

# NOVATO SANITARY DISTRICT

Meeting Date: October 10, 2016

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, October 10, 2016, at the District Offices, 500 Davidson Street, Novato.**

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

## AGENDA

1. **PLEDGE OF ALLEGIANCE:**
2. **AGENDA APPROVAL:**
3. **PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):**

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

4. **REVIEW OF MINUTES:**
  - a. Consider approval of minutes of the September 26, 2016 meeting.
5. **CONSENT CALENDAR:**

*The General Manager-Chief Engineer has reviewed the following item(s). To his knowledge, there is no opposition to the action. The item(s) 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, September 2016.
6. **CITY OF NOVATO GENERAL PLAN 2035:**
  - a. Receive presentation from Bob Brown, Community Development Director, City of Novato.
7. **ADMINISTRATION:**
  - a. Establish Electrical/Instrumentation Technician I job classification, approve the job description, and authorize the General Manager to recruit for the position.
  - b. Consider approval of an Agreement with the Central Marin Sanitation Agency (CMSA) for a Joint Health and Safety Program (subject to minor edits and changes), and authorize the General Manager-Chief Engineer to execute it.

**8. WASTEWATER OPERATIONS:**

- a. Receive Wastewater Operations report, September 2016.

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

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

**10. INFORMATIONAL ITEMS:**

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

- a. California Association of Sanitation Agencies (CASA) - complete list of final bill dispositions (as tracked by CASA) for the 2015-16 session of the State of California legislature.

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

**12. ADJOURN:**

Next resolution no. 3103.

**Next regular meeting date: Monday, October 24, 2016, 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: September 26, 2016

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, September 26, 2016, preceded by a special meeting beginning at 5:30 p.m. at the District offices, 500 Davidson Street, Novato.

At 5:32 p.m. President Peters asked if anyone present wished to address the Board during Public Comment, prior to going into closed session. There was no public comment. Thereupon, President Peters announced that the Board would meet in closed session on the following item of the Special Meeting Agenda:

**Closed session:** CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Significant exposure to Litigation Pursuant to Paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1 potential case.

BOARD MEMBERS PRESENT FOR CLOSED SESSION: President Peters, Directors Dillon-Knutson, Long, and Mariani. Director Miller was absent (excused).

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, Field Services Manager Steve Krautheim, and District Counsel (represented by Douglas McManamon, by telephone).

The closed session ended at 5:57 p.m., and the special meeting was adjourned, along with an announcement of no reportable action from the closed session.

The regular meeting began at 6:03 p.m.

BOARD MEMBERS PRESENT FOR OPEN SESSION: President Peters, Directors Dillon-Knutson, Long, and Mariani. Director Miller was absent (excused).

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

ALSO PRESENT:

John Bailey, Project Manager, Veolia Water  
Brian Exberger, Assistant Project Manager, Veolia Water  
Erik Brown, Technical Services Manager, Novato Sanitary District  
Steve Krautheim, Field Services Manager, Novato Sanitary District  
Dee Johnson, Household Hazardous Waste Program Coordinator  
William Shoen, Principal, R3 Consulting Group  
David Pinter, Senior Project Analyst, R3 Consulting Group  
Delynn Kies, Novato resident  
Bessie Martinez, Recycling Outreach Coordinator, Novato Disposal Service  
Rick Powell, General Manager, The Ratto Group of Companies (Novato Disposal Service)  
Stu Clark, Independent Environmental Consultant for Novato Disposal Service  
Sonia Tanner, Novato resident  
Casey Williams, Recycling Outreach Manager, Novato Disposal Services

Jim Saylers, Vice President, Novato Disposal Service  
Judith Silver, Senior Planner, Marin County JPA (Joint Powers Authority)

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the August 22, 2016 regular meeting.

*On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously by those Directors present, the August 22<sup>nd</sup>, 2016 Board meeting minutes were approved.*

CONSENT CALENDAR:

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

- a. Approve Board member disbursements in the amount of \$779.27. Approve operating check disbursements in the amount of \$135,041.82, and capital project disbursements in the amount of \$7,597.64. Ratification of operating check disbursements from September 12<sup>th</sup>, in the amount of \$329,667.28, and capital project disbursements in the amount of \$44,834.75.
- b. Approve payroll and payroll-related disbursements for September 2016 in the amount of \$230,425.11.
- c. Receive deposit summary, August 2016.
- d. Approve application from AU Energy, LLC, and authorize the General Manager-Chief Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of construction groundwater from Shell-branded gas station, 7473 Redwood Boulevard.

*On motion of Director Long, seconded by Director Dillon-Knutson, and carried unanimously by those Directors present, the above listed Consent Calendar items were approved.*

SOLID AND HOUSEHOLD HAZARDOUS WASTE (HHW):

- Receive presentation/update from Novato Disposal Service. The General Manager stated that Novato Disposal Service, the franchise service provider for Novato's solid waste disposal, would be making a presentation and asked that Novato Disposal be recognized by the Board. Rick Powell, General Manager of the Ratto Group of Companies, introduced Stu Clark, Independent Environmental Consultant for Novato Disposal. Mr. Clark provided a PowerPoint presentation which reviewed the solid waste, recycling, and organics programs as operated by Novato Disposal. He compared recycling/disposal rates between the District and Marin County over a five-year period (2011-2015) and noted the difference between the two rates due to the different calculation methodologies used. He provided recommendations for increased diversion through expanded food waste and organics from commercial and residential customers. He also recommended efforts to promote all existing Zero Waste Services such as enhanced outreach

including: school programs, residential recycling, commercial recycling, multi-family recycling, C&D (construction and demolition) recycling.

- Receive updates, routine business items. The General Manager stated that the District's Solid and Household Hazardous Waste (HHW) Coordinator, Ms. Dee Johnson of DLJ Associates, would provide the Solid and Household Hazardous Waste report. Ms. Johnson stated that the City of Novato's 2016 Second Quarter report was included in the packet, and a general discussion followed. Novato Disposal Services employees Casey Williams, Bessie Martinez, and Jim Salyers, responded to questions from the Board.

- Receive disposal/diversion reports. The HHW Coordinator discussed Novato Disposal Services Disposal/Diversion reports, stating that Novato Disposal's diversion has increased almost 3% since the first quarter, citing the green waste, curbside/buyback diversion number increases.

- Receive HHW program update. The HHW Coordinator discussed the HHW programs, stating that participation continues to increase, although August participation was down slightly from 2015. She stated that the E-Waste event is being held at the recycling facility from October 8<sup>th</sup> through the 10<sup>th</sup> from 10:00AM to 3:00PM.

The General Manager stated that he would review items 6.e. and 6.f. together:

- Receive and accept report on Calendar Year (CY) 2017 solid waste rate adjustment from R3 Consulting Group, and its recommendation for a maximum rate increase of +1.02 percent.

- Review proposed notice of intent and public hearing, and set public hearing date of October 24, 2016 to establish CY2017 maximum solid waste rates. The General Manager stated that the District's Franchise Agreement with Novato Disposal Service (NDS) provides for an annual rate adjustment to Novato Disposal's rate based on changes in the Refuse Rate Index (RRI). He noted that in CY2016, the rate adjustment was +1.33% and that for CY2017, NDS has submitted a rate review request for an RRI adjustment of 1.02%. He said that as in previous years, the District retained R3 Consulting Group, Inc. to assist with the rate review, and prepare its own, independent analysis for a proposed rate adjustment for CY2017. Based on their review, R3 is recommending an RRI rate adjustment of +1.02%, effective January 1, 2017. The General Manager recommended that the Board accept the R3 report and recommendation of a maximum rate increase of 1.02%.

The General Manager stated that a public hearing is required to set rates and the Board meeting packet included a proposed schedule for establishing the 2017 rates as well as a proposed notice of intent and public hearing. He recommended that the Board review the proposed notice of intent and public hearing, and set the public hearing to establish the CY2017 maximum solid waste rates for its regular meeting of Monday, October 24, 2016.

David Pinter and William Shoen, R3 Consulting Group, addressed the Board. Mr. Pinter stated that R3 has thoroughly reviewed Novato Disposal's data, formula, and calculation used to determine their request for a +1.02% rate adjustment and has found no issues with the calculations.

*On motion of Director Long, seconded by Director Dillon-Knutson, and carried unanimously by those Directors present, the Board accepted the report on calendar year 2017 solid waste rate*

*adjustment from R3 Consulting Group, and its recommendation for a maximum rate increase of +1.02 percent; and reviewed the proposed notice of intent and public hearing, and set the public hearing date of October 24, 2016 to establish calendar year 2017 maximum solid waste rates.*

At 7:26 p.m., President Peters stated that the Board would take a 10-minute recess.

At 7:36 p.m., President Peters reconvened the meeting.

#### WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, August 2016. The Manager introduced Veolia Project Manager John Bailey who provided an overview of the treatment facilities monthly operations for August. The Project Manager reported that there were no excursions or violations for the month and stated that the recycled water plant produced 17.9 million gallons (MG) in August. He stated that safety performance was excellent with a total of 2,290 accident-free days. The Project Manager discussed the Algebra Academy program that was held at the District on August 4<sup>th</sup> and 5<sup>th</sup>. He noted that Veolia employees Kurt Hawkyard and Liz Falejczyk (Lab/Environmental Services) teamed up to present laboratory and operations math to the students who participated in the Algebra Academy. He stated that the program was a success and thanked Kurt and Liz for their work and participation.

Field Services Manager Steve Krautheim provided a summary of the Collection System Operations report for August. He stated that the department cleaned 43,966 lineal feet of sewer lines, televised 12,498 feet with the CCTV truck, and 793 feet with the Push-Cam in lieu of hand-rod work. He relayed that CCTV findings did not identify any segments needing repair. He stated that an outside vendor was contracted to foam-treat selected sewer mains and manholes to inhibit root growth and that in August, the vendor treated 148 line segments, totaling 28,092 feet. He provided a further overview of operational and maintenance activities, and stated that there were no lost time accidents this month, for a total of 1,996 accident-free days. He stated that there were no sanitary sewer overflows (SSOs) in August.

The Field Services Manager then provided a summary of the Reclamation Facilities report. He stated that the rancher continues to replace or repair sprinklers on Sites 3 & 7. He stated that in July, staff requested bids to replace a chain link fence west of the Storage Pond/Wildlife Pond on Site 2, and noted that proposals are due in September. He outlined ongoing irrigation repairs and stated that approximately 72.9 MG of treated water was used for irrigation in August and approximately 90.7 MG was delivered to the storage ponds from the Novato Treatment plant.

#### CAPTIAL PROJECTS:

- Collection System Improvements, Account No. 72706: Hamilton Trunk Sewer Main Rehabilitation Project – Approve a final payment of \$95,131<sup>19</sup>; approve release of retainage of \$29,482<sup>40</sup>, and direct the General Manager-Chief Engineer to execute and file a Notice of Completion (NOC) and closeout the Project. The General Manager stated at its September 14, 2015 meeting, the District's Board of Directors awarded the Contract for the Hamilton Trunk Sewer Rehabilitation Project (Project) to the Michael Paul Construction Company (MPC or Contractor) for a low bid amount of \$495,728. The project was to rehabilitate 900 feet of 24-inch diameter trunk sewer located in an easement west of Hamilton Drive along the SMART rail bed. He stated that while the Notice to Proceed was issued on October 26, 2015, with a 45-day period

for completion, the construction phase was not completed within this agreed upon contract duration. He said, however, that staff is of the opinion that the work is to a point where the District can close out the Project.

The General Manager reported that MPC has filed Change Order Requests (CORs) for \$287,884<sup>82</sup>, plus an additional COR for \$26,097<sup>23</sup> for work that has not been performed. The District has evaluated the CORs and determined MPC entitlement to only \$95,131<sup>19</sup>. He relayed that the District's attempts to resolve issues with MPC have been unsuccessful to date, that no field work has been performed since on or about April 12, 2016, and that MPC has indicated that it will not perform any more work, including District punch list items.

The General Manager stated that District Counsel and staff are of the opinion that it is in the District's best interest to close out the Project in a prompt and fair manner by effecting the following: (a) Payment of the \$95,131<sup>19</sup> amount, (b) Release of the retainage amount of \$29,482<sup>40</sup>, since given the lack of field work since April, there would be very little risk to its release, and (c) Filing and formal recordation of the Notice of Completion (NOC).

The General Manager stated that District Counsel and staff recommend that the Board approve a final payment of \$95,131<sup>19</sup>, approve release of retainage of \$29,482<sup>40</sup>, and direct the General Manager-Chief Engineer to execute and file a Notice of Completion and closeout the Project.

*On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously by those Directors present, the Board approved a final payment of \$95,131<sup>19</sup>, approved release of retainage of \$29,482<sup>40</sup>, and directed the General Manager-Chief Engineer to execute and file a Notice of Completion and closeout the Project.*

- NTP Corrosion Control (Primary Clarifier No. 1 Protective Coating Project), Account No. 73006: Reject bid from Advanced Industrial Services, Inc., in the amount of \$192,000, and not perform the work at this time. The General Manager stated that on July 20, 2016, the District issued a Notice Inviting Bids to seven prequalified contractors for the Primary Clarifier No. 1 Protective Coating Project under the Informal Bid Provisions of the California Uniform Public Construction Cost Accounting Act (UPCCAA) adopted by the District in August, 2006. He stated that on the bid due date of August 11, 2016 at 2:00 p.m., only Advanced Industrial Services, Inc. (AIS) out of Los Alamitos, CA presented a bid in the amount of \$192,000. He noted that the Engineer's Estimate for the project was \$102,500.

The General Manager stated that staff recommends rejection of AISI's bid under Section 2.06 of the UPCCAA and outlined the provisions of this section. He relayed that staff has notified the apparent low bidder of the District's intent to reject the bid by certified mail dated August 17, 2016. He stated that staff will work with the District's consultant to reevaluate the cost estimate for the work, and may elect to re-advertise the work under either: (a) the provisions of the UPCCAA, or (b) the formal bid procedures of the State Public Contract Code.

*On motion of Director Mariani, seconded by Director Long, and carried unanimously by those Directors present, the Board rejected the bid from Advanced Industrial Services, Inc., in the amount of \$192,000.*

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Water Reuse Authority (NBWRA), meeting of September 19, 2016. Director Long discussed his attendance at the NBWRA meeting of September 19<sup>th</sup>, noting that it was both a NBWRA Board meeting and Technical Advisory Committee meeting. He stated that NBWRA is extending the scope and number of projects and is exploring cost reallocation.

Director Dillon-Knutson stated that she would not be able to attend the October 10<sup>th</sup> Regular Board meeting as she will be out of town.

INFORMATIONAL ITEMS:

- California Special Districts Association (CSDA) e-news article dated September 9, 2016, titled: "Can Water Rates Be Blocked by Referendum?". The General Manager stated that this item was for informational purposes only.

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

- Report: On September 8, 2016, the State of California's Division of Drinking Water (DDW) released a draft report on the feasibility of developing statewide regulations for direct potable reuse of recycled water. The draft report is available for review and input during a 45-day public comment period. It is anticipated that the State Water Resources Control Board (SWRCB), in consultation with an existing Expert Panel will submit a final report to the state legislature by December, 2016. More details will be available as they develop.
- Report: GASB 45 (OPEB) and GASB 68 (Pension Liability) funding. Last year, staff made several presentations to the Board Finance Committee and the Board on prefunding options to meet the District's GASB 45 and 68 obligations. The Finance Committee and the Board also received presentations from the two potential service providers, CALPERS and PARS, on their capabilities to provide these services to the District. Subsequently, staff has had further discussions with them, and is preparing to bring forward recommendations on funding and service provider choice at a future Board meeting this fall.
- Report: Treatment plant security has been upgraded, with new fencing and security gates at the south side of the Administrative Building.
- Report: The District was awarded the CSRMA Workers Compensation Excellence Award on August 11<sup>th</sup>. The award banner and plaque are on display at the District.
- Announcement: Next regularly scheduled Board meeting: Monday, October 10<sup>th</sup>, 6:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 8:18 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Hoover, Recording

# Novato Sanitary District Board Fees Check Register

For September 2016

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Date	Num	Name	Credit
<b>Oct 1 - 7, 16</b>			
10/07/2016	3214	Dillon-Knutson-, Carole	207.78
10/07/2016	4653	Long, William C	575.47
10/07/2016	4654	Mariani, Jean M	
10/07/2016	4655	Miller, Brant	
10/07/2016	4656	Peters, Arthur Gerald	203.78
<b>Oct 1 - 7, 16</b>			<b>987.03</b>

# Novato Sanitary District Operating Check Register

October 10, 2016

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Oct 10, 16</b>	10/10/2016	59837	Custom Tractor Service	78,363.95
	10/10/2016	59853	NACWA	5,420.00
	10/10/2016	59848	Johnson, Dee	4,680.00
	10/10/2016	59833	Caltest Analytical Lab Inc.	3,414.30
	10/10/2016	59857	Novato Toyota	3,336.38
	10/10/2016	59843	Harmony Press	3,280.00
	10/10/2016	59831	Cagwin & Dorward Inc.	2,400.00
	10/10/2016	59839	Dearborn National	2,383.62
	10/10/2016	59849	Koffler Electrical Mech, Inc.	2,264.50
	10/10/2016	59852	Meyers, Nave, Riback, Silver & Wilson	2,232.10
	10/10/2016	59842	Frontier Communications of CA	1,730.78
	10/10/2016	59866	Unicorn Group	1,391.78
	10/10/2016	59865	U.S. Bank Card (3)Craig	1,268.09
	10/10/2016	59851	Marin/Sonoma Mosquito Dist	1,212.19
	10/10/2016	59855	Novato Chamber of Commerce	1,200.00
	10/10/2016	59834	Cintas Corporation	1,180.21
	10/10/2016	59846	IEDA, INC	1,143.00
	10/10/2016	59847	Jan-Pro Cleaning Systems	1,005.00
	10/10/2016	59828	BoundTree Medical, LLC	941.79
	10/10/2016	59825	Alpha Analytical Lab, Inc.	858.00
	10/10/2016	59854	North Marin Water District	738.51
	10/10/2016	59869	WECO	531.88
	10/10/2016	59868	Vision Service Plan	526.35
	10/10/2016	59830	Buckles-Smith1	496.26
	10/10/2016	59840	Evoqua Water Technologies - Lab	490.10
	10/10/2016	59836	Control Systems West, Inc.	440.00
	10/10/2016	59867	Verizon Wireless-	330.25
	10/10/2016	59824	All Star Rents LLP	304.30
	10/10/2016	59856	Novato Disposal-	303.27
	10/10/2016	59860	Pini Hardware	253.62
	10/10/2016	59838	CWEAmembers	252.00
	10/10/2016	59835	Claremont EAP, Inc.	250.00
	10/10/2016	59863	Steven Engineering Inc.	178.84
	10/10/2016	59862	Staples Advantage	151.11
	10/10/2016	59858	Orkin Pest Control, Inc.	144.56
	10/10/2016	59864	SWRCB-DWOCP	140.00
	10/10/2016	59850	Marin Conservation League	100.00
	10/10/2016	59844	Honey Bucket	88.20
	10/10/2016	59827	AT&T Mobility	79.07
	10/10/2016	59826	American Messaging	66.53
	10/10/2016	59859	Petty Cash	45.66
	10/10/2016	59861	Randall Bros. Auto Inc.	41.75
	10/10/2016	59841	First Alarm	39.91
	10/10/2016	59845	Hotsy Pacific	33.06
	10/10/2016	59829	Buck's Saw Service, Inc.	24.96
	10/10/2016	59832	void	0.00
<b>Oct 10, 16</b>				<b>125,755.88</b>

# Novato Sanitary District Capital Projects Check Register

September 27 through October 10, 2016

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Date	Num	Name	Credit
<b>Sep 27 - Oct 10, 16</b>			
09/27/2016	3079	Michael Paul Company Inc.	124,613.58
10/10/2016	3086	Calcon Systems, Inc.	22,438.25
10/10/2016	3083	Maggiora & Ghilotti Inc.	8,236.26
10/10/2016	3082	Linscott Engineering Contractors ...	6,799.40
10/10/2016	3084	Nute Engineering Inc.	2,756.50
10/10/2016	3080	GHD Inc.	1,809.00
10/10/2016	3081	Lateral-Michals	1,500.00
10/10/2016	3085	SC Barns	1,005.18
<b>Sep 27 - Oct 10, 16</b>			<b><u>169,158.17</u></b>

**Novato Sanitary District  
Deposit Detail  
September 2016**

Item 5.b.

Type	Date	Name	Account	Amount
<b>Deposit</b>	<b>09/13/2016</b>		<b>11113 · Westamerica - Operations</b>	
		Linscott Engineering	72803 · Annual Collection Sys Repairs	20.00
		Team Ghilotti, Inc.	72803 · Annual Collection Sys Repairs	20.00
		Marin Mechanical	72803 · Annual Collection Sys Repairs	20.00
		W.R. Forde	72803 · Annual Collection Sys Repairs	20.00
		Pouramini, Zahra	41040 · Permit & Inspection Fee	40.00
		Rescue Rooter	41040 · Permit & Inspection Fee	40.00
		State of California	66060 · Gasoline & Oil	10.01
		Lundy, John	51020 · Connection Charges	2,715.00
		Lundy, John	41040 · Permit & Inspection Fee	60.00
		North Marin Water District-	11200 - Accounts Receivable	111.00
<b>TOTAL</b>				<b>2,945.01</b>
<b>Deposit</b>	<b>09/14/2016</b>		<b>11113 · Westamerica - Operations</b>	
		USCG	11200 - Accounts Receivable	14,608.10
		USCG-Finance Center	11200 - Accounts Receivable	190.35
<b>TOTAL</b>				<b>14,798.45</b>
<b>Deposit</b>	<b>09/26/2016</b>		<b>11113 · Westamerica - Operations</b>	
		Durham, Greg	41040 · Permit & Inspection Fee	40.00
		Marin H2O Inc	41040 · Permit & Inspection Fee	40.00
		EnerNoc	61000-5 · Gas & Electricity	858.68
		Kleinfelder	11200 - Accounts Receivable	1,280.00
		Roy's Sewer Service, Inc.-	11200 - Accounts Receivable	263.74
		Roto Rooter	11200 - Accounts Receivable	896.68
<b>TOTAL</b>				<b>3,379.10</b>
			<b>Total Deposits for September 2016</b>	<b>21,122.56</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Administration: Electrical/Instrumentation Technician I position.</b>	<b>MEETING DATE: October 10, 2016</b>  <b>AGENDA ITEM NO.: 7.a.</b>
<b>RECOMMENDED ACTION: Establish Electrical/Instrumentation Technician I job classification, approve the job description, and authorize the General Manager to recruit for the position.</b>	
<b>SUMMARY AND DISCUSSION:</b> <p>The District's adopted Fiscal Year FY16-17 budget includes provisions to recruit an Electrical/Instrumentation Technician I in the Administration and Engineering (A/E) Department. In the past, the District has had a single classification Electrical/Instrumentation Technician position, with no provisions to account for differing levels of knowledge, qualifications and experience, or accommodate career mobility.</p> <p>In the future, it is anticipated that the District may establish a three-tiered classification of Electrical/Instrumentation Technician I, II, and III. At this time, staff recommends approval of an Electrical/Instrumentation Technician I. At a later time, when staff has developed a revised three-tiered job description for Electrical/Instrumentation Technician I, II and III to replace the attached Electrical/Instrumentation Technician I job description, staff will bring forward the additional job classifications and revised job description(s) to the Board for consideration and approval. Once those additional classifications are approved, the Electrical/Instrumentation Technician at that time would be the first level in the three-tiered series.</p> <p>Staff has developed the attached job description for the new classification of Electrical/Instrumentation Technician I, at the 40.5 salary range as established by the adopted FY16-17 budget. Also, the classification would be a represented classification within the Teamsters Bargaining Unit (TBU) represented employee group, and be governed by the District's Memorandum of Understanding (MOU) with the Teamsters. The District has already met and conferred with the Teamsters regarding this new job classification and pay rate, and satisfied the District's meet and confer obligation under applicable law.</p> <p>If the District later expands the Electrical/Instrumentation Technician classification series beyond a single level classification, it will give the District greater flexibility for recruiting and hiring at the appropriate level of experience now and in the future, while meeting the District's goals for succession planning. The creation of a proposed three-tiered series will provide a career ladder from the entry level position (Technician I) to potentially advance to a full working, journey level class (Technician III). Duties for this classification series would include the performance of increasingly complex activities related to the installation, modification, maintenance, calibration, troubleshooting and repair of the District's electrical, electronic, telemetry, metering, and recording equipment and instruments, under the general direction of the Technical Services Manager, or his/her designee, including, but not limited to, the Senior Engineer. Creation of the Technician I classification will also require creating Technician II and III classifications and job descriptions at a future date, as applicable.</p> <p>At this time, staff recommends that the Board establish the classification of Electrical/Instrumentation Technician I; approve the job description (subject to minor changes and edits); and authorize the General Manager to recruit an Electrical/Instrumentation Technician I.</p>	
<b>ATTACHMENT: 1. Job Description, Electrical/Instrumentation Technician I.</b>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The adopted FY 2016-17 budget contains provisions for an Electrical/Instrumentation Technician I at Salary Range 40.5 (\$5,273-\$6,409/month).	
<b>DEPT. MGR.:</b> eb, ssk	<b>GENERAL MANAGER:</b> SSK

## NOVATO SANITARY DISTRICT

### ELECTRICAL/INSTRUMENTATION TECHNICIAN I

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, performs a variety of installation, modification, maintenance, testing, calibration, troubleshooting and repair duties on electrical, electronic, telemetry, metering and recording equipment and instruments; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Electrical/Instrumentation Technician I** is an entry level position that provides experience, and coupled with education completed outside of the workplace, allows the incumbent to develop journey level knowledge, skills and abilities. Positions at this level are not expected to function with the same amount of knowledge or skill level as a position allocated to an Electrical/Instrumentation Technician II level and exercise less independent discretion and judgment in matters related to work procedures and methods than would an Electrical/Instrumentation Technician II. As experience is acquired, the incumbent performs with increasing independence and responsibility the full scope of assigned duties including, but not limited to: installation, modification, maintenance, testing, calibration, troubleshooting and repair of electrical, electronic, telemetry, metering and recording equipment and instruments.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direct supervision from the Technical Services Manager, or his/her designee including, but not limited to, the Senior Engineer. Incumbents in this class do not exercise supervision.

**ESSENTIAL FUNCTIONS:** *(includes, but not limited to the following; positions assigned to this broad classification may be assigned duties in one or more of the areas defined below)*

- Perform a variety of installation, modification, maintenance, testing, calibration, troubleshooting and repair duties on electrical, electronic, telemetry, metering and recording equipment and instruments.
- Inspect, install, repair, rebuild, maintain and troubleshoot electrical, electronic and associated control systems and power circuits, switchgear, emergency systems, cathodic protection, corrosion control, electric motors, and associated equipment.
- Install, test, troubleshoot, and repair automated telemetry equipment, including calibration of input sensors such as flow meters, level transducers, pressure transducers and other monitoring equipment.
- Test, maintain and repair metering and recording instruments, control apparatus, data logging and display equipment, communications and telemetering systems, SCADA, and programmable logic controllers.
- Install, troubleshoot, repair, and maintain communications and computer systems and associated distribution and pump station systems; inspects and sets safety switches; may assist in performing emergency repairs as necessary.

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ELECTRICAL/INSTRUMENTATION TECHNICIAN I

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- Maintain records and prepares regular reports on electrical and electronic systems.
- Assist with monitoring, troubleshooting and maintaining the District's file servers, webpage server, computers, networks, work stations and peripheral equipment.
- Assist with configuration and installation of new and upgraded system hardware and software; testing of modules, databases and other system modifications to ensure operational effectiveness; assists in training staff in the use of new and modified hardware and software.
- Serve on "on-call" as needed.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.

**WORKING CONDITIONS:** *(Essential duties require incumbents to meet the following working conditions and physical and mental abilities.)*

- Perform strenuous activities and heavy physical labor; working both indoors and outdoors, at times in inclement weather, and at times under unpleasant conditions; with the possibility of being exposed to vapors, odors, dust and pollen;
- Use color vision when working with electrical equipment and instrumentation;
- Walk, stand, bend, squat, climb, kneel, and twist while touring plant and working on and inspecting equipment and facilities;
- Performing simple and power grasping, pushing, pulling, and fine manipulation;
- Intermittently lift or carry weight of 25 pounds or less; and occasionally lift or carry as much as 75 pounds;
- Operate automobiles, office equipment, field communications equipment, and other equipment used in the maintenance of wastewater facilities and equipment;
- Operate safety devices and equipment and apply proper safety procedures in hazardous environments;
- Stay mentally alert for safety, driving, emergency response, multiple activity coordination.

**QUALIFICATIONS:** *(The below are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

High school diploma or equivalent. Completion of some course work in an apprenticeship program or trade school in an electronics, electrical or computer field is desirable.

**Licenses/Certification:**

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal. First Aid Certificate and CPR Certificate within six months of appointment. Possession of a Grade I Plant Maintenance Technologist Certificate issued by CWEA is desirable but not required.

**Other Qualifications:**

- Eligibility to work in the United States under appropriate federal regulations.
- Completion of a functional capacity test and a medical examination administered by a licensed medical doctor, selected and paid by the District, to determine physical fitness for the job.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following is a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

- Principles and practice of electrical and instrumentation theory, design, work methods, tools and testing equipment used in the installation, maintenance, calibration and repair of low and medium voltage electrical, electronic, telemetry, metering and recording equipment and instruments;
- Communications, telemetry, programmable logic controllers and SCADA equipment;
- Methods and techniques for record keeping and report preparation and writing;
- Proper English, spelling and grammar;
- Mathematic principles relating to electrical and instrumentation functions;
- Applicable federal, state and local laws codes and regulations relating to electrical systems and wastewater treatment operations;
- Office practices, methods and equipment, including a computer and applicable software;
- Principles of variable frequency drives, motors and control systems; and
- Occupational hazards and standard safety practices in a hazardous environment.

**Skills to:**

- Operate an office computer and a variety of word processing and software applications; and
- Safely and effectively operate the tools and equipment used in assigned electrical and instrumentation duties.

**Ability to:**

- Inspect, detect and diagnose problems, take appropriate action when failures occur and perform preventive maintenance and repair work on equipment and instruments;
- Perform a variety of basic fabricating and design duties related to wastewater instrumentation systems construction, maintenance and repair;
- Analyze work problems and make corrections that will facilitate the completion of assignments;
- Make sound decisions within established guidelines;
- Read and interpret maps, sketches, drawings, programmable logic controllers ladder logic, specifications, blueprints, schematic diagrams, and equipment manuals;
- Read, interpret and record instruments and data accurately;
- Maintain detailed records of repairs and equipment maintenance;
- Understand directions, work as a team member or independently;
- Perform mathematical calculations quickly and accurately;
- Perform heavy manual labor for extended periods of time;
- Observe safety principles and work in a safe manner;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships.

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Administration: Joint Health and Safety Program Agreement with Central Marin Sanitation Agency (CMSA).</b>	<b>MEETING DATE: October 10, 2016</b>  <b>AGENDA ITEM NO.: 7.b.</b>
<b>RECOMMENDED ACTION: Consider approval of an Agreement with the Central Marin Sanitation Agency (CMSA) for a Joint Health and Safety Program (subject to minor edits and changes), and authorize the General Manager-Chief Engineer to execute it.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>At its August 22, 2016 meeting, the Board approved a revised job description for the District's Administrative/Risk Services and Safety Officer (A/RSO), and authorized the General Manager – Chief Engineer to make a contingent offer to Mr. Dale Thrasher for this position. Mr. Thrasher is the incumbent Safety Director for the joint Safety Program between the District and CMSA.</p> <p>Following Board approval, the District made the contingent offer to Mr. Thrasher and he has accepted. Also, as approved, the District's A/RSO position will be responsible for managing the Joint Safety program between the District and CMSA. Therefore, Mr. Thrasher will spend up to 25% of his time managing the Joint Safety program (and his replacement at CMSA), with costs for this 25% time to be split 50-50 between CMSA and the District.</p> <p>The proposed changes are being memorialized in a new "Joint Health and Safety Program Agreement" (Agreement) between the two Agencies. A draft Agreement based on the existing joint Safety Program Agreement already in place between the two agencies, has been prepared and is attached. This draft Agreement is also being presented to the CMSA Board of Directors by the CMSA General Manager for approval at their October 11, 2016 meeting.</p> <p>It is recommended that the District Board approve the Agreement, subject to minor edits and changes, and authorize the General Manager to execute it.</p>	
<b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>1. Draft Joint Health and Safety Program Agreement.</li> <li>2. Draft Exhibit 1: Insurance Requirements.</li> </ol>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The FY 2016-17 final budget includes funds for the joint program under Account No. 66123 – O/S Contractual Services, and for the District's A/RSO position at a salary range of MC117.5 under Account No. 66010 0 Salaries and Wages.	
<b>DEPT. MGR.:</b> ssk	<b>GENERAL MANAGER:</b> SSK

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AGREEMENT  
DRAFT**

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**Recitals**

A. This Agreement is between the Central Marin Sanitation Agency (CMSA), and Novato Sanitary District (NSD), together known as “the Agencies”.

B. The Agencies agree to jointly fund a Health and Safety Program (Program) for the purpose of developing, implementing, and maintaining employee safety and injury management programs for each of the agencies in order to meet and maintain state and federal requirements.

C. The Program shall also develop and implement effective ongoing safety training, Return to Work, and Workers’ Compensation programs, providing recommendations to each Agency’s management concerning safe working conditions, practices, and procedures.

D. To the extent possible, related policies, programs, trainings, and procedures shall be developed and maintained in a standardized format for the benefit of each Agency.

Therefore, the Agencies hereto agree:

**1.0 Purpose**

The purpose of this Agreement is to provide for the engagement of staffing resources to assist in developing, coordinating, and implementing employee safety and injury management programs meeting State and Federal requirements, developing and implementing on-going programs for instruction on work-related procedures, safety and professional development, developing policies and procedures, and making recommendations to Agency management relating to safe working conditions, practices, and procedures. This Agreement also serves to specify the administrative needs and decision-making process in regard to employment of necessary resources.

**2.0 Term of Agreement**

This agreement shall commence upon its effective date and shall continue in effect until it is terminated pursuant to Section 6.0 below.

**3.0 Administration**

3.1 The Program shall enlist the services of a Health and Safety Manager (H&S Manager) to be employed by CMSA as the “host agency”.

3.1.1 The H&S Manager shall receive the same benefits as the host agency employees. In addition, the H&S Manager shall receive a monthly car allowance of \$400.00. Salary and benefit modifications shall be made at the same time and in the same manner as for the host agency employees. The H&S Manager shall be required to comply with all personnel, financial, and administrative policies and procedures of the host agency, unless modified by this Agreement.

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3.2 The H&S Manager may request that a salary and/or benefit survey be performed at the same time as the host agency's employees. CMSA and NSD's managers shall review such request by the H&S Manager, and if they both agree with the request, the survey shall be conducted. Approval of any salary or benefit changes based on the survey results shall require the affirmative vote of the CMSA and NSD managers, and must be approved by the host agency's governing Board.

3.3 The Agencies shall pay for all costs associated with the H&S Manager's services using the following cost allocation formula: 50% of H&S Manager costs are to be shared equally, while the remaining 50% of the H&S Manager costs are to be apportioned according to the number of each Agency's employees over the total number of employees. The cost allocation shall be incorporated in the annual Program budget.

3.4 NSD shall provide the Program a 25% full time equivalent Safety Director to be responsible for Program oversight and act as the H&S Manager's direct supervisor.

3.4.1 The Safety Director shall provide overall Program direction and training of the H&S Manager, and conduct a formal performance review of the H&S Manager on an annual basis.

3.4.2 The Agencies shall apportion costs associated with the Safety Director equally, and these costs shall be incorporated into the annual Program budget.

3.5 Payments to the host agency shall be made in advance, on a quarterly basis, in January, April, July, and October of each year upon receipt of invoice from the host agency.

3.6 CMSA and NSD shall provide office space and a work station at their respective agencies for the H&S Manager, who shall spend two days per week at NSD and three days per week at CMSA.

3.7 The NSD and CMSA managers shall determine how to replace these staff resources, if the need should arise.

3.8 If for any reason, CMSA decides it no longer wishes to serve as the host, it shall provide six months written notice to NSD, and NSD shall then have the option to serve as host agency.

3.9 The host agency shall incur administrative and overhead costs. The host agency shall recover these costs by adding five percent (5%) of the H&S Manager's salary for administrative support to the annual budget and each quarterly invoice. Each Agency shall provide their own administrative resources to support their respective Program activities and services.

3.10 The quarterly invoice shall include all budgeted Program expenses for the subsequent quarter, actual costs for outside safety training coordinated by the Program the prior quarter, and other approved expenses. Each Agency's training expenses for the prior quarter shall be based on the number of employees each Agency committed to attending the training, even if the actual number of attendees

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is less than the original commitment. In other words, committing to a training event is a financial commitment regardless of the actual number of employees who end up attending.

3.11 The Agencies' managers shall have the authority to extend the H&S Manager's probationary employment period up to an additional 12 months beyond the end of the host agency's regular probationary employment period to allow time for further evaluation.

**4.0 H&S Manager Duties**

4.1 The H&S Manager shall perform duties in accordance with the most current H&S Manager's job description.

4.2 The H&S Manager shall prepare an annual work plan, indicating training and other planned activities and their schedule for the upcoming three calendar years.

4.3 The H&S Manager shall prepare and submit to the Safety Director and routine reports on accomplished work activities.

**5.0 Indemnification and Insurance**

5.1 It is the intent of the agencies that each shall bear the legal responsibility for any liability arising from the work performed within the purview of the Program, and each shall hold the other harmless with regard to any liability arising from such work.

5.2 To the greatest extent permitted by law, each Agency shall defend, indemnify and hold harmless the other Agency, its commissioners or directors, as applicable, officials, employees and volunteers from and against all causes of action, fines, demands, liabilities, claims, damages, costs, losses, and expenses, including but not limited to attorney's fees and costs ("Claims"), which arise out of or are in any way related to: (i) this Program Agreement; (ii) actual or alleged actions or omissions by the Director/Manager or persons for whom the Director/Manager is responsible for while working for the applicable Agency; or (iii) the Director/Manager's presence at the applicable Agency's facilities while preparing for and/or actually performing work for that Agency. An Agency's duty to defend the other Agency, its commissioners or directors, as applicable, officials, employees, and volunteers shall apply, and Agency shall be required to furnish a defense, notwithstanding that there has not yet been a determination, adjudication, or finding of liability or fault on the part of Director/Manager or any party or person to be indemnified. To the greatest extent permitted by law, these indemnity obligations shall apply regardless of whether the Claims were caused in part or contributed to by the other Agency, its commissioners or directors, as applicable, officials, employees, and volunteers; however, obligations specified herein shall not extend: (a) to Claims that arise out of, pertain to, or relate to the active negligence or willful misconduct of the other Agency, its commissioners or directors, as applicable, officials, employees, and volunteers or (b) to the extent Claims do not arise out of the scope of work of

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the Program.

5.3 Refer to Exhibit 1 for the Insurance Requirements of each Agency.

5.4 The H&S Manager shall provide automobile insurance for their personal vehicle with limits of at least \$300,000/\$300,000.

5.5 Any liability arising from the employment of the Director/H&S Manager by the host agency or otherwise arising under this Agreement which is not addressed pursuant to Section 5.2 above shall be apportioned among the agencies in a pro rata fashion (based on the percentages established in Section 3 of this Agreement), including, but not limited to, liabilities or costs arising out of employment claims, disability retirement costs, and the costs associated with tendering or administering any such claims.

**6.0 Termination**

6.1 This Agreement may be terminated by the mutual written agreement of the Agencies. Either Agency may terminate its participation in this agreement at any time with six months' notice in writing to the other Agency.

6.2 If an Agency withdraws from this agreement, it is financially responsible for its proportionate share of the adopted Program budget for the then current fiscal year.

6.3 Additionally, the terminating party shall contribute its fair share of the Program's retiree medical benefit costs, based on an actuarial calculation of the current and past H&S Managers' and Directors' retiree medical expenses.

**7.0 Effective Date**

7.1 The effective date of this Agreement shall be when it is executed by both Agencies, and this Agreement shall supersede all previous Safety Director Program agreements.

**CENTRAL MARIN SANITATION AGENCY**

**NOVATO SANITARY DISTRICT**

By: \_\_\_\_\_

Jason Dow, General Manager

By: \_\_\_\_\_

Sandeep Karkal, General Manager - Chief Engineer

## **Exhibit 1: Insurance Requirements**

Each Agency shall procure and maintain for the duration of the Joint Health and Safety Program Agreement (Agreement) insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Health and Safety (H&S) Manager and for that Agency.

### **MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per each occurrence (combined single limit for bodily injury and property damage) and \$2,000,000 general aggregate. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

### **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### ***Additional Insured Status***

Each Agency, its commissioners or directors, as applicable, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work performed by H&S Manager on behalf of the Other Agency including materials, parts, or equipment furnished in connection with such work.

#### ***Primary Coverage***

For any claims related to this Agreement, the Each Agency’s insurance coverage shall be primary insurance as respects the Other Agency, its commissioners or directors, as applicable, officials, employees, and volunteers. Any insurance or self-insurance maintained by the other Agency, its commissioners or directors, as applicable, officials, employees, or volunteers shall be excess of the Other Agency’s insurance and shall not contribute with it.

***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with thirty (30) days notice to the Other Agency.

***Waiver of Subrogation***

Each Agency hereby grants to the other Agency a waiver of any right to subrogation which any insurer of said Agency may acquire against the other Agency by virtue of the payment of any loss under such insurance. The Other Agency agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Agency has received a waiver of subrogation endorsement from the insurer.

***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

***Verification of Coverage***

Each Agency shall furnish the other Agency with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Exhibit 1. All certificates and endorsements are to be received and approved by the Agency before the H&S Manager commences work. However, failure to obtain the required documents prior to the work beginning shall not waive each Agency's obligation to provide them. Each Agency reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE:** Receive Wastewater Operations Report, September 2016 – Information.

**MEETING DATE:** October 10, 2016

**AGENDA ITEM NO.:** 8.a.

**RECOMMENDED ACTION:** Receive Wastewater Operations Report for September 2016.

**SUMMARY AND DISCUSSION:**

The September 2016 Wastewater Operations Report incorporating operations reports for wastewater treatment operations, collection system operations, and the reclamation facilities is attached.

District and Veolia staff will be present at the meeting to provide overviews of the reports for their operational areas, and be available to discuss the reports or respond to any questions.

**ATTACHMENTS:** 1. Wastewater Operations Report for the month of September 2016.

**STRATEGIC PLAN INFORMATION:** This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.

**DEPT. MGR.:** JB (Veolia), SRK, DD, EB

**GENERAL MANAGER:** SSK



October 4, 2016

Mr. Sandeep Karkal  
General Manager – Chief Engineer  
Novato Sanitary District  
500 Davidson Street  
Novato, CA 94545

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

Dear Mr. Karkal:

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

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

Best regards,

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

John Bailey  
Project Manager, Veolia



**MONTHLY OPERATIONS REPORT  
September 2016**

Prepared for

**NOVATO SANITARY DISTRICT (NSD)  
WASTEWATER TREATMENT PLANT  
500 Davidson Street  
Novato, CA 94945**

Prepared by

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

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- F. ODORS & LANDSCAPING
- G. MISCELLANEOUS

**ATTACHMENTS**

- Photos
  - Laboratory Data
  - Recycled Water Report
  - Annual Performance Graphs
  - Process Control Data / Graphs
  - Customer Notifications (Odor / Noise)
  - Jerome Meter Readings and Locations
-

**A: TREATMENT PLANT PERFORMANCE SUMMARY: September 2016:**

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	3.50	3.79	N/A	N/A
Max Peak Hour, MGD – No Rainfall	N/A	~ 7	N/A	N/A
<b>Influent</b>				
BOD <sub>5</sub> , lb/day (month ave/max)	11,420	13,023	N/A	N/A
TSS, lb/day (monthly ave/max)	9,379	10,002	N/A	N/A
<b>Effluent</b>				
BOD <sub>5</sub> , mg/L (monthly ave/max weekly ave)	<5	<5	40	N/A
TSS, mg/L (monthly ave/max weekly ave)	4.7	5	N/A	N/A
BOD <sub>5</sub> - % Removal, Minimum	99	N/A	N/A	N/A
TSS - % Removal, Minimum	99	N/A	N/A	N/A
Ammonia, mg/L – (monthly ave/daily max)	N/A	N/A	N/A	N/A
pH, su (min / max)	6.9	7.1	6.0	9.0
Enterococcus, MPN/100 ml (30 day geo mean)	N/A	N/A	N/A	N/A
Fecal Coliform, MPN/100 ml (30 day median)	N/A	N/A	N/A	N/A
Fecal Coliform, MPN/100 ml (90 <sup>th</sup> percentile)	N/A	N/A	N/A	N/A
Total Coliform, MPN/100 ml (5 Sample Median/Max)	70	350	240	10,000
<b>Total Permit Exceedances (NPDES)</b>	0			

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

Description	Units	Value	Limit
Volume Produced	Million Gallons	11.775	N/A
Average Turbidity	NTU	0.7	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	2	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	6.8	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	<2	240
Maximum Total Coliform 2 Samples 30 d	MPN/100 ml	<2	23
Total Coliform 7 Sample Median	MPN/100 ml	<2	2.2

**Discussion of Violations / Excursions**

- Waste Discharge Requirements (WDR) – None
- Recycled Water – None



**B: SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTP and Ignacio Transfer Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of September
- Accident Free: 6/1/10 – 9/30/16: 2,320 days
- Monthly Safety Topics and Training:
  - Fall Protection

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

- Routine rounds, readings and maintenance
- Two PG&E Demand Response Events (September 26 & September 27).
- Completed in house thermography testing (Ben Babayan, Veolia - Rio Vista)
- Replaced backflow prevention valve on #2 water
- Replaced actuator on boiler gas line

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

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

**Ignacio Transfer Pump Station**

- Routine rounds, readings and maintenance
- Assisted Collections with Force Main *pigging* (cleaning) operation
- Replaced VFD board on EQ (Equalization) Pump
- Replaced Fuel Tank Level Gauge

**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
- Annual cleaning of lagoons started (NSD)

**D: LABORATORY ACTIVITIES SUMMARY:**

Discharge to Reclamation all of September 2016.

**Wildlife Pond and Reclamation Activities****Wildlife Pond**

Samples and weekly/monthly observations at the Wildlife pond were taken according to the WDR (Order No. 92-065).

**Irrigation Wetwell Sampling**

Monthly sampling of the irrigation wetwell in September occurred (started in June) and will continue as long as irrigation is ongoing. The data collected will be compiled and reported in the 2018 triennial Irrigated Pasture Report.

**Total Coliforms**

When effluent discharge goes to reclamation the bacteriological requirement is for total rather than fecal coliforms and there is no requirement for Enterococcus. Three samples were analyzed each week for Total Coliforms and all results were under the regulatory limits.

**Whole Effluent Toxicity Testing**

No quarterly Acute or Chronic Toxicity tests were performed in September as they are only required during Bay discharge.

**Training**

Liz Falejczyk attended the BACWA Permits and Laboratory Committee Meeting.

**Pretreatment****Permits**

- Received one Class I Temporary Discharge Permit application
- Issued one Class I Temporary Discharge Permit

**Inspections**

- 1 Class I, Non-Categorical Significant Industrial User
- 1 Class I, Categorical Non-Significant Industrial User
- 1 Class I, Categorical Significant Industrial User
- 1 Class III, Industrial User
- 2 Non-Permitted Industrial Users
- 6 Food Service Establishments (one with Marin County Environmental Health)
- 2 Class I, Temporary Discharge Permits

**Sampling**

- Sampled 1 Categorical Non-Significant Industrial User (analysis not yet completed).



**Informational**

- Requested and/or received grease removal device maintenance records from eight (8) Food Service Establishments

**Public Education**

None

**E: ADMINISTRATION:**

- August Electronic Self-Monitoring Report (SMR) submitted on September 20, 2016
- August Electronic Discharge Monitoring Report (DMR) submitted on September 20, 2016
- August Recycled Water Report submitted on September 20, 2016

**F: ODORS & LANDSCAPING:**

- Five contacts from neighbors during the month.
- Jerome meter (H<sub>2</sub>S) readings performed in neighborhood and within treatment plant.
- All readings in neighborhood were at the minimum detection threshold of the Jerome meter.
- Oleanders on Lea Drive are developing nicely (NSD Project).

**G: MISCELLANEOUS**

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

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

John O'Hare	Technical Support
Ben Baybayan	Electrical Testing



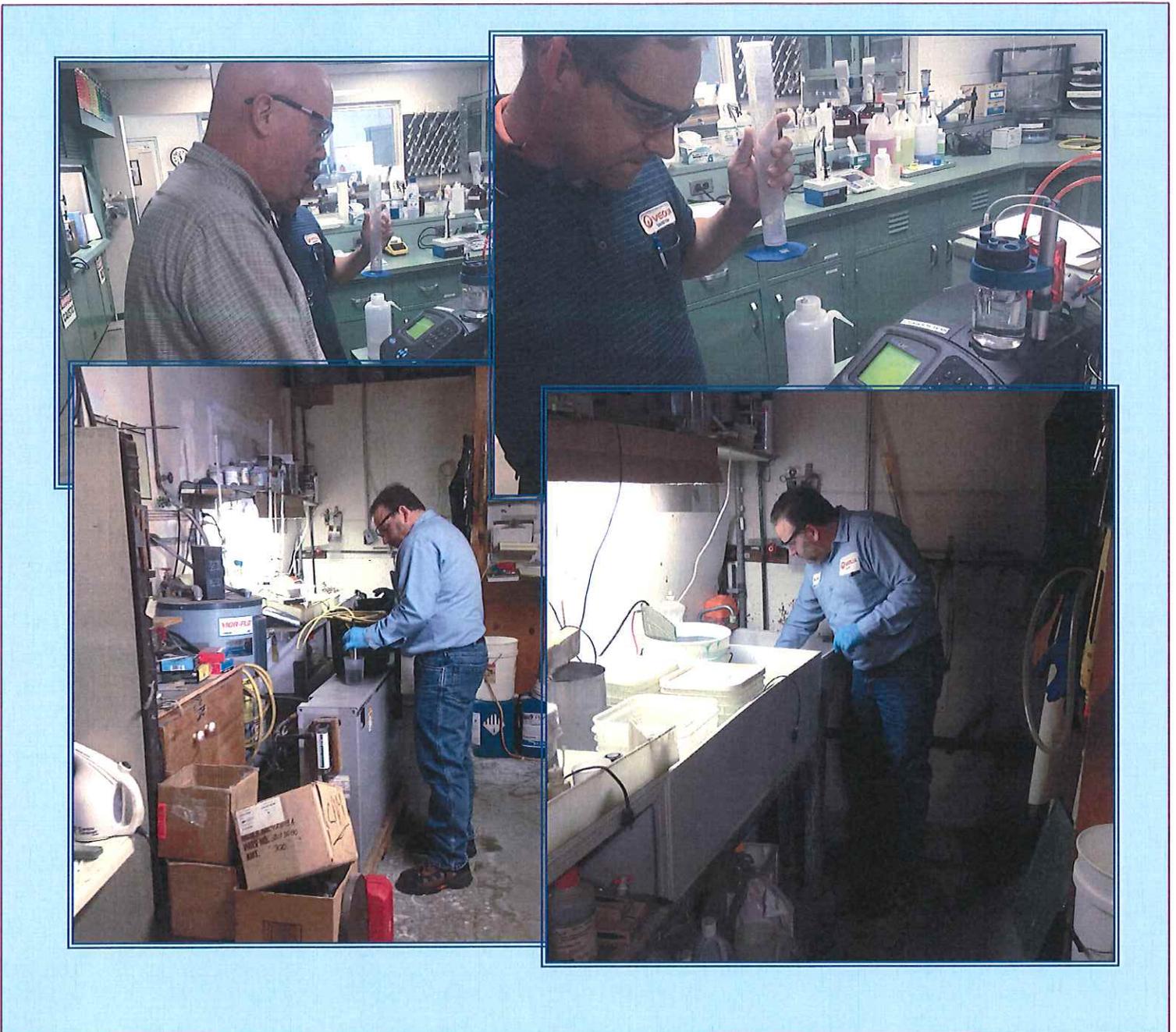
# ***PHOTOS***

MAINTENANCE ACTIVITIES  
SEPTEMBER 2016



Top Left & Right – Brian Exberger and Ben Babayan troubleshoot Recycled Water compressors.  
Bottom Left & Right – Alejo Cuntapay replaces bearings on Biofilter fan (odor control)

LABORATORY & PRETREATMENT  
SEPTEMBER 2016



Top Left –& Right – John O'Hare and Brian Exberger performing chlorine residual analysis  
Bottom Left & Right – Kurt Hawkyard performs a pretreatment inspection

ODOR CONTROL MATS  
SEPTEMBER 2016



Top Left & Right –Plantings on Lea Drive  
Bottom Left & Right – Installation of Odor Control mats over open grating

# ***LABORATORY DATA***

Novato Sanitary District  
BOD/TSS Report



September, 2016

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
09/01/16	3.60										
09/02/16	3.35										
09/03/16	3.47										
09/04/16	3.44										
09/05/16	3.79										
09/06/16	3.70										
09/07/16	3.47	450	13,023	310	8,971	<5	<145	5	145	98.9	98.4
09/08/16	3.69					<5	<154	5	154		
09/09/16	3.36					<5	<140	4	112		
09/10/16	3.40										
09/11/16	3.65										
09/12/16	3.41										
09/13/16	3.72	340	10,548			<5	<155	3	93	98.5	
09/14/16	3.41					<5	<142	<3	<85		
09/15/16	3.37			326	9,162	<5	<141	3	84		99.1
09/16/16	3.49										
09/17/16	3.28										
09/18/16	3.50										
09/19/16	3.59										
09/20/16	3.41										
09/21/16	3.79					<5	<158	4	126		
09/22/16	3.56	360	10,689	316	9,382	<5	<148	4	119	98.6	98.7
09/23/16	3.26					<5	<136	5	136		
09/24/16	3.29										
09/25/16	3.49										
09/26/16	3.35			358	10,002			6	168		98.3
09/27/16	3.46							7	202		
09/28/16	3.41							7	199		
09/29/16	3.76										
09/30/16	3.67										
<b>Weekly Averages</b>											
09/03/16	Week 1	310	8,945	279	8,051	5	146	3	97		
09/10/16	Week 2	450	13,023	310	8,971	5	146	5	137		
09/17/16	Week 3	340	10,548	326	9,162	5	146	3	88		
09/24/16	Week 4	360	10,689	316	9,382	5	147	4	127		
	Week 5										
<b>Monthly</b>											
Minimum	3.26	340	10,548	310	8,971	<5	<136	<3	84	99	98
Maximum	3.79	450	13,023	358	10,002	<5	<158	7	202	99	99
Total	105.14										
Average	3.50	383	11,420	328	9,379	<5	<147	<4.7	<135	99	99

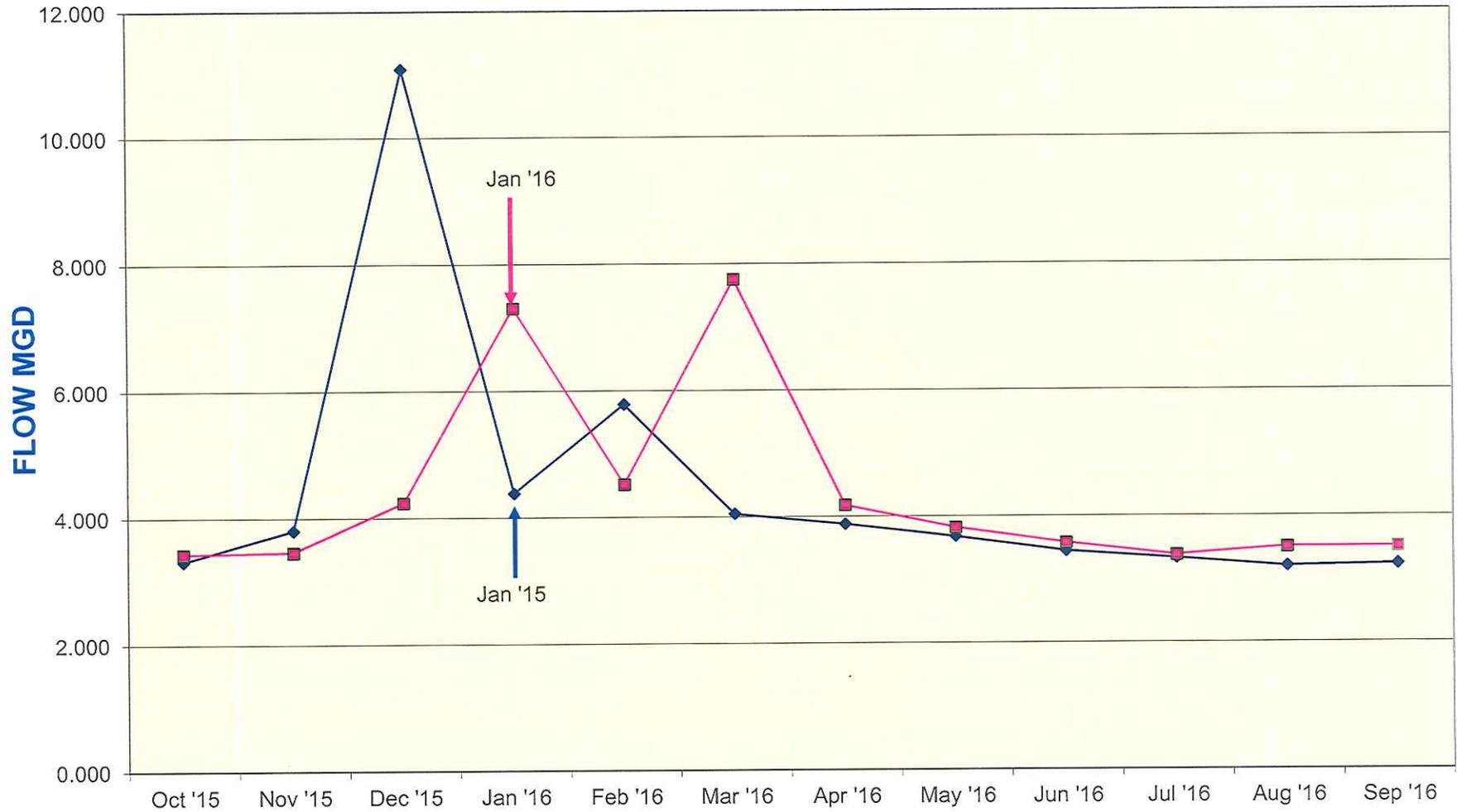


# ***RECYCLED WATER REPORT***

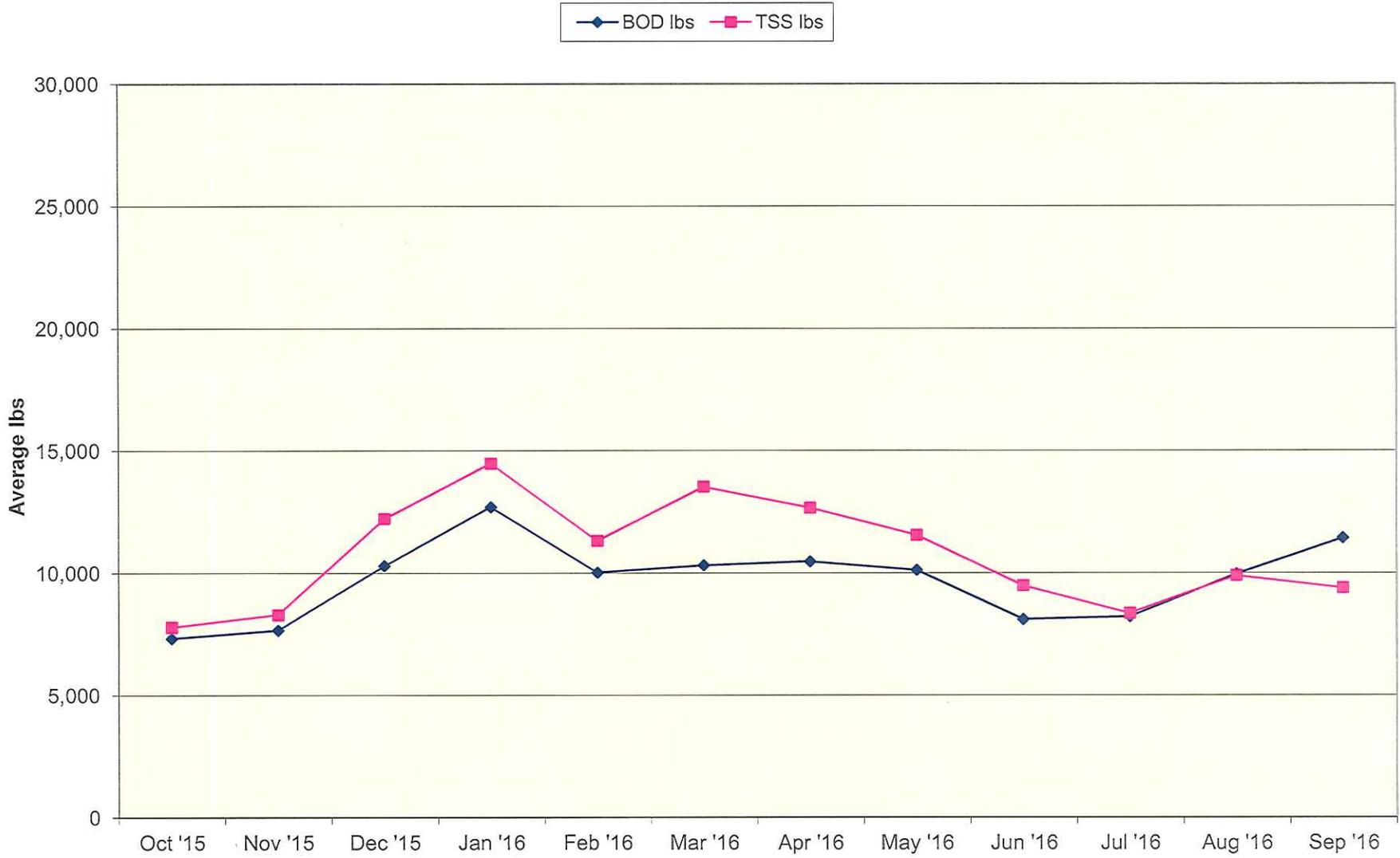


# ***ANNUAL COMPLIANCE SUMMARY – GRAPHS***

## WASTEWATER INFLUENT FLOW COMPARISON



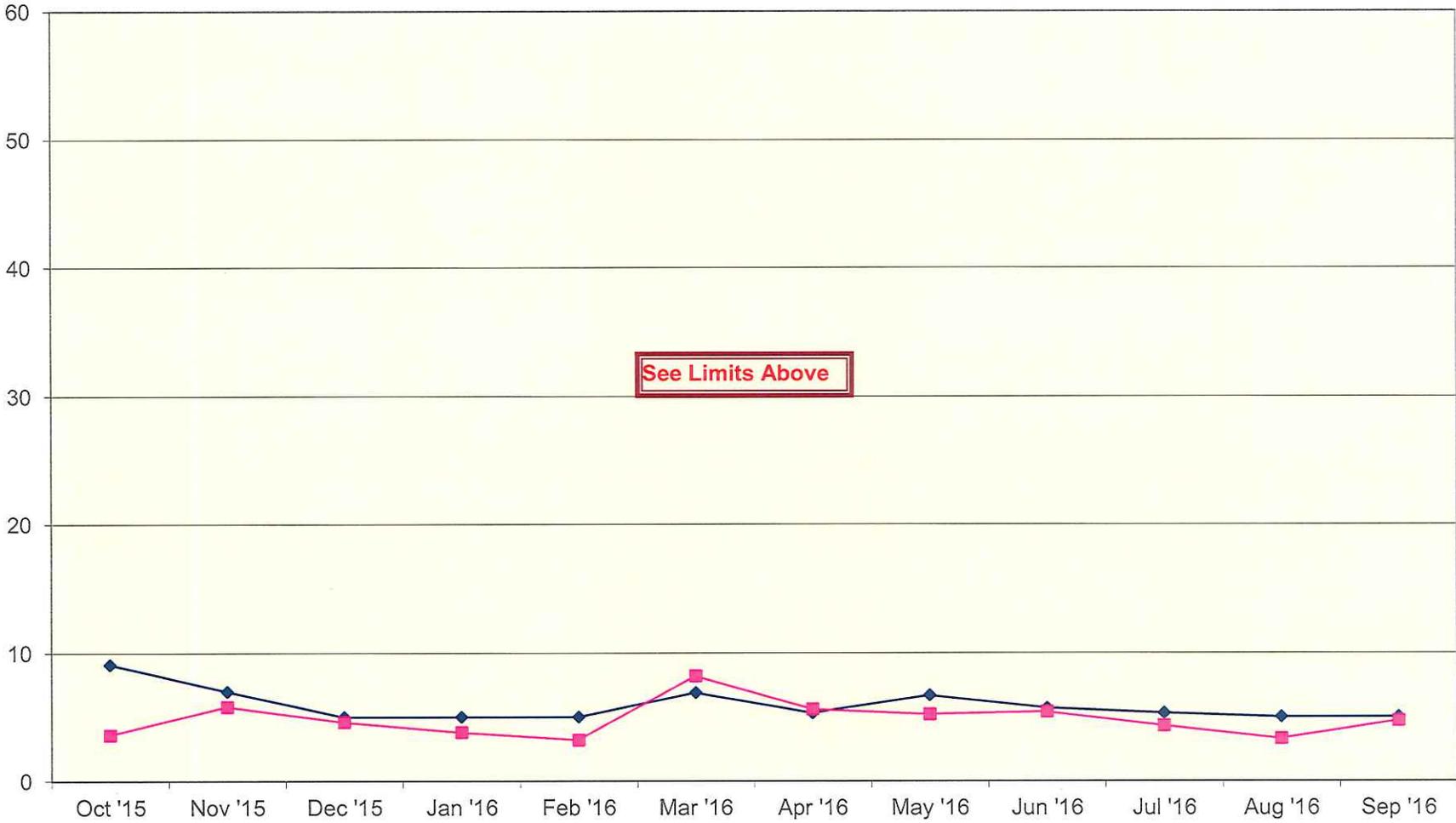
### Influent Load BOD / TSS lbs



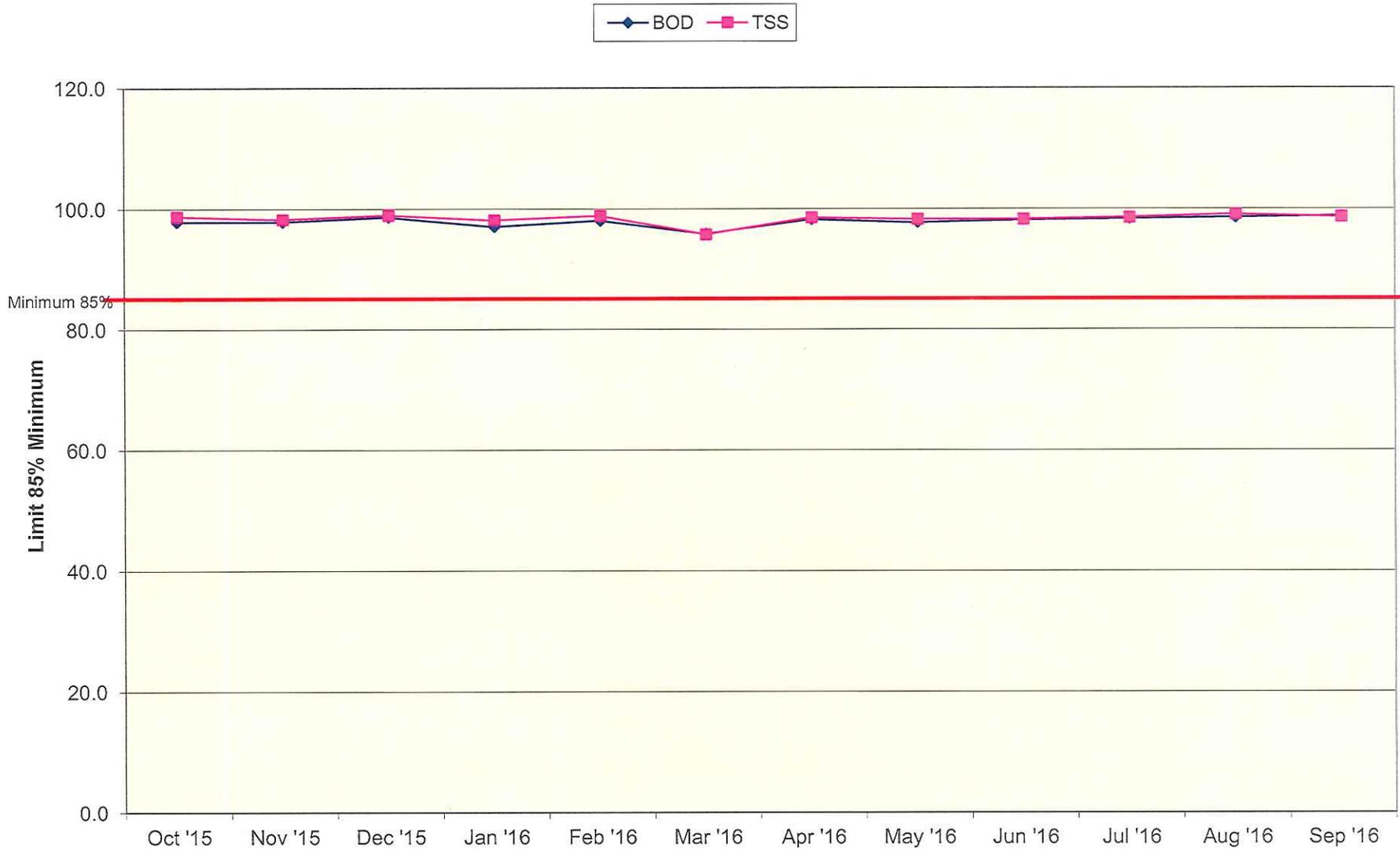
### Effluent BOD / TSS Concentration

—◆— BOD —■— TSS

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



### BOD / TSS Percent Removal



## Effluent Ammonia



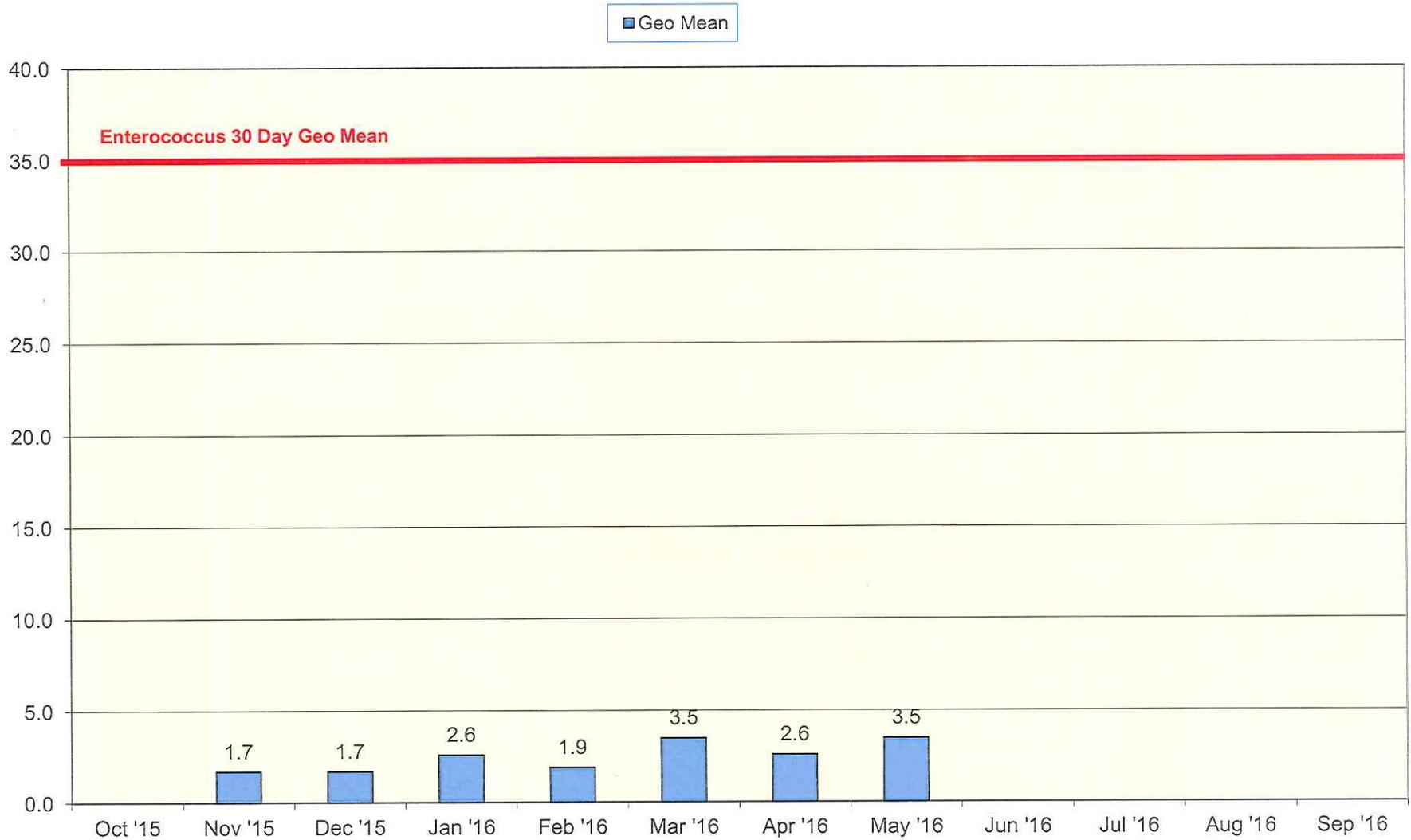
# Disinfection - Fecal Coliform

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



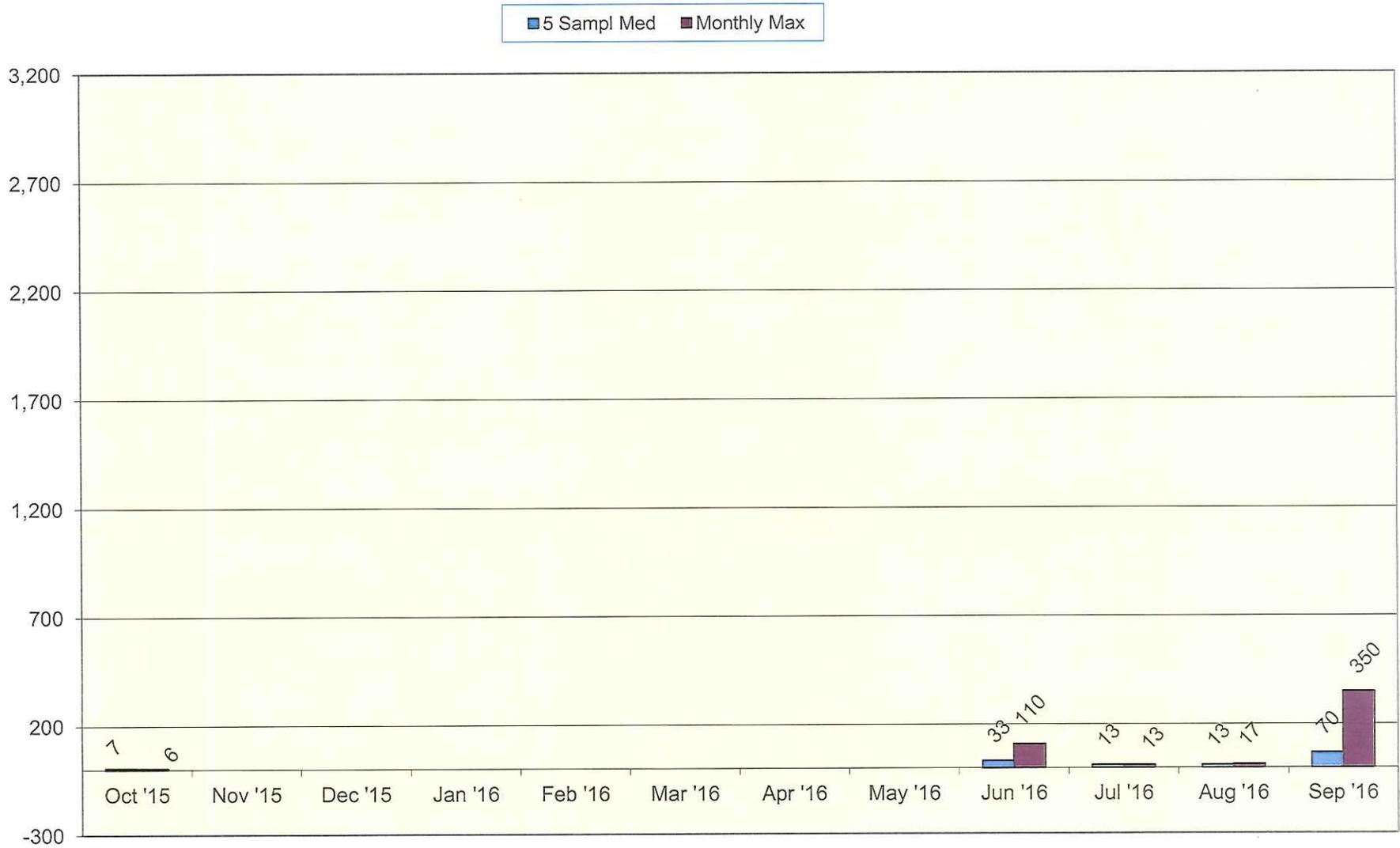
# Disinfection - Enterococcus

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

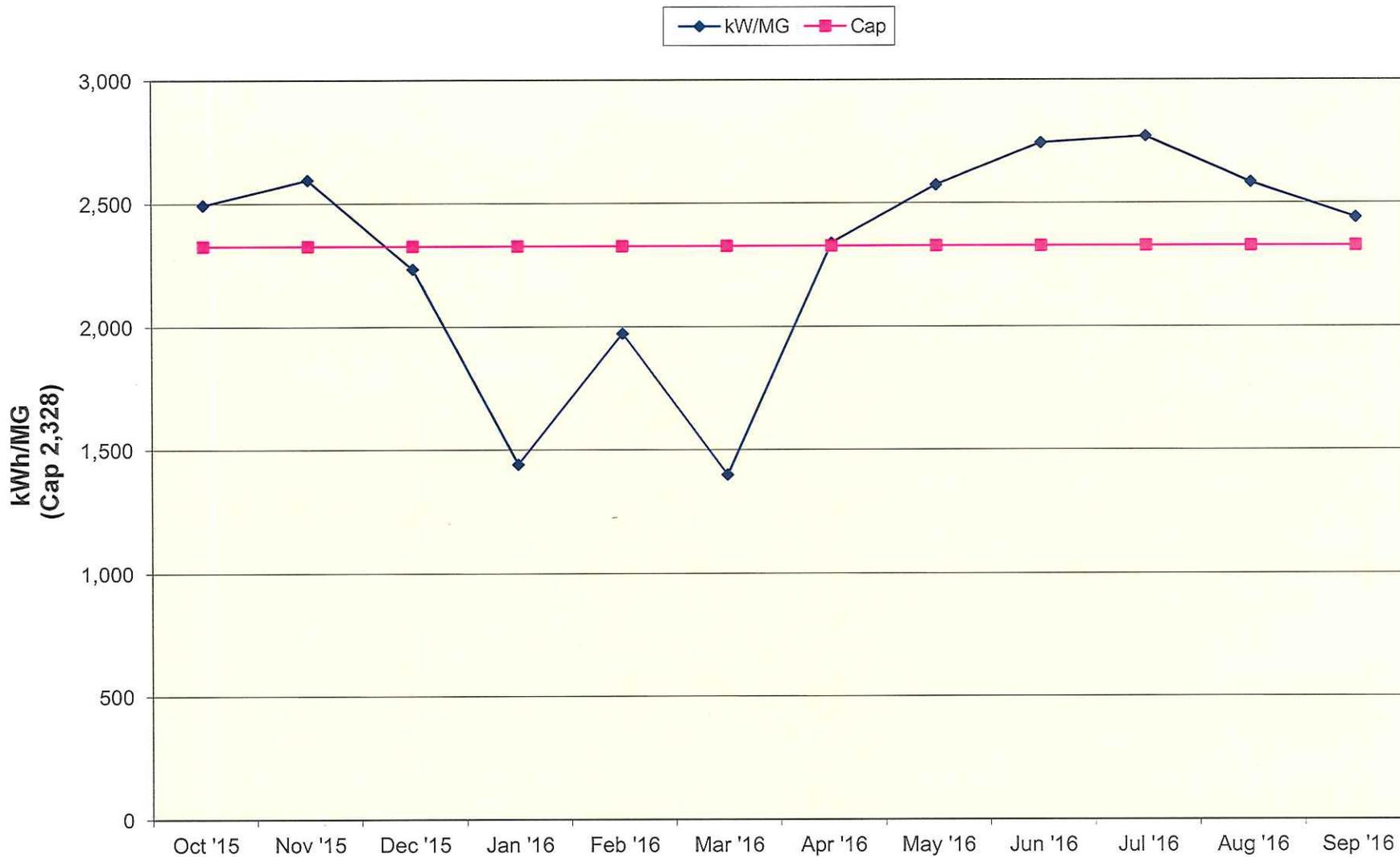


# Disinfection - Total Coliform

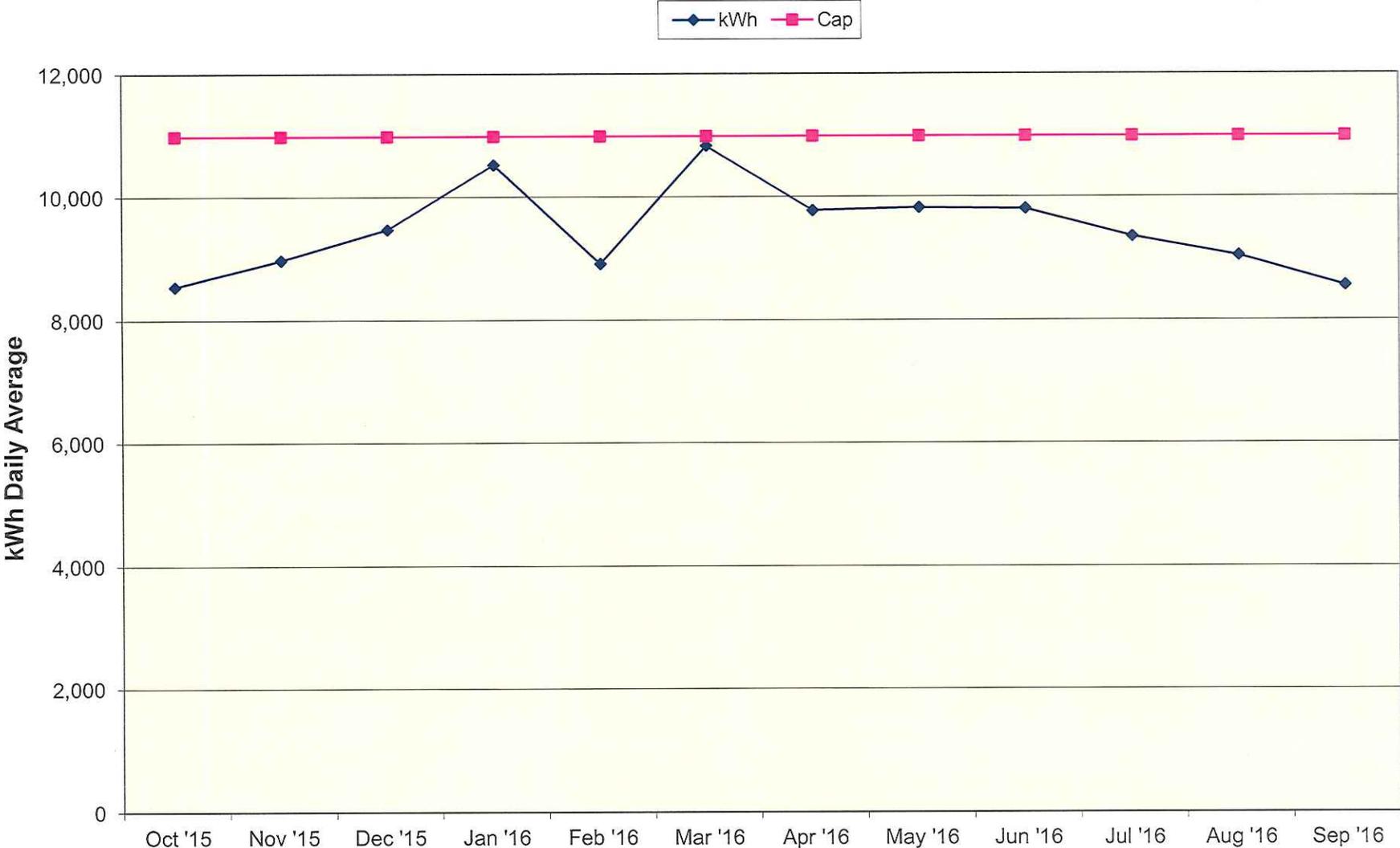
TOTAL COLIFORM LIMITS - WDR  
 5 Sample Median - 240 mpn /100 ml  
 Maximum - 10,000 mpn/100 ml



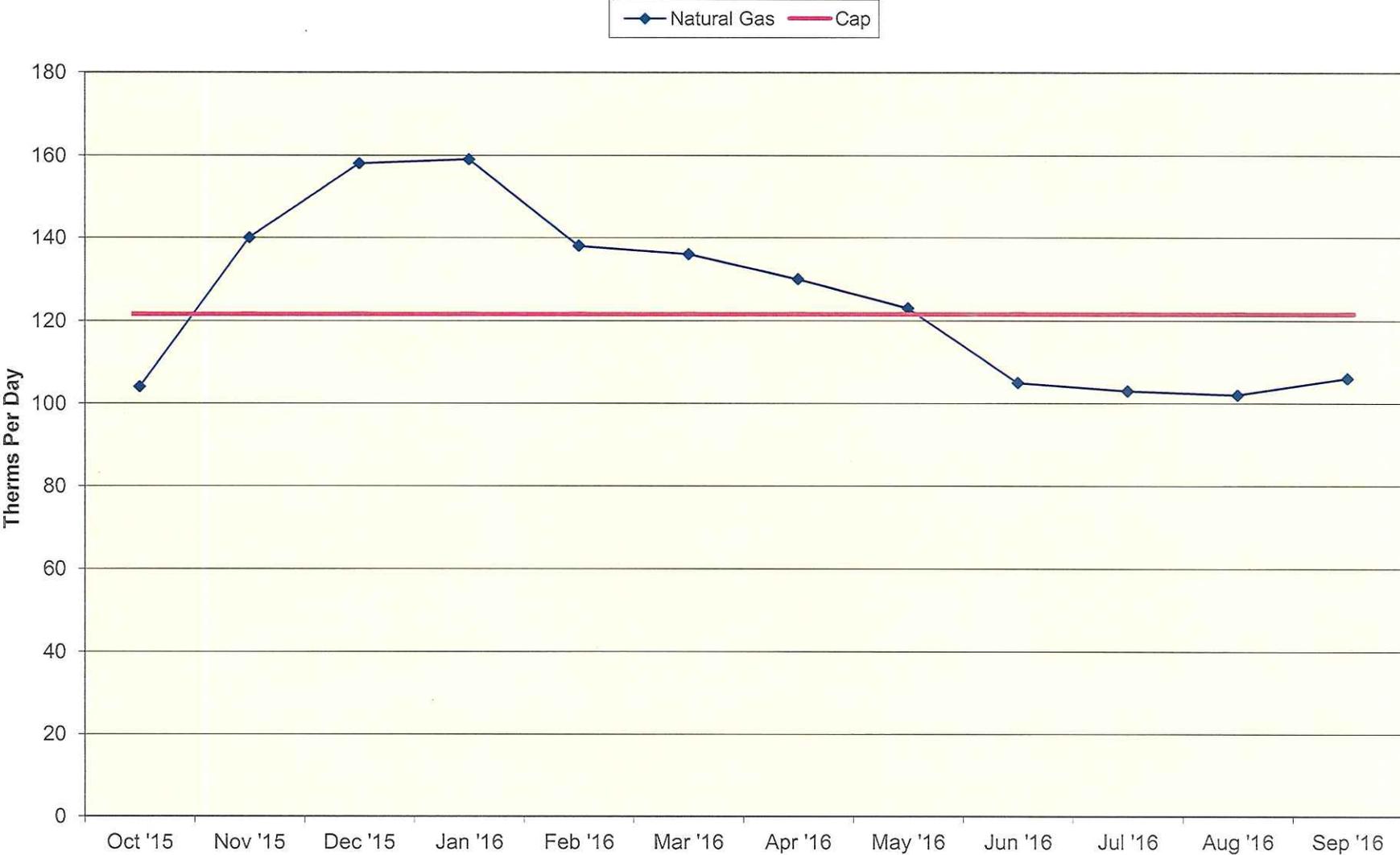
### Energy kWh/MG



# Energy kWh

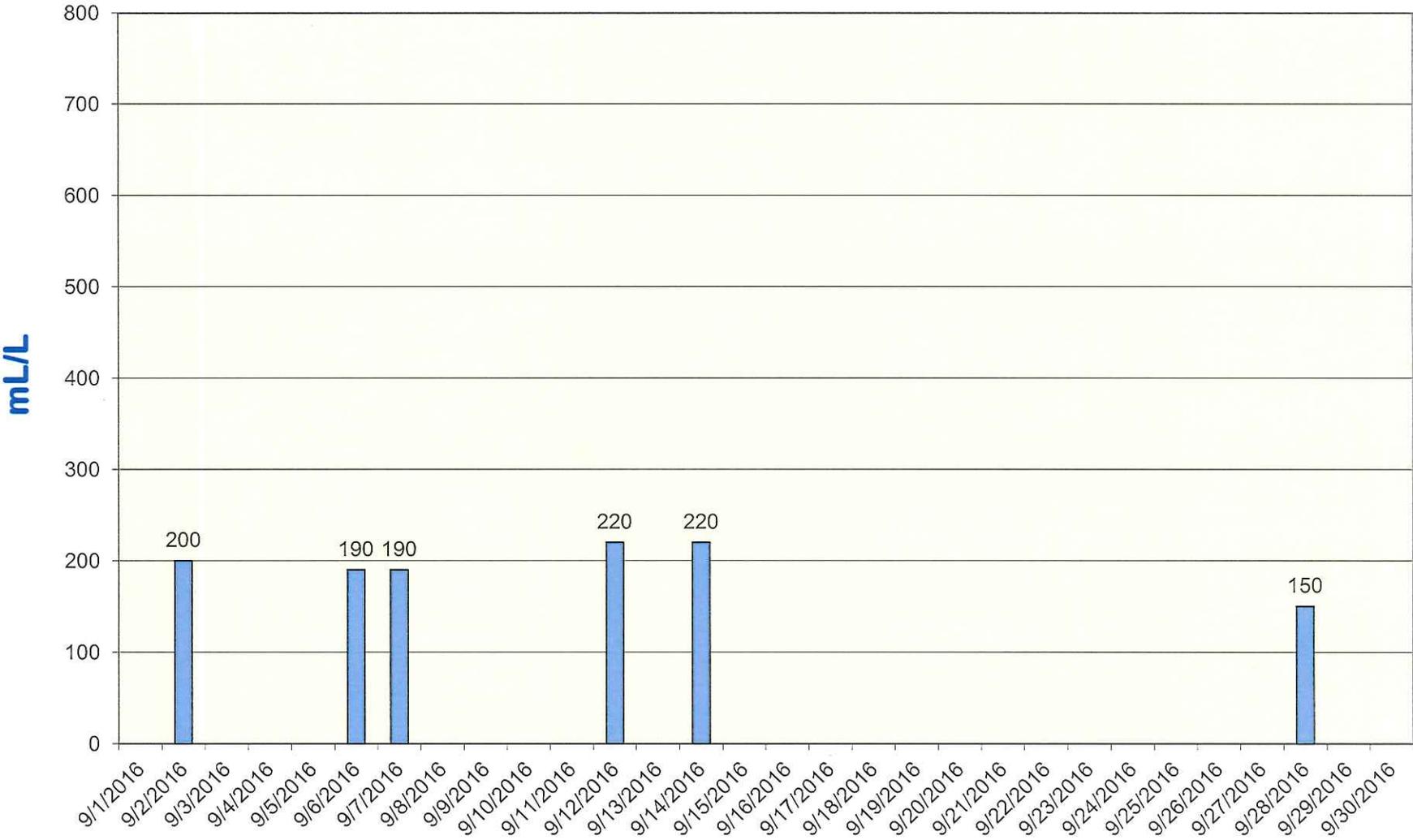


### Natural Gas Use

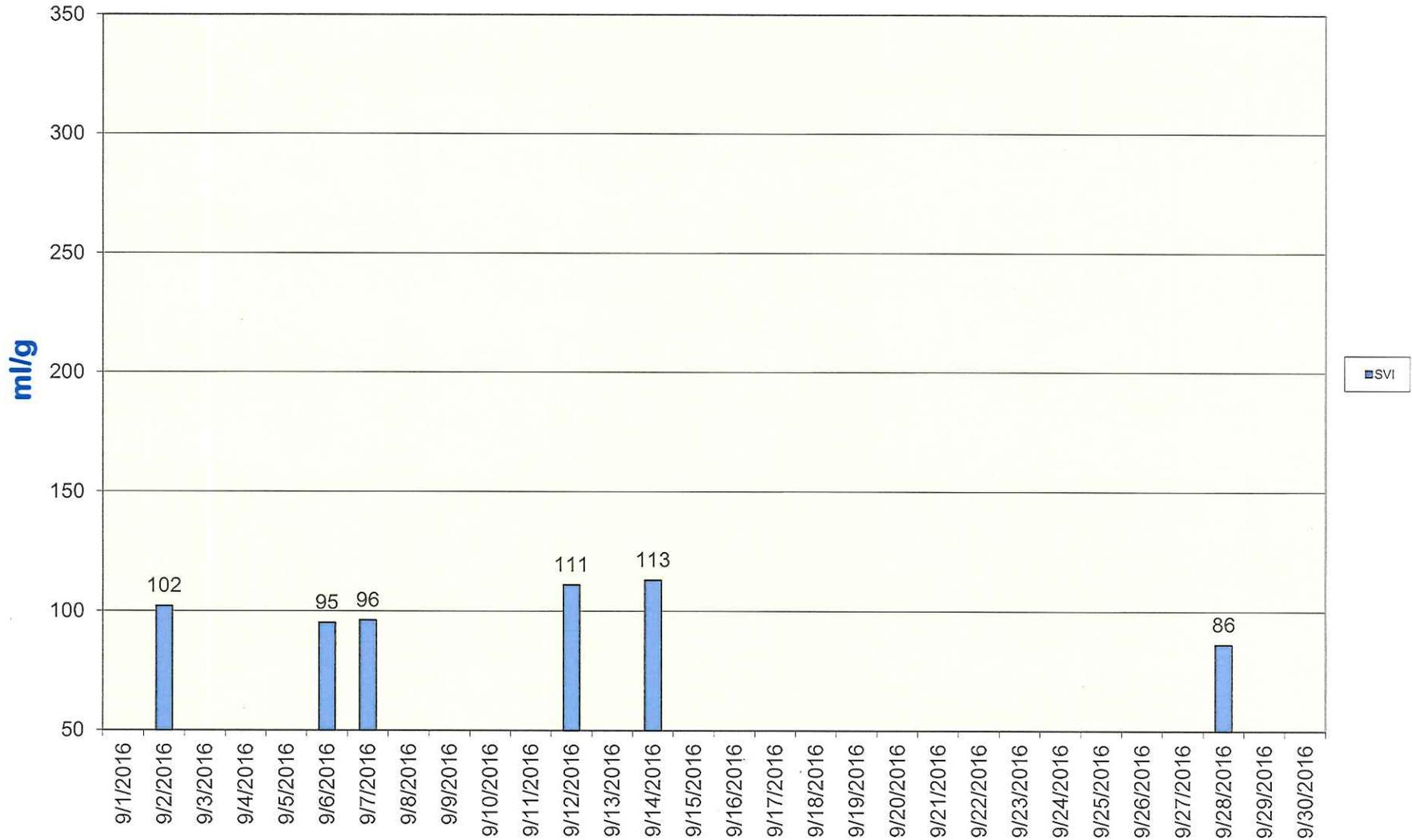


# ***PROCESS CONTROL DATA / GRAPHS***

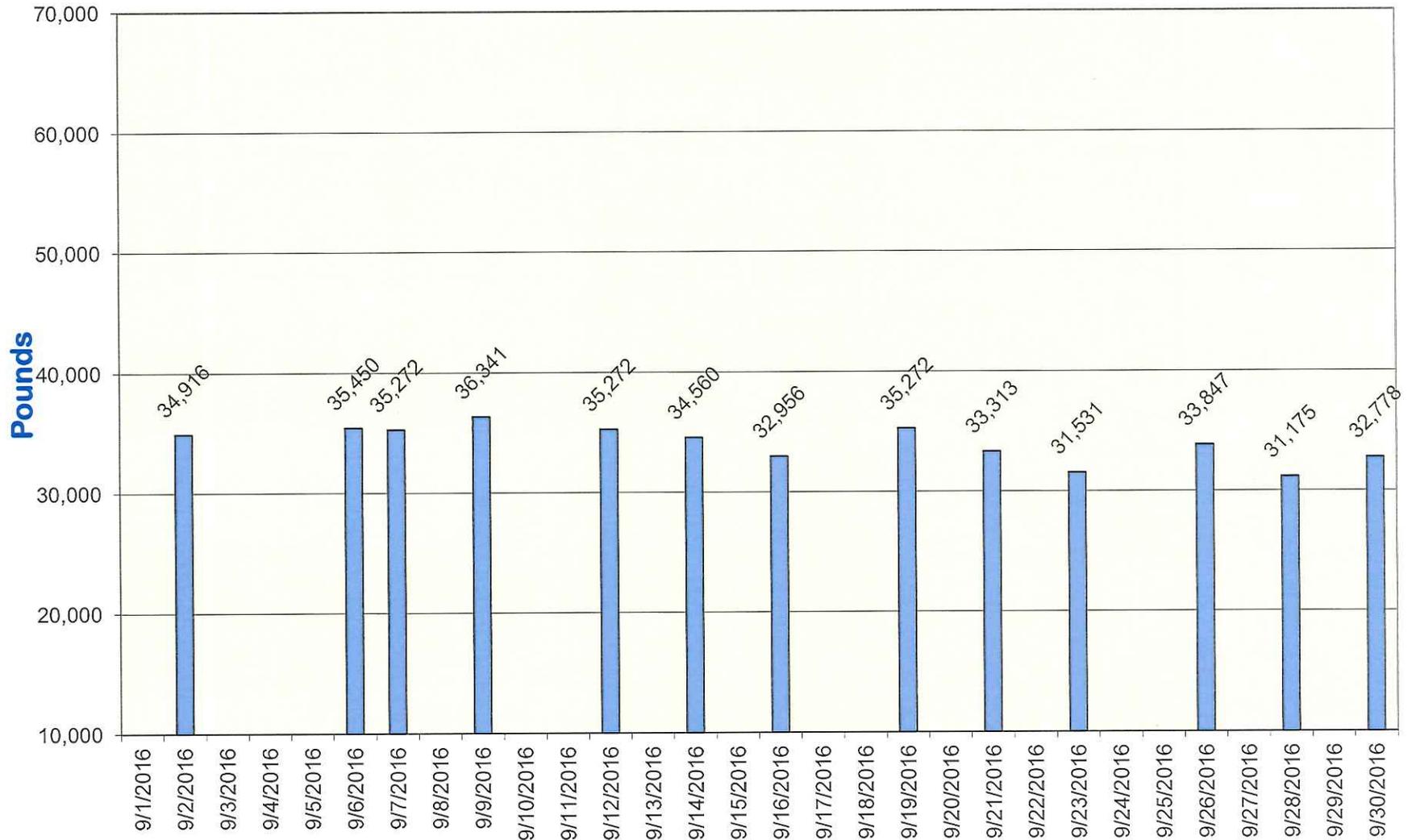
# Settleability



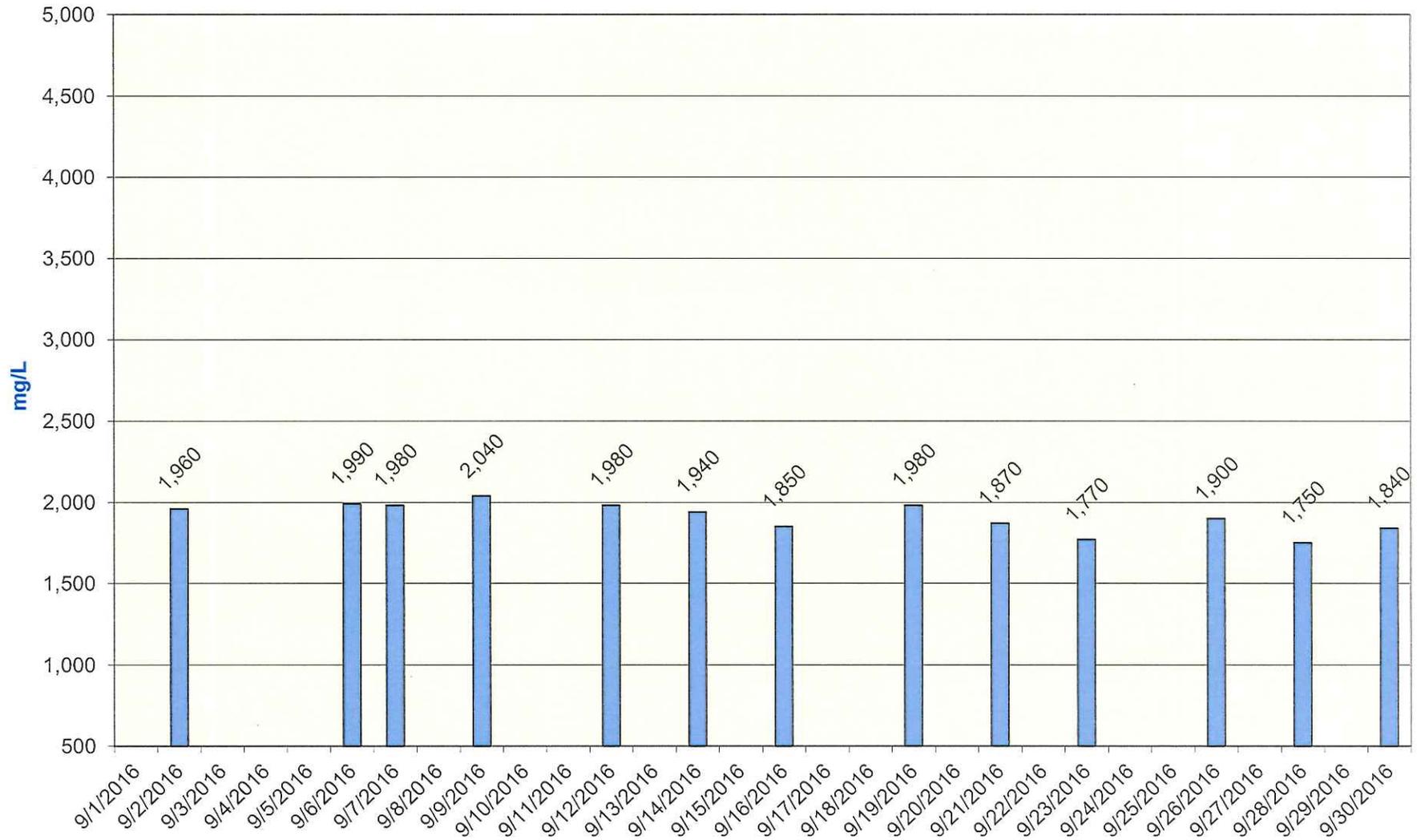
## Sludge Volume Index



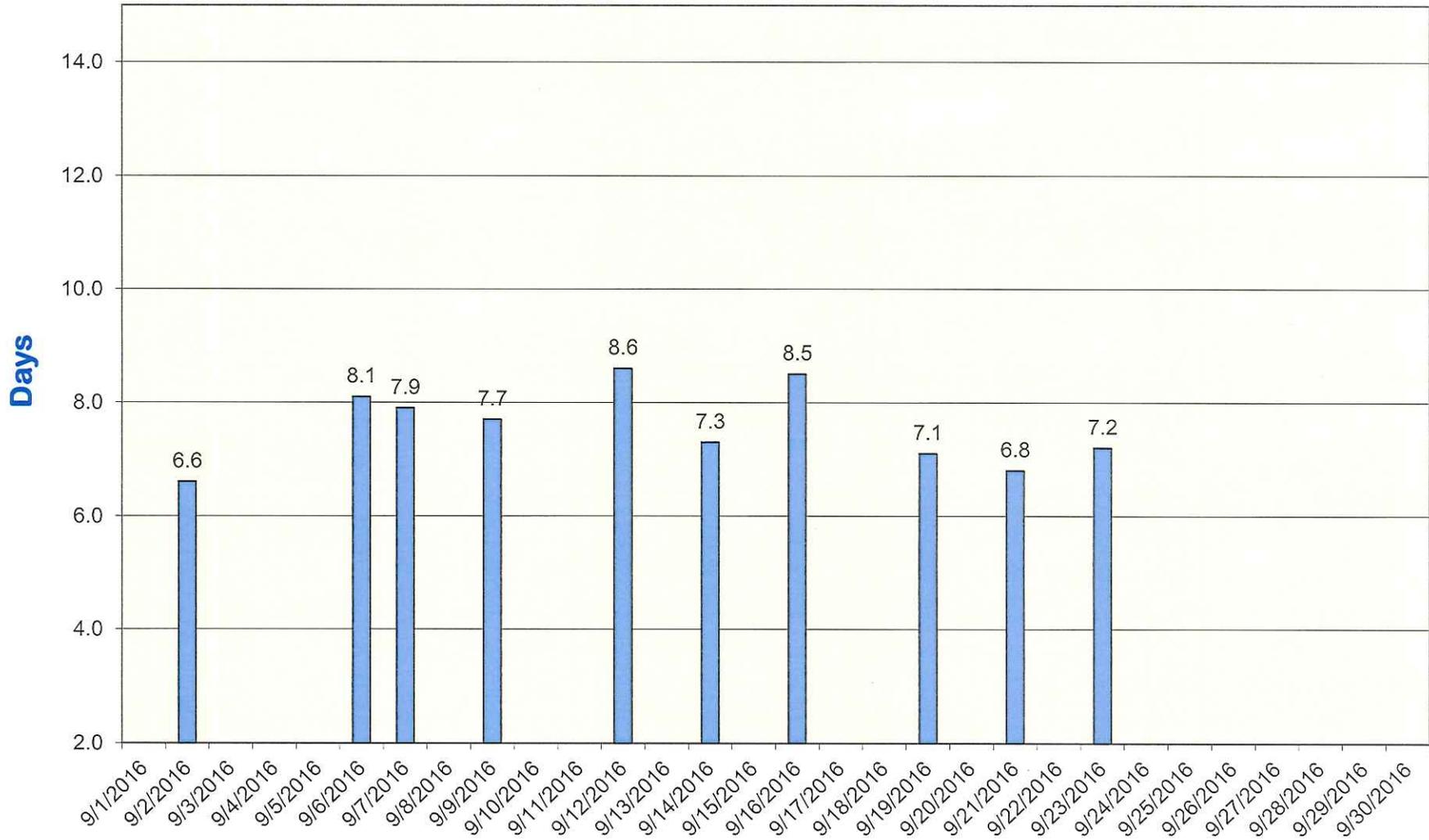
## MLSS Inventory



### MLSS Concentration



## Mean Cell Residence Time

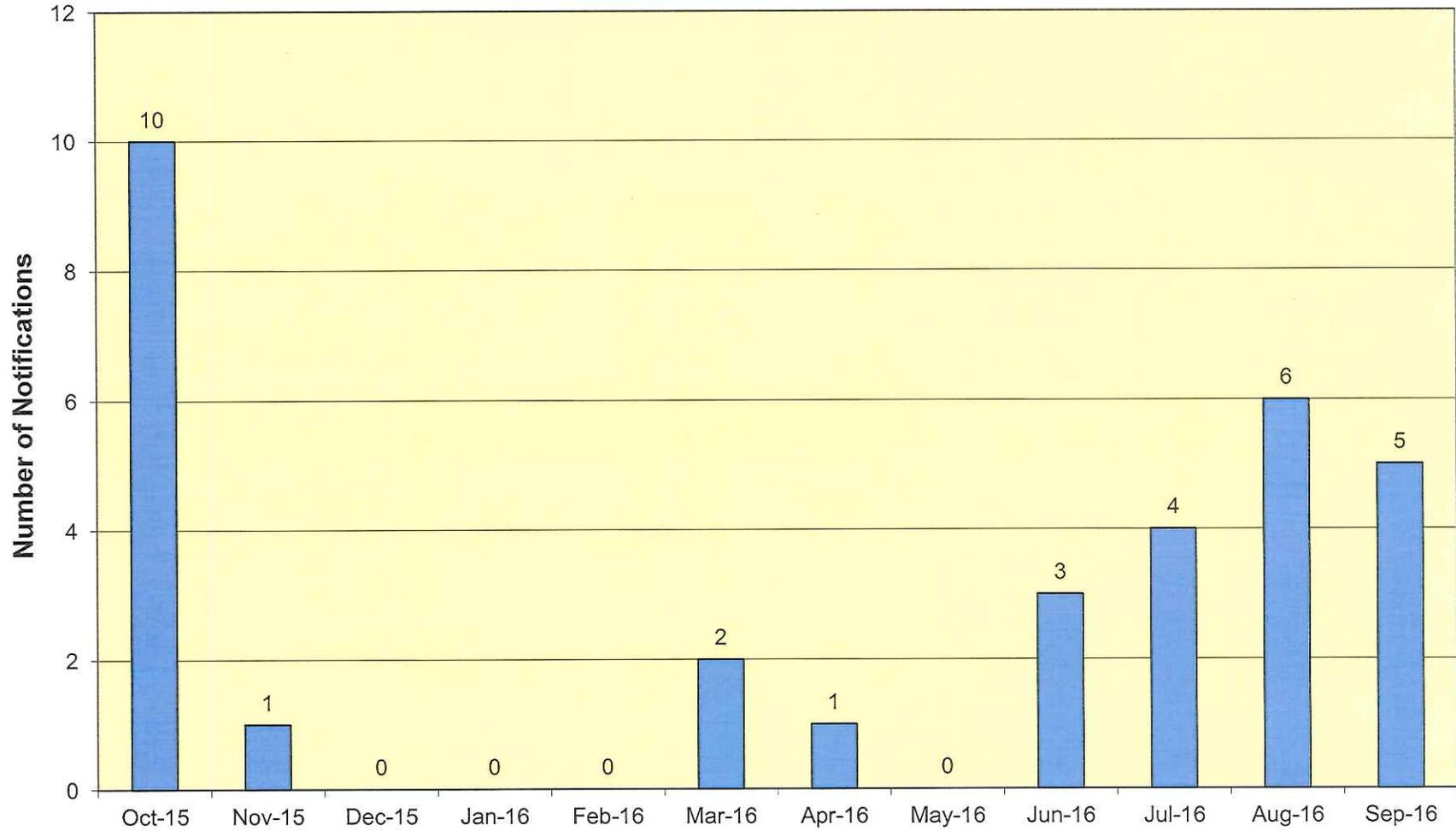


## Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
9/1/2016	3.60						
9/2/2016	3.35	200	1,960	34,916		6.6	102
9/3/2016	3.47						
9/4/2016	3.44						
9/5/2016	3.79						
9/6/2016	3.70	190	1,990	35,450		8.1	95
9/7/2016	3.47	190	1,980	35,272		7.9	96
9/8/2016	3.69						
9/9/2016	3.36		2,040	36,341		7.7	
9/10/2016	3.40						
9/11/2016	3.65						
9/12/2016	3.41	220	1,980	35,272		8.6	111
9/13/2016	3.72						
9/14/2016	3.41	220	1,940	34,560		7.3	113
9/15/2016	3.37						
9/16/2016	3.49		1,850	32,956		8.5	
9/17/2016	3.28						
9/18/2016	3.50						
9/19/2016	3.59		1,980	35,272		7.1	
9/20/2016	3.41						
9/21/2016	3.79		1,870	33,313		6.8	
9/22/2016	3.56						
9/23/2016	3.26		1,770	31,531		7.2	
9/24/2016	3.29						
9/25/2016	3.49						
9/26/2016	3.35		1,900	33,847	0.30		
9/27/2016	3.46						
9/28/2016	3.41	150	1,750	31,175			86
9/29/2016	3.76						
9/30/2016	3.67		1,840	32,778			
Minimum	3.26	150	1,750	31,175	0.30	6.6	86
Maximum	3.79	220	2,040	36,341	0.30	8.6	113
Total	105.14						
Average	3.50	195	1,912	34,053	0.30	7.6	101

# ***NEIGHBORHOOD CONTACTS***

## Neighborhood Contacts Received



WEEKLY NEIGHBOR CONTACT LOG												
September 19, 2016	September 19, 2016 - September 25, 2016											
NEIGHBOR	Mon 19-Sep	Tue 20-Sep	Wed 21-Sep	Thu 22-Sep	Fri 23-Sep	Sat 24-Sep	Sun 25-Sep					
	Time	Time	Time	Time	Time	Time	Time	Notes				
Neighbor #1												
Neighbor #2			1 6 20:15	1 4 pm				9/21 - "Very Strong"   9/22 "Throughout pm off/on"				
Neighbor #3												
Neighbor #4												
Total												

Legend

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

WEEKLY NEIGHBOR CONTACT LOG													
September 12, 2016	September 12, 2016 - September 18, 2016												
NEIGHBOR	Mon 12-Sep	Tue 13-Sep	Wed 14-Sep	Thu 15-Sep	Fri 16-Sep	Sat 17-Sep	Sun 18-Sep						
	Time	Time	Time	Time	Time	Time	Time	Notes					
Neighbor #1													
Neighbor #2		1 2 14:00											
Neighbor #3													
Neighbor #4													
Total													

Legend

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

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WEEKLY NEIGHBOR CONTACT LOG												
September 26, 2016	September 26, 2016 - October 2, 2016											
NEIGHBOR	Mon 26-Sep	Tue 27-Sep	Wed 28-Sep	Thu 29-Sep	Fri 30-Sep	Sat 1-Oct	Sun 2-Oct					
	Time	Time	Time	Time	Time	Time	Time	Notes				
Neighbor #1					1 4 pm			"Musty Moderate Persistent throughout pm"				
Neighbor #2												
Neighbor #3												
Neighbor #4												
Total												

Legend

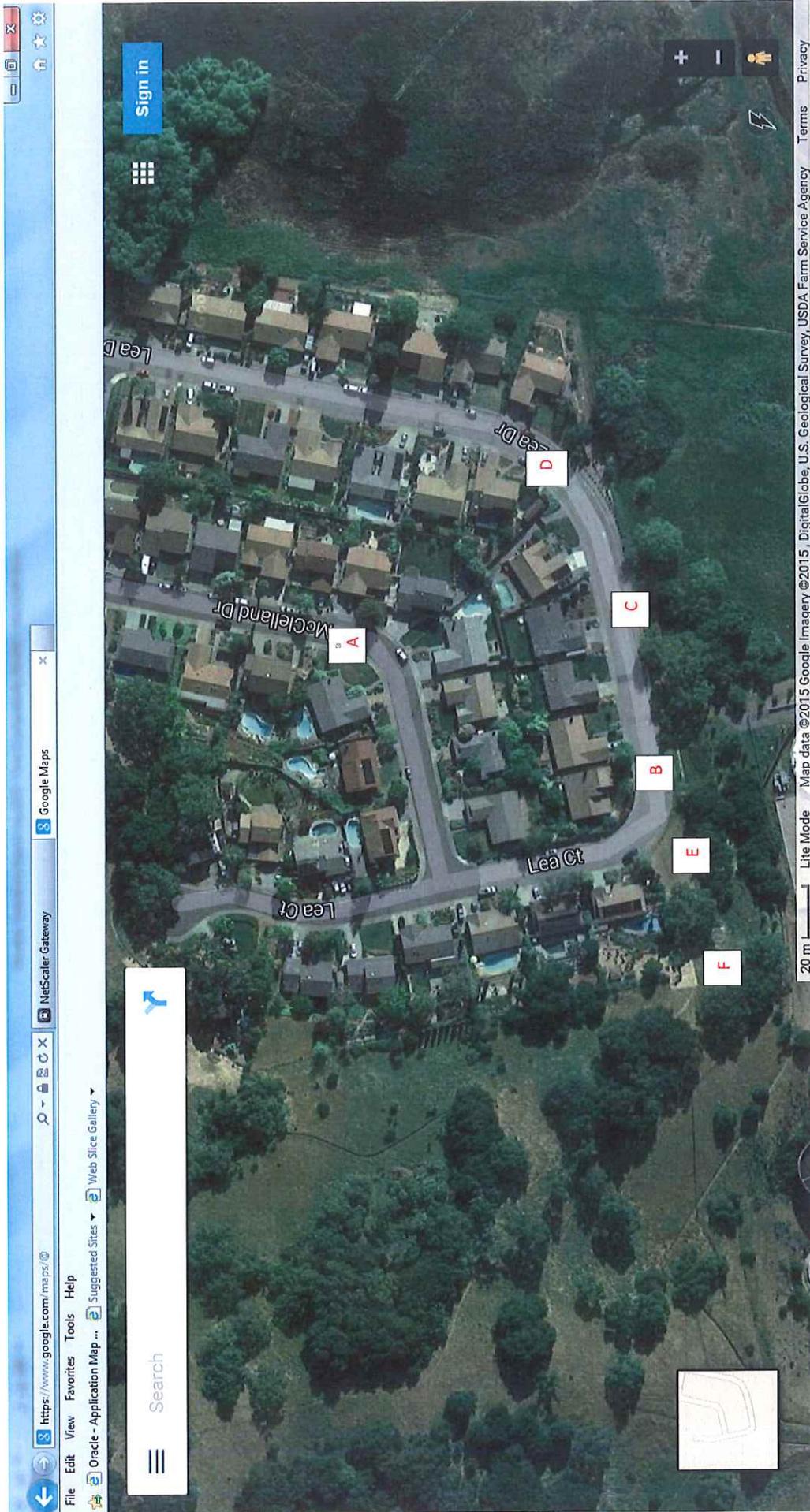
Description	
Aeration Basins	1
Raw Sewage	2
H2S	3
Aeration + Sewage	4
Aeration, Sewage, H2S	5
Sewage + H2S	6
Other (see notes)	7
Not Specified / Unknown	8
Intensity	
Mild Intermittent	1
Mild Persistent	2
Moderate Intermittent	3
Moderate Persistent	4
Strong Intermittent	5
Strong Persistent	6
Other (see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

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

# NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND MCCLELLAND



JEROME METER READINGS - SEPTEMBER 2016

Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: McLelland	0.000	0.000	0.0000	Neighborhood
B: Lea 1	0.000	0.002	0.0003	Neighborhood
C: Lea 2	0.000	0.001	0.0003	Neighborhood
D: Lea 3	0.000	0.001	0.0006	Neighborhood
E: Lea 4	0.000	0.000	0.0000	Neighborhood
F: Lea 5	0.000	0.000	0.0000	Neighborhood

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
September 2016**

**1.0 General:**

The equivalent of about seven (7) full time employees (FTE) worked in the Collection System Department during the month of September. The breakdown of staff time for the month in terms of equivalent full-time employee hours utilized, works out approximately as follows:

- 0.4 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.1 FTE field workers for Pump Station Maintenance
- 0.0 FTE field workers for Closed Circuit Television (CCTV) work
- 3.0 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to main line cleaning, CCTV work, or pump station maintenance, or special activities (for e.g. smoke testing of mainlines), and
- An equivalent of 2.4 FTE field workers for vacation, holiday or sick leave.

**2.0 Collection System Maintenance:**

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

Line Cleaning Performance

A total of 137 work orders was generated for September by the ICOM3 Computerized Maintenance Management System (CMMS). Staff completed 102 work orders leaving 35 work orders outstanding. The 102 maintenance work orders completed in September resulted in 17,022 feet of sewer pipelines cleaned by staff. The remaining 35 work orders were deferred due to recent root treatment of these sewer mains.

Smoke Testing

In addition to line cleaning, Collection System Department staff expended significant effort to conduct smoke testing of sewer mains in the Bel Marin Keys area.

Approximately 23,053 feet of sewer mains were smoke tested. The smoke testing identified several areas of damaged or deficient laterals and improper yard drainage connections. Staff also identified one roof gutter downspout tied into a sewer cleanout. Staff will notify relevant residents by letter, asking them to correct identified deficiencies.



Smoke testing in Bel Marin Keys

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
September 2016**

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CCTV Performance:

The District's CCTV van was in the field for two working days in September and televised 2 line segments, totaling 186 feet of sewer. These segments were inspected due to service requests by residents. Production from the CCTV van has been limited due to breakdowns of the CCTV program, as well as the seasonal smoke testing projects and training opportunities. Staff did not conduct any sewer main inspections using the push camera in September.

CCTV Findings:

- Infrastructure related: In September, CCTV work did not identify any areas that require spot repairs.
- O&M related: In September, SSO follow up CCTV work did identify a line segment that required a change in sewer line maintenance operations due to increased grease accumulation.

**3.0 Pump Station Maintenance:**

The Collection System Department conducted 198 lift station inspections this month. 78 of the inspection visits were generated through the District's JobsCal Plus CMMS system. There are 14 outstanding work orders for the month, zero correctives and 14 preventives. A Collection Systems (Pump Stations) Work Order Statistics summary is attached.

District staff completed the annual cleaning ("pigging") of the Ignacio Transfer Pump Station Force Main by launching a cleaning "pig" from the Launcher at the pump station site to the discharge point just south of Novato Community Hospital.



Placing pig in launcher



Retrieving pig from catcher manhole

In addition to normal maintenance activities, District staff responded to a flooded dry well condition at the Rowland Plaza Pump Station. Staff reacted quickly to avoid an overflow by setting up a temporary bypass pumping system down Rowland Way across Novato Creek, with traffic control. The crew then focussed on pumping out the dry well in order to make a confined space entry and isolate all possible sources of the flooding. Once the station was isolated, the bypass pumping operation was set up at the pump

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
September 2016**

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station site and sewage was pumped out of the wet well and into a bypass stinger connected to the force main. After the dry well was dried out electrical repairs commenced. The cause of the flooding while unknown at this time, is the subject of an ongoing analysis.



**Emergency Bypass Pumping Operation**



**Confined Space Entry**

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

Staff completed maintenance inspections on seven (7) air relief/vacuum valves.

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

##### General:

Collection System staff attended four (4) safety tailgate meetings in September.

##### Specialized training:

District staff attended a Claremont EAP Wellness Workshop on Positive Thinking.

Several Collections Department staff members attended training workshops and seminars at the 48<sup>th</sup> Annual Maintenance Superintendents Association (MSA) Conference and Equipment Show, held over a three-day period in Berkeley.

Three Collections Department staff members attended the 6<sup>th</sup> Annual Collection System Technologies Fair held at the Union Sanitary District, which was sponsored by the CWEA San Francisco Bay Section Collection System Committee.

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
September 2016**

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Our newest Collections Department staff member Liam O’Sullivan, attended a Sanitary Sewer Overflow Volume Estimation Workshop in Healdsburg, conducted by DKF Solutions Group.

Safety performance:

There were no lost time accidents this month for a total of 2,026 accident free days since the last lost time accident.

**6.0 Minor Projects:**

Collections Department staff recently tested and installed several LED beacons, light bars, and directional lighting on several District vehicles in an ongoing effort to increase the visibility of our crews and equipment while working in the streets.

Collections Department staff representatives conducted field observations of CCTV CMMS programs used by Las Gallinas Valley Sanitary District, Sonoma County Water Agency, and Roto Rooter of Novato.

Several staff members visited RS Technical Services in Petaluma, a local manufacturer of CCTV vehicles and equipment.

Collections Department staff representatives conducted field observations of smaller, supplemental hydro-flushing equipment options used by the City of Sunnyvale and Las Gallinas Valley Sanitary District.

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

Staff generated and finalized two separate, site specific, Wet Well Level Source Selection SOPs for the East Hamilton Pump Station and the Olive Street Pump Station.

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

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

No.	Date	Location	Amount, gal	Cause/Probable Cause
1.	9/29/2016	4 Calypso Shores	65	Grease

On Thursday, September 29, 2016 at 9:22am, Robin Merrill received a call from Dan Baker of Bel Marin Keys reporting sewage coming out of a manhole at 4 Calypso Shores. Robin notified Dasse de longh, Collection System Superintendent, of the possible overflow. Dasse, contacted Aaron Hendricks, CSW II, Liam O’Sullivan, CSW I and PJ Siragusa, CSW I and directed them to respond immediately to the reported location.

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
September 2016**

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Aaron and Liam arrived on site first and confirmed an overflow at manhole M21023, and that some of the overflow had entered the storm drain. They sand bagged the catch basin as a preventive measure. Aaron inspected the downstream manhole, M21002, and observed no flow in the manhole channel potentially indicating a complete stoppage upstream.

Dasse arrived on site with the hydro-flusher truck and the crew set up to break the stoppage from the downstream manhole. Dasse noted that the overflow rate from the overflowing manhole was approximately one gallon per minute and was intermittent. He took photos and then attempted to track the overflow sewage that had entered the storm drain system at a catch basin in front of 4 Calypso Shores.



Location Map

The stoppage was broken at 84 feet upstream from the downstream manhole. An accumulation of grease was recovered after the stoppage was broken and was determined to be the probable cause of the overflow.

The crew then worked to recover all contaminated water from the storm drain by vacuuming up approximately 1000 gallons of standing water from the catch basin that was the point of entry. The full debris tank was decanted back into the collection system. Dasse worked to determine the final destination of the overflow within the storm drain system and found an adjacent catch basin that contained standing water.

The crew cleaned the second catch basin found to be holding water. In addition, the crew jetted the storm drain between the two catch basins. An additional 250 gallons that included 150 gallons of water used for washdown and storm drain jetting activities was recovered at the second catch basin. Storm drain system maps were not available at the time and Dasse could only find what appeared to be dry catch basins in the surrounding area. Another 36 gallons was recovered from a utility box located near the overflow manhole. The crew also washed and swept the driveway and gutter pan with chlorinated water and recovered the washdown water with the hydro-flusher.

During follow up interviews with residents conducted by Dasse, Steve Pointer, who is a Keys Landing HOA Board member and was also the first to witness the overflow, stated that he first saw the overflow at 9am and that it looked like it had just started. Based on this information, a conservative start time of 8:45am was established. He also stated that all of the catch basins on that block flow to "the moat" in the center of Bel Marin Keys Boulevard and are not connected to the lagoon. The moat was absolutely dry and showed no signs of any water having entered it in some time. Clean up and recovery activities were completed at 12pm.

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Wastewater Operations - Collection System Operations Report  
September 2016**

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Staff estimated the spill volume to be 65 gallons, based on staff and reporting party observations and comparing them to the CWEA Southern Section Collection System Committee Manhole Overflow Gauge. Staff recovered 36 gallons, based on volumetric calculations, from the utility box near the overflow manhole. Based on follow up spill footprint and volumetric bucket tests, another 21 gallons was recovered from the driveway and gutter pan. The initial determination was that this was a Category 3 event because the overflow volume was under one-thousand gallons and the overflow was fully recovered and did not reach surface waters.



Clean up and recovery activities

Later that day Steve Krautheim, Field Services Manager, looked through the subdivision plans for the Bel Marin Keys Unit 2 Subdivision and found the storm drain map for that area. The map indicated that, contrary to previously provided information, the storm drain

system appeared to connect to a lagoon. Dasse reported that he had inspected a particular catch basin in the system that had appeared completely dry, but given the new information, he would conduct a follow up inspection.

Dasse returned to the site and inspected the catch basin in question. The lid could not be removed, but through the opening in the gutter Dasse once again observed what appeared to be a dry catch basin, with cob webs, dry grass, plastic bottles and a ball all laying completely motionless at the bottom. However, Dasse noticed that he could not see the downstream pipe shown on the map. Using a shovel, he attempted to see how much debris was in the catch basin and found that the dry, motionless debris was floating on standing water. Dasse called Steve immediately to inform him of the new findings.

After discussion, Dasse decided, as a precaution, to contact David Smail of the Marin County Environmental Health Services to report details of the overflow. Dasse informed David of the low volume of the overflow, and that given the much greater volume of static water recovered from the storm drain system, he did not think any flow had actually entered the lagoon. Dasse further noted that the analysis was ongoing but that he wanted to “err on the side of caution” and make the call to EHS. David agreed and said that no sign posting or follow up sampling of the lagoon would be necessary.

The next morning, Dasse met Steve on site and together ran calculations of storm drain volumes and water recovered. It was noted that the static water in the storm drain would itself function as a barrier. After considering the low volume, 8 gallons, that reached the catch basin, and the relatively large volume, 1,100 gallons, of water recovered from the storm drain system, they concluded that all of the overflow had been recovered before it had the potential to reach the storm drain outfall.

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
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On October 4<sup>th</sup> Dasse performed follow up spill footprint and volumetric bucket tests to mimic the overflow characteristics and assist in estimating overflow recovery volumes. Based on the results of these tests, staff estimates that 21 gallons were recovered from the driveway and gutter pan.

Follow up CCTV inspection revealed signs of grease accumulation at the location of the stoppage. This line segment was last cleaned using a hydro-flusher truck on December 22, 2015 and is on a 24-month frequency. The cleaning frequency will be increased to 6 months and the line segment will also be added to the rodder schedule. Staff will distribute educational flyer packets, including grease and wipes informational flyers, to all residents upstream of the overflow manhole.

This event was reported into the CIWQS database on October 5, 2016 as a Category 3 event, SSO Event ID # 828824.

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

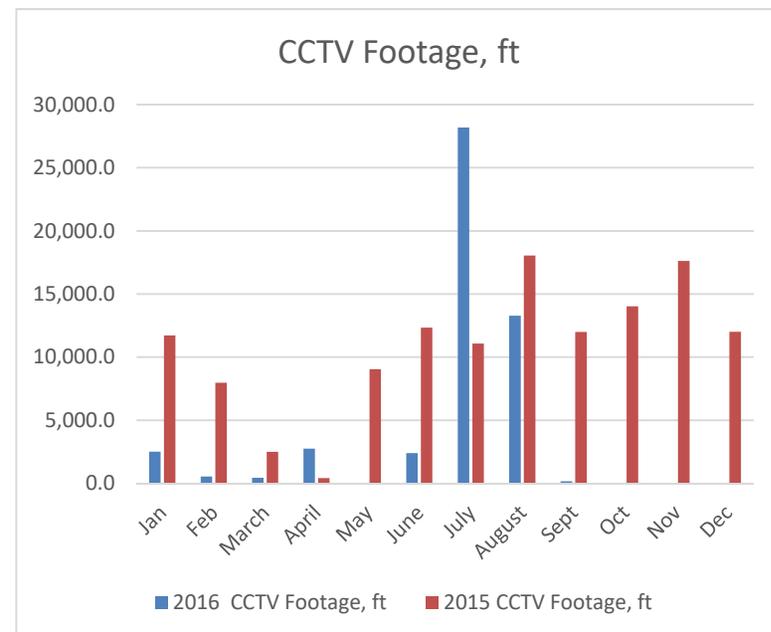
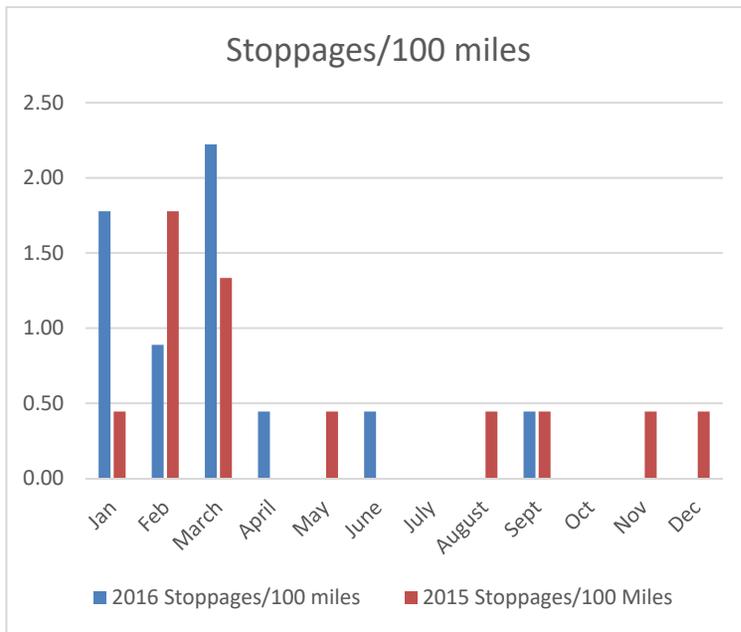
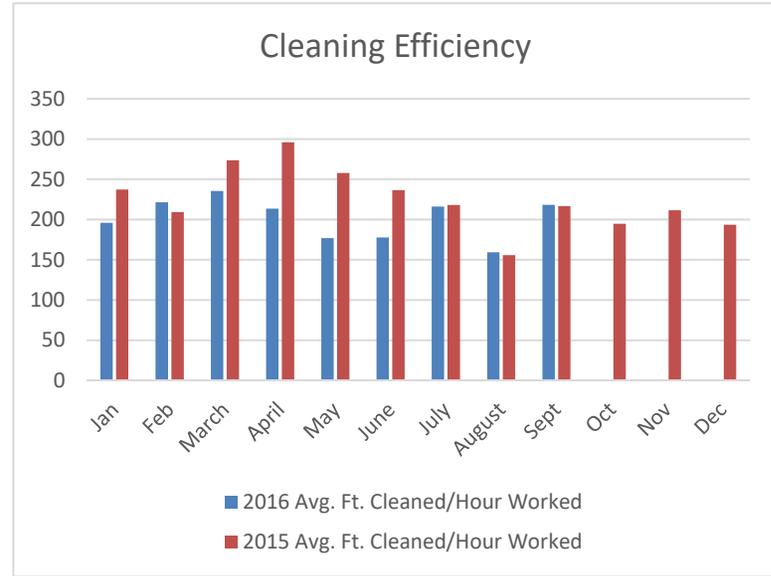
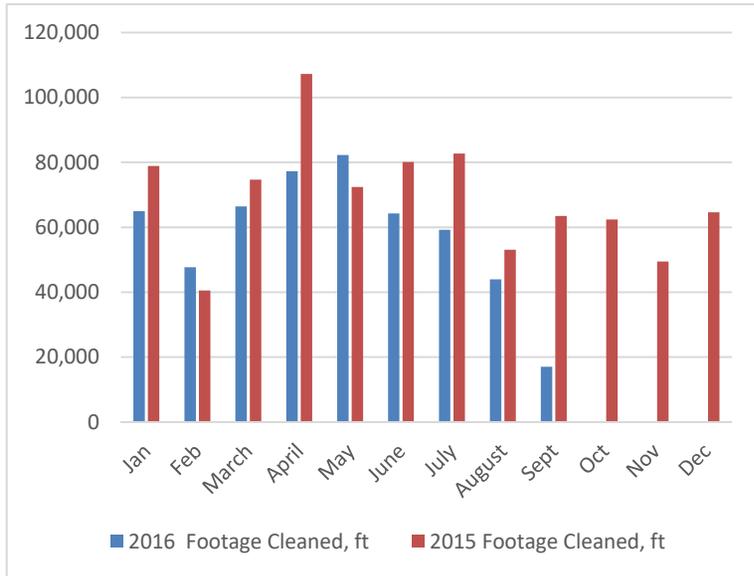
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning), hrs.	1.9	1.3	1.7	2.0	2.7	2.0	1.7	1.5	0.4	0.0	0.0	0.0	NA	1.3
Number of FTEs (other)	2.5	3.5	3.3	2.8	2.2	2.3	3.3	2.2	3.0	0.0	0.0	0.0	NA	2.1
Number of FTEs (CCTV)	0.1	0.1	0.0	0.0	0.0	0.1	0.4	0.5	0.0	0.0	0.0	0.0	NA	0.1
Total, FTEs	4.5	4.9	4.9	4.9	4.9	4.4	5.3	4.2	3.5	0.0	0.0	0.0	NA	3.5
Regular Time Worked, (main line cleaning), hrs	332	216	282	362	465	362	274	276	78					
Regular Time Worked on Other, hrs (1)	426	556	552	496	388	402	534	417	521					
Regular Time Worked on CCTV (2)	19	17	0	7	0	16	66	95	4					
Total Regular time, worked, hrs	776	788	834	865	853	779	874	788	603	0	0	0	7,160	597
Total Vacation/Sick Leave/Holiday, hrs	225	238	262	89	192	156	127	315	417				2,020	224
Vacation/Sick Leave/Holiday, FTEs	1.3	1.5	1.6	0.5	1.1	0.9	0.8	1.7	2.4	0.0	0.0	0.0	11.7	1.0
Overtime Worked on Coll. Sys., hrs	2	0	0	0	3	8	0	0	0				13	1
Overtime Worked on Other, hrs (1)	65	6	19	30	6	10	14	16	6				171	19
Overtime Worked on CCTV (2)	0	0	0	0	0	0	2	0	0				2	0
Total Overtime, hrs	67	6	19	30	9	18	16	16	6	NA	NA	NA	186	21
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	59	10	41	45	204	64	87	35	9				554	62
Rodder 3208 ft. cleaned	11,888	2,289	8,682	9,749	36,994	10,476	13,754	5,308	0				99,140	11,016
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0				0	0
Flusher Work Orders generated	227	237	307	350	248	268	221	194	128				2,180	242
Truck 3205V ft. cleaned	14,729	6,341	5,004	5,886	2,776	4,295	0	2,217	2,072				43,320	4,813
Truck 3206V ft. cleaned	38,305	39,088	52,713	61,606	42,516	49,467	45,445	36,441	14,950				380,531	42,281
Flusher - outside services, ft. cleaned	0	0	0	0	0	0	0	0	0				0	0
Total Footage cleaned(3)	64,922	47,718	66,399	77,241	82,286	64,238	59,199	43,966	17,022	NA	NA	NA	522,991	58,110
Work Orders completed	278	247	348	395	452	332	424	377	102				2,955	328
Work Orders backlog	8	NA	NA	NA	NA	NA	NA	NA	35	NA	NA	NA	43	22
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0				0	0
CCTV Truck 3126T, ft. videoed	843	540	0	541	0	652	10,374	12,498	186				25,634	2,848
CCTV (hand cam), ft. videoed	1,669	0	456	2,210	0	1,754	5,487	793	0				12,369	
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	12,322	0	0				12,322	
Total CCTV footage(3)	2,512	540	456	2,751	0	2,406	28,183	13,291	186	NA	NA	NA	50,325	
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category III)	4	2	5	1	0	1	0	0	1				14	NA
Major (Category II)	3	1	4	1	0	0	0	0	1				10	NA
Major (Category I)	0	1	1	0	0	0	0	0	0				2	NA
Major (Category I)	1	0	0	0	0	1	0	0	0				2	NA
Overflow Gallons	482	290,330	2,308	20	0	540	0	0	75				293,755	NA
Volume Recovered	130	147,250	760	20	0	165	0	0	75				148,400	NA
Percent Recovered	27%	51%	33%	100%	NA	31%	NA	NA	100%	NA	NA	NA	51%	NA
<b>D. Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	8	7	8	4	5	9	4	4	9				58	6
Normal hours S.C. response time, mins (avg.)	20	17	18	17	16	25	13	25	12				163	18
Service Callouts, after hours, #	5	3	1	1	1	0	0	1	1				13	1
After Hours S.C. response time, mins (avg.)	17	27	16	60	35	0	0	16	54				225	25
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	196	221	235	213	177	178	216	159	218	NA	NA	NA	NA	202
Total Stoppages/100 Miles	1.8	0.9	2.2	0.4	0.0	0.4	0.0	0.0	0.4	0.0	0.0	0.0	6.1	NA
Average spill response time (mins)	15	31	11	11	0	15	0	0	23				NA	12
Callouts/100 Miles	2.2	1.3	0.4	0.4	0.4	0.0	0.0	0.4	0.4	0.0	0.0	0.0	5.7	0.5
Overtime hours/100 Miles	1	0	0	0	1	4	0	0	0	0	0	0	5.78	0
Overflow Gallons/100 Miles	210	126,230	1,003	9	0	235	0	0	33	0	0	-	127,720	10643

(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: 2016 & 2015 Graphs



Novato Sanitary District

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

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>	238	185	252	238	235	251	186	242	254	0	0	0	2,080	
Number of Employees (FTEs)	1.4	1.0	1.2	1.1	1.2	1.2	0.9	1.1	1.1	0.0	0.0	0.0		0.9
Regular Time Worked on Pump Sta	183	157	210	194	202	217	148	207	196				1,713	
Overtime Worked on Pump Sta	55	28	43	44	33	34	38	35	58				367	
After Hours Callouts	4	1	8	2	0	1	4	6	1				27	
Average Callout response time (mins)	30	10	34	28	0	15	31	25	45				218	24
<b>Work Orders</b>														
Number generated in month	136	106	89	92	115	91	95	107	78				909	101
Number closed in month	111	106	89	92	115	91	93	107	69				873	97
Backlog	25	0	0	0	0	0	2	0	9	0	0	0	36	3

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

	<b>Open Work Orders Due Prior to 9/1/2016</b>	<b>Open Work Orders 9/1/2016-9/30/2016</b>	<b>Total Open Work Orders</b>
Preventive	7	143	150
Corrective	6	0	6
Total	5	143	156

	<b>Closed Work Orders 9/1/2016 - 9/30/2016</b>
Preventive	136
Corrective	6
Total	142

<b>Total Outstanding Work Orders as of 9/30/2016</b>	<b>14</b>
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**NOVATO SANITARY DISTRICT**  
**Wastewater Operations - Reclamation Facilities Report**  
**September 2016**

**1.0 Summary:**

The rancher worked on sprinkler repair and replacement on Sites 3 & 7. A tree company on contract with Pacific Gas & Electric (PG&E) trimmed eucalyptus trees at Site 2. No bids were received to replace a fence on Site 2. Sludge disposal operations began this month.

**2.0 Ranch Operations:**

The rancher continues to replace or repair sprinklers on Sites 3 & 7. The rancher reported that the majority of sprinklers are not turning and after an internal inspection of a few sprinklers the rancher found the sprinklers clogged with what appears to be algae. Staff believes that small bits of algae are passing through the strainers at the Irrigation Pump Station and clogging the filters on the rotor style sprinklers.

This has been an ongoing problem over the last several years. In order to combat the algae buildup in the irrigation system staff proposes to install oscillating type sprinklers in lieu of the rotor style in a test area in an irrigated parcel. Staff is currently waiting for parts.

As an update to the previously mentioned eucalyptus tree removal project on Site 2, a subcontractor of PG&E was on site to address the dead trees that would have damaged the adjacent power lines to the Irrigation Pump Station if they had fallen. Staff still plans to address the remaining trees as time and budget allows. Staff will also be looking to appropriately replace the trees that will be removed.



**Topped Eucalyptus trees along power lines**

As reported last month, using the bidding process of the Uniform Public Construction Cost Accounting Act, bids were requested to replace 1,350 feet of chain link fence which were due in September. No bids were received which will allow staff to directly negotiate with a contractor to replace the fence.

**3.0 Irrigation Parcels:**

Staff received a report from the rancher that a section of Parcel 34 on Site 3 was flooded. Staff found that the control board had failed in one zone so the zone was taken out of service.

**4.0 Irrigation Pump Station:**

Approximately 64.8 MG of treated water was used for irrigation this month.

**NOVATO SANITARY DISTRICT**  
**Wastewater Operations - Reclamation Facilities Report**  
**August 2016**

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Approximately 93.4 MG was delivered to the storage ponds from the Novato Treatment Plant this month.

The seal for Irrigation Pump No. 1 was replaced by an outside vendor and placed back into service. This seal was removed in August because it was leaking and required factory repair.

The level of the Wildlife Pond was lowered two feet this month as recommended in the Reclamation Operations & Maintenance Manual.

**5.0 Sludge Handling & Disposal:**

In August, upon Board authorization, an Agreement was 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. CTS began the work this month, pumping approximately 3.35 MG of sludge out of the lagoons and into the DLD. In addition, approximately 840 cubic yards of solids were excavated out of Pond 1 and spread in the DLD.



**Custom Tractor pumps sludge from lagoon then excavates solids from lagoon bottom**

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

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
<b>Irrigation Pump Station</b>														
Plant flow to ponds (MG)	0	0	0	0	0	90	86.1	90.72	93.36				360.2	30.02
Irrigation (MG)	0	0	0.0	0	0	33.83	69.51	72.89	64.77				241.0	20.08
Irrigation Pump 1 Hours						76.9	86.5	0	100.3				263.7	21.98
Irrigation Pump 2 Hours						75.8	134	190.3	139.9				540.0	45.00
Irrigation Pump 3 Hours						76.3	117.4	187.9	131				512.6	42.72
Washdown Water Pump Hours													-	0.00
Wildlife Feed Pump Hours	744	696	744	720	744	696	770.5	741.9	720.8				6,577.2	548.10
Water Circulated through Wildlife Pond (MG)	46.872	43.848	46.872	45.36	47	44	49	46.74	45.41	0	0	0	414.4	34.53
Strainer No. 1 Hours						23.9	41.5	47.1	47.1				159.6	13.30
Strainer No. 2 Hours						18.8	41.8	47.2	47.1				154.9	12.91
Pond 1 Gauge @ Beginning of Month	3.1	3.9	3.9	4.4	4	3.5	5.8	5.7	5.7					
Pond 1 Gauge @ End of Month	3.9	3.9	4.4	4	3.5	5.8	5.7	5.7	6.2					
Pond 1 Gallons Stored @ End of Month(MG)	27.2	27.2	31.2	28	24	43	42	42	46.8					
Pond 2 Gauge @ Beginning of Month	3.1	3.9	3.9	4.4	4	3.5	5.8	5.7	5.7					
Pond 2 Gauge @ End of Month	3.9	3.9	4.4	4	3.5	5.8	5.7	5.7	6.2					
Pond 2 Gallons Stored @ End of Month(MG)	35	35	40	36	31	55	54	54	59.4					
Total Irrigation Water Stored	62.2	62.2	71.2	64	55	98	96	96	106.2	0	0	0		
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	341.4	0.2	386	15.1	0	0	0	0	0					
Drainage Pump No. 2 Hours	0	34.7	0	0	0	0	0	0	0					
Drainage Pump No. 3 Hours	0	1.9	0.1	0	0	0	0	0	0					
Total Gallons Stormwater Pumped (MG)	102.42	11.04	115.83	4.53	0	0	0	0	0	0	0	0	233.82	19.49
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	131.7	0.2	72.4	3.4	0.2	0	0	0	0					
Drainage Pump No. 2 Hours	14.2	13	0	0	0.7	0	0	0	0					
Drainage Pump No. 3 Hours	2.9	0	41.3	12.2	0.6	0	0	0	0					
Total Gallons Stormwater Pumped (MG)	66.96	6	51	7.02	0.675	0	0	0	0	0	0	0	131.76	10.98

## All CASA Bills 2016

- [AB 45](#) (Mullin D) Household hazardous waste.**  
**Last Amend:** 1/21/2016  
**Status:** 7/1/2016-Failed Deadline pursuant to Joint Rule 61(b)(13). (Last location was E.Q. on 6/29/2016)  
**Location:** 7/1/2016-S. DEAD  
**Summary:** Would require the Department of Resources Recycling and Recovery to adopt one or more model ordinances for a comprehensive program for the collection of household hazardous waste and would authorize a local jurisdiction that provides for the residential collection and disposal of solid waste that proposes to enact an ordinance governing the collection and diversion of household hazardous waste to adopt one of the model ordinances adopted by the department.  
**Organization Position**  
CASA Watch Close
- [AB 197](#) (Garcia, Eduardo D) State Air Resources Board: greenhouse gases: regulations.**  
**Last Amend:** 8/19/2016  
**Status:** 9/8/2016-Chaptered by Secretary of State - Chapter 250, Statutes of 2016.  
**Location:** 9/8/2016-A. CHAPTERED  
**Summary:** Current law establishes the State Air Resources Board consisting of 14 members and vests the state board with regulatory jurisdiction over air quality issues. This bill would add 2 Members of the Legislature to the state board as ex officio, nonvoting members. The bill would provide that the voting members of the state board are appointed for staggered 6-year terms and upon expiration of the term of office of a voting member, the appointing authority may reappoint that member to a new term of office, subject to specified requirements. The bill would require the state board to establish the initial staggered terms.  
**Organization Position**  
CASA Support Concept
- [AB 520](#) (Levine D) Private employment: occupational safety and apprenticeships.**  
**Last Amend:** 8/15/2016  
**Status:** 8/31/2016-Failed Deadline pursuant to Joint Rule 61(b)(17). (Last location was CONCURRENCE on 8/24/2016)  
**Location:** 8/31/2016-A. DEAD  
**Summary:** This bill would require the Occupational Safety and Health Standards Board, by June 1, 2017, to adopt a standard that requires an employer performing corrosion prevention work on industrial and infrastructure projects to use trained and certified personnel, as specified. Because certain violations of these new requirements would be a misdemeanor, the bill would impose a state-mandated local program.  
**Organization Position**  
CASA Oppose
- [AB 581](#) (Gomez D) Water Quality, Supply, and Infrastructure Improvement Act of 2014.**  
**Last Amend:** 1/4/2016  
**Status:** 7/1/2016-Failed Deadline pursuant to Joint Rule 61(b)(13). (Last location was N.R. & W. on 2/4/2016)  
**Location:** 7/1/2016-S. DEAD  
**Summary:** The Water Quality, Supply, and Infrastructure Improvement Act of 2014 provides that it is the intent of the people that, to the extent practicable, a project supported by the funds made available by the act will include signage informing the public that the project received funds from the act. This bill would require certain recipients of funding pursuant to the act to post signs acknowledging the source of funds in accordance with guidelines that the Secretary of the Natural Resources Agency would be required to develop.  
**Organization Position**  
CASA Watch Close
- [AB 626](#) (Chiu D) Public contracts: claim resolution.**  
**Last Amend:** 8/19/2016  
**Status:** 9/29/2016-Chaptered by Secretary of State - Chapter 810, Statutes of 2016.  
**Location:** 9/29/2016-A. CHAPTERED  
**Summary:** Current law applicable to state public contracts generally requires that the resolution of claims related to those contracts be subject to arbitration. Current law applicable to local agency contracts prescribes a process for the resolution of claims related to those contracts of \$375,000 or less. This bill would establish, for contracts entered into on or after January 1, 2017, a claim resolution process applicable to any claim by a contractor in connection with a public works project.

**Organization**      **Position**  
CASA                      Watch

**AB 779**      **(Garcia, Cristina D) Local government: financial disclosures.**

**Last Amend:** 8/3/2016

**Status:** 9/24/2016-Vetoed by the Governor

**Location:** 9/24/2016-A. VETOED

**Summary:** Would require a city, county, city and county, or special district, on or before April 30 of each year, to post compensation information in a conspicuous location on its Internet Web site that contains the names, positions, and total compensation, including a breakdown of the types of compensation provided, of each elected official within that entity for the previous calendar year. By increasing the duties of local officials, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.

**Organization**      **Position**  
CASA                      Disapprove

**AB 1103**      **(Dodd D) Solid waste disposal: self-haulers.**

**Last Amend:** 6/6/2016

**Status:** 9/22/2016-Chaptered by Secretary of State - Chapter 443, Statutes of 2016.

**Location:** 9/22/2016-A. CHAPTERED

**Summary:** The California Integrated Waste Management Act of 1989, administered by the Department of Resources Recycling and Recovery, generally regulates the disposal, management, and recycling of solid waste. Current law requires exporters, brokers, and transporters of recyclables or compost to submit periodic information to the department on the types, quantities, and destinations of materials that are disposed of, sold, or transferred. This bill would require a self-hauler to submit that information to the department and would require the department to develop regulations that define "self-hauler" to include specified persons and entities.

**Organization**      **Position**  
CASA                      Watch, as  
   amended

**AB 1550**      **(Gomez D) Greenhouse gases: investment plan: disadvantaged communities.**

**Last Amend:** 8/23/2016

**Status:** 9/14/2016-Chaptered by Secretary of State - Chapter 365, Statutes of 2016.

**Location:** 9/14/2016-A. CHAPTERED

**Summary:** Current law requires the Department of Finance, in consultation with the State Air Resources Board and any other relevant state agency, to develop, as specified, a 3-year investment plan for the moneys deposited in the Greenhouse Gas Reduction Fund. This bill would require the investment plan to allocate (1) a minimum of 25% of the available moneys in the fund to projects located within, and benefiting individuals living in, disadvantaged communities, (2) an additional minimum of 5% to projects that benefit low-income households or to projects located within, and benefiting individuals living in, low-income communities located anywhere in the state, and (3) an additional minimum of 5% either to projects that benefit low-income households that are outside of, but within a 1/2 mile of, disadvantaged communities, or to projects located within the boundaries of, and benefiting individuals living in, low-income communities that are outside of, but within a 1/2 mile of, disadvantaged communities.

**Organization**      **Position**  
CASA                      Watch Close

**AB 1555**      **(Gomez D) Greenhouse Gas Reduction Fund.**

**Last Amend:** 3/28/2016

**Status:** 5/27/2016-Failed Deadline pursuant to Joint Rule 61(b)(8). (Last location was BUDGET on 5/4/2016)

**Location:** 5/27/2016-A. DEAD

**Summary:** Would appropriate \$800,000,000 from the Greenhouse Gas Reduction Fund for the 2016-17 fiscal year to various state agencies in specified amounts for various purposes including, among other things, low carbon transportation and infrastructure, clean energy communities, wetland and watershed restoration, and carbon sequestration. The bill would state the intent of the Legislature to reserve \$150,000,000 from the fund to fund future legislative priorities.

**Organization**      **Position**  
CASA                      Watch Close

**AB 1588**      **(Mathis R) Water and Wastewater Loan and Grant Program.**

**Last Amend:** 8/16/2016

**Status:** 9/22/2016-Vetoed by the Governor

**Location:** 9/22/2016-A. VETOED

**Summary:** Would, to the extent funding is made available, authorize the State Water Resources Control Board to establish a program to provide funding to counties and qualified nonprofit organizations to award low-interest loans and grants to eligible applicants for specified purposes relating to drinking water and wastewater treatment. This bill would authorize a county or qualified nonprofit organization to apply to the board for a grant to award loans or grants, or both, to residents of the county, as prescribed.

<b>Organization</b>	<b>Position</b>
CASA	Approve

**AB 1598 (Ting D) Budget Act of 2016.**

**Last Amend:** 5/31/2016

**Status:** 8/31/2016-Failed Deadline pursuant to Joint Rule 61(b)(17). (Last location was BUDGET on 6/1/2016)

**Location:** 8/31/2016-A. DEAD

**Summary:** This bill would make appropriations for the support of state government for the 2016-17 fiscal year. This bill contains other related provisions.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**AB 1612 (Committee on Budget) Public resources: energy.**

**Last Amend:** 6/27/2016

**Status:** 8/31/2016-Failed Deadline pursuant to Joint Rule 61(b)(17). (Last location was INACTIVE FILE on 8/29/2016)

**Location:** 8/31/2016-S. DEAD

**Summary:** Would request the California Council on Science and Technology to undertake and complete a study analyzing the regional and gas corporation specific issues relating to minimum heating value and maximum siloxane specifications adopted by the PUC for biomethane before it can be injected into common carrier gas pipelines. If the California Council on Science and Technology agrees to undertake and complete the study, the bill would require each gas corporation operating common carrier pipelines in California to proportionately contribute to the expenses to undertake the study with the cost recoverable in rates.

<b>Organization</b>	<b>Position</b>
CASA	Support

**AB 1613 (Committee on Budget) Budget Act of 2016.**

**Last Amend:** 8/30/2016

**Status:** 9/14/2016-Chaptered by Secretary of State - Chapter 370, Statutes of 2016.

**Location:** 9/14/2016-A. CHAPTERED

**Summary:** The Budget Act of 2016 made appropriations for the support of state government for the 2016-17 fiscal year. This bill would amend the Budget Act of 2016 by amending and adding items of appropriation and making other changes. This bill contains other related provisions.

<b>Organization</b>	<b>Position</b>
CASA	Watch Close

**AB 1629 (Committee on Budget) Public resources: greenhouse emissions and biomass.**

**Last Amend:** 8/31/2016

**Status:** 8/31/2016-Failed Deadline pursuant to Joint Rule 61(b)(17). (Last location was RLS. on 8/31/2016)

**Location:** 8/31/2016-S. DEAD

**Summary:** The Cannella Environmental Farming Act requires the Secretary of Food and Agriculture to convene a 5-member Scientific Advisory Panel on Environmental Farming, as prescribed, for the purpose of providing advice and assistance to federal, state, and local government agencies on issues relating to air, water, and wildlife habitat, as specified. Existing law authorizes the panel to establish ad hoc committees to assist the panel in performing its functions. This bill would increase the number of members on the panel from 5 to 9 members and would require that the secretary appoint 5 instead of 3 of these members, the Secretary for Environmental Protection appoint 2 instead of one of these members, and the Secretary of the Natural Resources Agency appoint 2 instead of one of these members, as prescribed.

<b>Organization</b>	<b>Position</b>
CASA	Watch Close

**AB 1637 (Low D) Energy: greenhouse gas reduction.**

**Last Amend:** 8/18/2016

**Status:** 9/26/2016-Chaptered by Secretary of State - Chapter 658, Statutes of 2016.

**Location:** 9/26/2016-A. CHAPTERED

**Summary:** The Public Utilities Commission (PUC) has regulatory authority over public utilities. Current law requires the PUC to require the administration, until January 1, 2021, of a self-generation incentive program for distributed generation resources and energy storage technologies. Current law authorizes the PUC, in consultation with the State Energy Resources Conservation and Development Commission, to authorize the annual collection of not more than the amount authorized for the program in the 2008 calendar year. This bill would increase the maximum annual collection the PUC may authorize for the program to double the amount authorized for the program in the 2008 calendar year.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**[AB 1661](#) (McCarty D) Local government: sexual harassment prevention training and education.**

**Last Amend:** 8/15/2016

**Status:** 9/29/2016-Chaptered by Secretary of State - Chapter 816, Statutes of 2016.

**Location:** 9/29/2016-A. CHAPTERED

**Summary:** Would require local agency officials, as defined, to receive sexual harassment prevention training and education if the local agency provides any type of compensation, salary, or stipend to those officials, and would allow a local agency to require employees to receive sexual harassment prevention training or information. The bill would also require an entity that develops curricula to satisfy this requirement to consult with the city attorney or county counsel regarding the sufficiency and accuracy of that proposed content.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**[AB 1707](#) (Linder R) Public records: response to request.**

**Last Amend:** 3/28/2016

**Status:** 4/22/2016-Failed Deadline pursuant to Joint Rule 61(b)(5). (Last location was A. L. GOV. on 3/29/2016)

**Location:** 4/22/2016-A. DEAD

**Summary:** The California Public Records Act requires state and local agencies to make public records available for inspection, unless an exemption from disclosure applies. The act requires a response to a written request for public records that includes a denial of the request, in whole or in part, to be in writing. This bill instead would require the written response demonstrating that the record in question is exempt under an express provision of the act also to identify the type or types of record withheld and the specific exemption that justifies withholding that type of record.

<b>Organization</b>	<b>Position</b>
CASA	Oppose

**[AB 1738](#) (McCarty D) Building standards: dark graywater.**

**Last Amend:** 3/28/2016

**Status:** 7/1/2016-Failed Deadline pursuant to Joint Rule 61(b)(13). (Last location was E.Q. on 6/22/2016)

**Location:** 7/1/2016-S. DEAD

**Summary:** Would define "dark graywater" as a specified wastewater that comes from kitchen sinks and dishwashers. This bill would require the Department of Housing and Community Development, at the next triennial building standards cycle, to adopt and submit for approval building standards for the construction, installation, and alteration of dark graywater systems for indoor and outdoor uses. This bill contains other existing laws.

<b>Organization</b>	<b>Position</b>
CASA	Oppose, Seek Amendments

**[AB 1773](#) (Obernolte R) Local government renewable energy self-generation program.**

**Last Amend:** 4/13/2016

**Status:** 9/26/2016-Chaptered by Secretary of State - Chapter 659, Statutes of 2016.

**Location:** 9/26/2016-A. CHAPTERED

**Summary:** Under current law, the Public Utilities Commission is vested with regulatory authority over public utilities. Current law authorizes a local governmental entity, except a joint powers authority, to receive a bill credit to a designated benefiting account, for electricity exported to the electrical grid by an eligible renewable generating facility and requires the commission to adopt a rate tariff for the benefiting account. This bill would include as a local governmental entity for this purpose a joint powers authority, except as specified. This bill contains other related provisions and other existing laws.

<b>Organization</b>	<b>Position</b>
CASA	Support

**AB 1842 (Levine D) Water: pollution: fines.**

**Last Amend:** 8/2/2016

**Status:** 9/14/2016-Chaptered by Secretary of State - Chapter 349, Statutes of 2016.

**Location:** 9/14/2016-A. CHAPTERED

**Summary:** Current law imposes a maximum civil penalty of \$25,000 on a person who discharges various pollutants or other designated materials into the waters of the state. This bill would impose an additional civil penalty of not more than \$10 for each gallon or pound of material discharged. The bill would require that the civil penalty be reduced for every gallon or pound of the illegally discharged material that is recovered and properly disposed of by the responsible party. This bill contains other related provisions and other current laws.

<b>Organization</b>	<b>Position</b>
CASA	Oppose, Work with Others

**AB 2022 (Gordon D) Advanced purified demonstration water.**

**Last Amend:** 8/15/2016

**Status:** 9/21/2016-Chaptered by Secretary of State - Chapter 408, Statutes of 2016.

**Location:** 9/21/2016-A. CHAPTERED

**Summary:** Would authorize the operator of an advanced water purification facility to cause advanced purified demonstration water to be bottled and distributed as samples for educational purposes and to promote water recycling, as specified. The bill would prohibit the advanced purified demonstration water in each bottle from exceeding 8 ounces and would prohibit that water from being distributed unless the water, among other requirements, meets or exceeds all federal and state drinking water standards.

<b>Organization</b>	<b>Position</b>
CASA	Support

**AB 2076 (Garcia, Cristina D) Water and energy use efficiency: certification: breweries.**

**Last Amend:** 4/5/2016

**Status:** 4/22/2016-Failed Deadline pursuant to Joint Rule 61(b)(5). (Last location was A. W.,P. & W. on 4/11/2016)

**Location:** 4/22/2016-A. DEAD

**Summary:** Would require the Department of Water Resources, in consultation with the California brewing industry, to develop water and energy use efficiency certification guidelines for the production of beer that include, among other things, uniform standards for the industry's use of efficiency certification seals and would require the Department of Alcoholic Beverage Control to consult in label design and approval for the use of a seal on a beer bottle.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**AB 2139 (Williams D) Ocean Protection Council: ocean acidification and hypoxia.**

**Last Amend:** 8/15/2016

**Status:** 9/14/2016-Chaptered by Secretary of State - Chapter 352, Statutes of 2016.

**Location:** 9/14/2016-A. CHAPTERED

**Summary:** Current law establishes the Ocean Protection Council in state government and prescribes the membership, functions, and duties of the council with regard to the protection and conservation of ocean and coastal resources. This bill would, subject to the availability of funding, authorize the council to develop an ocean acidification and hypoxia science task force to ensure that council decisionmaking is supported by the best available science, and require the council to take specified actions to address ocean acidification and hypoxia, as prescribed, and, beginning January 1, 2018, and annually thereafter, at its first meeting of the year, adopt recommendations for further actions that may be taken to address ocean acidification and hypoxia.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**AB 2206 (Williams D) Renewable gas.**

**Last Amend:** 6/27/2016

**Status:** 7/1/2016-Failed Deadline pursuant to Joint Rule 61(b)(13). (Last location was RLS. on 6/28/2016)

**Location:** 7/1/2016-S. DEAD

**Summary:** Would require the State Air Resources Board , in coordination with the Public Utilities Commission and State Energy Resources and Conservation Development Commission, to consider and, as appropriate, adopt a policy or programs to increase the production and use of renewable gas, as specified, generated by either an eligible renewable energy resource that meets the requirements of the California Renewables Portfolio Standard Program or direct solar energy, as specified.

**Organization**      **Position**  
CASA                      Support

**[AB 2223](#) (Gray D) Dairy methane reduction.**

**Last Amend:** 5/27/2016

**Status:** 8/31/2016-Failed Deadline pursuant to Joint Rule 61(b)(17). (Last location was BUDGET & F.R. on 6/9/2016)

**Location:** 8/31/2016-S. DEAD

**Summary:** Current law establishes the Department of Food and Agriculture under the administration of the Secretary of Food and Agriculture to promote and protect the agricultural industry of the state. This bill would appropriate \$10,000,000 from the General Fund to the Department of Food and Agriculture to provide loans for the implementation of dairy digesters and other dairy methane reduction projects and management practices.

**Organization**      **Position**  
CASA                      Watch

**[AB 2257](#) (Maienschein R) Local agency meetings: agenda: online posting.**

**Last Amend:** 6/22/2016

**Status:** 9/9/2016-Chaptered by Secretary of State - Chapter 265, Statutes of 2016.

**Location:** 9/9/2016-A. CHAPTERED

**Summary:** The Ralph M. Brown Act requires the legislative body of a local agency to post, at least 72 hours before the meeting, an agenda containing a brief general description of each item of business to be transacted or discussed at a regular meeting, in a location that is freely accessible to members of the public and to provide a notice containing similar information with respect to a special meeting at least 24 hours prior to the special meeting. This bill would require an online posting of an agenda for a meeting occurring on and after January 1, 2019, of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site to be posted on the local agency's primary Internet Web site homepage accessible through a prominent, direct link, as specified.

**Organization**      **Position**  
CASA                      Watch

**[AB 2313](#) (Williams D) Renewable natural gas: monetary incentive program for biomethane projects: pipeline infrastructure.**

**Last Amend:** 8/19/2016

**Status:** 9/24/2016-Chaptered by Secretary of State - Chapter 571, Statutes of 2016.

**Location:** 9/24/2016-A. CHAPTERED

**Summary:** Would require the Public Utilities Commission to modify the monetary incentive program for biomethane projects so that the total available incentive limitation for a project, other than a dairy cluster biomethane project, as defined, is increased from \$1,500,000 to \$3,000,000. The bill would require the commission to increase the total available incentive limitation for a dairy cluster biomethane project to \$5,000,000 and would authorize the use of incentive payments subject to this limitation for interconnection costs and costs incurred for gathering lines for transport of biogas to a centralized processing facility for the project.

**Organization**      **Position**  
CASA                      Support

**[AB 2389](#) (Ridley-Thomas D) Special districts: district-based elections: reapportionment.**

**Last Amend:** 5/9/2016

**Status:** 9/28/2016-Chaptered by Secretary of State - Chapter 754, Statutes of 2016.

**Location:** 9/28/2016-A. CHAPTERED

**Summary:** Would authorize a governing body of a special district, as defined, to require, by resolution, that the members of its governing body be elected using district-based elections without being required to submit the resolution to the voters for approval. This bill would require the resolution to include a declaration that the change in the method of election is being made in furtherance of the purposes of the California Voting Rights Act of 2001.

**Organization**      **Position**  
CASA                      Watch Close

**[AB 2406](#) (Thurmond D) Housing: junior accessory dwelling units.**

**Last Amend:** 8/19/2016

**Status:** 9/28/2016-Chaptered by Secretary of State - Chapter 755, Statutes of 2016.

**Location:** 9/28/2016-A. CHAPTERED

**Summary:** The Planning and Zoning Law authorizes a local agency to provide by ordinance for the creation of 2nd units in single-family and multifamily residential areas, as prescribed. This bill would, in

addition, authorize a local agency to provide by ordinance for the creation of junior accessory dwelling units, as defined, in single-family residential zones. The bill would require the ordinance to include, among other things, standards for the creation of a junior accessory dwelling unit, required deed restrictions, and occupancy requirements.

<b>Organization</b>	<b>Position</b>
CASA	Watch, work w/author

**[AB 2413](#) (Thurmond D) Sea level rise preparation.**

**Status:** 4/22/2016-Failed Deadline pursuant to Joint Rule 61(b)(5). (Last location was A. NAT. RES. on 3/8/2016)

**Location:** 4/22/2016-A. DEAD

**Summary:** Current law, until January 1, 2018, requires the Natural Resources Agency to create, biannually update, and post on an Internet Web site a Planning for Sea Level Rise Database, as specified, and requires specified entities to provide to the agency certain sea level rise planning information for inclusion in the database. This bill would require the agency, on or before January 1, 2019, to complete a study outlining the potential impact of sea level rise on low-income and at-risk communities and public projects and infrastructure. The bill would require the agency, based on the study, to make recommendations on preparing for sea level rise, as specified.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**[AB 2438](#) (Waldron R) California Environmental Quality Act: exemption: recycled water pipelines.**

**Status:** 7/1/2016-Failed Deadline pursuant to Joint Rule 61(b)(13). (Last location was E.Q. on 6/29/2016)

**Location:** 7/1/2016-S. DEAD

**Summary:** Would, until January 1, 2020, additionally exempt from CEQA a project for the construction and installation of a new pipeline or the maintenance, repair, restoration, reconditioning, relocation, replacement, removal, or demolition of an existing pipeline, not exceeding 8 miles in length, for the distribution of recycled water within a public street, highway, or right-of-way and would require the lead agency to undertake specified activities, including the filing of a notice of exemption for the project with the Office of Planning and Research and the office of the county clerk of each county in which the project is located.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**[AB 2446](#) (Gordon D) State Water Resources Control Board: judicial review.**

**Last Amend:** 8/1/2016

**Status:** 9/23/2016-Chaptered by Secretary of State - Chapter 523, Statutes of 2016.

**Location:** 9/23/2016-A. CHAPTERED

**Summary:** The Porter-Cologne Water Quality Control Act, within 30 days of any action or failure to act by a California regional water quality control board under specified law, authorizes an aggrieved person to petition the State Water Resources Control Board to review that action or failure to act. Current law authorizes the state board, in the case of such a review, upon notice and hearing, if a hearing is requested, to stay in whole or in part the effect of the decision and order of a regional board or of the state board. This bill would expand that provision to authorize the state board to issue a stay in the case of review by the state board of a decision or order issued under authority delegated to an officer or employee of the state board where the state board by regulation has authorized a petition for reconsideration by the state board.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**[AB 2511](#) (Levine D) Fertilizing materials: auxiliary soil and plant substances: biochar.**

**Last Amend:** 3/28/2016

**Status:** 9/13/2016-Chaptered by Secretary of State - Chapter 331, Statutes of 2016.

**Location:** 9/13/2016-A. CHAPTERED

**Summary:** Would include biochar, as defined, as a product intended to be used for influencing soils, plant growth, or crop or plant quality for the purposes of the definition of auxiliary soil and plant substances.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**[AB 2523](#) (Mullin D) Local elective offices: contribution limitations.**

**Last Amend:** 8/15/2016

**Status:** 8/31/2016-Failed Deadline pursuant to Joint Rule 61(b)(17). (Last location was INACTIVE FILE on 8/31/2016)

**Location:** 8/31/2016-S. DEAD

**Summary:** The Political Reform Act of 1974 specifies that it does not prevent the Legislature or any other state or local agency from imposing additional requirements on a person if the requirements do not prevent the person from complying with the act, and that the act does not nullify contribution limitations or prohibitions by any local jurisdiction that apply to elections for local elective office, as specified. This bill, commencing January 1, 2018, instead would prohibit a person from making to a candidate for local elective office, and would prohibit a candidate for local elective office from accepting from a person, a contribution totaling more than the amount set forth in the act for limitations on contributions to a candidate for elective state office.

<b>Organization</b>	<b>Position</b>
CASA	Watch/seek info

**AB 2585 (Williams D) California Global Warming Solutions Act of 2006: market-based compliance mechanisms.**

**Last Amend:** 3/15/2016

**Status:** 5/27/2016-Failed Deadline pursuant to Joint Rule 61(b)(8). (Last location was APPR. SUSPENSE FILE on 5/18/2016)

**Location:** 5/27/2016-A. DEAD

**Summary:** Would require the State Air Resources Board, no later than July 1, 2018, to review any regulation adopted as part of a market-based compliance mechanism to consider the intended purpose and consistency of requirements aimed to prevent resource shuffling, as defined, among all fuels subject to that regulation.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**AB 2601 (Eggman D) Building standards: residential property: graywater.**

**Status:** 4/22/2016-Failed Deadline pursuant to Joint Rule 61(b)(5). (Last location was A. H. & C.D. on 3/10/2016)

**Location:** 4/22/2016-A. DEAD

**Summary:** Would require the Department of Housing and Community Development, on or after January 1, 2017, to adopt and submit to the California Building Standards Commission for approval amendments to the building standards adopted pursuant to specified provisions that require that all new single-family and duplex residential dwelling units include specified components to allow the separate discharge of graywater for direct irrigation and that all new single-family residential dwelling units include a segregated building drain for lavatories, showers, and bathtubs to allow for future installation of a distributed graywater system.

<b>Organization</b>	<b>Position</b>
CASA	Oppose, Seek Amendments

**AB 2617 (Mayes R) Water efficiency measures.**

**Last Amend:** 5/27/2016

**Status:** 7/1/2016-Failed Deadline pursuant to Joint Rule 61(b)(13). (Last location was RLS. on 6/9/2016)

**Location:** 7/1/2016-S. DEAD

**Summary:** Would require the Department of Water Resources to develop and solicit comments on a proposed report, in consultation with subject matter experts at the University of California, the California State University, the State Water Resources Control Board, the State Energy Resources Conservation and Development Commission, and local water districts, by December 1, 2017, and, by July 1, 2018, to issue a final report that contains, among other things, recommendations to public entities to help them achieve water-resilient communities and prioritize cost-effective water efficiency measures with low adverse environmental impacts based on local conditions.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**AB 2773 (Quirk D) Biomethane.**

**Last Amend:** 3/28/2016

**Status:** 5/27/2016-Failed Deadline pursuant to Joint Rule 61(b)(8). (Last location was APPR. SUSPENSE FILE on 4/27/2016)

**Location:** 5/27/2016-A. DEAD

**Summary:** The Public Utilities Commission has adopted standards to ensure the protection of human health, and pipeline and pipeline facility integrity and safety, in part by establishing a biomethane minimum heating value, which is a measure of the energy content, a biomethane siloxane trigger level, which gives rise to a monitoring requirement, and a biomethane siloxane lower action level, which is used in screening gas supplies. This bill would require the commission to modify the minimum heating value and the siloxane trigger and lower action levels, as specified.

**Organization**      **Position**  
CASA                      Approve

**AB 2781**      **(Garcia, Eduardo D) Supplemental environmental projects.**

**Last Amend:** 8/2/2016

**Status:** 8/12/2016-Failed Deadline pursuant to Joint Rule 61(b)(14). (Last location was APPR. on 8/11/2016)

**Location:** 8/12/2016-S. DEAD

**Summary:** Current law requires each board, department, and office within the California Environmental Protection Agency that has enforcement authority to establish a policy on supplemental environmental projects that benefits disadvantaged communities, as defined. Current law requires that policy to include among other things, allowing the amount of a supplemental environmental project to be up to 50% of the enforcement action. This bill would require an assurance that no less than 10% of the enforcement action monetary penalties received by each board, department, and office within the agency is allocated to supplemental environmental projects in disadvantaged communities.

**Organization**      **Position**  
CASA                      Work w/author

**AB 2801**      **(Gallagher R) Local government: fees and charges: written protest.**

**Last Amend:** 5/4/2016

**Status:** 8/30/2016-Chaptered by Secretary of State - Chapter 248, Statutes of 2016.

**Location:** 8/30/2016-A. CHAPTERED

**Summary:** Current statutory law provides notice, protest, and hearing procedures for the levying of new or increased fees or charges by local government agencies pursuant to Article XIII D of the California Constitution. Under current statutory law, one written protest per parcel, filed by an owner or tenant of the parcel, is counted in calculating a majority protest to a proposed new or increased fee or charge. This bill would require the agency to maintain the written protests for a minimum of 2 years following the date of the hearing to consider the written protests. By increasing the duties of local officials, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.

**Organization**      **Position**  
CASA                      Watch

**AB 2835**      **(Cooper D) Public employees: orientation and informational programs: exclusive representatives.**

**Last Amend:** 8/19/2016

**Status:** 8/31/2016-Failed Deadline pursuant to Joint Rule 61(b)(17). (Last location was INACTIVE FILE on 8/31/2016)

**Location:** 8/31/2016-S. DEAD

**Summary:** Current law, including the Meyers-Milias-Brown Act, the Ralph C. Dills Act, the Trial Court Employment Protection and Governance Act, the Trial Court Interpreter Employment and Labor Relations Act, and the Los Angeles County Metropolitan Transportation Authority Transit Employer-Employee Relations Act, as well as provisions commonly referred to as the Educational Employment Relations Act and the Higher Education Employer-Employee Relations Act, regulates the labor relations of the state, the courts, and specified local public agencies and their employees. Current law establishes the Public Employment Relations Board and prescribes its powers and duties, in relation to these acts. This bill would require the public employers regulated by the acts described above to provide newly hired employees, as defined, a specified public employee orientation within 4 months of hiring, to be conducted in-person, during work hours.

**Organization**      **Position**  
CASA                      Watch Close,  
Work with other  
organizations

**AB 2853**      **(Gatto D) Public records.**

**Last Amend:** 6/16/2016

**Status:** 9/9/2016-Chaptered by Secretary of State - Chapter 275, Statutes of 2016.

**Location:** 9/9/2016-A. CHAPTERED

**Summary:** Would authorize a public agency that posts a public record on its Internet Web site to refer a member of the public that requests to inspect the public record to the public agency's Internet Web site where the public record is posted. This bill would require, if a member of the public requests a copy of the public record due to an inability to access or reproduce the public record from the Internet Web site where the public record is posted, the public agency to promptly provide a copy of the public record to the member of the public, as specified.

**Organization**      **Position**

**AB 2890 (Committee on Environmental Safety and Toxic Materi) Drinking water and wastewater operator certification programs.**

**Last Amend:** 8/8/2016

**Status:** 9/12/2016-Chaptered by Secretary of State - Chapter 305, Statutes of 2016.

**Location:** 9/12/2016-A. CHAPTERED

**Summary:** Current law requires the State Water Resources Control Board to examine and certify persons as to their qualifications to supervise or operate water treatment plants and water distribution systems. Current law requires the certification to indicate the classification of water treatment plant or water distribution system that the person is qualified to supervise or operate. This bill would require the board to appoint an advisory committee to assist it in carrying out its responsibilities to examine and certify people to operate water treatment plants and water distribution systems. This bill would require the advisory committee to review all proposed regulations and make recommendations to the board.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**ACA 8 (Bloom D) Local government financing: water facilities and infrastructure: voter approval.**

**Status:** 8/31/2016-Failed Deadline pursuant to Joint Rule 61(b)(17). (Last location was L. GOV. on 6/23/2016)

**Location:** 8/31/2016-A. DEAD

**Summary:** Would create an additional exception to the 1% limit for a rate imposed by a city, county, city and county, or special district to service bonded indebtedness incurred to fund the construction, reconstruction, rehabilitation, or replacement of wastewater treatment facilities and related infrastructure, potable water producing facilities and related infrastructure, nonpotable water producing facilities and related infrastructure, and stormwater treatment facilities and related infrastructure, that is approved by 55% of the voters of the city, county, city and county, or special district, as applicable, if the proposition meets specified requirements, and would authorize a city, county, city and county, or special district to levy a 55% vote ad valorem tax. This bill contains other related provisions and other existing laws.

<b>Organization</b>	<b>Position</b>
CASA	Support

**SB 32 (Pavley D) California Global Warming Solutions Act of 2006: emissions limit.**

**Last Amend:** 8/19/2016

**Status:** 9/8/2016-Chaptered by Secretary of State - Chapter 249, Statutes of 2016.

**Location:** 9/8/2016-S. CHAPTERED

**Summary:** Would require the State Air Resources Board to ensure that statewide greenhouse gas emissions are reduced to 40% below the 1990 level by 2030. This bill contains other related provisions.

<b>Organization</b>	<b>Position</b>
CASA	Support

**SB 163 (Hertzberg D) Bail: pretrial release.**

**Last Amend:** 8/18/2016

**Status:** 8/31/2016-Failed Deadline pursuant to Joint Rule 61(b)(17). (Last location was E.S. & T.M. on 8/18/2016)

**Location:** 8/31/2016-A. DEAD

**Summary:** Current law provides for the procedure of approving and accepting bail, and issuing an order for the appearance and release of an arrested person. This bill would require, notwithstanding any other law, and upon the appearance before a competent court or magistrate of a person charged with a criminal offense, the court or magistrate to hold a specified hearing and take one of several actions, including, among others, releasing the person on his or her own recognizance or upon execution of an unsecured appearance bond, unless the court or magistrate determines that release pursuant to that provision will not reasonably assure the appearance of the person as required or will endanger the safety of any other person or the community.

<b>Organization</b>	<b>Position</b>
CASA	Oppose, as introduced

**SB 286 (Hertzberg D) Electricity: direct transactions.**

**Last Amend:** 3/1/2016

**Status:** 8/12/2016-Failed Deadline pursuant to Joint Rule 61(b)(14). (Last location was APPR. on 8/11/2016)

**Location:** 8/12/2016-A. DEAD

**Summary:** Would require the Public Utilities Commission to adopt and implement a schedule that implements a 2nd phase-in period for expanding direct transactions for individual retail nonresidential end-use customers over a period of not more than 3 years, raising the allowable limit of kilowatthours that can be supplied by other providers in each electrical corporation's distribution service territory by that electrical corporation's share of an aggregate of 8,000 gigawatthours, apportioned as specified.

**Organization**      **Position**  
CASA                      Support

**SB 661**      **(Hill D) Protection of subsurface installations.**

**Last Amend:** 8/19/2016

**Status:** 9/29/2016-Chaptered by Secretary of State - Chapter 809, Statutes of 2016.

**Location:** 9/29/2016-S. CHAPTERED

**Summary:** Current law requires every operator of a subsurface installation, except the Department of Transportation, to become a member of, participate in, and share in the costs of, a regional notification center. Current law requires any person who plans to conduct any excavation to contact the appropriate regional notification center before commencing that excavation, as specified. Current law defines a subsurface installation as any underground pipeline, conduit, duct, wire, or other structure. This bill, the Dig Safe Act of 2016, would define terms for its purposes, including, among others, defining "working day" for purposes of determining excavation start date and time.

**Organization**      **Position**  
CASA                      Watch Close

**SB 830**      **(Committee on Budget and Fiscal Review) Budget Act of 2016.**

**Last Amend:** 8/30/2016

**Status:** 8/31/2016-Failed Deadline pursuant to Joint Rule 61(b)(17). (Last location was THIRD READING on 8/31/2016)

**Location:** 8/31/2016-A. DEAD

**Summary:** The Budget Act of 2016 made appropriations for the support of state government for the 2016-17 fiscal year. This bill would amend the Budget Act of 2016 by amending and adding items of appropriation and making other changes. This bill contains other related provisions.

**Organization**      **Position**  
CASA                      Watch Close

**SB 831**      **(Committee on Budget and Fiscal Review) Monterey County Water Resources Agency: Lake Nacimiento and Lake San Antonio.**

**Last Amend:** 8/23/2016

**Status:** 9/13/2016-Chaptered by Secretary of State - Chapter 338, Statutes of 2016.

**Location:** 9/13/2016-S. CHAPTERED

**Summary:** Would appropriate \$10,000,000 from the General Fund to the Department of Water Resources for the purposes of a water conveyance tunnel between Lake Nacimiento and Lake San Antonio and spillway modifications at Lake San Antonio to increase storage by approximately 60,000 acre-feet. The bill would require the department to grant the \$10,000,000 appropriated for the purposes of the water conveyance tunnel and spillway modifications to the Monterey County Water Resources Agency for the purposes of constructing the water conveyance tunnel and spillway modifications, as specified. This bill contains other related provisions.

**Organization**      **Position**  
CASA                      Watch Close

**SB 859**      **(Committee on Budget and Fiscal Review) Public resources: greenhouse gas emissions and biomass.**

**Last Amend:** 8/31/2016

**Status:** 9/14/2016-Chaptered by Secretary of State - Chapter 368, Statutes of 2016.

**Location:** 9/14/2016-S. CHAPTERED

**Summary:** The Cannella Environmental Farming Act of 1995 requires the Secretary of Food and Agriculture to convene a 5-member Scientific Advisory Panel on Environmental Farming, as prescribed, for the purpose of providing advice and assistance to federal, state, and local government agencies on issues relating to air, water, and wildlife habitat, as specified. Current law authorizes the panel to establish ad hoc committees to assist the panel in performing its functions. This bill would increase the number of members on the panel from 5 to 9 members and would require that the secretary appoint 5 instead of 3 of these members, the Secretary for Environmental Protection appoint 2 instead of one of these members, and the Secretary of the Natural Resources Agency appoint 2 instead of one of these members, as prescribed.

**Organization**      **Position**  
CASA                      Watch Close

**SB 885**      **(Wolk D) Contracts: design professionals: indemnity.**

**Last Amend:** 6/16/2016

**Status:** 7/1/2016-Failed Deadline pursuant to Joint Rule 61(b)(13). (Last location was JUD. on 6/16/2016)

**Location:** 7/1/2016-A. DEAD

**Summary:** Would specify, with certain exceptions, for contracts and amendments to them entered into on or after January 1, 2017, that a design professional, as defined, only has the duty to defend himself or herself from claims or lawsuits that arise out of, or pertain or relate to, negligence, recklessness, or willful misconduct of the design professional. The bill would prohibit these provisions from being construed to affect any duty of a design professional to defend any claims brought against him or her on an ongoing basis during their pendency or the design professional's obligation to reimburse reasonable defense costs incurred by other persons or entities, limited to the design professional's degree of fault, as determined by a court, arbitration, or negotiated settlement.

<b>Organization</b>	<b>Position</b>
CASA	Oppose, Work with Subcommittee

**SB 919 (Hertzberg D) Water supply: creation or augmentation of local water supplies.**

**Last Amend:** 8/11/2016

**Status:** 9/29/2016-Vetoed by the Governor

**Location:** 9/29/2016-S. VETOED

**Summary:** Would require the Public Utilities Commission, before January 1, 2018, in consultation with the Independent System Operator, to address the oversupply of renewable energy resources through a tariff or other economic incentive for electricity purchased by customers operating "facilities that create or augment local water supplies," as defined, to reduce the cost of electricity to those facilities. This bill contains other related provisions and other existing laws.

<b>Organization</b>	<b>Position</b>
CASA	Support/work w/author

**SB 954 (Hertzberg D) Public works: prevailing wage: per diem wages.**

**Last Amend:** 6/14/2016

**Status:** 8/29/2016-Chaptered by Secretary of State - Chapter 231, Statutes of 2016.

**Location:** 8/29/2016-S. CHAPTERED

**Summary:** Current law requires the Director of Industrial Relations to determine the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is to be performed, and the general prevailing rate of per diem wages for holiday and overtime work. This bill would require per diem wages to include industry advancement and collective bargaining agreements administrative fees if the payments are made pursuant to a collective bargaining agreement to which the employer is obligated.

<b>Organization</b>	<b>Position</b>
CASA	Disapprove

**SB 970 (Leyva D) Greenhouse Gas Reduction Fund: grant program: recyclable materials.**

**Last Amend:** 6/29/2016

**Status:** 9/14/2016-Chaptered by Secretary of State - Chapter 365, Statutes of 2016.

**Location:** 9/14/2016-S. CHAPTERED

**Summary:** Current law requires certain moneys appropriated by the Legislature from the Greenhouse Gas Reduction Fund to be used by the Department of Resources Recycling and Recovery for a grant program to provide financial assistance to reduce greenhouse gas emissions by promoting in-state development of infrastructure to process organic and other recyclable materials into new, value-added products. This bill would require the department, in awarding a grant for organics composting or anaerobic digestion under the program, to consider, among other things, the amount of greenhouse gas emissions reductions that may result from the project and the amount of organic material that may be diverted from landfills as a result of the project.

<b>Organization</b>	<b>Position</b>
CASA	Support

**SB 1043 (Allen D) Biogas and biomethane.**

**Last Amend:** 4/25/2016

**Status:** 5/27/2016-Failed Deadline pursuant to Joint Rule 61(b)(8). (Last location was APPR. SUSPENSE FILE on 5/23/2016)

**Location:** 5/27/2016-S. DEAD

**Summary:** Would require the State Air Resources Board to consider and, as appropriate, adopt policies to significantly increase the sustainable production and use of biogas, as defined, and, in so doing,

would require the state board, among other things, to ensure the production and use of biogas provides direct environmental benefits and identify barriers to the rapid development and use of biogas and potential sources of funding. This bill contains other related provisions and other existing laws.

<b>Organization</b>	<b>Position</b>
CASA	Support Concept/Work w/Author

**SB 1069 (Wieckowski D) Land use: zoning.**

**Last Amend:** 8/25/2016

**Status:** 9/27/2016-Chaptered by Secretary of State - Chapter 720, Statutes of 2016.

**Location:** 9/27/2016-S. CHAPTERED

**Summary:** The Planning and Zoning Law authorizes the legislative body of a city or county to regulate, among other things, the intensity of land use, and also authorizes a local agency to provide by ordinance for the creation of 2nd units in single-family and multifamily residential zones, as specified. That law makes findings and declarations with respect to the value of 2nd units to California's housing supply. This bill would replace the term "second unit" with "accessory dwelling unit" throughout the law.

<b>Organization</b>	<b>Position</b>
CASA	Neutral, As Amended

**SB 1153 (Cannella R) Greenhouse gases: scoping plan: biomethane.**

**Last Amend:** 4/25/2016

**Status:** 5/27/2016-Failed Deadline pursuant to Joint Rule 61(b)(8). (Last location was APPR. SUSPENSE FILE on 5/9/2016)

**Location:** 5/27/2016-S. DEAD

**Summary:** Would require the State Air Resources Board, as a part of the update to the scoping plan and in consultation with other state entities, to provide a comprehensive overview of state efforts to encourage the development of in-state biomethane and renewable natural gas.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**SB 1170 (Wieckowski D) Public contracts: water pollution prevention plans: delegation.**

**Last Amend:** 8/1/2016

**Status:** 8/12/2016-Failed Deadline pursuant to Joint Rule 61(b)(14). (Last location was APPR. on 8/11/2016)

**Location:** 8/12/2016-A. DEAD

**Summary:** Would, except as specified, prohibit a public entity, charter city, or charter county from delegating to a contractor the development of a plan, as defined, used to prevent or reduce water pollution or runoff on a public works contract. The bill would also prohibit a public entity, charter city, or charter county from requiring a contractor on a public works contract that includes compliance with a plan to assume responsibility for the completeness and accuracy of a plan developed by that entity

<b>Organization</b>	<b>Position</b>
CASA	Oppose

**SB 1173 (Hertzberg D) Water-conserving plumbing fixtures: CalConserve Water Use Efficiency Revolving Fund.**

**Last Amend:** 3/30/2016

**Status:** 4/22/2016-Failed Deadline pursuant to Joint Rule 61(b)(5). (Last location was S. T. & H. on 3/30/2016)

**Location:** 4/22/2016-S. DEAD

**Summary:** Existing law includes specified requirements to replace plumbing fixtures that are not water conserving, defined as "noncompliant plumbing fixtures," to residential and commercial real property built and available for use on or before January 1, 1994, as specified. Existing law defines "commercial real property," "multifamily residential real property," and "water-conserving plumbing fixture" for purposes of these provisions. This bill would apply these requirements, as specified, to commercial real property regardless of when it was built. This bill contains other related provisions and other existing laws.

<b>Organization</b>	<b>Position</b>
CASA	Watch/seek info

**SB 1213 (Wieckowski D) Renewable energy: biosolids: matching grants.**

**Last Amend:** 4/4/2016

**Status:** 5/27/2016-Failed Deadline pursuant to Joint Rule 61(b)(8). (Last location was APPR. SUSPENSE FILE on 5/2/2016)

**Location:** 5/27/2016-S. DEAD

**Summary:** Would require the State Energy Resources Conservation and Development Commission to develop and implement the Biosolids to Clean Energy Grant Program to provide 50% matching funds to local wastewater agencies for biosolids to clean energy capital projects. Beginning with the 2016 -17 fiscal year, the bill would continuously appropriate \$20,000,000 annually from the fund to the commission for purposes of the program. This bill contains other existing laws.

<b>Organization</b>	<b>Position</b>
CASA	Support/work w/author

**SB 1229 (Jackson D) Home-generated pharmaceutical waste: secure drug take-back bins.**

**Last Amend:** 6/27/2016

**Status:** 8/29/2016-Chaptered by Secretary of State - Chapter 238, Statutes of 2016.

**Location:** 8/29/2016-S. CHAPTERED

**Summary:** Would provide that a collector, as defined, is not liable for civil damages, or subject to criminal prosecution, for any injury or harm that results from the collector maintaining a secure drug take-back bin on its premises provided that the collector, not for compensation, acts in good faith to take specified steps, including that the collector regularly inspects the area surrounding the secure drug take-back bin for potential tampering or diversion, to ensure the health and safety of consumers and employees and the proper disposal in the waste stream of home-generated pharmaceutical waste, as defined, contained in the bins. This bill contains other existing laws.

<b>Organization</b>	<b>Position</b>
CASA	Support

**SB 1294 (Pavley D) The Community Climate and Drought Resilience Program of 2016.**

**Last Amend:** 4/27/2016

**Status:** 5/27/2016-Failed Deadline pursuant to Joint Rule 61(b)(8). (Last location was APPR. SUSPENSE FILE on 5/9/2016)

**Location:** 5/27/2016-S. DEAD

**Summary:** Would enact the Community Climate and Drought Resilience Program of 2016 and would require CalFire to review the urban forestry program and, if necessary, revise the program to provide funding priority to multibenefit carbon sequestration projects and to establish local or regional targets for urban tree canopy. This bill contains other related provisions and other existing laws.

<b>Organization</b>	<b>Position</b>
CASA	Support

**SB 1298 (Hertzberg D) Local government: fees and charges.**

**Last Amend:** 8/11/2016

**Status:** 8/31/2016-Failed Deadline pursuant to Joint Rule 61(b)(17). (Last location was INACTIVE FILE on 8/31/2016)

**Location:** 8/31/2016-A. DEAD

**Summary:** Articles XIII C and XIII D of the California Constitution generally require that assessments, fees, and charges be submitted to property owners for approval or rejection after the provision of written notice and the holding of a public hearing. Current law, the Proposition 218 Omnibus Implementation Act, prescribes specific procedures and parameters for local jurisdictions to comply with Articles XIII C and XIII D of the California Constitution and defines terms for these purposes. This bill would define the term "sewer" for these purposes.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**SB 1301 (Hertzberg D) Natural gas: greenhouse gas allowance: allocation.**

**Last Amend:** 4/7/2016

**Status:** 5/27/2016-Failed Deadline pursuant to Joint Rule 61(b)(8). (Last location was APPR. SUSPENSE FILE on 5/9/2016)

**Location:** 5/27/2016-S. DEAD

**Summary:** Would authorize the Public Utilities Commission to require up to 25% of revenues received by a gas corporation as a result of the auction of greenhouse gas allowances to be used for clean energy and energy efficiency projects or programs approved by the commission, as specified. The bill would require the commission to require each gas corporation to annually report and post on its Internet Web site all expenditures of these revenues and the quantified reductions in greenhouse gases from projects or programs funded under these provisions.

<b>Organization</b>	<b>Position</b>
CASA	Support

- SB 1318** **(Wolk D) Local government: drinking water infrastructure or services: wastewater infrastructure or services.**  
**Last Amend:** 6/1/2016  
**Status:** 7/1/2016-Failed Deadline pursuant to Joint Rule 61(b)(13). (Last location was L. GOV. on 6/9/2016)  
**Location:** 7/1/2016-A. DEAD  
**Summary:** The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 governs the procedures for the formation and change of organization of cities and special districts. This bill would additionally authorize a local agency formation commission to initiate a proposal by resolution of application for the annexation of a disadvantaged unincorporated community, as specified. This bill contains other related provisions and other current laws.  
**Organization      Position**  
CASA                      Oppose
- SB 1328** **(Lara D) Water delivery projects: reduction of greenhouse gas emissions: funding.**  
**Last Amend:** 8/18/2016  
**Status:** 9/24/2016-Vetoed by the Governor  
**Location:** 9/24/2016-S. VETOED  
**Summary:** Would authorize the State Water Resources Control Board to expend moneys from the Greenhouse Gas Reduction Fund, upon appropriation by the Legislature, to provide grants to public agencies, nonprofit organizations, public utilities, and mutual water companies to implement stormwater and dry weather runoff collection and treatment, wastewater, water recycling, and drinking water projects that are intended to reduce greenhouse gas emissions by decreasing the demand for fossil fuels needed to pump, transport, and deliver water to serve water consumers, as prescribed. This bill contains other existing laws.  
**Organization      Position**  
CASA                      Support
- SB 1350** **(Wolk D) Agricultural lands: greenhouse gases: Healthy Soils Program.**  
**Last Amend:** 5/10/2016  
**Status:** 5/27/2016-Failed Deadline pursuant to Joint Rule 61(b)(8). (Last location was APPR. SUSPENSE FILE on 5/16/2016)  
**Location:** 5/27/2016-S. DEAD  
**Summary:** The California Global Warming Solutions Act of 2006 requires the Secretary of Food and Agriculture to convene a 5-member Scientific Advisory Panel on Environmental Farming, as prescribed, for the purpose of providing advice and assistance to federal, state, and local government agencies on issues relating to air, water, and wildlife habitat, as specified. Current law authorizes the panel to establish ad hoc committees to assist the panel in performing its functions. This bill would change the number of members on the panel from 5 to 7 members and would require that the secretary appoint 5 instead of 3 of these members, as prescribed.  
**Organization      Position**  
CASA                      Watch Close
- SB 1383** **(Lara D) Short-lived climate pollutants: methane emissions: dairy and livestock: organic waste: landfills.**  
**Last Amend:** 8/31/2016  
**Status:** 9/19/2016-Chaptered by Secretary of State - Chapter No. 395, Statutes of 2016  
**Location:** 9/19/2016-S. CHAPTERED  
**Summary:** The State Air Resources Board is required to complete a comprehensive strategy to reduce emissions of short-lived climate pollutants, as defined, in the state. This bill would require the state board, no later than January 1, 2018, to approve and begin implementing that comprehensive strategy to reduce emissions of short-lived climate pollutants to achieve a reduction in methane by 40%, hydrofluorocarbon gases by 40%, and anthropogenic black carbon by 50% below 2013 levels by 2030, as specified. The bill also would establish specified targets for reducing organic waste in landfills.  
**Organization      Position**  
CASA                      Approve
- SB 1415** **(Bates R) California Environmental Quality Act: local water projects: scoping meetings.**  
**Last Amend:** 4/18/2016  
**Status:** 5/27/2016-Failed Deadline pursuant to Joint Rule 61(b)(8). (Last location was APPR. on 4/21/2016)  
**Location:** 5/27/2016-S. DEAD  
**Summary:** Would require a lead agency to call at least one scoping meeting to receive public comments for local projects for stormwater or dry weather runoff capture and reuse, water recycling, or wastewater treatment to improve water quality. Because a local lead agency would be required to

conduct at least one scoping meeting, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws.

<b>Organization</b>	<b>Position</b>
CASA	Approve

**SB 1436 (Bates R) Local agency meetings: local agency executive compensation: oral report of final action recommendation.**

**Last Amend:** 4/6/2016

**Status:** 8/22/2016-Chaptered by Secretary of State - Chapter No. 175, Statutes of 2016

**Location:** 8/22/2016-S. CHAPTERED

**Summary:** Current law prohibits the legislative body from calling a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive, as defined. This bill, prior to taking final action, would require the legislative body to orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is to be taken. This bill contains other related provisions and other existing laws.

<b>Organization</b>	<b>Position</b>
CASA	Watch

**Total Measures: 71**

**Total Tracking Forms: 71**