

NOVATO SANITARY DISTRICT

Meeting Date: April 15, 2013

The Wastewater Operations Committee of Novato Sanitary District will hold a meeting at 2:00 PM, Monday, April 15, 2013 at the District offices, 500 Davidson Street, Novato.

AGENDA

1. AGENDA APPROVAL:

2. 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 Committee at this time as a result of any public comments made.

3. CONSIDER APPROVAL OF MINUTES OF THE MARCH 18, 2013 MEETING

4. WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR MARCH 2013:

- a. Treatment Plant Performance Report.
- b. Maintenance Report.
- c. Safety and training.
- d. Odor control and landscaping progress report.

5. COLLECTION SYSTEM OPERATION AND MAINTENANCE REPORT FOR MARCH 2013:

- a. Collection System Maintenance.
- b. Pump Station Maintenance.
- c. Collection System Performance.
- d. Safety and Training.

6. RECLAMATION FACILITY REPORT FOR MARCH 2013

- a. Ranch Operations.
- b. Irrigation Systems.
- c. Sludge Handling and Disposal.

7. ADJOURNMENT:

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.

Materials that are public records and that relate to an open session agenda item will be made available for public inspection at the District office, 500 Davidson Street, Novato, during normal business hours.

March 18, 2013

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:00 p.m., Monday, March 18, 2013, at the District Office, 500 Davidson Street, Novato.

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

STAFF PRESENT: Sandeep Karkal, Deputy Manager-Engineer
Tim O'Connor, Collection Systems Supervisor
John Bailey, Project Manager, Veolia Water
Julie Swoboda, Administrative Secretary
(*Beverly James, Manager-Engineer and Steve Krautheim, Field Services Superintendent were absent.*)

ALSO PRESENT: Lynda Rodefer, Veolia Water

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

APPROVAL OF MEETING MINUTES FOR FEBRUARY 19, 2013: The February 19, 2013 minutes were approved as written.

WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR FEBRUARY 2013:

- **Treatment Plant Performance Report, Maintenance Report and Safety & Training:** John Bailey, Plant Manager, Veolia Water, reported on the treatment plant performance for the month of February. He stated that there were no permit exceedances, violations or excursions and noted that February flows remain low as a dry weather pattern continues. Mr. Bailey discussed the ammonia parameter, noting that although values were higher than previous months, they were well within NPDES permit limits.

Mr. Bailey reported on the key events at the Novato treatment facility, the Ignacio transfer pump station, the recycled water plant and the lagoons. He noted that the treatment facility is in Bay discharge mode and that the Plum Street recycled water reservoir was topped off with recycled water on February 19th as requested by North Marin Water District.

He stated that Veolia employees have been accident free for a total of 1,002 days/45,090 hours. He reviewed the treatment plant performance graphs and provided a report on work order statistics.

Mr. Bailey reported that Veolia continues to take Jerome Meter readings in the Lea Drive neighborhood and within the treatment plant.

- Odor control and landscaping progress report: Sandeep Karkal, Deputy Manager-Engineer, provided a summary of the information the Manager-Engineer had presented at the March 11, 2013 Board of Directors meeting, as part of her update on this subject.

COLLECTION SYSTEM OPERATION AND MAINTENANCE REPORT FOR FEBRUARY 2013:

Tim O'Connor, Collections System Superintendent, discussed the Collections System Monthly Report for February 2013. He reported that the crew cleaned a total of 54,371 feet of sewer pipeline which translated into a productivity rate of 187 ft per hour for the month. Mr. O'Connor stated that the department completed 252 maintenance work orders which were generated in February. He discussed pump station maintenance and noted that approximately 224 lift station inspections were conducted.

Mr. O'Connor stated that there were no sanitary sewer overflows during February and that safety performance for his department was good with a total of 28 accident-free days. He noted that the number two pump at Marin Village was reinstalled during the month and is now operational. Mr. O'Connor reported that staff issued 11 Standard Operating Procedures (SOP's) during the month.

RECLAMATION FACILITY REPORT FOR FEBRUARY 2013:

Deputy Manager-Engineer Sandeep Karkal presented the Reclamation Facilities report in Steve Krauthem's absence. He stated that Parcels 24 and 28 first phase rehabilitation had been completed. He noted that a portion of Parcel 21 and all of Parcel 25 were ripped in preparation for reseeding after these pasture areas were severely damaged due to prolonged flooding. The Deputy Manager-Engineer stated that staff is re-evaluating the repair or replacement of irrigation Pump 2 to take advantage of any PG&E rebate programs.

ADJOURNMENT: There being no further business to come before the Committee, the meeting adjourned at 3:07 p.m. The next Wastewater Operations Committee meeting will be held on Monday, April 15th.

Respectfully submitted,

Sandeep Karkal
Deputy Manager-Engineer

Julie Swoboda, Recording



April 9, 2013

Ms. Beverly James
Manager - Engineer
Novato Sanitary District
500 Davidson Street
Novato, CA 94545

Subject: Veolia Water Operations Report – March 2013

Dear Ms. James:

We are pleased to provide this updated activity report for March 2013.

As always, please give me a call at 707-208-4491 should you have any questions.

Regards,

A handwritten signature in blue ink that reads "John Bailey".

John Bailey
Project Manager

MONTHLY OPERATIONS REPORT

March 2013

Prepared for

**NOVATO SANITARY DISTRICT (NSD)
WASTEWATER TREATMENT PLANT**

**500 Davidson Street
Novato, CA 94545**

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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TREATMENT PLANT PERFORMANCE SUMMARY: March 2013:

Bay Discharge

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	4.61	5.44	N/A	N/A
Max Peak Hour, MGD – Daily (Dry Weather)	N/A	8.00	N/A	N/A
Influent BOD ₅ , lb/day (month ave/max)	10,450	13,782	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	13,534	18,243	N/A	N/A
Effluent BOD ₅ , mg/L (monthly ave/weekly max)	<8	14	30	45
Effluent TSS, mg/L (monthly ave/weekly max)	<6	14	30	45
Effluent BOD ₅ - % Removal, Minimum	97	N/A	85	N/A
Effluent TSS - % Removal, Minimum	98	N/A	85	N/A
Ammonia, mg/L – (monthly ave/daily max)	4.57	8.08	6	21
pH, su (min / max)	7.0	7.3	6.5	8.5
Enterococcus, mpn (30 day geo mean)	5.4	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	9.5	N/A	140	N/A
Fecal Coliform, mpn (90 th percentile)	23	N/A	430	N/A
Total Permit Exceedances (NPDES)	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE

OPERATIONS & MAINTENANCE STATUS / REVIEW:

Key events for the period:

March flow remains low as a dry weather pattern continues.

Novato

- Routine rounds, readings and maintenance
- Repaired Channel #1 Grit Collector Blower
- Annual maintenance on Headworks Screen #1
- Replaced Channel Monster Brush Assembly

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance

Recycled Water Plant

- Performed plant rounds and maintenance
- Met with North Marin Water District at Stafford Lake for jar testing
- Reviewed Operations Plan for Recycled Water Plant with staff

Sludge Lagoons

- Performed daily checks
- Adjusted lagoon feed and decant return as needed

ADMINISTRATION:

- Electronic Self Monitoring Report for February submitted on 3/21/13

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTF completed on 3/21/13
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of March 2013
- Accident Free: 6/1/10 – 3/31/13: 1,033 days/46,485 hours
- Safety Training:
 - Basic Electrical Safety
 - Lockout/Tagout

SOP Review: Operation of High Pressure Wash Down System (Ignacio)

SOP Review: Ignacio Transfer Pump Station Wet Well Scouring

SOP Review: Grit/Screening Building Daily Inspection

ODORS:

- Jerome Meter (H2S) readings performed in neighborhood and within treatment plant.

MISCELLANEOUS

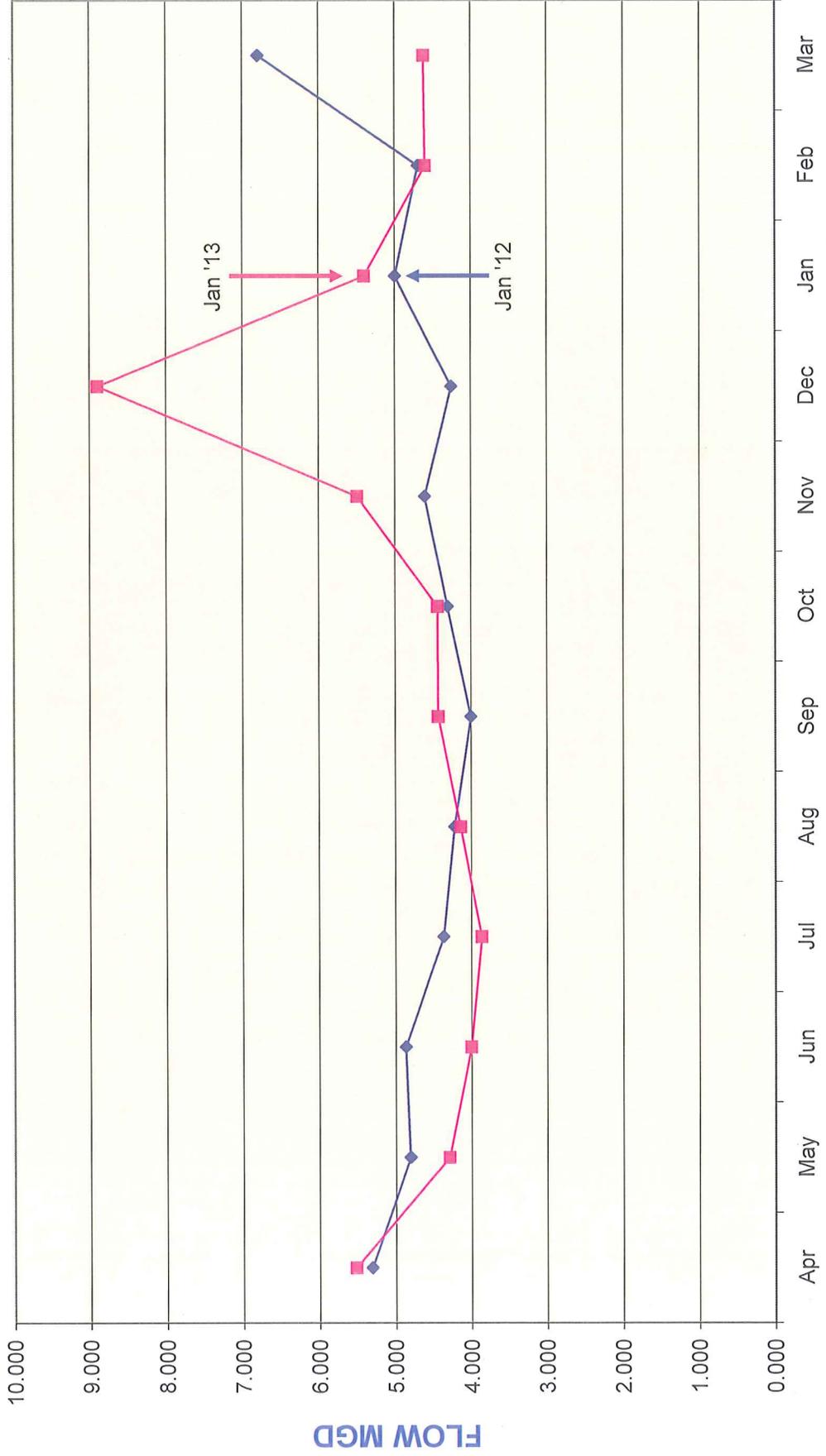
- Process Control Management Plan (PCMP) meetings held regularly
- EMS Manual preparation meeting with Stuart Ostler – Veolia
- The Novato Project received First Place Operations Excellence Award for 2012. The award was presented at the 2013 Veolia Water North America Managers Meeting held in Orlando, Florida.

Veolia Support Staff On/Off Site (Various Times)

John O'Hare	Technical Support
Chris McAuliffe	District Manager
John Herron	Northern California Area Manager
Bryce Behnke	Technical Support via conference call & web exchange
Brian Exberger	Electronic Operations and Maintenance Manual Development
Jeremiah Danielson	Environmental, Health, and Safety – Confined Space Training
Mel Demsky	Regional Director of Asset Management
Dan Brown	Asset Manager

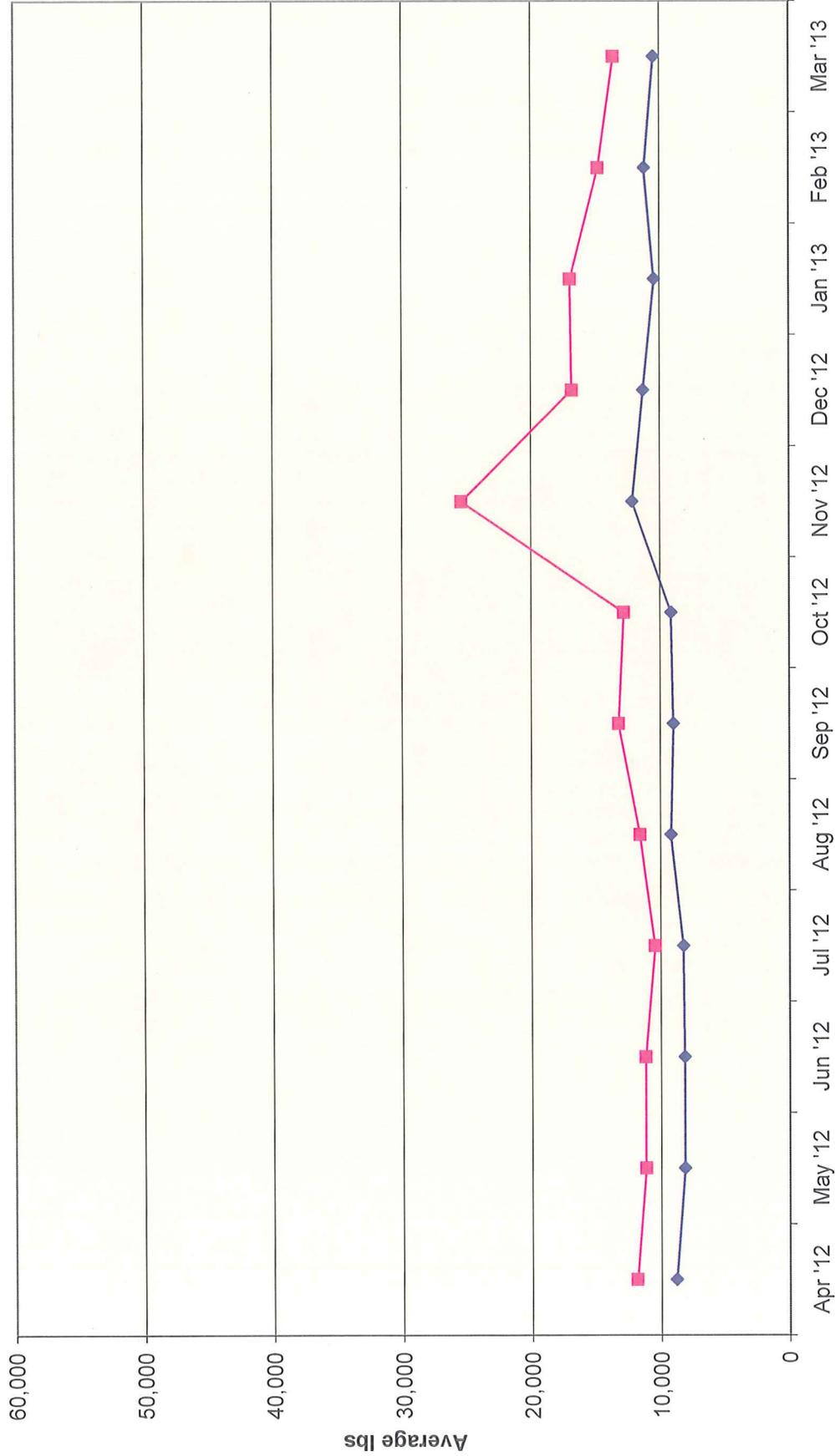
FLOW COMPARISON

—◆— 2011/12 —■— 2012/13



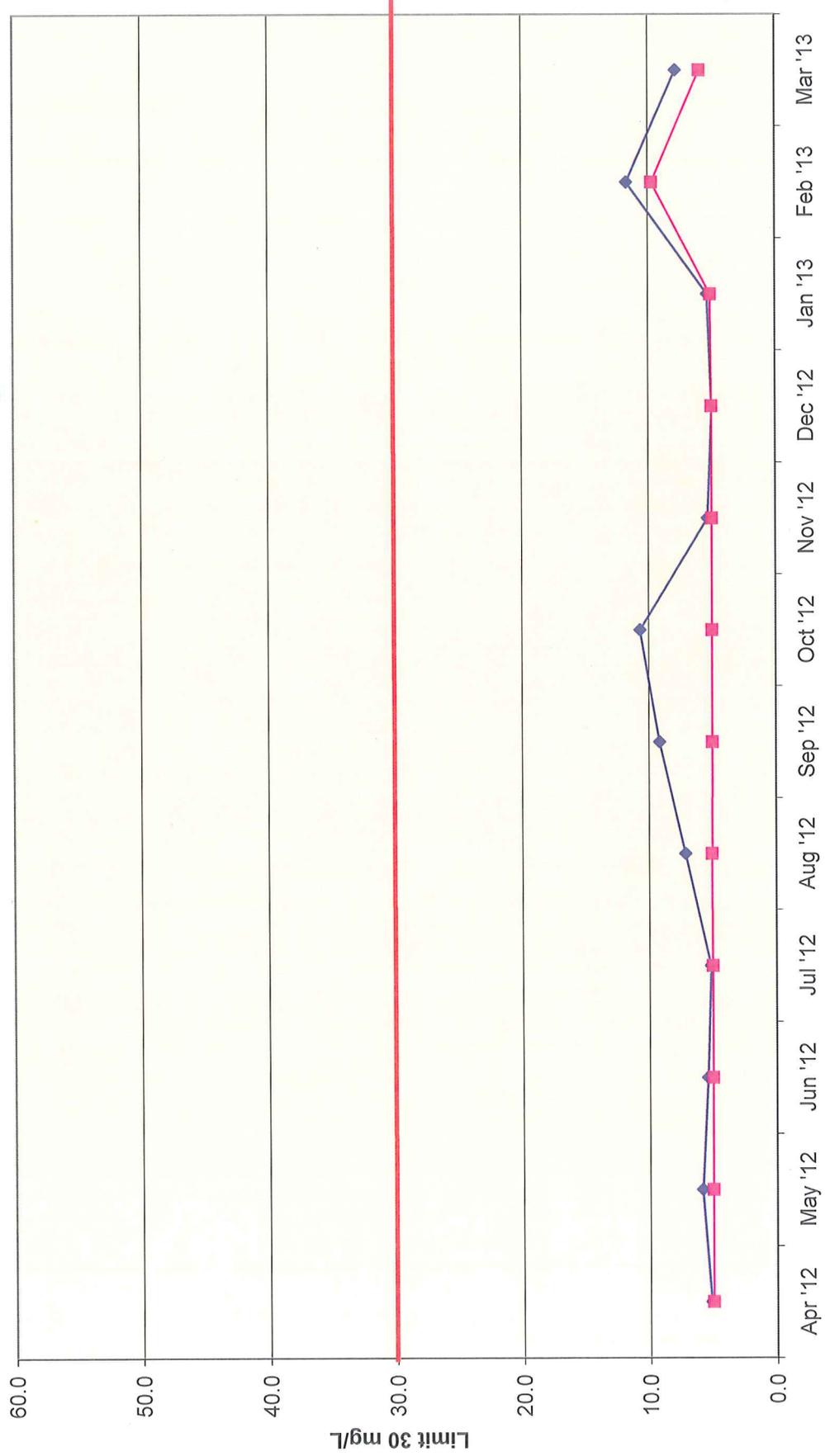
Influent Load BOD / TSS lbs

—◆— BOD lbs —■— TSS lbs



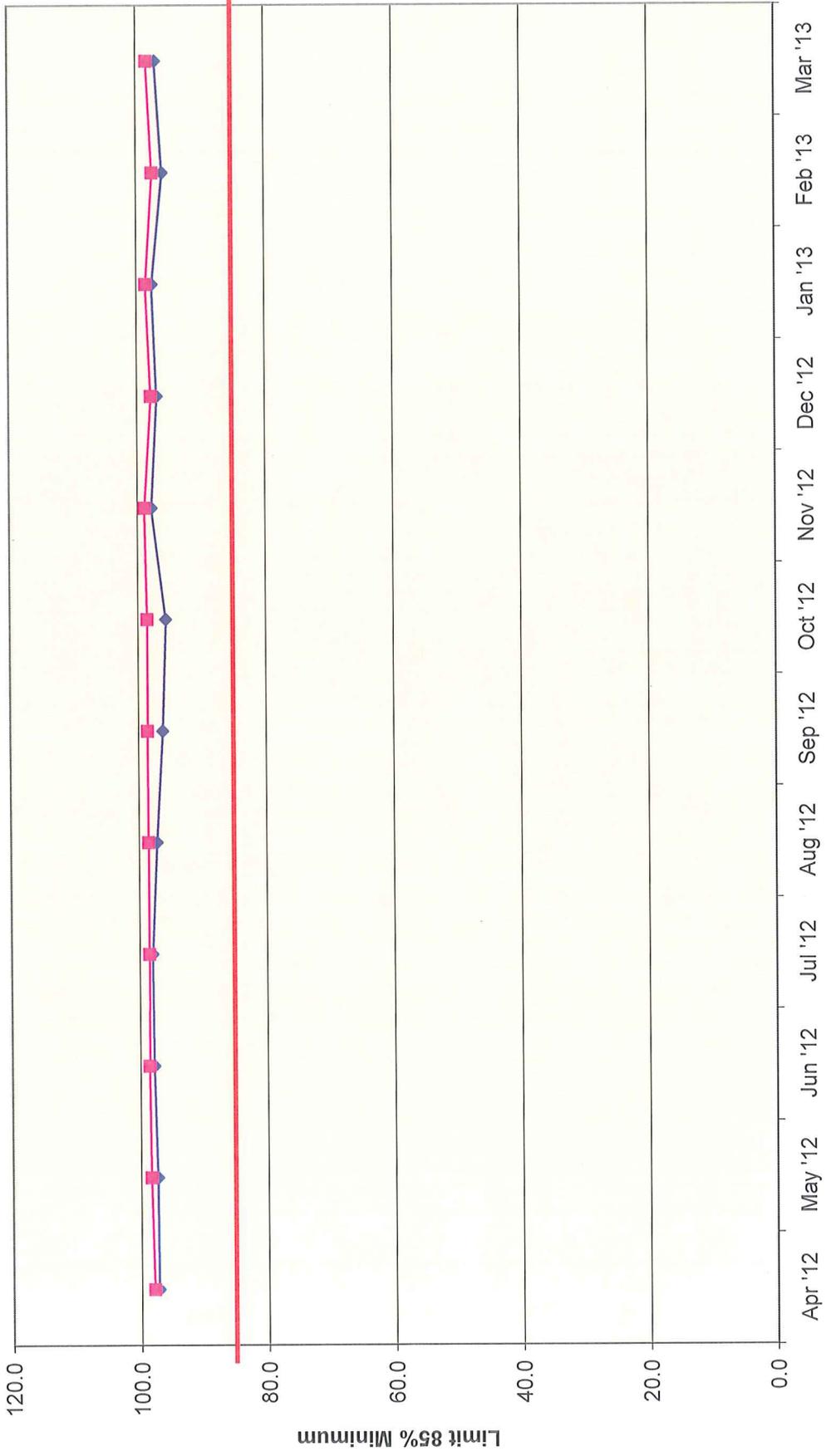
Effluent BOD / TSS Concentration

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

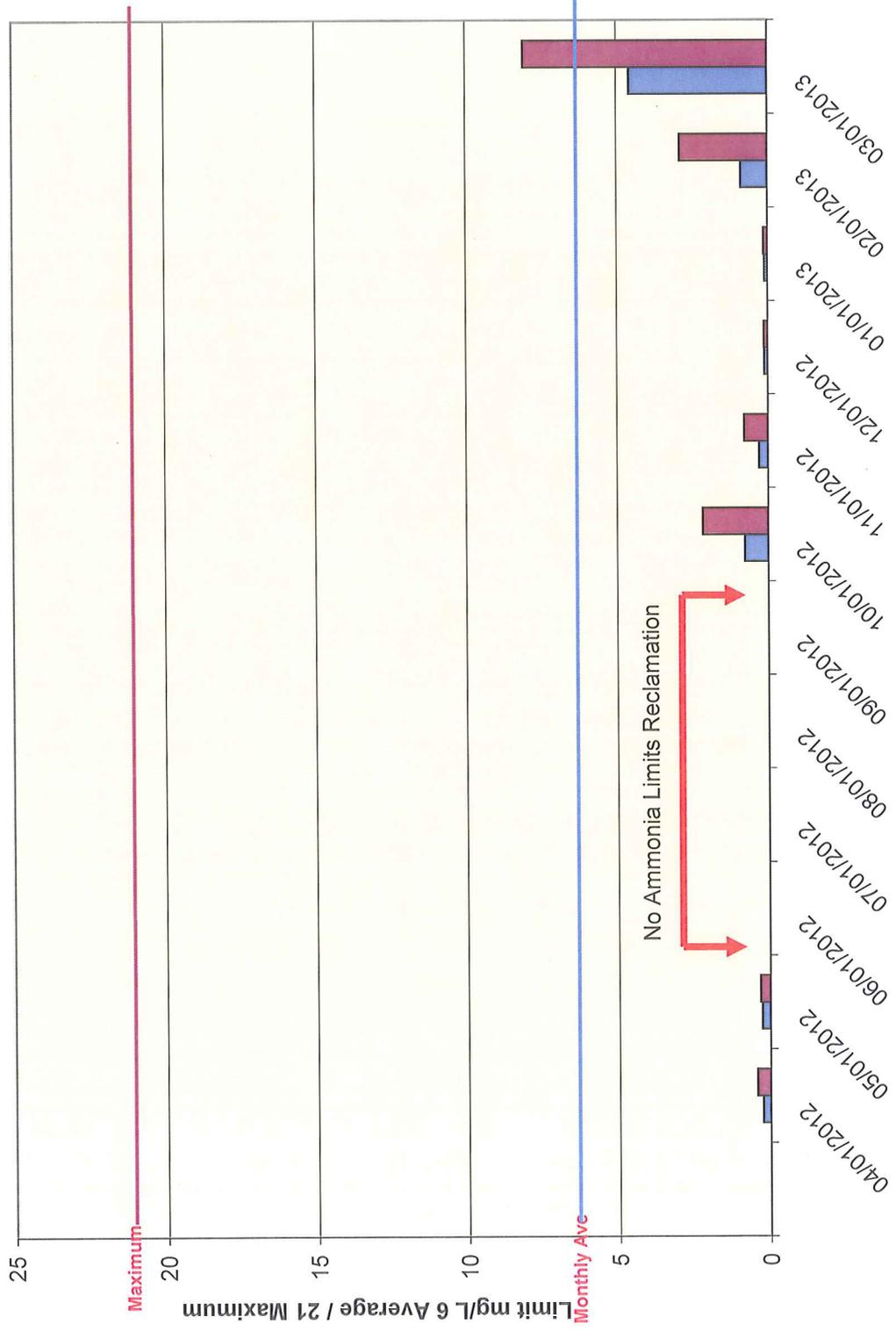


BOD / TSS Percent Removal

—◆— BOD —■— TSS



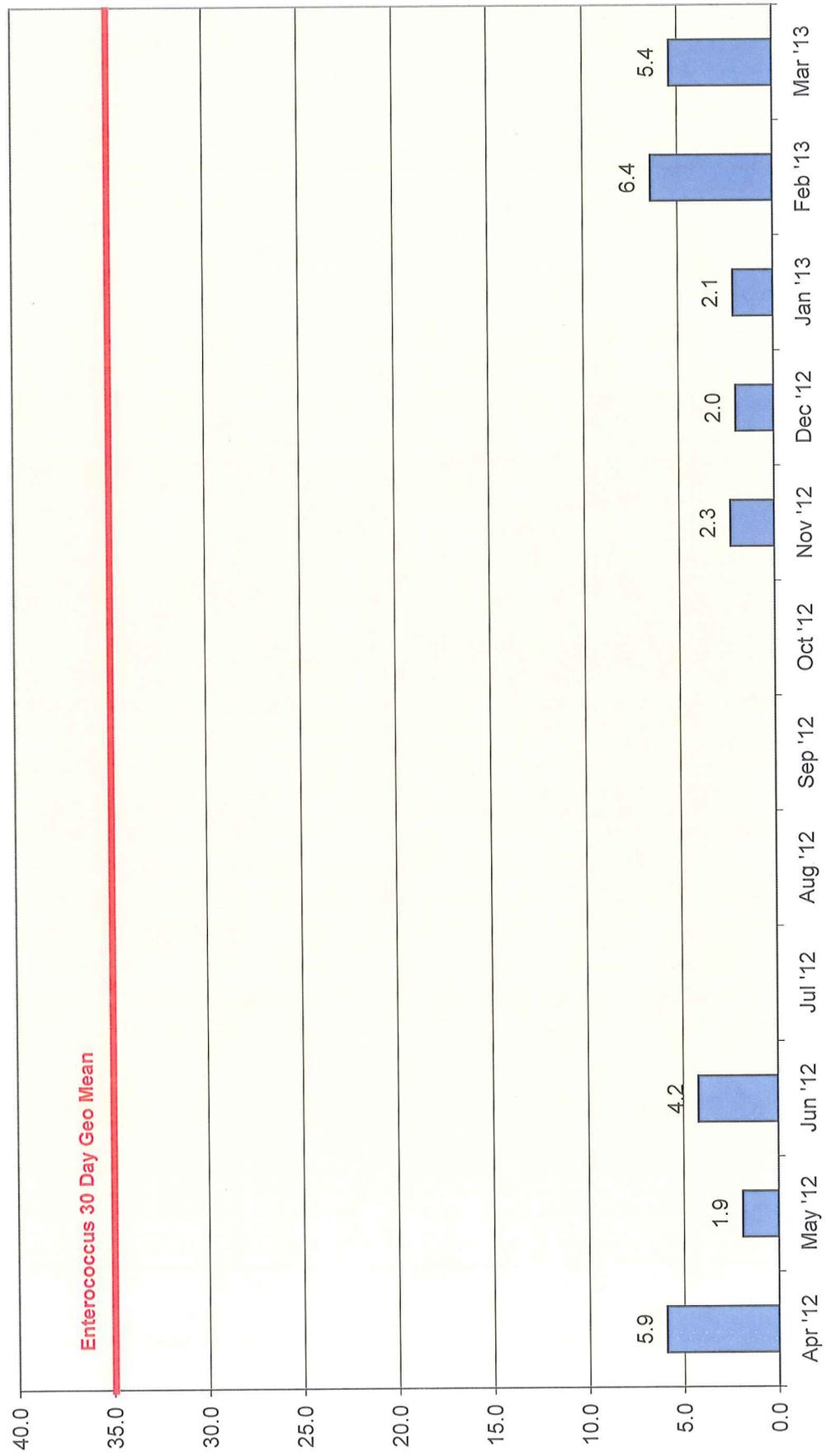
Effluent Ammonia



LIMITS - NPDES
Entero 30 day geo mean 35 mpn /100ml

Disinfection

■ Enterococcus

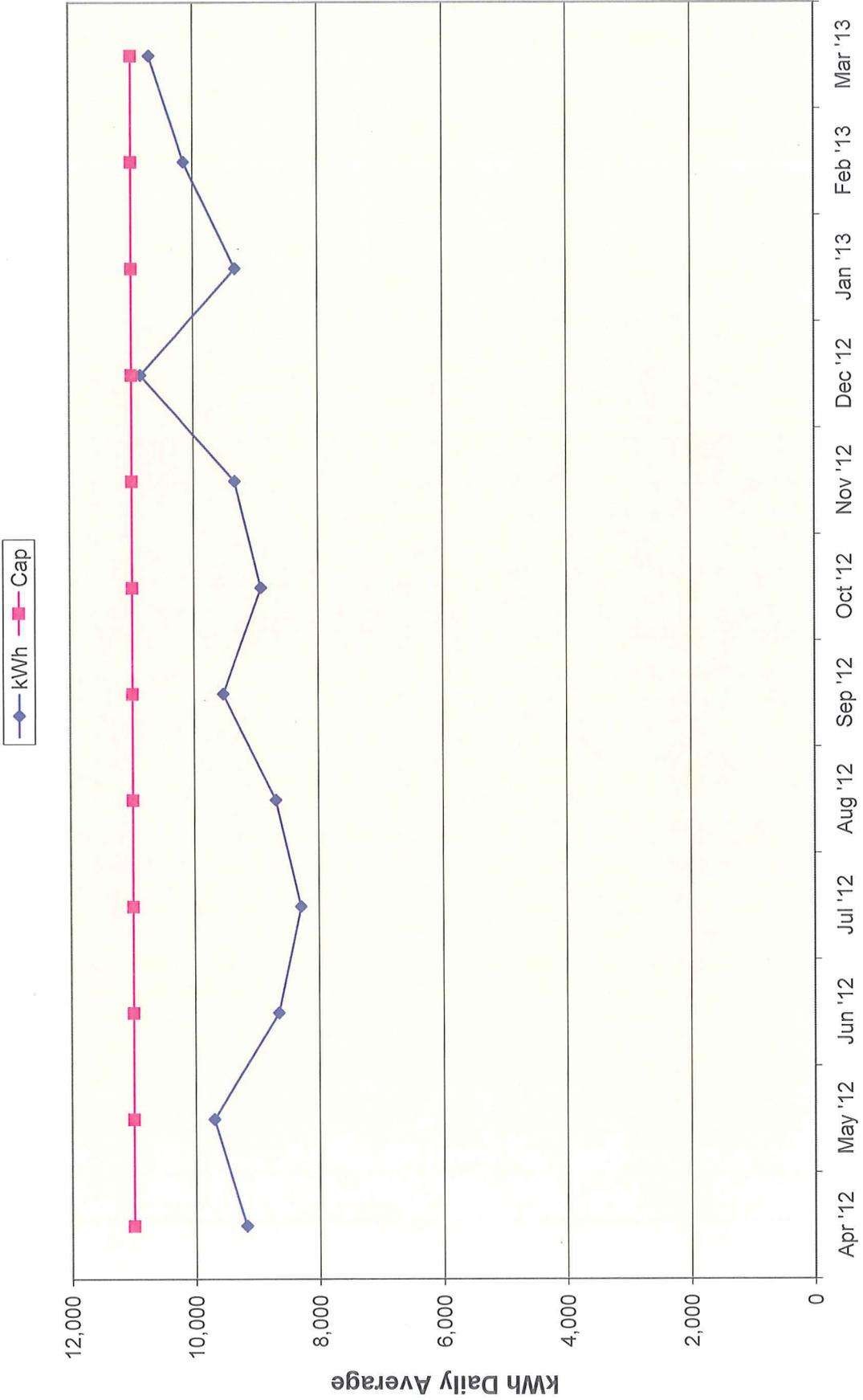


Disinfection

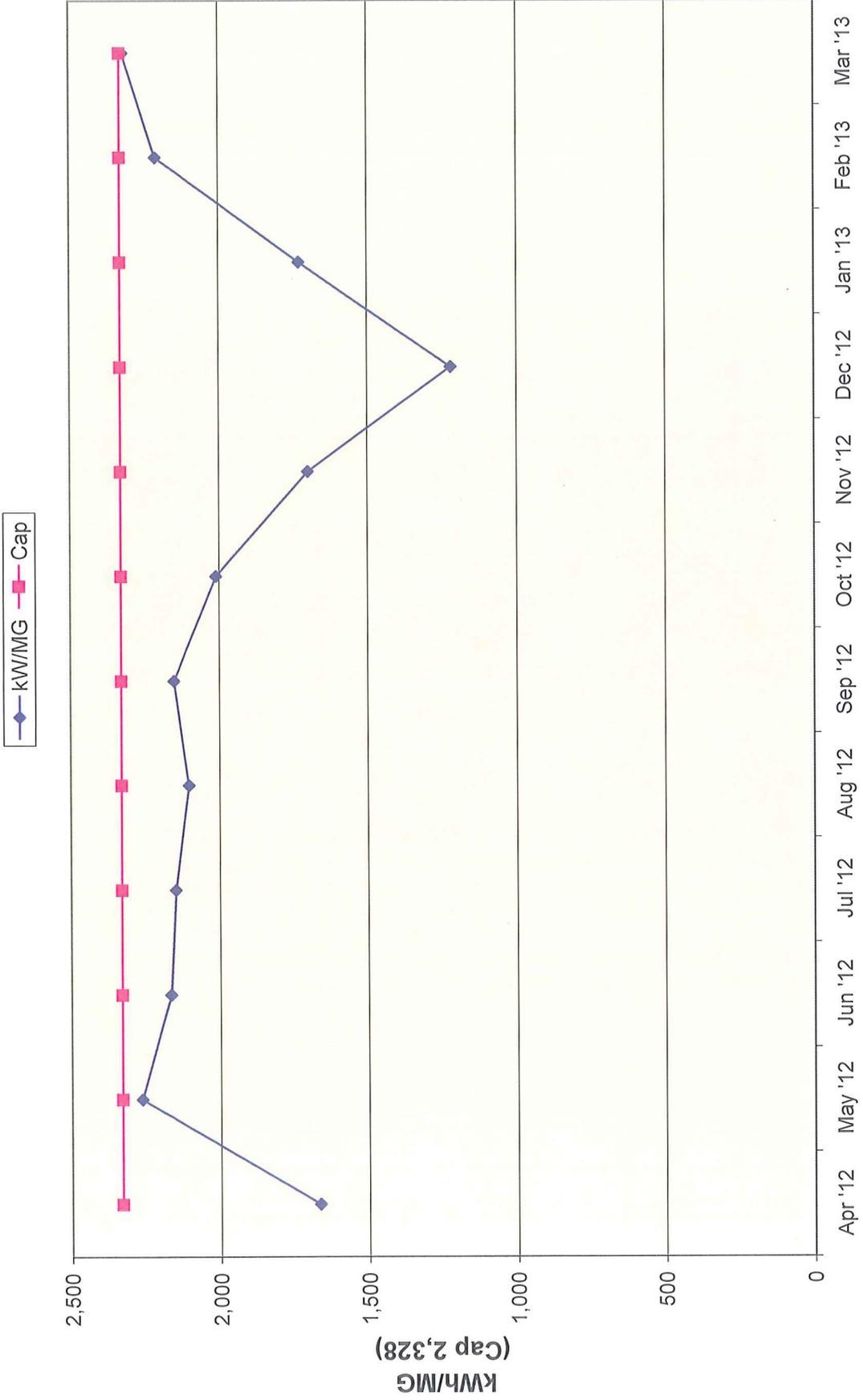
LIMITS - NPDES
 Fecal 140 mpn monthly median
 Fecal 430 mpn 90th percentile 30 day



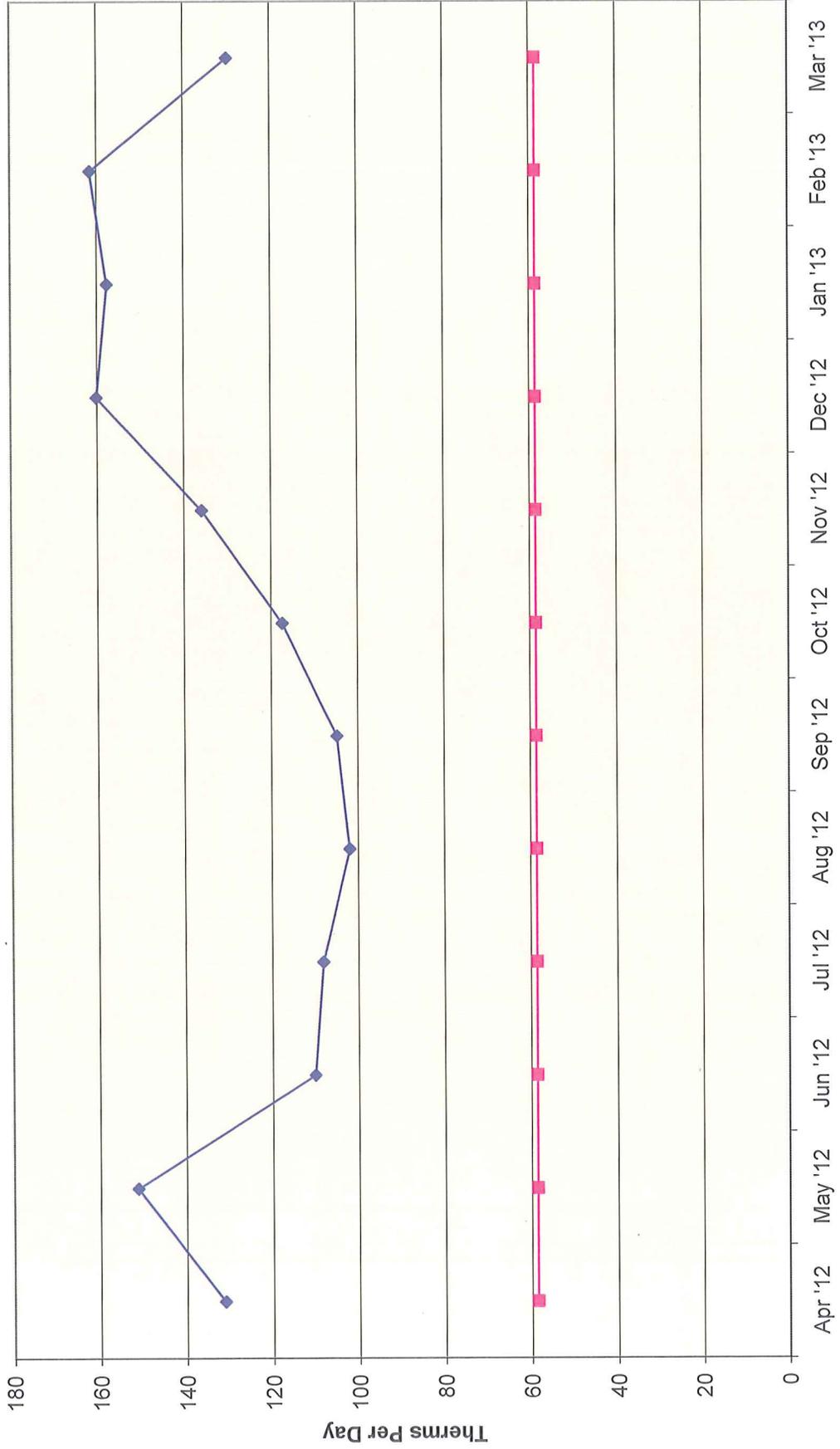
Energy kWh



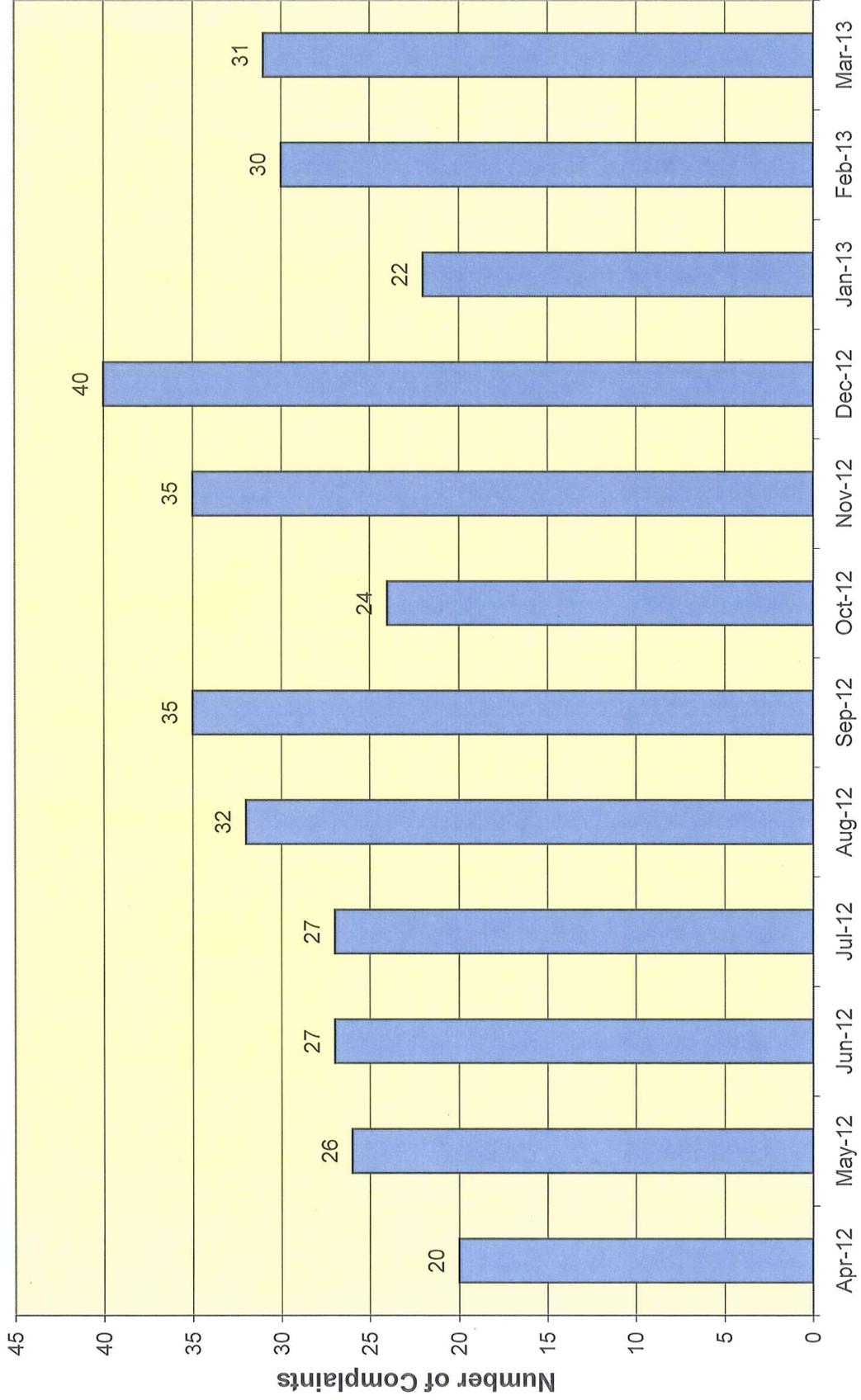
Energy kWh/MG



Natural Gas Use



Complaints Received



**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
March 2013**

General:

For March 2013, after accounting for all leaves, the breakdown of Collection System department staff time, in terms of equivalent full-time employee (FTE) hours utilized, works out approximately as follows:

- 1.8 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.8 FTE field workers for Pump Station Maintenance
- 0.5 FTE field workers for CCTV work, and
- 2.4 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to main line cleaning, CCTV work or pump station maintenance.

Collection System Maintenance:

A total of 50,565 feet of sewer pipelines were cleaned for the month. Staff completed 286 maintenance work orders generated by the ICOMMM3 CMMS system, with 28 outstanding work orders. The footage cleaned per hour, line cleaned/month, and outstanding work orders are within established parameters for the department. Graphs showing the length of line cleaned/month, footage cleaned/hour worked, along with the overflows/month are attached.

The CCTV van was in the field for a total of 7 working days during the month of March and the department's CCTV production for the month (at 7,075 feet), was below normal production goals. The Collection Systems staff was augmented by the addition of two new employees into the Collection System Worker I (CSW I) class, and, staff anticipates catching up to its productive goals in the near future.

Pump Station Maintenance:

The Collection System Department conducted 240 lift station inspections for the month with 116 of the inspection visits generated through the JobCal Plus CMMS system.

The breakdown of these inspections is as follows: 22 Flygt submersible pump stations, 1 time per month, 6 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily.

The Bahia Main pump station was inspected by the County of Marin Waste Management Division on 3/26/2013 for hazardous materials storage compliance, and the District Hazardous Materials Business Plan was accepted as submitted. There were no deficiencies noted during the inspection.

A Collection Systems (Pump Stations) Work Order Statistics summary is attached.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
March 2013**

Note: The JobCal Plus program is not only used for scheduling and tracking pump station related maintenance work orders, it is also used for ladder inspections, reclamation maintenance work orders, SCADA backup scheduling, and vehicle maintenance scheduling.

Pump Station Rehabilitation:

As part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project No. 72403), the District accepted as substantially complete the Hangar Pump Station with control of this pump station being returned to District staff while construction is completed. Construction continued on BMK 9 and BMK 10 Pump Stations and control of these stations continued to be the responsibility of the contractor, W.R. Forde, until the project is complete.

Safety and Training:

General: The Collection System crew attended weekly safety tailgate meetings.

Specialized training: Worker's Compensation Accident Reporting training on 3/26/2013 was attended by the new CSW I employees, Aaron Hendricks and Bob Stiles.

Safety performance: There were no lost time accidents this month for a total of 59 accident-free days.

Standard Operating Procedures:

Collection System staff issued 1 Vehicle Operation and Maintenance SOP for Rodder Operation during the month of March, 2013.

Sanitary Sewer Overflows (SSOs):

For the month of March, there were zero (0) SSO's.

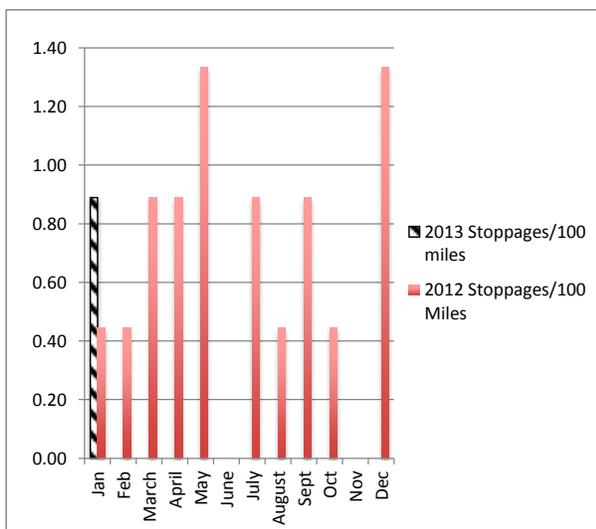
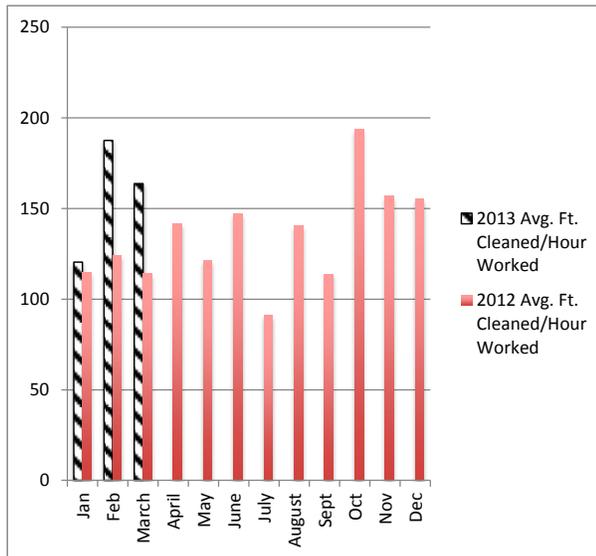
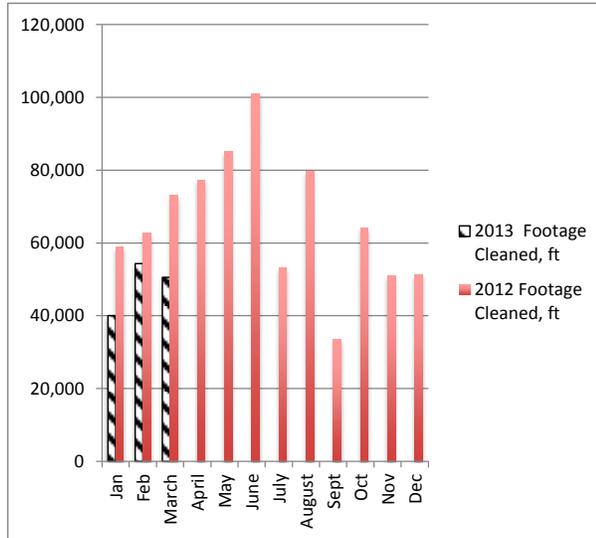
Novato Sanitary District
Collection System Monthly Report For 2013 (as of March 31, 2013)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	1.9	1.7	1.8										NA	1.8
Number of FTEs (other)	1.9	1.4	2.4										NA	1.9
Number of FTEs (CCTV)	0.1	0.3	0.5										NA	0.3
Total, FTEs	3.9	3.4	4.7										NA	4.0
Regular Time Worked, (main line cleaning), hrs	333	290	309										932	311
Regular Time Worked on Other, hrs ⁽¹⁾	326	249	415										990	330
Regular Time Worked on CCTV ⁽²⁾	20	46	85										151	50
Total Regular time, worked, hrs	678	585	809										2,072	691
Total Vacation/Sick Leave/Holiday, hrs	204	77	101										382	127
Vacation/Sick Leave/Holiday, FTEs	1.2	0.4	0.6										2.2	0.7
Overtime Worked on Coll. Sys., hrs	6	45	5										56	19
Overtime Worked on Other, hrs ⁽¹⁾	3	19	5										27	9
Overtime Worked on CCTV ⁽²⁾	1	3	0										4	1
Total Overtime , hrs	10	67	10										87	29
Productivity														
Rodder Work Orders Generated, ft	14	0	24										38	13
Rodder 3203 Ft. Cleaned	3,138	0	3,856										6,994	2,331
Flusher Work Orders Generated	187	252	290										729	243
Truck 3205V Ft. Cleaned	2,782	5,146	2,755										10,683	3,561
Truck 3206V Ft. Cleaned	34,114	49,225	43,954										127,293	42,431
Camera Work Orders Generated	0	0	0										0	
Camera Ft. Videoed	10,905	4,912	7,075										22,892	7,631
Work Orders Completed	201	252	286										739	246
Work Orders backlog	6	0	28										34	11
Total Footage Cleaned	40,034	54,371	50,565										144,970	48,323
Sanitary Sewer Overflows (SSOs)														
Minor (Category II)	0	0	0										0	NA
Major (Category I)	2	0	0										2	NA
Overflow Gallons	2,200	0	0										2,200	NA
Volume Recovered	880	0	0										880	NA
Percent Recovered	40%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	40%	NA
Service Calls (non-SSO related)														
Service calls, normal hours, #	7	5	7										19	6
Normal hours S.C. response time, mins (avg.)	12	15	14										41	14
Service Callouts, after hours, #	1	0	0										1	0
After Hours S.C. response time, mins (avg.)	23	NA	NA										23	23
Benchmarks														
Average Ft. Cleaned/Hour Worked	120	187	164	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	157
Total Stoppages/100 Miles	0.9	0.0	0.0										0.9	NA
Average spill response time (mins)	18	0	0										NA	6
Callouts/100 Miles	0.4	0.0	0.0										0.4	0.1
Overtime hours/100 Miles	3	20	2										25	8
Overflow Gallons/100 Miles	978	0	0										978	326

⁽¹⁾This category includes time spent on: Data input, Training, Service Calls, Overflow Response, as well as any other activity that does not directly relate to main line cleaning or CCTV work.

⁽²⁾This category separates time spent on CCTV from other Collection System maintenance activities.

Collection System 2012-13 Graphs



**COLLECTION SYSTEM (Pump Stations)
WORK ORDER STATISTICS
March 1, 2012 - March 31, 2012**

	Open Work Orders Due Prior to 3/1/2013	Open Work Orders 3/1/2013 - 3/31/2013	Total Open Work Orders
Preventive	0	107	0
Corrective	0	9	0
Total	0	116	116

	Closed Work Orders 3/1/2013 - 3/31/2013
Preventive	107
Corrective	9
Total	116

Total Outstanding Work Orders as of 3/31/2013	0
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**NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
March 2013**

Summary:

There was minimal activity related to the reclamation facilities in the month of March 2013. The irrigated parcels on Site 2 damaged by flood waters were cultivated and seeded. Staff is re-evaluating the repair or replacement of Irrigation Pump 2 to take advantage of any PG&E rebate programs.

Ranch Operations:

There were no reportable activities by the rancher this month.

Irrigation Parcels:

The Parcels in Site 2 which were flooded for a prolonged period by above normal rainfall in December have dried out and all have been seeded in preparation for spring rains. Parcels 24 & 28 were rolled and seeded last month, and a portion of Parcel 21 and all of Parcel 25 were disked, rolled and seeded with the permanent crop in March. If dry weather persists staff may request permission from the Regional Board to irrigate the seeded parcels in April.

Irrigation Pump Station:

Staff is re-evaluating the replacement/repair of Irrigation Pump No. 2. Staff contacted PG&E to inquire about rebate programs for replacing the pump with a more efficient motor. PG&E requested run time data and staff is currently compiling the data to send off to PG&E.

Staff received the new flange coupling adapters for each side of the strainers replaced last year. Installation will be scheduled to be completed either in April or May.

Sludge Handling & Disposal:

There was no activity to report.
