

# NOVATO SANITARY DISTRICT

Meeting Date: July 11, 2016

**The Board of Directors of Novato Sanitary District will hold a meeting at 6:00 p.m., Monday, July 11, 2016, 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. REVIEW OF MINUTES:

- a. Approval of minutes of the June 27, 2016 regular meeting.

### 5. CONSENT CALENDAR:

*The General Manager-Chief Engineer has reviewed the following items. To his 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. Approve regular disbursements, June 28 – July 11, 2016.
- b. Receive deposit summary, June 2016.
- c. Approve Project Plans for Sewer Main Extension – 801 State Access Road (Novato Village, L.P, Investment Concepts, Inc., General Partner).
- d. Adopt Resolution No. 3100 and Resolution No. 3101: Resolutions Authorizing Acceptance of Sanitary Sewer Easements - 801 State Access Road (Novato Village, L.P, Investment Concepts, Inc., General Partner).

### 6. WASTEWATER OPERATIONS

- a. Receive Wastewater Operations Report, June 2016.

### 7. CAPITAL PROJECTS:

- a. *Collection System Improvements, Account No. 72706:* Approve a contract with RMC Water Environment (RMC) in the not-to-exceed amount of \$350,000 for engineering services related to developing a Collection System Master Plan (CSMP), and authorize the General Manager-Chief Engineer to execute it.
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**8. STAFF REPORTS:**

- a. Information only - Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for Fiscal Year (FY)2015-16.

**9. NORTH BAY WATER REUSE AUTHORITY (NBWRA) – INFORMATION ONLY:**

- a. Information only – Receive report on payment to Sonoma County Water Agency (SCWA) in the amount of \$207,344 as the first installment of the District's FY16-17 share of the cost of the NBWRA Phase 2 Feasibility Study.

**10. ADMINISTRATION:**

- a. Approve promotion of Javier Vega from Collection System Worker III to Collection System Lead Worker, Salary Range 47, Step B (\$7,600/month).
- ~~b. Establish a classification of Electrical/Instrumentation Technician I, II, and III; approve the job description (subject to minor changes and edits) and authorize the General Manager to recruit an Electrical/Instrumentation Technician I. This agenda item was pulled from the Agenda in its entirety.~~
- c. Information only - Receive report on SB 272 (Enterprise Systems Catalog) compliance.

**11. BOARD OF DIRECTORS:**

- a. California Special Districts Association (CSDA) 2016 Board elections - provide direction.

**12. BOARD MEMBER REPORTS AND REQUESTS:**

- a. North Bay Watershed Association (NBWA) meeting, July 8, 2016.

**13. INFORMATIONAL ITEMS:**

*These items are for information only - no action will be taken on these items.*

- a. California Special Districts Association (CSDA) e-news article: "Duplicative Compensation Legislation Passes Committee."

**14. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:**

**15. ADJOURNMENT:**

**Next regular meeting date: Monday, August 8, 2016, 6:00 PM, at the Novato Sanitary District office, 500 Davidson Street, Novato, CA.**

Next resolution no. 3102.

***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.***

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## NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: June 27, 2016

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, June 27, 2016, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors Carole Dillon-Knutson, William C. Long, Brant Miller, and Jerry Peters.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT:

John Bailey, Project Manager, Veolia Water  
Erik Brown, Technical Services Manager, Novato Sanitary District  
Laura Creamer, Finance Officer, Novato Sanitary District  
Steve Krautheim, Field Services Manager, Novato Sanitary District

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the June 13, 2016 regular meeting.  
*On motion of Director Peters, seconded by Director Long, and carried unanimously, the June 13<sup>th</sup>, 2016 Board meeting minutes were approved.*

CONSENT CALENDAR:

Director Long requested that item e: 'Approve increase in individual Sewer Lateral Grant amount', be pulled from the Consent Calendar for further consideration.

President Mariani called for a motion on the remaining Consent Calendar items as follows:

- a. Approval of operating check disbursements in the amount of \$132,512.24, and capital project disbursements in the amount of \$69,839.66.
- b. Ratify June 2016 payroll and payroll related disbursements in the amount of \$224,899.82.
- c. Cancel regular meeting of July 25, 2016.
- d. Accept Sewer Main Extension (SME) – 45 Mendocino Lane (Ravicz).

*On motion of Director Long, seconded by Director Miller, and carried unanimously, the above listed Consent Calendar items were approved.*

Director Long asked if replacement of both the upper and lower lateral was required for a resident to qualify for the Sewer Lateral Grant Program (Grant Program). The General Manager stated that it was. Director Dillon-Knutson asked how the Grant Program is publicized. The General Manager stated that the program, in place since FY 2010-11, is posted on the District website and published periodically in District newsletters.

*On motion of Director Long, seconded by Director Peters, and carried unanimously, the Board approved the increase in the individual Sewer Lateral Grant amount from \$1,500 to \$2,000, for Fiscal Year FY16-17.*

#### COMMITTEE REPORTS:

- Wastewater Operations: Receive report and recommendation to adopt preliminary Operating Budget for FY16-18. The General Manager stated that the Wastewater Operations Committee met on June 20<sup>th</sup> with Members Miller and Peters attending. He stated that the Committee discussed and reviewed a number of items relating to the preliminary FY16-18 Operating Budget. The General Manager stated that the Committee had unanimously agreed to forward the preliminary FY16-18 Operating Budget and recommend its adoption by the Board of Directors. President Mariani asked for comments from the Committee members, and hearing none, moved to the next agenda item.

- Strategic Planning and New Facilities: Receive report and recommendation to adopt preliminary Capital Improvements Program (CIP) Budget for FY16-18. The General Manager stated that the Strategic Planning and New Facilities Committee met on June 21<sup>st</sup> with Members Long and Dillon-Knutson in attendance. He stated that the Committee discussed a number of strategic items relating to the District's FY16-18 budget and how they would factor into the District's capital spending strategy. The General Manager stated that after review, the Committee had unanimously agreed to forward the preliminary FY16-18 Operating Budget to the Board of Directors and recommend its adoption. President Mariani asked for comments from the Committee members, and hearing none, moved to the next agenda item.

#### ANNUAL BUDGET:

- Approve and adopt the 2016-18 Preliminary Budget. The General Manager stated that at the May 23<sup>rd</sup> Board meeting, staff presented the District's Preliminary Budget for Fiscal Years FY2016-18 to the Board. He noted that separately, staff reviewed the Solid Waste budget, the Operating Budget and the Capital Improvement Program budget with the corresponding committees. He stated that accordingly, staff recommends that the Board approve and adopt the Preliminary Budget for FY16-18.

*On the motion of Director Peters, seconded by Director Dillon-Knutson, and carried unanimously, the Board approved and adopted the Annual Preliminary Budget for FY16-18.*

## ADMINISTRATION:

- Review cost-of-living increase, represented employee group, effective July 1, 2016-informational item. The General Manager stated that in 2014, the District negotiated a four-year Memorandum of Understanding (MOU) with its represented employee group, the Teamsters Bargaining Unit (TBU). He stated that the MOU's term is from July 1, 2014 through June 30, 2018 and contains a provision for a cost-of-living increase annually as determined by the April 2015 to April 2016 Bay Area Consumer Price Index (CPI) movement plus one percent. He stated that the current CPI is +2.6% and noted, therefore, that the corresponding increase for the represented employee group would be +3.6%, effective July 1, 2016. He stated that this is an informational item only because the MOU is effective through June 30, 2018.

- Approve cost-of-living increase, Management and Confidential employee group, effective July 1, 2016. The General Manager stated that the Management and Confidential group has agreed to the same terms as the represented employee group in terms of a cost-of-living increase. He stated, therefore, that the requested increase for the management and confidential employee group is +3.6%, effective July 1, 2016.

*On motion of Director Miller, seconded by Director Peters, and carried unanimously, the Board approved the cost-of-living increase of 3.6% for the management and confidential employee group, effective July 1, 2016.*

- Approve cost-of-living increase, General Manager-Chief Engineer, effective July 1, 2016. President Mariani stated that the terms of the Manager-Engineer's agreement stipulate that he shall be eligible for cost-of-living increases which shall be no greater than that authorized for the Management and Confidential group. It is requested that the Board approve a +3.6% increase for the General Manager-Chief Engineer, effective July 1, 2016.

*On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board approved the cost-of-living increase of 3.6% for the General Manager-Chief Engineer, effective July 1, 2016.*

- Adopt Resolution No. 3099 to CalPERS for paying and reporting the value of Employer Paid Member Contributions and for Normal Member Contributions. The General Manager stated that one of the provisions of the MOU is a change in the formula for payment and reporting of Employer Paid Member Contributions (EPMC), from 1.5% to 0.5% effective July 1, 2016. He noted that each modification requires adoption of a resolution by the District Board for submission to CalPERS. He stated that Resolution No. 3099 is being presented for Board adoption to modify the District's EPMC from 1.5% to 0.5%, and as in prior years, the language and format of the Resolution are as mandated by CalPERS.

*On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board adopted Resolution No. 3099: RESOLUTION FOR PAYING AND REPORTING THE VALUE OF EMPLOYER PAID MEMBER CONTRIBUTIONS.*

- Receive report on CalPERS Health Plan Premium Rates for 2016. The General Manager stated that the District has received notification of health plan premiums for calendar year 2017 from CalPERS. He noted that the Kaiser North rates have decreased by approximately 1.75% and that Medicare rates have increased by 1.09%. He stated that the preliminary FY16-17 budget had projected an increase of 7% across both sets of rates and that the final FY2016-17 budget would be revised to reflect the actual rates. He noted that this was an informational item only.

- Receive report on enhanced cyber liability coverage to property insurance program. The General Manager stated that the District participates in the Alliant Property Insurance Program which includes some Cyber Liability coverage. He stated that currently the Cyber Liability coverage provides \$2 million in cyber limits to include services related to a data breach, with a sub-limit of \$1 million for Privacy Notification Costs. He stated that with the dramatic increase in cyber-attacks in recent years, the District has enrolled in the Cyber Enhancement Option which increases coverage and services. He stated that there is a modest premium, \$1,514.98 for the advanced coverage, which will be met from Account No. 66070 – Insurance. He noted that this was an informational item only.

#### CAPITAL PROJECTS:

- Collection System Improvements, Account No. 72706: Make CEQA findings, approve plans and specifications, and authorize General Manager-Chief Engineer to advertise for bids – Bel Marin Keys Trunk Sewer Rehabilitation Project; Account 72706: Collection System Improvements. The General Manager stated that Field Services Manager Steve Krautheim would provide the overview for this item.

The Field Services Manager noted that at the February 8, 2016 Board meeting, staff reported that a section of the Bel Marin Keys Trunk Sewer line had failed and that the District initiated emergency repairs to restore sewage flow. He stated that the 18-inch Asbestos Cement Pipe (ACP) trunk sewer appeared to be deteriorating, potentially from hydrogen sulfide corrosion. He said that after the repairs were completed, staff requested proposals from two engineering firms to rehabilitate the remainder of the pipe, and subsequently awarded the design work to GHD Engineers of Santa Rosa for \$36,000. The Field Services Manager stated that GHD has completed the plans and specifications and that the project is ready for bid. He stated that the Engineer's Estimate for this project is \$350,000 (modified from the Board report which stated '\$390,000').

The General Manager recommended that the Board approve CEQA findings, approve the plans and specifications, and authorize the General Manager-Chief Engineer to advertise for bids.

*On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board made CEQA findings, approved plans and specifications, and authorized the General Manager-Chief Engineer to advertise for bids for the following project: Bel Marin Keys Trunk Sewer Rehabilitation Project; Account 72706: Collection System Improvements.*

## WASTEWATER OPERATIONS:

- Major Repair/Replacement, Account No. 61000-3: Authorize the General Manager-Chief Engineer to issue purchase order(s) in an amount up to \$66,000 to Shape, Inc. to purchase a spare/replacement conveyance pump for the Ignacio Transfer Pump Station (ITPS). The General Manager stated that as the equipment at the Ignacio Transfer Pump Station ages, provisions need to be considered for their replacement. He noted that the issue of equipment replacement was recently discussed with the Strategic Planning and New Facilities Committee as part of the budget approval process. He stated that District staff has deemed it prudent to purchase a spare/replacement conveyance pump for the ITPS. He stated that, as noted in the Board report, the pump to be purchased has to match the existing units, and therefore multiple bids are not necessary. He stated that Shape, Inc. has provided a quote for the spare/replacement conveyance pump, and requested the Board authorize the General Manager-Chief Engineer to issue purchase order(s) in an amount up to \$66,000 for the spare/replacement conveyance pump.

*On motion of Director Peters, seconded by Director Dillon-Knutson, and carried unanimously, the Board authorized the General Manager-Chief Engineer to issue a purchase order(s) in an amount up to \$66,000 to Shape, Inc. to purchase a spare/replacement conveyance pump for the Ignacio Transfer Pump Station (ITPS).*

## BOARD OF DIRECTORS:

- Election of President and President Pro-Tem. President Mariani entertained a motion to nominate Director Jerry Peters for the office of President. She asked if any further nominations were to be considered, and hearing none, closed the nominations.

*On motion of Director Miller, seconded by Director Dillon-Knutson, and carried unanimously, the Board elected Director Jerry Peters to serve as President for the Novato Sanitary District Board of Directors.*

Director Long nominated Director Dillon-Knutson for the office of President Pro-tem.

*On motion of Director Long, seconded by Director Peters, and carried unanimously, the Board elected Director Dillon-Knutson to serve as President Pro-tem for the Novato Sanitary District Board of Directors.*

- Appoint Secretary-Treasurer and Secretary Pro-Tem for FY16-17. President Mariani stated that historically, the Secretary-Treasurer position is held by the General Manager-Chief Engineer and the Secretary Pro-tem is held by the Administrative Secretary that normally attends the Board meetings.

*On motion of Director Peters, seconded by Director Long, and carried unanimously, General Manager-Chief Engineer Sandeep Karkal was appointed to serve as Secretary-Treasurer and Administrative Secretary Julie Swoboda was appointed to serve as Secretary Pro-tem for the Novato Sanitary District Board of Directors.*

- Designate and authorize check signers for FY16-17. President Mariani stated that typically, the President, President Pro-tem, another Board member, and the General Manager are designated check signers. She stated that she would like to remain as a designated check signer and recommended that the previous practice be maintained.

*On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board designated President Peters, President Pro-tem Dillon-Knutson, Director Mariani, and General Manager-Chief Engineer Sandeep Karkal as authorized check signers for FY16-17.*

- Presidential appointment of committee members for FY16-17. President Mariani stated that typically the incoming President appoints the committee members at the first regular Board meeting in July. Incoming President Peters stated that he would be absent from the July 11<sup>th</sup> meeting, and President Mariani deferred this item to the August 8<sup>th</sup> Board meeting.

At this point, the President's gavel was passed on to incoming President Peters.

#### BOARD MEMBER REPORTS AND REQUESTS:

Director Long requested that the Board consider changing the name of the Novato Sanitary District. Director Mariani suggested that the General Manager consider an informal Board workshop at a future date to discuss a District name change.

#### GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

- The General Manager stated that the Marin County Fair begins on July 1<sup>st</sup> and that several District employees and he would be working at the Marin Wastewater Agencies Joint Public Education/Outreach booth at the Fair.
- The District Collection Systems Department recently hired Liam O'Sullivan as a Collection System Worker I. Mr. O'Sullivan was previously employed by the Valley of the Moon Water District.
- The next regular Board meeting will be held on Monday, July 11<sup>th</sup>, at 6:00 p.m. Newly appointed President Jerry Peters will be absent, so President Pro-tem Carole Dillon-Knutson will preside.
- The 61<sup>st</sup> Annual CASA Conference is being held in Monterey from August 10-12<sup>th</sup>. Reservations for all Directors and the General Manager-Chief Engineer have been made, but if plans change, please notify the District's Administrative Secretary.

ADJOURNMENT: There being no further business to come before the Board, newly appointed President Jerry Peters adjourned the meeting at 6:46 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Swoboda, Recording

**Novato Sanitary District  
Board Fees for June 2016**

July 8, 2016

Item 5.a.  
(Pages 9 to 11)

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Jul 8, 16</b>			
07/08/2016	3211	Dillon-Knutson-, Carole	793.15
07/08/2016	4535	Long, William C	783.26
07/08/2016	4536	Mariani, Jean M	
07/08/2016	4537	Miller, Brant	
07/08/2016	4538	Peters, Arthur Gerald	574.37
<b>Jul 8, 16</b>			<b><u>2,150.78</u></b>

# Novato Sanitary District Operating Check Register

July 11, 2016

Date	Num	Name	Credit
<b>Jul 11, 16</b>			
07/11/2016	59567	Veolia Water North America, Inc.	167,361.00
07/11/2016	59568	Veolia Water North America, Lab	26,742.31
07/11/2016	59526	Arthur E Ravicz	25,608.00
07/11/2016	59561	San Francisco Estuary	11,155.00
07/11/2016	59544	Johnson, Dee	7,920.00
07/11/2016	59548	Marin Mechanical II, Inc.	5,299.17
07/11/2016	59560	Rauch Communication Consultan...	3,740.75
07/11/2016	59524	Alliant Insurance Services, Inc	3,701.00
07/11/2016	59570	WECO	2,928.38
07/11/2016	59535	Dearborn National	2,281.42
07/11/2016	59542	Jan-Pro Cleaning Systems	2,105.00
07/11/2016	59550	Monterey Mechanical, Inc.	1,800.00
07/11/2016	59538	Frontier Communications of CA	1,694.42
07/11/2016	59555	North Marin Water District - Lab	1,650.00
07/11/2016	59531	Caltest Analytical Lab Inc.	1,618.80
07/11/2016	59533	Cintas Corporation	1,481.96
07/11/2016	59549	Meyers, Nave, Riback, Silver & W...	1,454.00
07/11/2016	59566	USA BlueBook	1,209.46
07/11/2016	59543	Johnson Controls, Inc.	1,190.80
07/11/2016	59522	3T Equipment Company Inc.	1,010.01
07/11/2016	59554	North Marin Water District	1,001.44
07/11/2016	59540	HACH/American Sigma Inc	950.00
07/11/2016	59525	Alpha Analytical Lab, Inc.	934.00
07/11/2016	59562	Steven Engineering Inc.	843.76
07/11/2016	59565	Teeters & Schacht Auto Glass & ...	806.99
07/11/2016	59532	CED Santa Rosa, Inc	773.00
07/11/2016	59529	Bruce Enterprises, Inc.	725.00
07/11/2016	59523	Able Tire & Brake Inc.	646.33
07/11/2016	59539	Grainger	641.09
07/11/2016	59536	Deluxe for Business, Inc.	619.40
07/11/2016	59528	B.W.S. Distributors, Inc.	574.43
07/11/2016	59571	U.S. Bank Card (3)Craig	566.63
07/11/2016	59569	Vision Service Plan	504.26
07/11/2016	59546	Lightning Services, Inc.	420.00
07/11/2016	59537	Evoqua Water Technologies - Lab	393.32
07/11/2016	59552	North Bay Petroleum	370.52
07/11/2016	59534	Claremont EAP, Inc.	250.00
07/11/2016	59547	Marin County Ford	202.58
07/11/2016	59553	North Marin Auto Parts	192.48
07/11/2016	59545	Leonardi Automotive & Electric, Inc.	177.63
07/11/2016	59541	Honey Bucket	176.40
07/11/2016	59563	T & B Sports, Inc	175.14
07/11/2016	59530	Cagwin & Dorward Inc.	160.05
07/11/2016	59559	Pini Hardware	147.02
07/11/2016	59557	Orkin Pest Control, Inc.	144.56
07/11/2016	59527	AT&T Mobility	80.22
07/11/2016	59558	Petty Cash	68.50
07/11/2016	59564	Talley	63.97
07/11/2016	59551	National Notary Association	33.00
07/11/2016	59556	Novato Builders Supply	13.03
<b>Jul 11, 16</b>			<b><u>284,606.23</u></b>

# Novato Sanitary District Capital Projects Check Register

July 11, 2016

Date	Num	Name	Credit
<b>Jul 11, 16</b>			
07/11/2016	3053	Bank of New York Mellon	387,873.75
07/11/2016	3058	Sonoma County Water Agency	207,344.00
07/11/2016	3057	SC Barns	6,532.62
07/11/2016	3054	GHD Inc.	3,862.25
07/11/2016	3056	RMC Water & Environment, Inc.	3,778.00
07/11/2016	3055	Miller Pacific Engineering, Inc.	777.50
<b>Jul 11, 16</b>			<b><u>610,168.12</u></b>

**Novato Sanitary District**  
**Deposit Detail**  
June 2016

Type	Date	Name	Account	Amount
<b>Deposit</b>	<b>06/01/2016</b>		<b>11113 - Westamerica - Operations</b>	
		County of Marin	51015 - Property Taxes	4.32
		County of Marin	51015 - Property Taxes	8,939.23
		Diesel Emissions Service, Inc.	60150 - Repairs & Maintenance	10,476.64
		Marin County Department of Public Works	11200 - Accounts Receivable	27,838.00
		<b>TOTAL</b>		<b>47,258.19</b>
<b>Deposit</b>	<b>06/08/2016</b>		<b>11113 - Westamerica - Operations</b>	
		Creamer, Laura(reimb)	66090 - Office Expense	13.47
		Ben Franklin Plumbing	41040 - Permit & Inspection Fee	40.00
		Eagle Eye Management Services	41040 - Permit & Inspection Fee	40.00
		Eagle Eye Management Services	51020 - Connection Charges	8,538.00
		Bethel, Edward	41040 - Permit & Inspection Fee	40.00
		County of Marin	51015 - Property Taxes	7,802.09
		County of Marin	51015 - Property Taxes	4,296.29
		County of Marin	51015 - Property Taxes	2,289.98
		County of Marin	51015 - Property Taxes	2,522.76
		County of Marin	51015 - Property Taxes	285.35
		County of Marin	51015 - Property Taxes	5,493.22
		County of Marin	51015 - Property Taxes	1,840.70
		<b>TOTAL</b>		<b>33,201.86</b>
<b>Deposit</b>	<b>06/10/2016</b>		<b>11113 - Westamerica - Operations</b>	
		USCG	11200 - Accounts Receivable	45.84
		<b>TOTAL</b>		<b>45.84</b>
<b>Deposit</b>	<b>06/13/2016</b>		<b>11113 - Westamerica - Operations</b>	
		USCG	11200 - Accounts Receivable	14,025.00
		USCG-Finance Center	11200 - Accounts Receivable	183.34
		<b>TOTAL</b>		<b>14,208.34</b>
<b>Deposit</b>	<b>06/14/2016</b>		<b>11113 - Westamerica - Operations</b>	
		County of Marin	51015 - Property Taxes	1,549.81
		Ben Franklin Plumbing	41040 - Permit & Inspection Fee	40.00
		Au Energy LLC	41040 - Permit & Inspection Fee	8,943.00
		Petaluma Septic	11200 - Accounts Receivable	562.99
		Veolia Water	11200 - Accounts Receivable	4,640.79
		<b>TOTAL</b>		<b>15,736.59</b>
<b>Deposit</b>	<b>06/16/2016</b>		<b>11113 - Westamerica - Operations</b>	
		Rempe Construction	41040 - Permit & Inspection Fee	40.00
		ETIC Engineering	41040 - Permit & Inspection Fee	175.00
		Ben Franklin Plumbing	41040 - Permit & Inspection Fee	40.00
		Abernathy, Harvey & Linda	41040 - Permit & Inspection Fee	40.00
		Abernathy, Harvey & Linda	51020 - Connection Charges	9,870.00
		<b>TOTAL</b>		<b>10,165.00</b>

**Novato Sanitary District  
Deposit Detail  
June 2016**

<b>Deposit</b>	<b>06/20/2016</b>	<b>11113 · Westamerica - Operations</b>	
	County of Marin	51015 · Property Taxes	2,724.96
	State of California	41140 · Other Revenue-2011/12	7,389.00
	State of California	41140 · Other Revenue-2010/11	663.00
	State of California	41140 · Other Revenue-2008/09	1,365.00
<b>TOTAL</b>			<b>12,141.96</b>
<b>Deposit</b>	<b>06/21/2016</b>	<b>11113 · Westamerica - Operations</b>	
	County of Marin	51015 · Property Taxes	33.86
	County of Marin	51015 · Property Taxes	77,103.21
	County of Marin	41010 · Sewer Service Charges	365,055.33
	County of Marin	51010 · Sewer Service Charges	298,681.62
	County of Marin	21045 · Novato Heights Debt Service	7,374.29
	Novato Community Hospital	11200 - Accounts Receivable	22,654.08
<b>TOTAL</b>			<b>770,902.39</b>
<b>Deposit</b>	<b>06/24/2016</b>	<b>11113 · Westamerica - Operations</b>	
	Hendricks, Erik	41040 · Permit & Inspection Fee	60.00
	Gopher It	41040 · Permit & Inspection Fee	40.00
	Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
	Gopher It	41040 · Permit & Inspection Fee	40.00
	Roto Rooter	41040 · Permit & Inspection Fee	40.00
	Biomarin	11200 - Accounts Receivable	3,095.35
<b>TOTAL</b>			<b>3,315.35</b>
<b>Deposit</b>	<b>06/28/2016</b>	<b>11113 · Westamerica - Operations</b>	<b>36,449.75</b>
	Creamer, Laura(reimb)	66090 · Office Expense	18.75
	Harkin, Nick	41040 · Permit & Inspection Fee	40.00
	Schardt, Peter	41040 · Permit & Inspection Fee	40.00
	Schardt, Peter	51020 · Connection Charges	9,870.00
	Schardt, Peter	51030 · Collector Sewer Charges	1,000.00
	Novato Disposal	11200 - Accounts Receivable	25,481.00
<b>TOTAL</b>			<b>36,449.75</b>
<b>Total Deposits for May 2016</b>			<b>923,095.27</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar:</b> <b>State Access Road SME, Approval of Sewer Main Extension project plans.</b>	<b>MEETING DATE: July 11, 2016</b>  <b>AGENDA ITEM NO.: 5.c.</b>
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**RECOMMENDED ACTION:** Approve Project Plans for Sewer Main Extension (SME) – 801 State Access Road SME.

**SUMMARY AND DISCUSSION:**

This sewer main extension (SME) project is located at the easterly end of State Access Road in the Hamilton area. The project scope is to reroute and increase the pipe size of the existing 15-inch District trunk main running across the subject parcel, i.e. 801 State Access Road (project developer: Novato Village, L.P; Investment Concepts, Inc., General Partner). The existing sewer trunk main was constructed in 1953, is under capacity, and also conflicts with the project developer’s proposed project layout.

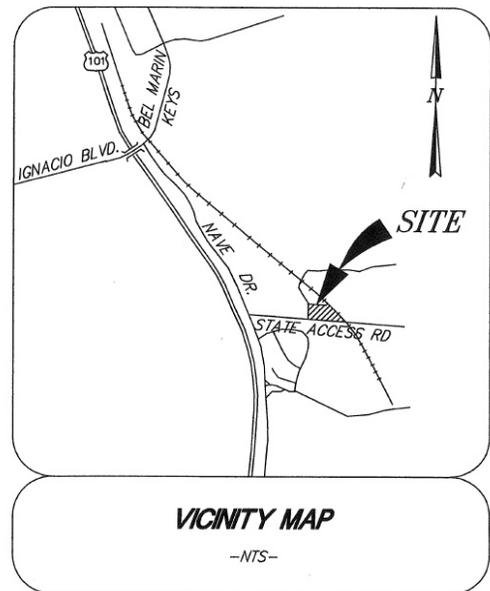
A new sanitary sewer easement is required for the portion of the sewer trunk main to be upsized and relocated within the subject property. An additional new sewer easement is also required to allow access and maintenance rights to an existing 8-inch sewer main running from State Access Road to an existing District sewer easement that will remain in place on the subject property.

The two new sanitary sewer easement documents have been drafted and notarized. District staff has separately prepared Board Resolutions Nos. 3100 and 3101 for their acceptance by the District Board (see the following Agenda Item No. 5.d.).

The construction elements of the proposed sewer main extension are as follows:

- 5 ea. new 60-inch diameter manholes
- 255 lineal feet of new 18-inch PVC main
- 1 ea. remodeled existing manhole
- 35 lineal feet of new 6” PVC lateral sewer
- 64 lineal feet of new 4” PVC lateral sewer

Staff recommends approval of the Project Plans.



**BUDGET INFORMATION:** This SME project will increase the District’s net assets (exclusive of easements) by about \$76,000.

<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK
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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar:</b> <b>State Access Road SME –</b> <b>Acceptance of Grant of Sanitary</b> <b>Sewer Easements (SSE).</b>	<b>MEETING DATE: July 11, 2016</b>  <b>AGENDA ITEM NO.: 5.d.</b>
<b>RECOMMENDED ACTION:</b> Adopt Resolutions Nos. 3100 and 3101: Resolutions Authorizing Acceptance of two (2) Sanitary Sewer Easements from Novato Village, L.P., Investment Concepts, Inc., General Partner, 801 State Access road.	
<b>SUMMARY AND DISCUSSION:</b>  <p>This agenda item is for acceptance of two (2) Sanitary Sewer Easements for the 801 State Access Road Sewer Main Extension (SME) – Novato Village, L.P, Investment Concepts, Inc., General Partner.</p> <p>The two dedicated sanitary sewer easements (one at ten feet wide by approximately two hundred thirty-four feet long, and the second at fifteen-foot wide by approximately fifty-seven feet long) will allow for District access for maintenance and repair. The grant of the sanitary sewer easements is over the private property located at 801 State Access Road.</p> <p>Additionally, upon completion and acceptance of the SME Project by the District, the District will quitclaim its ten-foot wide by approximately two hundred thirty-three feet long easement over the existing sewer alignment.</p>	
<b>ATTACHMENTS:</b> 1. Resolutions Nos. 3100 and 3101.	
<b>BUDGET INFORMATION:</b> Upon acceptance of the new easements and subsequent quitclaim of the existing easement, this SME project will result in a net change of about \$200 to the District’s easement assets.	
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK

RESOLUTION NO. 3100

A RESOLUTION AUTHORIZING ACCEPTANCE OF EASEMENT  
FROM  
NOVATO VILLAGE, L.P., INVESTMENT CONCEPTS, INC., GENERAL PARTNER  
TO  
NOVATO SANITARY DISTRICT

WHEREAS, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing sanitary sewer facilities for the parcel listed below;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Novato Sanitary District that the District shall accept the approximately 10 ft. wide by 234 ft. long easement offered to it by the owners of the parcel(s) hereinafter listed:

<u>Assessor's Parcel No.</u>	<u>Property Owner</u>
PTN. APN 157-970-04 (801 State Access Road)	Novato Village, L.P., Investment Concepts, Inc., General Partner

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of Novato Sanitary District, Marin County, California, at a meeting thereof held on the 11th day of July, 2016, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
President Pro-Tem, Board of Directors  
Novato Sanitary District

ATTEST:

\_\_\_\_\_  
Secretary

**RESOLUTION NO. 3101**

**A RESOLUTION AUTHORIZING ACCEPTANCE OF EASEMENT  
FROM  
NOVATO VILLAGE, L.P., INVESTMENT CONCEPTS, INC., GENERAL PARTNER  
TO  
NOVATO SANITARY DISTRICT**

**WHEREAS**, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing sanitary sewer facilities for the parcel listed below;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Novato Sanitary District that the District shall accept the approximately 15 ft. wide by 57 ft. long easement offered to it by the owners of the parcel(s) hereinafter listed:

Assessor's Parcel No.

Property Owner

PTN. APN 157-970-04  
(801 State Access Road)

Novato Village, L.P., Investment Concepts, Inc.,  
General Partner

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of Novato Sanitary District, Marin County, California, at a meeting thereof held on the 11th day of July, 2016, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

\_\_\_\_\_  
President Pro-Tem, Board of Directors  
Novato Sanitary District

ATTEST:

\_\_\_\_\_  
Secretary

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Receive Wastewater Operations Report, June 2016 – Information.</b>	<b>MEETING DATE: July 11, 2016</b>  <b>AGENDA ITEM NO.: 6.a.</b>
<b>RECOMMENDED ACTION:</b> Receive Wastewater Operations Report for the month of June 2016.	
<b>SUMMARY AND DISCUSSION:</b> <p>The June 2016 Wastewater Operations Report incorporating reports for wastewater treatment operations, collection system operations, and reclamation facilities is attached.</p> <p><b>Wastewater Treatment Facility</b></p> <p>Novato Treatment Plant (NTP) water quality parameters were well within effluent standards in June with no NPDES violations. The Recycled Water Plant produced a total of 17.2 MG of recycled water. June was another accident-free month for a total of 2,228 days. Veolia staff performed combustion tuning on the boiler, replaced the motor on Primary Clarifier #2 Drive, and changed out Digester Mixer Motor #1. Environmental Services staff performed two inspections for renewal of two Class III permits and inspected all restaurants in the Alameda del Prado shopping center. Jerome meter readings in the neighborhood were at the minimum detection threshold; there were three neighborhood contacts regarding odor in June. Veolia staff submitted the Discharge Monitoring Report (DMR), Self-Monitoring Report (SMR) and the Recycled Water Report for May 2016 on June 30th.</p> <p><b>Collection System and Pump Stations</b></p> <p>Staff cleaned a total of 64,239 ft. of sewer pipelines in June. The CCTV van was in the field briefly in June, televising 652 feet of sewer, then out of service for repairs. Hand-cam CCTV work totaled 1,754 feet. Staff also conducted 211 lift station inspections and inspected five (5) air relief valves. Staff also removed Pump #2 at the Bel Marin Keys 5 Pump Station for repairs. A small section of 12" sewer main was repaired on Center Road.</p> <p><u>Safety:</u> No lost time accidents in June 2016 for a total of 1,936 accident-free days.</p> <p><u>Training:</u> Collections staff attended 6 safety tailgate meetings, an Injury and Illness Prevention Program training session conducted by Joint Safety Director Dale Thrasher, and a Wellness Workshop conducted by Claremont EAP. Collections staff attended web-based training on the new Smartcover Monitoring and Alarm System.</p> <p><u>Standard Operating Procedures (SOPs):</u> Collections staff generated a draft Mechanical Rodder Re-spooling SOP for internal review.</p> <p><u>Sanitary Sewer Overflows (SSOs):</u> There was one (1) Category I overflow with a spill volume of 540 gallons in June.</p> <p><b>Reclamation Facility</b></p> <p>The rancher completed harvesting pasture grass throughout the Reclamation Facility in June and moved cattle into Sites 3 &amp; 7. Irrigation began this month on Sites 3 &amp; 7 with 33.83 MG of treated water used for irrigation. A repair to the 6-inch manifold pipe in Parcel 1 on Site 2 was completed, and infrared scanning of the electrical equipment for the irrigation pumps was performed prior to the pumps being placed in service. There were no sludge handling activities in June.</p>	
<b>ATTACHMENTS:</b> 1. Wastewater Operations Report for the month of June 2016.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> JB (Veolia), SRK, DD, EB	<b>GENERAL MANAGER:</b> SSK



July 6, 2016

Mr. Sandeep Karkal  
Manager - Engineer  
Novato Sanitary District  
500 Davidson Street  
Novato, CA 94545

**Subject: Veolia Water Operations Report – June 2016**

Dear Mr. Karkal:

I am pleased to provide the Monthly Operation report for June 2016.

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

Best regards,

A handwritten signature in blue ink, appearing to read "John Bailey".

John Bailey  
Project Manager, Veolia



**MONTHLY OPERATIONS REPORT**  
**June 2016**

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

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OPERATIONS AND MAINTENANCE STATUS / REVIEW

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ADMINISTRATION

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MISCELLANEOUS

ATTACHMENTS

- Photos
  - Transition from Bay Discharge to Reclamation
  - Cleaning Grit from Channel at Ignacio Transfer Pump Station
  - Thermographic Testing for Hot Spots in Motor Control Centers (MCC)
  - Wetland Days, Public Outreach and Education
  - Installation of New Foul Air Containment Seals on Headworks Screens
  - Landscaping Along Lea Drive
- Laboratory Data
- Recycled Water Report
- Annual Performance Graphs
- Process Control Data / Graphs
- Customer Notifications (Odor / Noise)
- Jerome Meter Readings and Locations

**TREATMENT PLANT PERFORMANCE SUMMARY: June 2016:**

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	3.57	4.05	N/A	N/A
Max Peak Hour, MGD – No Rainfall	N/A	~ 7	N/A	N/A
<b>Influent</b>				
BOD <sub>5</sub> , lb/day (month ave/max)	8,580	10,115	N/A	N/A
TSS, lb/day (monthly ave/max)	9,474	10,859	N/A	N/A
<b>Effluent</b>				
BOD <sub>5</sub> , mg/L (monthly ave/max weekly ave)	<6	8	40	N/A
TSS, mg/L (monthly ave/max weekly ave)	5	8	N/A	N/A
BOD <sub>5</sub> - % Removal, Minimum	98	N/A	N/A	N/A
TSS - % Removal, Minimum	98	N/A	N/A	N/A
Ammonia, mg/L – (monthly ave/daily max)	N/A	N/A	N/A	N/A
pH, su (min / max)	6.7	7.1	6.0	9.0
Enterococcus, MPN/100 ml (30 day geo mean)	N/A	N/A	N/A	N/A
Fecal Coliform, MPN/100 ml (30 day median)	N/A	N/A	N/A	N/A
Fecal Coliform, MPN/100 ml (90 <sup>th</sup> percentile)	N/A	N/A	N/A	N/A
Total Coliform, MPN/100 ml (5 Sample Median/Max)	33	110	240	10,000
<b>Total Permit Exceedances (NPDES)</b>	0			

**Title 22 - Recycled Water Production and Quality**

Description	Units	Value	Limit
Volume Produced	Million Gallons	17.223	N/A
Average Turbidity	NTU	1.0	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	2	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	7.1	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	* <2	240
Maximum Total Coliform 2 Samples 30 d	MPN/100 ml	* <2	23
Total Coliform 7 Sample Median	MPN/100 ml	* <2	2.2

\*Note – Filter Effluent Total Coliform results are unofficial final results, pending QA/QC review.

Discussion of Violations / Excursions:

Waste Discharge Requirements (WDR) – None

Recycled Water – None

Rainfall. – N/A



**SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTP and Ignacio Transfer Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of June
- Accident Free: 6/1/10 – 6/30/16: 2,228 days
- Monthly Safety Topics and Training:
  - Hearing Conservation
  - Respiratory Protection
  - Forklift Refresher Training

**OPERATIONS & MAINTENANCE STATUS / REVIEW:****Key events for the period:**

Transitioned from Bay Discharge (NPDES Requirements) to Reclamation / Storage (Waste Discharge Requirements WDR) on June 1<sup>st</sup>.

**Novato**

- Routine rounds, readings and maintenance
- Performed combustion tuning on Boiler
- Weed Abatement
- Annual Fire Extinguisher Service
- Digester #1 Mixer Motor changeout
- Annual Forklift Service
- Replaced motor on Primary Clarifier #2 drive
- Repaired door on Primary #2 foul air fan building
- Four *Demand Response* (electrical energy reduction) events in June. *Demand Response* is called when State wide energy use is expected to exceed supply.

**Equipment Out of Service – Due to Planned Servicing, Maintenance, or Replacement**

- Aeration Basin #1 & #2 (not needed at current flows)
- Secondary Clarifier #1 (not needed at current flows)
- Primary Clarifier #1 (not needed at current flows)

**Ignacio Transfer Pump Station**

- Routine rounds, readings and maintenance
- Weed Abatement
- Cleaned flow channel for channel grinder
- Re-installed channel grinder
- Annual service on fire extinguishers

**Equipment Out of Service – Due to Planned Servicing, Maintenance, or Replacement**

- None



**Recycled Water Plant (RWP)**

- Performed plant rounds and maintenance
- Installed new filter effluent valve actuator
- Installed new motor on exhaust fan for control building
- Re-installed eyewash at chemical storage / feed area

**Equipment Out of Service – Due to Planned Servicing, Maintenance, or Replacement**

- None

**Sludge Lagoons**

- Performed routine rounds and inspection

**Dechlor**

- Capped leaking abandoned water line

**LABORATORY ACTIVITIES SUMMARY:**

Discharge to Reclamation all of June 2016.

**Wildlife Pond and Reclamation Activities**

- Samples and weekly/monthly observations at the Wildlife pond were taken according to the WDR (Order No. 92-065). The floating material previously observed in the wildlife pond is no longer present.

**Total Coliforms**

- Disinfection / Bacterial analytics during Reclamation / Storage change from Fecal and Enterococcus to Total Coliform only. Three samples were analyzed each week for Total Coliform and all results were low and well under regulatory limits.

**Whole Effluent Toxicity Testing**

- No quarterly Acute or Chronic Toxicity tests were performed in June as they are only required during bay discharge.

**Training**

- Kurt Hawkyard and Liz Falejczyk attended an all-day pretreatment training event sponsored by the BACWA Pretreatment Committee.
- Liz attended the BACWA Nutrients Optimization Workshop with Erik Brown.

**Pretreatment****Permits**

- Renewed 2 Class III permits.



**Inspections**

- Liz attended the BACWA Nutrients Optimization Workshop with Erik Brown
- 2 inspections for the renewal of the 2 Class III permits.
- Visited all the restaurants in the Alameda del Prado shopping center at the recommendation of the collections crew. Follow ups were also performed to all into compliance with grease trap cleanings
- Received grease trap cleaning documentation from 5 restaurants.
- Re-inspected several Vintage Oakes restaurant grease interceptors and followed up with requests for increases in cleaning frequencies for 2 restaurants.
- Re-inspected Updated the Grease Hauler contact sheet for distribution to restaurants

**Sampling**

- BioMarin Galli
- BioMarin BMK

**Public Education**

- Kurt (Wetlands Birds) and Liz (The Toilet is Not a Trashcan!) each hosted one of eight stations at Wetlands Days at SASM on behalf of NSD. Approximately 300 3<sup>rd</sup> graders participated in the 2 day event learning about the importance of our wetlands and how they can make a difference by learning about stormwater, wastewater, and how to protect the wetlands and the creatures who live there.

**ADMINISTRATION:**

- May Electronic Self-Monitoring Report (SMR) submitted on June 30, 2016
- May Electronic Discharge Monitoring Report (DMR) submitted on June 30, 2016
- May Recycled Water Report submitted on June 30, 2016

**ODORS & LANDSCAPING:**

- Jerome meter (H<sub>2</sub>S) readings performed in neighborhood and within treatment plant.
- All readings in neighborhood were at the minimum detection threshold of the Jerome meter.

**MISCELLANEOUS**

- Process Control Management Plan (PCMP) meetings held weekly.

**Veolia Support Staff On/Off Site (Various Times)**

John O'Hare	Technical Support
Dave Coffman	Asset Management



# ***PHOTOS***

TRANSITION FROM BAY DISCHARGE  
TO RECLAMATION / STORAGE  
JUNE 1, 2016



Top Left, Center, & Right – Ralph Loveless and Nick Brewington close valve to San Pablo Bay.  
Bottom Left & Right – Reclamation Storage Pond and Wildlife Pond

CLEANING GRIT FROM CHANNEL AT IGNACIO TRANSFER  
PUMP STATION  
JUNE 2016



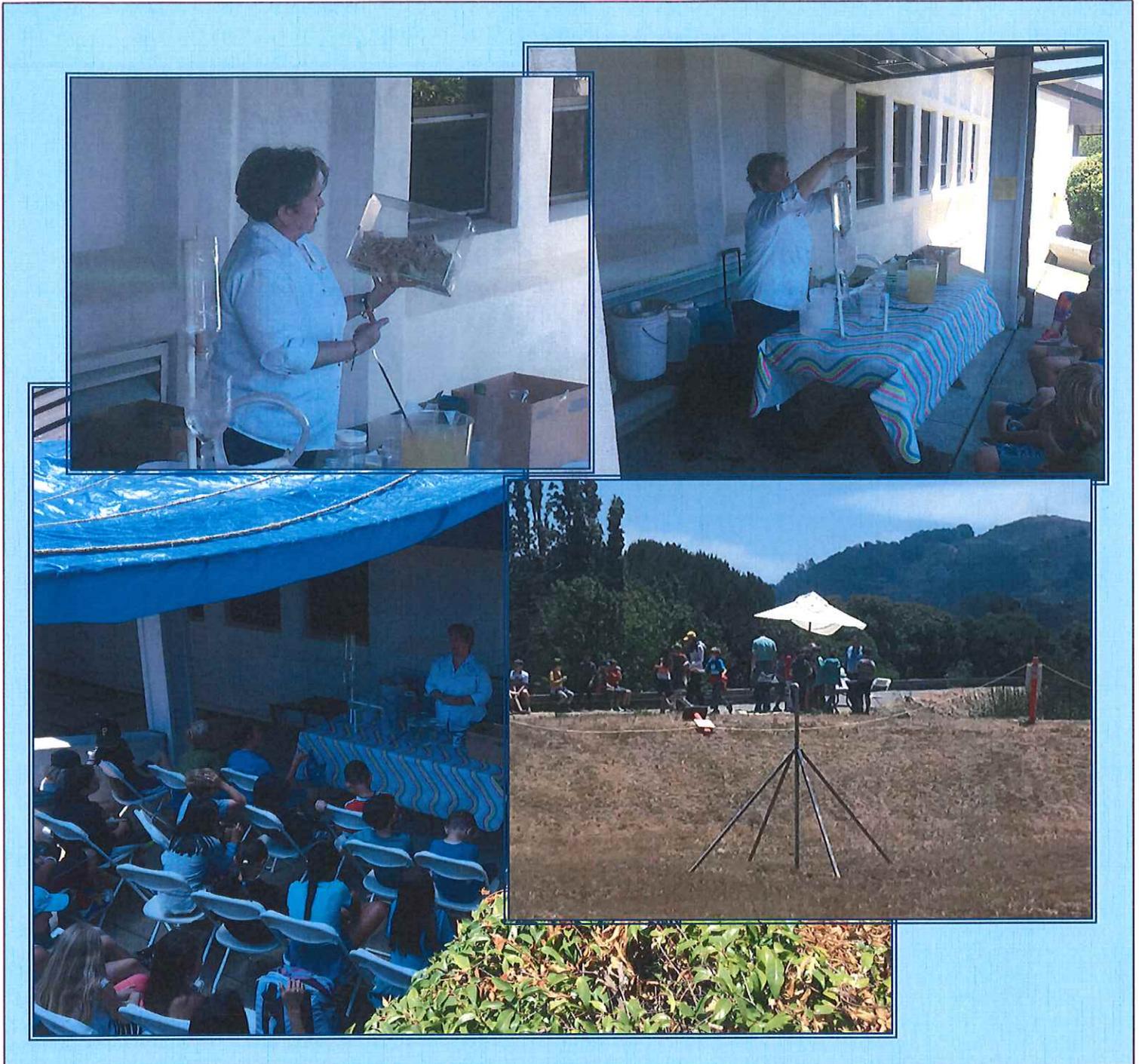
Top Left & Right – Heavy grit in Grinder Channel.  
Bottom Left – Grinder Channel after cleaning and flushing  
Bottom Right – Alejo Cuntapay and Jeff Hendricks reinstall Grinder Channel cover after cleaning

THERMOGRAPHIC TESTING FOR HOT SPOTS IN MOTOR  
CONTROL CENTERS (MCC)  
JUNE 2016



Top and Bottom Left & Right – Ben Bayanban (Veolia, Rio Vista) Accessing MCC and testing for hot spots using a thermographic scanner / camera.

WETLAND DAYS  
HOSTED BY SEWERAGE AGENCY OF SOUTHERN MARIN  
JUNE 2016



Elizabeth Falejczyk describes what should and should not be flushed down the toilet and demonstrates what happens when things like wipes are flushed. Note the collection of rags in the clear plastic case (upper left). Also assisting at Wetland Days was Kurt Hawkyard.

INSTALLATION OF NEW FOUL AIR CONTAINMENT SEALS  
HEADWORKS FILTER SCREENS  
JUNE 2016



Alejo Cuntapay and Ralph Loveless install custom made seals on Filter Screen for Odor Control.

LANDSCAPING ALONG LEA DRIVE  
JUNE 2016



Top Left – Row of Cypress trees  
Top Right – Oleanders on lower portion of Lea  
Bottom Left & Right – Oleanders on upper portion of Lea, planted in March

# ***LABORATORY DATA***

Novato Sanitary District  
BOD/TSS Report



June, 2016

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
06/01/16	3.72	300	9,307	350	10,859	<5	<155	8	248	98.3	97.7
06/02/16	3.66					6	174	8	244		
06/03/16	3.65					6	170	7	213		
06/04/16	3.72										
06/05/16	4.05										
06/06/16	3.43										
06/07/16	3.52	290	8,513	359	10,539	<5	<147	4	117	98.3	98.9
06/08/16	3.66					<5	<153	4	122		
06/09/16	3.56					<5	<148	4	119		
06/10/16	3.42										
06/11/16	3.54										
06/12/16	3.16										
06/13/16	3.75										
06/14/16	3.92										
06/15/16	3.92					8	248	4	131		
06/16/16	3.92					12	392	4	131		
06/17/16	3.79	320	10,115	321	10,146	<5	<158	5	158	98.4	98.4
06/18/16	3.83										
06/19/16	3.85										
06/20/16	3.48	220	6,385	271	7,865	<5	<145	7	203	97.7	97.4
06/21/16	3.31					<5	<138	7	193		
06/22/16	3.38										
06/23/16	3.33										
06/24/16	3.26					5	136	6	163		
06/25/16	3.19										
06/26/16	3.35										
06/27/16	3.47										
06/28/16	3.68							4	123		
06/29/16	3.36			284	7,958			4	112		98.6
06/30/16	3.35							5	140		
<b>Weekly Averages</b>											
06/04/16	Week 1	300	9,307	350	10,859	5	167	8	235		
06/11/16	Week 2	290	8,513	359	10,539	5	149	4	119		
06/18/16	Week 3	320	10,115	321	10,146	8	266	4	140		
06/25/16	Week 4	220	6,385	271	7,865	5	140	7	187		
	Week 5										
<b>Monthly</b>											
Minimum	3.16	220	6,385	271	7,865	<5	136	4	112	98	97
Maximum	4.05	320	10,115	359	10,859	12	392	8	248	98	99
Total	107.23										
Average	3.57	283	8,580	317	9,474	<6	<180	5	161	98	98

Novato Sanitary District  
Conventional Pollutants Report



June, 2016

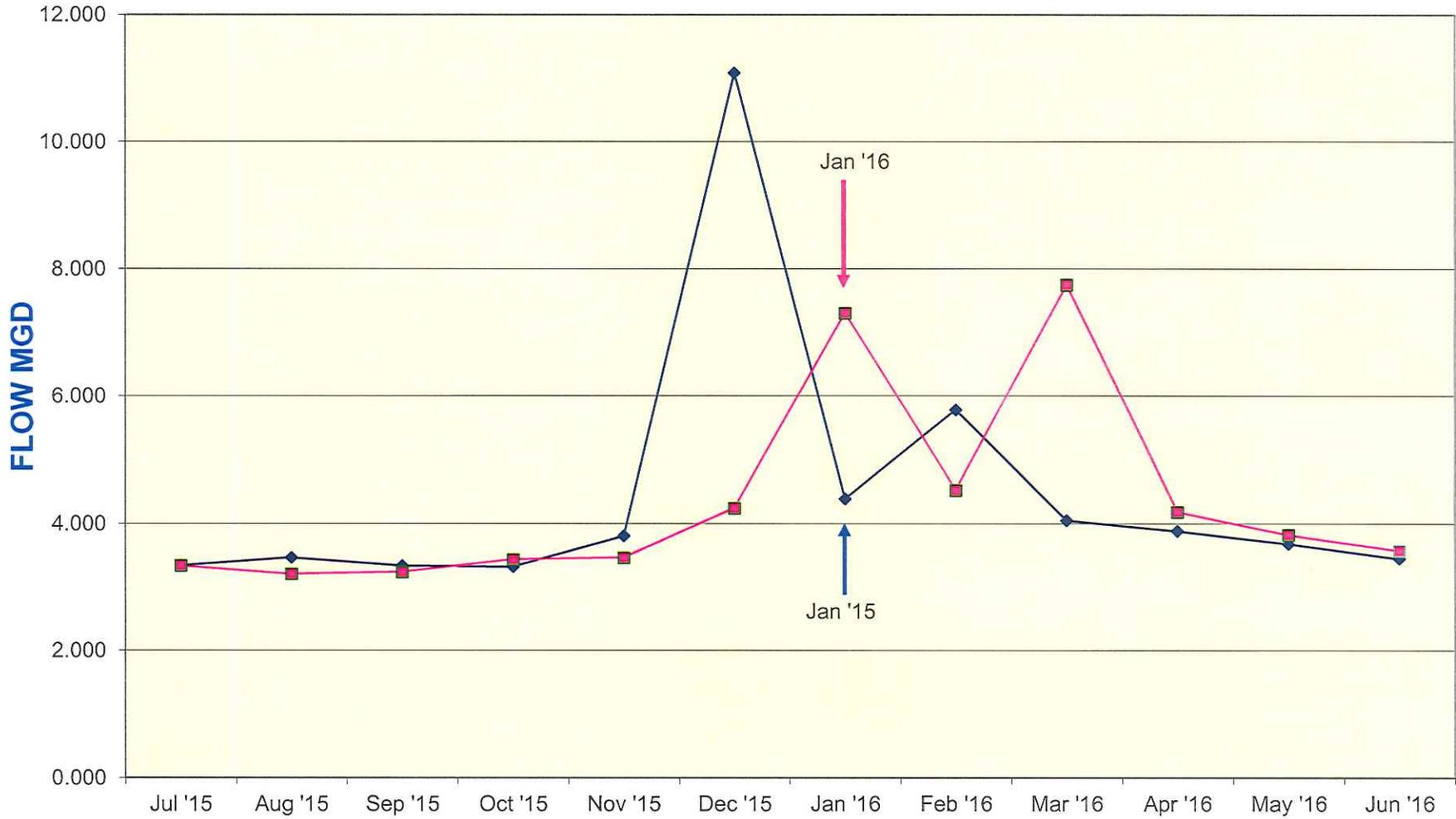
Date	INFLUENT - A001			Effluent - E002							
	Flow	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Unionized Ammonia	Oil & Grease	Temp
	Total			Fecal	Entero	Total					
	MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L		Deg C
06/01/16	3.72					110	7.0				22.9
06/02/16	3.66					33	6.8				23.0
06/03/16	3.65					33	6.7				23.3
06/04/16	3.72										
06/05/16	4.05										
06/06/16	3.43						7.0				23.3
06/07/16	3.52	7.4				7	7.1				22.6
06/08/16	3.66					33	7.0				22.8
06/09/16	3.56					17	7.0				22.3
06/10/16	3.42						7.1				22.6
06/11/16	3.54										
06/12/16	3.16										
06/13/16	3.75						7.0				23.5
06/14/16	3.92						7.1				23.1
06/15/16	3.92					11	7.0				22.8
06/16/16	3.92					23	7.0				23.1
06/17/16	3.79	7.6				33	7.0				23.9
06/18/16	3.83										
06/19/16	3.85										
06/20/16	3.48					8	7.0				24.1
06/21/16	3.31					23	7.0				24.4
06/22/16	3.38					13	7.1				23.6
06/23/16	3.33						7.0				23.4
06/24/16	3.26	7.5					7.0				24.3
06/25/16	3.19										
06/26/16	3.35										
06/27/16	3.47						7.1				23.8
06/28/16	3.68					8	7.1				23.7
06/29/16	3.36						7.1				24.0
06/30/16	3.35					17	6.9				23.7
<b>Monthly</b>											
Minimum	3.16	7.4				7	6.7				22.3
Maximum	4.05	7.6				110	7.1				24.4
Total	107.23										
Average	3.57	7.5					7.0				23.4

# ***RECYCLED WATER REPORT***

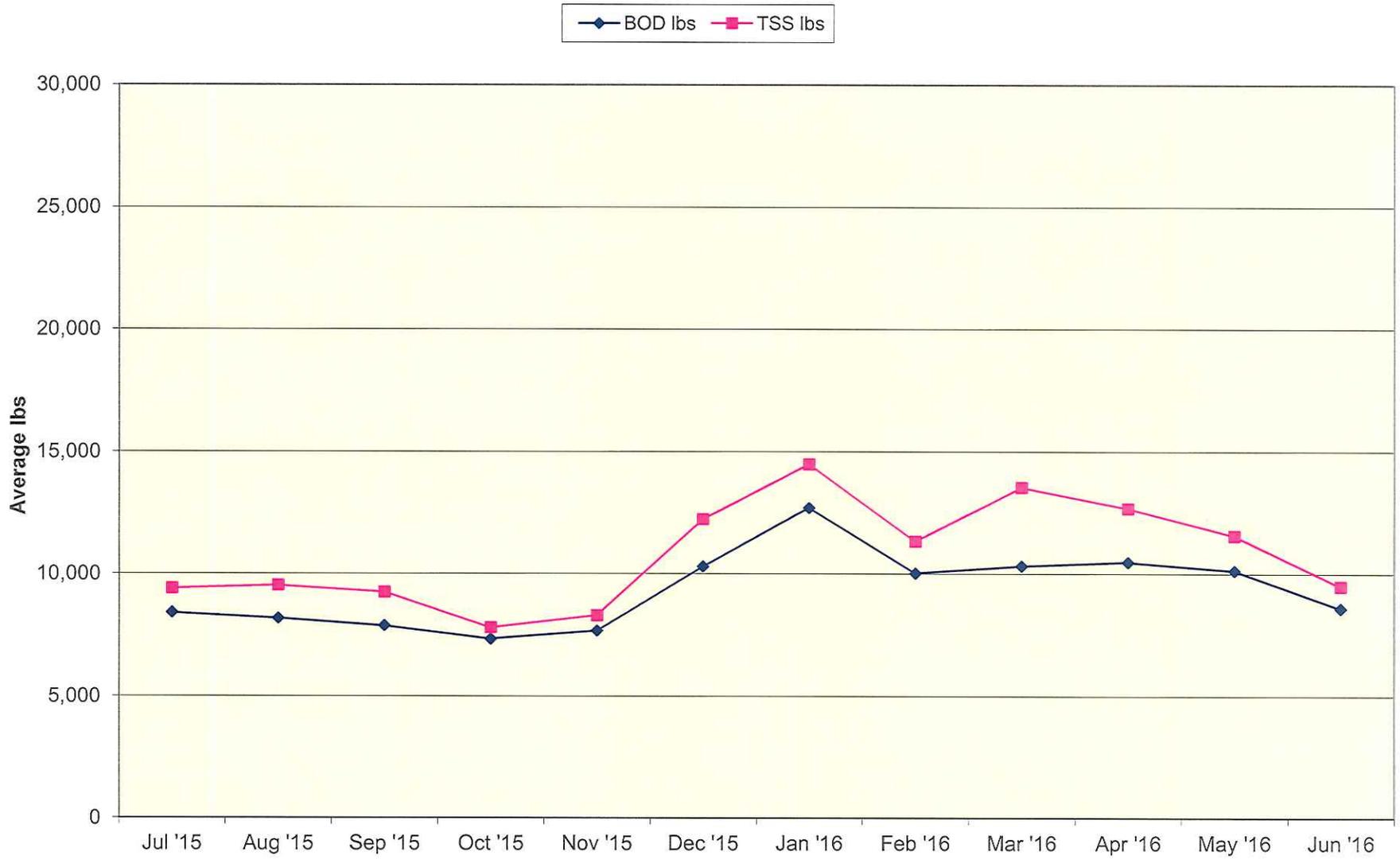


***ANNUAL COMPLIANCE SUMMARY – GRAPHS***

## WASTEWATER INFLUENT FLOW COMPARISON



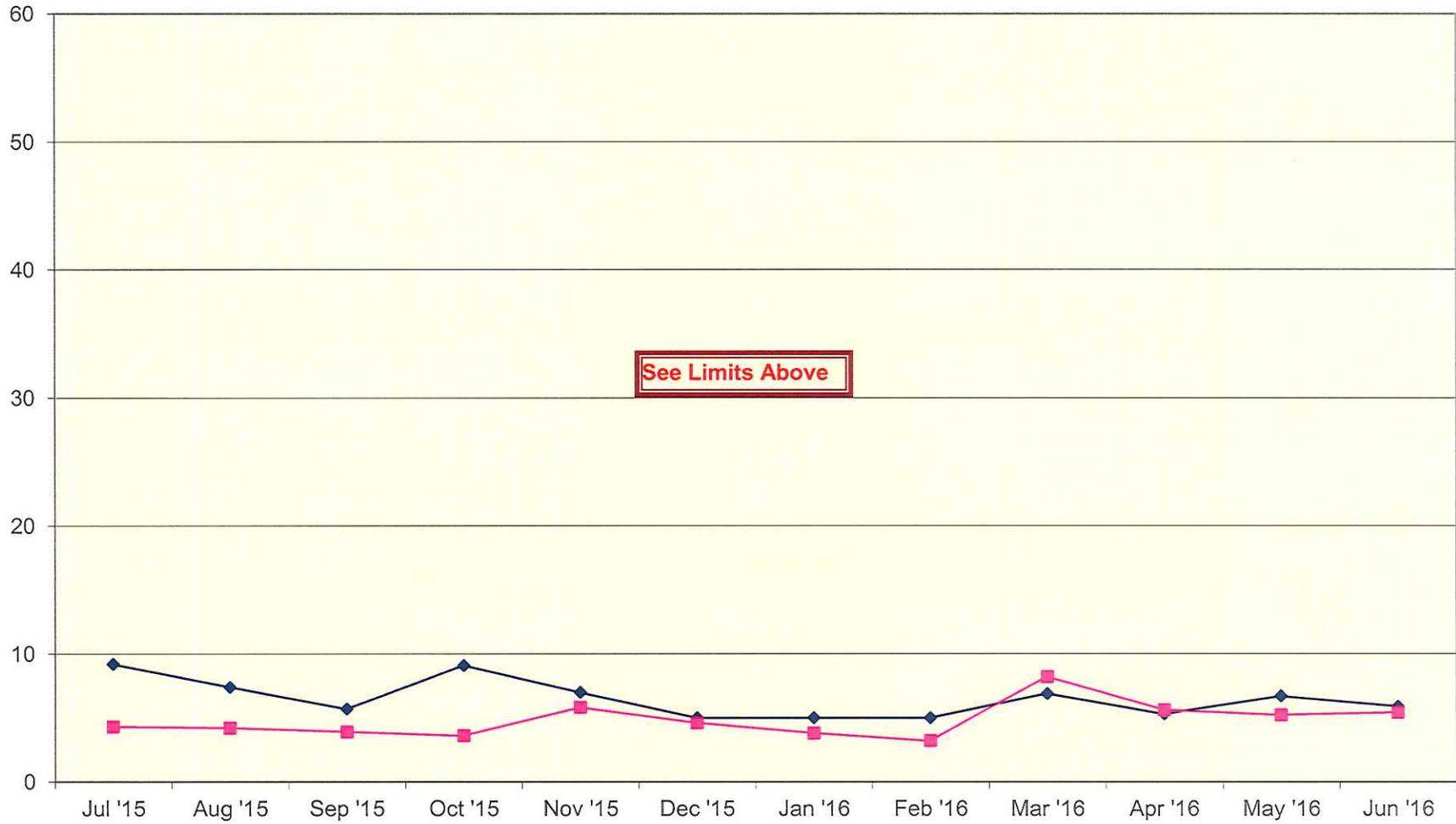
### Influent Load BOD / TSS lbs



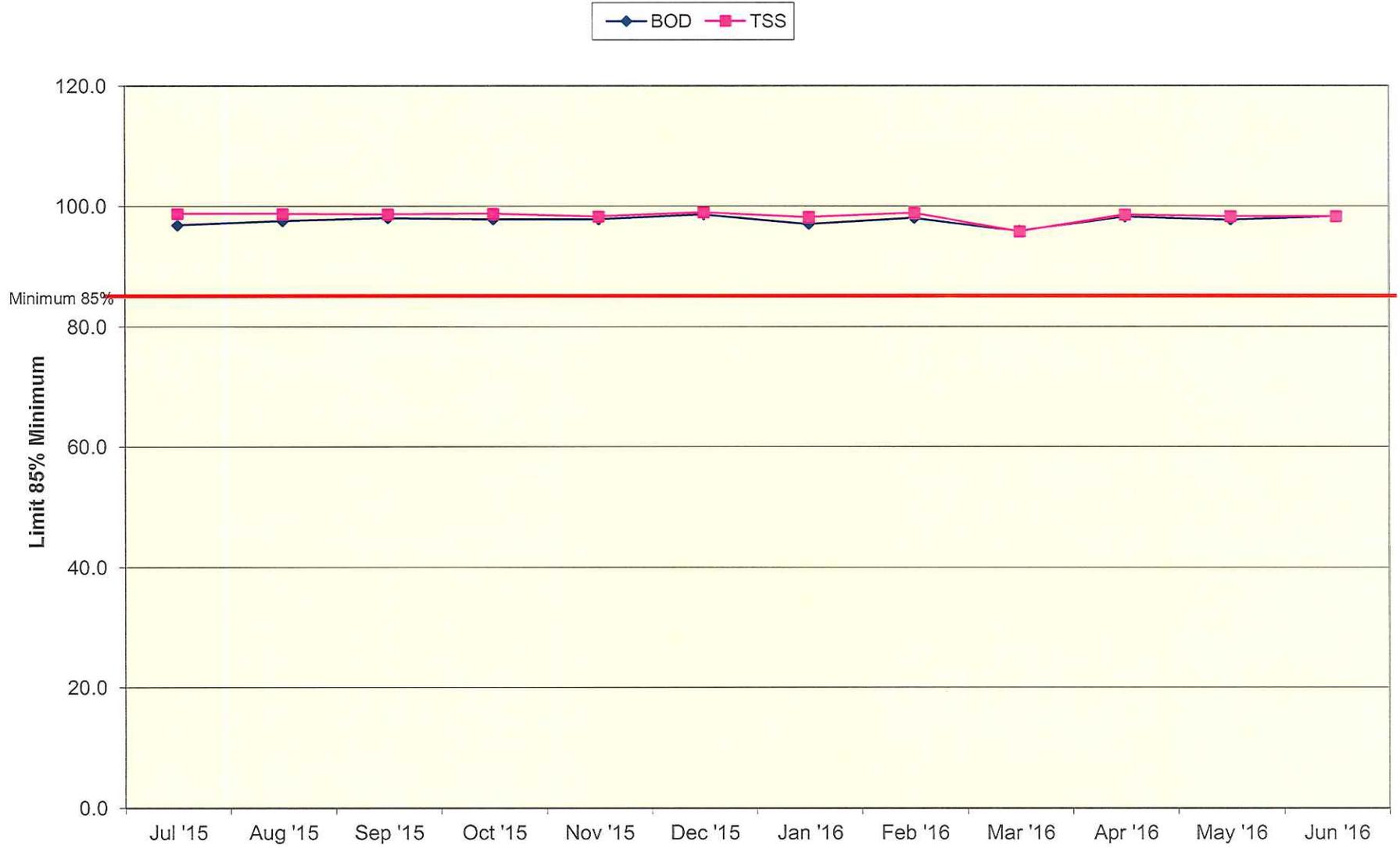
# Effluent BOD / TSS Concentration

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

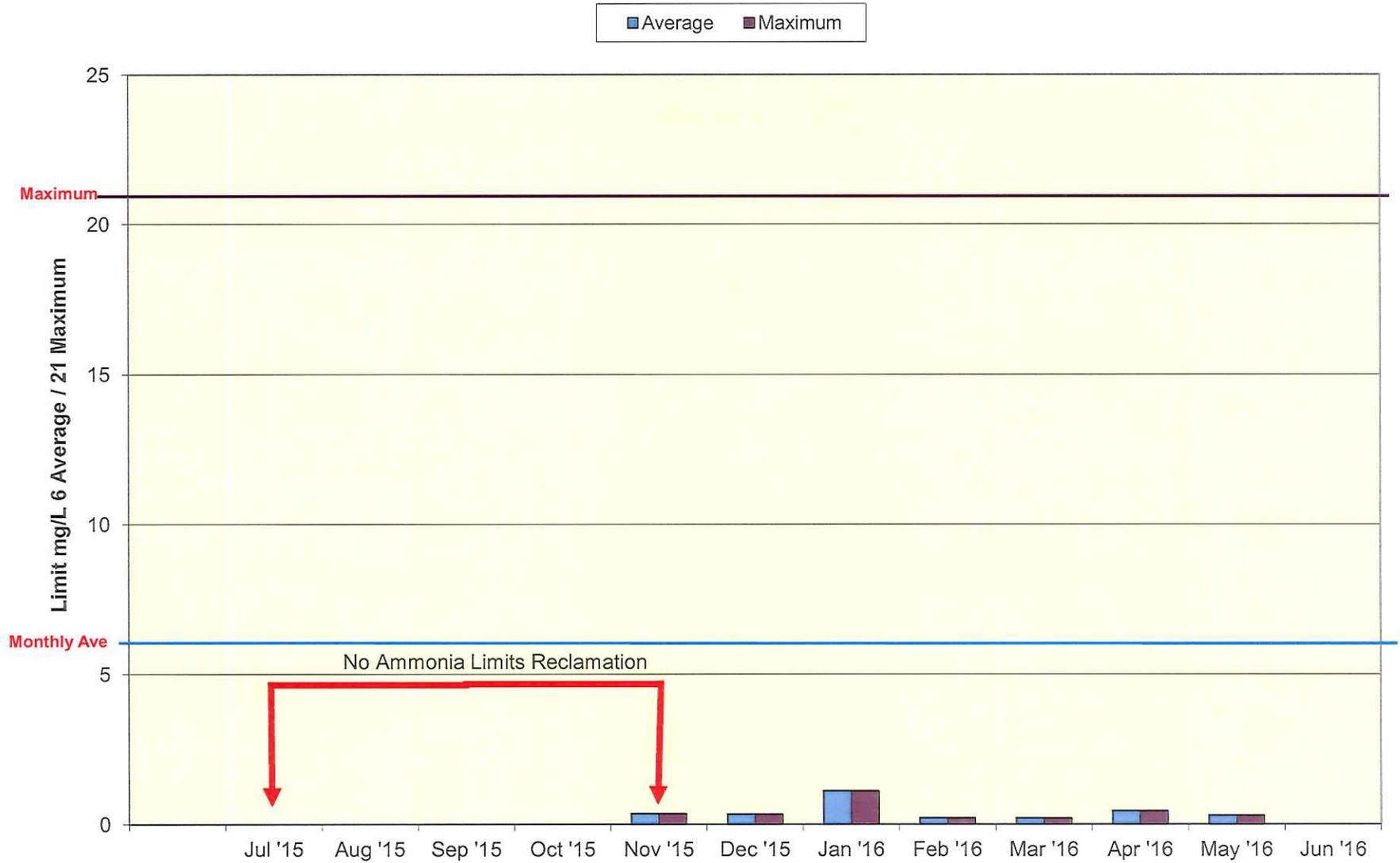
◆ BOD ■ TSS



### BOD / TSS Percent Removal

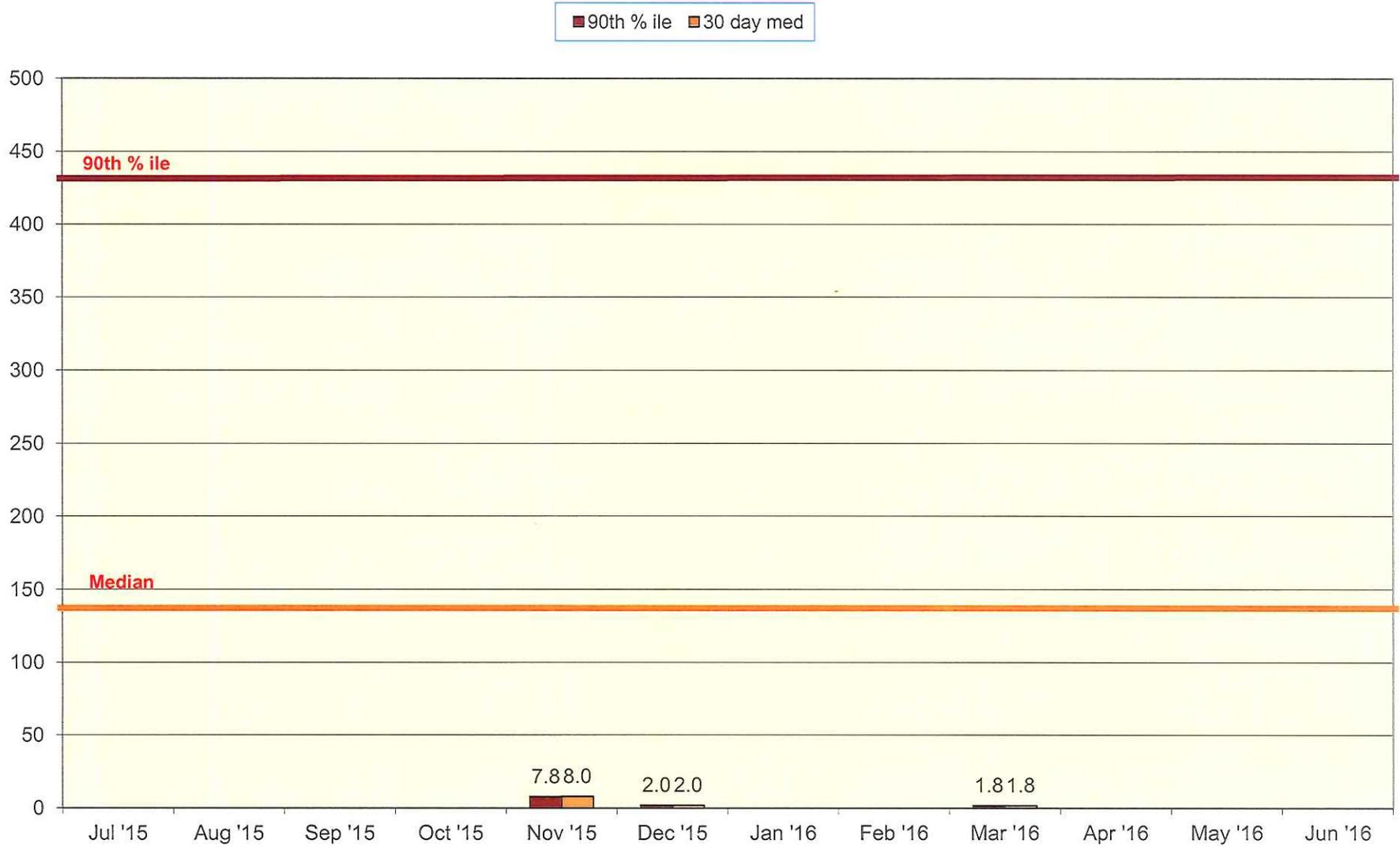


# Effluent Ammonia



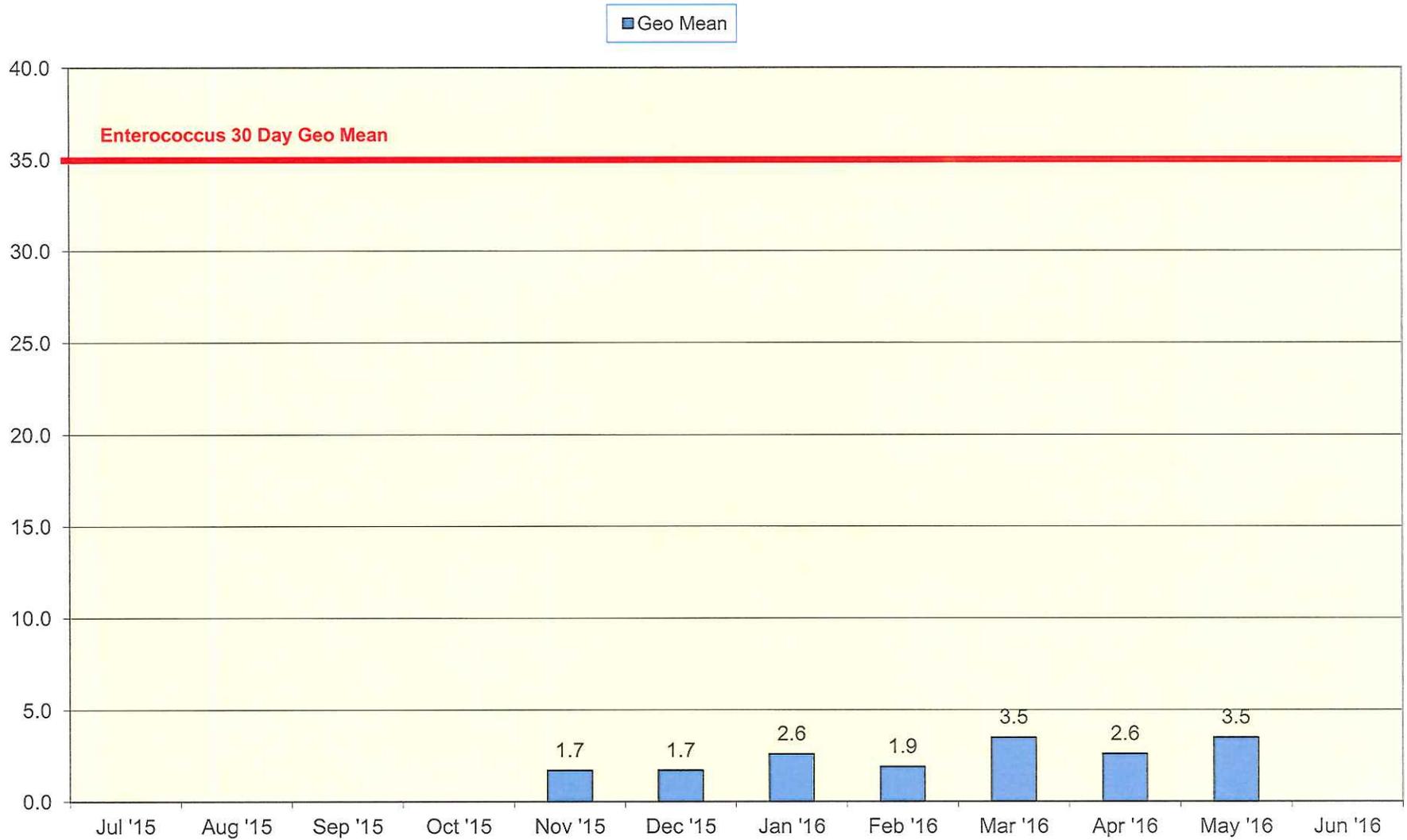
# Disinfection - Fecal Coliform

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



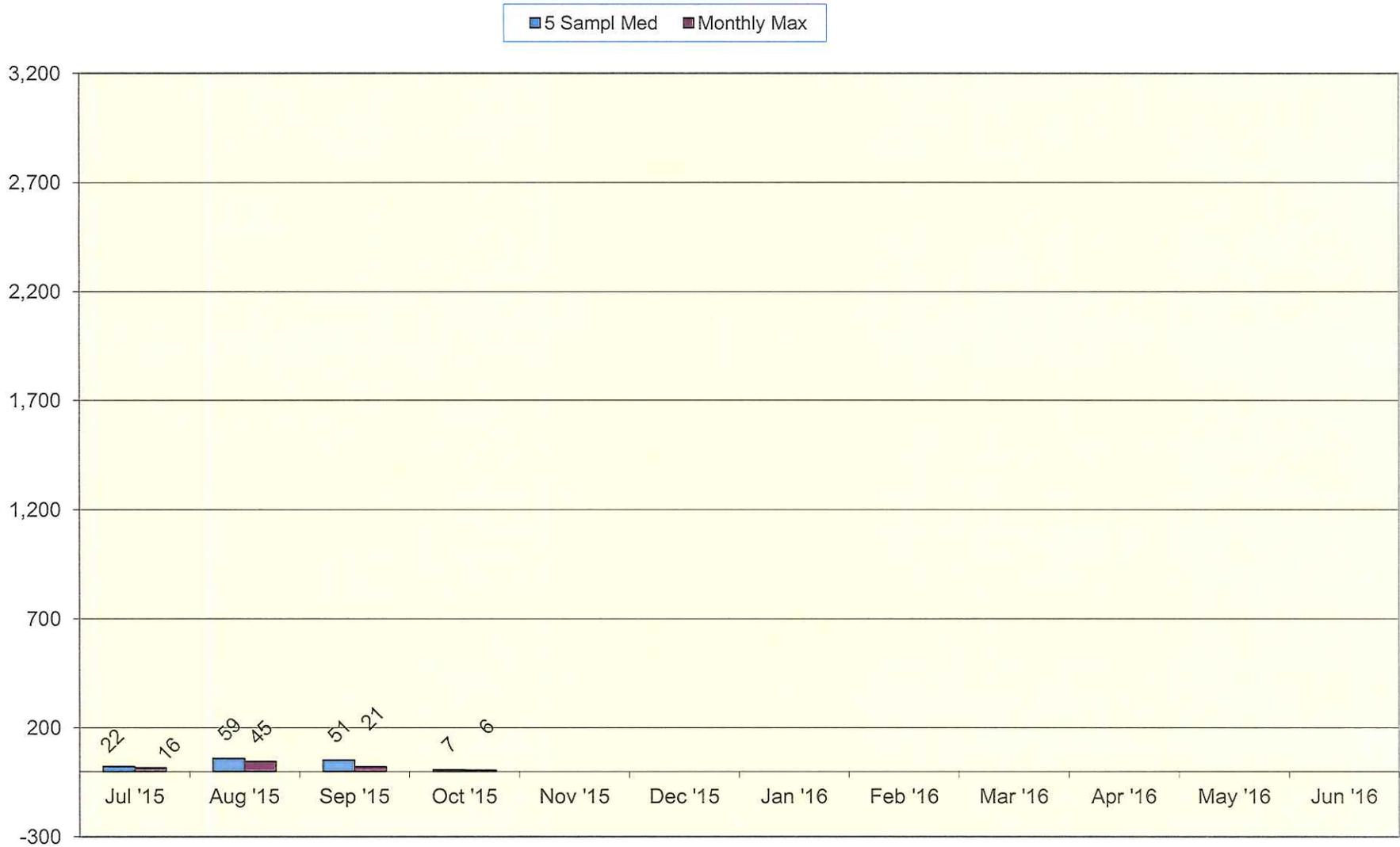
# Disinfection - Enterococcus

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

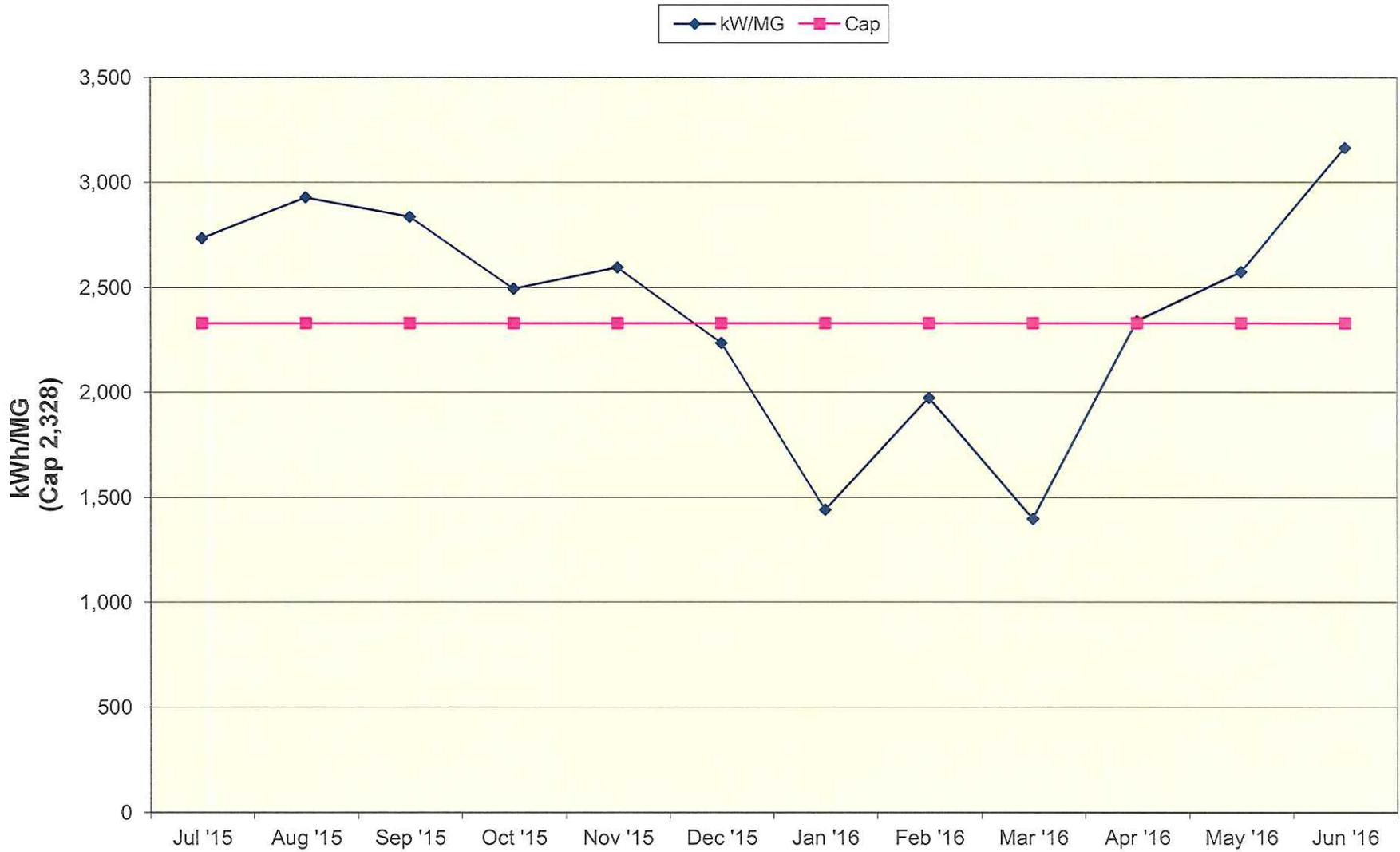


## Disinfection - Total Coliform

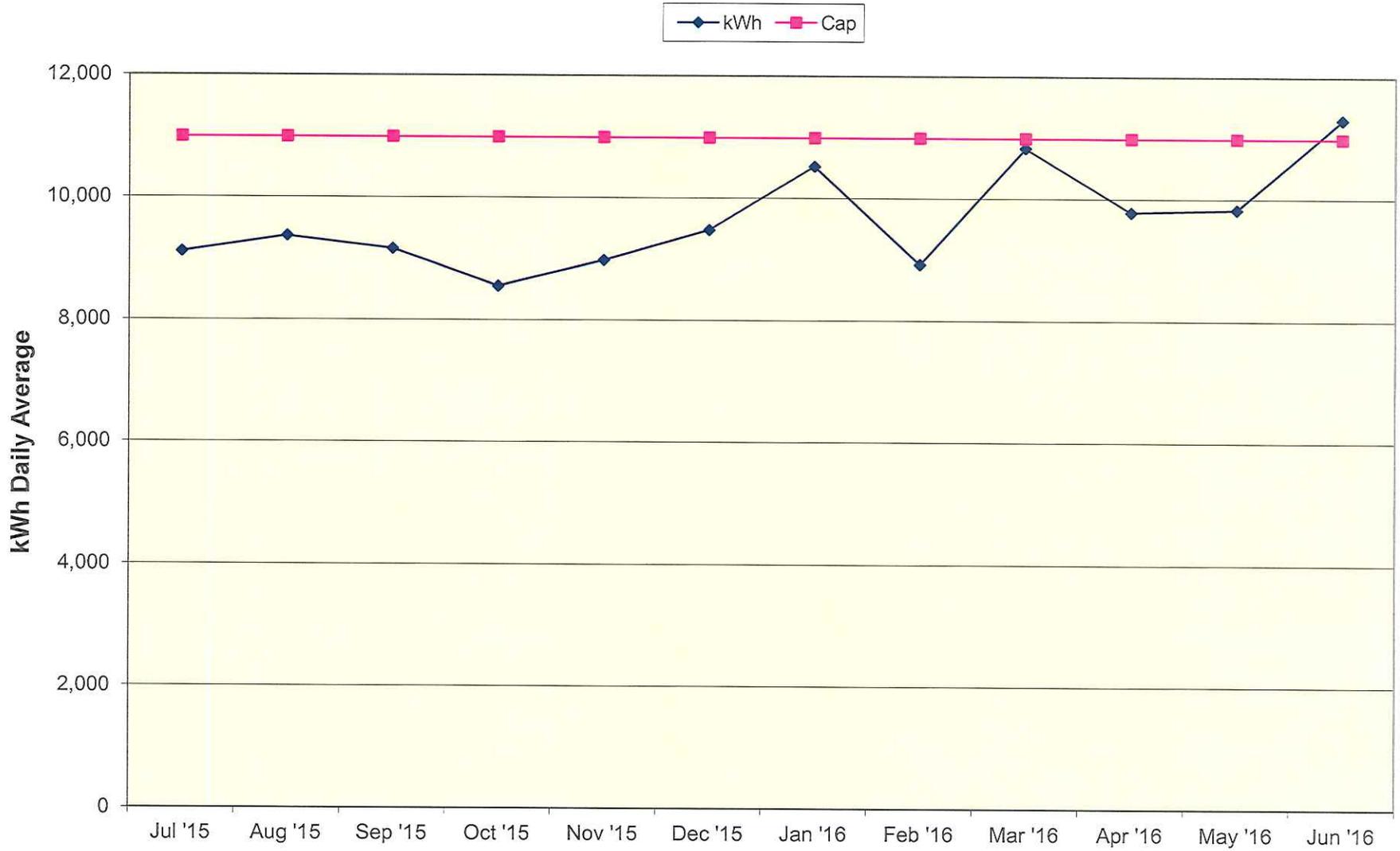
TOTAL COLIFORM LIMITS - WDR  
 5 Sample Median - 240 mpn /100 ml  
 Maximum - 10,000 mpn/100 ml



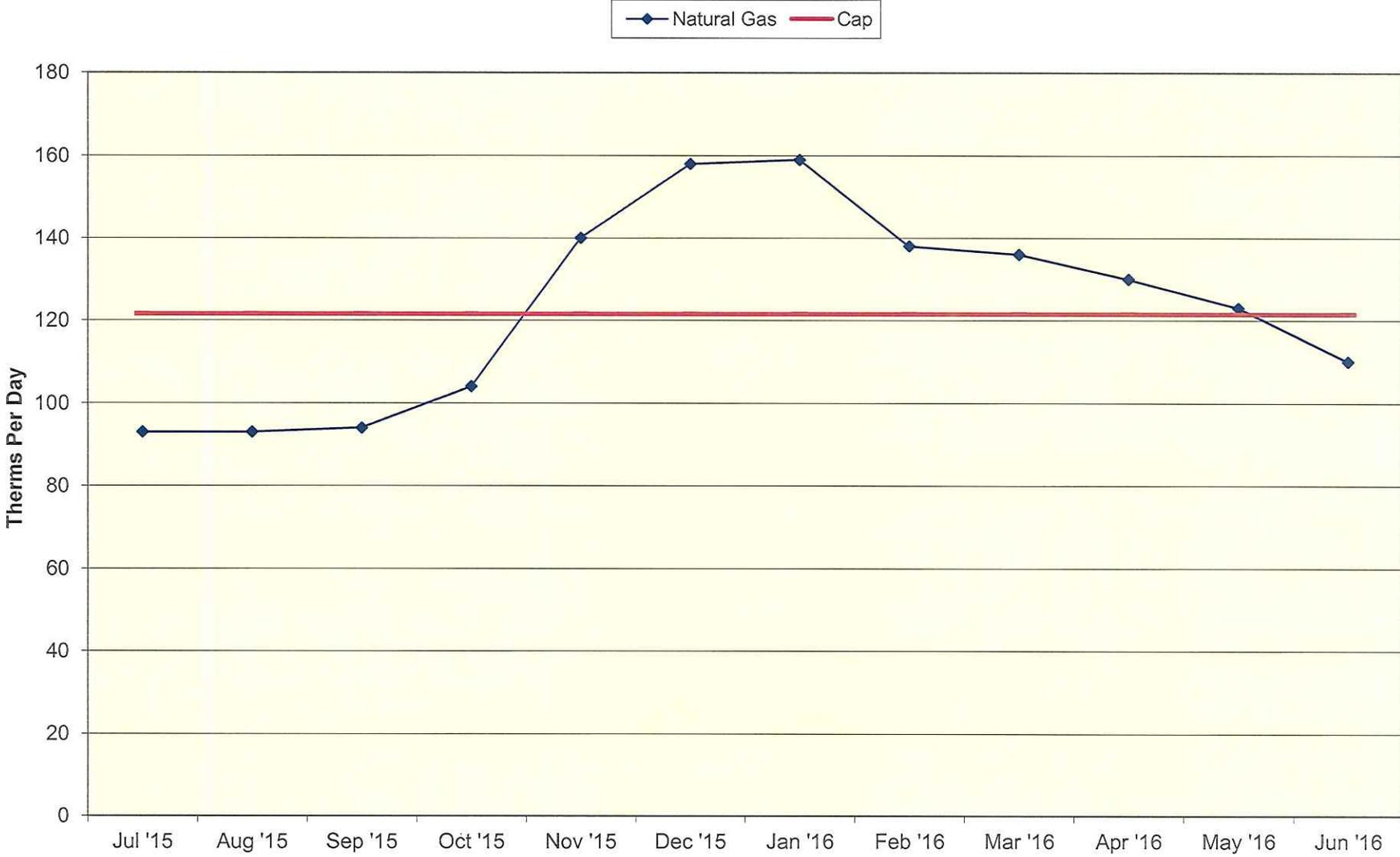
# Energy kWh/MG



# Energy kWh

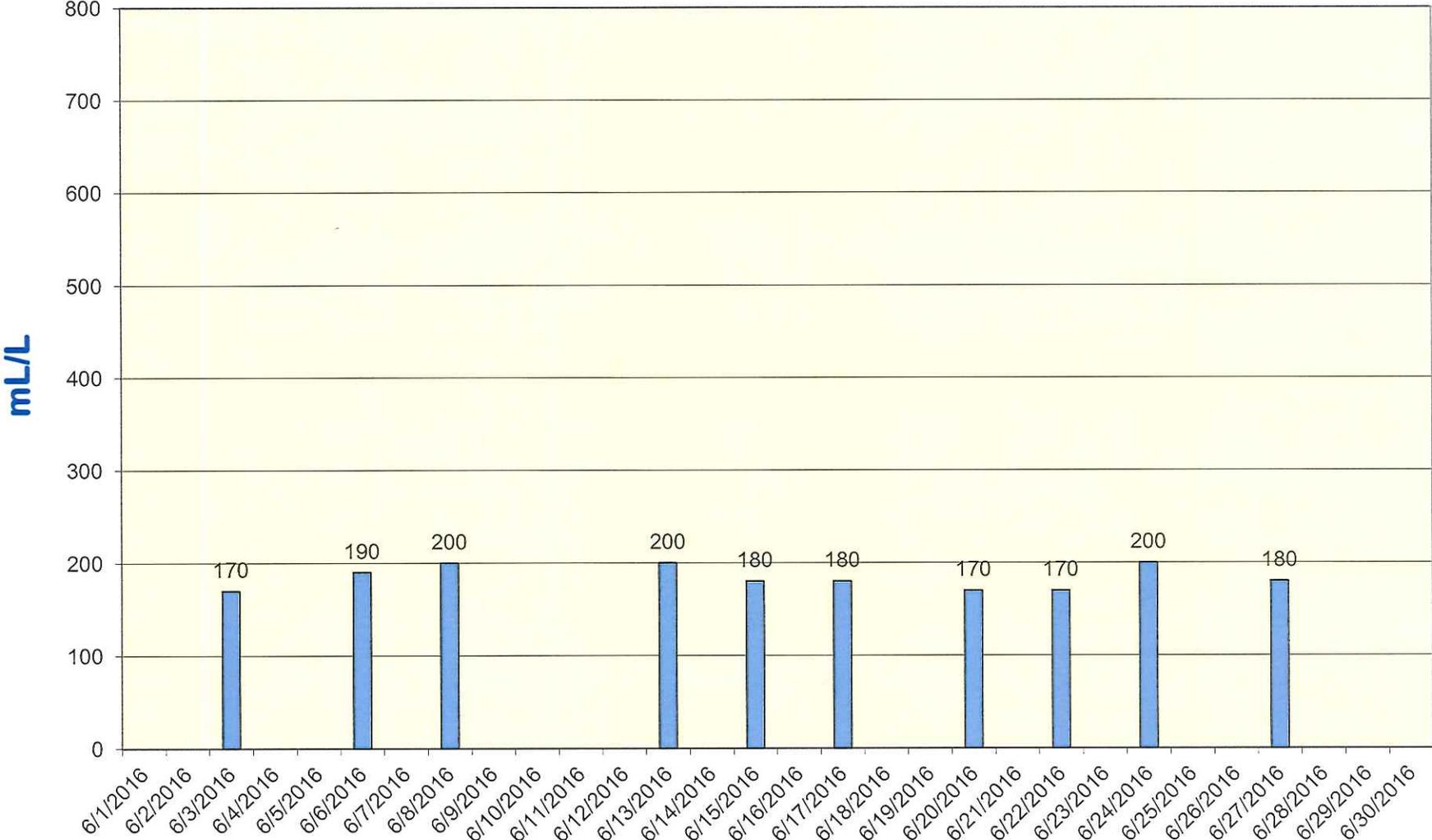


### Natural Gas Use

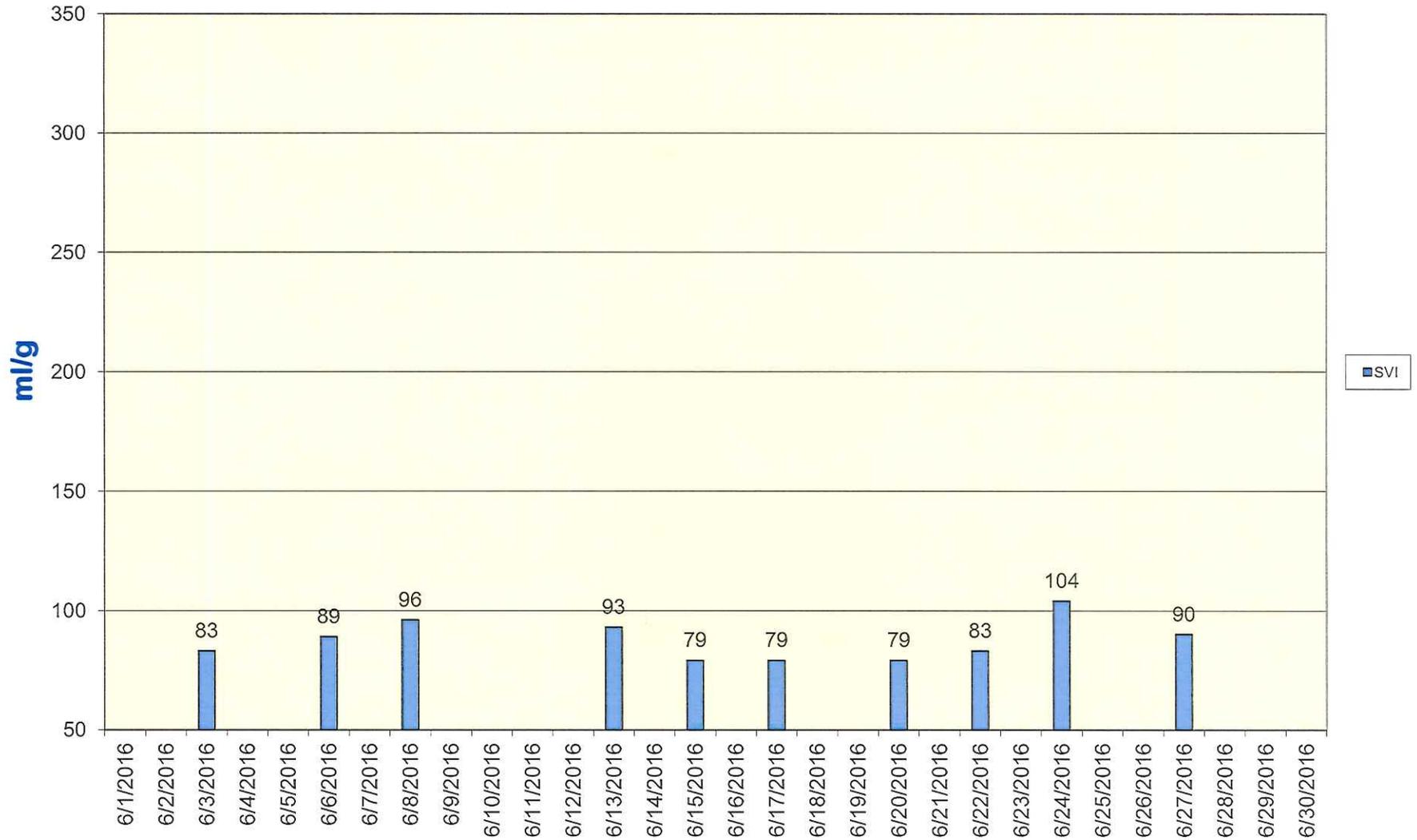


# ***PROCESS CONTROL DATA / GRAPHS***

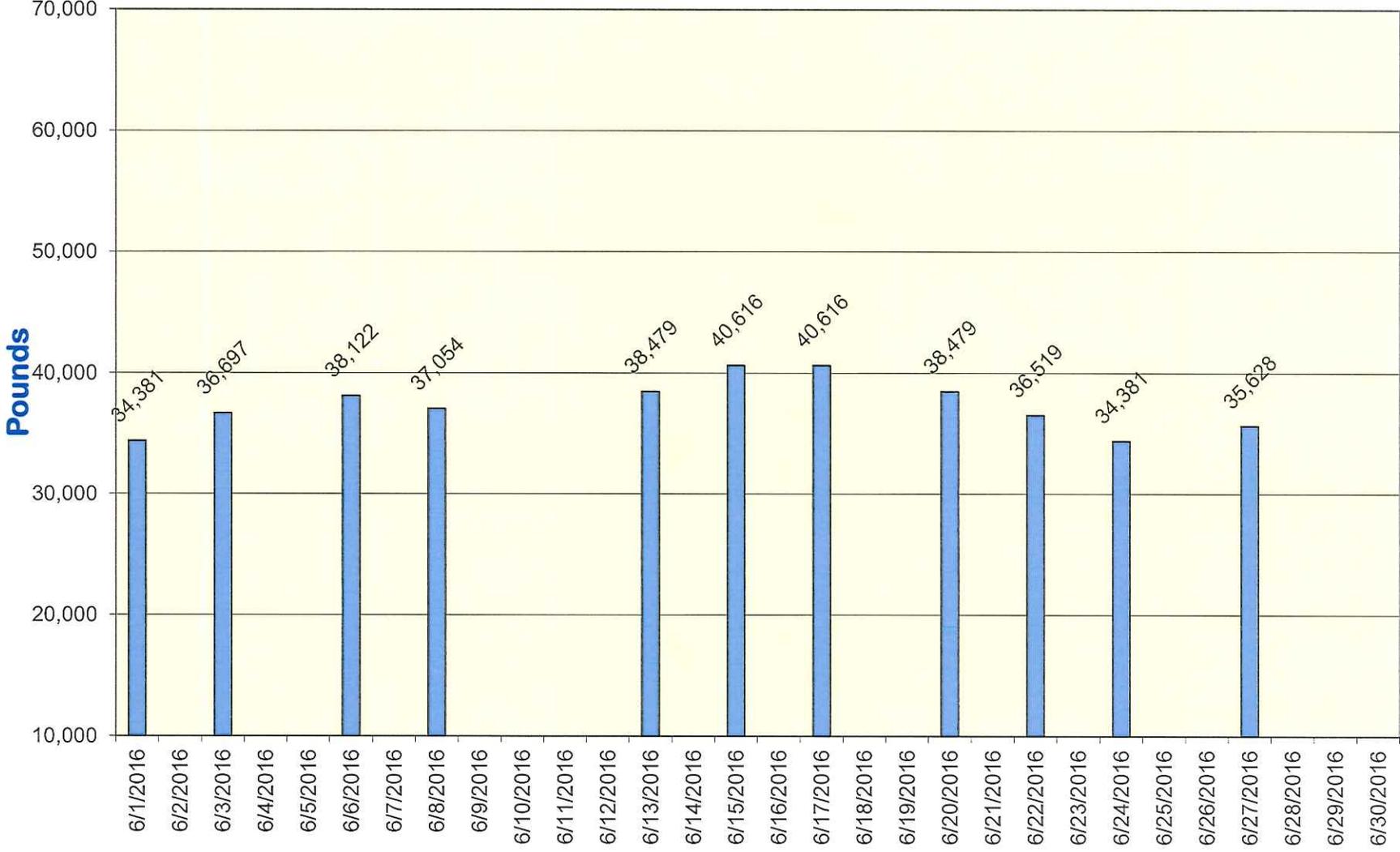
# Settleability



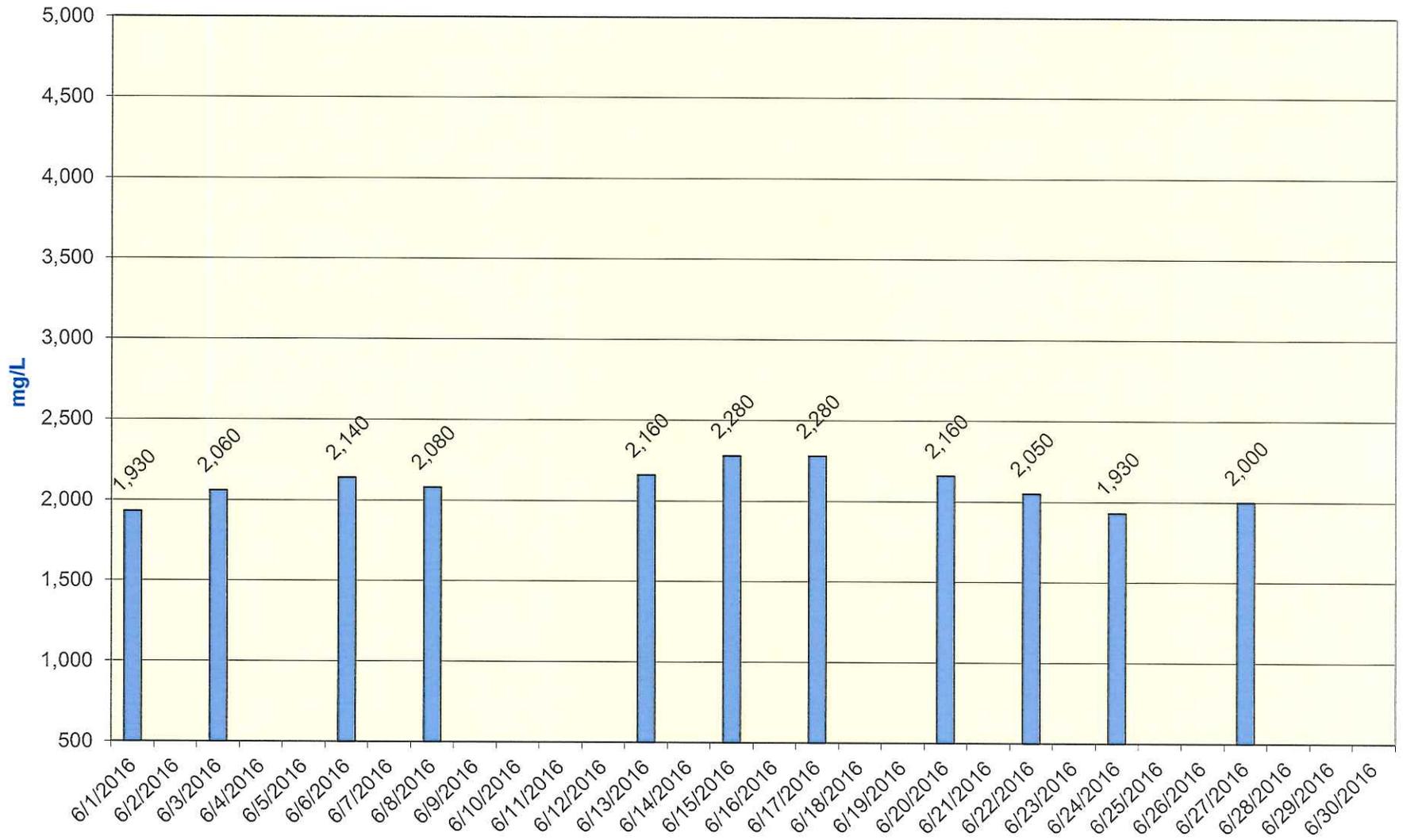
## Sludge Volume Index



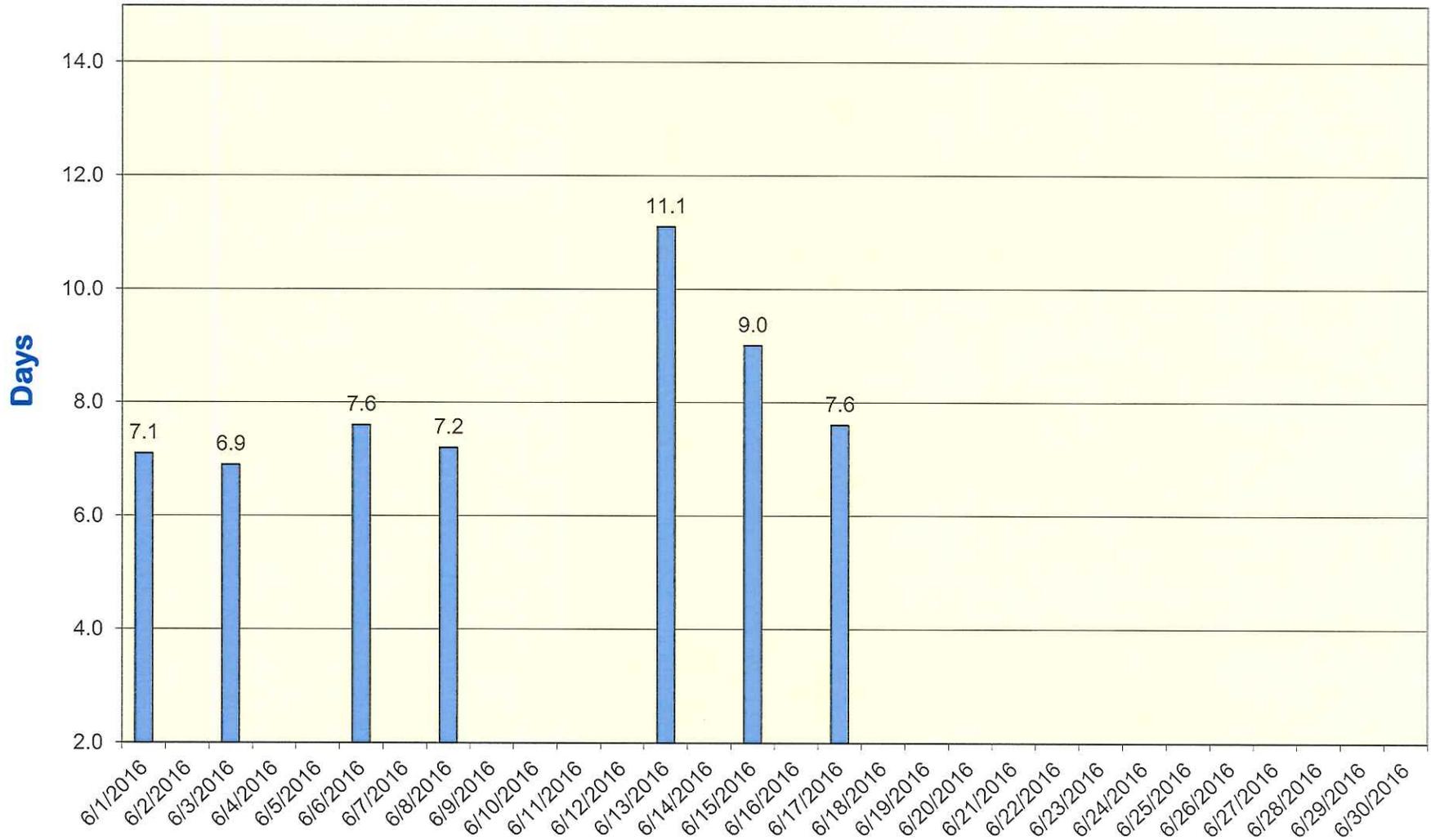
# MLSS Inventory



### MLSS Concentration



## Mean Cell Residence Time

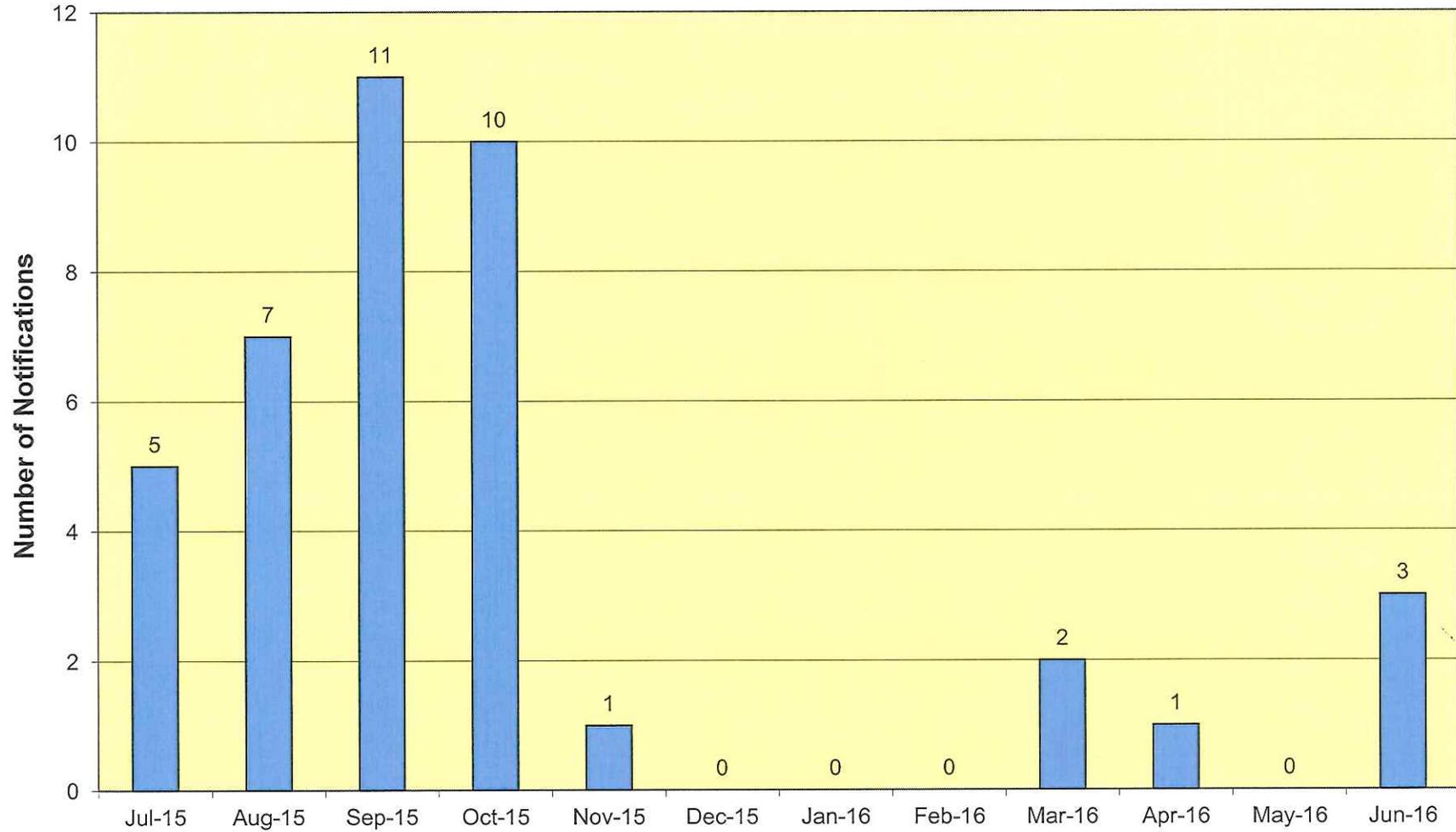


## Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
6/1/2016	3.72		1,930	34,381	0.23	7.1	
6/2/2016	3.66						
6/3/2016	3.65	170	2,060	36,697		6.9	83
6/4/2016	3.72						
6/5/2016	4.05						
6/6/2016	3.43	190	2,140	38,122		7.6	89
6/7/2016	3.52						
6/8/2016	3.66	200	2,080	37,054		7.2	96
6/9/2016	3.56						
6/10/2016	3.42						
6/11/2016	3.54						
6/12/2016	3.16						
6/13/2016	3.75	200	2,160	38,479		11.1	93
6/14/2016	3.92						
6/15/2016	3.92	180	2,280	40,616		9.0	79
6/16/2016	3.92						
6/17/2016	3.79	180	2,280	40,616		7.6	79
6/18/2016	3.83						
6/19/2016	3.85						
6/20/2016	3.48	170	2,160	38,479			79
6/21/2016	3.31						
6/22/2016	3.38	170	2,050	36,519			83
6/23/2016	3.33						
6/24/2016	3.26	200	1,930	34,381			104
6/25/2016	3.19						
6/26/2016	3.35						
6/27/2016	3.47	180	2,000	35,628			90
6/28/2016	3.68						
6/29/2016	3.36						
6/30/2016	3.35						
Minimum	3.16	170	1,930	34,381	0.23	6.9	79
Maximum	4.05	200	2,280	40,616	0.23	11.1	104
Total	107.23						
Average	3.57	184	2,097	37,361	0.23	8.1	88

# ***NEIGHBORHOOD CONTACTS***

## Neighborhood Contacts Received







WEEKLY NEIGHBOR CONTACT LOG												
June 27, 2016	June 27, 2016 - July 3, 2016											
NEIGHBOR	Mon 27-Jun	Tue 28-Jun	Wed 29-Jun	Thu 30-Jun	Fri 1-Jul	Sat 2-Jul	Sun 3-Jul					
	Time	Time	Time	Time	Time	Time	Time	Notes				
Neighbor #1												
Neighbor #2												
Neighbor #3			8 8	11:15								Grit Bin Changeout and Maintenance on Screenings conveyor
Neighbor #4												
Total												

Legend

Description	
Aeration Basins	1
Raw Sewage	2
H2S	3
Aeration + Sewage	4
Aeration, Sewage, H2S	5
Sewage + H2S	6
Other (see notes)	7
Not Specified / Unknown	8
Intensity	
Mild Intermittent	1
Mild Persistent	2
Moderate Intermittent	3
Moderate Persistent	4
Strong Intermittent	5
Strong Persistent	6
Other (see notes)	7
Not Specified / Unknown	8

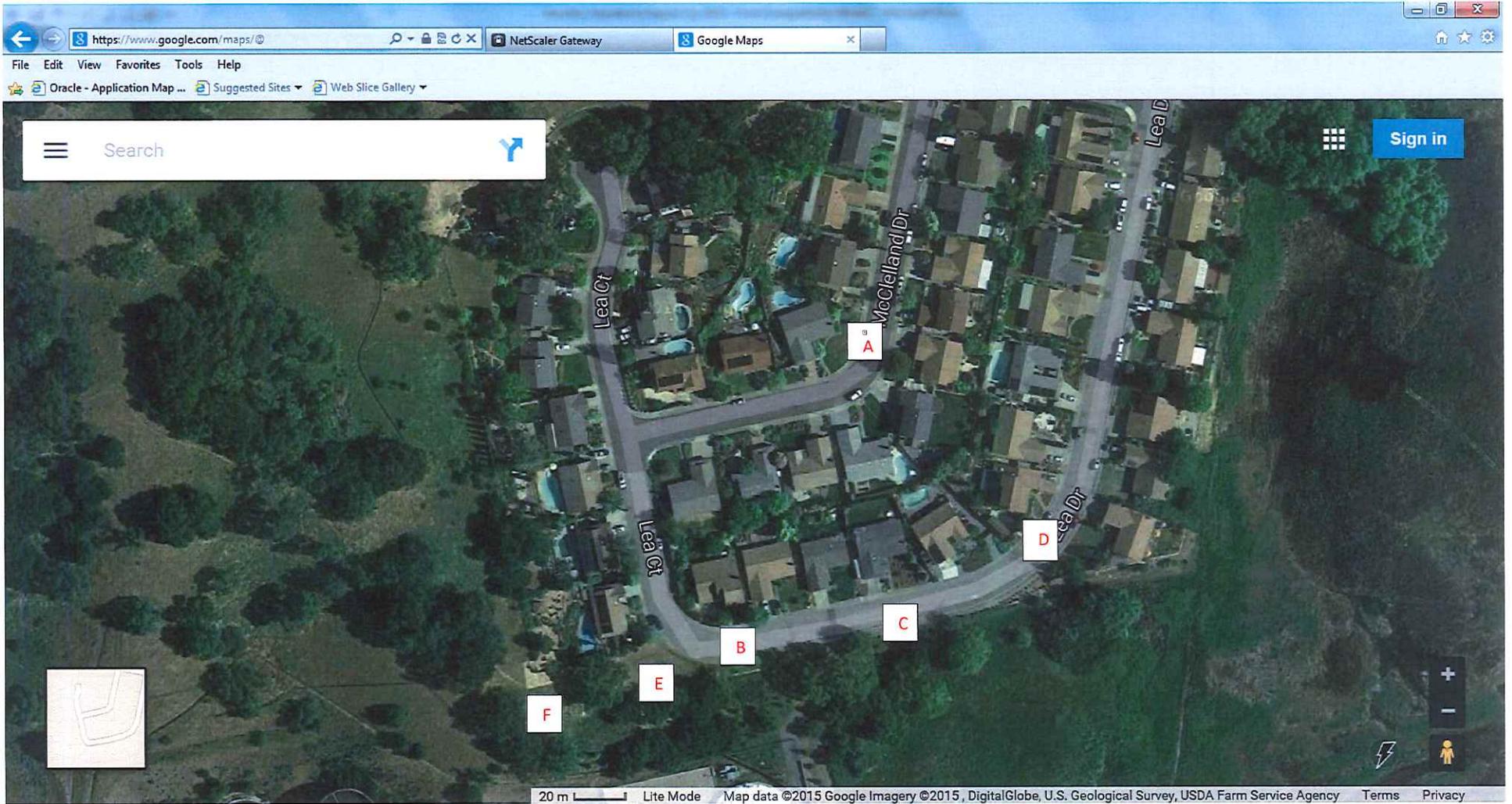
6/29/16 @ 1115 Hours, Text Message - Been stinky all morning.

# ***JEROME METER READINGS & LOCATIONS***

JEROME METER READINGS - JUNE 2016

Sample Location	Min	Max	Ave	NOTES / COMMENTS
R: McLelland	0.000	0.005	0.001	Neighborhood
S: Lea 1	0.000	0.000	0.000	Neighborhood
T: Lea 2	0.000	0.001	0.000	Neighborhood
U: Lea 3	0.000	0.005	0.001	Neighborhood
V: Lea 4	0.000	0.007	0.001	Neighborhood
W: Lea 5	0.000	0.002	0.000	Neighborhood

# NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



## **1.0 General:**

An equivalent of about six (6) full time employees (FTE) worked in the Collection System Department during the month of June. The breakdown of staff time for the month in terms of equivalent full-time employee hours utilized, works out approximately as follows:

- 2.1 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.3 FTE field workers for Pump Station Maintenance
- 0.1 FTE field workers for Closed Circuit Television (CCTV) work
- 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, or special activities (for e.g. smoke testing of mainlines), and
- An equivalent of 0.9 FTE field workers for vacation, holiday or sick leave.

## **2.0 Collection System Maintenance:**

Performance metrics for the department are presented in the attached graphs showing the length of line cleaned/month, footage cleaned/hour worked, overflows/month, and the CCTV footage achieved. A brief discussion is also provided below.

### Line Cleaning Performance:

A total of 332 work orders were generated for June by the ICOM3 Computerized Maintenance Management System (CMMS). Staff completed 332 work orders leaving zero (0) work orders outstanding. The 332 maintenance work orders completed in June resulted in 64,239 feet of sewer pipelines cleaned by staff.

### CCTV Performance:

The District's CCTV van was in the field briefly in June and televised 652 feet of sewer. The truck spent most of the time at Aries Industries in Fresno for diagnosis and repair of the second Power Control Unit (PCU) failure. Shortly after its return, the van then began experiencing battery charging issues. After consulting with the manufacturer, three large commercial batteries were replaced by staff on June 27<sup>th</sup>. Hand-cam CCTV work totaled 1754 feet.

### CCTV Findings:

- Infrastructure related: The June CCTV work did not identify any areas that require spot repairs.
- O&M related: The June CCTV work did not identify any area that required a change in sewer line maintenance operations.

## **3.0 Pump Station Maintenance:**

The Collection System Department conducted 211 lift station inspections this month. 115 of the inspection visits were generated through the District's JobsCal Plus CMMS

system. There are 15 outstanding work orders for the month, 6 correctives and 9 preventives. A Collection Systems (Pump Stations) Work Order Statistics summary is attached.

#### **4.0 Air Relief/Vacuum Valves (ARVs):**

Staff completed maintenance inspections on five (5) air relief/vacuum valves.

#### **5.0 Safety and Training:**

##### General:

Collection System staff attended 6 safety tailgate meetings.

##### Specialized training:

District staff attended Injury and Illness Prevention Program (IIPP) training conducted by Safety Director Dale Thrasher.

District staff attended a Health and Wellness Workshop conducted by Claremont EAP.

The Collections Department staff conducted a Continuous Mechanical Rodder Respooling Training and Exercise.

The Collections Department staff attended Web based training on the new Smartcover Monitoring and Alarm System.

Some of the Collections Department staff attended classroom Forklift Training at CMSA that will be followed up by field training at a later date.

##### Safety performance:

There were no lost time accidents this month for a total of 1,936 accident free days since the last lost time accident.

#### **6.0 Minor Projects:**

Major landscaping maintenance was completed at the East Hamilton and Cypress Avenue Pump Stations.

Staff removed Pump #2 at the Bel Marin Keys 5 Pump Station from service, to be diagnosed and repaired for suspected bearing failure.

Staff mounted an additional light bar on a 4x4 utility vehicle in an ongoing effort to improve safety and visibility in the streets.

A backup camera was installed on the CCTV van in



**Rodder Re-spooling Exercise**



**New Mulch at East Hamilton Pump Station**

an ongoing effort to improve safety and visibility in the streets.

A small section of 12" sewer main was repaired on Center Road after a North Marin Water District crew struck it with a backhoe. The Water District had requested the worksite utilities be marked but upon initial review by staff, the sewer main was clear of the area. After further investigation, staff determined that the as-built information that was originally provided to the District in about 1953 for the sewer main was inaccurate; District staff will be working to correct that information.

**7.0 Standard Operating Procedures (SOPs):**

Collections Department staff generated a draft Mechanical Rodder Respooling SOP that is currently under review.

**8.0 Sanitary Sewer Overflows (SSOs):**

There was one (1) Category I overflow in June, as discussed below.

No.	Date	Location	Amount, gal	Cause/Probable Cause
1.	6/25/2016	Alameda del Prado at Posada del Sol	540	A private lateral root mass compounded by wipes.

On Saturday, June 25, 2016 at 10:30am, Javier Vega, CSW III received a call from Corey Reed of the North Marin Water District reporting sewage coming out of a manhole on Alameda Del Prado near Posada Del Sol. Javier notified Dasse de longh, Collection System Superintendent, of the possible overflow and then called Joe Moreno, CSW I and requested that he respond immediately with the hydro-flusher truck to that location while he was in-route from home.

Dasse arrived on site first and the Novato Fire Department was blocking the Northbound lane of Alameda Del Prado to prevent cars from driving through sewage overflowing from the manhole. Javier arrived on site shortly afterwards and inspected the downstream manhole. Flow was present in the manhole channel indicating a partial stoppage upstream.



Location Map

Joe arrived on site with the hydro-flusher truck and set up to break the stoppage with Javier at the downstream manhole. Dasse tracked the overflowing sewage and found that it had entered the storm drain system at a catch basin in front of 350 Alameda Del Prado. He created a dirt berm in the gutter pan to stop any more sewage from entering the catch basin. The stoppage was broken and Javier noticed that the hydro-flusher footage counter indicated the stoppage was located at the overflowing manhole. A lateral root mass wrapped in disposable wipes

was recovered after the stoppage was broken and was determined to be the probable cause of the overflow.

The crew then worked to recover the overflow from the storm drain and recovered approximately 45 gallons. Another 20 gallons was recovered from the bermed area of the gutter pan. The crew washed and swept the street and gutter pan and recovered the wash-down water with the hydro-flusher. The crew worked to determine the final destination of the overflow within the storm drain system and found a downstream catch basin that contained approximately 100 gallons of standing water in it, which was recovered as well.



**Staff working to relieve stoppage**

The crew did not find any flowing water further downstream in the storm drain system however, they were unable to find a dry catch basin to confirm that the overflow did not make it to a waterbody downstream; the storm drain crosses

under the freeway and eventually to a marshland area adjacent to Pacheco Creek. There was no noticeable flow entering the marshland area, but the current water level in the marsh backs up into the storm drain outfall making it impossible to confirm that the overflow did not reach that location.

Dasse contacted Armando Alegria of the Marin County Environmental Health Services to report the statistics of the overflow. After some discussion, it was decided that since the storm drain outfall was in an area fenced off to public access, no sign posting or follow up sampling was necessary.

Dasse reported the overflow to Cal OES as a precaution because the crew could not confirm the overflow did not reach surface waters of the state. The event was assigned Control # 16-3849.

Staff estimated the spill volume to be 540 gallons, based on staff and reporting party observations and comparing them to the CWEA Southern Section Collection System Committee Manhole Overflow Gauge.

The initial determination was that this was a Category I event because staff could not conclusively determine that the overflow did not reach the marshland area adjacent to Pacheco Creek.

Follow up CCTV inspection revealed no root intrusion at the location of the stoppage. This line segment was last cleaned using a hydro-flusher truck on April 29, 2016 and is on a 12-month frequency. The cleaning frequency will remain at 12 months.

Dasse interviewed the apartment managers for all apartment buildings (170 units combined) located upstream from the overflow and requested that the District be

notified prior to any lateral sewer maintenance work performed in the future. The most recent sewer maintenance work reported was done at the Hillcrest Townhomes by Roto-Rooter in May, 2016. Staff distributed one hundred seventy educational flyer packets, including grease and wipes informational flyers, to all residents upstream of the overflow manhole.

This event was reported into the CIWQS database on June 27, 2016 as a Category I event, SSO Event ID # 825720 and was certified in CIWQS on July 1, 2016, Certification ID # 489123.

\*\*\*\*\*

Novato Sanitary District  
Collection System Monthly Report For June 2016 (as of June 30, 2016)

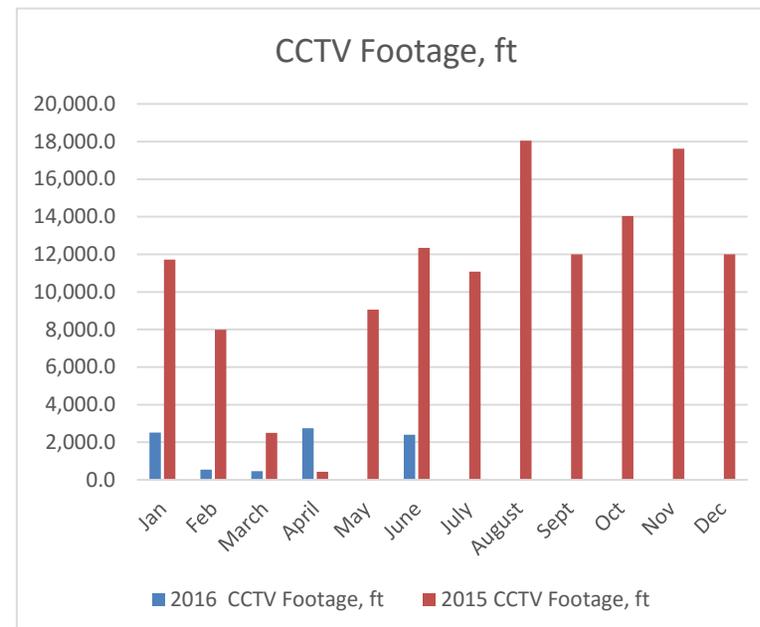
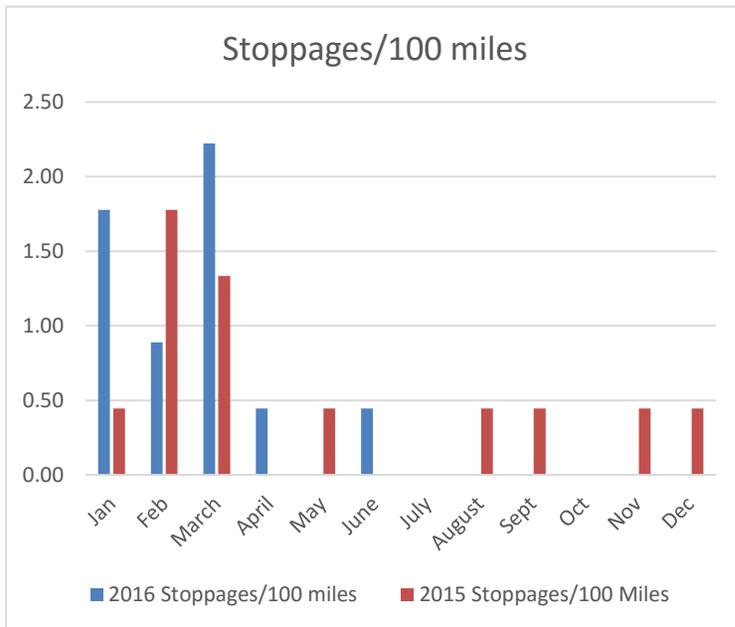
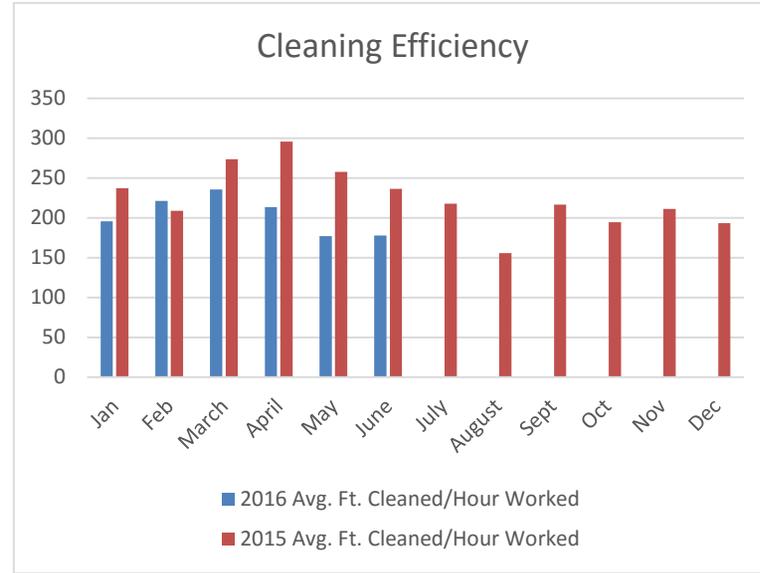
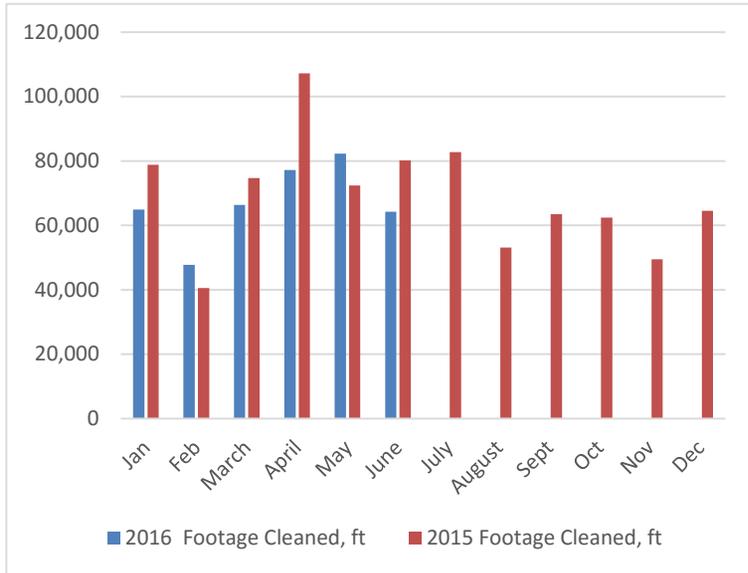
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning), hrs.	1.9	1.3	1.7	2.0	2.7	2.1	0.0	0.0	0.0	0.0	0.0	0.0	NA	1.0
Number of FTEs (other)	2.5	3.5	3.3	2.8	2.2	2.4	0.0	0.0	0.0	0.0	0.0	0.0	NA	1.4
Number of FTEs (CCTV)	0.1	0.1	0.0	0.0	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.0
Total, FTEs	4.5	4.9	4.9	4.9	4.9	4.6	0.0	0.0	0.0	0.0	0.0	0.0	NA	2.4
Regular Time Worked, (main line cleaning), hrs	332	216	282	362	465	362								
Regular Time Worked on Other, hrs (1)	426	556	552	496	388	402								
Regular Time Worked on CCTV (2)	19	17	0	7	0	16								
Total Regular time, worked, hrs	776	788	834	865	853	779	0	0	0	0	0	0	4,895	408
Total Vacation/Sick Leave/Holiday, hrs	225	238	262	89	192	156							1,161	194
Vacation/Sick Leave/Holiday, FTEs	1.3	1.5	1.6	0.5	1.1	0.9	0.0	0.0	0.0	0.0	0.0	0.0	6.9	0.6
Overtime Worked on Coll. Sys., hrs	2	0	0	0	3	8							13	2
Overtime Worked on Other, hrs (1)	65	6	19	30	6	10							135	22
Overtime Worked on CCTV (2)	0	0	0	0	0	0							0	0
Total Overtime, hrs	67	6	19	30	9	18	NA	NA	NA	NA	NA	NA	148	25
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	59	10	41	45	204	64							423	71
Rodder 3208 ft. cleaned	11,888	2,289	8,682	9,749	36,994	10,476							80,078	13,346
Rodder - outside services, ft cleaned	0	0	0	0	0	0							0	0
Flusher Work Orders generated	227	237	307	350	248	268							1,637	273
Truck 3205V ft. cleaned	14,729	6,341	5,004	5,886	2,776	4,295							39,031	6,505
Truck 3206V ft. cleaned	38,305	39,088	52,713	61,606	42,516	49,467							283,695	47,283
Flusher - outside services, ft. cleaned	0	0	0	0	0	0							0	0
Total Footage cleaned(3)	64,922	47,718	66,399	77,241	82,286	64,238	NA	NA	NA	NA	NA	NA	402,804	67,134
Work Orders completed	278	247	348	395	452	332							2,052	342
Work Orders backlog	8	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	8	8
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0	0	0	0	0	0							0	0
CCTV Truck 3126T, ft. videoed	843	540	0	541	0	652							2,576	429
CCTV (hand cam), ft. videoed	1,669	0	456	2,210	0	1,754							6,089	
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0							0	0
Total CCTV footage(3)	2,512	540	456	2,751	0	2,406	NA	NA	NA	NA	NA	NA	8,665	
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category III)	4	2	5	1	0	1							13	NA
Major (Category II)	3	1	4	1	0	0							9	NA
Major (Category I)	0	1	1	0	0	0							2	NA
Major (Category I)	1	0	0	0	0	1							2	NA
Overflow Gallons	482	290,330	2,308	20	0	540							293,680	NA
Volume Recovered	130	147,250	760	20	0	165							148,325	NA
Percent Recovered	27%	51%	33%	100%	NA	31%	NA	NA	NA	NA	NA	NA	51%	NA
<b>D. Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	8	7	8	4	5	9							41	7
Normal hours S.C. response time, mins (avg.)	20	17	18	17	16	25							113	19
Service Callouts, after hours, #	5	3	1	1	1	0							11	2
After Hours S.C. response time, mins (avg.)	17	27	16	60	35	0							155	26
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	196	221	235	213	177	178	NA	NA	NA	NA	NA	NA	NA	203
Total Stoppages/100 Miles	1.8	0.9	2.2	0.4	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	5.7	NA
Average spill response time (mins)	15	31	11	11	0	15							NA	14
Callouts/100 Miles	2.2	1.3	0.4	0.4	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.8	0.4
Overtime hours/100 Miles	1	0	0	0	1	4	0	0	0	0	0	0	5.78	0
Overflow Gallons/100 Miles	210	126,230	1003	9	0	235	0	0	0	0	0	-	127,687	10641

(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.

(3) Does not include outside services (tracked separately)

# Collection System 2015-16 Graphs



Novato Sanitary District

Pump Station Report For June 2016 (As of June 30, 2016)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>	238	185	252	238	235	251	0	0	0	0	0	0	1,398	
Number of Employees (FTEs)	1.4	1.0	1.2	1.1	1.2	1.3	0.0	0.0	0.0	0.0	0.0	0.0		0.6
Regular Time Worked on Pump Sta	183	157	210	194	202	217							1,162	
Overtime Worked on Pump Sta	55	28	43	44	33	34							236	
After Hours Callouts	4	1	8	2	0	1							16	
Average Callout response time (mins)	30	10	34	28	0	15							117	20
<b>Work Orders</b>														
Number generated in month	136	106	89	92	115	91							629	105
Number closed in month	111	106	89	92	115	91							604	101
Backlog	25	0	0	0	0	0	0	0	0	0	0	0	25	2

**Job Cal CMMS  
WORK ORDER STATISTICS  
June 1,2016-June 30,2016**

	<b>Open Work Orders Due Prior to 6/1/2016</b>	<b>Open Work Orders 6/1/2016-6/30/2016</b>	<b>Total Open Work Orders</b>
Preventive	9	166	175
Corrective	6	0	6
<b>Total</b>	<b>15</b>	<b>166</b>	<b>181</b>

	<b>Closed Work Orders 6/1/2016 - 6/30/2016</b>
Preventive	91
Corrective	0
<b>Total</b>	<b>91</b>

<b>Total Outstanding Work Orders as of 6/30/2016</b>	<b>15</b>
--	-----------

### 1.0 Summary:

The rancher completed harvesting pasture grass throughout the Reclamation Facility. Cattle was moved into Sites 3 & 7. The control systems were checked and irrigation began on several Parcels in Sites 3 & 7. Some minor repair work was identified after the control system was checked. Repairs to the irrigation system were completed on Site 2.

### 2.0 Ranch Operations:

The rancher completed harvesting pasture grass on all Sites. Cut pasture grass on Parcel 1 on Site 2 and portions of Parcels 2 & 4 on Site 7 was not baled and was spread over the parcel for the cattle to feed on. This was done because the pasture grass was not baled on time which resulted in inadequate moisture to maintain nutrient quality. Also, the rancher reported that currently the price of hay on the market is less than the cost of harvesting the hay and packing in bales.

The rancher began moving cattle into Site 3 & 7 this month.

### 3.0 Irrigation Parcels:

Irrigation began this month on Sites 3 & 7 as the rancher cleared the Parcels of baled hay. Prior to initiating automatic irrigation staff had to troubleshoot the control system on Site 7 due to the discovery of a blown fuse late last month. During the troubleshooting process staff, assisted by a contract electrician found a failed valve controller in Zone 4 in Parcel 2 and some loose wire in a splice box feeding Parcel 1. Zone 4 in Parcel 2 was taken out of service, the loose wires were repaired and the control system functioned as expected.



Harrow Bed at the Hay Storage Area



Hay Baler at Reclamation

Testing of the control system for Site 7 was completed and all Parcels except for Parcels 2 & 4 was completed; these Parcels still had hay on the ground at the time of testing. Three zones in three of the six remaining Parcels were not functioning and found to be in various states of dis-repair. Staff has requested proposals to complete the repairs. Irrigation was activated in the six Parcels.

Later in the month, testing of the control system in Site 3 was performed and all Parcels except Parcels 1 through 3 was

completed. Parcels 1 through three have known power quality issues and staff continues to work on resolving the issue. After testing, two zones in two Parcels were not functioning and staff has requested proposals to complete the repair work. Irrigation was activated in the remaining five Parcels. Testing of the control system on Site 2 should commence next month.

With only 57% of the Reclamation Facility currently being irrigated, staff has already obtained a water balance between what is being delivered from the Treatment Plant and what is being used for irrigation for optimal plant growth.

Work was completed to repair a 6-inch manifold pipe in Parcel 1 on Site 2. The failure of the manifold occurred when standard steel bolts on two full circle repair clamps corroded causing the clamps to fail. This failure occurred late last irrigation season.



Repair of irrigation manifold in Parcel1, Site 2.

#### **4.0 Irrigation Pump Station:**

Approximately 33.83 MG of treated water was used for irrigation this month. Approximately 90 MG was delivered to the storage ponds from the Novato Treatment Plant this month.

Infrared scanning of the electrical equipment for the three irrigation pumps was performed this month prior to the pumps being placed into service.

#### **5.0 Sludge Handling & Disposal:**

There were no sludge handling activities this month.

\*\*\*\*

**NOVATO SANITARY DISTRICT**  
**Reclamation Facility - Monthly Statistics for Calendar Year 2016, as of June 2016**

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
<b>Irrigation Pump Station</b>														
Plant flow to ponds (MG)	0	0	0	0	0	90							90.0	7.50
Irrigation (MG)	0	0	0.0	0	0	33.83							33.8	2.82
Irrigation Pump 1 Hours						76.9							76.9	6.41
Irrigation Pump 2 Hours						75.8							75.8	6.32
Irrigation Pump 3 Hours						76.3							76.3	6.36
Washdown Water Pump Hours													-	0.00
Wildlife Feed Pump Hours	744	696	744	720	744	696							4,344.0	362.00
Water Circulated through Wildlife Pond (MG)	46.872	43.848	46.872	45.36	47	44	0	0	0	0	0	0	273.7	22.81
Strainer No. 1 Hours													-	0.00
Strainer No. 2 Hours													-	0.00
Pond 1 Gauge @ Beginning of Month	3.1	3.9	3.9	4.4	4	3.5								
Pond 1 Gauge @ End of Month	3.9	3.9	4.4	4	3.5	5.8								
Pond 1 Gallons Stored @ End of Month(MG)	27.2	27.2	31.2	28	24	43								
Pond 2 Gauge @ Beginning of Month	3.1	3.9	3.9	4.4	4	3.5								
Pond 2 Gauge @ End of Month	3.9	3.9	4.4	4	3.5	5.8								
Pond 2 Gallons Stored @ End of Month(MG)	35	35	40	36	31	50								
Total Irrigation Water Stored	62.2	62.2	71.2	64	55	93	0	0	0	0	0	0		
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	341.4	0.2	386	15.1	0	0								
Drainage Pump No. 2 Hours	0	34.7	0	0	0	0								
Drainage Pump No. 3 Hours	0	1.9	0.1	0	0	0								
Total Gallons Stormwater Pumped (MG)	102.42	11.04	115.83	4.53	0	0	0	0	0	0	0	0	233.82	19.49
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	131.7	0.2	72.4	3.4	0.2	0								
Drainage Pump No. 2 Hours	14.2	13	0	0	0.7	0								
Drainage Pump No. 3 Hours	2.9	0	41.3	12.2	0.6	0								
Total Gallons Stormwater Pumped (MG)	66.96	6	51	7.02	0.675	0	0	0	0	0	0	0	131.76	10.98

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Collection System Improvements, Account No. 72706 – Collection System Master Plan.	<b>MEETING DATE:</b> July 11, 2016  <b>AGENDA ITEM NO.:</b> 7.a.
<b>RECOMMENDED ACTION:</b> Approve a contract with RMC Water and Environment (RMC) in the not-to-exceed amount of \$350,000 for engineering services related to developing a Collection System Master Plan (CSMP), and authorize the General Manager-Chief Engineer to execute it.	
<b>SUMMARY AND DISCUSSION:</b>  <p>In October 2015, the District contracted with RMC Water and Environment (RMC) to conduct a Collection System Master Plan Scoping Study. Results of the Scoping Study were presented to the District Board at its regular meeting of March 14, 2016. The Scoping Study recommended that the District conduct flow monitoring to confirm flows and hydraulics, update future growth projections, refine design storm and capacity criteria, develop a fully dynamic hydraulic model, and formalize the sewer rehabilitation process by prioritizing projects based on condition assessment and potential impact on the community and environment.</p> <p>Based on the recommendations of the Scoping Study, and based on their history and familiarity with the District’s collection system, staff requested a proposal from RMC for the next phase, i.e. development of a Collection System Master Plan (CSMP). The proposed scope of services for the CSMP from RMC includes the following activities: Project Management; Data Collection and Review; Flow Monitoring; Hydraulic Model Development and Calibration; System Performance Evaluation and Improvement Needs; Condition Assessment and Rehabilitation/Replacement Recommendations; Developing Methodology for Prioritizing Sewer Improvements; Capital Improvement Plan Development; and draft and final Master Plan Preparation. The proposed work effort is anticipated to occur through FY17-18 as a minimum, and may be impacted by wet weather flows during this timeframe.</p> <p>RMC in conjunction with their sub-consultant, ADS, proposes to carry out the activities of the proposed scope of services and provide the final Collection System Master Plan document for \$350,000. Staff has reviewed the proposal and finds the proposed fee amount to be commensurate with the level of effort required.</p> <p>Accordingly, it is recommended that the Board approve the contract with RMC, and authorize the General Manager-Chief Engineer to execute an agreement with RMC on a time and expense reimbursement basis in the not-to-exceed amount of \$350,000.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 2 (Reliable, Environmental and Efficient Facilities) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The adopted preliminary FY2016-17 budget for Account No. 72706 includes a budget amount of \$1,050,000, with no expenditures to date.	
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Staff Reports: Uniform Public Construction Cost Accounting Act (UPCCAA) Implementation for FY15-16.</b>	<b>MEETING DATE: July 11, 2016</b> <b>AGENDA ITEM NO.: 8.a.</b>
<b>RECOMMENDED ACTION:</b> Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for Fiscal Year (FY)2015-16.	
<b>SUMMARY AND DISCUSSION:</b> <p>The District utilizes the Uniform Public Construction Cost Accounting Act (UPCCAA, or the "Act") to perform certain projects each year. The Act allows a local agency to perform these projects if the agency elects to follow the cost accounting procedures set forth in the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission. The Act is enacted under Public Contracts Code Sections 22000 through 22045. The District utilizes this Act under its Resolution No. 2947 adopting Ordinance No. 109 dated August 28, 2006, and updated by Ordinance No. 118 adopted on August 12, 2013.</p> <p>The District utilizes provisions of the Act for alternative bidding procedures as follows: (a) Projects of \$45,000 or less may be performed by negotiated contract or by purchase order, (b) Projects of \$175,000 or less may be let to contract by the informal procedures set forth in the Act, and (c) Projects of more than \$175,000 are to be let to contract by formal bidding procedures. In short, the District uses the relevant provisions of the Act to allow the District to complete projects with less administrative effort while maintaining work quality.</p> <p>For FY2015-16, the District utilized the Act provisions under item (a) and (b) above to complete work across the following projects/accounts:</p> <ol style="list-style-type: none"> <li>1. Account No. 60150 (Collections: Repairs &amp; Maintenance) – total amount \$6,907.42, one contractor.</li> <li>2. Account No. 60153 (Collections: Outside Services) - total amount \$167,044.82, two contractors.</li> <li>3. Account No. 63150 (Reclamation: Repairs &amp; Maintenance) - total amount \$20,751.29, four contractors.</li> <li>4. Account No. 65150 (Pump Stations: Repairs &amp; Maintenance) – total amount \$28,820.22, four contractors</li> <li>5. Account No. 66150 (Admin/Engineering: Repairs &amp; Maintenance) – total amount \$5,229.36, four contractors.</li> <li>6. Account No. 72706 (Collection System Improvements) – total amount \$179,308.36, two contractors.</li> <li>7. Account No. 72803 (Annual Collection System Repairs) - total amount \$157,244.26, seven contractors.</li> <li>8. Account No. 72804 (Annual Reclamation Facilities Improvements) - total amount \$32,188.00, three contractors.</li> <li>9. Account No. 72805 (Annual Treatment Plant &amp; Pump Stations Improvements) - total amount \$220,795.77, five contractors.</li> <li>10. Account No. 73003 (Admin/Maintenance Building) – total amount \$138,235.00, one contractor.</li> <li>11. Account No. 73004 (Odor Control &amp; NTP Landscaping) – total amount \$5,790.00, one contractor.</li> <li>12. Account No. 73005 (RWF Expansion) – total amount \$2,960, one contractor.</li> </ol> <p>The total amount of work performed under the Act provisions in FY2015-16 was \$967,273.70. Of this, six projects were over \$45,000 but less than \$175,000, under Account No. 60153 (\$47,000.00), Account No. 72706 (\$76,172.60 &amp; \$99,460.76), Account No. 72803 (\$77,444.50), Account No. 72805 (\$134,416.93) and Account No. 73005 (\$138,235.00).</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> eb, srk	<b>GENERAL MANAGER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Informational Item - North Bay Water Reuse Authority (NBWRA), Account No. 72508:</b>	<b>MEETING DATE: July 11, 2016</b>  <b>AGENDA ITEM NO.: 9.a.</b>
<p><b>RECOMMENDED ACTION:</b> Information only – Receive report on payment to Sonoma County Water Agency (SCWA) in the amount of \$207,344 as the first installment of the District’s FY16-17 share of the cost of the NBWRA Phase 2 Feasibility Study.</p>	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>Previously, the NBWRA Phase 2 Scoping Study (completed in 2014) identified about \$136 million in overall project costs for all of the NBWRA Member Agencies Phase 2 projects, including about \$36 million in potential District projects as follows:</p> <ol style="list-style-type: none"> <li>1. Construct a ~250 acre wetlands/pond for secondary effluent - \$15.1 million</li> <li>2. Treatment Plant Upgrade to increase tertiary capacity to ~5MGD - \$15.8 million</li> <li>3. Tidal Prism and habitat restoration (in cooperation with Marin County) - \$4.64 million.</li> </ol> <p>The subsequent step to this process is the ongoing Phase 2 Feasibility Study. NBWRA had identified the total cost for this study to its Member Agencies at \$4,985,479 over the three-year period of Fiscal Years FY14-15, FY15-16, and FY16-17. The NBWRA Board approved its FY14-15, FY15-16, and FY16-17 budgets and the Member Agency Cost Allocations at its May 19, 2014 meeting. The resulting cost allocation for the District over the three-year period is \$1,134,778, spread out as \$343,005 in FY14-15, \$377,090 in FY15-16, and \$414,684 in FY16-17.</p> <p>The District’s potential projects, costs, and benefits from participating in the NBWRA Phase 2 Feasibility Study have been discussed at the District’s Budget Workshops and Strategic Planning/New Facilities Committee meetings for FY14-15, FY15-16, and FY16-17, and approved by the Board as part of the annual budget approval and adoption process. Note that while project scopes are still evolving and costs are being refined further as part of the Phase 2 Feasibility Study, the 3-year budget amounts for individual agencies (including the District), have not as yet been modified. A “truing-up” process is expected at the end of the Phase 2 Feasibility Study (similar to what occurred after the Phase 1 Feasibility Study), to match each NBWRA agency’s cost to the benefit it will receive.</p> <p>Sonoma County Water Agency (SCWA) is the administrative agency for the NBWRA Member Agencies. This year, SCWA will bill individual NBWRA agencies in two installments at the direction of the NBWRA Board, so as to: (a) partially acknowledge that Phase 2 projects for smaller agencies such as the District appear to be evolving to lower cost levels, and (b) offer the agencies some relief prior to a final truing up process. Therefore, the District’s first installment will be half of the previously planned amount of \$414,684, and the second installment will reflect cost sharing on a project cost basis rather than on an equal sharing basis, when the final project list is approved (tentatively in October 2016).</p> <p>Therefore, District staff will work with SCWA staff to process a payment to SCWA in the amount of \$207,344, as the first installment of the District’s FY16-17 share of the cost of the NBWRA Phase 2 Feasibility Study.</p>	
<p><b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.</p>	
<p><b>BUDGET INFORMATION:</b> The adopted Preliminary FY16-17 budget includes \$440,000 to pay the District’s FY16-17 share of the cost of the Phase 2 Feasibility Study, with no expenditures to date.</p>	
<p><b>DEPT. MGR.:</b> EB, SSK</p>	<p><b>GENERAL MANAGER:</b> SSK</p>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Administration: Promotion of Javier Vega from Collection System Worker III to Collection System Lead Worker.</b>	<b>MEETING DATE: July 11, 2016</b>  <b>AGENDA ITEM NO.: 10.a.</b>
<b>RECOMMENDED ACTION: Approve promotion of Javier Vega from Collection System Worker III to Collection System Lead Worker, Salary Range 47, Step "B" (\$7,600/month).</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>Mr. Javier Vega was hired by the District in November 2006, as a Collections Systems Worker I. He was promoted to Collection System Worker II in November 2008, and advanced to Collection System Worker III in January 2013. Mr. Vega has continually demonstrated his commitment to the District and to advancement in his career as a professional Collection System worker. He has California Water Environment Association (CWEA) Collection System Maintenance Grade IV and Mechanical Technologist Grade II certifications, and completed the Supervisory Management Certificate from Santa Rosa Junior College by taking night and weekend courses. He has been a major player in the District's sewer system and pump station operations and maintenance activities, and has provided training and steady leadership to newer members of the department as a Collection System Worker III.</p> <p>With the retirement of Timothy O'Connor as Collections System Superintendent and the subsequent promotion of Dasse De longh from Collection System Lead Worker to the Collection System Superintendent, there is a need to fill the Collection System Lead Worker position. Mr. Vega would be an excellent choice for this role.</p> <p>Currently, Mr. Vega is at salary range 43.5, "E" Step, \$7,419/month. It is recommended that the Board approve Mr. Vega's promotion from Collection System Worker III to the position of Collection System Lead Worker, along with his appointment at Salary Range 47, Step "B", (\$7,600/month). If approved for promotion, the effective date of his promotion will be July 1, 2016, and he will serve a minimum initial 6-month probationary period in the Collection System Lead Worker position, at the end of which he will potentially be eligible for a salary step increase.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The adopted preliminary FY2016-17 budget contains provisions for a Collection System Worker III position at a salary range 43.5 for three months and a Collection System Lead Worker position at a salary range 47 for nine months. If this item is approved, the final FY2016-17 budget will be adjusted to reflect Mr. Vega's appointment as of July 1, 2016.	
<b>DEPT. MGR.:</b> DD, SRK	<b>GENERAL MANAGER:</b> SSK

**10. ADMINISTRATION:**

~~b. Establish a classification of Electrical/Instrumentation Technician I, II, and III; approve the job description (subject to minor changes and edits) and authorize the General Manager to recruit an Electrical/Instrumentation Technician I.~~

*This item was pulled from the Agenda in its entirety.*

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Administration: Notification of Enterprise System Catalog (ESC) Posting Requirement (SB 272)</b>	<b>MEETING DATE: July 11, 2016</b>  <b>AGENDA ITEM NO.: 10.c.</b>
<b>RECOMMENDED ACTION: Receive report on SB 272 (Enterprise Systems Catalog) compliance – Information only.</b>	
<b>SUMMARY AND DISCUSSION:</b> <p>Approved on October 11, 2015, Senate Bill SB 272 (Enterprise Systems Catalog) adds a section to the California Public Records Act requiring state and most local government agencies to list detailed information about the information systems they use to store various kinds of public data.</p> <p>Beginning July 1, 2016, the bill requires each agency to create and post on its website, a catalog listing the enterprise information systems it utilizes, including specific information about each system. The definition and requirements for this catalog (referred to as an Enterprise Systems Catalog, or ESC), are outlined in Government Code section 6270.5 of the Public Records Act. SB 272 also requires that the ESC be publicly available upon request, be posted in a prominent place on the agency's website, and be updated annually.</p> <p>Staff prepared the District's ESC with assistance from Rauch Communications, and posted it to the District's website in late June 2016, to comply with the July 1, 2016 deadline. The ESC can be viewed on the District website under the "Documents" tab - "Enterprise System Catalog (SB 272 Compliant)".</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> ssk	<b>GENERAL MANAGER:</b> SSK



**California Special  
Districts Association**  
*Districts Stronger Together*

## CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

### 2016 BOARD ELECTIONS

#### MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat B.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat B and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 5, 2016.**

If you do not use the enclosed envelope, please mail in your ballot to:

**California Special Districts Association**  
**Attn: 2016 Board Elections**  
**1112 I Street, Suite 200**  
**Sacramento, CA 95814**

RECEIVED  
JUN -6 2016

NOVATO SANITARY DISTRICT

Please contact Charlotte Lowe toll-free at 877.924.CSDA or [charlottel@csga.net](mailto:charlottel@csga.net) with any questions.



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: JOHN CARAPIET

District/Company: SANITARY DISTRICT NO. 5 OF MARIEN CO.

Title: BOARD DIRECTOR - SECRETARY

Elected/Appointed/Staff: SDS BOARD OF DIRECTORS

Length of Service with District: SINCE SEPTEMBER, 2013

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

N/A

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

35 YRS. W/ S.F. PUBLIC UTILITIES COMMISSION, RET. AS SR. WATER SERVICES INSPECTOR

4. List civic organization involvement:

CIVIL GRAND JURY, MARIEN COUNTY

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**



California Special  
Districts Association  
Districts Stronger Together

## 2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Ryan Clauswitz

District/Company: Alameda County Mosquito Abatement District

Title: District Manager

Elected/Appointed/Staff: 14 - Trustees ; 16 - Full time staff ; 6 - part-time

Length of Service with District: 9 months as District Manager, 2 years as Trustee

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Completed all 4 Modules of CSDA SDA ; completed Board Secretary/Clerk Program ; Supervisory Skills for the Public Sector ; Attending Gov. Mgr Leadership Summit

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Coastal Representative to Mosquito Vector Control Association of California's Regulatory Committee, CSDA Representative ; CA Conf. of Directors of Environmental Health

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Candidate to Bay Area Restoration Authority Advisory Committee, Hayward Area Shoreline Planning Agency

4. List civic organization involvement:

Returned Peace Corps Volunteer ; Big Brother / Big Sister of the Bay Area Sponsor ; former leader of Habitat for Humanity

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**

RECEIVED

March 14, 2016

MAY 18 2016

Ms. Charlotte Lowe  
CSDA  
1112 I Street, Suite 200  
Sacramento, CA 95814

CSDA

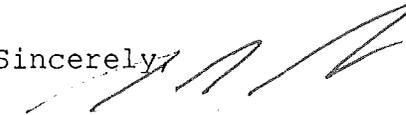
Re: CSDA Board of Directors Bay Area Network Seat B

I am applying as a CSDA board member representing the Bay Area. I should be considered seriously as a candidate from my public sector experience, education, training, leadership, volunteerism, the District's record, and dependable work ethic.

Coming from city, county, and national governments to working in special districts as staff, a board member, the board president, and now general manager provides a unique and valuable perspective. Also, there are no board members representing mosquito and vector control agencies. Leading an agency of our size requires the general manager to become the agency's fiscal, human resource, board procedures, and operational expert. I am able to effectively complete these tasks because of the CSDA. As a Trustee, I completed the Special District Leadership Academy. As a general manager, I attended the Board Secretary/Clerk training (as I also act as the Board Secretary). I will be soon applying for the Certificate of Transparency; a recognition that I am proud of and not easy to achieve.

Thank you for considering me as a Board member. I would be honored to have the opportunity to enjoy and excel in this position.

Sincerely,



Ryan Clausnitzer  
General Manager  
Alameda County Mosquito Abatement District  
23187 Connecticut Street  
Hayward, CA 94545  
5410-783-7744  
ryan@mosquitoes.org

Encl: Nomination form, candidate information sheet, nomination from board reflected in agenda and minutes

# CSDA BOARD OF DIRECTORS 2016 ELECTION



**BAY AREA  
NETWORK**

**John Carapiet**  
*Sanitary District #5 of Marin County*

**Ryan Clausnitzer**  
*Alameda County Mosquito Abatement District*

**SEAT B**

term ends 2019

*Please vote for only one.*

*All fields must be completed for ballot to be counted.*

*\*Incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by **5pm, August 5, 2016**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



## Duplicative Compensation Legislation Passes Committee

Last week, [Assembly Bill 779](#) (Garcia) passed the Senate Governance and Finance Committee unanimously after the author, Assembly Member Christina Garcia, took significant amendments to the bill and agreed to work on concerns raised by CSDA. After the amendments adopted in committee, this bill will create a duplicative annual compensation report that is required to be posted on every local agency’s website. The report will include the total compensation for the governing board of the agency.

This new reporting mandate may sound familiar to you because, as public agencies, you already have to report the total compensation of all your employees and governing board members to the State Controller by April 30, every year, and post a link to that report in a “conspicuous location” on your website, if you have one. The difference between the report required by AB 779 and the currently required report is that the new report must include the names of the governing board members. Additionally, the current category of “Other Pay” will be separated out into the following categories: stipends, automobile allowance, technology allowance, phone allowance, and any other type of compensation.

CSDA remains opposed to this bill for two main reasons. First, this legislation creates a duplicative report. Our members already report this same information in a slightly different format. Creating a duplicative report will waste tax payer dollars that should be used on service. The second basis for opposition is the requirement to post this new report through a link on a local agency’s homepage. In addition to continuing to post the existing compensation report on websites, AB 779 micro-manages local agencies’ website designs and strips their local control by dictating specifically where each local agency posts a link to this duplicative compensation report.

This bill will be heard next in the Senate Appropriations Committee in August, where CSDA will continue to oppose the bill. For any questions regarding this legislation please contact CSDA Legislative Representative [Dillon Gibbons](#).

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)



A Proud California Special Districts Alliance Partner

# General manager of troubled garbage hauler resigns

KEVIN MCCALLUM

THE PRESS DEMOCRAT | July 10, 2016, 6:13PM

Rick Downey, the general manager of beleaguered Santa Rosa garbage hauler The Ratto Group, resigned last week, just days before the City Council will review a scathing audit of the company.

Downey, who was hired late last year to turn the company around, informed city and county officials of his decision Friday, citing broken promises.

“Unfortunately for me, certain promises that were made haven’t matched promises kept,” Downey wrote in an email to more than a dozen officials.

Downey said in an interview he accepted the job under two conditions. One was that Jim Ratto continue to fund the company, and the other was that Ratto “stay out of the way” when it came to day-to-day operations.

Ratto, who is 76, kept his side of the bargain for about six months, but then he “started telling people what to do,” Downey said.

“That undermines me,” he said.

Without sole operational authority, Downey said it became impossible for him to make promises to public officials if he wasn’t sure he could deliver, and he wasn’t going to put his credibility at risk.

“I’m not going to be the one who gets caught in the middle,” Downey said.

Downey was hired away from Republic Services, where he ran the Sonoma County landfill during a time of transition.

His departure comes at a crucial time for the company owned by Ratto. The largest garbage hauler on the North Coast is facing stiff fines for excessive garbage and permit problems related to its Santa Rosa recycling centers.

It has also seen its revenue from the sale of bulk recyclables plunge as the market for such material has imploded.

And a 42-page audit of its operations found numerous alleged violations of its contract with the city, where it serves about 48,000 homes and businesses under the name Santa Rosa Recycling and Collection.

The financial, operational and managerial shortcomings cited in the audit — including operating a fleet of aging garbage trucks, not recycling to minimum levels and failing to answer customers’ calls promptly — were so substantial that city staff is recommending the contract not be renewed when it comes up next year.

The company has responded by noting its rates are low, customer satisfaction levels are high and previous audits have shown few significant issues. Downey previously said some issues cited in the audit were legitimate while others were overblown or inaccurate.

The company has prepared a detailed response to the audit, which the council will have in hand before its Tuesday meeting.

»