

NOVATO SANITARY DISTRICT

Meeting Date: September 14, 2015

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, September 14, 2015, at the District Offices, 500 Davidson Street, Novato.

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

AGENDA

1. PLEDGE OF ALLEGIANCE:

2. AGENDA APPROVAL:

3. PUBLIC COMMENT (Please observe a three-minute time limit):

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

4. REVIEW OF MINUTES:

- a. Consider approval of minutes of the August 24, 2015 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.
- b. Receive deposit summary, August 2015.

6. PUBLIC HEARING - SEWER USE ORDINANCE:

- a. Summary Report – amend and restate District Ordinance No. 115 to incorporate pretreatment program changes.
- b. Open public hearing.
- c. Consider protests regarding Amended and Restated Ordinance No. 115.
- d. Close public hearing.
- e. Adopt Amended and Restated Ordinance No. 115 incorporating changes to pretreatment program requirements.

7. SOLID WASTE COMMITTEE:

- a. Receive Solid Waste Committee report, meeting of August 31, 2015.

8. FINANCE COMMITTEE:

- a. Receive Finance Committee report, meeting of September 2, 2015.

9. CAPITAL PROJECTS:

- a. *Collection System Improvements, Account No. 72706:* Hamilton Trunk Sewer Replacement – Review bids received, approve contract award to Michael Paul Company, and authorize the General Manager-Chief Engineer to execute the contract in the bid amount of \$495,728.00.
- b. *Annual Treatment Plant & Pump Station Improvements, Account No. 72804:* Ignacio Transfer Pump Station Site Improvements, Project Work Order No. 72805-15-01 - Review bids received, accept the lowest responsive bid, and authorize the General Manager-Chief Engineer to execute a Contract with Maggiora & Ghilotti Inc., in the amount of \$138,138.

10. ADMINISTRATION:

- a. Approve minor updates to District Policy No. 2047 – “Vehicle Assignment and Usage” to reflect current District staffing, and adopt the updated policy.

11. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Watershed Association (NBWA) report.

12. MANAGER’S ANNOUNCEMENTS:

13. ADJOURN:

Next resolution no. 3092.

Next regular meeting date: Monday, September 28, 2015, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

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

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: August 24, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, August 24, 2015, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors Jerry Peters, Gary Butler, and Brant Miller.

BOARD MEMBERS ABSENT: Director William Long (excused absence)

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

ALSO PRESENT: Steve Krautheim, Field Services Manager, Novato Sanitary District
John Bailey, Project Manager, Veolia
John O'Hare, Pretreatment Programs Manager, Veolia
Laura Creamer, Finance Officer, Novato Sanitary District

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the August 10, 2015 meeting.

On motion of Director Peters, seconded by Director Miller, and carried unanimously by those Directors present, the August 10, 2015 Board meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approval of capital project disbursements in the amount of \$9,019.60, and regular disbursements in the amount of \$154,747.05.
- b. Approval of August 2015 payroll and payroll-related disbursements in the amount of \$209,235.31.
- c. Ratification of Board meeting schedule as follows: regular meetings – September 14th, September 28th, October 12th, October 26th, November 9th, and December 14th. No meetings on November 23rd and December 21st.

On approval of Director Peters, seconded by Director Butler, and carried unanimously by those Directors present, the above listed Consent Calendar items were approved.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Committee Report. The General Manager stated that the Wastewater Operations Committee met on August 17, 2015 at 2:00 p.m. at the District office.

Wastewater Treatment Facility: John Bailey, Veolia Plant Manager, provided an overview of the Monthly Operations Report for July 2015 as presented to the Wastewater Operations Committee. He stated that the monthly average flow for July was 3.33 MGD (million gallons per day) and that water quality performance was excellent. He stated that the Recycled Water Facility produced 8.456 MG (million gallons) in July. He outlined the monthly safety and training activities, and stated that in July five neighborhood contacts were received. The Plant Manager noted that an update of the June Recycled Water Facility excursion would be explained in detail at the September Waste Water Operations Committee meeting. He stated that all of the odor control beds were topped off with media in July and it appeared that the number of odor related contacts have decreased.

The Plant Manager discussed the public outreach activities Veolia participated in during July. He stated that the District hosted the North Bay Leadership Council Algebra Academy on July 27th and 31st. He stated that the event was a joint effort of Veolia and District employees with the focus on demonstrating the use of algebra in everyday life. He noted that the event was very successful and that the students were very engaged with the presentations. He thanked Liz Falecczyk, Environmental Services Supervisor, Veolia, for her hard work and successful engagement with the students. The Plant Manager stated that Veolia and District employees staffed the Public Education booth at the Marin County Fair in early July.

Odor Control and Landscaping: The General Manager stated that all of the odor control beds were topped off with media in July to preclude potential odor breakthrough. He noted that results have been good and that operations staff will continue to monitor the beds as the media may need to be topped off again in six months. He stated that Veolia continues to use the Aqua Fog system as an odor counteractant.

Collection System and Pump Stations: Steve Krautheim, Field Services Manager, provided a summary of the Collection System Operations Report, and reviewed the department's performance for July 2015. He noted that staff cleaned a total of 82,722 ft. of sewer lines and televised a total of 6,798 ft. No line segments were identified as needing repairs. He stated that both flusher trucks were modified to accept recycled water for flushing activities. The Field Services Manager discussed training events attended by staff, and stated that as of July 31, District staff and the Collections Department have worked a total of 1,601 accident-free days. He stated that there were no sewer system overflows (SSOs) in July.

Reclamation Facilities Report: The Field Services Manager provided a summary of the Reclamation Facilities report. He stated that parcels were irrigated on all sites without any reportable issues and that the wildlife pond water level was raised to 6 feet. He stated that the sump pump in the Dedicated Land Disposal Area was replaced. He noted that 91.6 MG of recycled water was used for irrigation in July.

- Approval of a change of electricity service provider for the District's Irrigation Pump Station from Pacific Gas and Electric Company to MCE Clean Energy. The General Manager stated that the District had previously considered changing its electricity service provider from Pacific Gas and Electric Company (PG&E) to MCE Clean Energy (MCE), but opted to stay with PG&E. He stated that staff has continued to periodically check with MCE to verify cost information and had earlier this month requested MCE provide a cost comparison using the District's Irrigation Pump Station (IPS) as a test case. He stated that the results indicated a potential savings of approximately 6.5% when PG&E and MCE rates were reviewed over a three month billing period.

The General Manager requested the Board approve a change of electricity service provider for the IPS from PG&E to MCE as a pilot case. He stated that if the actual cost information confirms significant savings, staff will bring back a recommendation for consideration by the Board to eventually transfer additional accounts to MCE.

Discussion followed. The Directors agreed in favor of the test pilot but expressed concern that the rates with MCE may shift and potentially move higher than PG&E rates. President Mariani noted that the programs are not identical and that MCE does not participate in the cost saving "load shedding" program that PG&E offers.

The General Manager noted that this is a low risk option to obtain actionable cost information for comparative purposes.

On motion of Director Peters, seconded by Director Butler, and carried unanimously by those Directors present, the Board approved the change of electricity service provider for the District's Irrigation Pump Station from Pacific Gas and Electric Company to MCE Clean Energy.

ANNUAL BUDGET: FY 2015/16 FINAL BUDGET:

- Present Final FY 2015/16 District Annual Budget. The General Manager stated that the Final Budget for fiscal year 2015/16, including the preliminary budget for fiscal year 2016/17, was being presented for final approval.

A correction was noted on page iii, Table 4, lines 6 and 7. Finance Officer Laura Creamer stated that she would make the corrections as follows:

- line 6: ~~(58,000)~~ to (70,000) and
- line 7: ~~(70,000)~~ to (15,000).

Discussion followed.

- Adopt Final FY 2015/16 District Annual Budget.

On motion of Director Peters, seconded by Director Miller, and carried unanimously by those Directors present, the Board adopted the Novato Sanitary District's Final Budget for Fiscal Years 2015-17, Including Preliminary Budget for Fiscal Year 2016-17.

- Adopt Resolution No. 3091 establishing appropriations limit for FY 15/16. The General Manager stated that under the Gann Spending-Limitation Initiative adopted as Proposition 4 in June 1979, the District is required to annually adopt a resolution setting an appropriations limit for the upcoming year. He stated that for 2015-16, staff projects that the District's appropriations subject to limitation will be \$5,995,198.

On motion of Director Peters, seconded by Director Butler, and carried unanimously by those Directors present, the Board adopted Resolution No. 3091, A Resolution of the Novato Sanitary District Correcting and Amending Prior Calculations and Making Determination and Establishing the 2015-16 Appropriation Limit.

NORTH BAY WATER REUSE AUTHORITY (NBWRA):

- Approval of a Memorandum of Agreement (MoA) with the County of Marin for the County to pay the District one hundred forty-eight thousand one hundred fifty-three dollars (\$148,153) for the County's participation in the NBWRA Phase 2 Feasibility Study, and authorize the General Manager to execute it. The General Manager noted that the Board had previously been provided informational updates on the District's participation in the North Bay Water Reuse Authority (NBWRA) Phase 2 Feasibility Study. He stated that a project in this Study, i.e. the "Tidal Prism and Habitat Restoration Project", is being performed in cooperation with Marin County and that their proportionate cost share is \$148,153. He stated that the County proposes to reimburse the District the entire amount in fiscal year 2015/16 instead of over the 3-year study period, and that the MoA memorializes the terms of the reimbursement.

On motion of Director Peters, seconded by Director Miller, and carried unanimously by those Directors present, the Board approved the Memorandum of Agreement (MoA) with the County of Marin for the County to pay the District one hundred forty-eight thousand one hundred fifty-three dollars (\$148,153) for the County's participation in the NBWRA Phase 2 Feasibility Study, and authorize the General Manager to execute it.

BOARD MEMBER REPORTS AND REQUESTS:

- California Association of Sanitation Agency (CASA) Annual Meeting, August 19th – 21st.

Director Miller discussed his attendance at the CASA meeting and provided details of the CSRMA presentation which took place on Wednesday, August 19th.

Director Peters discussed his attendance at the CASA meeting and commented that the CSRMA speaker was very informative.

Director Butler noted that he did not attend the CASA meeting, and requested a copy of the CSRMA presentation.

President Mariani discussed her attendance at the CASA meeting and stated that the speakers were excellent.

INFORMATIONAL ITEMS:

- New York Times article: "How California is Winning the Drought", August 14, 2015.

MANAGER'S ANNOUNCEMENTS:

- A Solid Waste Committee meeting will be held at 3:00 p.m. on Monday, August 31st at the District Office.

- A Finance Committee meeting will be held on Wednesday, September 2nd, time to be confirmed.

- A Regular Board meeting will be held at 6:00 p.m. on Monday, September 14th.

- Technical Services Manager Erik Brown, will begin employment at the District on Tuesday, September 1st.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording

Novato Sanitary District
Board Fees Check Register for August 2015

September 10, 2015

| Date | Num | Name | Credit |
|-------------------|------|-------------------|------------------------|
| Sep 10, 15 | | | |
| 09/10/2015 | 4140 | Mariani, Jean M | 799.93 |
| 09/10/2015 | 4141 | Miller, Brant | 766.46 |
| 09/10/2015 | 4142 | Peters, A. Gerald | 575.36 |
| 09/10/2015 | 4139 | Long, William C | 558.68 |
| 09/10/2015 | 4138 | Butler, Gary | |
| Sep 10, 15 | | | <u><u>2,700.43</u></u> |

Novato Sanitary District Operating Check Register

September 14, 2015

| Date | Num | Name | Credit |
|-------------------|-------|--------------------------------------|--------------------------|
| Sep 14, 15 | | | |
| 09/14/2015 | 58581 | Pacific, Gas & Electric | 81,383.11 |
| 09/14/2015 | 58585 | San Francisco Estuary | 13,487.00 |
| 09/14/2015 | 58569 | Johnson, Dee | 8,820.00 |
| 09/14/2015 | 58592 | Veolia Water Recycled Water Oper. | 8,806.18 |
| 09/14/2015 | 58562 | East Bay Muni Utility District | 8,004.00 |
| 09/14/2015 | 58557 | Central Marin Sanitation District | 7,357.45 |
| 09/14/2015 | 58576 | North Bay Watershed Assoc. | 5,882.57 |
| 09/14/2015 | 58578 | North Marin Water District | 5,081.27 |
| 09/14/2015 | 58584 | RMC Water & Environment, Inc. | 3,879.50 |
| 09/14/2015 | 58554 | Cagwin & Dorward Inc. | 3,556.00 |
| 09/14/2015 | 58574 | Meyers, Nave, Riback, Silver & W... | 3,280.00 |
| 09/14/2015 | 58561 | Dearborn National | 2,075.13 |
| 09/14/2015 | 58556 | CED Santa Rosa, Inc | 1,625.92 |
| 09/14/2015 | 58590 | USA BlueBook | 1,141.32 |
| 09/14/2015 | 58567 | IEDA, INC | 1,104.00 |
| 09/14/2015 | 58568 | Jan-Pro Cleaning Systems | 1,005.00 |
| 09/14/2015 | 58558 | Cintas Corporation | 996.03 |
| 09/14/2015 | 58570 | Koffler Electrical Mech, Inc. | 990.00 |
| 09/14/2015 | 58591 | Veolia Water North America, Inc. | 962.00 |
| 09/14/2015 | 58566 | IDEXX Distributing Corp. | 830.63 |
| 09/14/2015 | 58555 | CDW Government, Inc. | 817.85 |
| 09/14/2015 | 58573 | Marin/Sonoma Mosquito Dist | 777.98 |
| 09/14/2015 | 58583 | Pini Hardware | 609.42 |
| 09/14/2015 | 58593 | Verizon EQ | 590.18 |
| 09/14/2015 | 58552 | BoundTree Medical, LLC | 573.13 |
| 09/14/2015 | 58587 | U.S. Bank Card (3)Craig | 487.85 |
| 09/14/2015 | 58597 | WECO | 452.17 |
| 09/14/2015 | 58595 | Vision Service Plan | 450.93 |
| 09/14/2015 | 58594 | Verizon Wireless- | 438.71 |
| 09/14/2015 | 58588 | Unicorn Group | 343.86 |
| 09/14/2015 | 58560 | Control Systems West, Inc. | 341.00 |
| 09/14/2015 | 58575 | Miller, Brant- | 334.50 |
| 09/14/2015 | 58559 | Claremont EAP, Inc. | 295.00 |
| 09/14/2015 | 58550 | AT&T Wireless | 258.86 |
| 09/14/2015 | 58586 | U.S. Bank (Sandeep) | 258.78 |
| 09/14/2015 | 58580 | Novato Disposal- | 248.56 |
| 09/14/2015 | 58571 | Leonardi Automotive & Electric, Inc. | 191.98 |
| 09/14/2015 | 58572 | Marin Independent Journal | 137.35 |
| 09/14/2015 | 58549 | American Messaging | 104.06 |
| 09/14/2015 | 58553 | Buck's Saw Service, Inc. | 103.80 |
| 09/14/2015 | 58551 | Barnett Medical LLC | 90.00 |
| 09/14/2015 | 58563 | Environmental Products and Acc... | 88.74 |
| 09/14/2015 | 58565 | Honey Bucket | 88.21 |
| 09/14/2015 | 58577 | North Marin Auto Parts | 72.07 |
| 09/14/2015 | 58579 | Novato Car Wash | 58.97 |
| 09/14/2015 | 58564 | Federal Express | 47.67 |
| 09/14/2015 | 58582 | Petty Cash | 34.42 |
| 09/14/2015 | 58596 | WC's Locks & Keys | 24.21 |
| 09/14/2015 | 58589 | United Parcel Service | 11.07 |
| Sep 14, 15 | | | <u>168,598.44</u> |

Novato Sanitary District Capital Projects Check Register

September 14, 2015

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Credit</u> |
|-------------------|------------|----------------------------------|--------------------------|
| Sep 14, 15 | | | |
| 09/14/2015 | 2914 | Sonoma County Water Agency | 377,090.00 |
| 09/14/2015 | 2912 | Miller Pacific Engineering, Inc. | 6,144.60 |
| 09/14/2015 | 2913 | Nute Engineering Inc. | 4,143.50 |
| 09/14/2015 | 2911 | Marin Mechanical II, Inc. | 1,391.38 |
| 09/14/2015 | 2915 | Unicorn Group | 897.96 |
| 09/14/2015 | 2910 | Marin Independent Journal | 788.40 |
| Sep 14, 15 | | | <u>390,455.84</u> |

Novato Sanitary District Deposit Detail August 2015

| Type | Date | Name | Account | Amount |
|----------------|-------------------|---------------------------------------|---|-------------------------|
| Deposit | 08/04/2015 | | 11113 - Westamerica - Operations | |
| | | Deasy, Craig | 66090 - Office Expense | 20.00 |
| | | Zada, Ali | 41040 - Permit & Inspection Fee | 40.00 |
| | | Roto Rooter | 41040 - Permit & Inspection Fee | 40.00 |
| | | United States Treasury | 21063 - Medicare/FICA Tax | 1.78 |
| | | Petaluma Septic | 11200 - Accounts Receivable | 456.58 |
| | | North Marin Water District- | 11200 - Accounts Receivable | 35,746.59 |
| TOTAL | | | | <u>36,304.95</u> |
| Deposit | 08/07/2015 | | 11113 - Westamerica - Operations | |
| | | USCG-Finance Center | 11200 - Accounts Receivable | 183.34 |
| TOTAL | | | | <u>183.34</u> |
| Deposit | 08/10/2015 | | 11113 - Westamerica - Operations | |
| | | USCG | 11200 - Accounts Receivable | 13,540.50 |
| TOTAL | | | | <u>13,540.50</u> |
| Deposit | 08/11/2015 | | 11113 - Westamerica - Operations | |
| | | MISC- | 66090 - Office Expense | 20.00 |
| | | Balliet, Ann | 41040 - Permit & Inspection Fee | 40.00 |
| | | Rescue Rooter | 41040 - Permit & Inspection Fee | 40.00 |
| | | Calegari, Donald | 41040 - Permit & Inspection Fee | 40.00 |
| | | King, Whitney | 41040 - Permit & Inspection Fee | 40.00 |
| | | CSRMA | 66020 - Employee Benefits | 5,639.00 |
| | | CSRMA | 11200 - Accounts Receivable | 1,200.00 |
| | | County of Marin | 51015 - Property Taxes | 37.17 |
| | | Hardiman Construction | 41040 - Permit & Inspection Fee | 40.00 |
| | | Zerkel, Steve | 41040 - Permit & Inspection Fee | 40.00 |
| | | Fish, Erik | 51020 - Connection Charges | 37.02 |
| | | County of Marin | 11200 - Accounts Receivable | 2,387.32 |
| | | Hayden, Ron | 11200 - Accounts Receivable | 12,768.04 |
| TOTAL | | | | <u>22,328.55</u> |
| Deposit | 08/19/2015 | | 11113 - Westamerica - Operations | |
| | | Pipe Spy Marin | 41040 - Permit & Inspection Fee | 40.00 |
| | | Pipe Spy Marin | 41040 - Permit & Inspection Fee | 40.00 |
| | | KMD Properties LLC | 41040 - Permit & Inspection Fee | 60.00 |
| | | Norcal Dye Works | 11200 - Accounts Receivable | 210.00 |
| | | North Marin Water District- | 11200 - Accounts Receivable | 6,611.55 |
| TOTAL | | | | <u>6,961.55</u> |
| Deposit | 08/26/2015 | | 11113 - Westamerica - Operations | |
| | | Rescue Rooter | 41040 - Permit & Inspection Fee | 40.00 |
| | | Wellar, Jason | 41040 - Permit & Inspection Fee | 40.00 |
| | | State of California | 41140 - Other Revenue | 5,345.00 |
| | | County of Marin | 51015 - Property Taxes | 81.49 |
| TOTAL | | | | <u>5,506.49</u> |
| | | Total Deposits for August 2015 | | <u>84,825.38</u> |

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|---|---|
| TITLE: Public Hearing: Adoption of Amended and Restated Ordinance No. 115 to incorporate changes to pretreatment program requirements. | MEETING DATE: September 14, 2015 AGENDA ITEMS NO.: 6.a.,b., & e. |
| RECOMMENDED ACTION: Public Hearing followed by adoption of Amended and Restated District Ordinance No. 115 to incorporate changes to pretreatment program requirements. | |
| SUMMARY AND DISCUSSION: <p>At its August 10, 2015 meeting, the District Board set the date of September 14, 2015 for the public hearing to consider restating and amending District Ordinance No. 115 to incorporate pretreatment program changes. A copy of the Board Agenda Item Summary setting this date is provided as Attachment 1 for informational purposes.</p> <p>This public hearing of September 14, 2015 is to conduct the Public Hearing on the proposed adoption of the Amended and Restated Ordinance No. 115, and receive any public comment on the proposed amendments and restatements.</p> <p>Following the Public Hearing, the Board will consider adopting the Amended and Restated Ordinance No. 115. A draft Amended and Restated Ordinance No. 115 is provided as Attachment 2 for informational purposes. The proposed changes have been reviewed and approved by District Counsel.</p> <p>This public hearing of September 14, 2015 was “noticed” twice in the Marin Independent Journal (Marin IJ). A copy of the Proof of Publication is attached. Following the public hearing, the Board will consider adoption of the Amended and Restated Ordinance No. 115.</p> | |
| Attachments to this Item Summary: <ol style="list-style-type: none"> 1. Board Agenda Item Summary No. 7.a. from August 10, 2015 Board meeting. 2. Amended and Restated Ordinance No. 115, for consideration and adoption at this meeting. 3. Marin Independent Journal - Proof of Publication, Notice of Public Hearing; provided for informational purposes. | |
| BUDGET INFORMATION: No significant Budget impacts anticipated; potential for additional, non-substantial revenue from special agreements with industrial users contributing BOD or TSS loads greater than 400 mg/l, under provisions of Section 809.(e). | |
| DEPT. MGR.: lf, ssk | GENERAL MANAGER-CHIEF ENGINEER: SSK |

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|--|--|
| TITLE: Sewer Use Ordinance (SUO) Amendments. | MEETING DATE: August 10, 2015 AGENDA ITEM NO.: 7.a. |
| RECOMMENDED ACTION: Set the date for the public hearing for September 14, 2015, to consider restating and amending District Ordinance No. 115 to incorporate pretreatment program changes. | |
| SUMMARY AND DISCUSSION: <p>On October 10, 2011, the District Board adopted Ordinance No. 115 which amended Ordinance No. 70, the Sanitary Code of the Novato Sanitary District. Ordinance 115 updated Pretreatment Program Provisions to conform to the U.S. Environmental Protection Agency's (USEPA) "Pretreatment Streamlining Rule" which affected the District's NPDES permit.</p> <p>Briefly, the revised regulations included:</p> <p><u>Definitions:</u> Addition or modification of the definitions for "Authorized Representative", "Best Management Practices", "New Source", "POTW" (Publicly Owned Treatment Works), "Significant Non-Domestic User", "Slug Load", "Total Toxic Organics".</p> <p><u>Use of Public Sewers:</u> Addition or modification of requirements for Sample Collection or Analysis, Federal Categorical Pretreatment Standards, General Discharge Prohibitions, Non-Domestic Sewer Use Permit, Pretreatment, Periodic Compliance Reports, Revocation of the Permit, Notification of the Discharge of Hazardous Waste, Recordkeeping.</p> <p><u>Enforcement:</u> Addition or modification of the sections addressing Violation, Administrative Fines, Remedies Non-Exclusive.</p> <p>It is now necessary to amend Ordinance No. 115 to incorporate modifications to change BOD, TSS, and pH local limits, and two non-substantial changes to satisfy requirements of the 2013 Pretreatment Compliance Audit. The sections of Ordinance 115 affected by the proposed modifications are:</p> <p><u>Section 809(c):</u> pH levels. Change upper limit from 8.5 to 10.5.</p> <p><u>Section 809(e):</u> BOD/TSS concentrations. Remove maximum BOD and TSS discharge limits of 1,200 mg/L for special agreement discharges and specify that the District may impose a maximum BOD and/or TSS concentration limit if deemed necessary.</p> <p><u>Section 818(e):</u> This is a new subsection that requires all categorical and non-categorical Industrial Users to notify the POTW immediately of all discharges that could cause problems to the POTW, as defined by Section 152 of Ordinance 115.</p> <p><u>Section 832:</u> Language changed from "All users subject to Categorical Pretreatment Standards" to "All Significant Industrial Users".</p> <p>The pretreatment program modifications affecting the District's NPDES permit have been approved by the Regional Water Quality Control Board by letter of July 24, 2015. The proposed changes have also been reviewed by District Counsel. A draft amended Ordinance No. 115 is attached for informational purposes. The District needs to publish notice of the hearing, and staff recommends setting the hearing date for the regularly scheduled Board meeting of September 14, 2015.</p> | |
| Attachment to this Item Summary: Attachment 1: Draft amended Ordinance No. 115. | |
| DEPT. MGR.: lf, ssk | MANAGER-ENGINEER: SSK |

NOVATO SANITARY DISTRICT

**AMENDED AND RESTATED ORDINANCE NO. 115
OF NOVATO SANITARY DISTRICT**

**AMENDING ARTICLE VIII,
SECTIONS 809(c); 809(e); and 832; AND ADDING SECTION 818(e)**

**ADOPTED OCTOBER 10, 2011
AMENDED AND RESTATED SEPTEMBER 14, 2015**

The Board of Directors of Novato Sanitary District of Marin County, California, does ordain as follows:

~~The following sections of Ordinance No. 70, the Sanitary Code of the Novato Sanitary District, adopted April 22, 1991, shall be, and said sections are hereby, amended to read as follows:~~ Sections 818, 809, and 832 of Article VIII of Ordinance 115, adopted October 10, 2011, are hereby amended as incorporated below:

ARTICLE I. DEFINITIONS

For the purpose of this Ordinance, the terms used herein are defined as follows:

Sec. 101. Applicant shall mean the person making application for a permit and shall be the occupant and/or owner or his/her/their authorized representative of the premises to be served by the sewer for which a permit is requested.

Sec. 102. Authorized or Duly Authorized Representative of the User shall mean (1) If the User is a corporation: a) The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or b) The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for individual wastewater discharge permit or general permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. (2) If the User is a partnership or sole proprietorship: a general partner or proprietor, respectively. (3) If the User is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee. (4) The individuals described in paragraphs 1 through 3, above, may designate a Duly Authorized Representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the District.

Sec. 103. Best Management Practices or BMPs means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Sections 808 and 809 and 40 CFR 403.5(a)(1) and (b). BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

Sec. 104. Biochemical Oxygen Demand (BOD) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure, five (5) days at twenty (20) degrees centigrade expressed in terms of weight and concentration (milligrams per liter (mg/l)).

Sec. 105. Board shall mean the Board of Directors of the District.

Sec. 106. Building shall mean any structure used for human habitation or a place of business, recreation or other purposes.

Sec. 107. Building Sewer shall mean that portion of any sewer beginning at a point two (2) feet outside the foundation line of any building and running to the property line, street right-of-way line or sewer easement right-of-way line or to a private sewage disposal system.

Sec. 108. Categorical Pretreatment Standards shall mean National Categorical Pretreatment Standards or Pretreatment Standard.

Sec. 109. City shall mean the City of Novato.

Sec. 110. Clean Water Act shall mean the Federal Water Pollution Control Act of 1972, also known as the Clean Water Act, and any amendments thereto.

Sec. 111. Combined Sewer shall mean a sewer receiving both surface runoff and sewage.

Sec. 112. Contractor shall mean an individual, firm, corporation, partnership or association duly licensed by the State of California to perform the type of work to be done under the permit.

Sec. 113. County shall mean the County of Marin, California.

Sec. 114. District shall mean Novato Sanitary District, Marin County, California.

Sec. 115. District Inspector shall mean a person or persons designated by the Manager-Engineer to perform inspection functions.

Sec. 116. Domestic Wastewater shall mean the liquid and solid waterborne wastes derived from the ordinary living processes of humans. Domestic wastewater shall be of such character as to permit satisfactory disposal, without special treatment, into the public sewer system or by means of a private disposal system. For the purpose of this definition, domestic wastewater shall have a BOD and suspended solids concentration of less than 300 milligrams per liter.

Sec. 117. Environmental Protection Agency or EPA shall mean the U.S. Environmental Protection Agency, or, where appropriate, the term may also be used as a designation for the Administrator or other duly authorized official of said agency.

Sec. 118. Federal Categorical Pretreatment Standard or Pretreatment Standard shall mean any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Sections 307(b) and (c) of the Clean Water Act which applies to specific categories of users.

Sec. 119. Garbage shall mean solid wastes from the preparation, cooking, and the dispensing of food, and from the handling, storage and sale of produce.

Sec. 120. Grab Sample shall mean a sample which is taken from a waste stream on a one-time basis with no regard to the flow in the waste stream and without consideration of time.

Sec. 121. Holding Tank Waste shall mean any waste from holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, and vacuum-pump tank trucks.

Sec. 122. Interference shall mean the inhibition or disruption of the POTW, its operations or processes, sludge disposal and/or reuse, wastewater reclamation or marsh processes or operations, which contributes to a violation of any requirement of the District's NPDES Permit or other State and/or Federal requirements.

Sec. 123. Lateral Sewer shall mean the portion of a sewer lying within a street or sewer right-of-way connecting a building sewer to the main sewer.

Sec. 124. Main Sewer shall mean a public sewer designed to accommodate more than one lateral sewer.

Sec. 125. Manager-Engineer shall mean the person or persons appointed by the Board to administer and enforce the rules and regulations of the District and shall be a Registered Civil Engineer.

Sec. 126. Multiple-Family Dwelling shall mean any structure under one ownership constructed for occupancy of more than one family, each separate living quarters to be referred to as a unit.

Sec. 127. National Pollution Discharge Elimination System or NPDES Permit shall mean a permit issued pursuant to Section 402 of the Clean Water Act.

Sec. 128. New Source shall mean:

(1) any building, structure, facility or installation from which there may be a discharge of pollutants, the construction of which commenced after the publication of proposed Federal pretreatment standards which will be applicable if such standards are thereafter promulgated, provided that:

(a) The building, structure, facility or installation is constructed at a site at which no other source is located; or

(b) The building, structure, facility or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or

(c) The production or wastewater generating processes of the building, structure, facility or installation are substantially independent of an existing source at the same site (In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source would be considered).

(2) Construction on a site at which an Existing Source is located results in a modification rather than a New Source if the construction does not create a new building, structure, facility, or installation meeting the criteria of Section (1)(b) or (c) above but otherwise alters, replaces, or adds to existing process or production equipment.

(3) Construction of a New Source as defined under this paragraph has commenced if the owner or operator has:

(a) Begun, or caused to begin, as part of a continuous onsite construction program:

- (i) any placement, assembly, or installation of facilities or equipment; or
- (ii) significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or

(b) Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.

Sec. 129. Non-Domestic Sewer User shall mean any contributor of non-domestic wastewater to the District system.

Sec. 130. Non-Domestic Wastewater shall mean all water-carried wastes, excluding domestic wastewater, and shall include wastewater from any producing, manufacturing, processing, institutional, commercial, agricultural, or other operation where the wastewater discharged includes significant quantities of wastes of non-human origin. All wastes hauled by truck, or other means, shall be considered as non-domestic wastewater regardless of the original source of the wastes.

Sec. 131. Outside Sewer shall mean a sanitary sewer which extends beyond the boundaries of the Sanitary District.

Sec. 132. Pass Through shall mean a discharge from wastewater treatment facilities in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, contributes to a violation of any requirement of the District's NPDES Permit or other State and/or Federal requirements.

Sec. 133. Permit shall mean any written authorization required pursuant to this or any other regulation of District for the installation of any sewage works or for the use of public sewers.

Sec. 134. Permittee shall mean a person to whom the District has issued a permit for sewer construction or use.

Sec. 135. Person shall mean any human being, individual, firm, company, partnership, association and private or public or municipal corporations, the United States of America, the State of California, districts and all political subdivisions, governmental agencies and mandatories thereof.

Sec. 136. pH shall mean the logarithm (base 10) of the reciprocal of the concentration of hydrogen ions expressed in grams per liter of solution.

Sec. 137. Plumbing Fixture Units shall mean fixture unit load values for drainage piping and shall be computed from Tables 1 and 2 of Chapter 4 of the Uniform Plumbing Code adopted herein.

Sec. 138. Plumbing System shall mean all plumbing fixtures and traps, or soil, waste, special waste and vent pipes, and all sanitary sewer pipes within a building and extending to the building sewer connection two (2) feet outside the building wall.

Sec. 139. Pollutant shall mean any dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water.

Sec. 140. Pretreatment or Treatment shall mean the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into the POTW. The reduction or alteration can be obtained by physical, chemical or biological processes, or process changes by other means, except as prohibited by Federal regulations.

Sec. 141. Pretreatment Requirements shall mean any substantive or procedural requirement related to pretreatment.

Sec. 142. Public Sewer shall mean a sewer lying within a street and which is controlled by or under the jurisdiction of the District.

Sec. 143. Publicly Owned Treatment Works or POTW shall mean a treatment works, as defined by section 212 of the Act (33 U.S.C. section 1292), which is owned by the District. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.

Sec. 144. Sanitary Sewer shall mean a sewer which carries sewage and to which storm, surface and groundwaters are not intentionally admitted.

Sec. 145. Sewage or Wastewater shall mean a combination of water-carried wastes from residences, business buildings, institutions and industrial establishments.

Sec. 146. Sewage or Wastewater Treatment Plant shall mean that portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

Sec. 147. Sewage Works or Sewerage shall mean all facilities for collecting, pumping, treating and disposing of sewage or wastewater.

Sec. 148. Sewer shall mean a pipe or conduit for carrying sewage.

Sec. 149. Side Sewer shall mean the sewer line beginning at a point two (2) feet outside the foundation wall of any building and terminating at the main sewer and includes the building sewer and lateral sewer together.

Sec. 150. Significant Non-Domestic Sewer User or Significant Industrial User shall mean:

(1) An Industrial User subject to Categorical Pretreatment Standards; or

(2) any industrial user or non-domestic user of the District's wastewater disposal system who (a) has a discharge flow of 25,000 gallons or more per average work day of process wastewater (excluding sanitary, noncontact cooling and boiler blowdown wastewater) to the POTW, or (b) has a dry weather flow or organic capacity greater than five (5) percent of the capacity of the District's Wastewater Treatment Plant, or (c) has in his/her wastes toxic pollutants as defined pursuant to Section 307 of the Act of California Statutes and rules or (d) is found by the District, Regional Water Quality Control Board or the U.S. Environmental Protection Agency (EPA) to have significant impact, either singly or in combination with other contributing industries, on the POTW, the quality of sludge, the POTW's effluent quality, or air emissions generated by the POTW.

(3) The District may determine that an Industrial User subject to Categorical Pretreatment Standards is a Non-Significant Categorical Industrial User rather than a Significant Industrial User on a finding that the Industrial User never discharges more than 100 gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the Pretreatment Standard) and the following conditions are met: (a) The Industrial User, prior to District's finding, has consistently complied with all applicable Categorical Pretreatment Standards and Requirements; (b) The Industrial User annually submits the certification statement required in Section 832, together with any additional information necessary to support the certification statement; and (c) The Industrial User never discharges any untreated concentrated wastewater.

(4) Upon a finding that a User meeting the criteria in Subsection (2) of this part has no reasonable potential for adversely affecting the POTW's operation or for violating any Pretreatment Standard or Requirement, the District may at any time, on its own initiative or in response to a petition received from an Industrial User, and in accordance with procedures in 40 CFR 403.8(f)(6), determine that such User should not be considered a Significant Industrial User.

Sec. 151. Single-Family Unit shall mean any structure constructed for occupancy of one single family. This classification includes trailers and mobile home units with connections to the District sewer system.

Sec. 152. Slug Load or Slug Discharge. Any discharge at a flow rate or concentration, which could cause a violation of the prohibited discharge standards in Article VIII of this ordinance. A Slug Discharge is any Discharge of a non-routine, episodic nature, including but

not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way violate the POTW's regulations, Local Limits or Permit conditions.

Sec. 153. Solid Wastes shall mean all non-waterborne wastes, including garbage, recyclable and nonrecyclable solid wastes, such as paper, plastics, demolition debris, and all other solid waste products of the community.

Sec. 154. Standard Industrial Classification (SIC) shall mean a classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, 1972, and any amendments thereto.

Sec. 155. Standard Specifications shall mean the set of documents containing design and construction standards for all sewage works in the District, all dated April 1975, together with subsequent amendments.

Sec. 156. State shall mean the State of California.

Sec. 157. Storm Sewer or Storm Drain shall mean a sewer which carries storm and surface or groundwaters and drainage, but excludes sewage and polluted industrial wastes.

Sec. 158. Storm Water shall mean the water running off of or draining from the surface or subsurface of an area during and after a period of rain or irrigation.

Sec. 159. Street shall mean any public highway, road, street, avenue, alley, way, public place, public easement or right-of-way.

Sec. 160. Subdivision shall mean improved or unimproved land or lands divided for the purpose of sale or lease, whether immediate or future, into two (2) or more lots or parcels.

Sec. 161. Suspended Solids shall mean the total suspended matter that floats on the surface of, or is suspended in, water, wastewater or other liquids, and which is removable by laboratory filtering.

Sec. 162. Total Toxic Organics (TTOs) are the sum of the concentrations for each of the regulated toxic organic compounds listed at 40 CFR 401.15 and which are found in the discharge at a concentration greater than ten (10) micrograms per liter. For Categorical dischargers, TTOs may be defined in the 40 CFR National Categorical Pretreatment Standards. If monitoring is necessary the Manager-Engineer may require analysis for only those pollutants which would reasonably be expected to be present in the discharge.

Sec. 163. Uniform Plumbing Code shall mean that certain current issue of the plumbing code, entitled, "Western Plumbing Officials Uniform Plumbing Code," copies of which are on file in the office of the District for use and examination by the public, except such sections therein as are shown to be omitted, amended, or added thereto, in said copies. Wherever the term "Administrative Authority" is used in the Uniform Plumbing Code, it shall be construed to mean the District Manager-Engineer.

Sec. 164. User or Industrial User shall mean any person who contributes, causes or permits the contribution of wastewater into the POTW.

Sec. 165. Additional Definitions. For the purpose of this Ordinance, additional terms shall have the meaning indicated in Chapter 1 of the Uniform Plumbing Code as adopted herein.

Sec. 166. Abbreviations

The following abbreviations shall have the designated meanings:

- BOD - Biochemical Oxygen Demand.
- C - Centigrade.
- CFR - Code of Federal Regulations.
- EPA - Environmental Protection Agency.
- F - Fahrenheit.
- gal/day - Gallons per day.
- l - Liter.
- mg - Milligrams.
- mg/l - Milligrams per liter.
- NPDES - National Pollutant Discharge Elimination System.
- SIC - Standard Industrial Classification.
- TDS - Total Dissolved Solids.
- TSS - Total Suspended Solids.
- ug - Micrograms.
- ug/l - Micrograms per liter.
- USC - United States Code.
- PAH - Polycyclic Aromatic Hydrocarbons.
- TTO - Total Toxic Organics.

ARTICLE VIII. USE OF PUBLIC SEWERS

Sec. 801. Objective. It is the objective of the District to regulate and control the quantity and quality of the discharges into the public sewer system so that they will not adversely affect the various collection, transmission, treatment, discharge, reuse, discharge requirements or environmental conditions and permit the District to treat wastewater to meet requirements of the Federal Government and the State of California and their designated agencies.

The POTW was designed to treat and dispose of domestic wastes, and the District reserves the right to refuse to accept non-domestic wastes which may be harmful to the treatment and disposal system.

The adverse effects can include the introduction of pollutants into the District wastewater system which:

- (a) Will interfere with the operation of the system or contaminate the resulting sludges;
- (b) Will pass through the system, inadequately treated, into receiving waters or the atmosphere or otherwise be incompatible with the system;
- (c) Will interfere with or reduce the opportunity to recycle and reclaim wastewaters and sludges from the system; and
- (d) Will create a hazard to health and safety of personnel employed in the operation and maintenance of the POTW.
- (e) Will cause damage, deterioration or excessive maintenance costs to the POTW.
- (f) In the opinion of the Manager-Engineer, will utilize an inordinate proportion of the plant capacity.

It is the general intent of the District to provide collection, transmission, treatment and disposal of domestic and non-domestic wastewaters that do not adversely affect the objectives stated hereinbefore and to provide equitable charges for the costs incurred.

In general, this Article provides regulations concerning the use of the District's wastewater collection, treatment and disposal system, and the issuance of permits for non-domestic sewer users and establishment of permit conditions, pretreatment requirements, monitoring reporting requirements and fees, such as for District monitoring and administration. This Article shall apply to users within the District and to persons outside the District who are, by contract or agreement with the District, users of the POTW.

Sec. 802. Non-Domestic Wastewater Discharge. It shall be unlawful to discharge non-domestic wastewater, as defined in Article I, to the POTW or any facility discharging to the POTW without a sewer use permit issued in accordance with the provisions of this Article. The District reserves the right to refuse to issue a permit for the discharge of non-domestic wastes which may be, or could threaten to be, harmful to the POTW.

Sec. 803. Sample Collection, Storage and Analysis. Sample collection, storage and analysis shall be performed in accordance with 40 CFR, Section 136 and such additional

requirements as may be established by the Manager-Engineer. Analysis shall be performed by a laboratory approved by the State Department of Health Services.

Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.

(a) Except as indicated in Section (b) and (c) below, the User must collect wastewater samples using 24-hour flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the Manager-Engineer. Where time-proportional composite sampling or grab sampling is authorized by the Manager-Engineer, the samples must be representative of the discharge. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the District, as appropriate. In addition, grab samples may be required to show compliance with Instantaneous Limits.

(b) Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.

(c) For sampling required in support of baseline monitoring and 90-day compliance reports required in Section 829, a minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the Engineer-Manager may authorize a lower minimum. For the reports required by paragraphs Section 832, the Industrial User is required to collect the number of grab samples necessary to assess and assure compliance with applicable Pretreatment Standards and Requirements.

Sec. 804. Federal Categorical Pretreatment Standards. Upon the promulgation of Federal Categorical Pretreatment Standards (40 CFR Chapter I, Subchapter N, Parts 401-471) for a particular industrial subcategory, the Federal Standard, if more stringent than limitations imposed under this Article for sources in that subcategory, shall immediately supersede the limitations imposed under this Article. The Manager-Engineer shall notify all affected users of the applicable reporting requirements under 40 CFR, Section 403.12.

(a) Where a Categorical Pretreatment Standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, the Manager-Engineer may impose equivalent concentration or mass limits in accordance with Section e and f.

(b) When the limits in a Categorical Pretreatment Standard are expressed only in terms of mass of pollutant per unit of production, the Manager-Engineer may convert the limits to equivalent limitations expressed either as mass of pollutant discharged per day or effluent concentration for purposes of calculating effluent limitations applicable to individual Industrial Users.

(c) When wastewater subject to a Categorical Pretreatment Standard is mixed with wastewater not regulated by the same Standard, the Manager-Engineer shall impose an alternate limit in accordance with 40 CFR 403.6(e).

(d) A User may obtain a net/gross adjustment to a Categorical Pretreatment Standard in accordance with the following paragraphs of this Section.

(1) Categorical Pretreatment Standards may be adjusted to reflect the presence of pollutants in the Industrial User's intake water in accordance with this Section. Any Industrial User wishing to obtain credit for intake pollutants must make application to the District. Upon request of the Industrial User, the applicable Standard will be calculated on a "net" basis (i.e., adjusted to reflect credit for pollutants in the intake water) if the requirements of paragraph (2) of this Section are met.

(2) Criteria.

a. Either (i) The applicable Categorical Pretreatment Standards contained in 40 CFR subchapter N specifically provide that they shall be applied on a net basis; or (ii) The Industrial User demonstrates that the control system it proposes or uses to meet applicable Categorical Pretreatment Standards would, if properly installed and operated, meet the Standards in the absence of pollutants in the intake waters.

b. Credit for generic pollutants such as biochemical oxygen demand (BOD), total suspended solids (TSS), and oil and grease should not be granted unless the Industrial User demonstrates that the constituents of the generic measure in the User's effluent are substantially similar to the constituents of the generic measure in the intake water or unless appropriate additional limits are placed on process water pollutants either at the outfall or elsewhere.

c. Credit shall be granted only to the extent necessary to meet the applicable Categorical Pretreatment Standard(s), up to a maximum value equal to the influent value. Additional monitoring may be necessary to determine eligibility for credits and compliance with Standard(s) adjusted under this Section.

d. Credit shall be granted only if the User demonstrates that the intake water is drawn from the same body of water as that into which the POTW discharges. The District may waive this requirement if it finds that no environmental degradation will result.

(e) When a Categorical Pretreatment Standard is expressed only in terms of pollutant concentrations, an Industrial User may request that the District convert the limits to equivalent mass limits. The determination to convert concentration limits to mass limits is within the discretion of the Manager-Engineer. The District may establish equivalent mass limits only if the Industrial User meets all the conditions set forth in Sections (1)a through (1)e below.

(1) To be eligible for equivalent mass limits, the Industrial User must:

a. Employ, or demonstrate that it will employ, water conservation methods and technologies that substantially reduce water use during the term of its individual wastewater discharge permit;

b. Currently use control and treatment technologies adequate to achieve compliance with the applicable Categorical Pretreatment Standard, and not have used dilution as a substitute for treatment;

c. Provide sufficient information to establish the facility's actual average daily flow rate for all wastestreams, based on data from a continuous effluent flow monitoring device, as well as the facility's long-term average production rate. Both the actual average daily flow rate and the long-term average production rate must be representative of current operating conditions;

d. Not have daily flow rates, production levels, or pollutant levels that vary so significantly that equivalent mass limits are not appropriate to control the Discharge; and

e. Have consistently complied with all applicable Categorical Pretreatment Standards during the period prior to the Industrial User's request for equivalent mass limits.

(2) An Industrial User subject to equivalent mass limits must:

a. Maintain and effectively operate control and treatment technologies adequate to achieve compliance with the equivalent mass limits;

b. Continue to record the facility's flow rates through the use of a continuous effluent flow monitoring device;

c. Continue to record the facility's production rates and notify the Manager-Engineer whenever production rates are expected to vary by more than 20 percent from its baseline production rates determined in paragraph (1)c. of this Section. Upon notification of a revised production rate, the Manager-Engineer will reassess the equivalent mass limit and revise the limit as necessary to reflect changed conditions at the facility; and

d. Continue to employ the same or comparable water conservation methods and technologies as those implemented pursuant to paragraphs (1)a. of this Section so long as it discharges under an equivalent mass limit.

(3) When developing equivalent mass limits, the Manager-Engineer:

a. Will calculate the equivalent mass limit by multiplying the actual average daily flow rate of the regulated process(es) of the Industrial User by the concentration-based Daily Maximum and Monthly Average Standard for the applicable Categorical Pretreatment Standard and the appropriate unit conversion factor;

b. Upon notification of a revised production rate, will reassess the equivalent mass limit and recalculate the limit as necessary to reflect changed conditions at the facility; and

c. May retain the same equivalent mass limit in subsequent individual wastewater discharger permit terms if the Industrial User's actual average daily flow rate was reduced solely as a result of the implementation of water conservation methods

and technologies, and the actual average daily flow rates used in the original calculation of the equivalent mass limit were not based on the use of dilution as a substitute for treatment. The Industrial User must also be in compliance with the prohibition of bypass.

(f) The Manager-Engineer may convert the mass limits of the Categorical Pretreatment Standards of 40 CFR Parts 414, 419, and 455 to concentration limits for purposes of calculating limitations applicable to individual Industrial Users. The conversion is at the discretion of the Manager-Engineer.

(g) Once included in its permit, the Industrial User must comply with the equivalent limitations developed in this Section 804 in lieu of the promulgated Categorical Pretreatment Standards from which the equivalent limitations were derived.

(h) Many Categorical Pretreatment Standards specify one limit for calculating maximum daily discharge limitations and a second limit for calculating maximum Monthly Average, or 4-day average, limitations. Where such Standards are being applied, the same production or flow figure shall be used in calculating both the average and the maximum equivalent limitation.

(i) Any Industrial User operating under a permit incorporating equivalent mass or concentration limits calculated from a production-based Standard shall notify the Manager-Engineer within two (2) business days after the User has a reasonable basis to know that the production level will significantly change within the next calendar month. Any User not notifying the Manager-Engineer of such anticipated change will be required to meet the mass or concentration limits in its permit that were based on the original estimate of the long term average production rate.

Sec. 805. Modification of Federal Categorical Pretreatment Standards. Where the District's wastewater treatment system achieves consistent removal of pollutants limited by Federal Categorical Pretreatment Standards, the District may apply to the Regional Water Quality Control Board for modification of specific limits in the Federal Categorical Pretreatment Standards. "Consistent removal" shall mean reduction in the amount of a pollutant or alteration of the nature of the pollutant by the wastewater treatment system to a less toxic or harmless state in the effluent which is achieved by the system ninety-five (95) percent of the samples taken when measured according to the procedures set forth in Section 403.7(c)(2) of (Title 40 of the Code of Federal Regulations, Part 403) - "General Pretreatment Regulations for Existing and New Sources of Pollution" promulgated pursuant to the Clean Water Act. The District may then modify pollutant discharge limits in the Federal Pretreatment Standards if the requirements contained in 40 CFR, Part 403, Section 403.7, are fulfilled and prior approval from the Regional Water Quality Control Board is obtained.

Sec. 806. State Requirements. State requirements and limitations on discharges shall apply in any case where they are more stringent than Federal requirements and limitations or those in this Article.

Sec. 807. District's Right of Revision. The District reserves the right to establish by Ordinance more stringent limitations or requirements on discharges to the sewer system if deemed necessary to comply with the objectives presented in Section 801 of this Ordinance. The District also reserves the right to establish more stringent requirements to be set forth in the Sewer Use Permit, particularly for significant non-domestic sewer users as defined in Article I.

Sec. 808. General Discharge Prohibitions. No user shall contribute or cause to be contributed any pollutant or wastewater which will not meet the objectives set forth in Section 801 above. These general prohibitions shall prevail in any case where they are more stringent than applicable Federal or State requirements.

The following substances shall not be discharged to the POTW:

(a) Liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the POTW or to the operation of the POTW. At no time shall two (2) successive readings on an explosion hazard meter, at the point of discharge into the system (or at any point in the system) be more than five (5) percent nor any single reading over ten (10) percent of the Lower Explosive Limit (LEL) of the meter. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, sulfides, organic solvents, fuel oils, or other flammable or explosive solids, liquids, or solvents with a closedcup flashpoint less than 60°C (140°F).

(b) Mineral oils, greases or products of a petroleum origin, petroleum oils, motor oils, cutting oils, or grease trap wastes either as grease or as emulsified grease.

(c) Solids or viscous substances which may cause obstruction to the flow in a sewer or interference with the operation of the POTW such as, but not limited to: grease, garbage with particles greater than one-half (1/2) inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastics, gas, tar, asphalt residues, residues from refining, or processing of fuel or lubricating oil, mud, or glass grinding or polishing wastes.

(d) Oxidizing agents, reducing agents, or any substance having corrosive properties capable of causing damage or hazard to structures, equipment, and/or personnel of the District, or wastewater having a pH less than 5.0.

(e) Toxic, poisonous, or any other pollutants in sufficient quantity, either singly or by interaction with other pollutants, which will injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the treatment plant, or exceed the limitations set forth in a Categorical Pretreatment Standard. A toxic pollutant shall include, but not be limited to, any pollutant identified pursuant to Section 307(a) of the Clean Water Act. Prohibited materials include organic solvents, pesticides, radiator fluids, organophosphates or similar chemical compounds used as algicides, bactericides, fungicides, herbicides, insecticides, or pesticides. A list of toxic pollutants is on file at the District Office.

(f) Noxious, malodorous, or toxic liquids, gases, fumes, vapors, or solids which either singly or by interaction with other wastes are sufficient to create a public nuisance or hazard to life or are sufficient to prevent District personnel from safely entering into the sewers for maintenance and repair.

(g) Any substance which may cause the Wastewater Treatment Plant's effluent or any other product of the Wastewater Treatment Plant, such as residues, sludges, or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation process. In no case

shall a substance discharged to the POTW cause the District to be in non-compliance with sludge use or disposal criteria, guidelines or regulations developed under Section 405 of the Clean Water Act; any criteria, guidelines, or regulations affecting sludge use or disposal developed pursuant to the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act, or State criteria applicable to the sludge management method being used.

(h) Any substances which are not amenable to treatment or which will cause the District to violate its NPDES and/or State Disposal System Permit or the receiving water quality standards.

(i) Strong oxidizing and reducing agents at concentrations exceeding 5 mg/l, except by special permit (i.e. chlorine, chlorine dioxide, potassium permanganate, ozone and other strong oxidants; sulfite, thiosulfate, nitrite, nitrate and other strong reducing agents).

(j) Any pollutants, including oxygen demanding pollutants (BOD, etc.) released at a flow rate and/or pollutant concentration which the District or a user knows or has reason to know will cause interference to the treatment process. In no case shall a slug load have a flow rate or contain concentration or quantities of pollutants that exceed for any time period longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration, quantities, or flow during normal operation.

(k) Radioactive wastes or isotopes, except:

(1) When the use of radioactive materials is authorized by the State Department of Health or other governmental agency empowered to regulate the use of radioactive materials, and

(2) When the waste is discharged in strict conformity with current California Radiation Control Regulations (California Administrative Code, Title 17) and the Atomic Energy Commission regulations and recommendations for safe disposal, and

(3) When all rules and regulations of all other applicable regulatory agencies have been complied with.

(l) Any wastewater which causes a hazard to human life or creates a public nuisance.

(m) Rainwater, storm water, groundwater, street drainage, subsurface drainage, water from yard fountains, ponds, lawn sprays, yard drainage, or any other uncontaminated water. Discharge of cooling water, process water or blow-down from cooling towers or evaporative coolers may be discharged only with written approval of the Manager-Engineer. Such approval shall be granted only when no reasonable alternative method of disposal is available, or when such water is determined to constitute a pollutant hazard thereby requiring disposal in the public sewer system.

(n) Chemical toilet wastes, wastes to which chemicals have been added for odor control or preservation, or the contents of grease or sand interceptors.

(o) Holding tank waste, chemical toilet waste or non-domestic wastes hauled by truck which are not specifically permitted by a separate Waste Hauler Permit issued by the District.

(p) Any chemicals, enzymes, hot water, for the purpose of dissolving or emulsifying grease in grease traps.

(q) Wastes from hospitals or medical centers which contain infectious materials, blood, body parts, syringes, bandages, dressings, radioactive isotopes, or formaldehyde.

Sec. 809. Specific Pollutant Limitations. No person shall discharge or cause to be discharged to the sewer system, any of the following:

(a) Any liquid or vapor having a closed-cup flashpoint lower than 60 degrees C (140 degrees F).

(b) Any wastewater which contains more than 200 mg/l of fat, oil, or grease that is petroleum ether soluble.

(c) Any wastewater with a pH lower than 5.5 or greater than 8.5 10.5. [09/14/2015]

(d) Any wastewater containing TDS greater than 2,420 mg/l, or chloride greater than 480 mg/l, providing that the total daily discharge does not exceed 5,000 gal/day. In the event the discharge exceeds these concentrations, and/or the maximum daily flow rate, the Manager-Engineer may establish an allocation from the following total allocable mass emission rates: TDS, 3,331 #/day, and chlorides, 469 #/day, with the provisions that individual mass emission rates shall be computed on a daily basis, and no more than 20% of the total allocable mass emissions shall be allocated to any one user. No further individual allocations shall be made when these total rates have been assigned.

(e) Any wastewater having a BOD or TSS greater than 400 mg/l, unless a special agreement is entered into with the District providing payment for additional processing and plant capacity costs. ~~However, in no event shall any wastewater having a BOD or TSS greater than 1,200 mg/l be discharged to the sewer system.~~ Such special agreement shall specify that the District may at any time impose upon the discharger a maximum BOD and/or TSS concentration limit, if deemed necessary. [09/14/2015]

(f) Any wastewater containing the pollutants listed below in excess of the concentrations listed.

Pollutant Maximum Concentration (mg/l)

Ammonia 125.0

Arsenic 0.5

Boron 1.0

Cadmium 0.11

Chromium (total) 1.0

Copper 1.5

Lead 0.4

Mercury 0.1

Nickel 1.0

Silver 0.43

Zinc 2.6

Cyanide 1.0

Phenols 5.0

PAH's (polyaromatic hydrocarbons) 1.0

TICH (total identifiable

chlorinated hydrocarbons 0.15

TTO (total toxic organics) *

* This limit to be set on a case-by-case basis.

The maximum allowable concentration of other toxic or potentially toxic, materials not listed herein and/or the upward or downward adjustment of the above-noted maximum allowable concentrations may be determined on a case by case basis and will be included in the Non-Domestic Sewer Use Permit to be issued.

(g) Wastewater with objectionable color not removed in the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, unless such discharge displays less than sixty (60) percent of the light transmissibility of distilled water under the following conditions:

- (1) After filtration through a 0.45 micron membrane filter;
- (2) In the pH range of 5.0 to 9.0;
- (3) A maximum spectrum band width of ten (10) millimicrons;
- (4) Through the wave length range from 400 to 800 millimicrons.

(h) Any sulfide forming pollutants or wastes which, when discharged to the sewer system, generate sulfide concentrations in excess of 1.0 mg/l.

(i) Wastewater having a temperature greater than 104 degrees F (40 degrees C), or which will inhibit biological activity in the Wastewater Treatment Plant resulting in Interference.

Sec. 810. The Manager-Engineer may develop Best Management Practices (BMPs), by ordinance or in individual wastewater discharge permits or general permits, to implement Local Limits and the requirements of Sections 808 and 809. Users shall provide documentation necessary to determine compliance with applicable BMPs within the reports required in Sections 821, 831 and 832.

Sec. 811. No User shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable Pretreatment Standard or Requirement. The Manager-Engineer may impose mass limitations on Users who are using dilution to meet applicable Pretreatment Standards or Requirements, or in other cases when the imposition of mass limitations is appropriate.

Sec. 812. Grease Traps and Oil and Sand Interceptors. Any type of business or establishment where grease or other objectionable materials may be discharged in unusual quantities into a public sewer system shall have a grease trap or oil and sand interceptor of a size and design in accordance with District Standard Specifications and Drawings (Standard

Specs) and to be approved by the Manager-Engineer. Grease traps will be required at restaurants and other commercial and/or non-residential commercial food preparation establishments. Oil and sand interceptors will be required at gas stations and auto repair establishments with floor drains located in service areas, auto or vehicle washing facilities, etc. All existing users which fit in these categories shall install such facilities within one hundred eighty (180) days after the effective date of this Ordinance.

Oil and sand interceptors shall be situated on the user's premises and shall be so located as to be readily and easily accessible for cleaning and inspection. Buildings remodeled for use requiring interceptors shall be subject to these regulations.

Waste discharges from fixtures and equipment in the above-mentioned types of establishments which may contain grease, oil, sand or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposals, soup kettles, and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through grease traps and oil and sand interceptors where approved by the Manger-Engineer; provided, however, that toilets, urinals, washbasins and other fixtures containing fecal materials shall not flow through the grease trap or interceptor.

Grease traps and oil and sand interceptors shall be maintained by the user in efficient operating condition by periodic removal of the accumulated grease, oil or sand. The use of chemicals to dissolve grease or oil is specifically prohibited. No such accumulated grease, oil or sand shall be introduced into any drainage piping or public or private sewer.

Abandoned oil and sand interceptors shall be emptied and filled as required for abandoned septic tanks (see Section 403).

Sec. 813. Acceptance of Wastewater from Cleanup Projects. Wastewater generated from the cleanup of spills, leaking underground storage tanks, contaminated soil or groundwater, monitoring wells or other similar sources shall not be discharged through direct or indirect connection to the District's sewer system unless a temporary discharge permit is issued by the District. The District will approve the discharge of such wastewater and issue such a permit only when, in its judgment, no reasonable alternative method of disposal is available.

Whenever the discharge of such wastewater is proposed, the applicant shall submit an analysis of the nature of the proposed discharge and alternative methods of disposal available, together with justification indicating that there is no reasonable alternative to discharge to the sewer system. Such analysis shall deal with environmental and liability factors, as well as financial impacts.

When deemed necessary by the Manager-Engineer, the District may require that a comprehensive study and report on the proposed discharge be prepared by an engineering consultant hired by the District, at the applicant's expense. The study shall include the following:

- (a) An analysis of the nature of the proposed discharge.
- (b) An analysis of the alternative methods of disposal available to the applicant.
- (c) An analysis of the impact of the discharge on the POTW.
- (d) An analysis of the impact of the discharge on the District's ability to continue to meet its NPDES permit conditions.

- (e) Recommendations on appropriate limits for various constituents in the proposed discharge.
- (f) Recommendations on pretreatment requirements, if necessary.
- (g) Recommendations on appropriate permit fees and charges.
- (h) Any other relevant matters considered necessary to be included by the Manager-Engineer.

The applicant's analysis of alternative methods of disposal, the above described comprehensive report (if required), and a report by the Manager-Engineer with recommendations, shall be submitted to the Board of Directors for a decision on whether or not a temporary discharge permit will be issued.

If a temporary discharge permit is granted for the discharge of such wastewater, the user shall pay such fees and charges and meet such special conditions and requirements as determined by the District to specifically apply for that particular discharge. Such temporary discharge permit shall be considered a Class I Non-Domestic Sewer Use Permit.

Sec. 814. Swimming Pools and Spas. It shall be unlawful for any person to discharge the contents of a swimming pool or a spa into a sanitary sewer except in the manner specified herein. The size of pipe carrying discharge water shall not be larger than two inches and shall not be under a head to exceed twenty (20) feet. If the water is discharged by pumping, the rate of flow shall not exceed one hundred (100) gallons per minute. Each swimming pool or spa discharging to a sanitary sewer shall be equipped with an approved separator to capture filtering agents and an approved air gap to preclude any possibility of a backflow of sewage into the swimming pool or spa piping system.

Sec. 815. Car, Truck or Bus Washes. The Manager-Engineer may require that the applicant for any permit which includes a car, truck or bus wash rack within the facilities to be covered by said permit provide facilities for reclamation and reuse of all or a portion of the water used in the wash process and the submittal of plans and specifications for the installation of such reclamation and reuse facilities acceptable to the Manager-Engineer.

Sec. 816. Use of Storm Sewers Required. Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or to a natural drainage outlet. No leaders from roofs and nor surface drains for rainwater shall be connected to any sanitary sewer. No surface or subsurface drainage, rainwater, storm water, seepage, cooling water or unpolluted industrial process waters shall be permitted to enter the sanitary sewer system by any device or method whatsoever.

Sec. 817. Excessive Discharge. No user shall increase the use of process water or, in any way, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in the Federal Categorical Pretreatment Standards, or in any other pollutant-specific limitation developed by the District or State.

Sec. 818. Accidental Discharges.

(a) Facilities for Prevention. All sewer users shall provide protection from accidental discharge of prohibited materials or other substances regulated by this Article. Each non-domestic user, who has or will be issued a Non-Domestic Sewer Use Permit shall provide and

maintain, at the user's own cost and expense, facilities to prevent accidental discharge of prohibited materials and shall submit to the District detailed plans showing facilities and operating procedures to provide this protection. All such facilities shall be favorably reviewed by the District before construction. All existing non-domestic users shall complete such a plan within one hundred eighty (180) days of the effective date of this Ordinance; no user who proposes to commence contribution to the POTW after the effective date of this Ordinance shall discharge into the system until accidental discharge procedures have been favorably approved by the District. Favorable review of such plans and operating procedures shall not relieve the user from the responsibility to modify the user's facility as necessary to meet the requirements of this Ordinance.

(b) Immediate Notice of Discharge in Violation. Users shall notify the District by telephone or in person immediately upon discharging, accidentally or otherwise, wastes in violation of this Ordinance to enable counter-measures to be taken by the District to minimize damage to the POTW, POTW processes, and to the receiving waters. The notification shall include location of discharge, type of waste, concentration and volume, and corrective actions being taken.

(c) Written Notice. Within five (5) days following an accidental discharge, the user shall submit to the Manager-Engineer a detailed written statement describing the causes of the accidental discharge and the measures being taken to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss or damage to the POTW or POTW processes, or for any fines, civil liabilities or penalties imposed by this Ordinance or other applicable law.

(d) Notice to Employees. In order that employees of users be informed of District requirements for use of the sewer system. Users shall make available to their employees copies of this Ordinance, together with such other wastewater information and notices which may be furnished by the District from time to time directed toward more effective water pollution control. Any notices or information furnished by the District shall be permanently posted on the user's bulletin board, and employees shall be informed of whom to call in case of an accidental discharge in violation of this Ordinance.

(e) All categorical and non-categorical Industrial Users shall notify the POTW immediately of all discharges that could cause problems to the POTW, including any slug loadings, as defined by Section 152 of this Ordinance. [09/14/2015]

Sec. 819. Non-Domestic Sewer Use Permit. All non-domestic sewer users proposing to contribute wastes to the POTW shall apply for and obtain a Class I or Class II Non-Domestic Sewer Use Permit or General Permit before connecting to or discharging to the POTW. All non-domestic users possessing current permits issued by the District shall apply for and obtain an appropriate Class I or Class II Non-Domestic Sewer Use Permit as required by this Article upon expiration of their existing permit. Unless determined otherwise by the Manager-Engineer, restaurants, mortuaries and markets with garbage grinders, will not be required to obtain a Class I or Class II Non-Domestic Sewer Use Permit.

In order to determine whether or not a particular user requires a Non-Domestic Sewer Use Permit and, if so, to determine the class of permit required, the Manager-Engineer may require any user to fill out a questionnaire sufficient to determine the quantity and character of wastes to be discharged and the types of chemicals used, handled or stored on the site which may be intentionally or accidentally discharged to the sewer system. The District will evaluate

the data furnished by the applicant and may require additional information. After evaluation of the data furnished, the Manager-Engineer will determine the class of the user and may require either a Class I, Class II or Class III Non-Domestic Sewer Use Permit or General Permit. The District shall have the right to verify the information contained in the questionnaire by an inspection of the premises.

(a) Class I Non-Domestic Sewer Use Permit - All Significant Non-Domestic Users must obtain a Class I Non-Domestic Sewer Use Permit. Significant non-domestic users are defined as those users which:

- (1) Are categorical users as defined by the EPA.
- (2) Discharge more than 25,000 gal/day "process water."
- (3) Discharge five (5) percent or more of the average daily hydraulic or organic (BOD, TSS TDS, etc.) capacity of the Wastewater Treatment Plant.
- (4) Have a reasonable potential, in the opinion of the Manager-Engineer of adversely affecting the POTW (inhibition, pass-through, sludge contamination, or endangerment of District workers).

(b) Class II Non-Domestic Sewer Use Permit - All non-domestic sewer users, other than Class I defined above, and those non-domestic users specifically exempted as provided above, must obtain a Class II Non-Domestic Sewer Use Permit.

(c) Class III Non-Domestic Sewer Use Permit. Commercial, industrial or institutional establishments which, in the opinion of the Manager-Engineer, have a significant potential for intentional or accidental discharge of prohibited materials or other substances which may adversely affect the POTW shall be issued a Class III Non-Domestic Sewer Use Permit.

(d) General Permit.

(1) At the discretion of the Manager-Engineer, the Manager-Engineer may use general permits to control Significant Industrial User discharges to the POTW if the following conditions are met. All facilities to be covered by a general permit must: (a) Involve the same or substantially similar types of operations; (b) Discharge the same types of wastes; (c) Require the same effluent limitations; (d) Require the same or similar monitoring; and (e) In the opinion of the Manager-Engineer, are more appropriately controlled under a general permit than under individual wastewater discharge permits.

(2) To be covered by the general permit, the SIU must file a written request for coverage that identifies its contact information, production processes, the types of wastes generated, the location for monitoring all wastes covered by the general permit, any requests in accordance with Section 832a for a monitoring waiver for a pollutant neither present nor expected to be present in the Discharge, and any other information the POTW deems appropriate. A monitoring waiver for a pollutant neither present nor expected to be present in the discharge is not effective in the general permit until after the Manager-Engineer has provided written notice to the SIU that such a waiver request has been granted in accordance with Section 832a.

(3) The Manager-Engineer will retain a copy of the general permit, documentation to support the POTW's determination that a specific SIU meets the criteria in Section 1(a) to (e) and applicable State regulations, and a copy of the User's written request for coverage for three (3) years after the expiration of the general permit.

(4) The Manager-Engineer may not control an SIU through a general permit where the facility is subject to production-based Categorical Pretreatment Standards or Categorical Pretreatment Standards expressed as mass of pollutant discharged per day or for IUs whose limits are based on the Combined Wastestream Formula or Net/Gross calculations.

Sec. 820. Waste Hauler Permit. Any waste hauler proposing to discharge waste into the POTW shall apply for and obtain a Waste Hauler Permit. Such a permit will only be issued for disposal of raw domestic sewage from a holding tank or septage from septic tanks receiving only domestic wastewater, which wastes must be free of chemicals added for odor control, preservation, or any other purpose. The duration of a permit shall be three (3) years, upon which time the waste hauler shall apply for permit reissuance.

A Waste Hauler Permit will only be issued to a mobile waste hauler that has a valid permit from the Marin County Department of Public Health and has filed a copy of said permit with the District. The waste hauler shall abide by all terms and conditions of the Waste Hauler Permit. Failure to do so will be grounds for revocation of the permit.

Unless otherwise approved by the Manager-Engineer, holding tank wastes or septage will only be accepted from the greater Novato area generally bounded by the Sonoma County line on the north, the Petaluma River on the east, the Novato City limits on the south, and the Petaluma-Pt. Reyes Road on the west.

The waste hauler must provide the District with a log of the origin and contents of each load dumped. Discharge of wastes covered by a Waste Hauler Permit shall only be made at the location in the District's wastewater system specified in the permit. The permittee shall pay all permit application and renewal application fees as set forth in this Article, together with all applicable dump fees and sewer service charges in accordance with separate District regulations as established by the District.

Sec. 821. Application for Class I or Class II Non-Domestic Sewer Use Permit. Persons applying for a Class I or Class II Non-Domestic Sewer Use Permit or General Permit shall complete and file with the District an application form, accompanied by the required application fee established by the District. Within either one hundred eighty (180) days after the effective date of a Categorical Pretreatment Standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, existing Categorical Industrial Users currently discharging to or scheduled to discharge to the POTW shall submit to Manager-Engineer a report which contains the application information listed below. At least ninety (90) days prior to commencement of their discharge, New Sources, and sources that become Categorical Industrial Users subsequent to the promulgation of an applicable categorical Standard, shall submit to the Manager-Engineer a report which contains the application information listed below. A New Source shall report the method of pretreatment it intends to use to meet applicable categorical Standards, and if additional pretreatment and/or O&M will be required the shortest schedule by which the User will provide additional pretreatment and/or

O&M must be provided. A New Source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged. The application may include, but not be limited to, the following information:

- (a) Name, address, and location of the occupant and owner of the property;
- (b) SIC number according to the Standard Industrial Classification Manual, Bureau of the Budget, 1972, as amended;
- (c) Description of activity, facilities and plant process on the premise, including site plans and schematics, raw materials processes and types of materials which are or could be discharged;
- (d) Total product produced by type;
- (e) Number and type of employees;
- (f) estimated wastewater flow;
- (g) constituents and characteristics of the waste discharge;
- (h) average and peak wastewater discharge flow for each lateral service sewer;
- (i) locations of lateral service sewers, sampling points and pretreatment facilities;
- (j) water supply information;
- (k) source, volume, and chemical characteristics of each tank contents;
- (l) other environmental permits held;
- (m) certification by authorized representative;
- (n) and any other information the District shall deem necessary to evaluate the permit application.

The District shall maintain the privacy of all business data and trade secrets supplied and identified as confidential matter by the applicant. However, as provided in Section 833, information concerning wastewater constituents and characteristics will not be recognized as confidential.

Applicants shall arrange for a District representative to conduct a walk-through site inspection of the user's facilities prior to finalizing the permit application.

The Manager-Engineer will evaluate the data furnished by the User and may require additional information. The Manager-Engineer will determine whether to issue an individual wastewater discharge permit after receipt of a complete permit application. The Manager-Engineer may deny any application for an individual wastewater discharge permit.

Sec. 822. Class I and Class II Non-Domestic Sewer Use Permit Conditions. All Class I and Class II Non-Domestic Sewer Use Permits shall be expressly subject to all provisions of this Article and all other applicable regulations established by the District. These permits, or a general permit, may contain, but may not necessarily be limited to, the following conditions:

- (a) A statement of the fees associated with the permit;
- (b) Effluent limits, including Best Management Practices, based on applicable Pretreatment Standards.

- (c) Limits on average and maximum rate and time of discharge or requirements for flow regulations and equalization;
- (d) Requirements for installation of flow measurement and related facilities;
- (e) Requirements for installation and maintenance of inspection and sampling facilities;
- (f) Requirements for District access to all metering and monitoring facilities;
- (g) Specifications for monitoring programs which may include sampling location, frequency of sampling, number, types and standards for tests and reporting schedule;
- (h) Compliance schedules;
- (i) Requirements for submission of technical reports and compliance reports, including Baseline Monitoring Reports containing the information listed in 40 CFR 403.12(b)(1)-(7), and compliance schedule progress reports as set forth in 40 CFR 403.12(c);
- (j) Requirements for maintaining and retaining, for at least three years, plant records relating to wastewater discharge as specified by the District and affording the District access thereto;
- (k) Requirements for advance notification to the District of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents prior to being introduced into the wastewater treatment system;
- (l) Requirements for notification of slug or other harmful discharges.
- (m) Requirements for facilities to prevent accidental discharge of prohibited materials or other wastes regulated by this Article;
- (n) Requirements of establishment and posting of standard chemical handling procedures for employees;
- (o) Other conditions as deemed appropriate by the District to ensure compliance with this Ordinance and other rules and regulations of the District.
- (p) Written documentation from the user, satisfactory to the District, confirming proper disposal of potentially harmful chemicals.
- (q) Requirements to control Slug Discharge, if determined by the Manager-Engineer to be necessary. Significant Industrial Users are required to notify the Manager-Engineer immediately of any changes at its facility affecting the potential for a Slug Discharge.
- (r) A statement of the permit duration.
- (s) A statement that the wastewater discharge permit is nontransferable without prior notification to the District in accordance with Section 825 of this ordinance, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit;
- (t) A statement of applicable civil and criminal penalties for violation of Pretreatment Standards and Requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable Federal, State, or local law.
- (u) The process for seeking a waiver from monitoring for a pollutant neither present nor expected to be present in the Discharge in accordance with Section 832a. Any grant of the monitoring waiver by the Manager-Engineer must be included as a condition in the User's permit.

Sec. 823. Class III Non-Domestic Sewer Use Permit Conditions. All Class III Non-Domestic Sewer Use Permits shall be expressly subject to all provisions of this Article and all other applicable regulations established by the District. Such permits shall contain requirements for the handling of prohibited materials and/or potentially harmful chemicals which could be discharged, as well as any other provisions deemed appropriate by the District to protect the POTW. The permittee shall be required to prepare a written accidental spill protection plan which may include, but not necessarily be limited to, the following:

- (a) A list of type, quality and location of chemicals of concern;
- (b) Provisions for appropriate spill containment;
- (c) Sealing of floor drains in the vicinity of chemical containers;
- (d) Establishment and posting of standard handling procedures for employees;
- (e) Provisions for employee training so that undesirable chemicals are not disposed of to the sewer system and that such materials are handled in a manner that will prevent spills.
- (f) Written documentation from the user, satisfactory to the District, confirming proper disposal of potentially harmful chemicals.

Sec. 824. Permit Duration. Non-Domestic Sewer Use Permits shall be issued for a specified time period, not to exceed five (5) years. The user shall apply for permit re-issuance a minimum of ninety (90) days prior to the expiration of the user's existing permit.

Sec. 825. Permit Modifications. The District may change the conditions of a Non-Domestic Sewer Use Permit or establish new permit conditions at the time the permit is re-issued or during the life of the permit to accommodate changes in conditions of discharge or other District requirements. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

Any non-domestic sewer use permittee desiring to make alterations in its sewer use, such as modifying its plant, process, or pretreatment facilities in a manner which would increase or decrease the flow rate or alter the quality of wastewater discharge described in its Non-Domestic Sewer Use Permit, shall first apply for and obtain an amended Non-Domestic Sewer Use Permit prior to the commencement of any construction of new facilities or operation of modified facilities. When extensive modifications are proposed or required, the Manager-Engineer may require application for and issuance of a new Non-Domestic Sewer Use Permit.

As soon as possible after promulgation of a National Categorical Pretreatment Standard, any Non-Domestic Sewer Use Permit subject to such standard shall be revised by the District to include requirements for compliance with such standards within the time frame prescribed by such standard. Users holding existing Non-Domestic Sewer Use Permits shall submit to the Manager-Engineer, within ninety (90) days after the promulgation of an applicable Federal Categorical Pretreatment Standard, information on the nature, concentration, proposed pretreatment and compliance schedule for applicable standards. Where a user subject to a National Categorical Pretreatment Standard has not previously submitted an application for a Non-Domestic Sewer Use Permit, the user shall submit a Non-Domestic Sewer Use Permit application within ninety (90) days after the promulgation of the applicable National Categorical Pretreatment Standard.

Sec. 826. Permit Transfer. Non-Domestic Sewer Use Permits are issued to a specific user for a specific operation. A Non-Domestic Sewer Use Permit shall not be assigned or transferred or sold to a new owner, new user, different premises, or a new or changed operation without the written approval of the District. Any succeeding owner or user shall also comply with the terms and conditions of the existing permit.

Sec. 827. Permit Fees. It is the purpose of this Article to provide for the recovery of costs from users of the POTW for the implementation of the program established herein. Fees for Non-Domestic Sewer Use Permits or Waste Hauler Permits are defined below and more particularly set forth in Table 1.

(a) Application Fee - The Application Fee is set forth in Table 1 and is intended to cover the District's estimated cost in reviewing the application for a Non-Domestic Sewer Use Permit. The Application Fee shall be paid to the District upon submission of the permit application. Should the permit be denied, the Application Fee will not be refunded.

(b) Renewal Application Fee - The Renewal Application Fee is set forth in Table 1 and is intended to cover the District's estimated cost in reviewing the renewal application for a Non-Domestic Sewer Use Permit. The Renewal Application Fee shall be paid to the District upon submission of the permit application. Should the permit renewal be denied, the Renewal Application Fee will not be refunded.

(c) Permit Issuance Fee - The Permit Issuance Fee is set forth in Table 1 and covers the District's estimated cost for processing each class of permit, including establishing the permit requirements, District compliance reporting to the State and EPA, and minor permit modification during the life of the permit. The Permit Issuance Fee shall be paid each time the permit is issued and when the permit is re-issued. The Permit Issuance Fee shall be paid to the District prior to issuance or re-issuance.

(d) Permit Monitoring and Inspection Fee - The Permit Monitoring and Inspection Fee will be established by the District for each individual permit and will be based on an estimate of the costs of routine monitoring for compliance and periodic inspection of the permittee's processes during the life of the permit. The Permit Monitoring and Inspection Fee will vary from permit to permit and will depend on the frequency of the monitoring and cost of the necessary laboratory tests to verify compliance with the permit conditions. This fee will be billed directly to the permittee in advance on an annual basis and is payable within fifteen (15) days from the date of invoice.

(e) Non-Compliance Monitoring Fee - The Non-Compliance Monitoring Fee will consist of actual costs incurred by the District associated with any additional inspection, sampling, analysis and reporting, together with direct labor and overhead of District personnel and all direct costs for work performed as a result of a permittee's non-compliance with permit conditions. The Non-Compliance Monitoring Fee will be billed directly to the permittee as costs are incurred and is payable within fifteen (15) days from the date of invoice.

Table 1 Schedule of Sewer Use Fees

Non-Domestic Sewer Use Permit Hauler

Type of Fee Class I Class II Class III Permit

1. Application Fee \$ 175 \$ 85 None \$ 85

2. Renewal Application \$ 175 \$ 85 None \$ 85 Fee
 3. Permit Issuance Fee \$ 1,240 \$ 620 \$ 210 \$ N/A
 4. Permit Monitoring Established by the Manager-Engineer when* and Inspection Fee the permit is issued
 5. Non-Compliance Actual costs incurred by the District associated Monitoring Fee with monitoring non-compliance with permit conditions
- * Waste Haulers shall pay a fee for discharge of each tank truck load in accordance with other District rules and regulations.

In addition to the fees listed above associated with Non-Domestic Sewer Use Permits, permittees shall pay all other applicable District fees and charges as provided elsewhere in this Ordinance, and sewer service charges in accordance with separate District regulations.

Sec. 828. Pretreatment. Users shall provide necessary wastewater treatment as required to comply with this Article and shall achieve compliance with all Federal Categorical Pretreatment Standards within the time limitations as specified by the Federal Pretreatment Regulations. Any facilities required to pretreat wastewater to a level acceptable to the District shall be provided, operated, and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the District for review and shall be acceptable to the District before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the District under the provisions of this ordinance. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be acceptable to the District prior to the user's initiation of the changes.

The District shall annually publish in a local newspaper a list of the users which were in significant noncompliance of Pretreatment Requirements or Standards during the twelve (12) previous months in accordance with applicable Federal regulations. The notification shall also summarize any enforcement actions taken against these users during the same twelve (12) months. All records relating to compliance with Pretreatment Standards shall be made available to officials of the Regional Water Quality Control Board or EPA upon request.

For purposes of the above publication requirement, a Significant Industrial User (or any Industrial User which violates paragraphs (3), (4) or (8)) is in significant non-compliance if its violation meets one or more of the following criteria:

(1) chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of all measurements taken for the same pollutant parameter taken during a six- (6-) month period exceed (by any magnitude) a numeric Pretreatment Standard or Requirement, including Instantaneous Limits, as defined by 40 CFR 403.3(l);

(2) Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of wastewater measurements taken for each pollutant parameter during a six (6) month period equals or exceeds the product of the numeric Pretreatment Standard or Requirement including Instantaneous Limits, as defined by 40 CFR 403.3(l) multiplied by the applicable TRC value (1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH)];

(3) Any other violation of a Pretreatment Standard or Requirement as defined by 40 CFR 403.3(l) (daily maximum, long-term average, instantaneous limit, or narrative standard) that the

Manager-Engineer determines has caused, alone or in combination with other discharges, pass through or interference, including endangering the health of POTW personnel or the general public;

(4) a discharge of imminent endangerment to human health, welfare, or the environment, or which required the District to use its emergency authorities under 40 CFR 403.8(f)(1)(vi)(B);

(5) violations of a compliance schedule milestone by 90 days;

(6) violations of report submittal deadlines by 45 days;

(7) failure to report noncompliance; and

(8) any other violation, which may include a violation of Best Management Practices, deemed significant by the District.

Sec. 829. Monitoring Facilities. The District may require to be provided and operated at the user's own expense, monitoring facilities to allow inspection, sampling, and flow measurement of the building sewer and/or internal drainage systems. The monitoring facility should normally be situated on the user's premises, but the District may, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed in the public street or sidewalk area and located so that it will not be obstructed by landscaping or parked vehicles.

There shall be ample room in or near such sampling manhole or facility to allow accurate sampling and preparation of samples for analysis. The facility, sampling, and measuring equipment shall be maintained at all times in a safe and proper operation condition at the expense of the user.

Whether constructed on public or private property, the sampling and monitoring facilities shall be provided in accordance with the District's requirements and all applicable local construction standards and specifications. Construction shall be completed within ninety (90) days following written notification by the District.

Sec. 830. Inspection and Sampling. The District may inspect the facilities of any user to ascertain whether the purpose of this Article is being met and all District requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the District or their representative ready access at all reasonable times to all parts of the premises for the purposes of inspection, sampling, records examination, records copying or in the performance of any of their duties. The District, Regional Water Quality Control Board and EPA shall have the right to set up on the user's property such devices as are necessary to conduct sampling inspection, compliance monitoring and/or metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards so that, upon presentation of suitable identification, personnel from the District, Regional Water Quality Control Board and EPA will be permitted to enter, without delay, for the purposes of performing their specific responsibilities.

Sec. 831. Initial Pretreatment Compliance Report. Within ninety (90) days following the date for final compliance with applicable categorical pretreatment standards or, in the case of a New Source, following commencement of the introduction of wastewater into the POTW, any user subject to pretreatment standards and requirements shall submit to the Manager-Engineer a report complying with 40 CFR 403.12(d) of the Federal regulations. The report shall state

whether the applicable pretreatment standards or requirements are being met on a consistent basis and, if not, what additional operation and maintenance and/or pretreatment is necessary to bring the user into compliance with the applicable pretreatment standards or requirements. This statement shall be signed by an authorized representative of the user, and certified to by a qualified professional. All costs associated with the Initial Pretreatment Compliance Report shall be borne by the user.

Sec. 832. Periodic Compliance Reports. All ~~Users subject to Categorical Pretreatment Standards,~~ **Significant Industrial Users** shall submit to the Manager-Engineer semi-annually, unless required more frequently in the pretreatment standard or by the Manager-Engineer, a report indicating the nature and concentration of pollutants in the effluent which are limited by such pretreatment standards, together with a record of all daily flows. **[09/14/2015]**

Where mass limitations have been imposed, the compliance report required above shall indicate the mass of pollutants regulated by pretreatment standards in the effluent of the user.

Periodic Compliance Reports shall contain the results of sampling and analysis of the discharge, including the flow and the nature and concentration, or production and mass where requested by the Manager-Engineer, of pollutants contained therein which are limited by the applicable pretreatment standards. The frequency of monitoring shall be prescribed in the applicable pretreatment standard. All costs for Periodic Compliance Reports shall be borne by the user.

All wastewater samples must be representative of the User's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a User to keep its monitoring facility in good working order shall not be grounds for the User to claim that sample results are unrepresentative of its discharge.

If a User subject to the reporting requirement in this section monitors any regulated pollutant at the appropriate sampling location more frequently than required by the Manager-Engineer, using the procedures prescribed in Section 803 of this ordinance, the results of this monitoring shall be included in the report. All reports required by this section shall include the following certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Further, all reports required by this section shall be signed by an Authorized Representative as defined in Section 102.

(a) The Manager-Engineer may authorize an Industrial User subject to a Categorical Pretreatment Standard to forego sampling of a pollutant regulated by a Categorical Pretreatment Standard if the Industrial User has demonstrated through sampling and other technical factors that the pollutant is neither present nor expected to be present in the discharge, or is present only at background levels from intake water and without any increase in

the pollutant due to activities of the Industrial User. This authorization is subject to the following conditions:

- (1) The waiver may be authorized where a pollutant is determined to be present solely due to sanitary wastewater discharged from the facility provided that the sanitary wastewater is not regulated by an applicable categorical Standard and otherwise includes no process wastewater.
- (2) The monitoring waiver is valid only for the duration of the effective period of the individual wastewater discharge permit, but in no case longer than 5 years. The User must submit a new request for the waiver before the waiver can be granted for each subsequent individual wastewater discharge permit.
- (3) In making a demonstration that a pollutant is not present, the Industrial User must provide data from at least one sampling of the facility's process wastewater prior to any treatment present at the facility that is representative of all wastewater from all processes.
- (4) The request for a monitoring waiver must be signed in accordance with Section 102, and include the certification statement below.
- (5) Non-detectable sample results may be used only as a demonstration that a pollutant is not present if the EPA approved method from 40 CFR Part 136 with the lowest minimum detection level for that pollutant was used in the analysis.
- (6) Any grant of the monitoring waiver by the Manager-Engineer must be included as a condition in the User's permit. The reasons supporting the waiver and any information submitted by the User in its request for the waiver must be maintained by the Manager-Engineer for 3 years after expiration of the waiver.
- (7) Upon approval of the monitoring waiver and revision of the User's permit by the Manager-Engineer, the Industrial User must certify on each report with the statement below, that there has been no increase in the pollutant in its wastestream due to activities of the Industrial User.
- (8) In the event that a waived pollutant is found to be present or is expected to be present because of changes that occur in the User's operations, the User must immediately: Comply with the monitoring requirements of this section, or other more frequent monitoring requirements imposed by the Manager-Engineer, and notify the Manager-Engineer.
- (9) This provision does not supersede certification processes and requirements established in Categorical Pretreatment Standards, except as otherwise specified in the Categorical Pretreatment Standard.

Users that have an approved monitoring waiver based on the above section must certify on each report with the following statement that there has been no increase in the pollutant in its wastestream due to activities of the User.

"Based on my inquiry of the person or persons directly responsible for managing compliance with the Pretreatment Standard for 40 CFR _____ [specify applicable

National Pretreatment Standard part(s)], I certify that, to the best of my knowledge and belief, there has been no increase in the level of _____ [list pollutant(s)] in the wastewaters due to the activities at the facility since filing of the last periodic report under Section 832.a.”

(b) Annual Certification for Non-Significant Categorical Industrial Users — A facility determined to be a Non-Significant Categorical Industrial User by the Manager-Engineer pursuant to Section 150 must annually submit the following certification statement signed in accordance with the signatory requirements in Section 102. This certification must accompany an alternative report required by the Manager-Engineer:

“Based on my inquiry of the person or persons directly responsible for managing compliance with the categorical Pretreatment Standards under 40 CFR _____, I certify that, to the best of my knowledge and belief that during the period from _____, _____ to _____, _____ [months, days, year]:

- (a) The facility described as _____ [facility name] met the definition of a Non-Significant Categorical Industrial User as described in Section 150.
- (b) The facility complied with all applicable Pretreatment Standards and requirements during this reporting period; and (c) the facility never discharged more than 100 gallons of total categorical wastewater on any given day during this reporting period.

This compliance certification is based on the following information.”

Sec. 833. Confidential Information. Information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public or other governmental agency without restriction unless the user specifically requests and is able to demonstrate to the satisfaction of the District that the release of such information would divulge information, processes or methods of production entitled to protection, such as trade secrets of the user.

When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available upon written request to governmental agencies for uses related to this Ordinance, the National Pollutant Discharge Elimination System (NPDES) Permit, State Disposal System Permit and/or the Pretreatment Programs; provided, however, that such portions of a report shall be available for use by the State or any state agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information.

Sec. 834. Revocation of Permit. The Manager-Engineer may revoke the Non-Domestic Sewer Use Permit of any person who commits any of the following violations or violates any applicable State and Federal regulations.

- (a) Failure of a user to factually report the wastewater constituents and characteristics of his discharge;
- (b) Failure of the user to report significant changes in operations, or wastewater constituents and characteristics;
- (c) Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring;

- (d) Violation of conditions of the permit; or
- (e) Failure of a user to notify District immediately of an accidental discharge and/or to take appropriate corrective action to prevent a recurrence.

Sec. 835. Notification of the Discharge of Hazardous Waste.

(a). Any User who commences the discharge of hazardous waste shall notify the District, the EPA Regional Waste Management Division Director, and State hazardous waste authorities, in writing, of any discharge into the POTW of a substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR Part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). If the User discharges more than one hundred (100) kilograms of such waste per calendar month to the POTW, the notification also shall contain the following information to the extent such information is known and readily available to the User: an identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the wastestream discharged during that calendar month, and an estimation of the mass of constituents in the wastestream expected to be discharged during the following twelve (12) months. All notifications must take place no later than one hundred and eighty (180) days after the discharge commences. Any notification under this paragraph need be submitted only once for each hazardous waste discharged. However, notifications of changed conditions must be submitted under Section 823 of this ordinance. The notification requirement in this Section does not apply to pollutants already reported by Users subject to Categorical Pretreatment Standards under the self-monitoring requirements of Sections 829 and 830 of this ordinance.

(b). Dischargers are exempt from the requirements of paragraph (a), above, during a calendar month in which they discharge no more than fifteen (15) kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Discharge of more than fifteen (15) kilograms of nonacute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e), requires a one-time notification. Subsequent months during which the User discharges more than such quantities of any hazardous waste do not require additional notification.

(c). In the case of any new regulations under section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the User must notify Manager-Engineer, the EPA Regional Waste Management Waste Division Director, and State hazardous waste authorities of the discharge of such substance within ninety (90) days of the effective date of such regulations.

(d). In the case of any notification made under this Section, the User shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical.

(e). This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this ordinance, a permit issued thereunder, or any applicable Federal or State law.

Sec. 836. Recordkeeping. Users subject to the reporting requirements of this ordinance shall retain, and make available for inspection and copying, all records of information obtained

pursuant to any monitoring activities required by this ordinance, any additional records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements, and documentation associated with Best Management Practices established under Section 810. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the User or Manager-Engineer, or where the User has been specifically notified of a longer retention period by the Manager-Engineer.

ARTICLE IX. ENFORCEMENT

Sec. 901. Violation. Any person found to be violating any provision of this or any other ordinance, rule or regulation of the District shall be served by the Manager-Engineer or other authorized person with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. Said time limit shall be not less than two (2) nor more than fourteen (14) working days, as said time is determined by the Manager-Engineer. The offender shall, within the period of time stated in such notice, permanently cease all violations. All persons shall be held strictly responsible for their acts and any and all acts of agents or employees done under the provisions of this or any other ordinance, rule or regulation of the District. Upon being notified by the Manager-Engineer of any defect arising in any sewer or of any violation of this Ordinance, the person or persons having charge of said work shall immediately correct the same.

If sampling performed by a User indicates a violation, the User must notify the Manager-Engineer within twenty-four (24) hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Manager-Engineer within thirty (30) days after becoming aware of the violation. Resampling by the User is not required if the District performs sampling at the User's facility between the time when the initial sampling was conducted and the time when the User or District receives the results of this sampling, or if the District has performed the sampling and analysis in lieu of the Industrial User.

Sec. 902. Public Nuisance. Continued occupancy of any building or continued operation of any commercial, industrial or institutional facility in violation of the provisions of this or any other ordinance, rule or regulations of the District is hereby declared to be a public nuisance. The District may cause proceedings to be brought for the abatement of the occupancy of the building involved during the period of such violation.

Sec. 903. Disconnection. In order to effect its powers, the District may enter upon private property for the purpose of inspection and maintenance of sanitary and waste disposal facilities and may, as an alternative method of enforcing the provisions of this or any other District ordinance, rule or regulation, disconnect the user from the sewer system of the District.

Prior to disconnection, the Manager-Engineer shall give written notice to the owner and tenant or tenants, if any, of the property involved that disconnection is intended to be made, and the District Board of Directors shall conduct a hearing on the matter. Such notice shall be mailed to the owner at the address shown on the last equalized assessment roll of the County Assessor, or as shown on the records of the Assessor to be used in the preparation of the next

assessment roll, and a copy shall be delivered to the tenant or posted conspicuously on the property. The notice shall state the date of proposed disconnection, the reasons therefore, and the date the District Board of Directors shall hold a hearing upon such intended disconnection. Such hearing shall not be held less than ten (10) days subsequent to the giving of notice as herein required.

Notwithstanding the above provisions, the Manager-Engineer shall have the authority to suspend service, including immediate disconnection, when such suspension of service and disconnection is necessary to stop an actual or threatened harmful discharge as provided in Section 908 hereof.

In the event disconnection occurs as above provided, the Manager-Engineer shall estimate the cost of disconnection from and reconnection to the sewer system, and the user shall deposit the estimated cost of disconnection and reconnection before such user is reconnected to the system. The Manager-Engineer shall refund any part of the deposit remaining after payment of all costs of disconnection and reconnection.

Sec. 904. Public Nuisance - Abatement in the Event of Disconnection. During the period of such disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon the District shall cause proceedings to be brought for the abatement for the occupancy of said premises by human beings during the period of such disconnection. In such event, and as a condition of reconnection, there is to be paid to the District reasonable attorneys' fees and costs of suit arising in said action.

Sec. 905. Misdemeanor. Section 6523 of the Health and Safety Code of the State of California provides that the violation of an ordinance, rule or regulation of a sanitary district by any person is a misdemeanor punishable by fine not to exceed One Thousand Dollars (\$1000), imprisonment not to exceed thirty (30) days, or both. Each and every connection or occupancy or discharge in violation of the ordinances, rules and regulations of the District shall be deemed a separate violation and each and every day or part of a day a violation of the ordinance, rule or regulation continues shall be deemed a separate offense hereunder and shall be punishable as such.

Sec. 906. Liability for Violation. Any person violating any of the provisions of the ordinances, rules or regulations of the District shall become liable to the District for any expense, loss or damage occasioned by the District by reason of such violation.

Sec. 907. Damage to Facilities. When a discharge of wastes causes an obstruction, damage, or any other impairment to the POTW, the person responsible for such discharge shall become liable to the District for any expense, loss or damage to such facilities.

Sec. 908. Harmful Discharges, Immediate Suspension. The Manager-Engineer may suspend service when in his or her opinion such suspension is necessary in order to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons, to the environment, or causes interference with the operation of the POTW. Any person notified of such a suspension of service shall immediately stop or eliminate the harmful discharge. In the event of a failure of the responsible person to comply voluntarily with the suspension order, the Manager-Engineer shall take such steps as deemed necessary, including immediate disconnection to prevent or minimize damage to or interference with the sewerage system or endangerment to any individuals. The Manager-Engineer may reinstate the service upon proof of the elimination of the non-complying

discharge. A detailed written statement submitted by the user describing the causes of the harmful discharge and the measures taken to prevent any future occurrence shall be submitted to the District before reinstatement of the service.

Sec. 909. Legal Action. In the event of violation of any provisions of this Ordinance, Federal or State Pretreatment Requirements, or any order of the District pursuant to this Ordinance, the District Board of Directors may commence an action for appropriate legal and/or equitable relief in the Superior Court of Marin County.

Sec. 910. Civil Penalties. Any person who violates any provision of this Ordinance, requirements, or conditions set forth in permits duly issued, or who discharges wastewater which causes pollution, or violates any prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard, shall be assessed civil penalties of not less than One Thousand Dollars (\$1,000) nor more than Six Thousand Dollars (\$6,000) for each offense. Each day on which a violation shall occur or continue shall be deemed a separate and distinct offense. In addition to the penalties provided herein, the District may recover reasonable attorneys' fees, court costs, court reporters' fees and other expenses of litigation by appropriate suit at law against the person found to have violated this Ordinance or the orders, rules, regulations, and permits issued hereunder. (Ord 78, 2/28/94).

Sec. 911. Falsifying Information. Any person who knowingly makes any false statements, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this Ordinance, or Non-Domestic Sewer Use Permit, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this Ordinance, shall, upon conviction, be punished by a fine of not more than One Thousand Dollars (\$1,000) or by imprisonment for not more than thirty (30) days, or by both. (Ord 78, 2/28/94)

Sec 912. Administrative Fines.

(1) When the Manager-Engineer finds that a User has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the Manager-Engineer may fine such User in an amount not to exceed One Thousand Dollars (\$1000). Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.

(2) Users desiring to dispute such fines must file a written request for the Manager-Engineer to reconsider the fine along with full payment of the fine amount within thirty (30) days of being notified of the fine. Where a request has merit, the Manager-Engineer may convene a hearing on the matter. In the event the User's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the User. The Manager-Engineer may add the costs of preparing administrative enforcement actions, such as notices and orders, to the fine.

(3) Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the User.

Sec 913. Remedies Nonexclusive. The remedies provided for in this ordinance are not exclusive. The Manager-Engineer may take any, all, or any combination of these actions

against a noncompliant User. Enforcement of pretreatment violations will generally be in accordance with the District's enforcement response plan. However, the Manager-Engineer may take other action against any User when the circumstances warrant. Further, the Manager-Engineer is empowered to take more than one enforcement action against any noncompliant User.

If any section, subsection, sentence, clause or phrase of this Ordinance or the application thereof to any person or circumstance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance or the application of such provision to other persons or circumstances. The Board hereby declares that it would have passed this ordinance or any section, subsection, sentence, clause or phrase hereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared to be unconstitutional.

All ordinances and parts of ordinances inconsistent herewith are hereby repealed.

Upon adoption this Ordinance shall be entered in full in the minutes of the District Board and a summary published once in the Marin Independent Journal, a daily newspaper of general circulation published in the District, within one (1) week following its passage and adoption.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Novato Sanitary duly held on the 14th day of September, 2015, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

President, Board of Directors

ATTEST:

Secretary

NOVATO SANITARY DISTRICT
500 DAVIDSON ST
NOVATO, CA 94945-3328

Account Number: 2071871

Ad Order Number: 0005549927

Customer's Reference
/ PO Number:

Publication: Marin Independent Journal

Publication Dates: 8/21/2015, 8/28/2015

Amount: \$137.35

Payment Amount: \$0.00

Invoice Text: NOVATO SANITARY DISTRICT
NOTICE OF INTENTION TO ADOPT
AMENDMENTS TO ORDINANCE NO. 115,
AN ORDINANCE AMENDING ORDINANCE
NO. 70, THE SANITARY CODE OF NOVATO
SANITARY DISTRICT

NOTICE IS HEREBY GIVEN that the Board of Directors of the Novato Sanitary District intends to adopt an ordinance amending and updating its Pretreatment Ordinance (Sewer Use Ordinance), to incorporate changes to Section 809(c) pH levels; Section 809(e) BOD/TSS concentrations; Section 832 Periodic Compliance Reports; and adding Section 818(e) Discharge Notification. This ordinance affects industrial, commercial and institutional customers that use water in any process of their business that results in a wastewater discharge.

A draft copy of the proposed revised ordinance is available on the District website at www.novalosan.com and on file at the District Office, 500 Davidson Street, Novato, California.

NOTICE IS FURTHER GIVEN that on Monday, the 14th day of September, 2015, at the hour of 6:00 p.m. at the regular meeting place of said District, 500 Davidson Street, Novato, California, said Board will hear all persons desiring to be heard and shall consider the adoption of said proposed ordinance.

BY ORDER OF the Board of Directors of Novato Sanitary District.

Dated: August 11, 2015

/s/ Sandeep S. Karkal

____ Secretary, Novato Sanitary District
NO. 918 August 21 and 28, 2015

Marin Independent Journal

4000 Civic Center Drive, Suite 301
San Rafael, CA 94903
415-382-7335
legals@marinij.com

2071871

NOVATO SANITARY DISTRICT
500 DAVIDSON ST
NOVATO, CA 94945-3328

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA
County of Marin**

I am a citizen of the United States and a resident of the County aforesaid: I am over the age of eighteen years, and not a party to or interested in the above matter. I am the principal clerk of the printer of the MARIN INDEPENDENT JOURNAL, a newspaper of general circulation, printed and published daily in the County of Marin, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Marin, State of California, under date of FEBRUARY 7, 1955, CASE NUMBER 25566; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

8/21/2015, 8/28/2015

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated this 31th day of August, 2015.

Donna Lazarus

Signature

PROOF OF PUBLICATION

Legal No. **0005549927**

NOVATO SANITARY DISTRICT

**NOTICE OF INTENTION TO ADOPT
AMENDMENTS TO ORDINANCE NO. 115,
AN ORDINANCE AMENDING ORDINANCE
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BY ORDER OF the Board of Directors of Novato Sanitary District.

Dated: August 11, 2015

/s/ Sandeep S. Karkal
Secretary, Novato Sanitary District
NO. 918 August 21 and 28, 2015

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|---|---|
| TITLE: Solid Waste Committee Report | MEETING DATE: September 14, 2015 AGENDA ITEM NO.: 7.a. |
| RECOMMENDED ACTION: Information. Receive report. | |
| SUMMARY AND DISCUSSION: <p>The Solid Waste Committee held its quarterly meeting on August 31, 2015. They reviewed the 2015 diversion and disposal reports for Novato. The second quarter 2015 diversion has improved from first quarter by several percent. Novato Disposal sees improvement in shipping the temporary backlog of recyclable materials caused by the earlier port shut down and China's "green fence" policy. Markets seem to be stabilizing for good quality recycled materials.</p> <p>Zero Waste Programs</p> <p>Outreach:</p> <p>Novato Disposal and the District conducted outreach to schools, multi-family buildings, and commercial accounts to educate customers about recycling. Upcoming events include:</p> <ul style="list-style-type: none">✚ Novato Farmers Market – Sept. 22✚ E-Waste Event - October 10-12✚ Senior Health Fair - October✚ Rotary presentations – to schedule <p>Schools</p> <p>Novato Disposal and District will work with bringing back the Marin Conservation Corps to assist with recycling outreach and education in the schools.</p> <p>Household Hazardous Waste (HHW)</p> <p>Attendance at the HHW facility continues to increase. Attendance in July was 359 – the largest monthly attendance ever for the program. Annual attendance is expected to be 15%-20% above 2014.</p> <p>E-Waste</p> <p>The fall E-Waste event is scheduled for October 10 – October 12 from 10am – 3pm. It will be advertised in the District and Novato Disposal newsletters as well as with newspaper ads and a banner across DeLong Ave.</p> | |
| Attachments: 1. Agenda Package for Solid Waste Committee meeting of August 31, 2015. | |
| DEPT. MGR.: dlj | GENERAL MANAGER-CHIEF ENGINEER: SSK |

**NOVATO SANITARY DISTRICT
Solid Waste Committee**

Meeting Date: August 31, 2015

The Solid Waste Committee of Novato Sanitary District will hold a meeting at 3:00pm Monday, August 31, 2015 at the District offices, 500 Davidson Street, Novato CA

AGENDA

1. APPROVE AGENDA

2. PUBLIC COMMENT: (PLEASE OBSERVE A THREE MINUTE TIME LIMIT)

This item is to allow anyone present to speak on an item not on the agenda, or to request consideration to place on item on a future agenda. No action will be taken by the Committee at this time as a result of public comments made.

3. APPROVE MINUTES OF JUNE 1, 2015 MEETING

4. UPDATES/ROUTINE BUSINESS ITEMS:

- a. City of Novato.
- b. Redwood Landfill.
- c. Novato Disposal quarterly report.
- d. Marin County JPA and Local Task Force.
- e. Legislation.

5. DISPOSAL/DIVERSION REPORTS 2015

6. ZERO WASTE PROGRAMS CALENDAR/TIMETABLE STATUS

7. HOUSEHOLD HAZARDOUS WASTE PROGRAMS

- a. 2015 HHW programs report.
- b. E-Waste event update.

8. ADJOURN

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

Materials that are public records and that relate to an agenda item will be made available for public inspection at the District offices, 500 Davidson Street, Novato, CA, during regular business hours. They are also available on the District's website: www.novatosan.com

**NOVATO SANITARY DISTRICT
SOLID WASTE COMMITTEE MEETING
June 1, 2015**

MINUTES

Members Present:

Jean Mariani Gary Butler

Others in Attendance:

Sandeep Karkal Dee Johnson Steve McCaffrey Scott Pariani Casey Williams

1. Approve agenda. The agenda for June 1, 2015 was approved as submitted.
2. Public Comment. None.
3. Minutes of October 21, 2014. The minutes of October 21, 2014 were approved as submitted.
4. Updates/Routine Business Items.
 - City of Novato. There was no update from the City.
 - Redwood Landfill. There was no representative present from Redwood Landfill. Steve McCaffrey indicated that Novato Disposal had requested a meeting with Waste Management to discuss their acceptance of commercial compost, but had not heard from them. Steve indicated that Novato Disposal was anxious to have Redwood accept additional commercial compost right away.
 - Novato Disposal quarterly report- Novato Disposal discussed the quarterly report. Steve McCaffrey apologized for sending out the recent mailer on increasing rates and indicated that Novato Disposal would be sending out a post card retracting the information. Gary Butler mentioned that the walk thru of Novato Disposal's MRF provided a good understanding of the current issues faced with recycling backlogs, etc. Jean Mariani questioned the increase in multifamily cart customers.
 - Marin County JPA and Local Task Force(LTF). Dee indicated that the LTF was reviewing a new C&D ordinance, to be sent to the JPA Board and then to all the cities for potential acceptance. Dee will make this available to the Committee when completed.
 - Next meeting -September 2015 (exact date TBD). There was discussion regarding dates for the next meeting. It was suggested that a date in August should also be considered.
5. Proposed FY2015-2016 Solid and Hazardous Waste (HHW) Programs Budget. Dee discussed the proposed budget and programs. Additional staff time and consultant costs will be dedicated to the planning and move of the HHW facility. Estimated HHW expenditures for the current year increased due to a significant increase in participation at the HHW facility – expected to be 10-15% above 2014, which resulted in higher waste disposal and labor costs. It is anticipated that these contractor costs will continue to increase in 2015/2016 with increased participation. Outreach will continue with at least 10 events per year. AB939 fees are projected to increase due to the increase in HHW and outreach expenditures. Following discussion, the Committee recommended the proposed budget and forwarded it to the District Board for adoption.
6. Zero Waste Programs Calendar/Timetable Status. Dee and Steve McCaffrey reviewed the calendar and programs. Steve indicated that food waste collection at schools will be a focus. Gary Butler requested more detail on Exhibit 5: School Recycling and Food Waste Programs and that it should follow the detail put forward in the Franchise Agreement.
7. Disposal/Diversion Reports 2014 and 1st Quarter 2015. Steve reviewed the diversion numbers. 1st quarter 2015 diversion is down from 2014. The port backlog and the Asian markets are still a problem and causing a significant backlog in recyclables shipments. However, when reviewing what was shipped vs. what was collected in 2015, 1,000 more tons were collected than shipped. Jean Mariani suggested adding the total numbers for what is collected, in addition to shipped, to the quarterly reports.
8. Household Hazardous Waste Programs. Dee indicated that participation at the HHW facility continues to increase, with April and May the busiest months ever. The fall E-Waste event is scheduled for 10/10 – 10/12
9. Adjourn. The meeting adjourned at 4:30pm.

CITY OF NOVATO
2nd Quarterly Report
April- June 2015

Submitted by Novato Disposal Service

Solid Waste Data

A. Tons Delivered to Disposal Site

| | | This Quarter | Same Quarter One Year Ago |
|--------------------|----|---------------------|----------------------------------|
| Residential | * | 2,832.51 | 2,876.28 |
| Commercial | ** | 3,605.01 | 3,660.71 |
| TOTAL: | | 6,437.52 | 6,536.99 |

*includes commercial/multifamily locations served with carts

**includes multifamily accounts service with bins

Recycling Data

Tons Collected and Processed

| | |
|----------------------------------|-----------------|
| This Quarter: | 3,278.68 |
| Same Quarter One Year Ago | 2,997.53 |

| Commodity | Curbside | Buyback | Total |
|---------------------------------|--|----------------|-----------------|
| | Commercial Multifamily Residential | | |
| Cardboard | 315.24 | - | 315.24 |
| Paper (News & Mixed) | 1,548.70 | - | 1,548.70 |
| Recycling (Overages)* | 602.52 | - | 602.52 |
| Aluminum Cans & Foil | 3.61 | 9.71 | 13.32 |
| Metal Cans | 28.47 | - | 28.47 |
| **Glass | 587.21 | 53.99 | 587.21 |
| Plastic PET | 44.06 | - | 44.06 |
| Plastic NHDPE | 7.75 | .39 | 8.14 |
| Plastic CHDPE | 8.59 | - | 8.59 |
| Plastic All Other | 28.86 | 12.85 | 41.71 |
| Other diverted materials | 26.73 | - | 26.73 |
| Total | 3,201.74 | 76.94 | 3,278.68 |

* Please note this number was included in Mixed Paper in past reports.

** This includes glass overages

***Previous reports included C&D

Greenwaste Data

Tons Collected and Processed

| | |
|----------------------------|----------|
| This Quarter: | 3,270.87 |
| Same Quarter One Year Ago: | 3,359.96 |
| Food Waste: | 19.14 |
| Wood Waste: | 40.89 |

Final Disposition:

All green waste was used as compost.

Construction and Demolition Data, including inert solids

Tons Collected and Processed

This Quarter: 937.42

Service Accounts

| Residential Cart Weekly | | Same Quarter One Year Ago |
|-------------------------|---------------------|---------------------------|
| Can size | Number of Customers | Number of Customers |
| 20 gallon | 2,217 | 2,021 |
| 32 gallon | 11,101 | 11,410 |
| 68 gallon | 3,027 | 3,061 |
| 95 gallon | 307 | 227 |
| Non-Auto | 6 | 6 |

| Multifamily Cart Customers** | | | Cart Amt. ,Same Quarter One Year Ago** | |
|------------------------------|--------|------------------------|--|------------------------|
| Can size | Weekly | 2 or more times weekly | Weekly | 2 or more times weekly |
| 20 gallon | 1 | 0 | 1 | 0 |
| 32 gallon | 19 | 0 | 21 | 0 |
| 68 gallon | 12 | 0 | 24 | 0 |
| 95 gallon | 5 | 0 | 7 | 0 |

| Multifamily Bin Customers | | | | Same Quarter One Year Ago | | |
|---------------------------|---------------------|----------------|---------------------------|---------------------------|----------------|------------------------|
| Bin size | Weekly | 2 times weekly | 3 or more times weekly | Weekly | 2 times weekly | 3 or more times weekly |
| 2 yd. | 18 | 4 | 2 | 17 | 3 | 1 |
| 3 yd. | 39 | 39 | 56 | 25 | 22 | 25 |
| 4 yd. | 0 | 0 | 2 | 0 | 0 | 2 |
| 6 yd | 0 | 1 | 7 | 1 | 0 | 2 |
| Commercial Cart Weekly | | | Same Quarter One Year Ago | | | |
| Can size | Number of Customers | | Number of Customers | | | |
| 20 gallon | 0 | | 0 | | | |
| 32 gallon | 225 | | 113 | | | |
| 68 gallon | 164 | | 132 | | | |
| 95 gallon | 112 | | 120 | | | |

| Commercial Bin Customers | | | | Same Quarter One Year Ago | | |
|-----------------------------|---------------------|----------------|---------------------------|---------------------------|----------------|------------------------|
| Bin size | Weekly | 2 times weekly | 3 or more times weekly | Weekly | 2 times weekly | 3 or more times weekly |
| 2 yd. | 96 | 10 | 3 | 99 | 9 | 3 |
| 3 yd. | 155 | 94 | 74 | 159 | 87 | 73 |
| 4 yd. | 14 | 12 | 7 | 11 | 10 | 4 |
| 6 yd | 8 | 3 | 10 | 5 | 3 | 7 |
| Commercial Special Service* | | | Same Quarter One Year Ago | | | |
| Bin Size | Number of Customers | | Number of Customers | | | |
| 3 yd. | 10 | | 13 | | | |
| 15 yd. | 2 | | 2 | | | |
| 20 yd. | 3 | | 2 | | | |
| 30 yd. | 2 | | 2 | | | |
| Compactor | 3 | | 9 | | | |

*Special service is bimonthly, monthly, on-call or other irregular service

Noteworthy Actions

E-waste Event

Novato Disposal Service participated in the Novato Sanitary District's E-Waste Drop-off event April 25th - 27th.

Community Education/Outreach

- Novato Disposal Outreach staff completed a waste audit at Creekwood Property Management. Staff is in the midst of exchanging a garbage bin for a Greenwaste bin.
- Novato Disposal Outreach staff spoke with Steven at Wyndover Apartments. Staff provided an updated move-in packet. Staff also updated recycling for all different accounts.
- Novato Disposal Outreach staff spoke with Pat at Walnut Grove Apartments. Staff completed a site survey to see if we could increase recycling on site with bins instead of recycle carts.
- Novato Disposal Outreach staff spoke with Tita at Cornerstone Comm. home. Staff provided move-in packet with newsletter, recycling guide, and additional information.
- Novato Disposal Outreach staff visited Village Marin Meadows. Staff updated signage on recycle and yard waste carts on site.
- Novato Disposal Outreach staff visited Bay Vista apartments. Staff provided updated move-in packet in efforts to increase recycling on site. Manager asked if we could come do a future presentation. Staff also updated signage on site.
- Novato Disposal Outreach staff spoke with Debbie at Marin Valley Terrace HOA. Staff provided updated recycling guides. Staff also spoke of increasing recycling on site.
- Novato Disposal Outreach staff spoke with Mike at Walnut Grove Apartments. Staff set up a site survey to see if we can increase recycling on site.
- Novato Disposal Outreach staff spoke with Jeff at The Meadows. Staff spoke of how we can increase recycling on site.
- Novato Disposal Outreach staff followed up with Gina at Edgewater Condominiums. Staff provided a new move in packet along with additional information on how to get started with increasing recycling on site.
- Novato Disposal Outreach staff spoke with Charles at Celamark Corporation. Staff completed a site survey. Staff then increased recycling on site with a 4 yard locking bin on site.
- Novato Disposal Outreach Staff spoke with Kim at Café Cruiser. Staff completed a waste audit in efforts to increase recycling on site. In addition, staff will connect this Café with Marin Food Bank to decrease food waste on site.
- Novato Disposal Outreach Staff spoke with Marsha at Marin Food Bank. Staff updated the combo lock on bins and provided new keys immediately. Staff also mentioned working with Café Cruiser.
- Novato Disposal Outreach Staff spoke with Cynthia at Creekwood Care Center. Staff provided updated information about recycling and additional services we provide. Staff will follow up with recycling program.
- Novato Disposal Outreach Staff spoke with Isaias at Perry's Delicatessen. Staff increased recycling on site. Staff had a 3 yard recycle bin delivered and removed the 2 yard recycle bin on site.
- Novato Disposal Outreach staff spoke with Dave at the Wild Fox Restaurant. Staff provided information on what type of food scraps could go into the food scrap bin.
- Novato Disposal Outreach staff spoke with Debbie at Creekside Care Center. Staff provided information about possible presentation for the seniors in the building.
- Novato Disposal Outreach staff spoke with Suzette at Fourteen Hundred Building. Staff provided new recycling guides and answered questions amongst staff.
- Novato Disposal Outreach staff mailed business packet to Oliver Automotive. Staff also called and followed up to see if we can increase recycling on site.
- Novato Disposal Outreach staff spoke with Becky at The Shooter Company. Staff provided updated signage for Yardwaste carts on site.
- Novato Disposal Outreach staff spoke with Rosalie at Rosalie's Beauty Salon. Staff provided additional information about where to dispose of hair.

Item 4.C

- Novato Disposal Outreach staff visited Matsuyama Restaurant. Staff wanted to see if we could increase recycling on site and also see if they were interested in having food scrap containers.
- Novato Disposal Outreach staff visited California Grill. Staff spoke with Ken in efforts to ensure their recycling program was still effective.
- Novato Disposal Outreach staff spoke with Annabelle at Novato Hospital. Staff spoke of future presentations and answered questions.
- Novato Disposal Outreach staff spoke with Jennifer at Marin Scope Inc. Staff provided updated recycling guides to place in break room and answered questions.
- Novato Disposal Outreach staff Marianne at Sloat Garden Center. Staff provided information about have a Greenwaste box for business.
- Novato Disposal and Novato Sanitary District made site visits of Bel Marin Keys area. Staff visits included information on AB32 recycling requirements and waste audit availability.

**Please see attachment for sites visited*

Events

- Novato Disposal Outreach staff hosted a booth with Novato Sanitary District at the Novato Art & Wine Festival.
- Novato Disposal Outreach staff hosted a booth with Novato Sanitary District at the Tour of Novato Event.
-

Schools

- Outreach staff met with Andre at San Marin High School. Staff answered questions about starting a recycling program. We discussed future presentations suggested a school wide assembly for the following school year. Staff was on site to answer any questions.
- Outreach staff met with Porscha at Pleasant Valley School. Staff completed a presentation for the Novato girls Scouts. In addition, staff assisted the “green team” with the new garden.
- Outreach staff sent an email to all public schools wishing them a good summer and reminding them to consider the education opportunities available to them for no cost from Novato Disposal

G. Additional Information

Mailers

Please find attached:

- New start post cards
- All multi-family units were sent out a business packet describing services available through Novato Disposal.
- **Spring issue of the Recycling News:** featured a front page article called “For Us, Every Day is Earth Day. This article provided history of and how to save energy, water, use less gas, recycling, and composting. Also included in this Spring edition was information about how to handle cooking oil and a few reminders of our split body trucks, along with local event promotions such as Novato’s 19th Annual Clean and Green Day, Tour of Novato (School Fuels), Novato Art, Wine & Music Festival and Novato’s 4th of July Parade. Other details included in newsletter were service reminders, FAQ, recycle and compost guides, as well as 20 gal promotion, HHW Schedule, and E-waste recycling event information.

Donations

Novato Disposal provided the following donations:

- Novato Disposal Service donated (1) 3yd garbage bin to IDESI for an auction on April 24, 2015.
- Novato Disposal Service donated (8) 64gal garbage, (8) 64gal recycle cans, to the Foundation for Public Education for Tour of Novato & Fun Fair on May 1, 2015.
- Novato Disposal donated a 30yd recycle box to Marin Food Bank for Stamp Out Hunger Food Drive on May 8, 2015.
- Novato Disposal Service donated (2) 4yd garbage bins to IDESI for Holy Ghost Fiesta on May 16, 2015.
- Novato Disposal Service donated (1) 20 yard garbage box (1) 4yrd recycle bin for Novato Rotary Circus on May 20, 2015.
- Novato Disposal Service donated (1) 30yd garbage box, (1) 30yd recycle box, and (8) 95gal recycle cans to Nativity of Christ Church for Marin Greek Festival on May 21, 2015.
- Novato Disposal Service donated (2) 20yd garbage boxes, (1) 20 yard recycle box, (4) 3yd compost bins, (22) STD portable units, (5) ADA portable units & (5) sinks to Novato Chamber of Commerce for Art, Wine, and Music Festival on June 12, 2015.
- Novato Disposal Service donated (8) 64gal compost carts, (8) 64gal recycle carts, (8) 64gal garbage carts to Loma Verde School for International Night on May 14, 2015.

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2015

| DIVERSION | <u>1stQ</u> | <u>2ndQ</u> | <u>2ndQ</u> | <u>3rdQ</u> | <u>4thQ</u> | <u>TOTAL</u> |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| Novato Disposal Recycled Shipped (Curbside & Buyback) | 1,991 | 3,320 | | | | |
| Novato Disposal C&D, Wood, Inerts & Bulky waste | 728 | 937 | | | | |
| Novato Disposal Green waste & residential food waste for compost | 3,586 | 3,271 | | | | |
| Novato Disposal Commercial Food Waste for compost | 19 | 19 | | | | |
| TOTAL TONS DIVERTED | 6,323 | 7,547 | | | | |
| DISPOSAL | | | | | | |
| MSW& Debris Box/Novato Disposal | 6,277 | 6,438 | | | | |
| TOTAL TONS DISPOSED | 6,277 | 6,438 | | | | |
| TOTAL WASTE GENERATED(TONS) | 12,600 | 13,985 | | | | |
| PERCENT DIVERTED | 50.18% | 53.97% | | | | |
| PERCENT DIVERTED WITH REDWOOD & MRRC | 55.31% | | | | | |
| NOVATO DISPOSAL RECYCLED COLLECTED (CURBSIDE & BUYBACK) | 2,924 | 2,972 | | | | |

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2014 vs. 2015

| | <u>2014</u> <u>1stQ</u> | <u>2015</u> <u>1stQ</u> | <u>2014</u> <u>2ndQ</u> | <u>2015</u> <u>2ndQ</u> | <u>2014</u> <u>3rdQ</u> | <u>2015</u> <u>3rd Q</u> | <u>2014</u> <u>4th Q</u> | <u>2015</u> <u>4th Q</u> | <u>TOTAL</u> <u>2014</u> | <u>TOTAL</u> <u>2015</u> |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| DIVERSION | | | | | | | | | | |
| Novato Disposal Recycled (Curbside & Buyback) | 3,047 | 1,991 | 2,996 | 3,320 | | | | | | |
| Novato Disposal C&D, Wood, Inerts & Bulky waste | 717 | 728 | 1,042 | 937 | | | | | | |
| Novato Disposal Green/residential food waste for compost | 3,048 | 3,586 | 3,360 | 3,271 | | | | | | |
| Novato Disposal Commercial Food Waste for compost | 19 | 19 | 27 | 19 | | | | | | |
| TOTAL TONS DIVERTED | 6,830 | 6,323 | 7,425 | 7,547 | | | | | | |
| DISPOSAL | | | | | | | | | | |
| MSW& Debris Box/Novato Disposal | 6,204 | 6,277 | 6,537 | 6,438 | | | | | | |
| TOTAL TONS DISPOSED | 6,204 | 6,277 | 6,537 | 6,438 | | | | | | |
| TOTAL WASTE GENERATED(TONS) | 13,034 | 12,600 | 13,962 | 13,985 | | | | | | |
| PERCENT DIVERTED | 52.40% | 50.18% | 53.18% | 53.97% | | | | | | |
| PERCENT DIVERTED WITH REDWOOD & MRRC | 56.37% | 55.31% | 57.06% | | | | | | | |

CITY OF NOVATO & DISTRICT AB939 DISPOSAL AND DIVERSION MONITORING

Haulers: Novato Disposal
Self Haulers

Reporting period: January - December 2015

| A. 2015 DIVERSION | <u>1st Qtr.</u> | <u>2nd Qtr</u> | <u>3rd Qtr.</u> | <u>4th Qtr.</u> | <u>TOTAL 2015</u> |
|--|------------------------|-----------------------|------------------------|------------------------|--------------------------|
| Novato Disposal Recycled (Curbside & Buyback) | 1,991.00 | | | | |
| MRRC recovery | 523.94 | | | | |
| Self haul Inerts Diverted Redwood Landfill | 2,188.57 | | | | |
| Redwood Landfill self haul C&D& wood waste recycled | 100.37 | | | | |
| City of Novato C&D diverted(included in Novato Disposal) | N/A | | | | |
| ADC from MRRC | 0.00 | | | | |
| Compost from MRRC | 44.89 | | | | |
| Greenwaste From Redwood Landfill self haul/compost | 81.31 | | | | |
| Novato Disposal Inerts | 728.00 | | | | |
| Novato Disposal Green/Food Waste used for compost | 3,586.00 | | | | |
| Novato Disposal commercial food waste used for compost | 19.00 | | | | |
| North Marin Metal Recycling | N/A | | | | |
| 2015 TOTAL TONS DIVERTED | 9,263.08 | | | | |
| B. 2015 DISPOSAL | | | | | |
| MSW& Debris Box/Novato Disposal | 6,277.00 | | | | |
| MRRC Residuals | 279.29 | | | | |
| MRRC Wood/Yard Waste incinerated/transformation | 117.78 | | | | |
| Redwood Landfill self haul C&D waste disposed | 1,023.97 | | | | |
| Novato waste disposed out-of-county | N/A | | | | |
| 2015 TOTAL TONS DISPOSED | 7,698.04 | | | | |
| C. 2015 TOTAL WASTE GENERATED(TONS) | 16,961.12 | | | | |
| D. COMPLIANCE WITH AB939 DIVERSION MANDATE | 55.31% | | | | |
| Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste) | | | | | |

REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)

| | <u>1st Qtr.</u> | <u>2nd Qtr</u> | <u>3rd Qtr.</u> | <u>4th Qtr.</u> | <u>TOTAL 2015</u> |
|---|------------------------|-----------------------|------------------------|------------------------|--------------------------|
| Inerts/ Diverted | 2,188.57 | | | | |
| Greenwaste Diverted/compost | 81.31 | | | | |
| C&D/ Disposed | 1,023.97 | | | | |
| C&D & Wood Waste Recycled | 100.37 | | | | |
| Total | 3,394.22 | | | | |
| Percent Redwood self haul diverted | 69.83% | | | | |

CALENDAR/TIMETABLE FOR ZERO WASTE PROGRAMS IN FRANCHISE AGREEMENT

All items taken from Exhibits 4 through 6 of March 14, 2010 Solid Waste Franchise Agreement

EXHIBIT 4: Zero Waste Community Outreach

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|---|-----------------------|-----------------------------------|--|--|
| 1. Novato Disposal newsletters | Casey/Latisha | 2 times a year | Notify District in Fall for dates of subsequent annual newsletters | One Zero Waste feature article in each newsletter <i>Fall newsletter articles include Food Waste FAQ's; "Brown is the New Green"; HHW/Ask the Unicycler (Dee)</i> |
| 2. Promote 20 gallon cans | Casey/Latisha | Ongoing | Ongoing | Promote in newsletters & bills <i>Note: 20 gal can use increased 10% from 2Q 2014</i> |
| 3. Promote backyard compost bins | Steve/Casey/Latisha | Ongoing | Ongoing | Promote at events & with Backyard Compost classes run by Marin Food Scrap Coalition or Marin Master Gardeners |
| 4. 2 Outreach Campaigns promoting zero waste, waste reduction and/or other diversion | Steve/Casey | Ideas for 2015 campaign submitted | October of each year to District for approval | <u>2015 Outreach Campaigns</u> 1. Commercial & multifamily recycling outreach 2. Commercial food scraps composting |
| 5. Promote commercial audits to all businesses of 4 c.y. or greater | Scott/Dee | (see AB32 item) | (see AB32 Item) | Include in AB32 promotions |
| 6. New customer packets to include Zero Waste promotions | Casey/Latisha | Ongoing | Ongoing | New customer to be directed to website; packets upon request and update annually |
| 7. Visit all commercial businesses with 4 c.y. service or more and multi-family complexes of 5 units or more annually | Scott/Dee | (see AB32 item) | Ongoing | Visits to determine service level, contact business owners, property managers; identify resident outreach methods; conduct presentations |

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|--|----------------------------|--|--|---|
| 8. Participate in 10 events annually | Steve/Casey/Latisha/Dee | Submit ideas for events to District by 4 th quarter of each year for following year | List submitted to District for 2015 events | <p><u>2015 Events Completed</u></p> <ul style="list-style-type: none"> • Soroptomists – March 4 • Novato’s Clean & Green Day – April 25 • E-Waste Events handouts Spring 2015 • School Tour of Novato – May 2 • Sunrise Rotary – May 12 • Novato Art & Wine Festival June 13 & 14 • 4th of July Parade <p><u>2015 Events to Complete</u></p> <ul style="list-style-type: none"> • Farmer’s Markets • Sr. Center Health Fair – October • E-Waste event handouts – Fall 2015 • Rotary presentations |
| 9. Conduct annual retraining at schools on recycling & Zero Waste; participate in developing Zero Waste curricula for schools; offer Zero Waste & recycling programs for school assemblies | Latisha/MCC/Dee | (See Ex. 5 School Recycling and Food Waste Program) | Ongoing | <i>Novato Disposal sends email out to all schools re: recycling education opportunities; schedule meeting with School District; work with San Marin & Novato H.S. re: food waste</i> |
| 10. Annual Waste Audit of all City facilities and work with City on Zero Waste goals | Steve/Scott/Dee/City staff | Ongoing | Ongoing | <p><u>Sites for 2015</u></p> <ul style="list-style-type: none"> • <i>Work with City staff on sites and identify Zero Waste goals</i> |
| 11. Bilingual Zero Waste guides(Spanish/English) | Casey/Latisha | Initial revisions | Ongoing | Update as needed |

August 2015

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|--|------------------------|----------------------------|--|---|
| 12. Interactive website with links to Zero waste & reuse options | Casey/Dee | See Exhibit 6 | See Exhibit 6 | <i>NSD website has this function; Novato Disposal will include</i> |
| 13. Billing inserts on program updates as needed | Steve/Casey | 4 2-sided inserts annually | March 2015, June 2015, Sept 2015 & December 2015 | <i>March insert – paperless billing & E-Waste event June insert –HHW facility Sept. insert.- E-Waste event & paperless billing Dec. insert - Xmas tree recycling Permanent 2nd side – debris box & Recycling Center</i> |
| 14. Annual selective residential route audits to gauge program success | Steve/ Scott | Annual baseline audit | Ongoing | Conducted route audits in 2011, 2012 and 2013 for food waste program and green waste program participation; <i>route audit for “set out rates” now scheduled for 2015</i> |
| 15. Corrective action cart hangers | Steve/Route supervisor | As needed | As needed | |

Exhibit 5: School Recycling and Food Waste Program outline

See attached Exhibit 5 from Franchise Agreement

EXHIBIT 6: Zero Waste Program Implementation Schedule

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|--|-------------------------------|---------------------------------|--|---|
| Food/Green Waste Composting | | | | |
| 1. Single family residential | Steve/Scott/Casey/Latisha/Dee | Ongoing | 2/28/11 ; Implemented April 2011; ongoing program | Work with HOA's without green carts, but with single family service; List of Novato HOA's updated; residential food waste audit in 2013; meet with HOA's to provide carts for food and green waste |
| 2. Place food waste diversion stickers on food carts and notify re: food scrap pail availability | Steve/Scott/Casey | Stickers mailed week of 1/20/12 | 10/01/11 ; Stickers mailed January 2012 Over 1500 free food scrap pails distributed | Food Waste green can stickers mailed January 2012, asking all households to place on cart; 85% of households have stickers on green cans; food scrap pails advertised in newsletter, website, ads; distributed at Farmer's Market & Senior Center; NDS notice in newsletters re: can stickers and availability of food scrap pails for purchase at \$6.00 each |
| 3. Supermarket food waste diversion | Steve/Scott/Casey | Begin early 2013 | 02/2012 ; Implemented June 2012; Ongoing program | Redwood accepting small amount of commercial food waste in compost program; promote businesses diverting food waste in newsletters and with window stickers |

August 2015

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|--|-----------------------|---------------------------|---|---|
| 4. Restaurant Food waste diversion | Steve/Scott/Casey | Begin early 2013 | 03/2012; Implemented 2013; Ongoing program | Redwood accepting small amount of restaurant food waste in compost program; promote businesses diverting food waste in newsletters and with window stickers |
| 5. Multi-family food waste diversion | Steve/Scott/Casey | Ongoing | 07/2012; Implemented 2014; Ongoing program | Continue work with multifamily units on food waste diversion; review cost structure |
| C&D Recycling, reports & enforcement | | | | |
| 1. Monitor C&D recycling reports & conduct outreach to contractors | Casey/Dee | Ongoing/quarterly reports | Ongoing | NDS provides quarterly C&D recycling reports to City & Dee |
| 2. Enforce C&D recycling thru Solid Waste ordinance | Sandeep/Dee | Ongoing | Ongoing; revisions to Solid Waste ordinance pending | District solid waste ordinance to be reviewed, updated & enforced |
| Public Outreach/Education Campaign | | | | |
| 1. Revise Novato Disposal website to include zero waste messages | Steve/Casey/Latisha | Ongoing | 09/2011; | Need to add Zero Waste message on website |
| 2. Include zero waste messages in newsletter, ads, etc | Steve/Casey/Latisha | Ongoing | Ongoing | Zero Waste messages included in newsletters, promotions and outreach |

August 2015

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|---|-------------------------|---------------------------|--|--|
| AB32 /AB341/AB818 Multi-family & Commercial mandated recycling | | | | |
| 1. Identify all multifamily & commercial sites | Casey/Dee/Scott/Latisha | Staff meeting – completed | May 2011 Ongoing database implementation | Novato Disposal & District staff met on 2/1/12 to discuss databases to obtain site information; database to include site name, address, phone, bill payer and/or site owner, level & type of service provided (garbage; recycling); site visits; outcome |
| 2. Develop materials for commercial & multifamily residents | Latisha/Dee review | Ongoing | 01/2012; Ongoing | Novato Disposal developed mailers, door hangers and web page; District web page & Patch ads; develop additional handouts & mailers for property managers |
| 3. Make site visits | Scott/Dee/Latisha | Ongoing | 09/2012 Ongoing | Visits to include information on AB32 recycling requirements, waste audit availability; Dee, Latisha & Scott to make ongoing site visits; conducted Bel Marin Keys area walk-thru on May 19 2015 |

August 2015

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|--|----------------------------|-----------|---------------------------|--|
| 4. Participate in workshops for multifamily & commercial property managers | Dee/Scott/Latisha | Ongoing | 03/2012 Ongoing | Novato Disposal develops materials & schedules meetings with property managers as necessary; revised HOA list; contact rental housing associations, HOA's and property managers; follow-up with site visits |
| 5. Provide recycling containers | Steve/Scott | Ongoing | 05/2012 Ongoing | Following site visits determine size & placement, deliver containers |
| 6. Implement mandated multifamily & commercial recycling | District & Novato Disposal | Ongoing | 07/2012 Ongoing | Multifamily/commercial implemented; District & Novato Disposal provide ongoing outreach thru site visits, brochures, etc. |
| Schools Campaign | | | | |
| 1. Institute food waste recycling | District & Novato Disposal | Ongoing | 2010 Ongoing | Program instituted in select schools and central kitchen 3/2011; meet with School District staff re: food waste in new San Marin & Novato H.S. cafeterias |
| 2. Monitor food waste/recycling programs; meet with teachers & students | Latisha | Ongoing | Ongoing | Separate calendar & schedule to be developed |
| Backyard Composting | | | | |
| 1. Promote backyard composting through compost bin promotion | Steve/Casey/Latisha | Ongoing | Ongoing | See Item EX 4, Item 3 |
| Wet/Dry Route Collections | | | | |
| 1. Discuss feasibility of system & institute if feasible | District & Novato Disposal | 2018/2020 | 2020 | Begin discussions in 2018, with system instituted in 2020 if feasible |

| ITEM/GOAL | PERSON(S) RESPONSIBLE | TIMELINE | FINAL DUE DATE | OBJECTIVES/ ADDITIONAL ITEMS |
|---|----------------------------|----------|-----------------|--|
| Discuss feasibility & diversion potential of conversion technology systems | District & Novato Disposal | | 2025 | |
| Zero waste diversion goals | | | | |
| 1. 60% diversion | Novato Disposal | 12/31/15 | 12/31/15 | With 60% diversion required by 12/31/2015, reports will be required within 60 days , or by end of February 2016 to District to prepare final reports |
| 2. 70% diversion | Novato Disposal | 12/31/20 | 12/31/20 | With 70% diversion required by 12/31/2020, reports will be required within 60 days , or by end of February 2021 to District to prepare final reports |
| 3. 80% diversion | Novato Disposal | 12/31/25 | 12/31/25 | With 80% diversion required by 12/31/2025, reports will be required within 60 days , or by end of February 2026 to District to prepare final reports |

Exhibit 5
School Recycling And Food Waste Program Outline

1. Stakeholders Meeting:

Invite stakeholders (administrators, school board, staff, teachers, and custodians) to a joint meeting to assess waste, recycling, and compost options and develop overall strategy. Determine where the plan should be centralized (i.e. purchasing, kitchens) and decentralized (individual campus recycling and composting efforts).

- a. **Review purchasing policies** to promote Zero Waste goals by minimizing waste at the front end. Shift purchasing to environmentally preferable products: reusable, compostable or Recyclable Materials instead of disposables.
- b. **Policy Decision** promoting Zero Waste goals by address recycling, composting, and waste reduction at a policy level i.e. School Board resolution or mandate from administration. <http://www.greenschools.net/sampleresolution.html>

2. Identify current service levels:

Assess current Solid Waste, recycling, and composting service levels and identify locations where service levels can be immediately reduced. This evaluation will provide the basis for selecting and prioritizing specific target areas for waste reduction and recycling efforts. Evaluate if “locking bins” are needed to address illegal dumping of Solid Waste.

3. Organize a Green Team on each Campus:

Conduct on-campus meetings at each school with campus stakeholders (principal, secretary, staff, teachers, custodians, parent volunteers and students) to promote Zero Waste goals by developing waste reduction, recycling, and food waste and green waste composting strategy for each campus. Explore ways of tying curriculum goals into the program.

- a. **Recycling Advocate(s):** Preferably an employee with a commitment to recycling and food scrap composting who can carry the Zero Waste torch from year to year. This person will be the point of contact for communication with Zero Waste Coordinators and other team members.
 - i. Report problems with participation, contamination, missed pickups, need for additional education or recycling infrastructure.
 - ii. Coordinate with Zero Waste Coordinators to conduct student assemblies or classroom presentations.
 - iii. Work with Zero Waste Coordinators to conduct trainings, waste audits.
 - iv. Coordinate the promotion of the recycling and food scrap composting programs.
- b. **Recycling Team:** Identify system and individuals responsible for transporting Recyclable Materials to collections bins. This may be custodians and/or older students. Depending on the level of participation at each school, there may be collection of recycling in classrooms, administrative offices and lunch areas.

Exhibit 5
School Recycling And Food Waste Program Outline

- c. Promotion Team:** Students and others interested in promoting the school recycling program. Design and produce posters for campus, fliers to take home to parents, painting projects on campus to identify recycling areas, organizing recycling pep rallies, events or other activities to keep kids energized about waste reduction and recycling.
- d. Recycling Monitors:** Older students and teachers/ parents, helping out during lunchtime to educate younger students about proper recycling including which materials are placed where and helping student's empty containers before recycling. This group can be rewarded in some way for working during their lunchtime.
- e. Zero Waste Coordinators:** Zero Waste Coordinators from the Solid Waste, recycling, and composting company are available to attend meetings, conducts presentations or staff trainings, to assist with waste audits and for general support and questions. Zero Waste Coordinators can facilitate identifying programmatic resources.

4. Conduct School Waste Audit:

Work with hauler to identify what materials are generated and disposed on campus. This information is useful in deciding where to start and what systems to implement. See http://www.recycleworks.org/schools/s_audits.html for waste audit options.

Annually in the Spring, Novato Disposal will conduct waste audits to determine the success of the diversion programs for each site. A report will be supplied by Novato Disposal for each site on the success of each programs and recommendations to increase diversion.

5. Getting Started. Areas identified to target may include:

- a. Classroom Recycling:** Zero Waste Coordinators can provide internal recycling crates for the collection of paper. These crates will need to be emptied into central collection bin for collection by NDS.
- b. Lunch Area Recycling:** Zero Waste Coordinators have a resource sheet with recommended lunch area collection containers. Food waste composting will be provided as an option at each site as the program is expanded.
- c. Administration & Office Recycling:** Zero Waste Coordinators can provide internal recycling crates for the collection of paper. These crates will need to be emptied into central collection bin for pickup.
- d. Compost Program:** Zero Waste Coordinators can provide resource information and training for the food waste collection and composting program.

6. Ongoing:

Exhibit 5
School Recycling And Food Waste Program Outline

- a. Education:** Zero Waste Coordinators will work with Green Team to develop a training program for students and staff about the recycle program.

In addition, Zero Waste Coordinators can provide educational presentations or assemblies about the importance of waste reduction, recycling, and composting in relation to resource conservation.

Newsletters will be supplied to the schools for additional Zero Waste outreach.

Novato Disposal will coordinate with a local community-based organization (i.e., North Bay Conservation Corp) to provide additional resources for promoting Zero Waste goals.

- b. Promotion:** Work with Green Team to promote recycling program. Zero Waste Coordinators can provide many resources, help locate additional on-line resources or students can develop their own materials. Send home a letter with students letting parents know about the expanded program for additional reinforcement.

Identify locations for recycle stations with painted recycling symbols, logos or messages.

Conduct a kick-off campaign. Get the whole school involved. Contact the local media. Identify local businesses who will contribute recognition awards to student team leaders. Have campaign promotion contest and award students, classrooms or schools for efforts.

- c. Monitor:** Train Monitors regarding Recyclable Materials, Organic Waste and Garbage. Train monitors to effectively communicate with students in a friendly manner.

- d. Evaluation & Expansion:** Conduct Green Team meetings each quarter to identify barriers and obstacles and develop strategies to address them. Maintain close contact with custodial staff and collection drivers to evaluate successes and difficulties. Use this information to identify additional target areas for further waste reduction and recycling efforts and to improve and expand your program.

1
2 **TO PROVIDE THE PROPER INCENTIVES FOR BOTH THE SCHOOL DISTRICT**
3 **AND THE COMPANY, NOVATO DISPOSAL SERVICE WILL COMMIT, AS PART OF**
4 **THE AGREEMENT, SHARE EQUALLY IN THE COST OF PROVIDING THE SOLID**
5 **WASTE, RECYCLING, AND COMPOSTING SERVICE WITH THE SCHOOL**
6 **DISTRICT**

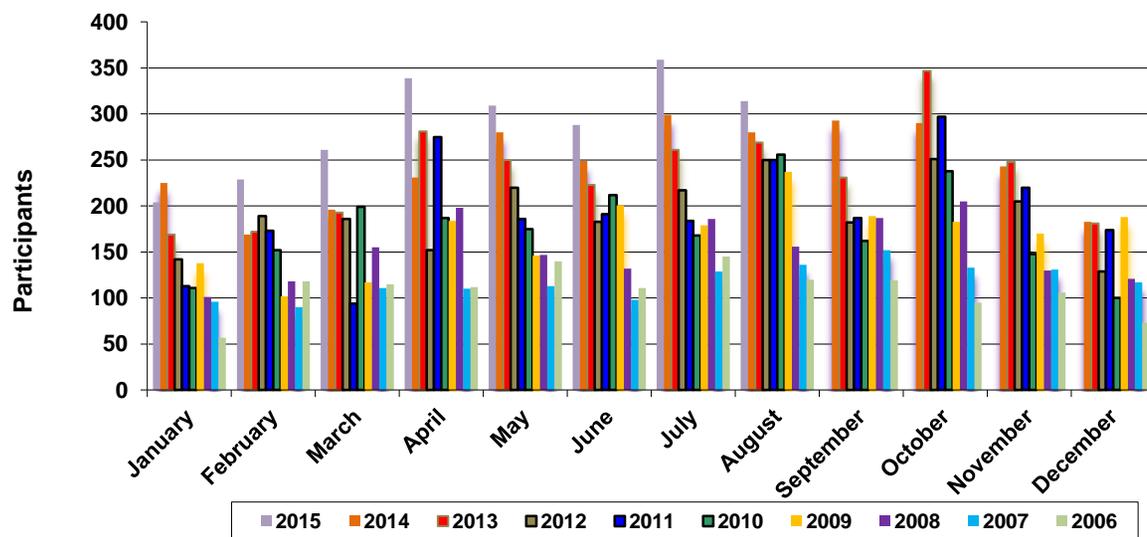
| HHW FACILITY SUMMARY 2015 | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | TOTAL |
|---|------------|------------|------------|------------|------------|------------|------------|--------|-----------|---------|----------|----------|-------------|
| Total Participants | 204 | 229 | 261 | 339 | 309 | 288 | 359 | | | | | | 1989 |
| Been to events before?(Yes) | 159 | 190 | 220 | 250 | 243 | 219 | 281 | | | | | | 1562 |
| Permanent facility? | 130 | 161 | 184 | 210 | 199 | 191 | 226 | | | | | | 1301 |
| Temporary events? | 37 | 40 | 46 | 56 | 57 | 43 | 72 | | | | | | 351 |
| First time user? | 45 | 39 | 41 | 89 | 66 | 68 | 78 | | | | | | 426 |
| Type of waste brought in? | | | | | | | | | | | | | |
| Antifreeze | 9 | 13 | 26 | 14 | 18 | 22 | 25 | | | | | | 127 |
| Asbestos | 1 | 0 | 2 | 4 | 2 | 2 | 2 | | | | | | 13 |
| Auto products | 23 | 39 | 38 | 48 | 61 | 53 | 73 | | | | | | 335 |
| Car batteries | 2 | 8 | 9 | 9 | 10 | 3 | 10 | | | | | | 51 |
| Computer monitors | 14 | 11 | 22 | 9 | 14 | 13 | 11 | | | | | | 94 |
| Cements, sealers | 17 | 32 | 37 | 41 | 45 | 54 | 58 | | | | | | 284 |
| E-Waste(all types) | 57 | 57 | 70 | 64 | 55 | 64 | 71 | | | | | | 438 |
| Fluorescent tubes& bulbs | 47 | 37 | 42 | 54 | 50 | 42 | 49 | | | | | | 321 |
| Fuels(gas,kerosene,diesel) | 16 | 25 | 30 | 34 | 38 | 37 | 54 | | | | | | 234 |
| Household batteries | 46 | 64 | 55 | 85 | 82 | 61 | 83 | | | | | | 476 |
| Household cleaners, polishes | 40 | 63 | 73 | 98 | 83 | 74 | 89 | | | | | | 520 |
| Latex paint | 77 | 91 | 94 | 154 | 128 | 122 | 143 | | | | | | 809 |
| Motor oil/filters | 17 | 29 | 44 | 44 | 49 | 36 | 57 | | | | | | 276 |
| Oil base paint | 52 | 56 | 63 | 97 | 84 | 70 | 102 | | | | | | 524 |
| Paint thinners, solvents | 42 | 58 | 71 | 87 | 87 | 78 | 111 | | | | | | 534 |
| Pesticides,herbicides,insecticides | 28 | 60 | 53 | 72 | 67 | 65 | 71 | | | | | | 416 |
| Pet care products | 2 | 6 | 11 | 10 | 8 | 7 | 12 | | | | | | 56 |
| Photo chemicals | 0 | 0 | 3 | 2 | 1 | 3 | 3 | | | | | | 12 |
| Pool Chemicals | 4 | 8 | 7 | 18 | 10 | 9 | 7 | | | | | | 63 |
| Propane/helium tanks/fire extinguishers | 14 | 30 | 25 | 37 | 21 | 27 | 39 | | | | | | 193 |
| Sharps | 4 | 5 | 5 | 2 | 9 | 4 | 3 | | | | | | 32 |
| Spray paints | 35 | 46 | 54 | 67 | 65 | 58 | 62 | | | | | | 387 |
| Television | 45 | 25 | 32 | 35 | 28 | 29 | 31 | | | | | | 225 |
| Thermometers/Thermostats | 2 | 4 | 2 | 5 | 3 | 3 | 5 | | | | | | 24 |
| Wood preservatives, stains | 14 | 30 | 34 | 45 | 57 | 47 | 67 | | | | | | 294 |
| Other | 13 | 14 | 17 | 14 | 15 | 12 | 17 | | | | | | 102 |
| Hear about program? | | | | | | | | | | | | | |
| Recycling Center flier | 77 | 92 | 104 | 161 | 118 | 105 | 134 | | | | | | 791 |
| Sanitary District newsletter | 35 | 41 | 42 | 49 | 66 | 56 | 77 | | | | | | 366 |
| Sanitary District website | 23 | 22 | 27 | 19 | 20 | 36 | 38 | | | | | | 185 |
| Novato Disposal newsletter | 83 | 108 | 97 | 169 | 136 | 103 | 134 | | | | | | 830 |
| Word of mouth | 31 | 21 | 47 | 23 | 45 | 39 | 45 | | | | | | 251 |
| Other | 17 | 15 | 16 | 21 | 18 | 15 | 28 | | | | | | 130 |
| Change your own motor oil? | | | | | | | | | | | | | |
| Yes | 16 | 35 | 38 | 37 | 40 | 38 | 46 | | | | | | 250 |
| Novato Recycling Center | 13 | 23 | 28 | 21 | 30 | 24 | 28 | | | | | | 167 |
| O'Reilly's | 3 | 14 | 16 | 13 | 12 | 13 | 16 | | | | | | 87 |
| Pennzoil | 1 | 2 | 1 | 0 | 0 | 4 | 0 | | | | | | 8 |
| Other | 0 | 0 | 2 | 3 | 1 | 3 | 2 | | | | | | 11 |
| If yes, want curbside pickup? | 4 | 15 | 16 | 12 | 11 | 14 | 16 | | | | | | 88 |
| No | 190 | 196 | 223 | 302 | 271 | 250 | 313 | | | | | | 1745 |
| Comments | | | | | | | | | | | | | |
| Compliments/Good | 61 | 66 | 84 | 101 | 119 | 98 | 132 | | | | | | 661 |
| Complaints | 2 | 2 | 3 | 2 | 2 | 3 | 3 | | | | | | 17 |

HHW PARTICIPANTS 2006 - 2015

| | <u>January</u> | <u>February</u> | <u>March</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>August</u> | <u>September</u> | <u>October</u> | <u>November</u> | <u>December</u> | <u>Totals</u> | |
|-------------------------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|----------------|-----------------|-----------------|---------------|----------------------|
| 2015 | 204 | 229 | 261 | 339 | 309 | 288 | 359 | 314 | | | | | 2,303 | open 3 days in April |
| 2014 | 225 | 169 | 196 | 231 | 280 | 249 | 299 | 280 | 293 | 290 | 262 | 183 | 2,957 | open 3 days in April |
| 2013 | 169 | 172 | 193 | 281 | 250 | 223 | 261 | 269 | 231 | 347 | 248 | 181 | 2,825 | |
| 2012 | 142 | 189 | 186 | 152 | 220 | 183 | 217 | 250 | 182 | 251 | 205 | 129 | 2,306 | |
| 2011 | 113 | 173 | 94 | 275 | 186 | 191 | 184 | 250 | 187 | 297 | 220 | 174 | 2,344 | |
| 2010 | 111 | 152 | 199 | 187 | 175 | 212 | 168 | 256 | 162 | 238 | 148 | 100 | 2,108 | August 6 days |
| 2009 | 138 | 102 | 117 | 184 | 146 | 201 | 179 | 237 | 189 | 183 | 170 | 188 | 2,034 | August 6 days |
| 2008 | 101 | 118 | 155 | 198 | 147 | 132 | 186 | 156 | 187 | 205 | 130 | 121 | 1,836 | |
| 2007 | 96 | 90 | 111 | 110 | 113 | 98 | 129 | 136 | 152 | 133 | 131 | 117 | 1,416 | |
| 2006 | 57 | 118 | 115 | 112 | 140 | 111 | 145 | 120 | 119 | 95 | 106 | 73 | 1,311 | |
| % Change from 2014 | -9.33% | 35.50% | 33.16% | 46.75% | 10.36% | 15.66% | 20.07% | 12.14% | | | | | | |

August 2015 open 6 days; 314 only includes 4 days

HHW Facility Monthly Participation 2006- 2015





FREE HOUSEHOLD *E-WASTE* DROP-OFF

Saturday, October 10 - Monday, October 12, 2015
Novato Recycling Center, 7576 Redwood Blvd.
10:00 AM - 3:00 PM

No Appointment Necessary

A special **three-day FREE** drop-off event for Novato residents to recycle old common electronic products - *E-Waste* - such as televisions, computers, VCR's and other small home electronics. Many common electronic products such as computer monitors and old television sets can damage the environment if disposed of improperly. *E-Waste* is considered a hazardous waste and **CANNOT** be disposed of in the trash.



✓ What WILL be Accepted at this drop-off *:

| | |
|--|--|
| ✓ Computers (PC's & Laptops) - maximum of 5 | ✓ Telephones, Cell Phones, Answering Machines |
| ✓ Fax Machines and small table-top copy machines | ✓ Electric typewriters |
| ✓ Computer Monitors - maximum of 5 | ✓ Televisions |
| ✓ Computer peripherals - (keyboards, printers, scanners, cables, mouse) | ✓ Radios, tape players, stereos, DVD players, VCR's, camcorders |
| ✓ Kitchen Appliances - (microwaves, blenders, toaster ovens, coffee makers, etc) | ✓ General Household Appliances - (hair dryers, irons, vacuums, lamps, etc.) |
| * This is only a partial list of items. If you have a question about an item, please call 892-7344 | |

✗ What will NOT be accepted at this drop-off *:

| |
|--|
| ✗ <u>NO</u> Large Appliances such as washers, dryers, stoves, refrigerators, water heaters, dishwashers, air conditioners, etc. If you have any of these items please contact Novato Disposal Services at 897-4177 for a pick-up. |
|--|

Although both working and non-working electronics will be accepted at this event, please consider donating working equipment to a local charity or thrift store.

Novato Disposal offers free pick-up of household electronics for single-family residential customers up to four (4) times a year, limited to three (3) large items per collection. Call Novato Disposal at 897-4177 to schedule a pick up."

Event is for **NOVATO HOUSEHOLDS ONLY**.

Novato Businesses please call 892-6395 for further disposal information

Questions? Call the HHW Hotline at 892-7344

Event sponsored by Novato Sanitary District, Novato Disposal Services and ECS Recycling

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|--|--|
| TITLE: Receive Finance Committee Report, September 2, 2015. | MEETING DATE: September 14, 2015 AGENDA ITEM NO. 8.a. |
| RECOMMENDED ACTION: Information. Receive report. | |
| SUMMARY AND DISCUSSION: <p>The Finance Committee (Committee) comprised of Directors Long and Peters, met on September 2, 2015. Staff present included the General Manager and Finance Officer. Nick Franceschine, Consulting Actuary with North Bay Pensions, was also present. The agenda package for the meeting is provided herein as an attachment to this item summary.</p> <p>The Committee received the draft 2015 Valuation of Retiree Health Benefits report prepared by Mr. Franceschine. This report is the mandatory triennial Government Accounting Standards Board Statement No. 45 (GASB 45) actuarial report of the District's Other Post-Employment Benefits (OPEB) liabilities as of July 1, 2015.</p> <p>The Committee reviewed and discussed the valuation report with the General Manager, Finance Officer, and Mr. Franceschine. The Committee also received a PowerPoint presentation with information on the District's GASB 45 liabilities and potential prefunding scenarios. The Committee noted that the information provided by the PowerPoint presentation was very useful, and asked that staff and Mr. Franceschine bring it forward to the entire District Board.</p> | |
| Attachments: 1. Agenda Package for Finance Committee meeting of September 2, 2015. | |
| DEPT. MGR.: ssk | GENERAL MANAGER-CHIEF ENGINEER: SSK |

**NOVATO SANITARY DISTRICT
FINANCE COMMITTEE MEETING**

Meeting Date: September 2, 2015

The Finance Committee of the Novato Sanitary District will hold a meeting at 10:00AM, Wednesday, September 2, 2015, at the District offices, 500 Davidson Street, Novato.

AGENDA

1. AGENDA APPROVAL

2. PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):

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

3. APPROVAL OF MINUTES:

a. Consider approval of minutes of April 30, 2015 meeting.

4. GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NO. 45 (“GASB 45”) ACTUARIAL REPORT - UPDATE:

- a. Receive draft “Valuation of Retiree Health Benefits, Report of GASB 45 Valuation as of July 1, 2015”, as prepared by Nick Franceschine of North Bay Pensions.
- b. Receive a verbal presentation on the draft 2015 Valuation of Retiree Health Benefits, and a discussion on prefunding alternatives, from Nick Franceschine of North Bay Pensions.

5. ADJOURNMENT:

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

Materials that are public records and that relate to an open session agenda item will be made available for public inspection at the District office, 500 Davidson Street, Novato, during normal business hours. These materials are also available on the District’s website: www.novatosan.com.

April 30, 2015

The Finance Committee of Novato Sanitary District held a meeting at 3:00 p.m., Thursday, April 30, 2015, at the District office, 500 Davidson Street, Novato.

COMMITTEE MEMBERS PRESENT: Members William C. Long and Jerry Peters.

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, Finance Officer Laura Creamer and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Bob Brown, Community Development Director, City of Novato.
Representative from Lillypad Homes (name not provided)
Representative from Coalition for Livable Marin (name not provided)

AGENDA APPROVAL: The agenda was approved as presented.

The Manager-Engineer presented to the Committee members and public, a relevant article from the Pacific Sun newspaper: "Upfront: Breaking the Impasse?" April 29, 2015.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: The December 16, 2014 meeting minutes were approved as written.

CITY REQUEST – JUNIOR ACCESSORY DWELLING UNITS:

- Receive staff report on fee options for Junior Accessory Dwelling Units (JADUs). The Manager-Engineer stated that at its January 26, 2015 meeting, the Novato Sanitary District Board of Directors received a letter from City of Novato May Jeanne MacLeamy. He stated that in the letter, the City requested that the District consider waiving the District's standard connection fees for a new class of affordable housing units called "Junior Accessory Dwelling Units" (or JADUs) in order to incentivize their development. He noted that these units would be separate from, and in addition to, the City's existing classification of "accessory dwelling units".

The Manager-Engineer stated that staff had reviewed the District's Sewer Use Ordinance and related documents and had looked into several options for addressing the issue of fees for the City's JADU's housing category. He proceeded to outline the following four options: 1) Consider waiving connection fees; 2) Consider waiving connection fees but recover potential permitting costs in a range of \$300 to \$500; 3) Consider reduced connection fees on basis of reasonable accommodation; and 4) Consider a compromise fee amount based on potential for incremental additional water use. The Manager-Engineer stated that staff is not making specific recommendations, and is requesting direction from the Finance Committee and the Board.

Member Long stated that the report provided to the Committee was very thorough. He stated that he does not anticipate a large number of JADU connections to be requested of the District and stated that he is in favor of option two.

Member Peters stated that he prefers waiving the connection fees as presented in option two. He stated that he also does not anticipate a large number of JADU connection requests.

PUBLIC COMMENT:

A representative from Lillypad Homes encouraged the District to waive the connection fees.

A representative from Coalition for Livable Marin stated that this organization has been following the City of Novato initiative and encouraged the District to waive the connection fees.

Bob Brown, Community Development Director, City of Novato, stated that he was available to answer any questions from the Committee or the public present.

- Consider making a recommendation to the District Board. Committee Members Long and Peters unanimously agreed to bring before the District Board a recommendation to waive District connection fees and charge an administrative fee of \$40 for City-approved JADUs.

GASB 45 ACTUARIAL REPORT – SCHEDULE UPDATE:

- Receive update on schedule for completion of GASB 45 mandated 2015 Actuarial Study for Other Post-Employment Benefits (OPEB). The Manager-Engineer stated that the District is working with North Bay Pensions to provide an updated Actuarial report; completion is anticipated in June, 2015. He stated that the District has been funding GASB 45 liabilities for the past three budget cycles. Discussion followed. No action was taken as a result of the discussion.

ADJOURNMENT: The meeting was adjourned at 4:01 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording

DRAFT

NOVATO SANITARY DISTRICT

VALUATION OF RETIREE HEALTH BENEFITS

**REPORT OF GASB 45 VALUATION
AS OF JULY 1, 2015**

**Prepared by: North Bay Pensions
August 27, 2015**

DRAFT

Contents of This Report

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| Exhibit 1 | Actuarial Values as of July 1, 2015 | 5 |
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Actuarial Certification

This report presents the determination of benefit obligations under **Statement No. 45 of the Governmental Accounting Standards Board (GASB 45)** as of July 1, 2015 for the retiree health and welfare benefits provided by the Novato Sanitary District. I was retained by the District to perform these calculations.

GASB Statement 45, “Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions”, was issued to provide standards for governmental employers to record expense for **Other Postemployment Benefits (OPEB)**. OPEB includes postretirement health and welfare benefits, hence GASB 45 is the appropriate Standard to follow when recording the District’s OPEB obligations.

The information contained in this report was based on participant census information provided to me by the District. The actuarial assumptions and methods used in this valuation were selected by the District after consultation with me. I believe the assumptions and methods are reasonable and appropriate for purposes of actuarial computations under GASB 45.

Actuarial computations under GASB 45 are for purposes of fulfilling employer accounting requirements. The calculations reported herein have been made on a basis consistent with my understanding of GASB 45. Determinations for purposes other than meeting employer financial accounting requirements may be significantly different from the results reported herein.

To the best of my knowledge, this report is complete and accurate. This valuation has been conducted in accordance with generally accepted actuarial principles and practices. The undersigned is a Fellow of the Society of Actuaries, a Fellow of the Conference of Consulting Actuaries, and a Member of the American Academy of Actuaries, and meets their continuing education requirements and qualification standards for public statements of actuarial opinion relating to retirement plans. In my opinion, I am qualified to perform this valuation.

Nick Franceschine, F.S.A.

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Summary of Results

Background

The District maintains a program which pays part or all of monthly medical insurance premiums on behalf of retired former employees, provided that the employee has satisfied certain requirements. This program is being funded on a pay-as-you-go basis. As of July 1, 2015, the District has funded \$0 in a secure trust toward the cost of future benefits.

In June 2004, the Governmental Accounting Standards Board (GASB) released Statement No. 45, "Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions". This statement, often referred to as GASB 45, requires governmental entities to (1) record annual expense for their OPEB and (2) disclose certain information in their year-end financial statements.

The District has requested this actuarial valuation to determine what its OPEB obligations under the program are, and what the fiscal impact of GASB 45 will be for the 2015-2016 and 2016-2017 fiscal years.

Present Value of Future Benefits

The **Actuarial Present Value of Total Projected Benefits (APVTPB)** as of July 1, 2015, is **\$6,520,800**. This is the amount the District would theoretically need to set aside at this time to fully fund all future benefits for all current and former employees and their beneficiaries.

This figure of \$6,520,800 can be compared to the corresponding figure of \$5,908,205 as of July 1, 2012. The main reason for the increase is the inclusion of the value of subsidized premiums, as described in more detail below. If subsidized premiums were not reflected in these numbers, the APVTPB this year would have been \$5,512,008.

The total value of \$6,520,800 is the sum of these amounts:

| | |
|--|------------------|
| Future benefits of current employees | \$ 2,690,625 |
| Future benefits of current retirees | <u>3,830,175</u> |
| Total present value of all future benefits | \$ 6,520,800 |

These figures are computed by (1) estimating the OPEB benefits that will be paid to each current and former employee and their beneficiaries, upon the employee's retirement from the District, (2) estimating the likelihood that each payment will be made, taking into consideration the likelihood of remaining employed until retirement age and the likelihood of survival after retirement, and (3) discounting each expected future payment back to the present date at an assumed rate of investment return.

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Subsidized Premiums

The Actuarial Standards Board promulgates professional standards for actuaries, called “Actuarial Standards of Practice”. One such standard, Actuarial Standard of Practice No. 6 (or ASOP 6), was recently modified. It requires that actuarial valuations dated after March 2015 must incorporate age-specific claims costs, which recognize that the true cost of health care coverage increases with age. This is a significant change from prior practice, in which we only valued health care premiums.

The theory behind the change is the well-known fact that the actual cost of health care increases as people get older. Insurance companies know this, of course. When an insurance company (like Kaiser or Anthem Blue Cross) calculates a single monthly premium which applies to all employees, that single amount is a blended figure which combines the lower cost of health care for younger workers and the higher cost of health care for older workers. In a certain sense, the younger employees are subsidizing the cost of health care for the older employees.

GASB 45 requires us to use these age-specific rates when we evaluate the cost of an employer’s post-retirement health care plan. However, there was an exemption from this rule in the case of a health plan where the premium amounts are determined based on the pooled experience of a large group of persons, and the actual demographics of a specific employer have little or no effect on the actual premium amount. In that type of plan, called a “community rated plan”, GASB 45 allows us to use only the forecasted premium amounts. This usually results in lower annual operating expense. We have been making use of this exemption for your District, because the CalPERS medical plans meet the “community rated” definition.

The change to ASOP 6 effectively eliminates the exemption described above, starting in April 2015. This means that, beginning with this July 1 2015 valuation, we will need to calculate the liabilities of your post-retirement benefit plan using age-specific claims costs. Another way of saying the same thing is that we will need to include the value of subsidized premiums in our GASB 45 computations. As noted above, the value of subsidized premiums as of July 1, 2015 is approximately \$1,009,000:

| | |
|---|------------------|
| Value of promised benefits to retired employees | \$ 5,512,008 |
| Value of future subsidized premiums | <u>1,008,792</u> |
| Total value of all GASB 45 benefits | \$ 6,520,800 |

One consequence of including the value of the subsidized premiums in your GASB 45 operating expense is that there is a potential for double-counting the amount of the subsidized premiums. In other words, unless you make an adjustment, you will be accruing the amount of those subsidized premiums *twice* in each fiscal year: once for your active employees, in the medical premiums you are paying, and again in the GASB 45 expense. Fortunately, GASB 45 permits you to make a simple adjustment to the

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medical premium costs you accrue for your employees. As shown in Exhibit 3, **for the 2015-16 year you may reduce your accrual of medical premiums by \$60,296.** For the 2016-17 year, you may reduce your accrual of medical premiums by \$54,975.

“Annual OPEB Cost” Under GASB 45

GASB 45 requires that the cost of the program be recognized in a systematic manner over the working careers of employees. There are six different budgeting methods, called “actuarial funding methods”, which can be used to determine what the annual operating expense (called the **Annual OPEB Cost**) will be. The District has elected to use the Entry Age Normal actuarial funding method with a closed 30-year level dollar amortization of the unfunded actuarial accrued liability.

The actuarial funding method is used to compute the **Annual Required Contribution (ARC)**. The ARC is equal to the sum of (1) the value of benefits earned by employees in the current year, plus (2) an amortization of the value of benefits earned by employees in prior years. Annual OPEB Cost is equal to the sum of (a) the ARC, and (b) interest on any unfunded OPEB operating expense from prior years, less (c) an adjustment to reflect the amortization of unfunded OPEB which is already included in the ARC.

For the fiscal year beginning July 1, 2015, the District’s Annual OPEB Cost is **\$420,349**. For the 2016-2017 fiscal year, Annual OPEB Cost will be \$427,148.

Over the next 3 years, the total benefits that the District is expected to pay to retired employees and their beneficiaries, and the GASB 45 operating expense, are as follows:

| | <u>Expected Benefits</u> | <u>Operating Expense</u> |
|-----------------------|--------------------------|--------------------------|
| 2015-2016 Fiscal Year | \$ 182,025 | \$ 420,349 |
| 2016-2017 Fiscal Year | 186,785 | 427,148 |
| 2017-2018 Fiscal Year | 205,470 | 434,231 |

Exhibit 3 shows a 5-year projection of expected benefits and GASB 45 operating expense.

Actuarial Assumptions

The calculations of the program’s obligations involve various estimates of future events. These estimates are called “actuarial assumptions”. The assumptions are described in detail in Exhibit 6 of this report. The calculated results are highly dependent on the assumptions selected.

The assumed mortality rates have been changed, as described in Exhibit 6. This change increased the APVTPB by approximately \$40,000.

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Exhibit 1 - Actuarial Values as of July 1, 2015

The Actuarial Present Value of Total Projected Benefits as of July 1, 2015 of all future benefits from the program, for all current and former employees, is as follows:

| | <u>Actuarial Present Values</u> | <u>Number of Persons</u> |
|---|-------------------------------------|------------------------------|
| Current employees | \$ 2,690,625 | 11 |
| Retired former employees and surviving spouses | <u>3,830,175</u> | <u>20</u> |
| Totals | \$ 6,520,800 | 31 |

Data Averages as of July 1, 2015

Active Employees

| | |
|-----------------|--------------|
| Number | 11 employees |
| Average Age | 51.5 |
| Average Service | 14.6 |

Retired Former Employees and Surviving Spouses

| | |
|-------------|------------|
| Number | 20 persons |
| Average Age | 68.8 |

Source of Information

A census of all eligible District employees and retirees as of April 1, 2015 was provided to me by the District. I assumed that this was representative of a census as of July 1, 2015. There are 4 other employees who are not eligible for these benefits .

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Exhibit 2 - Annual OPEB Cost

In the Entry Age Normal method, the cost of each individual's OPEB benefits is amortized on a straight-line basis over his/her working career. For each employee, a "normal cost" is computed, the amount which, if accumulated during each year of employment, will at retirement be sufficient to fund the expected benefits for that individual. The sum of all the individual normal costs for all employees is called the Normal Cost. The accumulated value of all normal costs attributed to prior years, including the full value of benefits for all currently retired employees, is called the Actuarial Accrued Liability. The Unfunded Actuarial Accrued Liability is amortized over a period of future years. The ARC is the sum of the Normal Cost and the amortization of the Unfunded Actuarial Accrued Liability.

The Annual OPEB Cost for the 2015-2016 year is computed in this way:

| | | |
|------------|---|-------------------|
| 1. | Normal Cost for the 2015-16 fiscal year | \$ 38,443 |
| 2. | Actuarial Accrued Liability at July 1, 2015 | 6,313,211 |
| 3. | Value of Plan Assets | 0 |
| 4. | Unfunded Actuarial Accrued Liability: 2. minus 3. | 6,313,211 |
| 5. | Level-dollar amortization of 4. over 24 years | 414,063 |
| 6. | Annual Required Contribution (ARC): 1. plus 5. | \$ 452,506 |
| 7. | Net OPEB Obligation at beginning of year | 1,256,795 |
| 8. | One year's interest on 7. | 50,272 |
| 9. | ARC Adjustment: amortization of 7. over 24 years | (82,429) |
| 10. | Annual OPEB Cost: 6. plus 8. plus 9. | \$ 420,349 |

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Exhibit 3 - Five-Year Projection of Costs

Shown below are estimates of the way in which Annual OPEB Cost might be expected to change over the next five years. In this illustration, it is assumed that the Normal Cost will remain unchanged, that all actuarial assumptions will remain unchanged, and that the District will continue to fund the plan on a pay-as-you-go basis.

| Fiscal Year: | <u>2015-16</u> | <u>2016-17</u> | <u>2017-18</u> | <u>2018-19</u> | <u>2019-20</u> |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| Actuarial Accd. Liability | \$6,313,211 | \$6,357,063 | \$6,403,241 | \$6,420,993 | \$6,438,034 |
| ARC | | | | | |
| Normal cost | \$ 38,443 | \$ 38,443 | \$ 38,443 | \$ 38,443 | \$ 38,443 |
| Amortization | <u>414,063</u> | <u>427,889</u> | <u>443,097</u> | <u>457,688</u> | <u>473,723</u> |
| Total ARC | 452,506 | 466,332 | 481,540 | 496,131 | 512,166 |
| Plus interest | 50,272 | 57,393 | 64,808 | 71,320 | 78,021 |
| Less ARC adjustment | <u>(82,429)</u> | <u>(96,577)</u> | <u>(112,117)</u> | <u>(127,092)</u> | <u>(143,523)</u> |
| Annual OPEB Cost | \$ 420,349 | \$ 427,148 | \$ 434,231 | \$ 440,359 | \$ 446,664 |
| Funding by the District | | | | | |
| Benefits paid to retirees | \$ 182,025 | \$ 186,785 | \$ 205,470 | \$ 212,756 | \$ 222,390 |
| Subsidized premiums | 60,296 | 54,975 | 65,975 | 60,082 | 62,817 |
| Other funding | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Funding | \$ 242,321 | \$ 241,760 | \$ 271,445 | \$ 272,838 | \$ 285,207 |
| Increase in net OPEB Obligation | 178,028 | 185,388 | 162,786 | 167,521 | 161,457 |
| Net OPEB Obligation at beginning of year | \$1,256,795 | \$1,434,823 | \$1,620,211 | \$1,782,997 | \$1,950,518 |
| Net OPEB Obligation at end of year | \$1,434,823 | \$1,620,211 | \$1,782,997 | \$1,950,518 | \$2,111,975 |

How to read this chart:

- Annual OPEB Cost: Each year's GASB 45 operating expense.
- Total Funding: Amount the District will contribute each year, equal to the amounts paid to retired employees, plus subsidized premiums.
- Net OPEB Obligation at end of year: The amount on the District's balance sheet at the end of each year, as an unpaid liability.

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Exhibit 4 - Net OPEB Obligation

GASB 45 defines the “**Net OPEB Obligation**” as the cumulative difference between (a) amounts accrued as Annual OPEB Cost and (b) amounts actually contributed by the District. The Net OPEB Obligation (or Asset) is the unpaid liability (or prepaid asset) shown on the District’s balance sheet at the end of each fiscal year.

The Net OPEB Asset as of June 30, 2015 is developed in this way:

| | | |
|-----|--|--------------|
| 1. | Net OPEB Obligation as of July 1, 2012 | \$ 745,079 |
| 2. | Annual OPEB Cost for the 2012-13 year | 391,607 |
| 3. | Benefits paid to retirees during the 2012-13 year | 217,375 |
| 4. | Net OPEB Obligation at June 30, 2013: 1. plus 2. minus 3. | \$ 919,311 |
| 5. | Annual OPEB Cost for the 2013-14 year | 391,919 |
| 6. | Benefits paid to retirees during the 2013-14 year | 227,194 |
| 7. | Net OPEB Obligation at June 30, 2014: 4. plus 5. minus 6. | \$ 1,084,036 |
| 8. | Annual OPEB Cost for the 2014-15 year | 370,717 |
| 9. | Benefits paid to retirees during the 2014-15 year | 197,958 |
| 10. | Net OPEB Obligation at June 30, 2015: 7. plus 8. minus 9. | \$ 1,256,795 |

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Exhibit 5 - Summary of Plan Provisions

The District contributes toward post-retirement benefits for employees who retire after age 50 with at least 5 years of service.

For those employed prior to July 1 2008, who retire after age 55 with at least 10 years of service, the District will pay the full monthly premiums for medical coverage for the retired employee, but not more than the Kaiser Bay Area amount. If the retiree is at least age 60 with at least 15 years of service, or age 55 with at least 25 years of service, the premium for the employee's eligible spouse or other eligible dependent is also paid. Coverage is for the lives of the retired employee (and spouse, if covered). Medical coverage is provided under any plans offered by CalPERS.

For all employees who retire after age 50 with at least 5 years of service, the District will pay the minimum CalPERS (PEMHCA) medical benefit for the employee only. In 2015, this minimum amount is \$122 per month, increasing in future years. This benefit is paid for as long as the retiree is living, provided he/she is covered under CalPERS medical plans.

For employees hired after July 1, 2008, the District contributes 1.5% of the employee's base monthly salary toward a Medical After Retirement Account (MARA) while employed. District contributions to the MARA are not included in OPEB accounting, but are accrued each year as an operating expense as they are contributed.

Exhibit 6 - Summary of Actuarial Assumptions

Actuarial Assumptions: The following assumptions as of July 1, 2015 were selected by the District in accordance with the requirements of GASB 45. In my opinion, these assumptions are reasonable and appropriate for purposes of determining OPEB costs under GASB 45.

Discount rate: 4.0% per year.

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Mortality: Mortality rates are taken from the 2014 CalPERS OPEB Assumptions Model for miscellaneous public employees. In the 2012 valuation, mortality rates were taken from the 2010 CalPERS OPEB Assumptions Model for miscellaneous public employees, projected on a generational basis using Scale BB to approximate future increases in life expectancy.

Medical Cost Increases (Trend): Medical premiums for plans offered by CalPERS are assumed to increase 5% per year after 2015. The CalPERS minimum (PEMHCA) contribution is assumed to increase 5.0% per year after 2015.

Coverage Elections: All eligible employees are assumed to elect coverage under a CalPERS medical plan upon retirement, and to remain covered for life.

Retirement: Retirement rates are taken from the 2014 CalPERS OPEB Assumptions Model for miscellaneous public employees with 2.0% at 55 retirement. Sample rates are:

| Years of Service: | 10 Years | 20 Years | 30 Years |
|--------------------------|-----------------|-----------------|-----------------|
| Age 50 | 2.00 % | 2.90 % | 3.90 % |
| Age 55 | 6.40 % | 9.40 % | 12.70 % |
| Age 60 | 9.20 % | 13.40 % | 18.20 % |
| Age 62 | 16.20 % | 23.70 % | 32.20 % |
| Age 65 | 22.10 % | 32.30 % | 43.90 % |
| Age 70 | 17.60 % | 25.70 % | 34.90 % |

Turnover (withdrawal): Likelihood of termination within the next year is taken from the 2014 CalPERS OPEB Assumptions Model for miscellaneous public employees. Sample rates are:

| | <u>5 Years Service</u> | <u>10 Years Service</u> | <u>15 Years Service</u> |
|--------|------------------------|-------------------------|-------------------------|
| Age 30 | 7.90 % | 6.68 % | 5.81 % |
| Age 35 | 7.11 % | 5.87 % | 5.03 % |
| Age 40 | 6.32 % | 5.07 % | 4.24 % |
| Age 45 | 5.54 % | 4.27 % | 3.47 % |
| Age 50 | 1.16 % | 0.71 % | 0.32 % |

Family Status: All employees are assumed to have the same family status (married, single) after retirement that they have now, and to be married to the same spouse at retirement.

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CalPERS Administrative Charge: The administrative charge that CalPERS levies on all premium payments is assumed to remain 0.25%.

Actuarial Funding Method: The Entry Age Normal funding method has been used to develop the Actuarial Accrued Liability and Normal Cost, with normal costs computed as level dollar amounts. The Unfunded Actuarial Accrued Liability is being amortized as a level dollar amount over the closed 30-year period beginning July 1, 2009.

Age-Weighted Premiums: The assumed annual per capita age-weighted Kaiser premiums for 2015 are as follows. These figures were developed using 2013 normalized risk scores provided by CalPERS:

| | |
|--------|----------|
| Age 40 | \$ 6,560 |
| Age 45 | 7,933 |
| Age 50 | 9,801 |
| Age 55 | 12,087 |
| Age 60 | 14,088 |
| Age 62 | 14,750 |
| Age 64 | 15,115 |
| Age 65 | 2,835 |
| Age 70 | 3,320 |
| Age 75 | 3,791 |
| Age 80 | 4,151 |

Rehires: It is assumed that no terminated employees will be rehired.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| TITLE: Capital Projects: Collection System Improvements (Hamilton Trunk Sewer Rehabilitation Project), Account No. 72706. | MEETING DATE: September 14, 2015 AGENDA ITEM NO.: 9.a. | | | | | | | | | | | | | | |
|---|---|---------------|---------------|-----------------------|--------------|------------------------|--------------|----------------|--------------|----------------------|--------------|-------------------|--------------|------------------------|----------------|
| RECOMMENDED ACTION: Review bids received, approve contract award to Michael Paul Company, and authorize General Manager-Chief Engineer to execute the contract in the bid amount of \$495,728.00. | | | | | | | | | | | | | | | |
| SUMMARY AND DISCUSSION: <p>At its August 10, 2015 meeting the District Board made CEQA findings and authorized staff to advertise for bids for this project. On September 3, 2015, six (6) bids were received as follows:</p> <table style="margin-left: 40px; border: none;"> <thead> <tr> <th style="text-align: left; padding-right: 20px;"><u>Bidder</u></th> <th style="text-align: left;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Michael Paul Company:</td> <td>\$495,728.00</td> </tr> <tr> <td>WR Forde & Associates:</td> <td>\$555,300.00</td> </tr> <tr> <td>Team Ghilotti:</td> <td>\$817,584.00</td> </tr> <tr> <td>Maggiore & Ghilotti:</td> <td>\$827,827.00</td> </tr> <tr> <td>Ranger Pipelines:</td> <td>\$836,288.00</td> </tr> <tr> <td>Bay Pacific Pipelines:</td> <td>\$1,440,660.00</td> </tr> </tbody> </table> <p>As seen above, Michael Paul Company (Petaluma, CA) submitted the apparent lowest bid of \$495,728. The Engineer's Estimate of Probable Cost was \$480,000. Michael Paul's bid documents were reviewed and they appear to be in order. Staff then contacted Michael Paul to discuss their bid, and they are comfortable and confident with their bid.</p> <p>The FY15-16 budget includes \$1,050,000 for Collection System Improvements, Account No. 72706. Therefore, at this time, it is recommended that the Board approve contract award to Michael Paul Company, and authorize the General Manager-Chief Engineer to execute the contract in the bid amount of \$495,728.00.</p> | | <u>Bidder</u> | <u>Amount</u> | Michael Paul Company: | \$495,728.00 | WR Forde & Associates: | \$555,300.00 | Team Ghilotti: | \$817,584.00 | Maggiore & Ghilotti: | \$827,827.00 | Ranger Pipelines: | \$836,288.00 | Bay Pacific Pipelines: | \$1,440,660.00 |
| <u>Bidder</u> | <u>Amount</u> | | | | | | | | | | | | | | |
| Michael Paul Company: | \$495,728.00 | | | | | | | | | | | | | | |
| WR Forde & Associates: | \$555,300.00 | | | | | | | | | | | | | | |
| Team Ghilotti: | \$817,584.00 | | | | | | | | | | | | | | |
| Maggiore & Ghilotti: | \$827,827.00 | | | | | | | | | | | | | | |
| Ranger Pipelines: | \$836,288.00 | | | | | | | | | | | | | | |
| Bay Pacific Pipelines: | \$1,440,660.00 | | | | | | | | | | | | | | |
| ALTERNATIVES: Not award the project and not complete the work. | | | | | | | | | | | | | | | |
| BUDGET INFORMATION: This work will be funded from Collection System Improvements, Account No. 72706, which has a FY15-16 budget of \$1,050,000. | | | | | | | | | | | | | | | |
| DEPT.MGR.: srk, ssk | GENERAL MANAGER-CHIEF ENGINEER: SSK | | | | | | | | | | | | | | |

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | | | | | | | | | |
|---|---|-----------------------------|--------------|------------------------|--------------|--|--------------|--------------------|--------------|
| TITLE: Capital Projects – Annual Treatment Plant & Pump Station Improvements; Ignacio Transfer Pump Station Site Improvements, Project Work Order No. 72805-15-01 | MEETING DATE: September 14, 2015 AGENDA ITEM NO.: 9.b. | | | | | | | | |
| RECOMMENDED ACTION: Review bids received, accept the lowest responsive bid, and authorize the General Manager-Chief Engineer to execute a Contract with Maggiora & Ghilotti Inc. in the amount of \$138,138.00 | | | | | | | | | |
| SUMMARY AND DISCUSSION: <p>Using the informal bid provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA), as adopted by the Board of Directors, District staff requested bids for completing improvements to increase the wet weather storage capacity of the Ignacio Transfer Pump Station (ITPS). As background, certain design features were provisioned into the original ITPS design in 2005, to readily convert the old sludge lagoons into additional storage, if necessary. During last winter's storms, these sludge lagoons were used for storage, but pumps had to be deployed to fill and empty the basins under staff observation. Completing the proposed improvements will allow filling and emptying with minimal staff effort.</p> <p>On September 10, 2015, 4 bids were received as follows:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">1. Maggiora & Ghilotti Inc.</td> <td>\$138,138.00</td> </tr> <tr> <td>2. Wildcat Engineering</td> <td>\$145,000.00</td> </tr> <tr> <td>3. Linscott Engineering Contractors Inc.</td> <td>\$174,700.00</td> </tr> <tr> <td>4. C.V. Larsen Co.</td> <td>\$241,645.54</td> </tr> </table> <p>Maggiora & Ghilotti Inc. of San Rafael, California-submitted the lowest bid of \$138,138. Maggiora & Ghilotti's bid documents have been reviewed and they are in order. Staff contacted Maggiora & Ghilotti Inc. and they are comfortable and confident with their bid.</p> <p>The FY15-16 budget includes a budget amount of \$300,000 for the Annual Treatment Plant & Pump Station Improvements. Accordingly, it is recommended that the Board award the Ignacio Transfer Pump Station Site Improvements to Maggiora & Ghilotti Inc. for the bid amount of \$138,138, and authorize the General Manager-Chief Engineer to execute a contract with Maggiora & Ghilotti Inc. in this amount.</p> | | 1. Maggiora & Ghilotti Inc. | \$138,138.00 | 2. Wildcat Engineering | \$145,000.00 | 3. Linscott Engineering Contractors Inc. | \$174,700.00 | 4. C.V. Larsen Co. | \$241,645.54 |
| 1. Maggiora & Ghilotti Inc. | \$138,138.00 | | | | | | | | |
| 2. Wildcat Engineering | \$145,000.00 | | | | | | | | |
| 3. Linscott Engineering Contractors Inc. | \$174,700.00 | | | | | | | | |
| 4. C.V. Larsen Co. | \$241,645.54 | | | | | | | | |
| BUDGET INFORMATION: The FY15-16 Budget for Account No. 72805 includes a budget amount of \$300,000. | | | | | | | | | |
| DEPT. MGR.: SRK | GENERAL MANAGER-CHIEF ENGINEER: SSK | | | | | | | | |

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: District Policy No. 2047 –
“Vehicle Assignment and Usage”.

MEETING DATE: September 14, 2015

AGENDA ITEM NO. 10.a.

RECOMMENDED ACTION: Approve minor updates to District Policy No. 2047 – “Vehicle Assignment and Usage” to reflect current District staffing, and adopt the updated policy.

SUMMARY AND DISCUSSION:

At its March 24, 2008 meeting, the District Board approved Policy 2047. “Vehicle Assignment and Usage”.

At this time, the policy needs to be updated to reflect current District staffing. A draft updated Policy No. 2047 is attached. Staff recommends that the Board approve and adopt the updated policy.

Attachments:

1. Draft updated District Policy No. 2047 – “Vehicle Assignment and Usage”.

DEPT. MGR.: ssk

GENERAL MANAGER-CHIEF ENGINEER: SSK

Novato Sanitary District

POLICY HANDBOOK

POLICY TITLE: Vehicle Assignment and Usage

POLICY NUMBER: 2047

2047.1 District vehicles are assigned to the following positions:

- General Manager-Chief Engineer
- Technical Services Manager
- Field Services Manager
- Collection Systems Superintendent

The above list of positions shall be reviewed periodically and adjusted as required, at the discretion of the District Board of Directors and upon recommendation of the General Manager-Chief Engineer.

2047.2 Use of a District-provided vehicle for commuting is considered a non-cash fringe benefit and is treated as taxable income. Income tax is withheld and the value of the fringe benefit is reported to the IRS and included on Form W-2.

2047.3 With the exception of commuting to and from work and *de minimis* personal use, other personal use of District vehicles is prohibited. Only the District General Manager-Chief Engineer has the authority to permit persons other than District employees to drive District vehicles. (Board of Directors' minutes 8/8/05).

2047.4 Employees performing standby duty are provided a District vehicle during the periods they are scheduled to be on standby duty to respond to emergencies during non-working hours. Use of District vehicles for standby duty is not treated as a taxable benefit.

2047.5 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service (IRS) Guidelines in effect at the time of said usage.

2047.6 Proof of adequate insurance coverage for collision, personal injury, and property damage in an amount at least equivalent to the District's insurance deductible of \$100,000 shall be required by the District of any employee using a personal vehicle in the performance of District work.

2047.7 Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

2047.8 Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.