	RMC Water & Environment, Inc.	41,805.89
11/8/2010	2105	HDR EngineeringInc	5,790.25
11/8/2010	2104	Cantarutti Electric, Inc	3,271.82
11/8/2010	2108	Pacific Sun	1,048.00
11/8/2010	2106	MarinScope	792.00
Nov 8, 10			<u>1,075,310.16</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Solid Waste: Joint City District Solid Waste Committee	MEETING DATE: November 8, 2010
AGENDA ITEM NO.: 7.a.	
RECOMMENDED ACTION: NA	
SUMMARY AND DISCUSSION:	
<p>The Novato Sanitary District Joint City/District Solid Waste Committee met at 4:30 PM on Monday, November 1. Even though it did not have a quorum information items were reviewed including legislative updates, E-waste event, Zero Waste Programs, and the Household Hazardous Waste Program.</p> <p>Two product stewardship bills were passed and signed this year that impact the solid waste program: architectural paint recovery and used carpet recovery.</p> <p>The E-Waste Event was again very successful. It operated for 4 days and collected 73,899 pounds of electronics from 1,115 participants. A detailed report is attached.</p> <p>The City of Novato has decided not to participate in the County JPA Zero Waste Program. The District will continue to implement programs to achieve zero waste goals as we have been doing.</p> <p>Monthly participation in the Household Hazardous Waste Facility continues to grow with 238 people participating. The attached graph shows participation growth over the past five years.</p> <p>Dee Johnson, Solid Waste Coordinator, will be reporting on the program in more detail at the board meeting on December 13, 2010.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: No impact	
DEPT.MGR.:	MANAGER:



NOVATO E-WASTE COLLECTION

Friday, October 8, 2010 – Monday, October 11, 2010

FINAL REPORT

Number of Participants: 1,115 residents

E- Waste Collected: 73,899 pounds

Background

Novato's twelfth E-Waste collection event was held from Friday, October 8, 2010 through Monday, October 11 2010 at the Recycling Center. Due to the sunset of the E-Waste exemption for disposal of electronics, essentially everything with a plug or cord was accepted. Although TV's and CRT's are currently collected at the Household Hazardous Waste (HHW) facility, this special drop off event offers residents the opportunity to properly dispose of all electronic items.

Scope

The event functioned as follows:

1. Novato residents dropped off E-Waste during a four day period beginning Friday, October 8 through Monday, October 11 from 10:00am – 3:00pm. No appointment was necessary.
2. Novato Disposal was responsible for collecting and sorting E-Waste at the Recycling Center. All SB20/50 E-Waste materials - computer monitors, TV's and laptops – were sorted separately and palletized and shrink wrapped. All other E-Waste was packaged in large Gaylord boxes.
3. Novato Disposal was designated the "authorized collector" for the event, and was able to receive the state reimbursement of \$.16/lb. for all CRT's and TV's collected. Novato Disposal provided a separate crew of 5 unloaders, an individual to assist with surveys and a supervisor each day at the Recycling Center dedicated only to the E-Waste collection.
4. ECS Refining of Santa Clara was contracted with to provide E-Waste recycling services and functioned as the "approved recycler" under SB50/20 requirements. ECS was responsible for all transportation and E-Waste recycling, along with providing materials, such as pallets, Gaylord boxes and shrink wrap. In addition, ECS provided 2 additional staff, at no cost, to assist Novato Disposal with unloading and packaging on Saturday and Sunday. ECS also transported e-waste collected every day of the event.
5. Novato Disposal agreed to make special pick-up arrangements for the elderly or handicapped during the week.

6. The program coordinator supervised the entire program and was in attendance all four days to conduct surveys, traffic control, unloading, paperwork and overall coordination and supervision of staff and the recycler.

Participation

A total of **1,115 residents** dropped off *E-Waste* during the four day event. **This was our second highest participation since 2007.** In addition, it is a **10% increase** from Fall, 2009. Surveys were completed by all residents. The daily participation, based on actual surveys completed is listed below:

	FRI	SAT	SUN	MON
Daily Participation	288	318	236	273

Saturday continues to experience the highest level of participation, with Friday and Monday coming in "second and third".

Type of Waste Collected



Due to the sunset of the Universal Waste exemption for household electronics, nearly everything with a cord was accepted, except for large appliances such as washers, stoves, etc. The following *E-Waste* was accepted:

- Computers, computer monitors, laptops – maximum, of 5 per person
- Fax machines and small table top copy machines
- Computer peripherals, such as printers, scanners, cables, mouse, keyboards
- Telephones, cell phones, answering machines
- Electric typewriters
- Televisions
- Radios, tape players, stereo equipment, DVD recorders, VCR's, camcorders
- Kitchen appliances such as blenders, coffee makers, microwaves
- General household appliances – hair dryers, lamps, vacuums

All fliers and ads made it clear what was and was NOT acceptable. In addition, residents were encouraged to donate all working electronics to local thrift stores or charities.

A total of **73,899 pounds** of *E-Waste* was collected over the 4-day period. The chart below illustrates the total pounds and pounds per participant.

Number of participants	1,115
Total <i>E-Waste</i> Collected (lbs)	73,899
Pounds per participant	66



Publicity and Outreach

Publicity and outreach for the event included the following:

- Separate mailers to all Novato households
- Fliers posted at city hall, Sanitary District, Recycling Center
- Articles and ads in Novato Advance; notices on hotline
- Posting fliers and distributing mailers at over 15 apartment complexes

Costs

The state's E-Waste law continues to provide reimbursement to the approved collector – in this case, Novato Disposal - for collection of all CRT devices. For this event we were able to maintain our non-CRT waste collected at **NO CHARGE**. In addition our E-Waste recycler – ECS Refining– did not charge for their additional workers on Saturday and Sunday and continue to provide us with all transport and supplies at no charge. Novato Disposal charged for laborers, supervisors and surveyors for all four days, along with pass through costs for printing and mailing of fliers to all residents.

Costs for this event totaled \$4,656.01, an 18.0% decrease from our costs in spring 2010. This is due to reduced mailing and mail preparation costs. Participation over 4 days decreased slightly – 8% - from spring 2010. Overall total pounds collected also decreased slightly by less than 2%. CRT waste, which is reimbursed from the state, decreased very slightly, accounting for 46% of all E-Waste collected. Novato Disposal billed us directly for any labor and service charges remaining after the CRT reimbursement were received. The following chart illustrates costs, reimbursements and pounds collected.

Individuals Participating	1,115	
Total Pounds collected	73,899	
Pounds per participant	66	
CRT Weight (pounds)	34,085	
Non-CRT E-Waste (pounds)	34,384	
Microwaves (pounds)	5,430	
COSTS		
Non-CRT recycling costs (NO CHARGE)	\$00.00	
Rental Charges (Fork lift;)	\$695.00	
Novato Disposal Labor	\$4,237.34	
Novato Disposal printing/mailing of flier	\$5,177.27	
Subtotal Novato Disposal costs	\$9,414.61	
Reimbursement of CRT's paid to Novato Disposal (\$.16/pound)		(\$5,453.60)
Remaining Novato Disposal Costs	\$3,961.01	
Total E-Waste event costs	\$4,656.01	
Cost per participant	\$4.18	

Funding of \$18,000 was included in the current FY 2010/11 budget for 2 E-Waste events this fiscal year.

Survey Results

All participants completed a brief questionnaire. (Attachment A).

In general:

- 29% of all participants were using the program for the first time, the same as spring, 2010.
- The majority of individuals (73%) heard about the event through the E-Waste mailer.
- Of the 1,115 participants, over 53% brought in computer monitors or televisions.
- Over 88% of the participants brought in some type of computer related product – monitor, CPU, printer, etc.
- 42% of participants brought in some type of kitchen or general household appliance
- Universally, respondents were very appreciative of the service.

Comparative Data

Attached is a chart comparing data collected from the 2003 – 2010 events (Attachment B).

- Participation remained very high. (Attachment C details participation and pounds collected from 2003-2010. **2010 participation was 11% higher than 2009.**) Average daily participation was 279 per day. Saturdays, Fridays, and Mondays continue to be the busiest days. Although residents are making good use of other E-Waste recycling opportunities – Goodwill, the HHW facility, other E-Waste recycling events held around town – to dispose of their E-Waste, these E-Waste events remain enormously popular.
- Costs for the fall 2010 event **decreased by 18%** due to significant decreases in postage and mailing prep charges. (Duplicate addresses continue to be purged from the mailing list, saving over \$700, and the remainder savings from reduced preparation charges.). ECS, our E-Waste recycler continues to provide us with recycling of all non-CRT E-Waste at no charge, and provides us with 2 workers on Saturday and Sunday at no charge, which is a great benefit. We will continue to pursue the best possible pricing, with authorized reputable E-Waste recyclers, for all future events.

Recommendations

Based on the success of these events and the obvious community need it is recommended that we continue with the E-Waste events for 2011. Additional recommendations include:

- Continue to schedule the events as close as possible to Novato Disposal's clean-up week and ensure that Novato Disposal's newsletter is mailed out prior to the

event. (Although the separate E-Waste mailer is the primary notification source, residents also rely on the information in the newsletter.)

- Continue to monitor the rates CalRecycle pays to reimburse E-Waste collectors and recyclers. (Currently the rate is \$.39/lb: \$.23 is paid to the recycler and \$.16 to the collector). CalRecycle has the ability to review these rates on an annual basis, so these rates may change in 2011. We will continue to pursue the best pricing for all E-Waste collected from local state authorized, reputable E-Waste recyclers.
- Continue to work with an E-Waste recycler, such as ECS, who is a member of the *e-Stewards* certification program. This program has the most rigorous third party audit and certification procedures for E-Waste recyclers to ensure that none of our E-Waste is exported to any third world countries, dumped or uses prison labor. (Currently ECS has signed a pledge of non-export, goes through a third party "desk audit" process and is committed to a thorough *e-Stewards* audit and certification process.) ECS is an extremely reputable company - one of the major reasons we have continued to use them! We will continue to promote this fact in our advertising, Novato Disposal's newsletter and future E-Waste promotions.
- Continue to collect non-CRT waste at the HHW facility.
- Continue to publicize additional opportunities for residents to properly dispose of E-Waste, such as Goodwill and Marin Computer Resources in Bel Marin Keys.
- Work with the CA Product Stewardship Council, CA North American Hazardous Materials Management Association and others, to pursue legislation for producer "take-back" of used electronics.
- Continue to monitor Novato Disposal labor costs, to ensure necessary staffing.

Funding for future E-waste events and collections will continue to increase and "stretch" our budget. We will continue to monitor these costs over the next fiscal year. Funding is included in the FY2010/11 budget for 2 events in the fiscal year.

E-WASTE QUESTIONNAIRE RESULTS OCTOBER 8 - 11/10						
		8-Oct	9-Oct	10-Oct	11-Oct	TOTAL
1.	Number of Participants	288	318	236	273	1,115
2.	First time user					
	YES	79	84	75	80	318
	NO	209	234	161	188	792
3.	How did you hear about the program?					
	E-Waste mailer	202	236	174	206	818
	Novato Disposal newsletter	102	102	62	89	355
	Newspaper ad	19	16	12	10	57
	Word of Mouth	12	13	15	7	47
	City/Sanitary District	5	2	4	2	13
	Other	4	6	5	4	19
4.	What are you bringing?					
	Computer monitors	92	76	64	58	290
	Televisions	94	90	78	98	360
	Computers (CPU's, keyboards, etc)	91	75	80	90	336
	Telephones, cell phones, answering machines	83	87	65	66	301
	Computer printers, fax machines, copiers, electric typewriters	79	73	56	69	277
	Radios, tape players, DVD's, VCR's, etc.	90	90	66	68	314
	Small Kitchen Appliances(microwaves, blenders, toasters)	71	72	62	42	247
	Small General Household Appliances (Hair dryer, iron, vacuums, lamps, etc.	44	54	50	73	221
	Other	54	74	52	61	241
5.	Is any of the equipment in working order?					
	YES	126	158	122	127	533
	NO	144	142	90	124	500
6	Comments					
	Good	97	105	86	88	376
	Bad	1	4	0	3	8

E-WASTE COMPARATIVE DATA 2003 - 2010

	2003	2004	2005	2006	2007(Spring)	2007(Fall)	2008(Spring)	2008(Fall)	2009(Spring)	2009(Fall)	2010(Spring)	2010(Fall)
Participants	650	1,247	1,167	1,314	1,183	935	920	909	1,091	1,014	1,217	1,115
Total pounds	111,707	103,714	96,077	107,798	80,820	56,260	55,799	63,680	70,708	70,251	75,147	73,899
CRT Weight	N/A	N/A	53,623	49,067	41,420	23,860	22,871	29,231	32,283	34,462	34,291	34,085
Non-CRT Weight	N/A	N/A	42,454	51,166	36,682	28,137	27,852	30,592	34,693	32,725	36,712	34,384
Microwave weight	N/A	N/A	N/A	7,556	2,718	4,273	5,076	3,857	3,732	3,064	4,144	5,430
Recycling cost per pound	\$0.28	\$0.28	\$0.20	\$0.20	\$0.10	\$0.10	\$0.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E-Waste cost	\$31,278	\$29,040	\$8,490.80	\$11,744.40	\$3,940.00	\$3,241.00	\$1,646.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E-Waste reimbursement	N/A	N/A	(\$10,734.60)	(\$9,813.40)	(\$8,284.00)	(\$4,770.00)	(\$6,403.88)	(\$4,688.92)	(\$5,165.28)	(\$5,540.00)	(\$5,486.56)	(\$5,453.60)
labor costs	\$3,843	\$7,275	N/A	\$4,417	\$3,962.50	\$4,097.53	\$3,297.00	\$3,297.00	\$4,237.34	\$3,694.60	\$4,237.34	\$4,237.34
labor Credit		-\$3,432	N/A									
Printing & Mailing Costs	\$2,102	\$971	\$270.00	\$320	\$1,211.00	\$600.72	\$750.00	\$716.05	\$683.50	\$695.00	\$695.00	\$695.00
Supplies & Rental Charges	\$37,223	\$33,854	\$8,761	\$13,305	\$7,497.84	\$9,904.71	\$6,958.87	\$7,204.25	\$7,714.15	\$6,296.49	\$5,710.88	\$4,656.01
Total E-Waste Event Costs												
Total Cost per pound	\$0.33	\$0.33	\$0.09	\$0.12	\$0.09	\$0.18	\$0.12	\$0.11	\$0.11	\$0.09	\$0.08	\$0.06

* As of Spring 2009 ECS paid \$.16/lb for CRT materials as the state reimbursement decreased from \$.48/lb to \$.39/lb (\$.16 for the collector, \$.23 for the recycler)

SURVEY COMPARATIVE DATA

	2003	2004	2005	2006	2007(Spring)	2007(Fall)	2008(Spring)	2008(Fall)	2009(Spring)	2009(Fall)	2010(Spring)	2010(Fall)
First time user	100%	83.50%	58.00%	57.00%	55.00%	53%	58%	48%	38%	34%	29%	29%
How did you hear about the program?												
E-Waste mailer	55%	62%	65%	64%	74%	68%	65%	72%	79%	71%	74%	73%
Novato Disposal newsletter	39%	46%	44%	27%	32%	28%	35%	33%	24%	34%	33%	32%
Newspaper ad	0%	5%	3%	11%	9%	7%	5%	5%	8%	6%	6%	5%
Word of Mouth	4%	4%	4%	3%	2%	3%	7%	3%	3%	5%	4%	4%
City/Sanitary District	1%	1%	0.60%	2%	2%	1%	1%	0.6%	1%	1%	1%	1%
Other	1%	1%	0.40%	2%	1%	2%	2%	2%	2%	2%	2%	2%
What are you bringing?												
Computer monitors	30%	52%	47%	41%	40%	30%	27%	38%	32%	31%	30%	26%
Computers & peripherals	21%	49%	43%	40%	43%	34%	32%	32%	33%	31%	31%	32%
Computer printers, fax machines, etc.	13%	29%	31%	30%	28%	24%	27%	26%	25%	24%	25%	30%
Televisions	16%	28%	29%	25%	30%	21%	24%	26%	35%	34%	28%	27%
Radios, tape players, DVD's, VCR's, etc.	8.50%	24%	23%	25%	30%	28%	28%	25%	26%	29%	26%	25%
Telephones, cell phones, etc.	9%	17%	14%	25%	23%	25%	24%	26%	26%	24%	25%	28%
Other	3.50%	13%	14%	10%	11%	13%	17%	15%	17%	21%	23%	22%
Kitchen Appliances	N/A	N/A	N/A	18%	32%	19%	21%	20%	18%	18%	20%	20%
General Household appliances	N/A	N/A	N/A	11%	22%	13%	19%	14%	17%	16%	17%	22%
Is any of the equipment in working order?	YES	42%	33%	49%	51%	53%	53%	45%	50%	48%	48%	46%

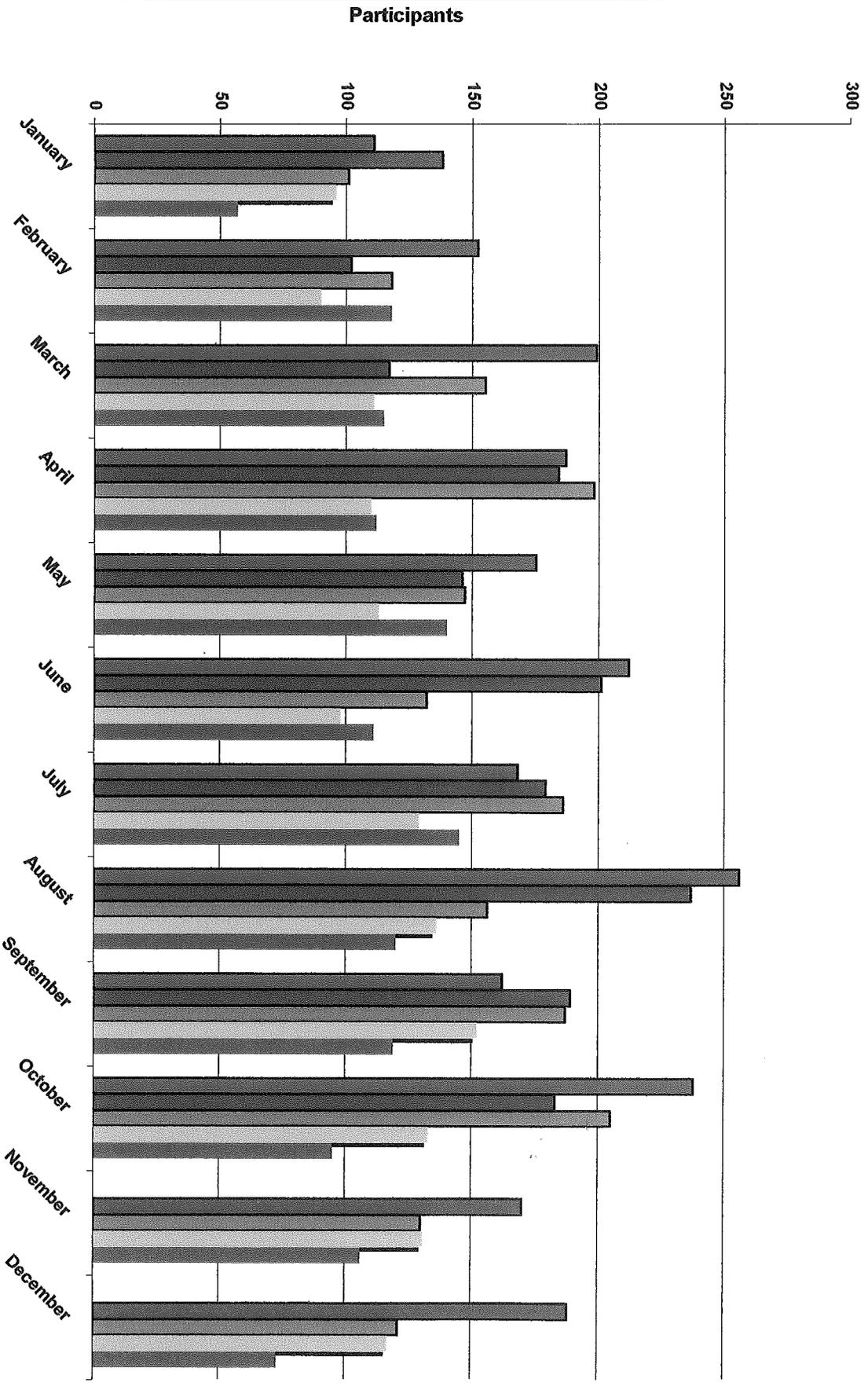
Daily Participant Data

	SAT	SUN	MON	TUES	WED	THURS	FRI	SAI	SUN	MON
2003 (September)	158	115	80	45	62	94	96			
2004 (September)	N/A	336	122	109	104	87	138	351		
2005 (September)	N/A	334	85	94	99	115	137	303		
2006 (August)						300	213	341	190	270
2007 (April)						264	197	275	214	233
2007 (October)						201	154	209	164	207
2008 (May)							219	288	161	252
2008 (Oct)							230	254	175	250
2009 (April)							286	292	245	268
2009 (October)							246	277	232	259
2010 (April)							288	326	283	289
2010 (October)							288	318	236	273

E-WASTE EVENT DATA: 2003-2010

	2003	2004	2005	2006	2007	2008	2009	2010
Pounds	111,707	103,714	96,077	107,798	137,080	119,479	140,959	149,046
Participants	650	1,247	1,167	1,314	2,118	1,829	2,105	2,332
								6% increase in pounds
								11% increase in participation

HHW Facility Monthly Participation 2006- Current



2010
 2009
 2008
 2007
 2006

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Solid Waste: Report on Solid Waste Rate Review	MEETING DATE: November 8, 2010
	AGENDA ITEM NO.: 7.b.
RECOMMENDED ACTION: NA	
SUMMARY AND DISCUSSION: <p>The Franchise Agreement with Novato Disposal provides for an annual rate adjustment based on the Refuse Rate Index. Novato Disposal submitted a rate review request and the District retained R3 Consulting Group, Inc. to assist with the rate review. A copy of their review is attached.</p> <p>The proposed rate increase of 3.34% includes an amount to expand food waste composting to all of the residential customers. This along with the need to incorporate zero waste precepts into the Franchise Agreement necessitates some changes to the Agreement. Accordingly, staff recommends that an Adhoc Committee be appointed to review the proposed rates and franchise agreement. This committee would then make recommendations to the Board of Directors prior to setting a public hearing.</p> <p>A comparison of the current and proposed rates with those of other Marin County agencies is attached.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: No impact	
DEPT.MGR.:	MANAGER:

November 1, 2010

Ms. Beverly James
Novato Sanitary District
5000 Davidson Street
Novato, CA 94945

Re: Final Letter Report - Review of Novato Disposal Services Requested Rate Adjustment for Calendar Year 2011

Dear Ms. James:

R3 Consulting Group (R3) was engaged by the Novato Sanitary District (District) to assist it with a review of Novato Disposal Service's (Company) requested rate adjustment for Calendar Year 2011. Specifically, R3 was asked to confirm that the rate adjustment methodology used by the Company is consistent with the Refuse Rate Index (RRI) Rate Adjustment Methodology set forth in Exhibit 3 of the Franchise Agreement (Agreement) and that the calculation is mathematically accurate. This Letter Report communicates our findings and recommendations.

Objectives

To review the Company's requested rate increase to confirm that:

- It is mathematically accurate;
- It is consistent with applicable terms and conditions of the Agreement; and
- The bases for its calculations and projections are reasonable.

Background

The Company and District entered into a Franchise Agreement for solid waste collection, processing, diversion and disposal in 2001 that terminates in 2015. The Agreement provides for adjusting the Company's compensation annually based on a detailed rate review for the purpose of setting the rates for calendar years 2008 and 2013, and an RRI adjustment for purposes of setting the rates for all other years of the Agreement, including 2007. Specifically, Section 6.4 of the Agreement states that: *"In response to Company's request for adjustment, received on or before October 1st prior to the applicable year, rates for calendar years 2006, 2007, years 2009 through 2012, and years 2014 and 2015 shall be based on the application of the Refuse Rate Index Methodology as set forth in Exhibit 3, coupled with an adjustment for forecasted pass-through costs."*

The RRI provides for adjusting the following components of the Company's costs based on changes in specified indices:

- Labor
- Fuel
- Vehicle Replacement
- Vehicle Repair
- Other Operating Costs

In addition, the RRI provides for an operating ratio (profit) of 90%.

Recommended Rate Adjustment

The Company submitted an initial Rate Adjustment Application on October 8, 2010 that calculated a 3.09% rate increase effective January 1, 2011 (Attachment 1). That application included a 2.39% fleet replacement rate adjustment for 2011 and did not account for the rate impact of the new Residential Food Waste Program (i.e., collecting food waste with green waste with a higher associated tip fee).

Based on our review of the initial Rate Adjustment Application and applying the RRI Adjustment Methodology as set forth in Exhibit 3 of the Agreement we calculated a 1.90% rate increase. The difference between our calculated rate adjustment and that calculated by the Company is due to the reduction of the Company's reported 2.39% fleet replacement rate adjustment for 2011 to 1.20%. This adjustment was made to reflect half of the 2.39% reported by the Company, consistent with the remaining half year of that impact for 2011. With this adjustment the three year phase in of the rate adjustment to cover the Company's fleet replacement expense, which began with a mid-year rate adjustment in 2008, is complete.

The Company subsequently submitted a final revised Rate Adjustment Application on October 28, 2010 that calculated a 3.35% rate increase (Attachment 2) and included:

- The adjusted fleet replacement rate adjustment of 1.20% discussed above;
- The projected rate impact of the Residential Food Waste Program (1.19%); and
- A net increase of approximately \$25,000 in pass-through costs reflecting:
 - A decrease of approximately \$50,000 in County JPA Fees¹; and
 - An increase in tip fees of approximately \$75,000 largely related to an increase in the tip fee for Construction and Demolition Boxes from \$45.19 (the prior rate for "Debris" tonnages reported by the Company) to \$65.11 per ton.

Note: This is the first year that the Company has reported tonnages for "Construction & Demolition Boxes" separate from tonnages for "Debris".

Our review of the Company's updated Rate Adjustment Application confirmed the accuracy of its calculated rate increase with the exception of the removal of 86.59 tons of "Wood" that was included in the total tonnage used by the Company to calculate the projected rate impact of the Residential Food Waste Program. This results in a decrease in the associated rate impact for the Residential Food Waste Program from 1.19% to 1.18% and a decrease in the total calculated rate increase from 3.35% to 3.34%, as shown in Attachment 3.

¹ The Novato City Council voted not to participate in the County's Zero Waste Program. As a result, the JPA fees were adjusted from \$83,655.59 to \$33,466.19.

R3

Balancing Account Calculation

The Company's Application updated the Balancing Account Calculation through June 2010. We made the following corrections to the Company's reported OBM prices for based on the actual published price for the first week of each month:

- November 2009 – Increased Mixed Paper from \$85 to \$95; and
- January 2010 – Decreased Mixed Paper from \$105 to \$95, decreased Newspaper #8 from \$125 to \$115 and decreased OCC from \$110 to \$87.50.

Attachment 5 provides an updated version of the Balancing Account calculation. As shown, for the calendar year 2008 (the first year the balancing account applies) there was a balance of approximately \$390,000 due to the District. For calendar year 2009 there was a balance due the Company of approximately \$40,000 due the Company for a net balance due the District of approximately \$350,000 through calendar year 2009.

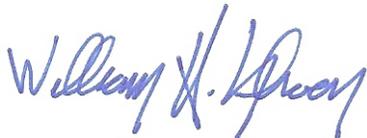
Note: The tonnages used in the Balancing Account calculation are as reported by the Company and have not been independently reviewed. We recommend that those tonnages be audited prior to finalizing the balancing account calculation in 2011.

* * * * *

We appreciate the opportunity to be of assistance to the District. If you have any questions regarding this submittal please feel free to contact me at 916-576-0306.

Sincerely,

R3 CONSULTING GROUP



William Schoen
Principal

Attachments:

- Attachment 1 Rate Year 2011 Company's Initial RRI Rate Adjustment Calculation October
- Attachment 2 Rate Year 2011 Company's Updated RRI Rate Adjustment Calculation
- Attachment 3 Rate Year 2011 Recommended RRI Rate Adjustment Calculation
- Attachment 4 Balancing Account Calculation

**Attachment 1
RATE YEAR 2011
COMPANY'S INITIAL RRI
RATE ADJUSTMENT CALCULATION**

Cost Component	1-1-10 Rate Rev Base Breakdown	7-01-09 to 6-30-10 BLS Change	RRI Rate Increase	Actual RRI New "Base Breakdown"	Rate Adjustment Impact
Labor related costs	\$3,615,117	1.60%	\$57,842	\$3,672,959	0.61%
Fuel	\$996,269	-7.70%	(\$76,713)	\$919,556	-0.81%
Vehicle Replacement Costs	\$467,354	0.20%	\$935	\$468,289	0.01%
Vehicle Repair Costs	\$371,856	1.90%	\$7,065	\$378,921	0.07%
Other operating costs	\$1,647,641	1.20%	\$19,772	\$1,667,413	0.21%
Total allowed operating costs	\$7,098,239		\$8,901	\$7,107,140	0.09%
Allowed profit *	\$788,693		\$989	\$789,682	0.01%
Total Operating Costs and profit	\$7,886,932		\$9,890	\$7,896,822	0.10%
Change in total pass-through costs				\$56,405	0.60%
Total Change in Revenue Requirement				\$66,295	0.70%
Increase from RRI Effective 1-1-2011				0.70%	
Fleet Replacement Rate Impact				2.39%	
Total Increase Effective 1-1-2011				3.09%	
Rate Revenue Per 2009 Financial Statement				\$9,467,675	

PASS-THROUGH COSTS CHANGE				
Cost Component	2009 Tonnage	2009/10	2010/11	Change
County JPS Fees		\$49,714	\$83,356	\$33,642
Sanitary District Hazardous Waste Program fees		\$277,299	\$280,493	\$3,194
Franchise Fees		\$45,000	\$45,000	\$0
Disposal gate fees		Gate Fees	Gate Fees	
Refuse	29,093	\$51.46	\$52.09	\$18,329
Debris	2,696	\$45.19	\$45.65	\$1,240
Total Change in Pass Through Costs				\$56,405

*Allowed profit is based on operating ratio of 90.0%

**Attachment 2
RATE YEAR 2001
COMPANY'S UPDATED RRI
RATE ADJUSTMENT CALCULATION**

Cost Component	1-1-10 Rate Rev Base Breakdown	7-01-09 to 6-30-10 BLS Change	RRI Rate Increase	Actual RRI New "Base Breakdown"	Rate Adjustment Impact
Labor related costs	\$3,615,117	1.60%	\$57,842	\$3,672,959	0.61%
Fuel	\$996,269	-7.70%	(\$76,713)	\$919,556	-0.81%
Vehicle Replacement Costs	\$467,354	0.20%	\$935	\$468,289	0.01%
Vehicle Repair Costs	\$371,856	1.90%	\$7,065	\$378,921	0.07%
Other operating costs	\$1,647,641	1.20%	\$19,772	\$1,667,413	0.21%
Total allowed operating costs	\$7,098,239		\$8,901	\$7,107,140	0.09%
Allowed profit *	\$788,693		\$989	\$789,682	0.01%
Total Operating Costs and profit	\$7,886,932		\$9,890	\$7,896,822	0.10%
Change in total pass-through costs				\$81,405	0.86%
Total Change in Revenue Requirement				\$91,295	0.96%
Increase from RRI Effective 1-1-2011				0.96%	
Residential Food Waste Program				1.19%	
Fleet Replacement Rate Impact				1.20%	
Total Increase Effective 1-1-2011				3.35%	
Rate Revenue Per 2009 Financial Statement				\$9,467,675	

PASS-THROUGH COSTS CHANGE				
Cost Component	2009 Tonnage	2009/10	2010/11	Change
County JPS Fees		\$49,714	\$33,466	(\$16,248)
Sanitary District Hazardous Waste Program fees		\$277,299	\$280,493	\$3,194
Franchise Fees		\$45,000	\$45,000	\$0
Disposal gate fees		Gate Fees	Gate Fees	
Refuse	29,532	\$51.46	\$52.09	\$18,605
Debris	1,599	\$45.19	\$45.65	\$736
Construction & Demolition Boxes	3,771	45.19	65.11	\$75,118
Total Change in Pass Through Costs				\$81,405

*Allowed profit is based on operating ratio of 90.0%

**Attachment 3
RATE YEAR 2011
RECOMMENDED RRI
RATE ADJUSTMENT CALCULATION**

Cost Component	1-1-10 Rate Rev Base Breakdown	7-01-09 to 6-30-10 BLS Change	RRI Rate Increase	Actual RRI New "Base Breakdown"	Rate Adjustment Impact
Labor related costs	\$3,615,117	1.60%	\$57,842	\$3,672,959	0.61%
Fuel	\$996,269	-7.70%	(\$76,713)	\$919,556	-0.81%
Vehicle Replacement Costs	\$467,354	0.20%	\$935	\$468,289	0.01%
Vehicle Repair Costs	\$371,856	1.90%	\$7,065	\$378,921	0.07%
Other operating costs	\$1,647,641	1.20%	\$19,772	\$1,667,413	0.21%
Total allowed operating costs	\$7,098,239		\$8,901	\$7,107,140	0.09%
Allowed profit *	\$788,693		\$989	\$789,682	0.01%
Total Operating Costs and profit	\$7,886,932		\$9,890	\$7,896,822	0.10%
Change in total pass-through costs				\$81,405	0.86%
Total Change in Revenue Requirement				\$91,295	0.96%
Increase from RRI Effective 1-1-2011				0.96%	
Residential Food Waste Program				1.18%	
Fleet Replacement Rate Impact				1.20%	
Total Increase Effective 1-1-2011				3.34%	
Rate Revenue Per 2009 Financial Statement				\$9,467,675	

PASS-THROUGH COSTS CHANGE				
Cost Component	2009 Tonnage	2009/10	2010/11	Change
County JPS Fees		\$49,714	\$33,466	(\$16,248)
Sanitary District Hazardous Waste Program fees		\$277,299	\$280,493	\$3,194
Franchise Fees		\$45,000	\$45,000	\$0
Disposal gate fees		Gate Fees	Gate Fees	
Refuse	29,532	\$51.46	\$52.09	\$18,605
Debris	1,599	\$45.19	\$45.65	\$736
Construction & Demolition Boxes	3,771	\$45.19	\$65.11	\$75,118
Total Change in Pass Through Costs				\$81,405

*Allowed profit is based on operating ratio of

Attachment 4 BALANCING ACCOUNT BALANCE

		San Francisco OBM Prices (average of high & low) ⁽¹⁾							Variance vs. Prior Month				Price Adjustment	
weighted percentage =	OBM Per Ton Revenue Amount	Ceiling / Floor Price	1/1/07 CRV Per Ton Adjustment	Per Ton Net Revenue Amount	Mixed Paper			Mixed Paper			100%	Total Tons	Total Revenue	
					46%	#8 NP 46%	OCC 8%	#8 NP	OCC					
2008	Jan	\$95.05	\$80.00	\$4.19	\$84.19	\$ 125.00	\$ 130.00	\$ 140.00	\$0.00	\$0.00	\$0.00	\$0.00	1,339	\$ 112,731
	Feb	\$105.45	\$80.00	\$4.19	\$84.19	\$ 135.00	\$ 140.00	\$ 155.00	\$4.60	\$4.60	\$1.20	\$10.40	1,098	\$ 92,441
	Mar	\$115.45	\$80.00	\$4.19	\$84.19	\$ 145.00	\$ 150.00	\$ 165.00	\$4.60	\$4.60	\$0.80	\$10.00	1,039	\$ 87,474
	Apr	\$110.05	\$80.00	\$4.19	\$84.19	\$ 135.00	\$ 150.00	\$ 155.00	-\$4.60	\$0.00	-\$0.80	-\$5.40	1,076	\$ 90,589
	May	\$106.95	\$80.00	\$4.19	\$84.19	\$ 130.00	\$ 150.00	\$ 145.00	-\$2.30	\$0.00	-\$0.80	-\$3.10	999	\$ 84,106
	Jun	\$107.25	\$80.00	\$4.19	\$84.19	\$ 125.00	\$ 160.00	\$ 120.00	-\$2.30	\$4.60	-\$2.00	\$0.30	1,173	\$ 98,755
	Jul	\$104.95	\$80.00	\$4.19	\$84.19	\$ 120.00	\$ 160.00	\$ 120.00	-\$2.30	\$0.00	\$0.00	-\$2.30	1,294	\$ 108,942
	Aug	\$104.55	\$80.00	\$4.19	\$84.19	\$ 115.00	\$ 165.00	\$ 115.00	-\$2.30	\$2.30	-\$0.40	-\$0.40	1,045	\$ 87,979
	Sep	\$97.25	\$80.00	\$4.19	\$84.19	\$ 110.00	\$ 155.00	\$ 110.00	-\$2.30	-\$4.60	-\$0.40	-\$7.30	1,027	\$ 86,464
	Oct	\$87.05	\$80.00	\$4.19	\$84.19	\$ 100.00	\$ 145.00	\$ 97.50	-\$4.60	-\$4.60	-\$1.00	-\$10.20	1,074	\$ 90,421
	Nov	\$13.65		\$4.19	\$17.84	\$ 27.50	\$ 67.50	\$ 42.50	-\$33.35	-\$35.65	-\$4.40	-\$73.40	1,017	\$ 18,145
	Dec	\$8.65	\$ 10.00	\$4.19	\$14.19	\$ 22.50	\$ 62.50	\$ 37.50	-\$2.30	-\$2.30	-\$0.40	-\$5.00	1,068	\$ 15,155
2008 Balancing Account Calculated Revenues =												\$ 973,203		
2008 Projected Recyclable Materials Revenue =												542,420		
July 1, 2007 CRV Adjustment =												40,664		
Total 2008 Balancing Account Projected Revenues =												583,084		
2008 Balancing Account Due to District (Company)												390,118		
2009	Jan	\$8.65	\$ 10.00	\$4.19	\$ 14.19	\$ 22.50	\$ 62.50	\$ 37.50	\$0.00	\$0.00	\$0.00	\$0.00	1,202	\$ 17,057
	Feb	\$11.35		\$4.19	\$ 15.54	\$ 27.50	\$ 62.50	\$ 42.50	\$2.30	\$0.00	\$0.40	\$2.70	922	\$ 14,329
	Mar	\$20.55		\$4.19	\$ 24.74	\$ 37.50	\$ 72.50	\$ 42.50	\$4.60	\$4.60	\$0.00	\$9.20	952	\$ 23,554
	Apr	\$23.25		\$4.19	\$ 27.44	\$ 42.50	\$ 72.50	\$ 47.50	\$2.30	\$0.00	\$0.40	\$2.70	993	\$ 27,250
	May	\$30.55		\$4.19	\$ 34.74	\$ 52.50	\$ 77.50	\$ 52.50	\$4.60	\$2.30	\$0.40	\$7.30	982	\$ 34,116
	Jun	\$36.75		\$4.19	\$ 40.94	\$ 62.50	\$ 77.50	\$ 72.50	\$4.60	\$0.00	\$1.60	\$6.20	989	\$ 40,491
	Jul	\$39.05		\$4.19	\$ 43.24	\$ 62.50	\$ 82.50	\$ 72.50	\$0.00	\$2.30	\$0.00	\$2.30	1,011	\$ 43,717
	Aug	\$51.75		\$4.19	\$ 55.94	\$ 77.50	\$ 92.50	\$ 87.50	\$6.90	\$4.60	\$1.20	\$12.70	907	\$ 50,738
	Sep	\$60.20		\$4.19	\$ 64.39	\$ 87.50	\$ 100.00	\$ 92.50	\$4.60	\$3.45	\$0.40	\$8.45	982	\$ 63,232
	Oct	\$64.80		\$4.19	\$ 68.99	\$ 92.50	\$ 105.00	\$ 92.50	\$2.30	\$2.30	\$0.00	\$4.60	1,045	\$ 72,096
	Nov	\$68.45		\$4.19	\$ 72.64	\$ 95.00	\$ 110.00	\$ 95.00	\$1.15	\$2.30	\$0.20	\$3.65	996	\$ 72,351
	Dec	\$70.15		\$4.19	\$ 74.34	\$ 95.00	\$ 115.00	\$ 87.50	\$0.00	\$2.30	-\$0.60	\$1.70	1,136	\$ 84,453
2009 Balancing Account Calculated Revenues =												\$ 543,384		
2009 Projected Recyclable Materials Revenue =												542,420		
July 1, 2007 CRV Adjustment =												40,664		
Total 2009 Balancing Account Projected Revenues =												583,084		
2009 Balancing Account Due to District (Company)												(39,700)		
NET BALANCING ACCOUNT FOR 2008 AND 2009 DUE TO DISTRICT (COMPANY) =												350,418		
2010	Jan	\$70.15		\$4.19	\$ 74.34	\$ 95.00	\$ 115.00	\$ 87.50	\$0.00	\$0.00	\$0.00	\$0.00	999	\$ 74,268
	Feb	\$78.85		\$4.19	\$ 83.04	\$ 100.00	\$ 125.00	\$ 110.00	\$2.30	\$4.60	\$1.80	\$8.70	927	\$ 76,979
	Mar	\$95.85	\$ 80.00	\$4.19	\$ 84.19	\$ 120.00	\$ 135.00	\$ 150.00	\$9.20	\$4.60	\$3.20	\$17.00	1,047	\$ 88,147
	Apr	\$93.45	\$ 80.00	\$4.19	\$ 84.19	\$ 120.00	\$ 135.00	\$ 120.00	\$0.00	\$0.00	-\$2.40	-\$2.40	1,008	\$ 84,864
	May	\$88.85	\$ 80.00	\$4.19	\$ 84.19	\$ 110.00	\$ 135.00	\$ 120.00	-\$4.60	\$0.00	\$0.00	-\$4.60	918	\$ 77,287
	Jun	\$75.75		\$4.19	\$ 79.94	\$ 95.00	\$ 125.00	\$ 100.00	-\$6.90	-\$4.60	-\$1.60	-\$13.10	1,031	\$ 82,420
	Jul	-\$33.45		\$4.19	\$(29.26)				-\$43.70	-\$57.50	-\$7.99	-\$109.20		\$ -
	Aug	-\$33.45		\$4.19	\$(29.26)				\$0.00	\$0.00	\$0.00	\$0.00		\$ -
	Sep	-\$33.45		\$4.19	\$(29.26)				\$0.00	\$0.00	\$0.00	\$0.00		\$ -
	Oct	-\$33.45		\$4.19	\$(29.26)				\$0.00	\$0.00	\$0.00	\$0.00		\$ -
	Nov													\$ -
	Dec													\$ -
2010 Balancing Account Calculated Revenues =												TBD		
2010 Projected Recyclable Materials Revenue =												542,420		
July 1, 2007 CRV Adjustment =												\$ 40,664		
Total 2008 Balancing Account Projected Revenues =												583,084		
2010 Balancing Account Due to District (Company)												TBD		

⁽¹⁾ First weekly OBM issue of each month
Floor per ton = \$10.00 Max = \$80.00 (to be adjusted for any change in CRV)

TABLE 1: RESIDENTIAL & COMMERCIAL COLLECTION RATES – November 2010
RATE COMPARISON WITH OTHER AGENCIES

Agency	Date	Type	Residential 32 gal can/wk (1) (2)	20 yd Debris Box	2 yd Bin Weekly Dump	3 yd Bin 1/wk
Corte Madera	7/1/10	Level Hill	25.53 27.47	526.53	238.80/month	
Fairfax	5/01/10	Level Hill	22.53 26.31	594.00 (3) 25 yd box	221.35/month	310.45
Larkspur	1/1/10	Level Hill	25.22 27.16	540.00 (3) 25 yd box	246.13	321.61
Las Gallinas (County/Novato Portion – City now included in San Rafael)	1/1/10		22.17	540.00 (3) 25 yd box	n/a	321.22
Mill Valley	7/1/10	Level Hill	32.16 36.90	519.00 (4T)	284.99/month	
San Anselmo	1/1/10		24.97	540.00 (3) 25 yd box	284.48	409.76
San Rafael	1/1/10	Level Hill	24.95 28.26	540.00 (3) 25 yd box	236.18	308.24
Sausalito	1/1/10		32.10	577.50	253.15	
Tiburon	7/1/10	Level Hill	30.26 36.03	457.00	288.02	
Novato (current)	1/1/09		17.21 (32 gal)	486.00	177.84	224.33
(proposed)	1/1/11		17.80 (32 gal)	502.52(3T)	183.89	231.96

Notes:

1. All rates include a charge for recycling, hazardous waste, and curbside green waste collection.
2. Sausalito rates include street sweeping, 2 clean-ups/yr, and City services. Corte Madera has quarterly clean-ups. Tiburon rates include street sweeping and 2 clean-ups/yr. Mill Valley has 2 clean-ups/yr.
3. Debris Box rates are not included in the Franchise.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Asset Deletion Report for Fiscal Year 2009-10	MEETING DATE: 11/08/10
AGENDA ITEM NO. :	
RECOMMENDED ACTION: No action required.	
SUMMARY AND DISCUSSION: As part of the District's annual audit process, staff prepares fixed asset reports including reports of items added or deleted during the fiscal year. The attached asset deletion report is provided for fiscal year 2009-10. The first page is a summary of all items deleted, followed by a detailed description of each component.	
ALTERNATIVES: N/A	
BUDGET INFORMATION: No budget impact.	
DEPT. MGR. :	MANAGER'S APPROVAL:

FIXED ASSET REPORT - SUMMARY

Includes All Items Disposed of During the Fiscal Year
Ending June 30, 2010

Data Base	Original Cost			Accum Deprec	Book Value		
	Purchased	Contributed	Total		Purchased	Contributed	Total
LAND AND IMPROVEMENTS	1,270,836.00	0.00	1,270,836.00	368,224.00	227,595.52	675,016.47	902,611.99
EQUIPMENT	23,358.00		23,358.00	16,417.00	1,380.57	5,560.43	6,941.00
GENERAL EQUIPMENT	24,037.00		24,037.00	24,037.00	0.00	0.00	0.00
SEWER COLLECTION AND OUTFALL SYSTEM			0.00				0.00
EASEMENTS	0.00	0.00	0.00				0.00
GRAND TOTALS	<u>1,318,231.00</u>	<u>0.00</u>	<u>1,318,231.00</u>	<u>408,678.00</u>	<u>228,976.09</u>	<u>680,576.90</u>	<u>909,552.99</u>

Note: Calculate Accumulated Depreciation from previous year print-outs.

This should reconcile with the change in the Fixed Assets Reports for all items of record on June 30.

The attached current reports include depreciation for this fiscal year.

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Fixed Asset Report - Land and Improvements

Novato Sanitary District

Land Records Deleted in Fiscal Year 2010

Location/Group Unit Description	Year Acq.	Original Cost	Useful Life	Contri- bution Factor	Annual Depreciation			Accumulated Depreciation	Book Value
					Purchased	Contributed	Total		
NOVATO TREATMENT PLANT									
<u>Buildings & Structures</u>									
Backwash Pond (BG)	1987	38,215	0	0.8011	0	0	0	0	38,215
Backwash Pond (BG) P	1965	1,500	0	0.0000	0	0	0	0	1,500
DAF Building (AG)	1987	126,608	35	0.8011	719	2,898	3,617	83,200	43,408
DAF Thickener (AG)	1987	151,498	50	0.8011	603	2,427	3,030	69,689	81,809
DAF Thickener (BG)	1987	16,893	0	0.8011	0	0	0	0	16,893
Degritter Building (AG)	1987	46,129	35	0.8011	262	1,056	1,318	30,313	15,816
Degritter Building P (AG)	1972	3,708	50	0.0000	74	0	74	2,818	890
Eff. Contact (BG)	1987	35,933	0	0.8011	0	0	0	0	35,933
Eff. Contact (BG) P	1965	1,500	0	0.0000	0	0	0	0	1,500
Eff. Storage Pond (BG)	1972	1,854	0	0.0000	0	0	0	0	1,854
Primary Clarifier (AG)	1987	203,562	50	0.8011	810	3,261	4,071	93,639	109,923
Primary Clarifier (BG)	1965	60,000	0	0.0000	0	0	0	0	60,000
Primary Digester (AG)	1987	192,534	50	0.8011	766	3,085	3,851	88,566	103,968
Primary Digester (BG)	1987	390,902	0	0.8011	0	0	0	0	390,902
Subtotal for Buildings & Structures		1,270,836			3,234	12,727	15,961	368,224	902,612
Total for NOVATO TREATMENT PLANT		1,270,836			3,234	12,727	15,961	368,224	902,612
Grand Total		1,270,836			3,234	12,727	15,961	368,224	902,612

Fixed Asset Report - Equipment

Novato Sanitary District

Equipment Records Deleted in Fiscal Year 2010

Loc Code	Category/Subfacility Unit Description	Year Acq.	Original Cost	Useful Life	Contribution Factor	Annual Depreciation			Accumulated Depreciation	Book Value
						Purchased	Contributed	Total		
NOVATO TREATMENT PLANT										
<u>Administration Building</u>										
07	Electric Gate	1987	20,246	35	0.8011	115	463	578	13,305	6,941
Subtotal for Administration Building			20,246			115	463	578	13,305	6,941
Total for NOVATO TREATMENT PLANT			20,246			115	463	578	13,305	6,941
RECLAMATION FACILITY										
<u>Drainage 7 PS</u>										
01	Sidewall Fan	1986	3,112	15	0.9115	0	0	0	3,112	0
Subtotal for Drainage 7 PS			3,112			0	0	0	3,112	0
Total for RECLAMATION FACILITY			3,112			0	0	0	3,112	0
Grand Total			23,358			115	463	578	16,417	6,941

Fixed Asset Report - General Items

Novato Sanitary District

General Records Deleted in Fiscal Year 2010

Year Acq.	Location/Group Unit Description	Year Acq.	Original Cost	Useful Life	Contribution Factor	Annual Depreciation			Accumulated Depreciation	Book Value
						Purchased	Contributed	Total		
<u>NOVATO TREATMENT PLANT</u>										
<u>Laboratory Equipment</u>										
07	Computer Software	1997	15,838	10	0.0000	0	0	0	15,838	0
07	Sampler - Novato Influent	1991	1,762	15	0.0000	0	0	0	1,762	0
Subtotal for Laboratory Equipment			17,600			0	0	0	17,600	0
<u>Office Equipment</u>										
07	Computer -Weather Station	2002	1,529	3	0.0000	0	0	0	1,529	0
07	Dell Computer-Lab	2000	1,696	6	0.0000	0	0	0	1,696	0
07	Laptop Computer	1999	3,212	7	0.0000	0	0	0	3,212	0
Subtotal for Office Equipment			6,437			0	0	0	6,437	0
Total for NOVATO TREATMENT PLANT			24,037			0	0	0	24,037	0
Grand Total			24,037			0	0	0	24,037	0

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: Bahia Pump Station Overflow	MEETING DATE: November 8, 2010
AGENDA ITEM NO.: 10.a.	
RECOMMENDED ACTION: NA	
SUMMARY AND DISCUSSION: A programmable logic controller failed at the Bahia Pump Station on Sunday, October 31 st causing an overflow of approximately 17,000 gallons into a small pond adjacent to the station. District staff reported the spill to the appropriate authorities, posted the area, sampled the pond in accordance with Health Department directions, and pumped out 120,000 gallons of water from the pond. The pumping was done after consultation with the California Department of Fish and Game and the property owner. Laboratory results showed that the impact of the spill were substantially mitigated by Friday, November 5, 2010. Fish living in the pond did not appear to be adversely impacted.	
ALTERNATIVES: NA	
BUDGET INFORMATION: .	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: North Bay Watershed Association	MEETING DATE: November 8, 2010
	AGENDA ITEM NO.: 10.b.
RECOMMENDED ACTION: NA	
SUMMARY AND DISCUSSION: The North Bay Watershed Association met Friday, November 5, 2010 at the Novato Sanitary District boardroom. Director Michael Di Giorgio represented the District at the meeting. Active projects include developing a multi-media educational short and a rainwater harvesting guidebook. There were three very interesting presentations: <ul style="list-style-type: none">• Stormwater management for low impact development in Sonoma County• Groundwater recharge in Sonoma County• Strategies for adapting to sea level rise in low lying areas around San Francisco Bay These presentations will be available on the NBWA website: NBWatershed.org	
ALTERNATIVES: NA	
BUDGET INFORMATION: .	
DEPT.MGR.:	MANAGER: