

# NOVATO SANITARY DISTRICT

Meeting Date: September 22, 2014

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, September 22, 2014, at the District Offices, 500 Davidson Street, Novato.**

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

## **AGENDA**

### **1. PLEDGE OF ALLEGIANCE:**

### **2. AGENDA APPROVAL:**

### **3. PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):**

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

### **4. REVIEW OF MINUTES:**

- a. Consider approval of minutes of the September 8, 2014 meeting.

### **5. CONSENT CALENDAR:**

The Manager-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, payroll, and payroll-related disbursements.
- b. Approve the Household Hazardous Waste Grant Agreement with Marin County Hazardous and Solid Waste Joint Powers Authority for FY 2014-15.
- c. Set meeting dates for October 13<sup>th</sup>, October 27<sup>th</sup>, November 10<sup>th</sup>, and December 9<sup>th</sup>. Cancel meetings for November 24<sup>th</sup> (Thanksgiving week), and December 22<sup>nd</sup> (Christmas week).

### **6. WASTEWATER OPERATIONS:**

- a. Wastewater Operations Committee August meeting report.

**7. CAPITAL PROJECTS:**

- a. **WWTP Upgrade, Contract C, Account No. 73001:** Primary Clarifiers Launderers Coating, Project Work Order No. 73001-14-01: Review bids received, accept the lowest responsive bid, and authorize the Manager-Engineer to execute a Contract with National Coatings and Linings Company in the amount of \$135,175.00.
- b. **Annual Treatment Plant and Pump Station Improvements, Account No. 72805:** Olive Pump Station Re-roof; Project Work Order No. 72805-14-01: Review bids received, accept the lowest responsive bid, and authorize the Manager-Engineer to execute a Contract with Wedge Roofing, Inc. in the amount of \$43,800.00.
- c. **Annual Collection System Repairs, Account No. 72803:** Redwood Blvd. Sewer Repair, Project work Order No. 72803-14-01: Review bids received, accept the lowest responsive bid, and authorize the Manager-Engineer to execute a Contract with WR Forde & Associates in the amount of \$68,087.00.

**8. STAFF REPORTS:**

- a. Receive report from attendance at a course on “Risk Assessment in Investing Public Funds” by the Government Finance Officers Association (GFOA).

**9. BOARD MEMBER REPORTS:**

**10. MANAGER’S ANNOUNCEMENTS:**

**11. ADJOURN:**

Next resolution no. 3080

**Next regular meeting date: Monday, October 13, 2014, 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.***

September 8, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, September 8, 2014, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: John Bailey, Project Manager, Veolia Water

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the August 25, 2014 meeting.

*On motion of Director Miller, seconded by Director Peters, and carried unanimously, the August 25, 2014 Board meeting minutes were approved.*

CONSENT CALENDAR:

*On motion of Director Peters, seconded by Director Miller and carried unanimously, the following Consent Calendar items were approved:*

- a. Review Quarterly Investment report.
- b. Approval of regular disbursements in the amount of \$269,965.56, project account disbursements in the amount of \$59,170.99, and Board member disbursements in the amount of \$2,331.65.
- c. Receive Accounts Receivable report.
- d. Approval of application from AU Energy, LLC, and authorize Manager-Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of ballast water from out of service underground fuel tanks at former Novato Shell station, 2085 Novato Boulevard.

DISTRICT CONFLICT OF INTEREST CODE:

- Receive 2014 Local Agency Biennial Notice – Conflict of Interest Code, and authorize the Manager-Engineer to complete and transmit the completed Notice and supporting

documentation. President Mariani read the agenda item, and hearing no comments, called for the question.

*On motion of Director Peters, seconded by Director Long and carried unanimously, the Board received the 2014 Local Agency Biennial Notice – Conflict of Interest Code, and authorized the Manager-Engineer to complete and transmit the completed Notice and supporting documentation.*

- Adopt Resolution No. 3079 approving revisions to the District Conflict of Interest Code. The Manager stated that the adoption of this resolution is standard practice when the District submits a new Conflict of Interest Code. Director Miller suggested a grammatical change to the resolution. After discussion, President Mariani suggested that the resolution be adopted in the present form and requested the Manager seek direction from legal counsel to revise the language of future resolutions.

*On motion of Director Peters, seconded by Director Butler and carried unanimously, the Board adopted Resolution No. 3079: A Resolution Revising the Conflict of Interest Code for the Novato Sanitary District Pursuant to the Provisions of the Political Reform Act of 1974 Set Forth in the California Government Code and Rescinding Resolution No. 3052.*

#### STAFF REPORTS:

- Receive reports on response to earthquake of August 24, 2014. The Manager stated that he was bringing the report before the Board to formalize the information verbally presented at the August 25<sup>th</sup> Board meeting.

#### ADMINISTRATION:

- Approve Amendment to “Mutual Aid and Assistance Agreement (Agreement) between Marin County Wastewater Agencies”, and authorize Manager-Engineer: (i) to execute it, and (ii) approve additional agencies as provided by this Amendment. The Manager stated that the Marin County wastewater agencies currently have in place a mutual aid program that is formalized by an Agreement that provides details of mutual aid cooperation and participation between six (6) Marin County water/wastewater agencies. He stated that an amendment has been prepared by the original signatory agencies to allow an additional agency to join the program if approved by a majority of the original agencies, and authorized by its own governing body. He requested the Board approve the Amendment.

*On motion of Director Peters, seconded by Director Long and carried unanimously, the Board approved Amendment #1 to the Mutual Aid and Assistance Agreement Between Marin County Wastewater Agencies.*

BOARD OF DIRECTORS:

- Receive and approve response to the 2013-14 Marin County Civil Grand Jury Report titled, "The Scoop on Marin County Sewer Systems: Part 1", and "The Scoop on Marin County Sewer Systems: Part II", subject to minor clerical corrections. The Manager stated that the response had previously been brought to the Board for its input and direction at the July 14<sup>th</sup>, August 11<sup>th</sup>, and August 25<sup>th</sup> meetings. He stated that staff had received comments from Board members and had prepared the response in strikeout form for approval.

The Board complimented staff for the well drafted response. They discussed the report and suggested minor corrections.

*On motion of Director Peters, seconded by Director Long and carried unanimously, the Board directed the Manager-Engineer to submit to the Grand Jury the presented response with minor corrections.*

BOARD MEMBER REPORTS:

- North Bay Watershed Association (NBWA) report. Director Miller discussed his attendance at the NBWA meeting which was held on Friday, September 5<sup>th</sup> at the District office.

MANAGER'S ANNOUNCEMENTS:

- The Wastewater Operations Committee meeting will be held on Monday, September 15<sup>th</sup> at 2:00 p.m. at the District office.

- The Solid Waste Committee meeting will be held on Tuesday, September 23<sup>rd</sup> at 10:00 a.m. at the District office.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 6:55 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Swoboda, Recording

# Novato Sanitary District Operating Check Register

For September 22, 2014

Date	Num	Name	Credit
<b>Sep 22, 14</b>			
09/22/2014	57391	Pacific, Gas & Electric	84,078.34
09/22/2014	57371	Custom Tractor Service	35,718.78
09/22/2014	57374	Evoqua Water Technolo...	12,000.00
09/22/2014	57396	San Francisco Estuary	10,409.00
09/22/2014	57361	American Express-21007	10,342.79
09/22/2014	57394	Regional Government S...	7,590.00
09/22/2014	57372	E & M Wonderware	4,261.55
09/22/2014	57400	Unicorn Group	4,005.96
09/22/2014	57369	CED Santa Rosa, Inc	2,727.12
09/22/2014	57381	Meyers, Nave, Riback, ...	2,347.00
09/22/2014	57387	North Marin Water Distri...	2,310.00
09/22/2014	57363	Associated Corrosion E...	2,160.00
09/22/2014	57364	Bay Area Air Quality	2,002.00
09/22/2014	57379	Marin/Sonoma Mosquito...	1,989.13
09/22/2014	57388	North Marin Water Distri...	1,847.00
09/22/2014	57399	U.S. Bank Card (2)(June)	1,722.72
09/22/2014	57383	MME	1,677.85
09/22/2014	57398	U.S. Bank (Sandeep)	1,588.48
09/22/2014	57367	Cagwin & Dorward Inc.	1,385.00
09/22/2014	57380	MB Equipment, Inc.	1,380.83
09/22/2014	57377	Harris & Associates, Inc	1,375.00
09/22/2014	57370	Cintas Corporation	1,189.13
09/22/2014	57378	IEDA, INC	1,072.00
09/22/2014	57403	Water Components & B...	764.40
09/22/2014	57404	WaterSavers Irrigation I...	745.85
09/22/2014	57392	Pollard Water, Inc.	725.85
09/22/2014	57362	Aqua Science	650.00
09/22/2014	57393	Rauch Communication ...	609.00
09/22/2014	57401	Verizon EQ	584.03
09/22/2014	57397	TECTA Associates	540.00
09/22/2014	57395	Reliance Standard Life	475.00
09/22/2014	57376	Grainger	403.56
09/22/2014	57385	North Marin Auto Parts	391.18
09/22/2014	dir dep	Long, William C.	355.00
09/22/2014	57389	Novato Disposal-	342.90
09/22/2014	57368	Cantarutti Electric, Inc	240.00
09/22/2014	57382	Miller, Brant-	222.38
09/22/2014	dir dep	Butler, Gary.	208.35
09/22/2014	57365	BoundTree Medical, LLC	189.01
09/22/2014	57402	Verizon Wireless-	178.22
09/22/2014	57390	Orkin Pest Control, Inc.	131.42
09/22/2014	57386	North Marin Water District	116.00
09/22/2014	57384	North Bay Portables, Inc.	92.20
09/22/2014	57373	Environmental Products ...	65.18
09/22/2014	57375	First Alarm	38.74
09/22/2014	57366	Buck's Saw Service, Inc.	21.80
<b>Sep 22, 14</b>			<b><u>203,269.75</u></b>

# Novato Sanitary District Capital Projects Check Register

September 22, 2014

Date	Num	Name	Credit
<b>Sep 22, 14</b>			
09/22/2014	2768	Valentine Corporation	68,146.35
09/22/2014	2761	Covello Group, The	38,224.80
09/22/2014	2767	R E Smith Contractor, Inc.	11,434.85
09/22/2014	2764	Marin Mechanical II, Inc.	5,090.00
09/22/2014	2765	Novato, City	3,876.50
09/22/2014	2762	Daniel Macdonald AIA A...	1,905.14
09/22/2014	2766	Nute Engineering Inc.	1,627.50
09/22/2014	2763	Lateral-Duncan	950.00
<b>Sep 22, 14</b>			<b>131,255.14</b>

**Novato Sanitary District**  
**Payroll and Payroll Related Check Register**  
**September - 2014**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
09/30/2014	September - Payroll	99,391.09
09/30/2014	September - Retirees Health Benefits	15,274.68
09/19/2014	CalPers Health	29,755.37
09/19/2014	CALPERS Retirement	6,537.27
09/19/2014	United States Treasury	17,447.12
09/19/2014	CalPers Supplemental Income Plan	2,500.00
09/19/2014	EDD	5,451.45
09/19/2014	Lincoln Financial Group	9,140.01
09/19/2014	Lincoln Financial Group-401a Plan	2,399.70
09/19/2014	Lincoln Financial Group-401a Plan	2,651.83
09/19/2014	CALPERS Retirement	18,607.78
09/19/2014	Local Union 315	520.00
09/19/2014	Operating Engineers Trust	282.53
		<b><u>209,958.83</u></b>

**NOVATO SANITARY DISTRICT  
BOARD AGENDA ITEM SUMMARY**

<b>TITLE: Consent Calendar: Consider Approval of Household Hazardous Waste Grant Agreement.</b>	<b>MEETING DATE: September 22, 2014</b>  <b>AGENDA ITEM NO.: 5.b.</b>																																	
<b>RECOMMENDED ACTION:</b> Approve the Household Hazardous Waste Grant Agreement with the Marin County Hazardous & Solid Waste Joint Powers Authority for FY 2014-15																																		
<b>SUMMARY AND DISCUSSION:</b>  <p>This agreement is the result of discussions with the Marin County Hazardous and Solid Waste Joint Powers Agreement to convey to the District the funds collected by the JPA for the household hazardous waste program from Novato residents who self-haul to the landfill. Self-haul materials include household recycling materials, construction debris, and green waste. The JPA has committed \$30,984.00 for the fiscal year 2014-15, based on 3,420 tons with an assessed tonnage fee of \$9.06.</p> <p>This represents the 12th year the District has entered into an agreement with the County. Previous payments are as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">2003-04:</td> <td style="width: 15%;"><u>\$46,455.00</u></td> <td style="width: 70%;">(\$31,452.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2004-05:</td> <td><u>\$51,993.00</u></td> <td>(\$36,990.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2005-06:</td> <td><u>\$42,934.00</u></td> <td>(\$27,931.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2006-07:</td> <td><u>\$32,962.00</u></td> <td>(\$17,959.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2007-08:</td> <td><u>\$32,628.20</u></td> <td>(\$17,625.20 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2008-09:</td> <td><u>\$33,503.00</u></td> <td>(\$18,500.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2009-10:</td> <td><u>\$40,355.00</u></td> <td>(\$25,352.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2010-11:</td> <td><u>\$32,463.00</u></td> <td>(\$17,460.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2011-12:</td> <td><u>\$38,283.00</u></td> <td>(\$23,280.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2012-13:</td> <td><u>\$50,639.00</u></td> <td>(\$35,636.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2013-14:</td> <td><u>\$27,792.00</u></td> <td><i>Current year fees only. The \$15,003 annual payment for a 10-year reimbursement plan for Novato self-haul fees collected by the JPA prior to 2003-04 was satisfied in 2012-13.</i></td> </tr> </table> <p><b>2014-15: <u>\$30,984.00</u> Current year fees.</b></p>		2003-04:	<u>\$46,455.00</u>	(\$31,452.00 current year fees + \$15,003.00 portion of prior years' fees)	2004-05:	<u>\$51,993.00</u>	(\$36,990.00 current year fees + \$15,003.00 portion of prior years' fees)	2005-06:	<u>\$42,934.00</u>	(\$27,931.00 current year fees + \$15,003.00 portion of prior years' fees)	2006-07:	<u>\$32,962.00</u>	(\$17,959.00 current year fees + \$15,003.00 portion of prior years' fees)	2007-08:	<u>\$32,628.20</u>	(\$17,625.20 current year fees + \$15,003.00 portion of prior years' fees)	2008-09:	<u>\$33,503.00</u>	(\$18,500.00 current year fees + \$15,003.00 portion of prior years' fees)	2009-10:	<u>\$40,355.00</u>	(\$25,352.00 current year fees + \$15,003.00 portion of prior years' fees)	2010-11:	<u>\$32,463.00</u>	(\$17,460.00 current year fees + \$15,003.00 portion of prior years' fees)	2011-12:	<u>\$38,283.00</u>	(\$23,280.00 current year fees + \$15,003.00 portion of prior years' fees)	2012-13:	<u>\$50,639.00</u>	(\$35,636.00 current year fees + \$15,003.00 portion of prior years' fees)	2013-14:	<u>\$27,792.00</u>	<i>Current year fees only. The \$15,003 annual payment for a 10-year reimbursement plan for Novato self-haul fees collected by the JPA prior to 2003-04 was satisfied in 2012-13.</i>
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<b>ALTERNATIVES: N/A</b>																																		
<b>BUDGET INFORMATION:</b> The 2014-15 District Budget includes anticipated JPA reimbursement fees of \$27,697.00.																																		
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>																																	

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Wastewater Operations Committee – Meeting Report, August 2014</b>	<b>MEETING DATE: September 22, 2014</b>  <b>AGENDA ITEM NO.: 6. a.</b>
<b>RECOMMENDED ACTION:</b> Information. Receive report.	
<b>SUMMARY AND DISCUSSION:</b> <p>The August 2014 reports for the wastewater treatment operations, collection system operations, and reclamation facilities are attached.</p> <p><b>Wastewater Treatment Facility</b></p> <p>Novato Treatment Plant (NTP) water quality performance was excellent with all parameters well within effluent standards. There were no NPDES violations. The Recycled Water Facility produced 17.62 MG of recycled water in August. Safety performance was excellent with another accident-free month for a total of 1,550 accident-free days at the end of August. Routine maintenance activities were performed at the NTP and the Ignacio Transfer Pump Station (ITPS). The July 2014 Discharge Monitoring Report (DMR) and Electronic Self-Monitoring Report (e-SMR) were submitted on August 20, 2014.</p> <p><b>Odor Control and Landscaping</b></p> <p>Results from the validation testing of the process change recommended by the District's odor consultant Dave McEwen of Brown and Caldwell (B&amp;C), of converting anoxic zones B and C at the aeration basins to aerobic zones became available in August. The data received a preliminary analysis, but presented some contradictory results. Therefore, it needs to be analyzed further, and may result in some additional testing. In July, another of Mr. McEwen's odor control recommendations (adding sodium hypochlorite to the influent flow during warm weather periods) was implemented. Staff continues to monitor the effects of these changes, and qualitatively speaking, performance continues to be good. On landscaping, there were no new developments, but staff intends to bring further improvements for the Board's consideration at a future meeting.</p> <p><b>Collection System and Pump Stations</b></p> <p>Staff cleaned a total of 61,271 feet and televised 19,137 feet of sewer lines. The lower than normal CCTV production is explained in detail in the attached report. Crews also hand televised 3,983 ft with the Push Cam, and an outside contractor cleaned and televised 1,717 of larger diameter (&gt;12-inch) sewers. Staff conducted 267 lift station inspections, with 112 inspection visits generated through the JobsCal Plus program.</p> <p><u>Safety:</u> No lost time accidents in August 2014 for a total of 1,265 accident-free days.</p> <p><u>Standard and Emergency Operating Procedures (SOPs &amp; EOPs):</u> Six pump station energy control SOPs were finalized.</p> <p><u>Sanitary Sewer Overflows (SSOs):</u> There were no SSOs in August 2014.</p> <p><b>Reclamation Facility</b></p> <p>The rancher continued to work on routine parcel maintenance. Irrigation times were increased to promote pasture growth on Sites 3 and 7, and about 88.19MG of recycled water was applied to the pastures. An Agreement was executed for the annual sludge disposal from the sludge lagoons. Grading work was performed to prepare the Dedicated Land Disposal (DLD) site to receive sludge.</p>	
<b>DEPT.MGR.:</b> JB (Veolia), SRK, TMO	<b>MANAGER-ENGINEER:</b> SSK



September 10, 2014

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

**Subject: Veolia Water Operations Report – August 2014**

Dear Mr. Karkal:

I am pleased to provide the Monthly Operation Report for August 2014.

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

Best regards,

A handwritten signature in blue ink, appearing to read 'John Bailey', written in a cursive style.

John Bailey  
Project Manager, Veolia



**MONTHLY OPERATIONS REPORT  
August 2014**

Prepared for

**NOVATO SANITARY DISTRICT (NSD)  
WASTEWATER TREATMENT PLANT  
500 Davidson Street  
Novato, CA 94545**

Prepared by

**Veolia Water West Operating Services, Inc. (VWWOS)**

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## TREATMENT PLANT PERFORMANCE SUMMARY: August 2014:

## Reclamation / Storage – Waste Discharge Requirements (WDR)

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	3.46	3.78	N/A	N/A
Max Peak Hour, MGD – Dry Weather Flow	N/A	N/A	N/A	N/A
Influent BOD <sub>5</sub> , lb/day (month ave/max)	7,575	9,615	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	11,102	13,461	N/A	N/A
Effluent BOD <sub>5</sub> , mg/L (monthly ave/weekly max)	<5	6	40	N/A
Effluent TSS, mg/L (monthly ave/weekly max)	<3	3	N/A	N/A
Effluent BOD <sub>5</sub> - % Removal, Minimum	98	N/A	N/A	N/A
Effluent TSS - % Removal, Minimum	99	N/A	N/A	N/A
Ammonia, mg/L – (monthly ave/daily max)	0.15	0.15	N/A	N/A
pH, su (min / max)	6.9	7.3	6.0	9.0
Enterococcus, mpn (30 day geo mean)	N/A	N/A	N/A	N/A
Fecal Coliform, mpn (30 day median)	N/A	N/A	N/A	N/A
Fecal Coliform, mpn (90 <sup>th</sup> percentile)	N/A	N/A	N/A	N/A
Total Coliform, mpn (5 Sample Median / Max)	30	300	240	10,000
<b>Total Permit Exceedances (WDR)</b>	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE

## Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	17.62	N/A
Average Turbidity	NTU	1.2	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	0	72
Minimum CT (disinfection)	mg-min/L	>450	>450
Minimum Dissolved Oxygen (DO)	mg/L	7.9	1.0
Maximum Total Coliform	mpn/100 ml	<2	2

Total Rainfall. – 0.00

Daily Max – N/A

**SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTP and Ignacio Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of August
- Accident Free: 6/1/10 – 8/31/14: 1,550 days / 70,680 hours
- Monthly Safety Topic and Training – Ergonomics
- Ken Grady Co. provided training on combustible gas meters.
- Training on Groth digester gas handling equipment provided by manufacturers representative. Part of Contract “C”.

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

- Flushed Digested Sludge Line
- Flushed Decant Line
- Remove old grit dumpster liner, prime & paint inside of dumpster, install new liner (see photos)
- Diablo Boiler repaired boiler gas valve linkage.

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

- Primary Clarifier #1 (not needed at current flows)
- Secondary Clarifier #2 (not needed at current flows)
- Aeration Basins 1 & 3 (not needed at current flows)

**Ignacio Transfer Pump Station**

- Routine rounds, readings and maintenance
- Pulled and inspected newly rebuilt Conveyance Pump #1
- Received quote for Conveyance Pump #2 rehabilitation
- Completed annual service on emergency generator #5 (750 kW).

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

- None

**Recycled Water Plant (RWP)**

- Performed plant rounds and maintenance

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

- None

**Sludge Lagoons**

- Performed routine rounds and inspection
- Flushed all lines
- Collected sludge samples prior to lagoon cleaning

**ADMINISTRATION:**

- July Electronic Self Monitoring Report submitted on August 20, 2014
- June DMR and Semi Annual Report submitted on August 20, 2014

**ODORS:**

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

**MISCELLANEOUS**

- Process Control Management Plan (PCMP) meetings held weekly.
- Earthquake, magnitude 6.0 August 24<sup>th</sup> at 0320 am. No apparent damage. Report was submitted with September 8<sup>th</sup> NSD Board Meeting package.

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

John O'Hare	Technical Support
Chris McAuliffe	District Manager

## GRIT BIN REHABILITATION

Consisted of removal of old liner, removal of drain plates, pressure washing bin, wire brushing rust, coating with corrosion stabilizing compound, and reinstallation of plates and new liner.



**Top Left** – Brian Exberger pressure washing bin.

**Top Right** – Bin after cleaning partially coated

**Bottom Left** – Brian Exberger installing drain plates. Tony Silva and Jeff Hendricks installing new liner

**Bottom Right** – Finished grit bin ready for another five years of service.

COLLECTING SLUDGE SAMPLES FROM LAGOONS  
AUGUST 22, 2014



Brian Exberger collecting sludge samples for analysis

Novato Sanitary District  
BOD/TSS Report



August, 2014

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
08/01/14	3.19										
08/02/14	3.06										
08/03/14	3.18										
08/04/14	3.75	240	7,506	331	10,352	6	188	<3	<94	97.5	99.1
08/05/14	3.78										
08/06/14	3.78	305	9,615	427	13,461	<5	<158	3	95	98.4	99.3
08/07/14	3.65										
08/08/14	3.52	233	6,840	394	11,567	<5	<147	<3	<88	97.9	99.2
08/09/14	3.49										
08/10/14	3.53	240	7,066	411	12,100	<5	<147	<3	<88	97.9	99.3
08/11/14	3.68										
08/12/14	3.38	246	6,935	374	10,543	<5	<141	<3	<85	98.0	99.2
08/13/14	3.22										
08/14/14	3.66	276	8,425	324	9,890	<5	<153	<3	<92	98.2	99.1
08/15/14	3.38										
08/16/14	3.49										
08/17/14	3.64										
08/18/14	3.66	260	7,936	376	11,477	<5	<153	<3	<92	98.1	99.2
08/19/14	3.36										
08/20/14	3.29	282	7,738	400	10,975	<5	<137	3	82	98.2	99.3
08/21/14	3.32										
08/22/14	3.10	227	5,869	317	8,196	<5	<129	3	78	97.8	99.1
08/23/14	3.16										
08/24/14	3.29										
08/25/14	3.63	252	7,629	356	10,778	<5	<151	<3	<91	98.0	99.2
08/26/14	3.56										
08/27/14	3.58	260	7,763	399	11,913	<5	<149	<3	<90	98.1	99.2
08/28/14	3.55										
08/29/14	3.58	266	7,942	401	11,973	6	179	<3	<90	97.7	99.3
08/30/14	3.46										
08/31/14	3.37										
<b>Weekly Averages</b>											
08/02/14	Week 1	285	7,743	357	9,701	7	180	3	81		
08/09/14	Week 2	259	7,987	384	11,793	5	164	3	92		
08/16/14	Week 3	254	7,475	370	10,844	5	147	3	88		
08/23/14	Week 4	256	7,181	364	10,216	5	140	3	84		
08/30/14	Week 5	259	7,778	385	11,554	5	160	3	90		
<b>Monthly</b>											
Minimum	3.06	227	5,869	317	8,196	<5	<129	<3	78	98	99
Maximum	3.78	305	9,615	427	13,461	6	188	3	95	98	99
Total	107.29										
Average	3.46	257	7,605	376	11,102	<5	<153	<3	<89	98	99



## TOTAL COLIFORM (RECLAMATION)

Aug-14

(1) 5 Sample Median not to exceed 240 mpn/100 mL

(2) Maximum not to exceed 10,000

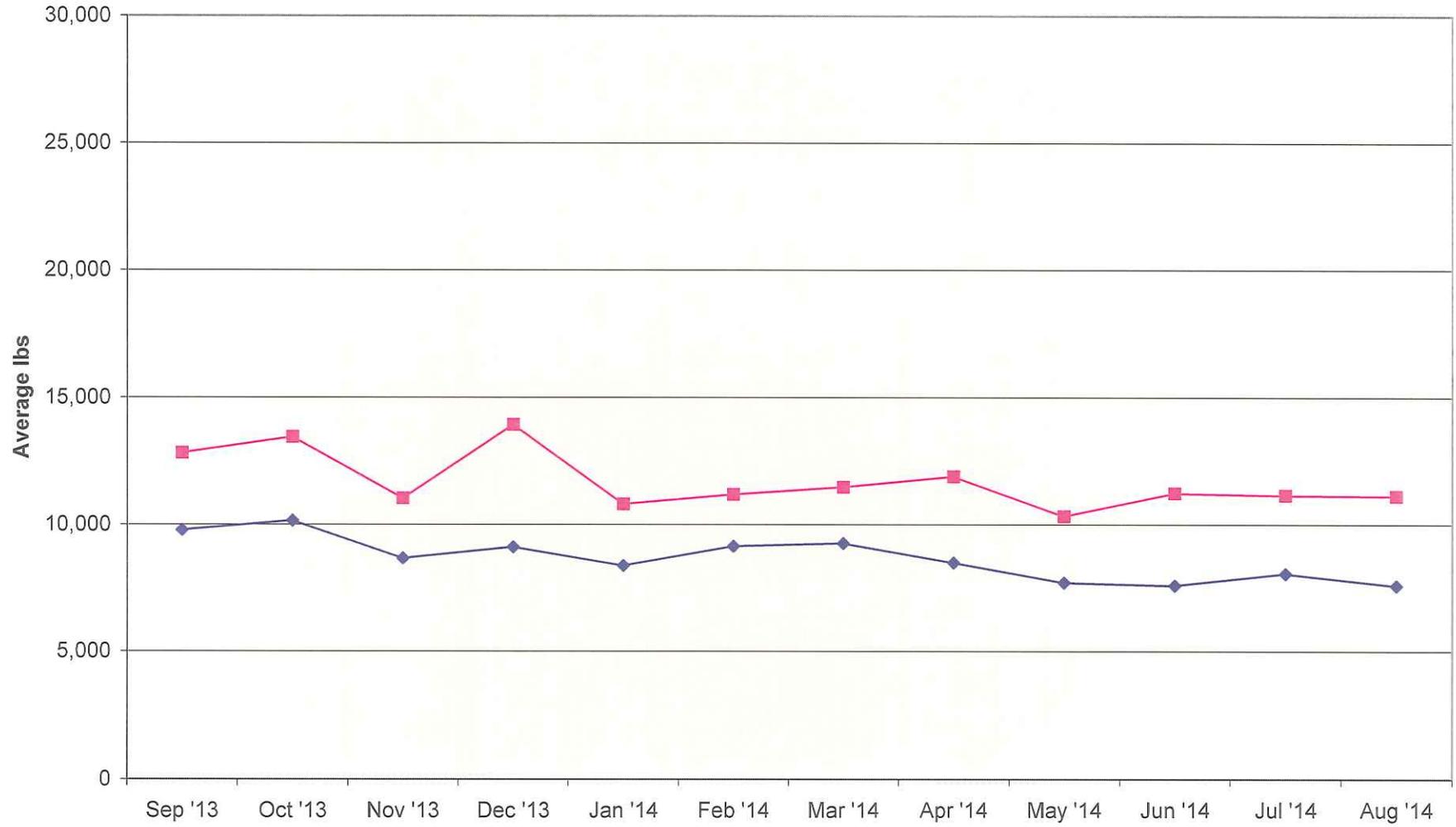
Note (2):

Maximum must be confirmed by a follow-up sample taken within 24 hours

Date	Value	Median
July 24, 2014	50	
July 28, 2014	30	
July 29, 2014	70	
July 31, 2014	2	
August 1, 2014		
August 2, 2014		
August 3, 2014		
August 4, 2014	23	30
August 5, 2014		
August 6, 2014	23	23
August 7, 2014		
August 8, 2014	300	23
August 9, 2014		
August 10, 2014	23	23
August 11, 2014		
August 12, 2014	13	23
August 13, 2014		
August 14, 2014	4	23
August 15, 2014		
August 16, 2014		
August 17, 2014		
August 18, 2014	6	13
August 19, 2014		
August 20, 2014	4	6
August 21, 2014		
August 22, 2014	7	6
August 23, 2014		
August 24, 2014		
August 25, 2014	11	6
August 26, 2014		
August 27, 2014	13	7
August 28, 2014		
August 29, 2014	8	8
August 30, 2014		
August 31, 2014		
Maximum	300	30

### Influent Load BOD / TSS lbs

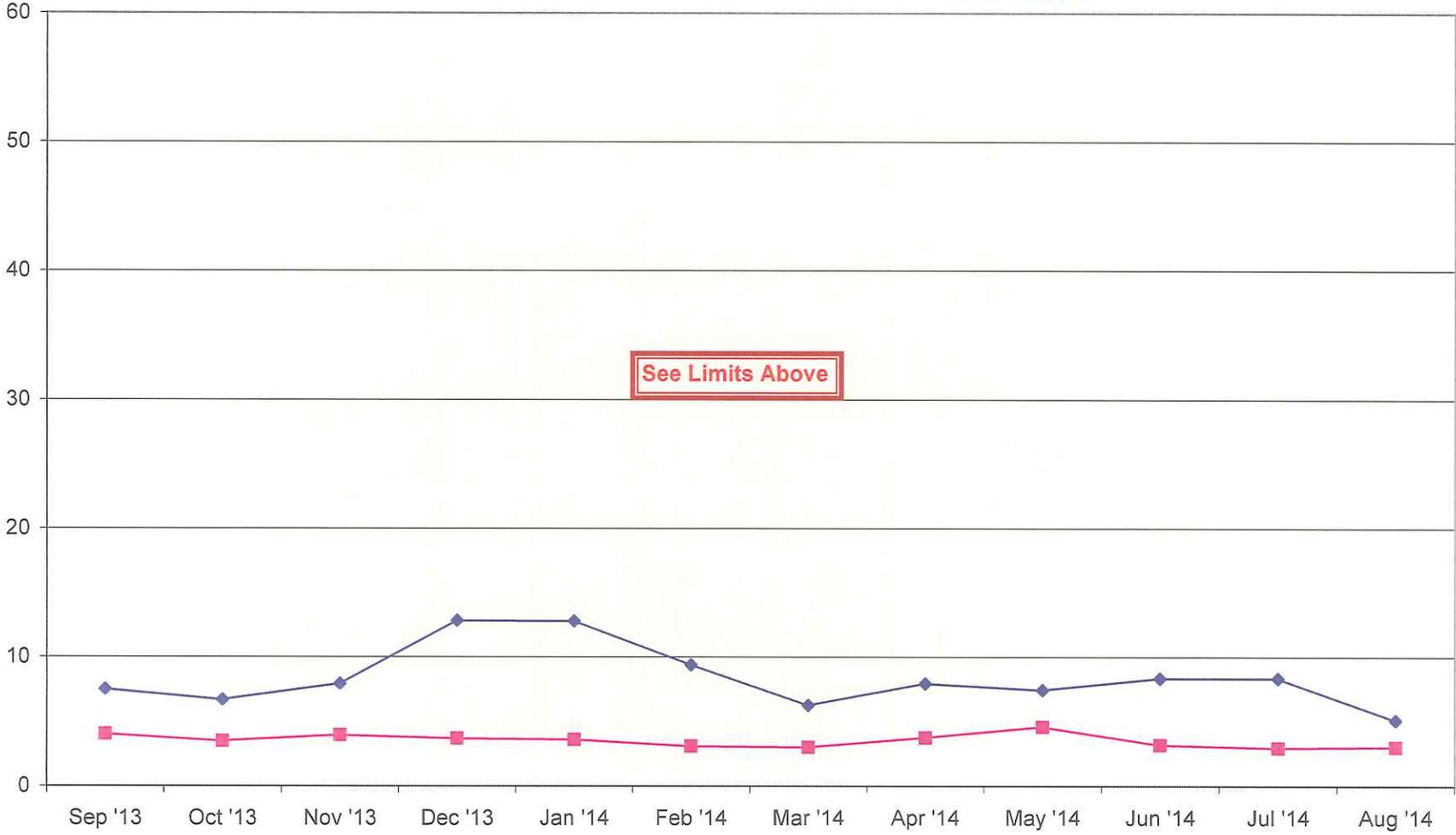
—◆— BOD lbs —■— TSS lbs



# Effluent BOD / TSS Concentration

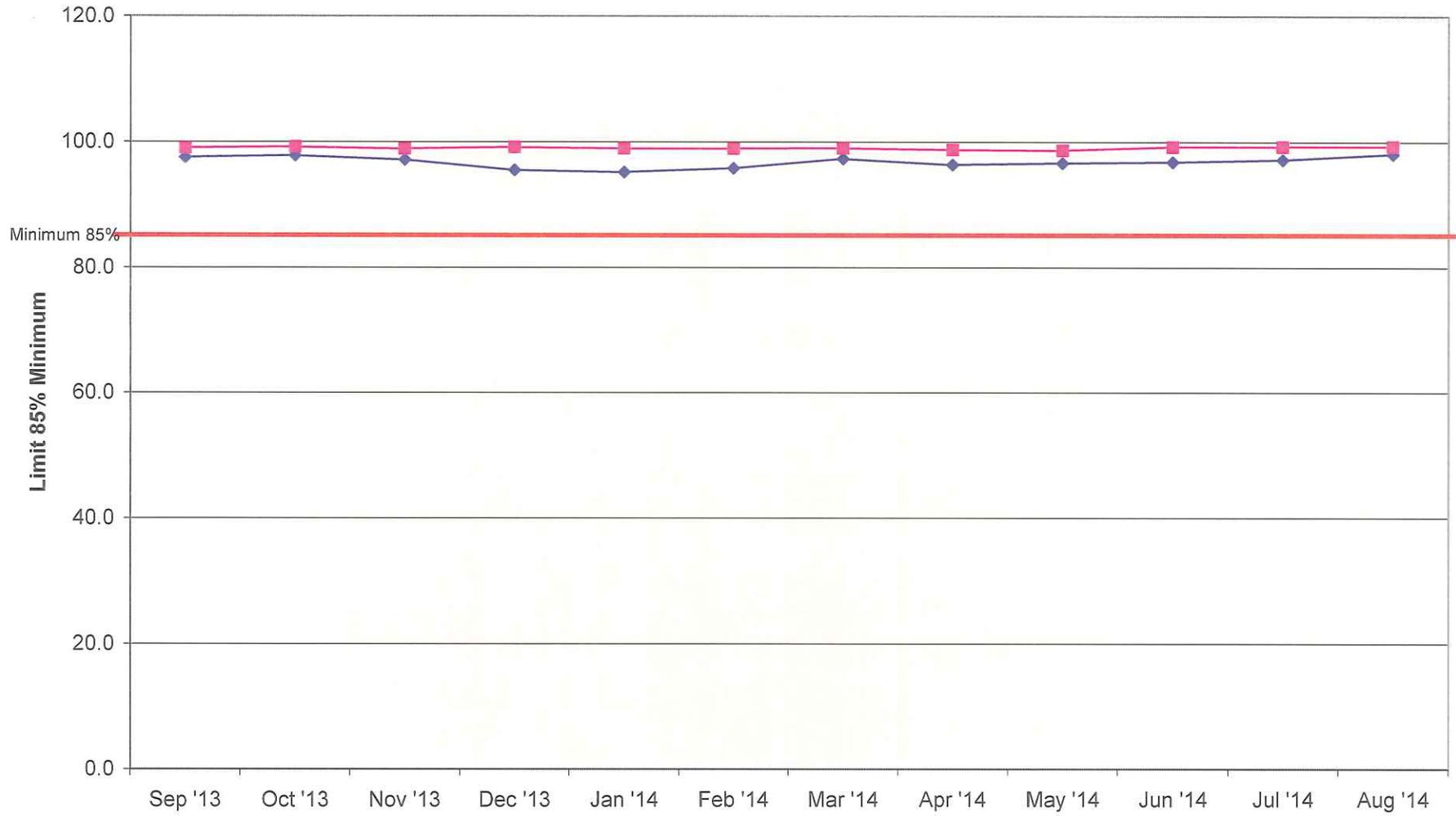
NPDES LIMITS WET SEASON  
BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave  
NPDES LIMITS DRY SEASON  
BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave  
TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave  
WDR (Waste Discharge Requirements) RECLAMATION  
BOD - 40 mg/L

◆ BOD ■ TSS



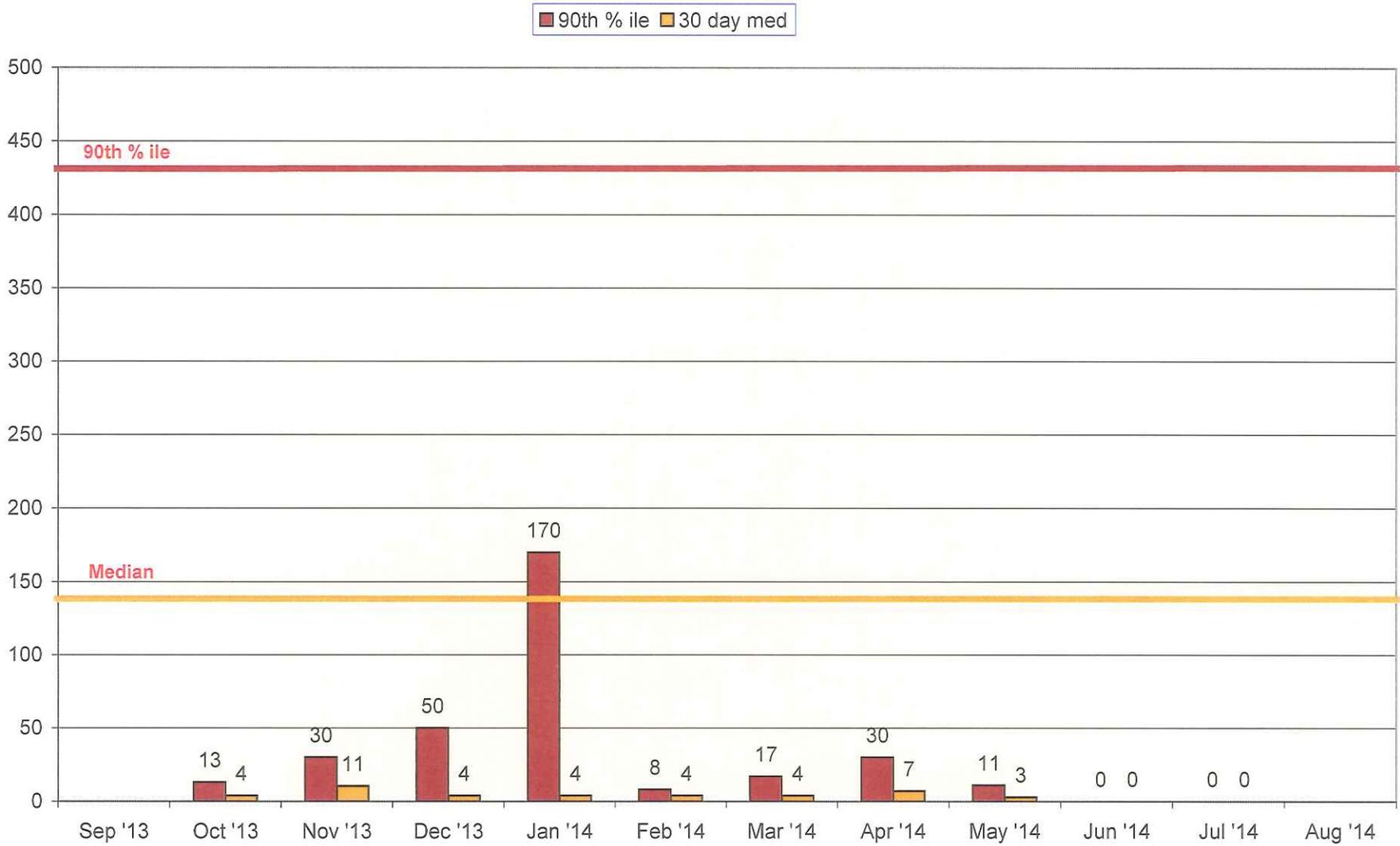
# BOD / TSS Percent Removal

◆ BOD ■ TSS



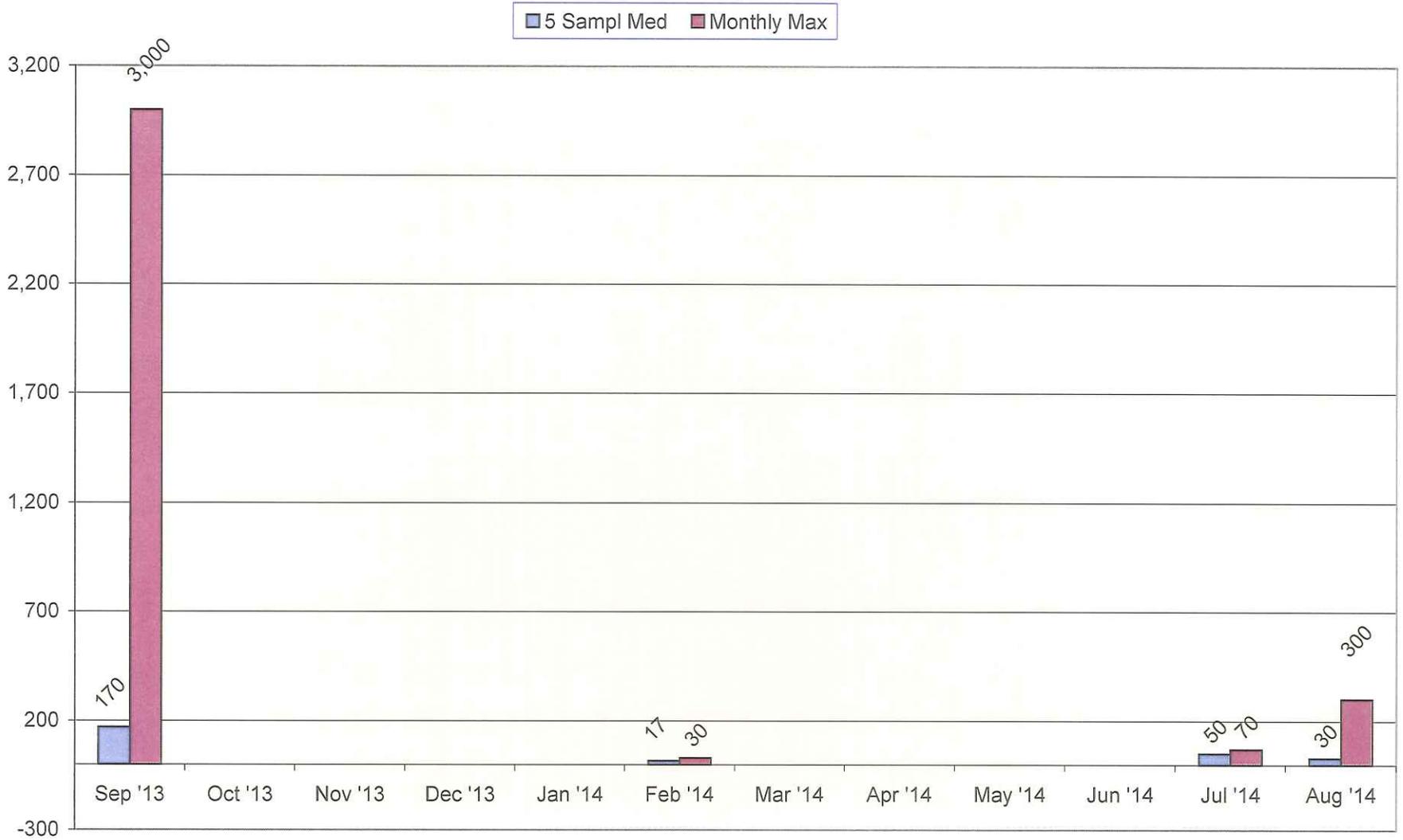
# Disinfection

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

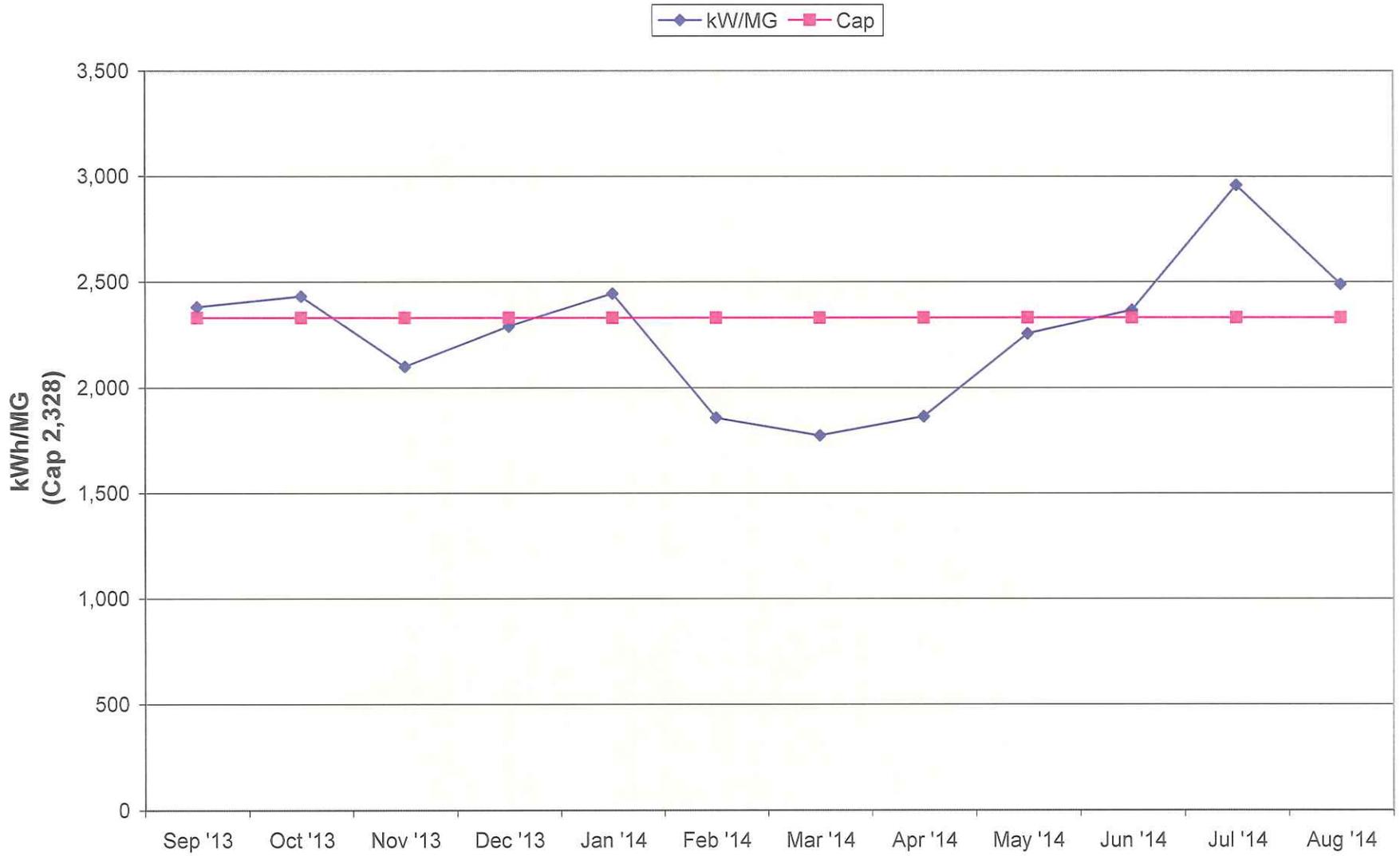


# Disinfection

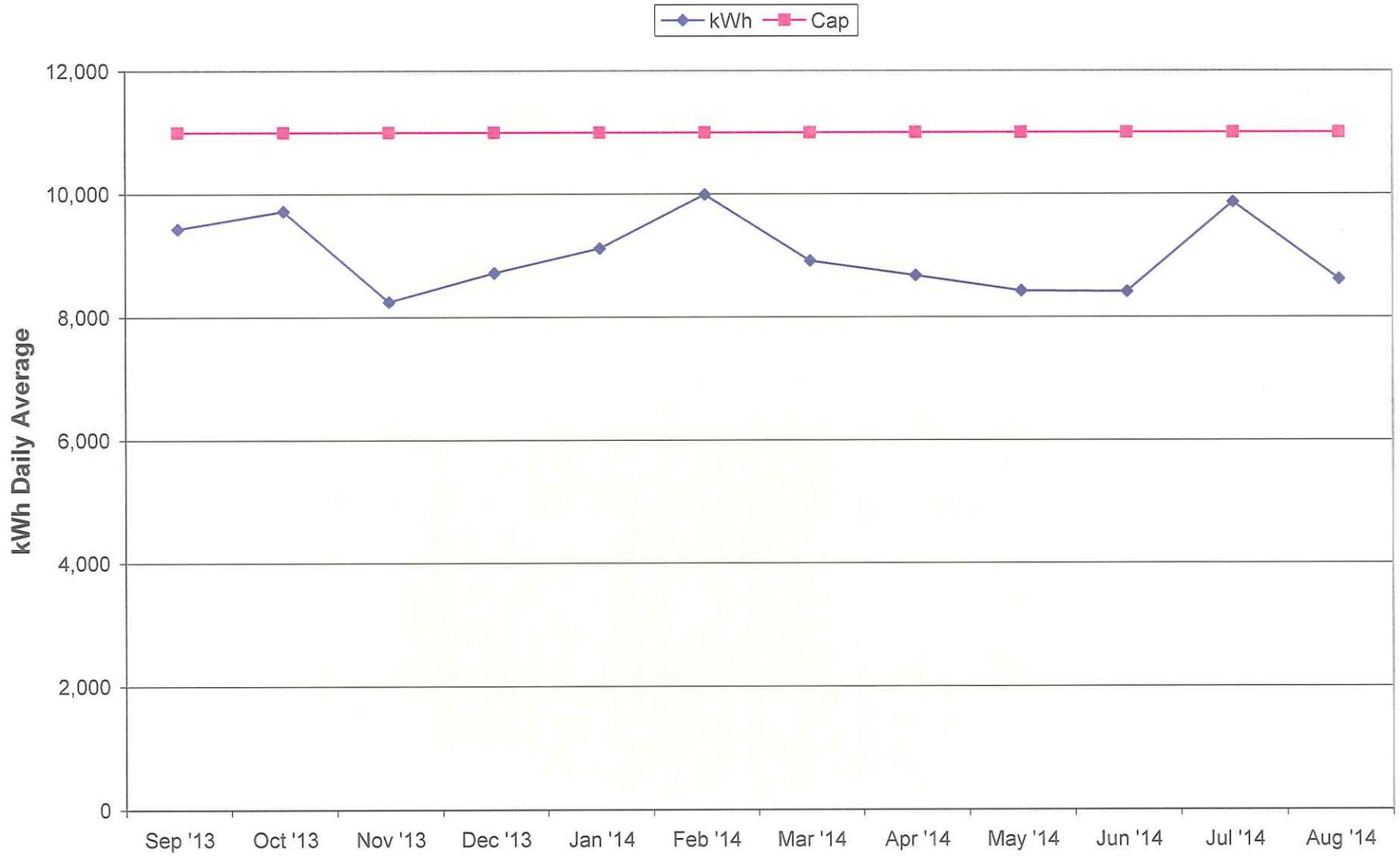
TOTAL COLIFORM LIMITS - WDR  
5 Sample Median - 240 mpn /100 ml  
Maximum - 10,000 mpn/100 ml



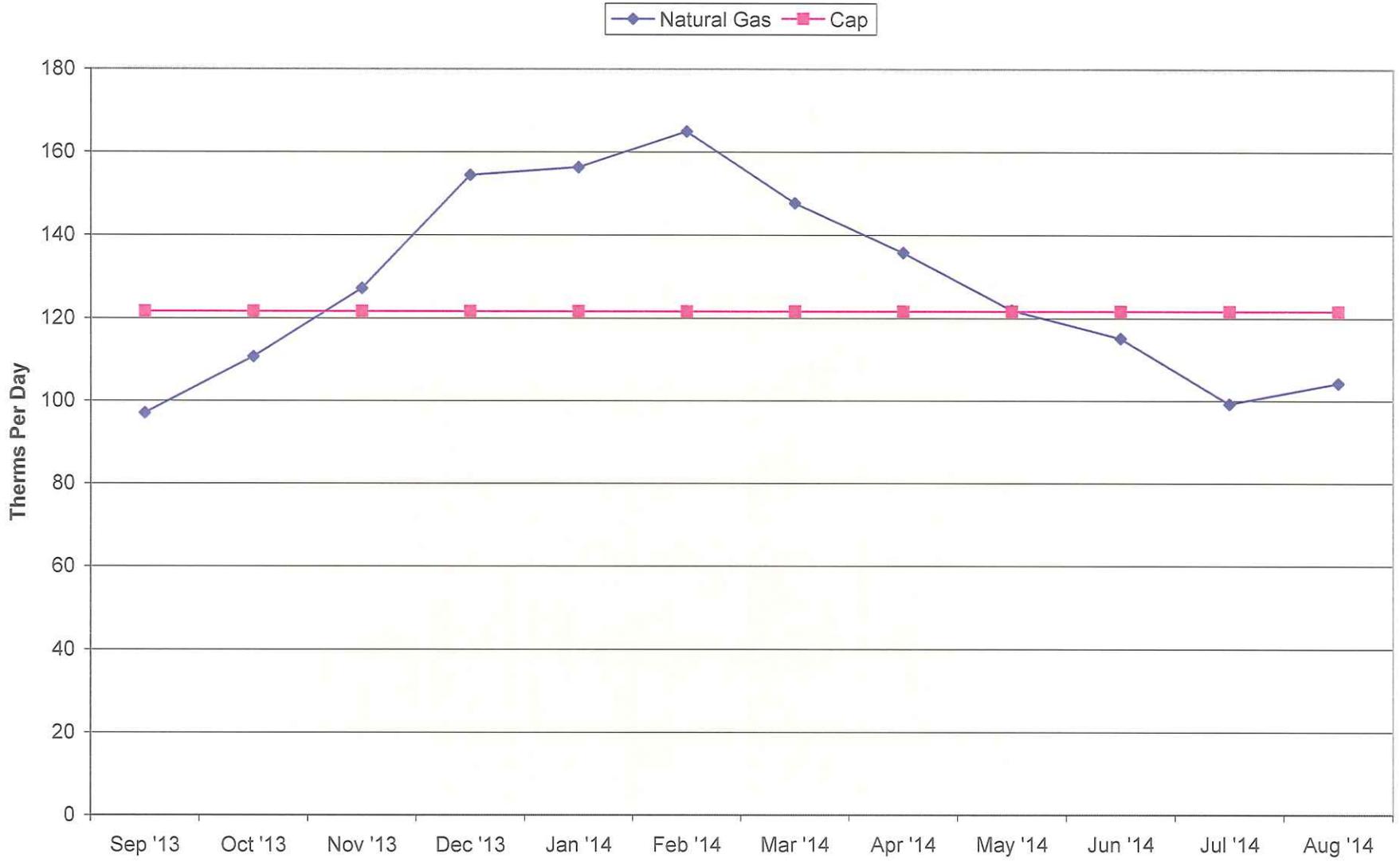
# Energy kWh/MG



# Energy kWh

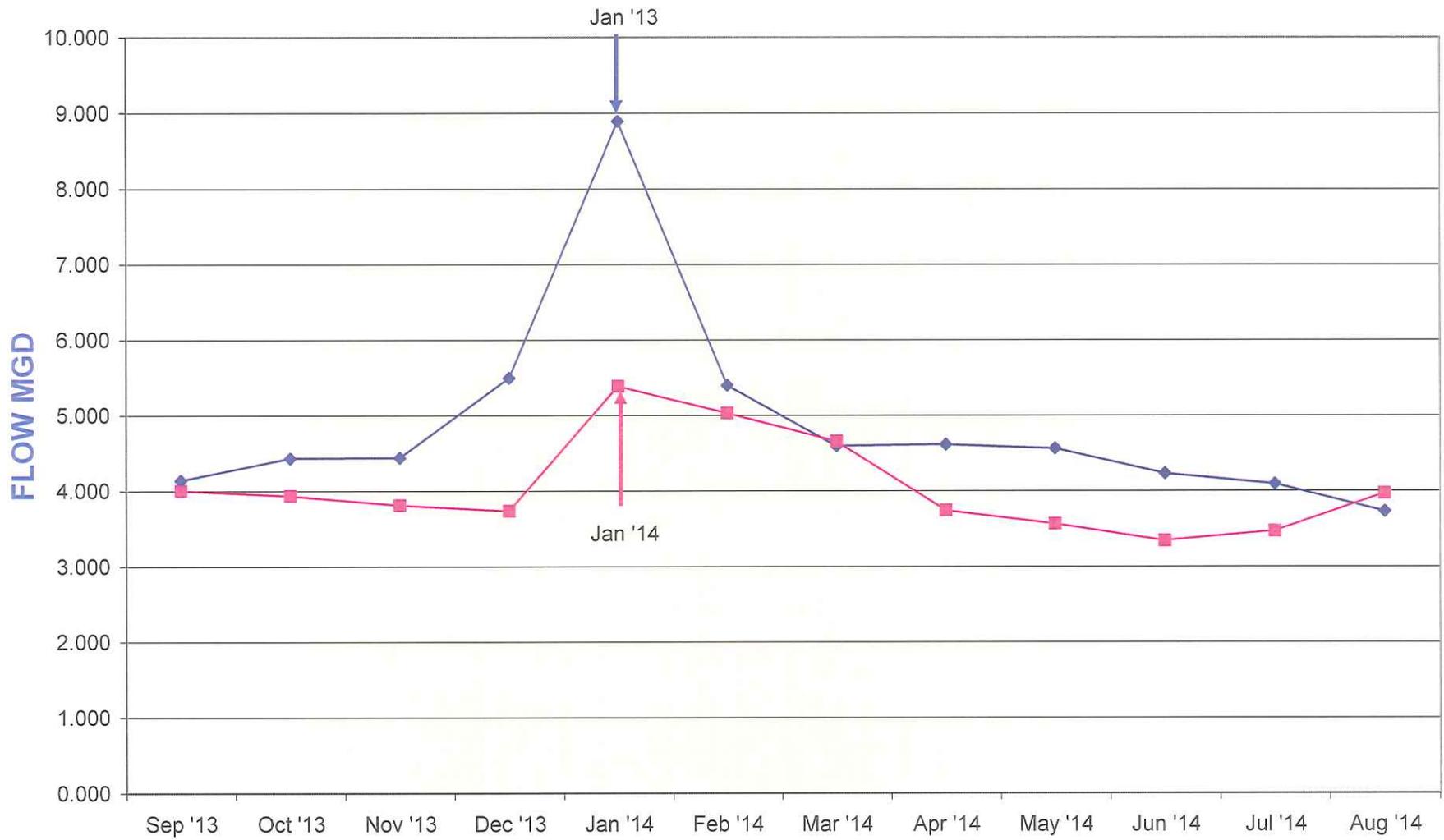


### Natural Gas Use



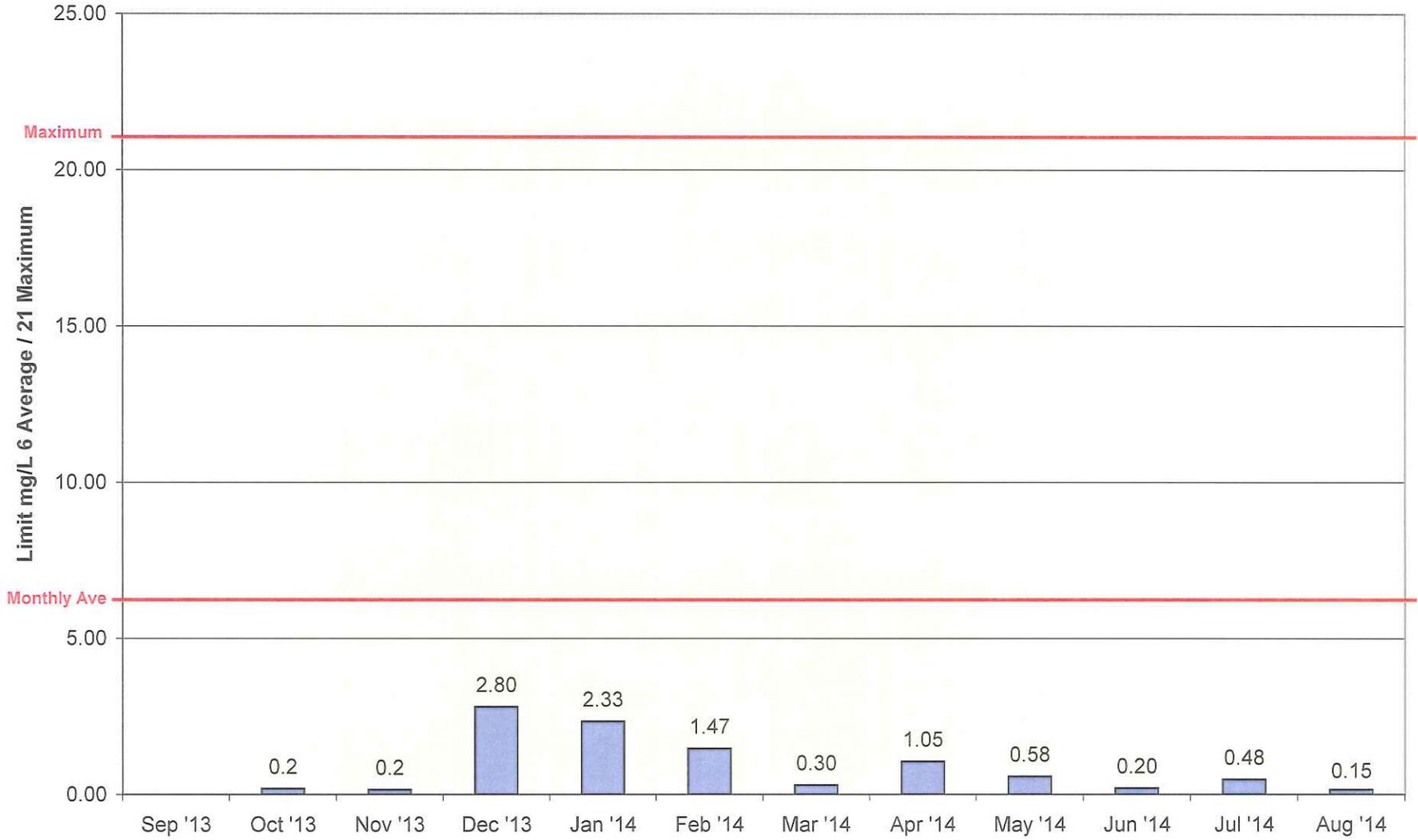
# FLOW COMPARISON

2012 / 13 2013 / 14



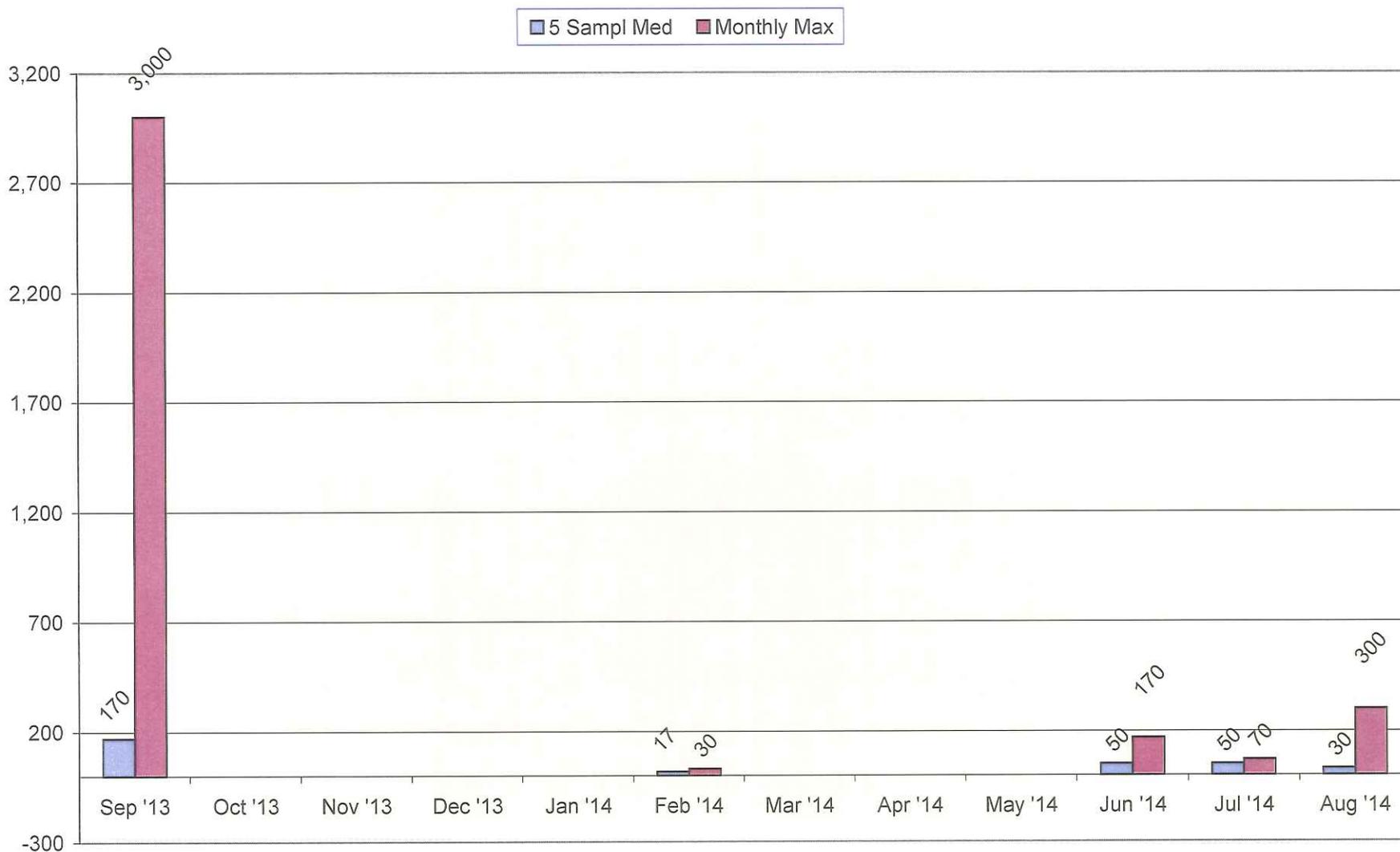
# Effluent Ammonia

No Ammonia Limits During Reclamation, Jun - Sep



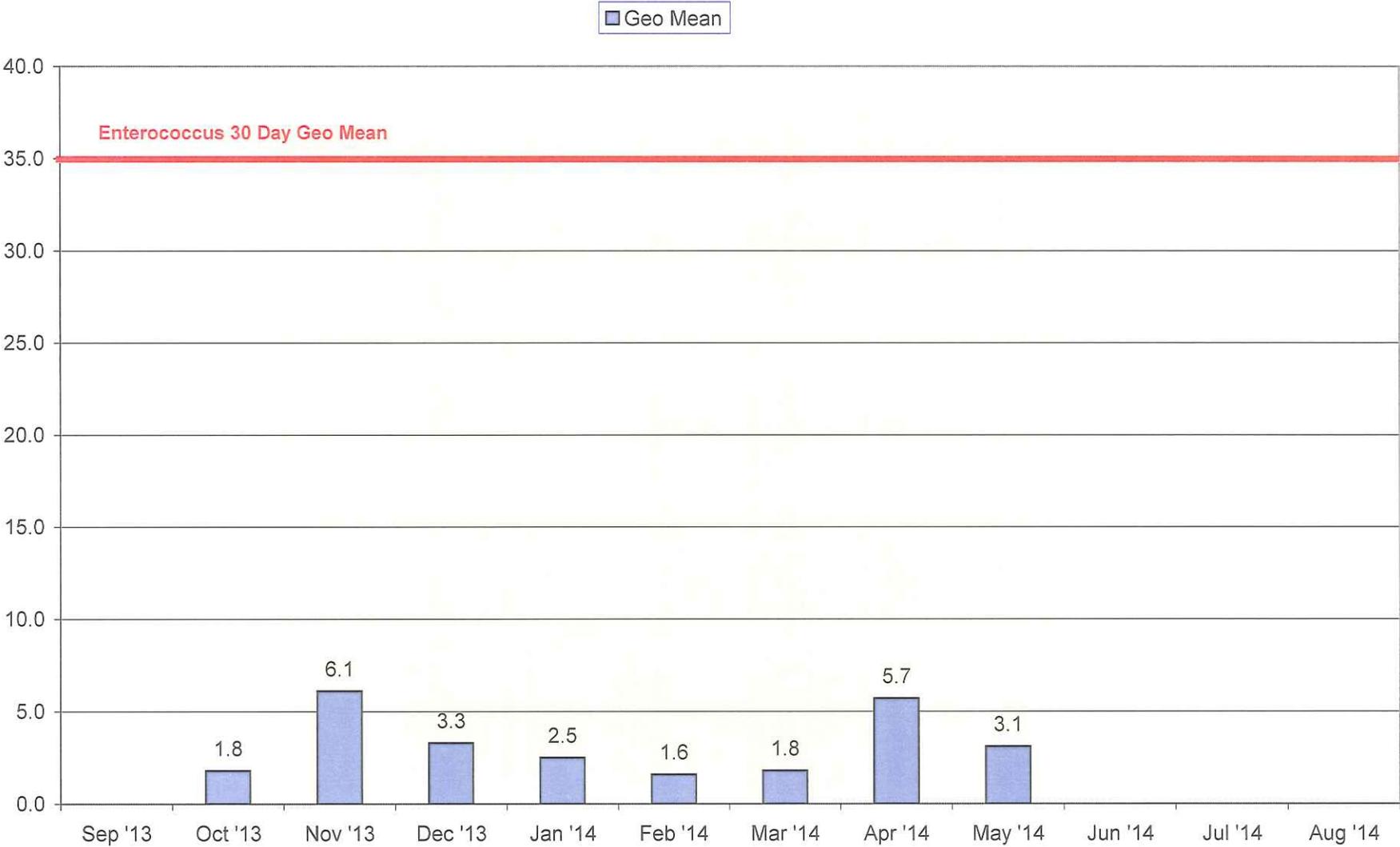
# Disinfection

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



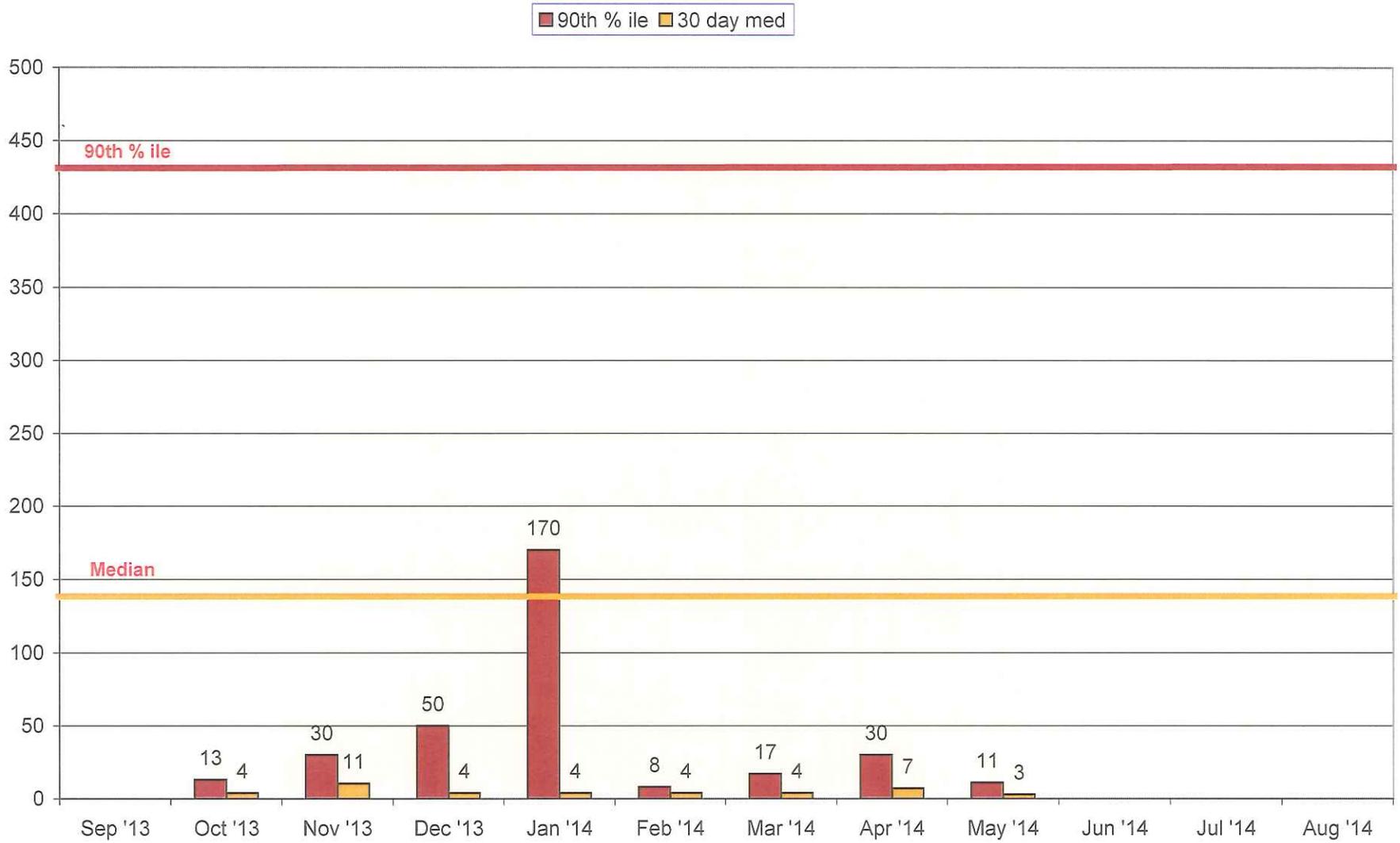
# Disinfection

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

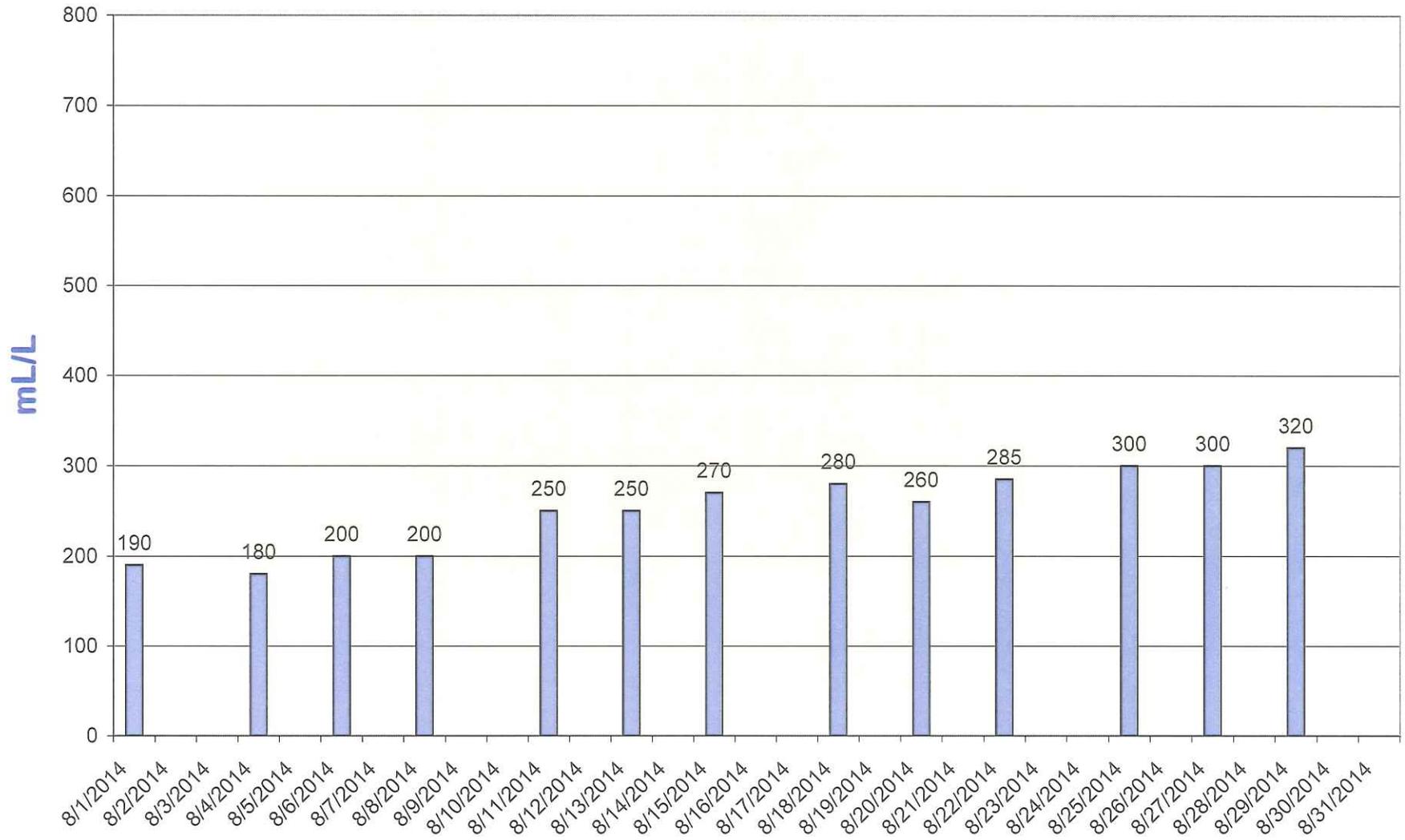


# Disinfection

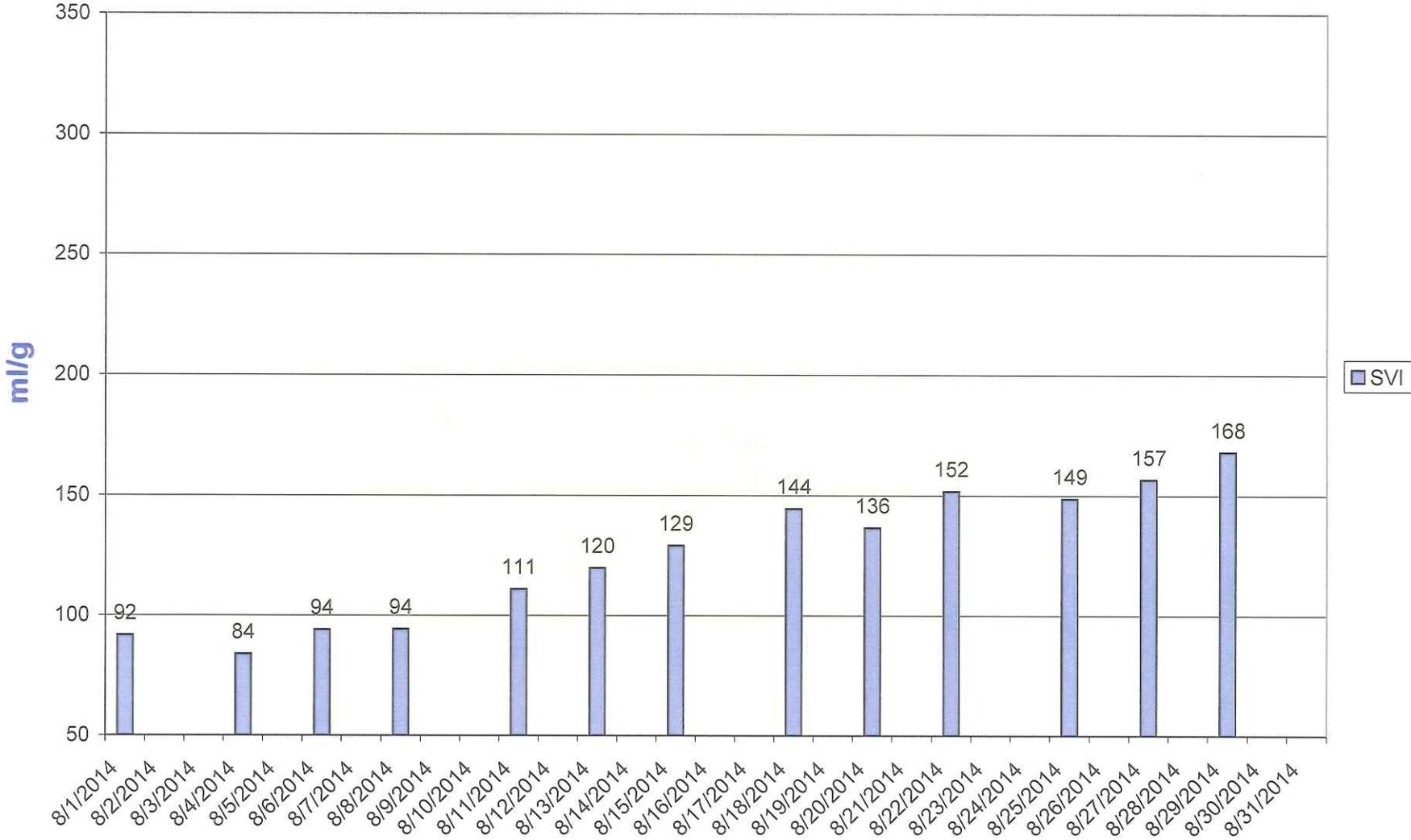
LIMITS - NPDES  
Fecal 140 mpn monthly median  
Fecal 430 mpn 90th percentile 30 day



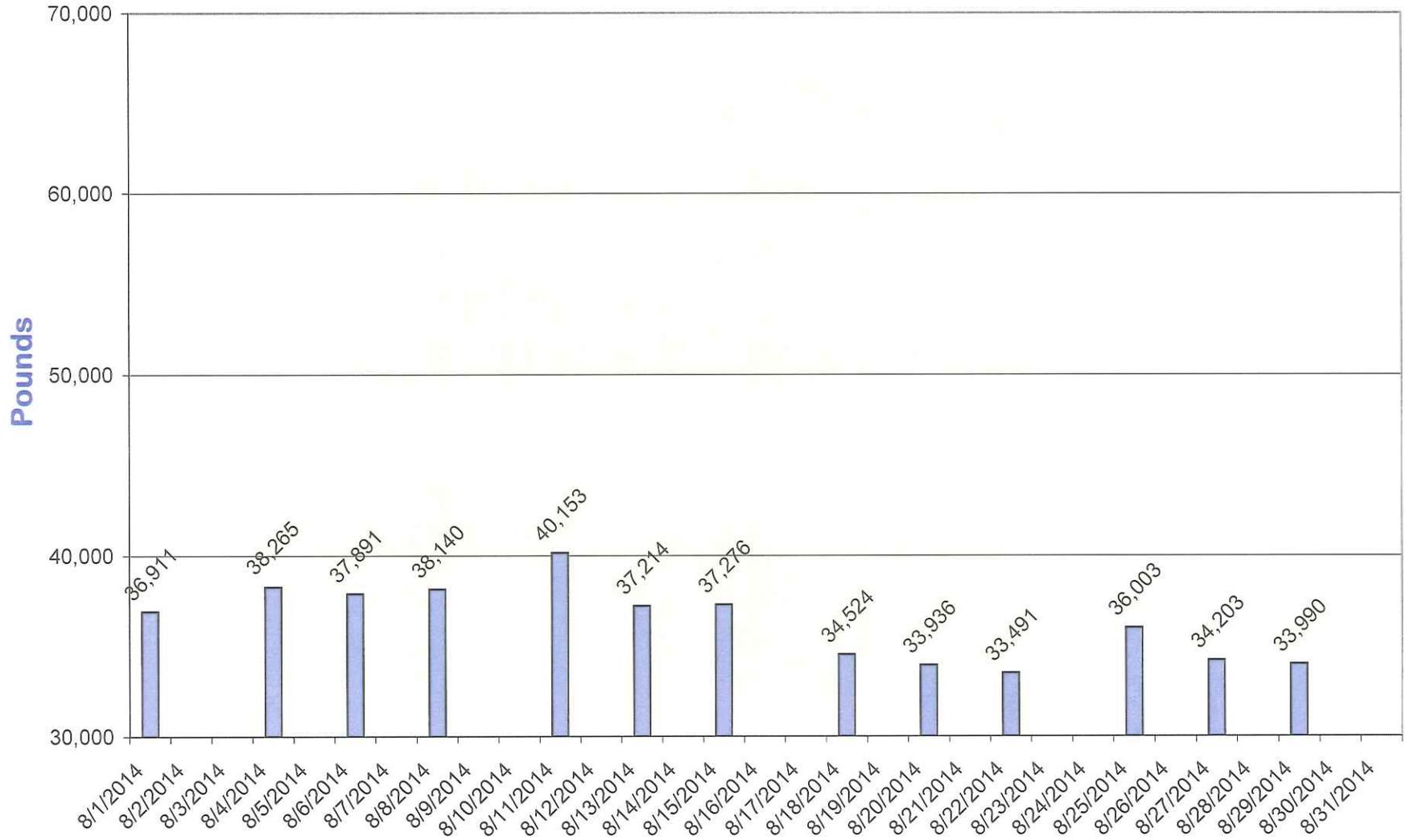
## Settleability



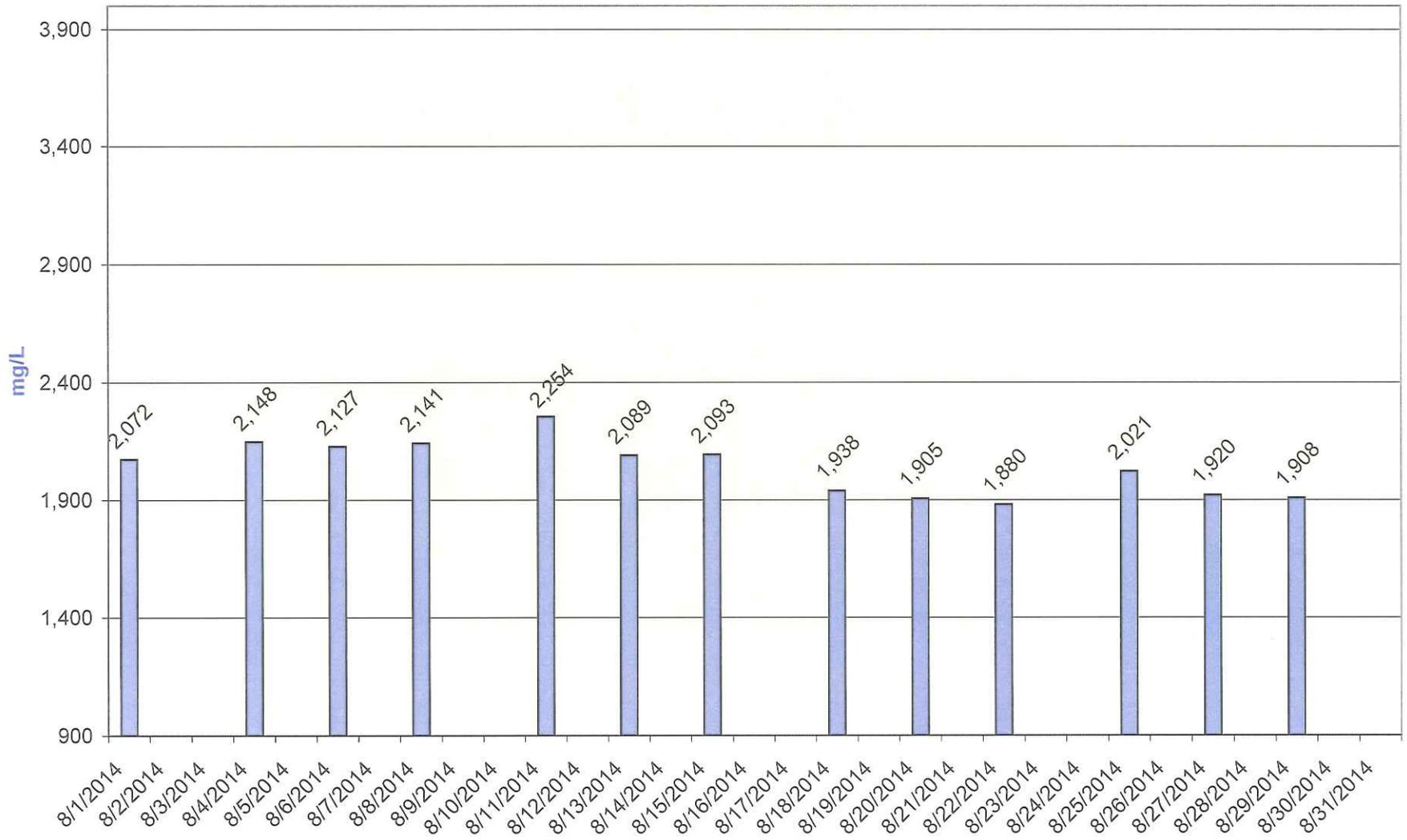
# Sludge Volume Index



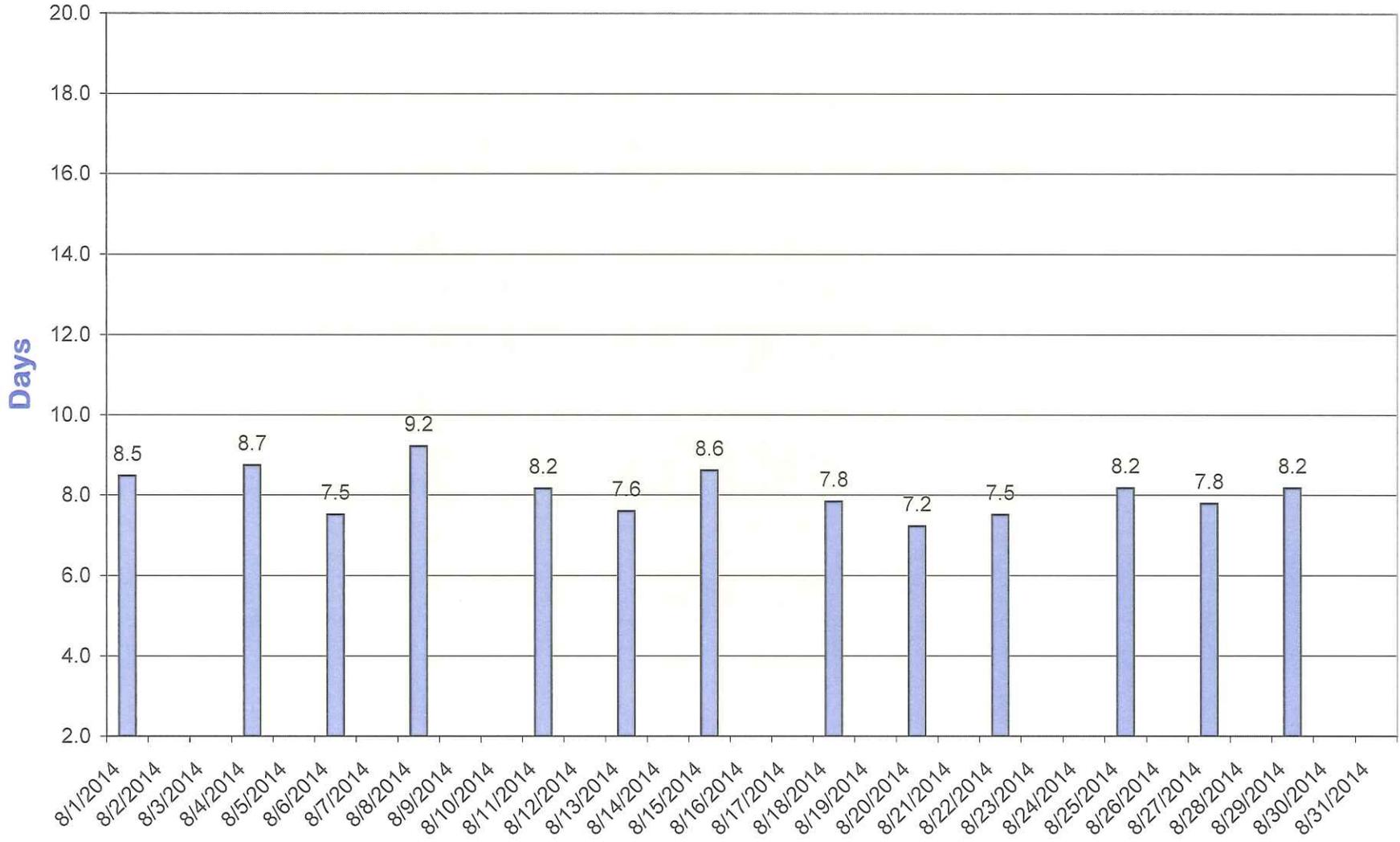
# MLSS Inventory



### MLSS Concentration



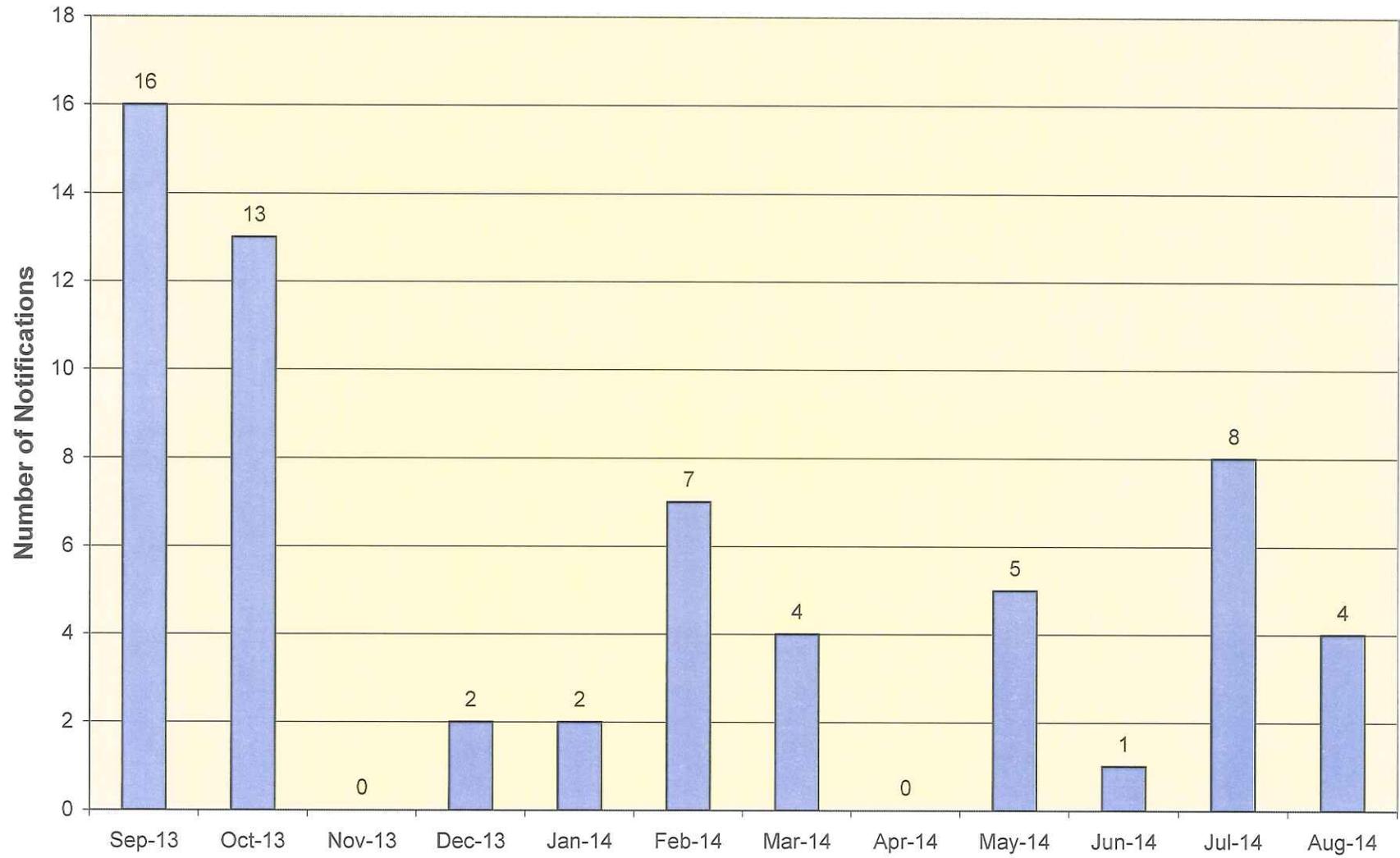
# Mean Cell Residence Time



## Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
8/1/2014	3.19	190	2,072	36,911		8.5	92
8/2/2014	3.06						
8/3/2014	3.18						
8/4/2014	3.75	180	2,148	38,265	0.20	8.7	84
8/5/2014	3.78						
8/6/2014	3.78	200	2,127	37,891		7.5	94
8/7/2014	3.65						
8/8/2014	3.52	200	2,141	38,140	0.16	9.2	94
8/9/2014	3.49						
8/10/2014	3.53						
8/11/2014	3.68	250	2,254	40,153		8.2	111
8/12/2014	3.38						
8/13/2014	3.22	250	2,089	37,214		7.6	120
8/14/2014	3.66						
8/15/2014	3.38	270	2,093	37,276		8.6	129
8/16/2014	3.49						
8/17/2014	3.64						
8/18/2014	3.66	280	1,938	34,524	0.19	7.8	144
8/19/2014	3.36						
8/20/2014	3.29	260	1,905	33,936	0.17	7.2	136
8/21/2014	3.32						
8/22/2014	3.10	285	1,880	33,491		7.5	152
8/23/2014	3.16						
8/24/2014	3.29						
8/25/2014	3.63	300	2,021	36,003		8.2	149
8/26/2014	3.56						
8/27/2014	3.58	300	1,920	34,203		7.8	157
8/28/2014	3.55						
8/29/2014	3.58	320	1,908	33,990		8.2	168
8/30/2014	3.46						
8/31/2014	3.37						
Minimum	3.06	180.00	1,880.00	33,491	0.16	7.2	84
Maximum	3.78	320	2,254	40,153	0.20	9.2	168
Total	100.46	3,285	26,496	471,997	0.72	105.0	1,629
Average	3.46	253	2,038	36,307	0.18	8.1	125

## Complaints / Contacts Received



**NOVATO SANITARY DISTRICT**  
**Wastewater Operations Committee Meeting**  
**Odor Control and Landscaping Report**  
**August 2014**

**Background:**

Staff and the District's consultant continue to work to address issues of odor control and landscaping, specifically in the Lea Drive neighborhood, and at the northeast corner of the Novato Treatment Plant (NTP) site.

As previously explained, the District has already expended significant amounts beyond the substantial investment for odor control and landscaping from the original WWTP Upgrade, Contract B - Novato Treatment Plant (NTP), Project No. 72609. These additional costs have included operational changes, measures related to further odor control measures, noise abatement, visual screening, wind shielding, and daily monitoring. The District also retained Brown and Caldwell (B&C) and their project manager, Mr. David McEwen, to further study the issue of potential odor emissions from the aeration basins, and any other potential sources not previously considered.

**Odor control:**

Earlier this year, Mr. McEwen issued odor control recommendations at the aeration basins, and made detailed presentations to neighborhood representatives and to the District's Wastewater Operations Committee. As mentioned in prior reports, Mr. McEwen's most significant recommendation, i.e. converting anoxic zones B and C at the aeration basins to aerobic zones has been implemented. Although results to date have been good anecdotally, operations staff continues to monitor performance.

Also, Mr. McEwen performed sampling activities for the validation testing of this modification in June to reflect a warm weather "worst case" scenario. Results became available in late August and the data has undergone a preliminary analysis. The analysis has presented some contradictory results, and the data needs to be analyzed further, which may result in some additional testing in the near future.

In addition, another of Mr. McEwen's odor control recommendations (adding sodium hypochlorite to the influent flow during warm weather periods) was implemented in early July. Again, staff continues to monitor performance and qualitatively speaking, the results appear to be good.

**Landscaping:**

Staff is monitoring the District's landscaping contractor Cagwin and Dorward (C&D), on vegetation at the District's fence-line on Lea Drive and at the northeast corner area of the NTP. Although there are no new developments to report, as mentioned in earlier reports, staff will be bringing further landscaping improvements to this area for the Committee's consideration. For example, staff will be looking to transplant the redwood trees currently in boxes along the western boundary of the plant site to the northeast corner of the property in October.

\*\*\*\*\*

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
August 2014**

**General:**

The breakdown of Collection System department staff time for August 2014, in terms of equivalent full-time employee (FTE) hours utilized, works out approximately as follows:

- 2.0 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.5 FTE field workers for Pump Station Maintenance
- 0.9 FTE field workers for CCTV work
- 1.8 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to main line cleaning, CCTV work or pump station maintenance, and
- 0.8 FTE field workers Vacation/Sick Leave/Holiday.

**Collection System Maintenance:**

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

Line Cleaning Performance: A total of 356 work orders were generated for August by the ICOM3 CMMS system. Staff completed 292 maintenance work orders. An additional sixty-four (64) of the work orders remain outstanding. Of the sixty-four that are outstanding, thirty-six (36) have been deferred for two to three months due to the chemical root treatment of the related line segments. This resulted in staff cleaning a total of 61,271 feet of sewer pipelines this month. In addition, outside contractors cleaned 1,717 feet of large diameter sewer mains this month.

CCTV Performance: The District's CCTV van was in the field for 13 working days, televising 94 line segments totaling 19,137 feet of CCTV inspection this month. This production rate is slightly lower than the District's internally set benchmarks of approximately 25,000 feet per month because the van was out of service for 8 working days due to required maintenance and other issues. Field crews also televised 3,983 feet using the Push Cam. Outside contractors also televised 1,717 feet of large diameter sewer mains.

CCTV Findings:

- Capital projects: The August CCTV work did not identify any defects that will need further evaluation to determine if they are eligible candidates for infrastructure repair or replacement.
- O&M practices: The August CCTV work did not identify any areas that would require a change in sewer line operations, or merit any changes in maintenance activities in terms of cleaning frequency or method.

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
August 2014**

**Collection System Projects:**

Six manholes were raised to grade in backyard easements this month under the Collections System Repair Projects (Account No. 72803).

**Pump Station Maintenance:**

The Collection System Department conducted 267 lift station inspections this month. 112 of the inspection visits were generated through the JobCal Plus CMMS system\*. There are 10 outstanding work orders for the month. Lift station inspections included 27 submersible pump station visits, once per month, 6 underground style, dry well/wet well pump station visits, once per month, and 4 main pump stations that are visited daily.

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

Pump #2 at Auto Mart Pump Station was replaced due to excessive wear and poor performance.

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

**Air Relief/Vacuum Valves**

Staff has identified and inspected a total of 42 air relief/vacuum valves (ARV's) at the District's pump stations and on raw sewage force mains; these are currently accounted for in the District's CMMS program. ARVs on the outfall pipeline are not included in this list and will be verified and inspected in the next few months during the annual Outfall Pipeline inspection and added to the maintenance program.

Of the 42 ARVs inspected, staff has requested work be completed at 12 locations to upgrade older ARV's and/or to provide better access for maintenance. These locations will receive a closer review to determine the extent of the work requested.

Staff completed annual maintenance on 2 of the ARV's in August.

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
August 2014**

**Pump Station Rehabilitation:**

Currently, there are two (2) pump stations under rehabilitation as part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project Account No. 72403). This current phase, (Project Unit 5), includes rehabilitation of the Los Robles Pump Station and relocation and replacement of the Digital Drive Pump Station. Construction work continues on these projects with completion expected by the end of September.

**Safety and Training:**

General: The Collection System staff attended four safety tailgate meetings.

Specialized training: Collection System staff attended Confined Space Entry Refresher training this month.

Safety performance: There were no lost time accidents this month for a total of 1,265 accident-free days.

**Standard Operating Procedures (SOPs):**

Department staff continues to work on generating new SOPs, and finalizing earlier draft SOPs. Six draft Energy Control SOPs were finalized this month.

**Emergency Operating Procedures (EOPs) – Pump Stations:**

Staff has also been working with DKF Solutions over the past year to develop 38 Emergency Operating Procedures (EOPs) for all of the District pump stations. At this time, all EOP's have been through a final review by staff. Staff expects the final EOPs to be in place (District staff has already received all relevant training) by the end of September 2014. Also included in DKF Solution's Contract was an interactive training program hosted on CSRMA's website and on CD. Staff expects completion of this portion of the Contract by the end of October.

**Sanitary Sewer Overflows (SSOs):**

There were no (zero) SSO's in August.

\*\*\*

**Novato Sanitary District**  
**Collection System Monthly Report For August 2014 (as of August 31, 2014)**

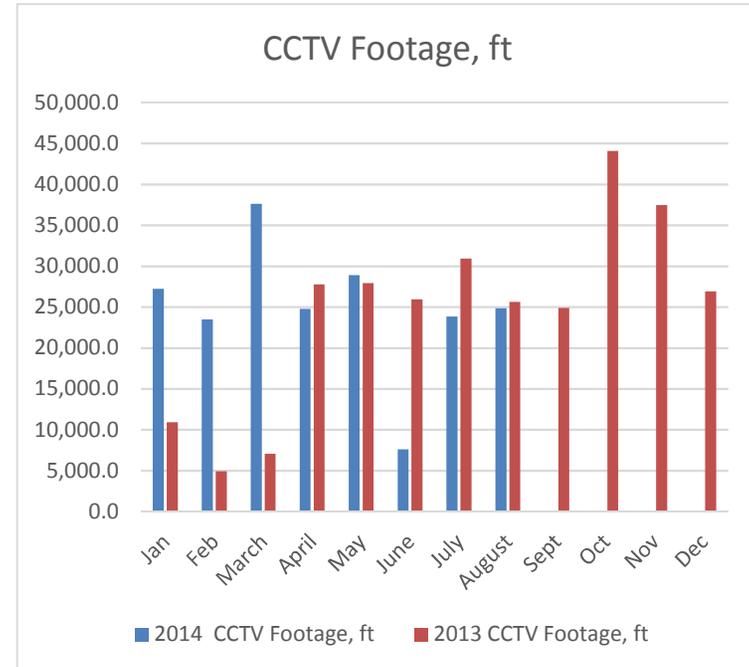
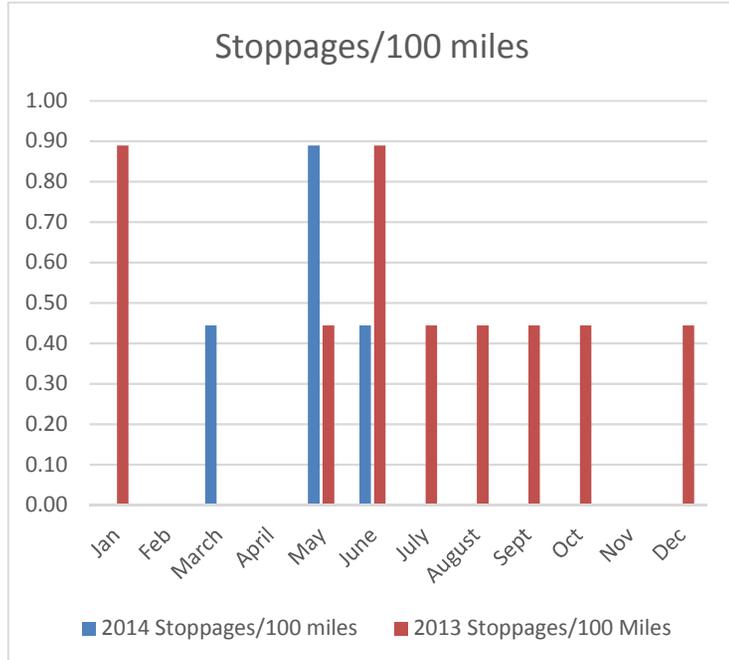
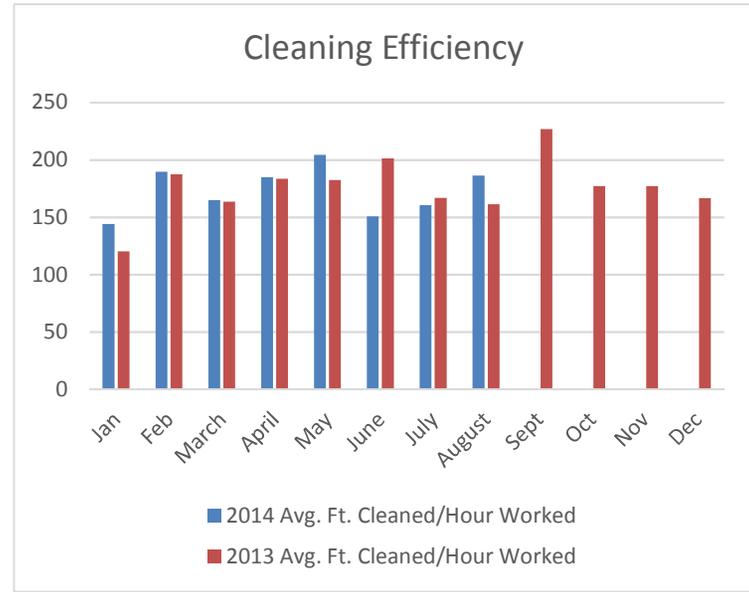
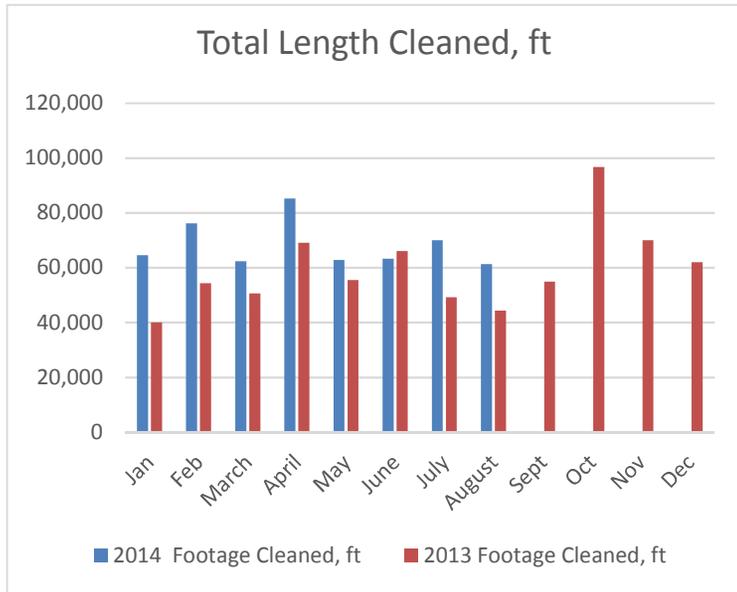
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning), hrs.	2.6	2.5	2.2	2.6	1.8	2.5	2.3	2.0					NA	2.3
Number of FTEs (other)	1.7	1.6	2.1	1.8	1.7	2.1	1.9	1.8					NA	1.8
Number of FTEs (CCTV)	0.9	0.8	1.0	0.8	0.9	0.2	0.3	0.9					NA	0.7
Total, FTEs	5.2	4.9	5.3	5.1	4.4	4.8	4.6	4.7					NA	4.9
Regular Time Worked, (main line cleaning), hrs	448	402	378	461	308	420	436	329						
Regular Time Worked on Other, hrs (1)	294	262	350	313	297	362	358	298						
Regular Time Worked on CCTV (2)	158	125	172	136	164	38	63	145						
Total Regular time, worked, hrs	900	789	900	909	768	820	857	772					6,714	839
Total Vacation/Sick Leave/Holiday, hrs	285	151	101	143	220	195	198	126					1,419	177
Vacation/Sick Leave/Holiday, FTEs	1.6	0.9	0.6	0.8	1.3	1.2	1.1	0.8					8.2	1.0
Overtime Worked on Coll. Sys., hrs	2	8	3	15	0	3	17	1					49	6
Overtime Worked on Other, hrs (1)	22	17	16	31	35	26	15	17					179	22
Overtime Worked on CCTV (2)	0	0	0	3	0	0	4	0					7	1
Total Overtime, hrs	24	25	19	49	35	29	36	18	NA	NA	NA	NA	235	29
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	57	30	24	78	20	72	73	68					422	53
Rodder 3203 ft. cleaned	10,989	3,337	6,378	11,933	1,388	12,770	9,286	6,005					62,086	7,761
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0					0	0
Flusher Work Orders generated	351	352	369	532	313	308	333	288					2,846	356
Truck 3205V ft. cleaned	16,187	16,552	18,158	802	13,575	9,410	17,136	3,441					95,261	11,908
Truck 3206V ft. cleaned	37,342	56,332	37,781	72,511	47,863	41,143	43,561	51,825					388,358	48,545
Flusher - outside services, ft. cleaned	2,301	1,570	6,492	11,155	0	0	7,216	1,717					30,451	
Total Footage cleaned(3)	64,518	76,221	62,317	85,246	62,826	63,323	69,983	61,271					545,705	68,213
Work Orders completed	408	361	393	580	313	348	371	292					3,066	383
Work Orders backlog	66	21	0	30	20	32	35	64					268	34
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0	0	0	0	0	0	0	0					0	
CCTV Truck 3126T, ft. videoed	24,487	21,931	31,116	19,331	27,555	5,560	11,827	19,137					160,944	20,118
CCTV (hand cam), ft. videoed	449	0	0	5,428	1,340	2,056	4,802	3,983					18,058	
CCTV Inspection - outside services, ft. videoed	2,301	1,570	6,492	0	0	0	7,216	1,717					19,296	
Total CCTV footage(3)	27,237	23,501	37,608	24,759	28,895	7,616	23,845	24,837	NA	NA	NA	NA	198,298	
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category III)	0	0	0	0	2	1	0	0					4	NA
Major (Category II)	0	0	0	0	2	1	0	0					3	NA
Major (Category I)	0	0	0	0	0	0	0	0					0	NA
Major (Category I)	0	0	1	0	0	0	0	0					1	NA
Overflow Gallons	0	0	180	0	50	235	0	0					465	NA
Volume Recovered	0	0	0	0	50	235	0	0					285	NA
Percent Recovered	NA	NA	0%	NA	100%	100%	NA	NA	NA	NA	NA	NA	61%	NA
<b>D. Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	8	3	5	4	4	3	6	9					42	5
Normal hours S.C. response time, mins (avg.)	38	19	25	18	14	16	15	16					161	20
Service Callouts, after hours, #	0	1	1	1	1	1	3	1					9	1
After Hours S.C. response time, mins (avg.)	0	15	40	42	13	25	34	10					179	22
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	144	190	165	185	204	151	161	186	NA	NA	NA	NA	NA	173
Total Stoppages/100 Miles	0.0	0.0	0.4	0.0	0.9	0.4	0.0	0.0					1.8	NA
Average spill response time (mins)	0	0	18	0	39	14	0	0					NA	9
Callouts/100 Miles	0.0	0.4	0.4	0.4	0.4	0.4	1.3	0.4					4.0	0.5
Overtime hours/100 Miles	1	4	1	7	0	1	8	0					21.78	3
Overflow Gallons/100 Miles	0	0	80	0	22	104	0	0					207	26

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

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

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

# Collection System 2013-14 Graphs



Novato Sanitary District

Pump Station Monthly Report For August 2014 (as of August 31, 2014)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>	248	212	205	226	251	190	334	304					1,970	
Number of Employees (FTEs)	1.4	1.1	1.1	1.1	1.3	1.0	1.4	1.5						1.2
Regular Time Worked on Pump Sta	231	181	183	194	229	169	255	250					1,691	
Overtime Worked on Pump Sta	17	31	22	32	22	22	79	54					279	
After Hours Callouts	1	5	1	5	6	1	11	7					37	
Average Callout response time (mins)	30	26	25	33	13	22	39	27					215	27
<b>Work Orders</b>														
Number generated in month	124	115	147	116	130	143	150						925	
Number closed in month	121	110	142	109	128	139	127							
Backlog	3	5	5	7	2	4	23							

**COLLECTION SYSTEM (Pump Stations)  
WORK ORDER STATISTICS  
August 1, 2014 - August 31, 2014**

	<b>Open Work Orders Due Prior to 8/1/2014</b>	<b>Open Work Orders 8/1/2014 - 8/31/2014</b>	<b>Total Open Work Orders</b>
Preventive	9	122	122
Corrective	1	0	0
Total	10	122	122

	<b>Closed Work Orders 8/1/2014 - 8/31/2014</b>
Preventive	112
Corrective	0
Total	112

<b>Total Outstanding Work Orders as of 8/31/2014</b>	<b>10</b>
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**NOVATO SANITARY DISTRICT  
Wastewater Operations Committee Meeting  
Reclamation Facilities Report  
August 2014**

**Summary:**

The rancher continues to work on routine parcel maintenance. Irrigation times were increased to promote pasture growth on Site 3 & 7. A total of 88.19 MG of recycled water was applied to the irrigation pastures in August. An Agreement was executed for the annual sludge disposal from the sludge lagoons. Grading work was performed in the Dedicated Land Disposal (DLD) area in preparation for sludge disposal.

**Ranch Operations:**

The rancher continues to perform annual parcel maintenance, spraying weeds and thistles, and making sprinkler and fence repairs.

**Irrigation Parcels:**

Irrigation times were increased to promote pasture growth on Site 3 & 7. There were no other significant activities to report this month.

**Irrigation Pump Station:**

Approximately 88.19 MG of recycled water was used for irrigation of the parcels during the month of August.

On August 25<sup>th</sup> the main breaker for the Irrigation Pump Station tripped in the middle of an irrigation cycle. Staff reset the breaker successfully and tested the breaker by turning on the irrigation pumps remotely from two different locations, starting two different pumps, and the breaker tripped each time. Due to previous tripping episodes within the last year, staff contacted the breaker manufacturer and scheduled an inspection of the breaker in early September. It was verified that there was adequate room in the storage ponds to store water for at least 4 weeks in case the outage would be longer than anticipated.

As reported last month, staff discovered a leak in the Wildlife Pond recirculation line but has not been able to narrow down the location. Staff will pursue finding the leak when time allows. Recirculation of the water through the Wildlife Pond is not an essential function of the Reclamation Facility.

**Sludge Handling & Disposal:**

An Agreement has been executed between the District and Custom Tractor Service (CTS) of Petaluma to pump sludge out of the sludge lagoons and into the Dedicated Land Disposal (DLD) area, in addition to dredging the lagoons. A Work Order was issued to CTS to grade the east side of the DLD in preparation for sludge disposal.

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**NOVATO SANITARY DISTRICT**  
**Reclamation Facility - Monthly Statistics for Calendar Year 2014, as of July 2014**

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
<b>Irrigation Pump Station</b>														
Plant flow to ponds (MG)	0	59.39	0	0	0	90.36	103.36	89.67					342.78	28.57
Irrigation (MG)	17.87	0	7.0	0	15.57	65.36	63.45	88.19					257.44	21.45
Irrigation Pump 1 Hours	29.3	0	13.5	0	27.5	107.8	106.8	127.4					412.3	34.36
Irrigation Pump 2 Hours	0	0	2.9	0	35.3	106.6	103.8	126.7					375.3	31.28
Irrigation Pump 3 Hours	31.4	0	14.4	0	25.9	133.1	103.2	120.3					428.3	35.69
Washdown Water Pump Hours	0	0	0	0	0	0	0	0					0	0.00
Wildlife Feed Pump Hours	0	0	0	0	352.9	747.6	212.4	0					1312.9	109.41
Water Circulated through Wildlife Pond (MG)	0	0	0	0	22.23	47.10	13.38	0	0	0	0	0	82.7127	6.89
Strainer No. 1 Hours	-	-	0.9	0	10.9	44.1	37.2	43.5					136.6	11.38
Strainer No. 2 Hours	-	-	1	0	10.8	43.9	38.2	47.7					141.6	11.80
Pond 1 Gauge @ Beginning of Month	3.3	2.4	6.1	5.2	5.2	3.9	4.4	5.3	4.2					
Pond 1 Gauge @ End of Month	2.4	6.1	5.2	5.2	3.9	4.4	5.3	4.2						
Pond 1 Gallons Stored @ End of Month(MG)	15.2	45.8	37.6	37.6	27.2	31.2	38.4	29.6						
Pond 2 Gauge @ Beginning of Month	3.3	2.2	6.1	5.2	5.2	4	4.4	5.4	4.3					
Pond 2 Gauge @ End of Month	2.2	6.1	5.2	5.2	4	4.4	5.4	4.3						
Pond 2 Gallons Stored @ End of Month(MG)	17	58	49	49	36	40	51	39						
Total Irrigation Water Stored	32.2	103.8	86.6	86.6	63.2	71.2	89.4	68.6	0	0	0	0		
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	0	0	0	0	0	0	0	0						
Drainage Pump No. 2 Hours	0	0	14	0	0	0	0	0						
Drainage Pump No. 3 Hours	0.7	134.5	0	31.1	0.8	0	0	0						
Total Gallons Stormwater Pumped (MG)	0.21	40.35	4.2	9.33	0.24	0	0	0	0	0	0	0	54.33	4.53
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	0	24.2	13.2	3.9	0	0	0	0						
Drainage Pump No. 2 Hours	0	106.6	48.8	9.5	0	0	0	0						
Drainage Pump No. 3 Hours	0	1.7	0.9	0	0	0	0	0						
Total Gallons Stormwater Pumped (MG)	0	59.63	28.31	6.03	0	0	0	0	0	0	0	0	93.96	7.83

# NOVATO SANITARY DISTRICT DRAFT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Capital Projects – WWTP Upgrade, Contract C: Primary Clarifier Launderers Coating, Project Work Order No. 73001-14-01</b>	<b>MEETING DATE: September 22, 2014</b>  <b>AGENDA ITEM NO.: 7.a.</b>								
<b>RECOMMENDED ACTION:</b> Review bids received, accept the lowest responsive bid, and authorize the Manager-Engineer to execute a Contract with National Coatings and Linings Company in the amount of \$135,175.00.									
<b>SUMMARY AND DISCUSSION:</b>  <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 the repair and coating of the effluent launder walls in Primary Clarifier 1 &amp; 2.</p> <p>On September 3, 2014, 4 bids were received as follows:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">1. National Coatings and Linings Company</td> <td>\$135,175.00</td> </tr> <tr> <td>2. Advanced Industrial Services</td> <td>\$191,900.00</td> </tr> <tr> <td>3. Farr Construction</td> <td>\$298,200.00</td> </tr> <tr> <td>4. Murphy Industrial Coatings</td> <td>\$306,992.00</td> </tr> </table> <p>National Coatings and Linings Company (National Coatings) of Murrieta, California submitted the lowest bid of \$135,175. National Coatings' bid documents have been reviewed and they are in order. Staff contacted National Coatings and they are comfortable and confident with their bid.</p> <p>During the bid review process, staff discovered that Farr Construction (Farr) did not receive an addendum package issued by the District prior to the bid date. The sole purpose of the addendum was to adjust the bid item quantities to more accurately reflect the necessary work. Further investigation found that Farr's name was not documented when they picked up the plans and specifications from the District office. Staff adjusted their bid accordingly as allowed by the bid documents and Farr's bid is actually \$215,380, still well above the low bid amount.</p> <p>Since Farr did not receive the addendum packet, they were given the opportunity to protest the bid. Farr reviewed the addendum packet as well as the bids received and notified the District that it may proceed with the award to National Coatings. Also, staff discussed the District's UPCCAA procedures, and the process vis-à-vis Farr with District Counsel, and Counsel has concurred that it is appropriate to award to National Coatings.</p> <p>Accordingly, it is recommended that the Board award the Primary Clarifier Launderers Coating Project to National Coatings and Linings Company for the bid amount of \$135,175.00, and authorize the Manager-Engineer to execute a contract with them in this amount.</p>		1. National Coatings and Linings Company	\$135,175.00	2. Advanced Industrial Services	\$191,900.00	3. Farr Construction	\$298,200.00	4. Murphy Industrial Coatings	\$306,992.00
1. National Coatings and Linings Company	\$135,175.00								
2. Advanced Industrial Services	\$191,900.00								
3. Farr Construction	\$298,200.00								
4. Murphy Industrial Coatings	\$306,992.00								
<b>ALTERNATIVES:</b> Reject all bids.									
<b>BUDGET INFORMATION:</b> The FY14-15 Budget for Account No. 73001 is \$461,396, of which \$115,842 has been expended as of August 31, 2014.									
<b>DEPT.MGR.:</b> SRK	<b>MANAGER:</b> SSK								

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Capital Projects – Annual Treatment Plant/Pump Station Improvements: Olive Pump Station Re-roof Project, Project Work Order No. 72805-14-01</b>	<b>MEETING DATE: September 22, 2014</b>  <b>AGENDA ITEM NO.: 7.b.</b>				
<b>RECOMMENDED ACTION:</b> Review bids received, accept the lowest responsive bid, and authorize the Manager-Engineer to execute a Contract with Wedge Roofing, Inc. in the amount of \$43,800.00					
<b>SUMMARY AND DISCUSSION:</b>  <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 the repair of the roof at the Olive Pump Station. The work includes removing the existing roofing, installation of additional roof drains, installation of a new interior roof access ladder, repair of roof flashing, installation of tapered roof insulation and replacement of the roof membrane.</p> <p>On September 9, 2014, 2 bids were received as follows:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">1. Wedge Roofing, Inc.</td> <td>\$43,800.00</td> </tr> <tr> <td>2. Arntz Builders, Inc.</td> <td>\$66,206.00</td> </tr> </table> <p>Wedge Roofing, Inc. of Petaluma, California submitted the lowest bid of \$43,800. Wedge Roofing's bid documents have been reviewed and they are in order. Staff contacted Wedge Roofing and they are comfortable and confident with their bid. Wedge Roofing is included on the District's Informal Contract List.</p> <p>The FY14-15 budget includes a budget amount of \$200,000 for the Annual Treatment Plant/Pump Stations Improvements. Accordingly, it is recommended that the Board award the Olive Street Pump Station Re-roof Project to Wedge Roofing for the bid amount of \$43,800, and authorize the Manager-Engineer to execute a contract with Wedge Roofing in this amount.</p>		1. Wedge Roofing, Inc.	\$43,800.00	2. Arntz Builders, Inc.	\$66,206.00
1. Wedge Roofing, Inc.	\$43,800.00				
2. Arntz Builders, Inc.	\$66,206.00				
<b>ALTERNATIVES:</b> Reject all bids.					
<b>BUDGET INFORMATION:</b> The FY 14-15 Budget for Account No. 72805 includes a budget amount of \$200,000, of which \$25,725 has been expended as of August 31, 2014.					
<b>DEPT.MGR.:</b> SRK	<b>MANAGER:</b> SSK				

# NOVATO SANITARY DISTRICT DRAFT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Capital Projects – Annual Collection System Repairs: Redwood Blvd. Sewer Repair, Project Work Order No. 72803-14-01</b>	<b>MEETING DATE: September 22, 2014</b>  <b>AGENDA ITEM NO.: 7.c.</b>						
<b>RECOMMENDED ACTION:</b> Review bids received, accept the lowest responsive bid, and authorize the Manager-Engineer to execute a Contract with WR Forde & Associates in the amount of \$68,087.00.							
<b>SUMMARY AND DISCUSSION:</b>  <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 the repair of 199 feet of sewer main crossing Redwood Blvd. at Hill Road. This sewer main was originally constructed in 1978 of asbestos cement pipe (ACP). During a routine CCTV inspection staff found that the bottom of the pipe was rotting away and needed replacement.</p> <p>On September 16, 2014, 3 bids were received as follows:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">1. WR Forde &amp; Associates</td> <td>\$68,087.00</td> </tr> <tr> <td>2. Team Ghilotti, Inc.</td> <td>\$89,749.00</td> </tr> <tr> <td>3. Maggiora &amp; Ghilotti:</td> <td>\$93,933.00</td> </tr> </table> <p>WR Forde &amp; Associates of Richmond, California submitted the lowest bid of \$68,087. WR Forde's bid documents have been reviewed and they are in order. Staff contacted WR Forde and they are comfortable and confident with their bid.</p> <p>The FY14-15 budget includes a budget amount of \$200,000 for the Annual Collection System Repairs. Accordingly, it is recommended that the Board award the Redwood Blvd. Sewer Repair project to WR Forde for the bid amount of \$68,087, and authorize the Manager-Engineer to execute a contract with WR Forde in this amount.</p>		1. WR Forde & Associates	\$68,087.00	2. Team Ghilotti, Inc.	\$89,749.00	3. Maggiora & Ghilotti:	\$93,933.00
1. WR Forde & Associates	\$68,087.00						
2. Team Ghilotti, Inc.	\$89,749.00						
3. Maggiora & Ghilotti:	\$93,933.00						
<b>ALTERNATIVES:</b> Reject all bids.							
<b>BUDGET INFORMATION:</b> The FY 14-15 Budget for Account No. 72803 includes a budget amount of \$200,000, of which \$6,459 has been expended as of August 31, 2014.							
<b>DEPT.MGR.:</b> SRK	<b>MANAGER:</b> SSK						

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Staff Report: Attendance at a course on “Risk Assessment in Investing Public Funds” by the Government Finance Officers Association (GFOA).</b>	<b>MEETING DATE: September 22, 2014</b>  <b>AGENDA ITEM NO.: 8. a.</b>
<b>RECOMMENDED ACTION:</b> Information. Receive report.	
<b>SUMMARY AND DISCUSSION:</b>  On September 8, 2014, Finance Officer Laura Creamer attended a course on risk assessment presented by the Government Finance Officers Association (GFOA) in Sacramento, CA. The course was titled “Risk Assessment in Investing Public Funds” and was designed to present attendees with an overview of investment options for public funds and the risks involved, as well as an understanding of techniques to manage such investments and risks.  A significant portion of the course covered Cash Management and Investment Operations, and was probably the most relevant as it related to managing the District’s finances, especially its cash position. Given the current low interest rate environment and the low returns on the District’s cash position currently in the Local Agency Investment Fund (LAIF), it was interesting to listen to the discussion on options, risks, and GFOA best practices for cash management.  This was followed by a discussion of GFOA’s best practices for different investment operations, including creating investment policy, and monitoring and reporting investments. It also included a discussion on: (a) The need for establishing objectives for making investments (for example: safety, liquidity, and return), (b) The need to establish policies and procedures for making investments (for example: broker-dealer procedures, reporting requirements, etc.), and (c) The different forms of risks (for example: credit, market, liquidity, and reputation), and managing such risks.	
<b>DEPT.MGR.:</b> lmc, ssk	<b>MANAGER-ENGINEER:</b> SSK