

# NOVATO SANITARY DISTRICT

Meeting Date: November 13, 2012

**NOTE THE TIME AND DAY CHANGE FOR THE MEETING TO 6:00 PM, TUESDAY, NOVEMBER 13, 2012 .**

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Tuesday, November 13, 2012, 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 October 11 and 22, 2012 meetings.

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

The Manager-Engineer has reviewed the following items. To her knowledge, there is no opposition to the action. The items can be acted on in one consolidated motion as recommended or may be removed from the Consent Calendar and separately considered at the request of any person.

- a. Approve travel to Washington DC for Director Long to represent the North Bay Water Reuse Authority.
- b. Ratify Manager-Engineer's approval of an agreement in the amount of \$15,000 with the Central Marin Sanitation Agency to develop and implement the District's Dental Amalgam Mercury Reduction program.
- c. Approve regular disbursements.

### **6. COMMITTEE REPORTS:**

- a. Solid Waste Committee.
- b. Finance Committee.
- c. New Facilities and Strategic Planning Committee.

**7. CAPITAL PROJECTS:**

- a. Consider granting final acceptance of the 2012 Reclamation Culvert Replacement Project – Site 3, and authorize staff to file the Notice of Completion.

**8. BOARD MEMBER REPORTS:**

**9. MANAGER'S ANNOUNCEMENTS:**

**10. ADJOURNMENT:**

Next resolution no. 3052

**Next regular meeting date: Monday, November 26, 2012, 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.***

1 **DRAFT**  
2 MINUTES OF SPECIAL MEETING  
3 OF THE BOARDS OF DIRECTORS OF  
4 NORTH MARIN WATER DISTRICT  
5 AND  
6 NOVATO SANITARY DISTRICT  
7 October 11, 2012

8 **CALL TO ORDER**

9 Novato Sanitary District President Di Giorgio called the Special Meeting of the Boards of  
10 Directors of North Marin Water District and Novato Sanitary District to order at 1:30 p.m. at the  
11 Novato Sanitary District headquarters and the agenda was accepted as presented. Present were  
12 North Marin Water District President Stephen Petterle and Directors Jack Baker, Rick Fraites,  
13 Dennis Rodoni and John Schoonover and Novato Sanitary District President Mike Di Giorgio and  
14 Directors Jean Mariani, William C. Long, Jerry Peters and Dennis Welsh. Also present were North  
15 Marin Water District General Manager Chris DeGabriele, Secretary Renee Roberts, Auditor-  
16 Controller David Bentley and Chief Engineer Drew McIntyre, and Novato Sanitary District Manager-  
17 Engineer Beverly James and Deputy Manager-Engineer Sandeep Karkal.

18 There were several people in the audience including Clay Kuzmo from the Covello Group.

19 **OPEN TIME**

20 President Di Giorgio asked if anyone in the audience wished to bring up an item not on the  
21 agenda and there was no response.

22 **REVIEW COOPERATIVE EFFORTS BETWEEN NOVATO SANITARY DISTRICT AND NORTH**  
23 **MARIN WATER DISTRICT**

24 Chris DeGabriele stated that it had been at least ten years since the two Boards of Directors  
25 met and he asked that the Directors introduce themselves.

26 After introductions were completed, Mr. DeGabriele stated that the purpose of the Special  
27 Joint Board of Directors meeting was to review the cooperative efforts between the Novato Sanitary  
28 District (NSD) and North Marin Water District (NMWD). He said that the two districts have a long  
29 history of cooperation most recently with the Mutual Aid and Assistance Agreement executed in  
30 2010 and the Third Revised Inter-Agency Agreement for Recycled Water executed in 2011. He said  
31 that the Mutual Aid Agreement enables the two districts to share resources (laboratory, labor and  
32 equipment) as necessary. Mr. DeGabriele stated that NSD and NMWD have worked together in the  
33 development, construction and operation of recycled water beginning in 1991 when the two districts  
34 jointly funded a reconnaissance level study performed by Nute Engineering of recycled water  
35 potential in the Novato area to irrigate several proposed golf courses. He stated that StoneTree

1 Golf Course was a project coordinated by both districts; the treatment facility was constructed on  
2 NSD property and has been in operation for five years. He said that today is the dedication of the  
3 Recycled Water Treatment Facility at NSD's Davidson Street Treatment Plant which will be the  
4 principal treatment facility for recycled water in the Novato North Area. Mr. DeGabriele informed  
5 both boards that he and Ms. James were able to work together because they understand that the  
6 customers served are one and the same for both districts. He asked the Directors if there are areas  
7 of future cooperation between the districts that they feel should be considered.

8 Beverly James stated that both agencies are conscious of providing value to its customers  
9 and take its fiduciary responsibility seriously. She said that one of the motivating forces for the  
10 cooperation between the two agencies is to look for those opportunities where they can provide  
11 good utility services to customers in recognition of the cost as infrastructure is a big investment for  
12 the community. Ms. James said that both she and Mr. DeGabriele are open to look for opportunities  
13 to continue to share resources and joint projects in a sustainable way.

14 Director Schoonover commented that both agencies have done much in areas of  
15 cooperation and should not shut the door on anything and continue to work together.

16 Director Rodoni asked, in regard to isolation in an emergency, if there is an opportunity for  
17 cross-training to ensure that the two district staffs become familiar with and knowledgeable of each  
18 other's system.

19 Ms. James said that there has been some discussion about that and it is a good idea to  
20 move ahead with cross-training.

21 Mr. DeGabriele advised that Director Rodoni sits on the Local Agency Formation  
22 Commission (LAFCO) and that LAFCO's municipal service reviews have not identified any reason  
23 that the two agencies should consolidate and have not identified any underlying service need or cost  
24 benefit in that regard. He mentioned that those issues have come up in the public discussion and  
25 added that the Marin County Civil Grand Jury recently released a report on special district  
26 cooperation to which both NMWD and NSD responded. Ms. James commented that she did not  
27 want to imply that there would be any objection on NSD's part if the Boards of Directors felt they  
28 wanted to explore consolidation. She said that staff would approach that professionally at the  
29 Boards' direction.

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1 Director Long congratulated both General Managers for their good working relationship.

2 Director Welsh suggested that operators become certified in both wastewater and potable  
3 systems.

4 Mr. DeGabriele stated that it has been difficult for NMWD treatment plant operators to  
5 become certified in its wastewater operations because of the small size and remote location of the  
6 Oceana Marin wastewater system. He said that this is an area of cooperation to explore further.  
7 Ms. James commented that there may be more opportunity in the distribution and collection system  
8 and that there are NSD staff that are certified in both.

9 President Di Giorgio stated that treating water uses approximately 20% of energy in the  
10 state and asked if it were possible for energy cooperation for pumping water since pumping is a  
11 major cost of energy for both agencies. There was a discussion on digester gas energy production.

12 Director Long asked if there were any concerns or opportunities for closer coordination or  
13 issues with respect to other government agencies such as the County of Marin or Novato Fire  
14 Protection District.

15 Ms. James stated that both districts are participating in the Novato Creek Watershed study  
16 which offers an excellent opportunity to work closely with the county and city of Novato. She  
17 advised that Novato city managers meet quarterly primarily focused on emergency operations and  
18 issues impacting city streets, utilities and planning.

19 Mr. DeGabriele summarized other cooperative opportunities that both districts are involved  
20 in. He stated that the North Bay Watershed Association (NBWA) is a good networking group for  
21 public agencies, environmental groups and regulators to share ideas and projects. He said that  
22 both districts benefited from the Integrated Regional Water Management Plan (IRWMP) and that the  
23 NBWA was an advocate in that process resulting in grant funding from the IRWMP. Mr. DeGabriele  
24 stated that the North Bay Water Reuse Authority (NBWRA) is another area of cooperation where  
25 directors of NMWD and NSD sit on its Board of Directors along with their counterparts in Sonoma  
26 and Napa Counties.

27 There was a discussion on the city permitting process and high connection fees for  
28 developers who desire to connect to NSD and/or NMWD, a discussion on the districts' boundaries  
29 and the pros and cons of de-annexation of areas within county open space.

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1 **REVIEW RECYCLED WATER - NORTH SERVICE AREA - THE COVELLO GROUP**

2 Beverly James introduced Clay Kuzma of The Covello Group, the Project Engineer, for the  
3 Recycled Water North Service Area Project. Ms. James complimented The Covello Group on the  
4 fine job they have done for both districts in managing the complicated project.

5 Mr. Kuzma' s PowerPoint presentation summarized the Recycled Water Treatment Plant  
6 and Distribution Pipelines, Treatment Facilities Project components and provided a status and cost  
7 summary of the project. He noted that the project met the American Recovery and Reinvestment  
8 Act (ARRA) funding obligations and delivered water on September 18, 2012. His presentation  
9 summarized distribution system Segments 1, 2 and 3, and the Plum Street Tank Rehabilitation, and  
10 provided the Pipeline Project Cost Summary.

11 Mr. Kuzma thanked Drew McIntyre and Carmela Chandrasekera of NMWD and Sandeep  
12 Karkal and Craig Deasy of NSD for their hard work in getting the projects finished despite  
13 challenges and setbacks.

14 Director Petterle asked Mr. DeGabriele to explain how the Deer Island Recycled Water  
15 Treatment facility fits in with the Recycled Water North Service Area Project.

16 Mr. DeGabriele explained that the Deer Island facility was built in 2006 and was designed to  
17 meet the StoneTree Golf Course requirements and that that facility will remain on standby status so  
18 that if for any reason the Davidson Street recycled water treatment plant is not available to produce  
19 recycled water for the Novato North system, then the Deer Island facility will be able to provide some  
20 recycled water so that potable water will not have to be used to serve the golf course and other  
21 customers.

22 Director Long asked Mr. DeGabriele to explain how the money received or any surplus  
23 generated would be accounted for.

24 Mr. DeGabriele stated that this is identified in the Inter-Agency Agreement; NMWD is  
25 charging the end user the equivalent cost of potable water, NMWD will then pay NSD for  
26 operation/maintenance costs of the Recycled Water Treatment Facility and those costs will be  
27 invoiced. He said that the remaining marginal costs will be deposited in NMWD's Recycled Water  
28 Treatment Facility fund held by NMWD to pay for capital replacements and expansion.

29 Ms. James added that an addendum to the NSD contract with Veolia has been negotiated  
30 and they will be operating the facility for the first year and detailed records on time spent and  
31 expenses will be kept so that actual costs of operation will be known.

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1 **ADJOURNMENT**

2 President Di Giorgio adjourned the meeting at 2:40 p.m.

3 Submitted by

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Renee Roberts, Secretary  
North Marin Water District

October 22, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, October 22, 2012, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members William C. Long, Jean Mariani, Jerry Peters and Dennis Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly James, District Counsel Kent Alm and Administrative Secretary Julie Swoboda. Deputy Manager-Engineer Sandeep Karkal was absent.

ALSO PRESENT: Brant Miller, Novato resident  
John O'Hare, Operations Technical Support, Veolia Water  
Bill Thompson, Veolia Water  
Barbara Salzman, Marin Audubon Society (*Arrived at 7:05 p.m.*)

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager asked if items 11b. and 11c. could be discussed at 7:00 p.m. as Barbara Salzman, Marin Audubon Society, would be in attendance at that time for discussion. President Di Giorgio agreed and the agenda was approved.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the October 8, 2012 Board meeting.

Member Welsh requested the minutes be modified as his statements were not accurately recorded. The changes on page 4, paragraph 4, were as follows: *Member Welsh expressed his dissatisfaction with the cost of the proposal management fees and stated he was not willing to give his approval. He said he felt the digester cleaning and sludge disposal were maintenance activities and that Veolia should be responsible for all costs associated with these activities.*

*On motion of Member Mariani, seconded by Member Peters and carried unanimously, the minutes of the October 8, 2012 Board meeting were approved as revised.*

CONSENT CALENDAR:

*On motion of Member Long, seconded by Member Peters and carried unanimously, the following Consent Calendar item was approved:*

- a. Approval of regular disbursements in the amount of \$156,554.45, capital project disbursements in the amount of \$399,357.31, and payroll and payroll related disbursements in the amount of \$222,213.14.

### SOLID WASTE:

- Consider confirmation of no change to solid waste rates for 2013. The Manager stated that Novato Disposal had submitted to R3 Consulting Group, Inc. its Rate Adjustment Application for 2013 in which a 0.04% rate adjustment was requested. She noted that after the application was reviewed, R3 Consulting Group calculated a rate adjustment of -0.13%. The Manager stated that under the Franchise Agreement, if the calculation by the independent consulting company resulted in a negative number, there shall be no adjustment of the Service Rates. She stated that Novato Disposal had reviewed the R3 report and concurred with the conclusions.

The Manager requested the Board confirm that there will be no change to the rates for 2013.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board denied Novato Disposal Service's requested 0.04% rate adjustment and confirmed that there will be no change to the Solid Waste Rates for 2013.*

### WASTEWATER OPERATIONS REPORT:

- Wastewater Operations Committee report. The Manager provided a summary of the September wastewater treatment, collection, and reclamation facilities reports. She noted that water quality performance for September 2012 was excellent and that there were no significant maintenance issues. She reviewed the proposed Ignacio and Novato No. 2 digester cleaning. The Manager discussed the recycled water plant startup and noted that the District began delivering recycled water on September 17<sup>th</sup>.

The Manager discussed ideas for increased outreach to Novato plumbers and noted that a banner ad has been placed on the Novato Patch website which instructs residents to call the Novato Sanitary District immediately if they are aware of a sanitary sewer overflow.

- Staff report on odor control and landscaping. The Manager reported that the fence on Lea Drive has been installed. Member Peters discussed the oleanders and tulip trees in the landscaped area and reported that some have been damaged by deer. He asked if the weeds in the lower area of Lea Drive could be managed as they are growing very tall. The Manager reported that Cagwin and Dorward are called on an as-needed basis and that the landscaping in that area will be allowed to grow naturally.

Member Welsh asked how wild fires in the newly landscaped area would be handled. The Manager stated that there is a water hydrant available in that area to provide water service quickly in the event of a fire.

NORTH BAY WATER REUSE AUTHORITY:

- Consider authorizing the District's representative to the NBWRA Board of Directors to approve the Final Phase 2 Scoping Study proposal and NBWRA budget amendment.

The Manager discussed the North Bay Water Reuse Authority (NBWRA) Final Phase 2 Scoping Study proposal. She discussed the agencies participating in the Study and the projects that would be included. She stated that the NBWRA Board will be considering approval of the Phase 2 Scope of Work and will be authorizing execution of a contract with CDM-Smith to complete the work. The Manager stated that the NBWRA Board will be considering a budget amendment to complete the Phase 2 work. She stated that the total cost to the District for the Scoping Study is \$40,312, of which \$20,156 will be for the 2012-13 fiscal year.

She requested the Board authorize the District representative, William Long, to approve the budget amendment and proposal. She requested the Board authorize "an amount not to exceed \$30,000" for the Scoping Study for fiscal year 2012/13.

*On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board authorized NBWRA District Representative William Long to approve the Final Phase 2 Scoping Study proposal and to approve the NBWRA budget amendment in an amount not to exceed \$30,000.*

ADMINISTRATION:

- Consider approval of the revised "Novato Sanitary District Statement of Investment Policy".

Member Mariani requested this item be tabled until the next Board meeting to allow for Board discussion of alternative investment options which were brought to her attention at the recent CSDA conference. The Manager stated that the Investment Policy is reviewed annually and Board approval included as per the District's audit requirements. She suggested the Board approve the Statement of Investment Policy and address additional changes to the Policy in the Finance Committee at a later date.

The Manager gave an overview of the changes to the Investment Policy.

*On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board accepted the revised Novato Sanitary District Statement of Investment Policy.*

- Consider accepting the Asset Deletion Report. The Manager reviewed the District's Asset Deletion Report for fiscal year 2011/12. She noted that this report is part of the annual budget process.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board accepted the Asset Deletion Report for Fiscal Year 2011/12.*

- Review quarterly investment report. The Manager reviewed the District's Quarterly Investment Report for quarter ended September 30, 2012. She discussed transfers to the LAIF (Local Agency Investment Fund) account and noted that the current LAIF interest rate is 0.35%.

CAPITAL PROJECTS:

- Review bids received for the 2012 Pipeburst Project, consider rejecting all bids, and authorize the Manager-Engineer to so inform all bidders. The Manager stated that on August 27<sup>th</sup>, 2012, the Board approved the 2012 Pipebursting Project and authorized staff to advertise for bids. On September 25<sup>th</sup>, 6 bids were received. She stated that staff has reviewed the bids and recommends that the Board of Directors reject the bids as allowed under Section 20166 of the Public Contract Code.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board rejected all bids received for the Annual Collection System Repairs-2012 Pipeburst Project; Project 72706, Phase H.*

President Di Giorgio noted that Barbara Salzman, Marin Audubon Society, had arrived and that the Board would now review items 11b. and 11c.

- Consider making CEQA findings and issuing a Notice of Exemption for the Simmons Slough Wetlands Enhancement Project. The Manager stated that the District has, as part of the San Francisco Bay Regional Water Quality Control Board Settlement Agreement R2-2012-0012 (the Agreement), agreed to fund the following Supplemental Environmental Project (SEP): Simmons Slough Wetlands Enhancement Project.

The Manager stated that under the Agreement, the District must provide the SF Regional Board with documentation of CEQA compliance. In addition, she stated that the Marin Audubon Society has evaluated the project, is implementing the SEP, and has prepared a Notice of Exemption for filing by the District.

*On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board made CEQA findings and authorized the issuance of the Notice of Exemption for the Simmons Slough Wetlands Enhancement Project.*

- Consider making CEQA findings and issuing a Notice of Exemption for the Bahia Tidal Pond Enhancement and Marsh Monitoring Project. The Manager stated that the District has, as part of the San Francisco Bay Regional Water Quality Control Board Settlement Agreement R2-2012-0012 (the Agreement), agreed to fund the following Supplemental Environmental Project (SEP): Bahia Tidal Pond Enhancement and Marsh Monitoring Project.

The Manager stated that under the Agreement, the District must provide the SF Regional Board with documentation of CEQA compliance. In addition, she stated that

Marin Audubon Society has evaluated the project, is implementing the SEP, and has prepared a Notice of Exemption for filing by the District.

*On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board made CEQA findings and authorized the issuance of the Notice of Exemption for the Bahia Tidal Pond Enhancement and Marsh Monitoring Project.*

The Manager stated that she is pleased to cooperate with the Marin Audubon Society to complete the SEP projects.

- Consider granting Final Acceptance of the 2012 Miscellaneous Sewer Repairs Group 2, and authorize staff to file the Notice of Completion. The Manager stated that on June 11, 2012, the Board awarded the contract for the 2012 Miscellaneous Sewer Repairs Group 2 Project to W.R. Forde & Associates for a low bid amount of \$83,910. She stated that the work began on August 10<sup>th</sup> and substantial completion was reached on August 31<sup>st</sup>. The Manager noted that the final cost to complete the project was \$83,535.68 or \$374.32 lower than the Contract amount.

The Manager requested the Board grant Final Acceptance of the Project and authorize staff to file the Notice of Completion.

*On motion of Member Peters, seconded Member Mariani and passed unanimously, the Board granted Final Acceptance to W.R. Forde & Associates for the 2012 Miscellaneous Sewer Repairs Group 2 Project and authorized staff to file the Notice of Completion.*

- Consider approval of proposal from Custom Tractor to rehabilitate irrigated parcels at the Reclamation Facility in the not-to-exceed amount of \$96,000, and authorize the Manager-Engineer to execute a contract in this amount. The Manager stated that in 2010, the District began a program to rehabilitate parcels of irrigated pasture land throughout the Reclamation Facilities. She gave an overview of rehabilitative work already completed and stated that the proposal from Custom Tractor is the second year of the two year process on Parcel 38 and Parcel 78. She stated that the proposal also includes beginning the first year rehabilitation process on Parcel 24 and Parcel 28.

*On motion of Member Mariani, seconded by Member Long and carried unanimously, the Board accepted Custom Tractor Supply's proposal in the not-to-exceed amount of \$96,000 for the rehabilitation of irrigated parcels of the Reclamation Facility and authorized the Manager-Engineer to execute a contract in this amount.*

At 7:25 p.m., President Di Giorgio declared a ten minute recess.

At 7:30 p.m., President Di Giorgio reconvened the Board meeting.

NPDES PERMIT:

- Report on Settlement Agreement R2-2012-0012 with the San Francisco Regional Water Quality Control Board. District Counsel Kent Alm reviewed the Settlement Agreement and Stipulation for Entry of Order; Order no. R2-2012-0012 from the San Francisco Bay Regional Water Quality Control Board. He discussed the State enforcement policy and stated that the total settlement amount is \$354,240.72. He stated that the complete Settlement Agreement was available on the District's website.

President Di Giorgio commended Kent Alm, Davina Pujari of Barg, Coffin, Lewis and Trapp, District staff and the experts who testified on behalf of the District. Member Long seconded President Di Giorgio's comments.

BOARD MEMBER REPORTS:

President Di Giorgio discussed his attendance at the North Bay Watershed Association meeting which was held on October 12<sup>th</sup>. He commented on a report from Mark Holmes on the topic of sea level rise and stated that the Association discussed levees.

MANAGER'S ANNOUNCEMENTS:

- The Strategic Planning/New Facilities Committee will meet on Thursday, November 1<sup>st</sup> at 2:30 p.m. at the District office.

- The Wastewater Operations Committee will meet on Monday, November 19<sup>th</sup> at 2:00 p.m. at the District office.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 7:57 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Swoboda, Recording

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Consent Item: Washington DC travel for Director Long	<b>MEETING DATE:</b> November 13, 2012  <b>AGENDA ITEM NO.:</b> 5.a.
<b>RECOMMENDED ACTION:</b> Approve travel to Washington D.C. for Director Long to represent the North Bay Water Reuse Authority.	
<b>SUMMARY AND DISCUSSION:</b>  North Bay Water Reuse Authority (NBWRA) has requested that Director Long participate in a trip to Washington D.C. to meet with legislators and senior Bureau of Reclamation officials in support of funding for the remaining Phase I and the upcoming Phase II NBWRA projects. Director Long has been very effective in past trips in obtaining support for recycled water in Novato and the North Bay.	
<b>BUDGET INFORMATION:</b> The trip expenses would be funded from account 66170 Travel, Meetings and Training which has a budget of \$50,000.	
<b>DEPT.MGR.:</b>	<b>MANAGER-ENGINEER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Item: Dental Amalgam Mercury Reduction Ordinance - program development and implementation by CMSA; Account No. 64160</b>	<b>MEETING DATE: November 13, 2012</b>  <b>AGENDA ITEM NO.: 5.b.</b>
<b>RECOMMENDED ACTION:</b> Ratify Manager-Engineer's approval of an agreement in the amount of \$15,000 with the Central Marin Sanitation Agency to develop and implement the District's Dental Amalgam Mercury Reduction program.	
<b>SUMMARY AND DISCUSSION:</b>  <p>At its October 8, 2012 meeting the Board of Directors adopted Board Resolution No. 117 – Dental Amalgam Mercury Reduction Ordinance (Ordinance) to comply with the source control regulatory requirements of the San Francisco Regional Water Board's Mercury Watershed Permit. The Ordinance is modeled after CMSA's successfully implemented and publicly accepted ordinance.</p> <p>CMSA staff has been working closely with the dentist community through the Marin Dental Society (including Novato area dentists) for the last several years and is very familiar with implementing a successful dental amalgam mercury control program. CMSA has also successfully implemented and is managing the dental amalgam mercury reduction program for other agencies in the County, including Sanitary District #2 (Corte Madera), City of Larkspur, Tamalpais Community Services District, (TCSD), Ross Valley Sanitary District (RVSD), San Rafael Sanitation District (SRSD), and the Las Gallinas Valley Sanitary District (LGVSD).</p> <p>The District and CMSA cooperate on a number of initiatives and programs including the successful safety program. There is also an existing cooperative aid agreement already in place between CMSA and the District. Therefore, staff is proposing that the District's Dental Amalgam Mercury Reduction program be developed and implemented by CMSA.</p> <p>To this end, staff requests that the Board (a) consider ratifying an agreement in the amount of \$15,000 with the Central Marin Sanitation Agency (CMSA) for CMSA to develop and implement such program consistent with the District's Ordinance. Staff recognizes that under the District's Purchasing Procedures, the requested contract amount falls under the signature authority of both the Deputy Manager-Engineer and the Manager-Engineer. However, the CMSA Board will be required to take up this agreement for approval under their procedures, and CMSA staff has requested that this item be brought before the District Board as well.</p>	
<b>BUDGET INFORMATION:</b> The contract work by CMSA will be funded from Account no. 64160 - Research & Monitoring, which has a FY12-13 budget amount of \$290,000, of which about \$36,356 has been expended as of October 31, 2012.	
<b>DEPT.MGR.:</b>	<b>MANAGER-ENGINEER:</b>

**Novato Sanitary District**  
**Operating Check Register**  
November 13, 2012

Date	Num	Name	Credit
Nov 13, 12			
11/13/2012	55054	Calif. Regional Water Quality	203,862.00
11/13/2012	55043	State Water Resources Control Bd(2)	42,606.00
11/13/2012	55038	PSC	23,255.34
11/13/2012	55021	ICommm, Inc.	17,000.00
11/13/2012	55041	Siemens Industry, Inc.	13,306.65
11/13/2012	55005	Cagwin & Dorward Inc.	13,074.99
11/13/2012	55018	Fish and Wildlife	10,240.72
11/13/2012	55016	Eaton Corporation	9,600.00
11/13/2012	55022	Johnson, Dee	9,101.66
11/13/2012	55039	Rauch Communication Consultants. Inc.	8,325.09
11/13/2012	55007	Caltest Analytical Lab Inc.	6,080.00
11/13/2012	55030	Meyers, Nave, Riback, Silver & Wilson	4,971.00
11/13/2012	55013	CSDA-	4,925.00
11/13/2012	55015	E & M Electric & Machinery, Inc.	4,482.55
11/13/2012	55037	Preferred Benefit	3,197.72
11/13/2012	55014	Dearborn National	2,618.38
11/13/2012	55008	CDPH - Environmental Laboratory Accred	2,359.00
11/13/2012	55046	U.S. Bank Card (2)(June)	2,346.86
11/13/2012	55033	North Marin Water District	2,164.37
11/13/2012	55001	Associated Corrosion Engineers	2,160.00
11/13/2012	55011	Comet Building Maintenance, Inc.	2,145.00
11/13/2012	54999	Able Tire & Brake Inc.	2,074.08
11/13/2012	55031	Monterey Mechanical, Inc.	1,800.00
11/13/2012	55024	Labworks Equipment, Inc.	1,764.85
11/13/2012	55019	Grainger	948.06
11/13/2012	55028	MarinScope Inc.	850.50
11/13/2012	55009	Cintas Corporation	817.80
11/13/2012	55020	Hertz Corporation	745.42
11/13/2012	55052	Water Components & Building, Inc.	593.45
11/13/2012	55051	Vision Service Plan	524.81
11/13/2012	55036	Pini Hardware	305.14
11/13/2012	55010	Claremont EAP, Inc.	295.00
11/13/2012	55042	Staples Business Adv Inc.	293.03
11/13/2012	55003	BoundTree Medical, LLC	247.81
11/13/2012	55027	Marin/Sonoma Mosquito Dist	240.13
11/13/2012	55023	Journey	205.28
11/13/2012	55050	Verizon Wireless-	202.72
11/13/2012	55047	Unicorn Group	189.47
11/13/2012	55049	Verizon - 5143	184.52
11/13/2012	55034	Novato Radiator & Air Conditioning	176.38
11/13/2012	ach	Karkal, Sandeep	170.00
11/13/2012	55000	AirGas USA, LLC.	157.94
11/13/2012	55002	Beecher Engineering	150.00
11/13/2012	55029	Metal Service Center	142.02
11/13/2012	55025	Leonardi Automotive & Electric, Inc.	120.01
11/13/2012	55040	Siemens Industry Inc. - Lab	75.00
11/13/2012	55032	North Marin Auto Parts	74.77
11/13/2012	55035	One Stop Auto Service Inc.	70.07
11/13/2012	55012	Cook Paging	66.30
11/13/2012	55017	Federal Express	58.78
11/13/2012	55004	Buck's Saw Service, Inc.	43.39
11/13/2012	55053	WECO	34.93
11/13/2012	55044	T-Mobile	22.91
11/13/2012	55048	United Parcel Service	19.10
11/13/2012	55045	U.S. Bank Card (1)(Bev)	13.96
11/13/2012	55026	Maltby Electric	7.93
11/13/2012	55006	void	0.00
			<b><u>401,507.89</u></b>

Nov 13, 12

**Novato Sanitary District**  
**Operating Check Register Detail**  
**November 13, 2012**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>Able Tire &amp; Brake Inc.</b>			
	10/31/2012	60150 · Repairs & Maintenance	175.64
	10/31/2012	65150 · Repairs & Maintenance	1,898.44
Total Able Tire & Brake Inc.			<u>2,074.08</u>
<b>AirGas USA, LLC.</b>			
	10/12/2012	65100 · Operating Supplies	157.94
Total AirGas USA, LLC.			<u>157.94</u>
<b>Associated Corrosion Engineers</b>			
	05/18/2012	63150 · Repairs & Maintenance	675.00
	05/18/2012	65150 · Repairs & Maintenance	405.00
	05/18/2012	66123 · O/S Contractual	1,080.00
Total Associated Corrosion Engineers			<u>2,160.00</u>
<b>Beecher Engineering</b>			
	10/25/2012	66123 · O/S Contractual	150.00
Total Beecher Engineering			<u>150.00</u>
<b>BoundTree Medical, LLC</b>			
	10/19/2012	67500 · Household Hazardous Waste	247.81
Total BoundTree Medical, LLC			<u>247.81</u>
<b>Buck's Saw Service, Inc.</b>			
	10/29/2012	65100 · Operating Supplies	43.39
Total Buck's Saw Service, Inc.			<u>43.39</u>
<b>Cagwin &amp; Dorward Inc.</b>			
	10/25/2012	63150 · Repairs & Maintenance	4,980.00
	10/25/2012	66150 · Repairs & Maintenance	2,244.99
	10/25/2012	63150 · Repairs & Maintenance	5,850.00
Total Cagwin & Dorward Inc.			<u>13,074.99</u>
<b>Calif. Regional Water Quality</b>			
	10/16/2012	63201 · Permits & Fees	7,428.00
	10/16/2012	61000-4 · Water/Permits/Telephone	11,377.00
	10/16/2012	65201 · Permits & Fees	34,475.00
	10/16/2012	60201 · Permits & Fees	150,582.00
Total Calif. Regional Water Quality			<u>203,862.00</u>
<b>Caltest Analytical Lab Inc.</b>			
	10/15/2012	64160 · Research & Monitoring	6,080.00
Total Caltest Analytical Lab Inc.			<u>6,080.00</u>
<b>CDPH - Environmental Laboratory Accred</b>			
	10/01/2012	64201 · Permits & Fees	2,359.00
Total CDPH - Environmental Laboratory Accred			<u>2,359.00</u>
<b>Cintas Corporation</b>			
	11/13/2012	64100 · Operating Supplies	95.44
	11/13/2012	66100 · Engineering Supplies	285.25
	11/13/2012	60100 · Operating Supplies	437.11
Total Cintas Corporation			<u>817.80</u>
<b>Claremont EAP, Inc.</b>			
	10/16/2012	66123 · O/S Contractual	295.00
Total Claremont EAP, Inc.			<u>295.00</u>
<b>Comet Building Maintenance, Inc.</b>			
	10/21/2012	66150 · Repairs & Maintenance	1,840.00
	10/21/2012	60150 · Repairs & Maintenance	152.50
	10/21/2012	65150 · Repairs & Maintenance	152.50
Total Comet Building Maintenance, Inc.			<u>2,145.00</u>
<b>Cook Paging</b>			
	11/01/2012	61000-4 · Water/Permits/Telephone	24.00
	11/01/2012	65193 · Telephone	30.83
	11/01/2012	60193 · Telephone	11.47
Total Cook Paging			<u>66.30</u>

**Novato Sanitary District**  
**Operating Check Register Detail**  
**November 13, 2012**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>CSDA-</b>			
	11/01/2012	66075 · Agency Dues	4,925.00
Total CSDA-			4,925.00
<b>Dearborn National</b>			
	10/15/2012	66020 · Employee Benefits	2,618.38
Total Dearborn National			2,618.38
<b>E &amp; M Electric &amp; Machinery, Inc.</b>			
	10/29/2012	66124 · IT/Misc Electrical	4,482.55
Total E & M Electric & Machinery, Inc.			4,482.55
<b>Eaton Corporation</b>			
	09/25/2012	66124 · IT/Misc Electrical	9,600.00
Total Eaton Corporation			9,600.00
<b>Federal Express</b>			
	10/19/2012	66090 · Office Expense	58.78
Total Federal Express			58.78
<b>Fish and Wildlife</b>			
	10/23/2012	63201 · Permits & Fees	10,240.72
Total Fish and Wildlife			10,240.72
<b>Grainger</b>			
	10/24/2012	65150 · Repairs & Maintenance	250.20
	10/24/2012	65150 · Repairs & Maintenance	631.32
	10/24/2012	66150 · Repairs & Maintenance	66.54
Total Grainger			948.06
<b>Hertz Corporation</b>			
	10/15/2012	67500 · Household Hazardous Waste	745.42
Total Hertz Corporation			745.42
<b>IComm, Inc.</b>			
	10/31/2012	60091 · Software Maint	11,334.00
	10/31/2012	11350 · Prepaid Expenses	5,666.00
Total IComm, Inc.			17,000.00
<b>Johnson, Dee</b>			
	11/01/2012	67530 · Used Oil Program	155.42
	11/01/2012	67400 · Consulting Services	1,049.09
	11/01/2012	67400 · Consulting Services	7,897.15
Total Johnson, Dee			9,101.66
<b>Journey</b>			
	10/19/2012	65150 · Repairs & Maintenance	205.28
Total Journey			205.28
<b>Karkal, Sandeep</b>			
	10/31/2012	66080 · Memberships	170.00
Total Karkal, Sandeep			170.00
<b>Labworks Equipment, Inc.</b>			
	10/23/2012	64150 · Repairs & Maintenance	1,764.85
Total Labworks Equipment, Inc.			1,764.85
<b>Leonardi Automotive &amp; Electric, Inc.</b>			
	10/26/2012	60150 · Repairs & Maintenance	120.01
Total Leonardi Automotive & Electric, Inc.			120.01
<b>Maltby Electric</b>			
	10/26/2012	66150 · Repairs & Maintenance	7.93
Total Maltby Electric			7.93
<b>Marin/Sonoma Mosquito Dist</b>			
	10/22/2012	63150 · Repairs & Maintenance	240.13
Total Marin/Sonoma Mosquito Dist			240.13

**Novato Sanitary District**  
**Operating Check Register Detail**  
**November 13, 2012**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>MarinScope Inc.</b>			
	10/29/2012	67500 · Household Hazardous Waste	850.50
Total MarinScope Inc.			<u>850.50</u>
<b>Metal Service Center</b>			
	10/12/2012	60100 · Operating Supplies	142.02
Total Metal Service Center			<u>142.02</u>
<b>Meyers, Nave, Riback, Silver &amp; Wilson</b>			
	10/22/2012	66122 · Attorney Fees	4,971.00
Total Meyers, Nave, Riback, Silver & Wilson			<u>4,971.00</u>
<b>Monterey Mechanical, Inc.</b>			
	09/30/2012	60153 · Outside Services	1,800.00
Total Monterey Mechanical, Inc.			<u>1,800.00</u>
<b>North Marin Auto Parts</b>			
	10/18/2012	65100 · Operating Supplies	20.48
	10/25/2012	60100 · Operating Supplies	33.49
	10/29/2012	65100 · Operating Supplies	8.88
	10/29/2012	60100 · Operating Supplies	11.92
Total North Marin Auto Parts			<u>74.77</u>
<b>North Marin Water District</b>			
	10/30/2012	61000-4 · Water/Permits/Telephone	1,927.85
	10/30/2012	65192 · Water	236.52
Total North Marin Water District			<u>2,164.37</u>
<b>Novato Radiator &amp; Air Conditioning</b>			
	10/17/2012	60150 · Repairs & Maintenance	176.38
Total Novato Radiator & Air Conditioning			<u>176.38</u>
<b>One Stop Auto Service Inc.</b>			
	10/24/2012	60150 · Repairs & Maintenance	33.68
	10/26/2012	65150 · Repairs & Maintenance	36.39
Total One Stop Auto Service Inc.			<u>70.07</u>
<b>Pini Hardware</b>			
	10/31/2012	60100 · Operating Supplies	130.84
	10/31/2012	65100 · Operating Supplies	88.63
	10/31/2012	65150 · Repairs & Maintenance	62.90
	10/31/2012	66090 · Office Expense	22.77
Total Pini Hardware			<u>305.14</u>
<b>Preferred Benefit</b>			
	10/25/2012	66020 · Employee Benefits	3,096.36
	10/25/2012	21074 · Health Insurance Payable	101.36
Total Preferred Benefit			<u>3,197.72</u>
<b>PSC</b>			
	10/15/2012	67500 · Household Hazardous Waste	23,255.34
Total PSC			<u>23,255.34</u>
<b>Rauch Communication Consultants. Inc.</b>			
	10/26/2012	67540 · Beverage Container Grant	1,477.50
	10/26/2012	66123 · O/S Contractual	1,822.50
	10/26/2012	66130 · Printing & Publications	5,025.09
Total Rauch Communication Consultants. Inc.			<u>8,325.09</u>
<b>Siemens Industry Inc. - Lab</b>			
	10/13/2012	64100 · Operating Supplies	75.00
Total Siemens Industry Inc. - Lab			<u>75.00</u>
<b>Siemens Industry, Inc.</b>			
	10/23/2012	65101 · Operating Chemicals	13,306.65
Total Siemens Industry, Inc.			<u>13,306.65</u>
<b>Staples Business Adv Inc.</b>			

**Novato Sanitary District**  
**Operating Check Register Detail**  
**November 13, 2012**

<u>Date</u>	<u>Account</u>	<u>Amount</u>
10/23/2012	66090 · Office Expense	54.23
10/23/2012	66090 · Office Expense	52.08
10/23/2012	65100 · Operating Supplies	17.32
10/23/2012	66090 · Office Expense	169.40
Total Staples Business Adv Inc.		<u>293.03</u>
<b>State Water Resources Control Bd(2)</b>		
10/23/2012	61000-4 · Water/Permits/Telephone	34,452.00
10/23/2012	60201 · Permits & Fees	8,154.00
Total State Water Resources Control Bd(2)		<u>42,606.00</u>
<b>T-Mobile</b>		
10/23/2012	65193 · Telephone	22.91
Total T-Mobile		<u>22.91</u>
<b>U.S. Bank Card (1)(Bev)</b>		
11/01/2012	66090 · Office Expense	13.96
Total U.S. Bank Card (1)(Bev)		<u>13.96</u>
<b>U.S. Bank Card (2)(June)</b>		
11/01/2012	66124 · IT/Misc Electrical	478.75
11/01/2012	66090 · Office Expense	12.99
11/01/2012	65150 · Repairs & Maintenance	120.80
11/01/2012	21016 · U.S. Bank Visa	1,734.32
Total U.S. Bank Card (2)(June)		<u>2,346.86</u>
<b>Unicorn Group</b>		
10/30/2012	66090 · Office Expense	189.47
Total Unicorn Group		<u>189.47</u>
<b>United Parcel Service</b>		
10/13/2012	66090 · Office Expense	19.10
Total United Parcel Service		<u>19.10</u>
<b>Verizon - 5143</b>		
10/22/2012	66193 · Telephone	184.52
Total Verizon - 5143		<u>184.52</u>
<b>Verizon Wireless-</b>		
10/16/2012	60193 · Telephone	71.95
10/16/2012	65193 · Telephone	47.97
10/16/2012	66193 · Telephone	82.80
Total Verizon Wireless-		<u>202.72</u>
<b>Vision Service Plan</b>		
10/18/2012	66020 · Employee Benefits	524.81
Total Vision Service Plan		<u>524.81</u>
<b>Water Components &amp; Building, Inc.</b>		
10/12/2012	63100 · Operating Supplies	593.45
Total Water Components & Building, Inc.		<u>593.45</u>
<b>WECO</b>		
10/17/2012	60100 · Operating Supplies	34.93
Total WECO		<u>34.93</u>
		<u><u>401,507.89</u></u>

# Novato Sanitary District Capital Project Check Register

November 13, 2012

Date	Num	Name	Credit
<b>Nov 13, 12</b>			
11/13/2012	2439	W.R. Forde	104,062.43
11/13/2012	2431	C.V. Larsen Co.	64,837.47
11/13/2012	2435	RMC Water & Environment, I...	38,288.17
11/13/2012	2437	Stiles Construction Company	16,578.00
11/13/2012	2434	Nute Engineering Inc.	13,366.29
11/13/2012	2432	Linscott Engineering Contrac...	5,642.06
11/13/2012	2438	Team Ghilotti, Inc.	1,727.20
11/13/2012	2433	Maggiora & Ghilotti Inc.	1,580.00
11/13/2012	2440	Wetlands & Water Resource...	784.31
11/13/2012	2436	Roy's Sewer Service, Inc.	300.00
<b>Nov 13, 12</b>			<b>247,165.93</b>

**Novato Sanitary District**  
**Capital Projects Check Register Detail**  
 November 13, 2012

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>C.V. Larsen Co.</b>			
	10/23/2012	72804 · Annual Reclamation Fac Imp	64,837.47
Total C.V. Larsen Co.			<u>64,837.47</u>
<b>Linscott Engineering Contractors Inc</b>			
	10/05/2012	72803 · Annual Collection Sys Repairs	1,798.57
	10/05/2012	72803 · Annual Collection Sys Repairs	2,107.08
	10/26/2012	72803 · Annual Collection Sys Repairs	1,736.41
Total Linscott Engineering Contractors Inc			<u>5,642.06</u>
<b>Maggiora &amp; Ghilotti Inc.</b>			
	11/07/2012	72805 · Annual Trtmt Plnt/Pump St Impr	1,580.00
Total Maggiora & Ghilotti Inc.			<u>1,580.00</u>
<b>Nute Engineering Inc.</b>			
	10/12/2012	72804 · Annual Reclamation Fac Imp	510.00
	10/12/2012	72706 · 2008 Collection System Improv	871.04
	10/12/2012	72706 · 2008 Collection System Improv	1,662.00
	10/12/2012	72803 · Annual Collection Sys Repairs	500.00
	10/12/2012	72403 · Pump Station Rehabilitation	9,823.25
Total Nute Engineering Inc.			<u>13,366.29</u>
<b>RMC Water &amp; Environment, Inc.</b>			
	10/15/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	32,411.75
	10/15/2012	73001 · WWTP Upgrade - Contract C	5,876.42
Total RMC Water & Environment, Inc.			<u>38,288.17</u>
<b>Roy's Sewer Service, Inc.</b>			
	10/26/2012	72803 · Annual Collection Sys Repairs	300.00
Total Roy's Sewer Service, Inc.			<u>300.00</u>
<b>Stiles Construction Company</b>			
	10/15/2012	72805 · Annual Trtmt Plnt/Pump St Impr	16,578.00
Total Stiles Construction Company			<u>16,578.00</u>
<b>Team Ghilotti, Inc.</b>			
	11/07/2012	72803 · Annual Collection Sys Repairs	1,727.20
Total Team Ghilotti, Inc.			<u>1,727.20</u>
<b>W.R. Forde</b>			
	10/08/2012	72803 · Annual Collection Sys Repairs	2,584.23
	10/18/2012	72804 · Annual Reclamation Fac Imp	3,735.46
	10/18/2012	72804 · Annual Reclamation Fac Imp	3,994.55
	10/26/2012	72403 · Pump Station Rehabilitation	93,748.19
Total W.R. Forde			<u>104,062.43</u>
<b>Wetlands &amp; Water Resources, Inc</b>			
	10/12/2012	72804 · Annual Reclamation Fac Imp	140.00
	11/06/2012	72804 · Annual Reclamation Fac Imp	644.31
Total Wetlands & Water Resources, Inc			<u>784.31</u>
			<u><u>247,165.93</u></u>

11/08/12

# Novato Sanitary District Board Fees Check Register

For October 2012

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
<b>Nov 8, 12</b>	11/08/2012	3154	Di Giorgio, Michael	1,119.37
	11/08/2012	2284	Long, William C	966.75
	11/08/2012	2285	Mariani, Jean M	629.59
	11/08/2012	2286	Peters, A. Gerald	477.15
	11/08/2012	3156	Welsh, Dennis J	486.86
	11/08/2012	3155	void	0.00
<b>Nov 8, 12</b>				<u><u>3,679.72</u></u>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Solid Waste Committee Report	<b>MEETING DATE:</b> November 13, 2012  <b>AGENDA ITEM NO.:</b> 6.a.
<b>RECOMMENDED ACTION:</b> N/A Information	
<b>SUMMARY AND DISCUSSION:</b>  The Solid Waste Committee is meeting on November 13 <sup>th</sup> shortly before the Board meeting so the Committee members along with Dee Johnson will be presenting the report verbally. The following supporting information is attached: <ul style="list-style-type: none"><li>• Zero Waste Calendar</li><li>• Fall E-Waste Event Report</li><li>• Household Hazardous Waste Utilization Summary</li><li>• Novato Disposal 3<sup>rd</sup> Quarter 2012 Report</li></ul>	
<b>DEPT.MGR.:</b>	<b>MANAGER-ENGINEER:</b>

**CALENDAR/TIMETABLE FOR ZERO WASTE PROGRAMS IN FRANCHISE AGREEMENT**

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

**EXHIBIT 4: Zero Waste Community Outreach**

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
1. Novato Disposal newsletters	Casey/Bessie	2 times a year	Notify District in Fall for dates of subsequent annual newsletters	1 Zero Waste feature article in each newsletter <i>Fall newsletter included E-Waste article</i>
2. Promote 20 gallon cans	Casey/Bessie	ongoing	ongoing	Promote in newsletters & bills <i>Note: 20 gal can use increased 21% from 3rd Q 2011</i>
3. Promote backyard compost bins	Steve/Casey/Bessie	ongoing	2012	Promote in newsletter, at events & with Backyard Compost classes run by Marin Food Scrap Coalition [or Marin Master Gardeners <i>Workshop at Senior Center - date to set in spring 2013</i>
4. 2 additional Outreach Campaigns promoting zero waste, waste reduction and/or other diversion	Steve/Casey	Ideas for 2012 campaign submitted; proposed 2013 campaign ideas	October of each year to District for approval	<u>2012 Outreach Campaigns:</u> 1. Target 95 gal. can customers to reduce can size ; <i>target with June billing insert; follow-up with special mailer to track progress; reduced 95 gal. can customers by 8% from 3rdQ 2011</i> 2. Target commercial customers to recycle <u>Proposed 2013 Outreach Campaigns</u> 1. Commercial & multifamily recycling outreach 2. Commercial food scraps composting

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
1. Promote commercial audits to all businesses of 4 c.y. or greater	Scott/Dee	(see AB32 item)	(see AB32 Item)	Include in AB32 promotions
2. New customer packets to include Zero Waste promotions	Casey/Bessie	ongoing	ongoing	New customer to be directed to website; packets upon request and update annually
3. Visit all commercial businesses with 4 c.y. service or more and multi-family complexes of 5 units or more annually	Scott/Dee	(see AB32 item)	(see AB32 item)	Visits to determine service level, contact with owners of business and/or property managers; visits with multi-family also identify resident outreach methods; conduct presentations
4. Participate in 10 events annually	Steve/Casey/Bessie/Dee	Submit ideas for events to District by 4 <sup>th</sup> quarter of each year for following year	List submitted to District for 2013 events;	<p><b><u>2012 Events Completed:</u></b></p> <ul style="list-style-type: none"> <li>● Chamber Business Fair – <b>April 19</b></li> <li>● Novato’s Clean and Green Day – <b>April</b></li> <li>● E-Waste Events handouts <b>Spring</b></li> <li>● School Tour of Novato – <b>May 5</b></li> <li>● Novato’s Art &amp; Wine Festival – <b>June 9-10</b></li> <li>● Novato Farmer’s Markets – <b>August 21</b></li> <li>● 4<sup>th</sup> of July Parade–</li> <li>● Pollution Prevention Week <b>Sept 17 23</b></li> <li>● Sr. Center Health Fair – <b>October 11</b></li> <li>● E-Waste event handouts - <b>Fall</b></li> </ul>

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
				<p><b><u>2013 Events Proposed</u></b></p> <ul style="list-style-type: none"> <li>• Chamber Business Fair – <b>April</b></li> <li>• Novato’s Clean and Green Day – <b>April</b></li> <li>• E-Waste Events handouts <b>Spring</b></li> <li>• School Tour of Novato – <b>May</b></li> <li>• Novato’s Art &amp; Wine Festival – <b>June</b></li> <li>• Novato Farmer’s Markets – July and <b>August</b></li> <li>• 4<sup>th</sup> of July Parade–</li> <li>• Pollution Prevention Week <b>Sept</b></li> <li>• Sr. Center Health Fair – <b>October</b></li> <li>• E-Waste event handouts - <b>Fall</b></li> <li>• Rotary presentations –</li> <li>• Sr. Center Backyard Compost workshop – <b>Spring</b></li> <li>• Hamilton Harvest or Hometown Festival – <b>Fall</b></li> </ul>
<p>5. Conduct annual retraining at schools on recycling &amp; Zero Waste; participate in developing Zero Waste curricula for schools; offer Zero Waste &amp; recycling programs for school assemblies</p>	<p>Bessie/MCC</p>	<p>(See Ex. 5 School Recycling and Food Waste Program)</p>	<p>(See Ex. 5 School Recycling and Food Waste Program)</p>	<p>Input from Bessie re: school sites; working with Conservation Corps; <i>provided assistance with class presentations at San Ramon Elementary and Rancho schools</i></p>

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
6. Annual Waste Audit of City facilities and work with City on Zero Waste goals	Steve/Scott/Dee/City staff	Annual basis before 4 <sup>th</sup> quarter of each year	Met with City(Jason Nutt) to determine sites and dates for audits	<u>Sites &amp; dates for 2012:</u> <ul style="list-style-type: none"> <li>• City Offices – completed 2/2/12 -</li> <li>• Senior Center – completed 3/28/12</li> <li>• Police Dept. – <i>to schedule</i></li> <li>• Corp. Yard – <i>awaiting City to schedule</i></li> </ul>
7. Bilingual Zero Waste recycling and diversion guides	Casey/Bessie	Initial revisions	Ongoing as needed	Update as needed
8. Paperless billing	Casey	Effective May 2011	Effective May 2011	Promote in newsletter and billing inserts; system being upgraded by first of the year
9. Interactive website with links to Zero waste & reuse options	Casey/Dee	See Exhibit 6	See Exhibit 6	
10. Billing inserts on program updates as needed	Steve/Casey	2 inserts for 2012	March 2012 & June 2012, Sept 2012 & December 2012	<i>billing insert in 3/12</i> <i>billing insert in 6/12 – m/f</i> <i>commercial recycling</i> <i>billing insert in 9/12 – 95 gal can</i> 1 billing insert Dec – <i>Xmas tree recycling</i>
11. Annual selective route audits to gauge program success	Steve/ Scott	Annual baseline audit <i>scheduled for November 2012</i>	<i>December 2012</i>	2011 conducted route audit for billing purposes; <i>2012 route audit to determine food waste program participation; truck routes revised to work out of Petaluma yard; program route audits scheduled for 11/12</i>
12. Corrective action cart hangers	Steve/Route supervisor	As needed	As needed	
13. Work with regional Reuse E-network plan	Casey/Dee	Dependent on JPA	Dependent on JPA	JPA working with Alameda & San Francisco on regional database; ND will link to database on website

**Exhibit 5: School Recycling and Food Waste Program outline**

Bessie and MCC working on this item; needs more discussion and a separate calendar of goals, tasks and due dates

**EXHIBIT 6: Zero Waste Program Implementation Schedule**

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
<b>Food/Green Waste Composting</b>				
1. Single family residential	Steve/Scott/Casey/Bessie/Dee	- Meet with HOA's	Ongoing	Additional work needed for some HOA's who don't have green carts, but have single family service; <i>List of Novato HOA's updated; Meet with HOA's to provide carts for food &amp; green waste; selective food waste audit (500 can)determined 34% of residents with food scraps in green carts</i>
2. Place food waste diversion stickers on food carts and notify re: food scrap pail availability	Steve/Scott/Casey	Stickers mailed week of 1/20/12	Stickers - April 2012  Food scrap pails ongoing	Food Waste green can stickers mailed January 2012, asking all households to place on cart; <i>75% of households have stickers on green cans: NDS to follow-up with remaining customers;</i> food scrap pails advertised in newsletter, website,ads; distributed at Farmer's Market & Senior Center; <i>over 1500 food scrap pails distributed</i>
3. Supermarket food waste diversion	Steve/Scott/Casey	<i>Schedule</i>	2012	<i>Redwood to accept commercial food waste within 3 months</i>
4. Restaurant Food waste diversion	Steve/Scott/Casey	<i>Schedule</i>	2012	

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
5. Multi-family food waste diversion	Steve/Scott/Casey	<i>Schedule</i>	2012	
<b>C&amp;D Recycling, reports &amp; enforcement</b>				
1. Monitor C&D recycling reports & conduct outreach to contractors	Casey/Dee	Ongoing/quarterly reports	Ongoing	NDS provides quarterly C&D recycling reports to City & Dee <i>NOTE: Current City C&amp;D diversion reported by Novato Disposal at ____:Novato Disposal to track C&amp;D from new City Hall building construction</i>
2. Enforce C&D recycling thru Solid Waste ordinance	Beverly/Dee	Ongoing	Ongoing	District solid waste ordinance to be enforced and updated
<b>AB32 /AB341/AB818 Multi-family &amp; Commercial mandated recycling</b>				
1. Identify all multifamily & commercial sites & review recent legislation for changes to program	Beverly/Casey/Dee/Scott/Bessie	Staff meeting – completed		Novato Disposal & District staff meeting on 2/1/12 to discuss databases to obtain accurate site information; develop 1 database to include site name, address, phone, bill payer and/or site owner, level & type of service provided (garbage?; recycling?); site visits; outcome

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
2. Develop materials for commercial & multifamily residents	Bessie/Dee review	Current	May 2012-& Ongoing	<i>Novato Disposal mailed letter end of May; District developed web page &amp; Novato Patch ad posted August; develop additional handouts &amp; mailers</i>
3. Make site visits	Scott/Dee/Bessie	2012	Ongoing	Visits to include information on AB32 requirements, waste audit availability; Dee, Bessie & Scott will make site visits; <i>site visits conducted to 12 mf properties</i>
4. Participate in workshops for multifamily & commercial property managers	Beverly/Dee/Scott/Bessie	Ongoing	Ongoing	District will be responsible for developing workshops/meetings with Novato Disposal's participation and assistance; <i>contact rental housing associations, HOA's and MIRP</i>
5. Provide recycling containers	Steve/Scott	Ongoing	Ongoing	Following site visits, to determine size & placements, Novato Disposal can begin delivery of recycling containers
6. Implement mandated multifamily & commercial recycling	District & Novato Disposal	Ongoing	July 2012	Date mandated by legislation; District to provide ongoing outreach & education
<b>Schools Campaign</b>				
1. Institute food waste recycling	District & Novato Disposal	2010	2010	Program instituted in select schools

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
2. Monitor food waste & recycling programs; meet with teachers & students	Bessie & MCC	See EX 5	See EX 5	Separate calendar & schedule to be developed
<b>Backyard Composting</b>				
1. Promote backyard composting through compost bin promotion	Steve/Casey/Bessie	Ongoing	Ongoing	See Item EX 4, Item 3
<b>Wet/Dry Route Collections</b>				
1. Discuss feasibility of system & institute if feasible	District & Novato Disposal	2018/2020	2020	Discussions begin in 2018, with system instituted in 2020 if feasible
<b>Discuss feasibility &amp; diversion potential of conversion technology systems</b>	District & Novato Disposal		2025	
<b>Zero waste diversion goals</b>				
1. 60% diversion	Novato Disposal	12/31/15	12/31/15	With 60% diversion required by 12/31/2015, reports will be required within 60 days , or by end of February 2016 to District to prepare final reports
2. 70% diversion	Novato Disposal	12/31/20	12/31/20	With 70% diversion required by 12/31/2020, reports will be required within 60 days , or by end of February 2021 to District to prepare final reports
3. 80% diversion	Novato Disposal	12/31/25	12/31/25	With 80% diversion required by 12/31/2025, reports will be required within 60 days , or by end of February 2026 to District to prepare final reports



## **NOVATO E-WASTE COLLECTION**

**Saturday, October 13 – Monday, October 15, 2012**  
**FINAL REPORT**

**Number of Participants: 676 residents**

**E- Waste Collected: 36,693 pounds**

### **Background**

Novato's sixteenth E-Waste collection event was held from Saturday, October 13 through Monday, October 15, 2012 at the Recycling Center. Due to the sunset of the E-Waste exemption for disposal of electronics, essentially everything with a plug or cord was accepted. Although TV's and CRT's are collected at the Household Hazardous Waste (HHW) facility, this special drop off event offers residents the opportunity to properly dispose of all electronic items.

Since 2003, at these events, we have collected over 1,155,300 pounds of E-waste, from over 16,200 Novato residents.

### **Scope**

The event functioned as follows:

1. Novato residents dropped off E-Waste during a three day period beginning Saturday, October 13 through Monday, October 15 from 10:00am – 3:00pm. No appointment was necessary.
2. Novato Disposal was responsible for collecting and sorting E-Waste at the Recycling Center. All SB20/50 E-Waste materials - computer monitors, TV's and laptops – were sorted and packaged separately. All other E-Waste was packaged in large Gaylord boxes.
3. Novato Disposal was designated the "authorized collector" for the event, and was able to receive the state reimbursement of \$.16/lb. for all CRT's and TV's collected. Novato Disposal provided a crew of unloaders, an individual to assist with surveys and a supervisor at the Recycling Center dedicated only to the E-Waste collection.
4. ECS Refining was contracted with to provide E-Waste recycling services and functioned as the "approved recycler" under SB50/20 requirements. ECS was responsible for all transportation and E-Waste recycling, along with providing materials, such as pallets, Gaylord boxes and shrink wrap. In addition, ECS provided 2 additional staff to assist Novato Disposal with unloading and packaging on Saturday and Sunday. ECS also transported e-waste collected every day of the event.

- The program coordinator supervised the entire program and was in attendance all three days to conduct surveys, traffic control, unloading, paperwork and overall coordination and supervision of staff and the recycler.

**Participation**

A total of **676 residents** dropped off *E-Waste* during the three day event. Average daily participation was **225** – lower than our average daily participation for the 2012 spring event. Surveys were completed by all residents. The daily participation, based on actual surveys completed is listed below:

	SAT	SUN	MON
Daily Participation	278	204	194

Saturday was our highest participation, with Sunday and Monday coming in “second and third”.

**Type of Waste Collected**



Due to the sunset of the Universal Waste exemption for household electronics, nearly everything with a cord was accepted, except for large appliances such as washers, stoves, etc. The following *E-Waste* was accepted:

- Computers, computer monitors, laptops – maximum, of 5 per person
- Fax machines and small table top copy machines
- Computer peripherals, such as printers, scanners, cables, mouse, keyboards
- Telephones, cell phones, answering machines
- Electric typewriters
- Televisions
- Radios, tape players, stereo equipment, DVD recorders, VCR’s, camcorders
- Kitchen appliances such as blenders, coffee makers, microwaves
- General household appliances – hair dryers, lamps, vacuums

All newsletters, ads and web sites made it clear what was and was NOT acceptable. In addition, residents were encouraged to donate all working electronics to local thrift stores or charities.

A total of **36,693 pounds** of *E-Waste* was collected over the 3-day period. The chart below illustrates the total pounds and pounds per participant.

Number of participants	676
Total <i>E-Waste</i> Collected (lbs)	36,693
Pounds per participant	54



## Publicity and Outreach

Instead of event-specific fliers, publicity and outreach for this event was maintained with the regular newsletters in order to decrease costs. Outreach methods include:

- Article in Novato Disposal newsletter, mailed to all customers
- Article in Sanitary District newsletter, mailed to all residents
- Ad placed on Novato Patch
- Ads placed in Novato Advance
- Separate notice on Sanitary District website
- Fliers posted at city hall, Sanitary District, Recycling Center
- Notices on hotline

## Costs

The state's E-Waste law continues to provide reimbursement to the approved collector – in this case, Novato Disposal - for collection of all CRT devices. For this event we were able to maintain our non-CRT waste collected at **NO CHARGE**. In addition our E-Waste recycler – ECS Refining– did not charge for their additional workers on Saturday and Sunday and continued to provide us with all transport and supplies at no charge. ECS paid Novato Disposal the SB20/50 reimbursement rate of \$.16/pound for CRT devices. Novato Disposal charged for laborers, supervisors and surveyors for all three days. We continue to significantly reduce our costs by eliminating the printing and mailing of the individual E-Waste fliers and rely primarily on Novato Disposal's and Novato Sanitary District's newsletters.

The costs for this event totaled **\$526.30** – a **44% reduction from our spring 2012 event** costs. By eliminating the E-Waste flier printing and mailing and reducing the event from 4 days to 3 days we continue to save costs. In 2012, **we saved over \$12,000** from the 2011 E-Waste event costs. As expected, overall total pounds of E-Waste collected continue to decrease, as well as E-Waste reimbursement. The following chart illustrates costs, reimbursements and pounds collected.

Individuals Participating	676	
Total Pounds collected	36,693	
Pounds per participant	54	
CRT & Flat screen weight (pounds)	14,708	
Non-CRT E-Waste (pounds)	19,709	
Microwaves (pounds)	2,276	
<b>COSTS</b>		
Non-CRT recycling costs (NO CHARGE)	\$00.00	
Rental Charges (Fork lift; )	\$745.42	
Novato Disposal Labor	\$2,134.19	
Subtotal Novato Disposal costs	\$2,134.19	
Reimbursement of CRT's paid to Novato		(\$2,353.31)

Disposal (\$.16/pound)		
Remaining Novato Disposal Costs/ <b>Credit</b>	<b>(\$ 219.12)</b>	
Total E-Waste event costs	\$ 526.30	

Funding of \$ 4,000. is included in the current FY 2012/13 budget for 2 *E-Waste* events this fiscal year.

### **Survey Results**

All participants completed a brief questionnaire. (Attachment A).

In general:

- 28% of all participants were using the program for the first time
- The majority of individuals (74%) heard about the event through the Novato Sanitary District newsletter; 31% heard about it through Novato Disposal newsletter.
- The additional outreach, including the Novato Patch ad, Recycling Center flier, Novato Advance ad, District website and Community house banner, was mentioned by a total of 17% of all respondents.
- Of the 676 participants, over 49% brought in computer monitors or televisions.
- Over 62% of the participants brought in some type of computer related product – monitor, CPU, printer, etc.
- 45% of participants brought in some type of kitchen or general household appliance
- Universally, respondents were very appreciative of the service.

### **Comparative Data**

Attached is a chart comparing data collected from the 2003 – 2012 events (Attachment B).

- Participation was lower than Spring 2012. Average daily participation was 225, 16% lower than the Spring 2012 event. Saturday and Sunday were the busiest days. Obviously, residents are making good use of other E-Waste recycling opportunities such as Goodwill, the HHW facility and other E-Waste recycling events held around town to dispose of their E-Waste. However, these 2 E-Waste events remain enormously popular.
- Costs for the Fall 2012 event continue to decrease. ECS, our E-Waste recycler continues to provide us with recycling of all non-CRT E-Waste at no charge, and provides us with 2 workers on Saturday and Sunday at no charge, which is a great benefit. Novato Disposal bills us directly for all labor and service charges, minus any SB20/50 reimbursement. For this event, Novato Disposal owed us money from the SB20/50 reimbursement waste collected. We will continue to pursue the best possible pricing, with authorized reputable E-Waste recyclers, for all future events.

### **Recommendations**

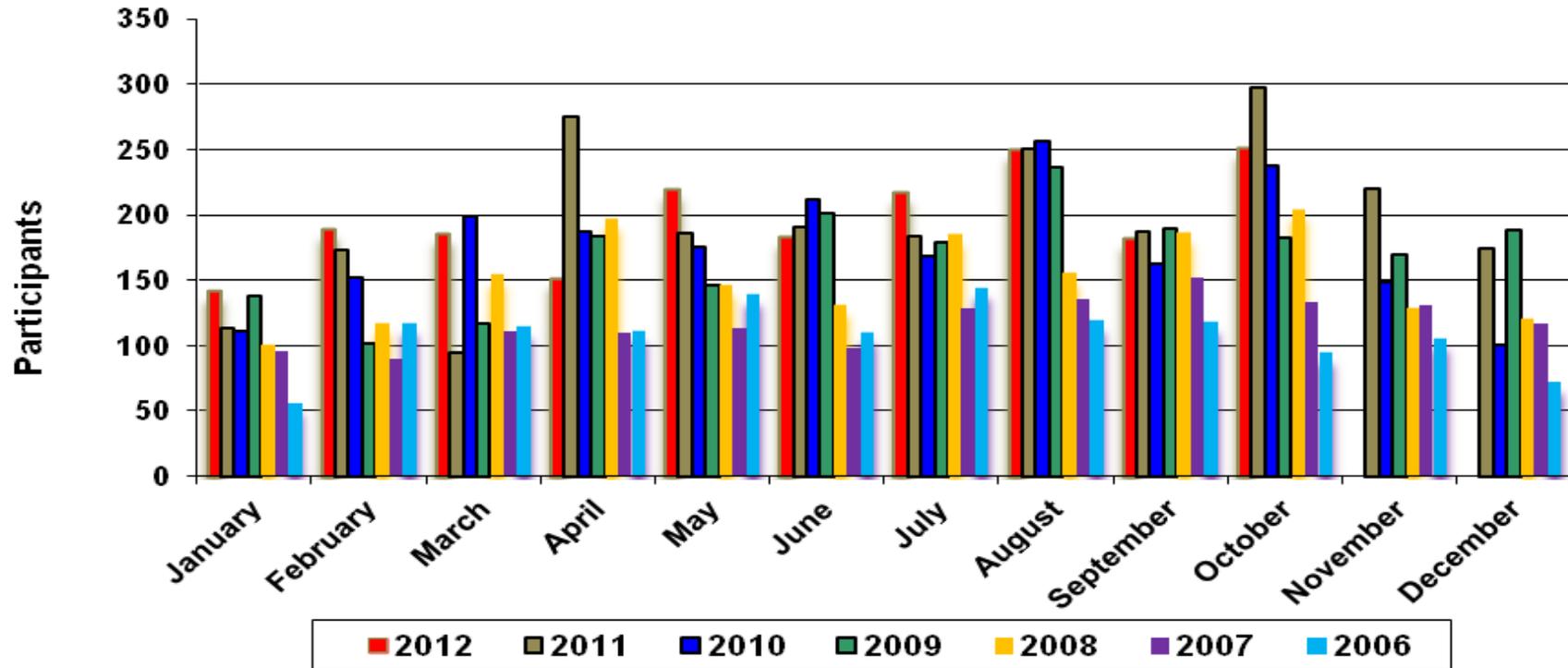
Based on the success of these events and the community need it is recommended that we continue with the E-Waste events for 2013. Recommendations include:

- It is recommended that we continue with the E-Waste events for 2013. For spring 2013, maintain the 3-day event - **Saturday, Sunday and Monday**. Based on Spring 2013 event participation, evaluate whether the Fall event should be reduced from 3 to 2 days. Since Novato residents have several options for E-Waste collection on a regular basis, including Novato Disposal's 4 times a year bulky waste scheduled pick-ups, these special events may not be the most efficient use of our time or money. However, costs for the 3-day event are now nearly insignificant, and the community goodwill generated by the program is priceless.
- With the change in Novato Disposal's bulky waste pick-ups, we no longer benefit from the publicity of twice a year clean-up events. However, we will continue to publicize the new by-appointment 4 times per year bulky waste collection, which also offers residents collection of E-Waste materials.
- In order to maintain the reduced costs for these events we will continue to eliminate the mailing of separate E-Waste fliers to all residents. This resulted in over \$12,000. reduction in costs for 2012. We will continue to rely on the publicity and announcements in Novato Disposal's and Novato Sanitary District's newsletters, which will be mailed out prior to the E-Waste events.
- Continue with all additional outreach and notifications, including newsletter articles, Novato Patch ads, District and Novato Disposal websites, Novato Advance ads, and banners at the community house, over DeLong Ave. and hotline notices.
- Continue to monitor the rates CalRecycle pays to reimburse E-Waste collectors and recyclers. (Currently the rate is \$.39/lb - \$.23 to the recycler and \$.16 to the collector). CalRecycle has the ability to review these rates on an annual basis, so these rates may change in 2013. Advocate for additional computer waste, such as printers, hard drives and peripherals, to be included in the reimbursement program and/or legislation.
- Continue to work with an E-Waste recycler, such as ECS, who is a member of the *e-Stewards* certification program. This program has the most rigorous third party audit and certification procedures for E-Waste recyclers to ensure that none of our E-Waste is exported to any third world countries, dumped or uses prison labor. (Currently ECS has signed a pledge of non-export, goes through a third party "desk audit" process and is committed to a thorough *e-Stewards* audit and certification process.) ECS is an extremely reputable company - one of the major reasons we have continued to use them! We will continue to promote this fact in our advertising, including Novato Disposal's and Novato Sanitary's newsletter and future E-Waste promotions.
- Continue to collect all E-Waste, including CRT's and TV's at the HHW facility.

- Continue to publicize additional opportunities for residents to **properly** dispose of E-Waste, such as Goodwill, Marin Computer Resources in Bel Marin Keys and through Novato Disposal's bulky waste scheduled pickups.
- Work with the CA Product Stewardship Council, North American Hazardous Materials Management Association and others, to pursue legislation for producer "take-back" of used electronics.
- Continue to monitor Novato Disposal labor costs, to ensure necessary staffing.

We will carefully monitor these E-Waste event costs over the next year. The reduction in days and elimination of flier printing and mailing costs has provided significant reduction in costs. With the future move of the HHW facility, it is expected that these events will eventually be eliminated and E-Waste will be collected on a regular basis at a new, larger HHW facility. Until this occurs we will continue to operate these events. Funding is included in the FY2012/13 budget for 2 events in the fiscal year.

## HHW Facility Monthly Participation 2006- 2012



**CITY OF NOVATO**  
**3<sup>rd</sup> Quarterly Report**  
**July- September 2012**

Submitted by Novato Disposal Service

## A. Solid Waste Data

### A. Tons Delivered to Disposal Site

		<b>This Quarter</b>	<b>Same Quarter One Year Ago</b>
<b>Residential</b>	*	3,565.81	4,219.68
<b>Commercial</b>	**	2,801.70	3,315.46
<b>TOTAL:</b>		<b>6,367.51</b>	<b>7,535.14</b>

\*includes commercial/multifamily locations served with carts

\*\*includes multifamily accounts service with bins

## B. Recycling Data

### Tons Collected and Processed

<b>This Quarter:</b>	<b>3,675.86</b>
<b>Same Quarter One Year Ago</b>	<b>4,502.33</b>

<b>Commodity</b>	<b>Curbside</b>	<b>Buyback</b>	<b>Total</b>
	Commercial Multifamily Residential		
<b>Cardboard</b>	591.56	-	591.56
<b>Paper (News &amp; Mixed)</b>	1,901.84	-	1,901.84
<b>Recycling (Overages)*</b>	94.85	-	94.85
<b>Aluminum Cans &amp; Foil</b>	6.55	13.12	19.67
<b>Metal Cans</b>	29.46	-	29.46
<b>**Glass</b>	676.04	88.29	764.33
<b>Plastic PET</b>	54.33	-	54.33
<b>Plastic NHDPE</b>	9.86	.51	10.37
<b>Plastic CHDPE</b>	16.73	-	16.73
<b>Plastic All Other</b>	174.92	4.82	179.74
<b>Other diverted materials</b>	12.98	-	12.98
<b>Total</b>	<b>3,569.12</b>	<b>106.74</b>	<b>3,675.86</b>

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

\*\*This includes glass overages

\*\*\*Previous reports included C&D

## C. Greenwaste Data

### Tons Collected and Processed

This Quarter:	3,110.68
Same Quarter One Year Ago:	3,210.22
Food Waste:	36.25
Wood Waste:	20.20

### Final Disposition:

All green waste was used as compost.

## D. Construction and Demolition Data, including inert solids

### Tons Collected and Processed

This Quarter:	1,345.29
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## E. Service Accounts

Residential Cart Weekly		Same Quarter One Year Ago
Can size	Number of Customers	Number of Customers
20 gallon	1,539	1,269
32 gallon	11,411	11,407
68 gallon	3,093	3,199
95 gallon	314	342
Non-Auto	8	9

Multifamily Cart Customers**			Cart Amt. ,Same Quarter One Year Ago**	
Can size	Weekly	2 or more times weekly	Weekly	2 or more times weekly
20 gallon	1	0	1	0
32 gallon	22	0	19	0
68 gallon	12	4	18	0
95 gallon	7	1	6	1

Multifamily Bin Customers				Same Quarter One Year Ago		
Bin size	Weekly	2 times weekly	3 or more times weekly	Weekly	2 times weekly	3 or more times weekly

2 yd.	18	3	1	18	3	2
3 yd.	26	24	25	40	41	58
4 yd.	0	0	1	0	0	1
6 yd.	1	0	2	1	0	7

Commercial Cart Weekly		Same Quarter One Year Ago
Can size	Number of Customers	Number of Customers
20 gallon	0	0
32 gallon	124	128
68 gallon	115	128
95 gallon	108	118

Commercial Bin Customers				Same Quarter One Year Ago		
Bin size	Weekly	2 times weekly	3 or more times weekly	Weekly	2 times weekly	3 or more times weekly
2 yd.	92	9	1	96	9	0
3 yd.	159	94	70	164	110	82
4 yd.	5	4	1	0	0	1
6 yd.	4	3	8	5	3	7

Commercial Special Service*		Same Quarter One Year Ago
Bin Size	Number of Customers	Number of Customers
3 yd.	9	7
15 yd.	2	2
20 yd.	3	2
30 yd.	3	3
Compactor	10	8

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

## F. Noteworthy Actions

### Community Education/Outreach

- Novato Disposal Outreach staff followed up with Jessica from Vintage Oaks at Novato. Client requested to increase recycling services, and had questions about contamination protocol.
- Novato Disposal Outreach staff spoke with owner from Golden Egg Omelet House. We explained our recycle programs available, dropped off a business packet and answered any questions.

- Novato Disposal Outreach staff met with Kelly from Eugene Management. We provided an educational presentation about recycling to homeowners from Captains Landing prior to their monthly homeowners meeting. We also introduced the possibilities of adding a compost program to the complex.
- Novato Disposal Outreach staff updated bins all along Sherman Ave for City of Novato.
- Novato Disposal Outreach staff conducted a residential food scrap participation audit. Each day for five days we looked in 100 cans a day. A week long study showed that 34.20% of various residences are composting food scraps. Considering areas and amounts of yard waste versus food scraps produced by each customer we see potential for increase.
- Novato Disposal Service results for Novato Art & Wine Festival: Garbage: 2.15 tons, (NBCC) Recycle: .74 tons, Compost: 4.8 tons estimated.

## Schools

- Novato Disposal Outreach staff provided two assemblies to the student body at Rancho Elementary. The students were refreshed and guided through the latest recycle updates. We also answered questions from the principal and children during the presentation.
- Novato Disposal Outreach staff teamed up with NBCC and provided class to class presentations at San Ramon Elementary. With eager volunteers, started up a green team and helped out with lunch time observation.

## G. Additional Information

### Mailers

Please find attached:

- All multi-family units were sent a business packet describing services available through Novato Disposal. We have since received feedback from a few complexes in terms of outreach on site to tenants with our recycling door hangers. Also providing site visits with property owners or managers to assess and increase recycle efforts. Customers contacted:

Recycle Door Hanger Participation: Multi- Family				
Customer Contacted	Participating	# of units	RRY Serv.	Yard Waste
1029 Second St Apts	Yes	9	2-95gal	
Ali Lari	Yes	4	4-95gal	
Carrie Cooley	LM		1-95gal	
1121 Third St Apartment	Yes	4	2-95gal	
Carlotta Apartment	LM			
Bermuda Harbour	LM		3yd bin	
Center Place HOA	LM		2-3yd bins	
Country Club Apartments	Yes	24	2yd bins	
Creekside Apartments	Yes	32	2yd bin	
Captains Landing Owners	Yes	66	2-2yd	
Cedar Creek Homeowner	Yes	45	6-96gal	
Bridge Creek Apartments	LM		3-95gal	

- New start post cards
- 20gal promotional mailer was sent to all 95gal garbage container customers.
- Novato Disposal Recycle News Fall 2012 edition mailed out to all NDS customers. Focused on Responsible E-Waste Recycling in Novato. Since 2003 a partnership between NDS, NSD, and ECS Refining has helped provide a safe and convenient way to get rid of old or unwanted electronic waste with a free drop off event each Spring and Fall. This newsletters also listed the e-waste event calendar, answered frequent hazardous waste questions, noted holiday tree recycling locations and resources, cooking oil recycling. Like all newsletters, contained a single stream recycling guide, yard waste guide, notes from customer service and provided resources for toxic and hazardous waste disposal.

## **Donations**

Novato Disposal provided the following donations:

- Novato Disposal Service donated (1) 4yd garbage bin to Presbyterian Church of Novato for Buckaroo Breakfast on July 2, 2012.
- Novato Disposal Service donated (24) 68gal garbage, (24) 68gal recycle cans to Downtown Novato Business Assoc. for 4<sup>th</sup> of July Parade on July 4, 2012.
- Novato Disposal Service donated (2) 4yd recycle bins, (10) 64gal recycle cans to Marin Swim League for 2012 Champs Swim Meet on July 13, 2012.
- Novato Disposal Service donated (1) 20yd garbage box to California Waterfowl for Sonoma/Marin Pig Feed on July 14, 2012.
- Novato Disposal Service donated (1) 20yd garbage, (1) 20yd recycle for ST Anthony of Padua Church for Annual Rummage Sale on July 17, 2012.
- Novato Disposal Service donated (1) 3yd garbage bin to Our Lady of Loretto School for Youth Ministry Golf Tournament on August 7. 2012.
- Novato Disposal Service donated (1) 3yd garbage bins to IDESI for Steak/Salmon BBQ on August 17, 2012.

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Finance Committee Report</b>	<b>MEETING DATE: November 13, 2012</b>
	<b>AGENDA ITEM NO.: 6.b.</b>
<b>RECOMMENDED ACTION: N/A Information</b>	
<b>SUMMARY AND DISCUSSION:</b>	
<p>The Finance Committee met on November 5, 2012 to review the Investment Policy and Financial Procedures, and receive a report on the progress of the 2011-12 Audit.</p>	
<b>Investment Policy</b>	
<p>At the time that the Board approved an update of the Investment Policy on October 22<sup>nd</sup>, Board Member Mariani requested that the District explore expanding the allowable investment options to include the Marin County Investment Pool and CalTRUST. The Committee discussed the Fitch 2010 AAA rating of the Marin County Investment Pool. Director Long noted that they are heavily invested in US Government mortgage securities and suggested that the District invite the County Treasurer to make a presentation. Director Mariani requested that the Manager-Engineer research CalTRUST and bring the information back to the committee. The Manager-Engineer will also bring back the Investment Policy to the Committee with suggested administrative edits to remove procedures and focus on policy.</p>	
<b>Financial Procedures</b>	
<p>The District has four financial procedures: Purchasing, Cash Disbursements and Accounts Payable, Cash Receipts and Accounts Receivable, and Electronic Transfer. Director Mariani complimented Laura Creamer, Finance Officer, on the procedures. She also noted that the District should have a Reserve Policy. Creamer said that there is such a policy but it needs updating. It will be presented and discussed at the next Finance Committee meeting.</p>	
<b>2011-12 Audit</b>	
<p>Creamer reported that the auditors, Maze and Associates, completed the field work in September. The final draft of the Audit is scheduled to be completed and presented to the Finance Committee in the first week of December. It will then be presented to the Board of Directors at the December 10, 2012 meeting. The auditor will attend the Board meeting to present the audit and answer any questions. It is being prepared in accordance with GFOA guidelines and will be submitted for consideration of the Certificate of Achievement for Excellence in Financial Reporting award.</p>	
<b>DEPT.MGR.:</b>	<b>MANAGER-ENGINEER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Strategic Planning and New Facilities Committee Report</b>	<b>MEETING DATE: November 13, 2012</b>  <b>AGENDA ITEM NO.: 6.c.</b>
<b>RECOMMENDED ACTION: N/A Information</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>The Strategic Planning and New Facilities Committee met on November 1, 2012 to discuss capital projects and the Strategic Plan Work Plan.</p> <p><b>Capital Projects</b></p> <p>The Deputy Manager-Engineer reviewed the 2011-16 Capital Plan noting that the total costs are the same as for the 2012 Financial Plan on which the 4-year rate schedule was based although some of the project schedules have changed. A copy of the updated plan is attached.</p> <p>The Committee discussed the Olive Street Force Main Replacement alternatives. The Manager-Engineer stated that the current pipe is a fiberglass composite "Techite" installed in 1972. Techite pipe is known to deteriorate over time and has been the source of major sewer overflows in other locations. Nute Engineering evaluated four alternatives and recommends sliplining with HDPE pipe as the lowest cost alternative with the added benefit of having the least traffic impact. The Committee directed staff to request a proposal from Nute Engineering to design the replacement project and then bring the proposal to the Board of Directors for approval.</p> <p>The Committee considered a request from the City of Novato for the District to contribute at least \$50,000 to widen the railroad bridge pier spacing over Novato Creek. The Committee noted that this is outside the scope of services provided by the District and not an appropriate use of District funds.</p> <p><b>Strategic Plan</b></p> <p>The Committee reviewed and discussed the Strategic Plan Workplan. The Manager-Engineer reported that staff is meeting monthly to review progress on the plan and is currently meeting the schedule put forth in the attached Workplan.</p>	
<b>DEPT.MGR.:</b>	<b>MANAGER-ENGINEER:</b>

Table 1: PRELIMINARY CAPITAL IMPROVEMENTS PROGRAM EXPENDITURE PROJECTION 2011-2016

vers. 10/29/2012

Project No.	Project Name	FY2011-12	ACTUAL Expenditures FY11-12	Revised FY12-13 (Aug 2012)	Revised FY2013-14 (Aug 2012)	FY2014-15	FY2015-16	TOTAL FY2011-16
72110	Drainage PS #3 & #7 Outfall Rehabilitation	-	839	50,000	150,000			200,839
72111	SCADA Phase II & IIA	20,000	17,179	10,000	10,000	10,000	10,000	57,179
72403	Pump Station Rehab. (BMK & Gormann-Rupp)	1,500,000	1,114,075	1,600,000	1,250,000	400,000	-	4,364,075
72508	N. Bay Water Recycling Auth.	50,000	50,631	380,440	100,000	40,000	40,000	611,071
72509	NTP Soil & Groundwater Invest.	5,000	-	-	-	-	-	-
72604	Laboratory Improvements	60,000	2,033	10,000	10,000	10,000	5,000	37,033
72607	WWTP Upgrade - Contract A1	15,000	13,138	10,000	-	-	-	23,138
72608	WWTP Upgrade - Contract A2	10,000	-	-	-	-	-	-
72609	WWTP Upgrade - Contract B	700,000	561,206	50,000	10,000	-	-	621,206
72611	Bayside Sewer	10,000	305	3,000	3,000	3,000	25,000	34,305
72612	Southgate Sewer	3,000	458	1,000	1,000	1,000	20,000	23,458
72706	Collection System Improvements	2,000,000	932,175	1,220,000	2,200,000	1,200,000	1,200,000	6,752,175
72706-1	Lateral Replacement Program	-		30,000	30,000	30,000	30,000	120,000
72707	Hamilton Wetlands/Outfall monitoring	5,000	348	-	2,000	2,000	2,000	6,348
72708	Cogeneration	50,000	534	50,000	700,000	50,000	10,000	810,534
72801	Annual Minor Projects	25,000	1,040	-	10,000	10,000	10,000	31,040
72802	Annual Sewer Adj. for City Projects	25,000	7,458	25,000	20,000	20,000	20,000	92,458
72803	Annual Collection System Repairs (Spot Repairs)	200,000	241,841	200,000	200,000	180,000	180,000	1,001,841
72804	Annual Reclamation Facilities Improvements	400,000	380,791	300,000	250,000	150,000	150,000	1,230,791
72805	Annual Treatment Plant & Pump Station Improvements	150,000	189,801	500,000	150,000	150,000	150,000	1,139,801
72808	Strategic Plan Update	50,000	16,849	10,000	-	-	-	26,849
73001	WWTP Facillites Upgrade - Contract C (Solids Upgrades)	800,000	246,645	2,500,000	700,000	20,000	10,000	3,476,645
73002	WWTP Facillites Upgrade - Contract D - RWF Project	6,500,000	5,914,766	900,000	20,000	10,000	10,000	6,854,766
73003	Admin Building Upgrades/Maintenance Building	50,000	17,567	250,000	1,500,000	700,000	-	2,467,567
	<b>Sub-total (w/o P&amp;I for Capital Projects)</b>	<b>12,633,000</b>	<b>9,709,679</b>	<b>8,099,440</b>	<b>7,316,000</b>	<b>2,986,000</b>	<b>1,872,000</b>	<b>29,983,119</b>
78500	Principal & Interest (P&I) - Capital Projects	6,064,321	5,949,349	6,924,029	6,930,028	6,942,578	6,934,478	33,680,462
	<b>TOTALS (including P&amp;I on Capital Projects)</b>	<b>18,697,321</b>	<b>15,659,028</b>	<b>15,023,469</b>	<b>14,246,028</b>	<b>9,928,578</b>	<b>8,806,478</b>	<b>63,663,581</b>

<b>Project/Account No.</b>	<b>FY12-13</b>	<b>FY13-14</b>
<b><u>72403 - Pump Station Improvements Project</u></b>		
Unit 4 (BMK 9, BMK 10, Hanger PS)	\$ 1,500,000	\$ 50,000
Unit 5 (Digital, Los Robles PS)	\$ 100,000	\$ 1,200,000
	<u>\$ 1,600,000</u>	<u>\$ 1,250,000</u>
<b><u>72706 - Collection System Improv</u></b>		
Olive PS Force Main Rehabilitation	\$ 250,000	\$ 500,000
2012 Pipebursting Project	\$ 350,000	\$ -
101 Crossing @ Enfrente Rd.	\$ 150,000	\$ 500,000
Peach Street Easement Rehab.	\$ 150,000	\$ 350,000
Ignacio Blvd. Trunk Sewer Rehab.	\$ 150,000	\$ 400,000
Novato Blvd. Trunk Sewer		\$ 50,000
Center Rd Sewer - Diablo to Kristy Ct.	\$ 170,000	\$ 400,000
	<u>\$ 1,220,000</u>	<u>\$ 2,200,000</u>
<b><u>72805 - Annual Trtmt Plnt/Pump St Impr</u></b>		
Ignacio & NTP No. 2 Digesters cleanout	\$ 350,000	\$ -
East Hamilton D/W Pump Replace.	\$ 30,000	\$ -
Marin Village Pump 3 Install	\$ 15,000	\$ -
BMK 5 Amp Meters	\$ 5,000	\$ -
Olive Street Seal Water System	\$ -	\$ 25,000
Submersible Pump Replacements	\$ -	\$ 50,000
Bahia PS Drainage Improvements	\$ 30,000	\$ -
East Hamilton Drainage/Landscape Imp.	\$ 30,000	\$ 30,000
Olive Street & East Hamilton Controls	\$ 25,000	\$ -
Olive Avenue Check Valve Install	\$ -	\$ 15,000
Misc. projects	\$ 15,000	\$ 30,000
	<u>\$ 500,000</u>	<u>\$ 150,000</u>

No.	Prty.	Action	Lead	Status	Comments	Timing
<b>1.0.0</b>		<b>GOAL 1.0 OPERATIONAL AND ORGANIZATIONAL EXCELLENCE. Develop and maintain an organizational structure and management policies that foster a high performing, stable and productive organization that learns and improves.</b>				
<b>1.1.0</b>		<b>Plan for and manage finances to achieve long-range financial stability, and competitive and fair rates and charges, while enabling effective Board and public oversight.</b>				
1.1.1	1	Evaluate operations to identify cost-saving opportunities	BJ		Update annually	March 2013
1.1.2	1	Ongoing Capital Improvement plan (updated annually in February)	SSK	In process	Update annually	February 2013
1.1.3	1	Conduct Revenue and Rate Analysis for 2012-2016	BJ/BW	In process	Update in 4 years	March. 2012
1.1.4	1	Proposition 218 rate adjustment program if called for by rate study (see 1.1.3)	BJ			August 2012
1.1.5	1	Compare rates with comparable agencies	LC			March 2012
1.1.6	1	Inform public in a timely manner and provide opportunities for input (normal program) See communications under Goal 3	BJ			
<b>1.2.0</b>		<b>Ensure that the rate structure and rates are sustainable, defensible, understandable and fair.</b>				
1.2.1	3	Legal review of rate structure	BJ/BW/MN			April 2013
<b>1.3.0</b>		<b>Have the audit and budget certified by the Government Finance Officers Association (GFOA).</b>				
1.3.1	2	Review GFOA guidelines and identify possible improvements to budget format	LC			
1.3.2	2	Undertake training for GFOA process	LC		LC training	April 2012
1.3.3	2	Evaluate to determine if GFOA certification is worthwhile and practical	LC			August 2012
1.3.4	1	Include GFOA requirements in selecting auditor	LC			May 2012
1.3.5	1	Prepare 2011-12 Audit per GFOA guidelines	LC		+ Consultant	December 31, 2012
<b>1.4.0</b>		<b>Manage retirement liability.</b>				
1.4.1	2	Update retiree medical actuarial evaluation	LC		+ Consultant	2013
1.4.2	2	Conduct sensitivity analysis of retirement liability to identify what District's contribution would be under various investment return assumptions	BJ		+ Consultant	2012
<b>1.5.0</b>		<b>Maximize employee career quality, commitment, productivity and performance.</b>				
1.5.1	1	Conduct staffing needs analysis	Mgmt.		Each department	April 2012

No.	Prt.	Action	Lead	Status	Comments	Timing
1.5.2	2	Develop a training program for each employee, including an emphasis on safe work practices	Mgmt.		Annually by each supervisor	October 2013
1.5.3	2	Work with each employee to develop an individual career plan and mentor them to help them move ahead in their profession	Mgmt.			October 2013
1.5.4	2	Review and revise performance evaluation process. Need to modernize, tie it to individual jobs and encourage and benefit improved performance. Include goals for each position.	HR		+ Consultant	2012-13
1.5.5	2	Develop employee recognition program reward and encourage excellence in service	HR			FY 2012/2013
<b>1.6.0</b>		<b>Promote a safe work environment.</b>				
1.6.1	2	Implement Employee Wellness Program to evaluate fitness and give a specific program for each employee geared to their individual jobs	BJ	Underway	+ Consultant	March - June 2012
1.6.2	2	Evaluate continuing Wellness Program	BJ			July 2012
1.6.3	2	Implement Employee Safety Recognition Program	BJ		Board Approved	March 2012
1.6.4	1	Continue: multi-agency safety program of inspections, audits, training, standards w/annual report to Board	DT			August 2012
1.6.5	3	Consider a train the trainer program to lower costs	DT			FY 2012/13
1.6.6	2	Evaluate safety program to identify any areas of improvement	DT/BJ		continuous	FY 2012/13
<b>1.7.0</b>		<b>Become a high reliability organization by implementing an Environmental Management System (EMS). Take initial steps toward development of EMS to achieve some of the benefits without cost of full implementation. Also make progress toward a future evaluation of final steps needed to implement a full program.</b>				
1.7.1	3	Develop scope of work for EMS implementation for Treatment O&M and decide whether to implement in next fiscal year.	SSK/JB			July 2013
1.7.2	3	Develop records management master plan	CD			March 2013
1.7.3	3	Develop records retention policy and plan	JB			December. 2012
1.7.4	2	Review and update high priority collection system Standard Operating Procedures (SOPs), move forward in future years with additional SOPs	TOC		Start by identifying which SOPs are prioritized each year in which year	September 2013
1.7.5	2	Review and update high priority pump stations SOPs	TOC			September 2013
1.7.6	2	Review and update high priority reclamation SOPs	SRK			June 2013
1.7.7	2	Review and update high priority laboratory SOPs	AO			September 2013
1.7.8	2	Review and update high priority emergency and safety SOPs	DT			September 2012
<b>1.8.0</b>		<b>Develop a process for evaluating operations.</b>				
1.8.1	2	Develop alternative methods for evaluating and benchmarking operations. Provide an outside evaluation of performance. This is a follow- up to 1.7.0 EMS process	BJ			FY 2013/14

No.	Prty.	Action	Lead	Status	Comments	Timing
<b>2.0.0</b>		<b>GOAL 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.</b>				
<b>2.1.0</b>		<b>Identify cost-effective opportunities to increase the amount of internally generated energy.</b>				
2.1.1	3	Develop onsite energy generation feasibility plan	SSK		In CIP	FY 2013/14
<b>2.2.0</b>		<b>Manage the collection system with the objective of zero spills and zero permit violations.</b>				
2.2.1	1	Update Sewer Use Ordinance (governs discharges to sewer).	AO/SSK		+ Consultant	FY 2013/14
2.2.2	1	Review Sewer System Management Plan (SSMP)	SSK		Update Annually	March 2013
2.2.3	2	Complete televising of collection system	TOC	In process	+ Contractor	June 2015
2.2.4	2	Review and update current Collection System Master Plan	SSK	In process	+ Consultant	June 2013
2.2.5	1	Develop written root abatement program, encompassing how and when to use chemical treatment, rodding, repairs, rehabilitation and the needed staffing and timing to accomplish the program	TOC			October 2012
2.2.6	2	Develop zero-spill collection system master plan, including comprehensive I&I program that incorporates the best balance of private property owner requirements and actions, and public agency actions.	SSK		+ Consultant	June 2014
2.2.7	2	Update standards and specifications to provide an up-to-date reference for contractors	SSK			June 2014
<b>2.3.0</b>		<b>Actively pursue opportunities to expand recycled water production and use.</b>				
2.3.1	1	Develop O&M plan for new Recycled Water Plant	BJ			Aug 2012
2.3.2	1	Participate and support NBWRA, BACWA and IRWMP	BJ			Ongoing
2.3.3	2	Develop reclamation facility master plan incorporating needed: pond improvements, pasture improvements, responses to expected sea level rise, lease expiration, etc.	SSK			June 2015
<b>2.4.0</b>		<b>Ensure the outfall remains compatible with Hamilton wetlands project.</b>				
2.4.1	1	Coordinate with Coastal Conservancy and negotiate the best long-term option for the community. District must follow timing of the Conservancy	BJ			Ongoing
<b>2.5</b>		<b>Manage treatment facility with objective of zero permit violations and long-term preservation of assets.</b>				
2.5.1	1	Weekly staff review of operation and maintenance	BJ/SSK	ongoing		Ongoing
2.5.2	1	Monthly Board review of operation and maintenance		ongoing		Monthly
2.5.3	1	Annual audit of operation and maintenance	BJ/SSK		1 <sup>st</sup> year complete	Monthly
<b>2.6.0</b>		<b>Develop a plan to meet real property needs into the future.</b>				
2.6.1	2	Develop real property plan	BJ			June 2014

No.	Prty.	Action	Lead	Status	Comments	Timing
<b>3.0.0</b>		<b>GOAL 3. BOARD DISTRICT AND COMMUNITY, ALIGNMENT AND COMMUNICATIONS. Proactively communicate with stakeholders, including customers, Board, staff and others in a clear, factual, timely, two-way manner to foster greater understanding and alignment between the District and its stakeholders.</b>				
<b>3.1.0</b>		<b>Take needed steps so that the community knows and respects the District and its decisions. This might include improved access to and understanding of agendas, the budget and the reality and impact of regulations on customer costs. Remain in full compliance with the Brown Act.</b>				
3.1.1	1	Post all agendas and minutes on web, and Novato Patch	Admin			Bi-monthly
3.1.2	1	Post Monthly Monitoring Reports on web	BJ			March 2012
3.1.3	1	Post budget and audit on web	LC		Annually	June 2012
3.1.4	1	Provide all agenda packets to Marin IJ and Novato Advance	JS	Underway		Bi-monthly
3.1.5	2	Regular articles and advertisements in Novato Patch, Advance and on website	SSK	Underway		Ongoing
3.1.6	3	Launch and maintain on a weekly basis the Zero Waste Facebook page	Dee	Underway		March 2012
3.1.7	2	Quarterly E-newsletter (incorporate message above about reality and cost)	BJ	Underway		Spring 2012
3.1.8	1	Biannual printed newsletters (incorporate message above about reality and cost)	BJ	Underway		March & Sept 2012
3.1.9	2	Complete calendar of public events to participate in	DJ	Underway		March 2012
<b>3.2.0</b>		<b>Update internal, staff communication program to ensure staff are updated on key District issues in a timely manner and have opportunities to have questions answered.</b>				
3.2.1	1	Quarterly all-staff meeting	BJ		Annually	Mar, Jun, Sep, Dec
3.2.2	1	Monthly senior staff meeting after second board meeting of the month	BJ		Start Feb 2012	Monthly
<b>3.3.0</b>		<b>Formalize interagency agreements and relationships to secure them against changeable personality and budget issues and preferences with: the city, North Bay Water Reuse Authority, water and flood control agencies, and others.</b>				
3.3.1	3	Review and update planning with Fire District, City of Novato and County of Marin for disaster response and rescue services, and communications	BJ			2014
3.3.2	2	Review agreements for opportunities for cooperation with NMWD for mutual aid & recycled water. Hold joint board meeting with NMWD to review areas of cooperation, consider new areas and build relationships	BJ			June 2012
3.3.3	3	Continue to take leadership roles in NBWA and NBWRA	BJ			Ongoing
3.3.4	2	Coordinate reclamation facility planning with Novato Creek watershed effort.	SSK		+ Consultant + Marin County	Ongoing
3.3.5	2	Improve and formalize the ways we partner with and relate to the City	BJ			Ongoing
3.3.6	2	Develop agreement with Mosquito Abatement District for their services.	SRK		+Mosquito Abatement	June 2013

No.	Prty.	Action	Lead	Status	Comments	Timing
<b>3.4.0</b>		<b>Update board policies and code of behavior.</b>				
3.4.1	2	Board review of CSDA recommended policies. Bring entire set to the Board and begin with a workshop to identify priority policies to update. Then consider a few policies at a time at each Board meetings.	BJ			August 2012 - August 2014
<b>3.5.0</b>		<b>The District is committed to being a good neighbor, particularly when its activities directly impact the public</b>				
3.5.1	1	Address concerns of immediate neighborhood with regards to odors, noise and aesthetics	BJ			Ongoing
3.5.2	1	Continue outreach with neighbors	JB			Ongoing
3.5.3	1	Continue collection system construction and maintenance related communication, and programs to minimize impact on public	TOC			Ongoing
<b>4.0.0</b>		<b>GOAL 4. ENVIRONMENT STEWARDSHIP AND LEADERSHIP. Take a leadership role in carrying out operations and develop innovative programs in a manner that raises the bar for environmental stewardship and regulatory compliance</b>				
<b>4.1.0</b>		<b>Achieve an organization wide commitment and make progress toward that: zero accidents, zero sanitary sewer overflows, zero waste, and zero permit violations.</b>				
4.1.1	2	See 1.6.0 for zero accident actions				
4.1.2	1	See 2.2.6 Collection System Master Plan	SSK			
4.1.3	2	Participate in BACWA, CASA, regional board meetings, etc. in preparation for permit renewal	BJ			
4.1.4	1	Collection System Maintenance program (see 2.2.2, 2.2.5 and 1.7.4)	Coll			
4.1.5	2	Collection System Rehabilitation and repair program (see 2.2.3, 2.2.4, and 2.2.6 )	FS			
4.1.6	2	Planning for move of HHW, recycling facility (Dee include in biannual report under 4.1.7 above)	BJ/DJ			
4.1.7	1	Oversight of Contract Operations to assure compliance	BJ/SSK			
<b>4.2.0</b>		<b>Continue moving the District from being primarily a disposal agency to a renewable resources and clean energy agency.</b>				
4.2.1	1	Ensure implementation of Solid Waste Plan for zero waste. Report on progress biannually to Board.	BJ/DJ			May & Nov 2012
4.2.2		Expand recycled water production and use.				

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

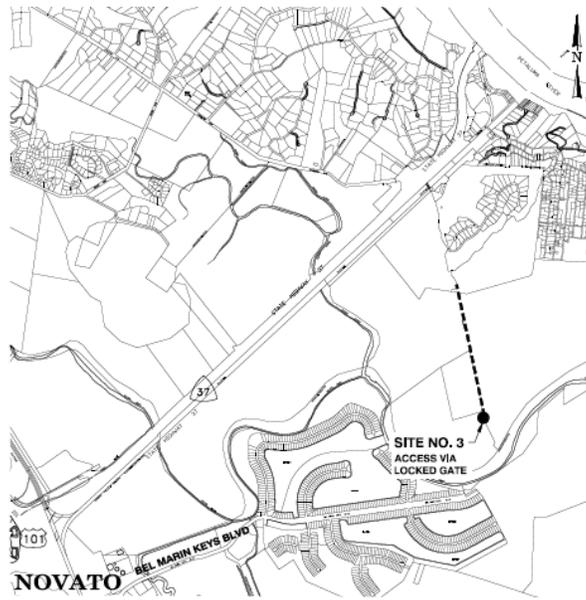
<b>TITLE: Annual Reclamation Facility Improvements – Reclamation Culvert Replacement Project – Site 3; Project 72804-11-03</b>	<b>MEETING DATE: November 13, 2012</b>  <b>AGENDA ITEM NO.: 7.a.</b>
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**RECOMMENDED ACTION:** Grant Final Acceptance of the 2012 Annual Reclamation Facility Improvements – Reclamation Culvert Replacement Project – Site 3, and authorize staff to file the Notice of Completion.

**SUMMARY AND DISCUSSION:**

On August 27, 2012 the District Board of Directors awarded the Contract for the 2012 Annual Reclamation Facility Improvements – Reclamation Culvert Replacement Project – Site 3 to CV Larsen for a low bid amount of \$68,249.97. The work began on the project on October 1, 2012 and substantial completion was on October 12, 2012. The work included replacement of approximately 280 feet of failing culverts at Reclamation Site 7 south of the Stone Tree Golf Course.

The Contractor has completed the project and the project is ready for final acceptance. The final cost to complete the project is \$68,249.97. There were no change orders on this project. It is recommended that final acceptance be granted, and staff authorized to file the Notice of Completion.



**PROJECT LOCATION MAP**

**ALTERNATIVES:** N/A

**BUDGET INFORMATION:** This project was funded under Account 72804, Annual Reclamation Facility Improvements.

**DEPT.MGR.:**

**MANAGER-ENGINEER:**

**Subject:** CASA Alert: What Will a Supermajority in Sacramento Mean to CASA Members?

**Date:** Wednesday, November 7, 2012 4:55:06 PM PT

**From:** CASA

**To:** Beverly James

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## CASA Legislative Alert

### What Will a Supermajority in Sacramento Mean to CASA Members?

While the Democrats were expected to gain a couple of seats in the California State Senate to secure the 27 votes needed for a supermajority, the big surprise from last night's election results is that the Democrats may have been able to pick up enough seats for a supermajority in the State Assembly as well. Preliminary election results this morning indicate the Democrats actually captured 54 seats, giving them the supermajority necessary to pass legislation that requires 2/3 a vote of the Legislature, including taxes and constitutional amendments, with no Republican votes.

What these election results mean for CASA members and the local government community remains uncertain. However, areas in which CASA has often been at odds with the Legislature in the past such as fee increases, property tax shifts and environmental regulations may be impacted by the Democratic supermajority.

With many new faces coming to Sacramento in December, to be sworn into office, it is imperative that CASA members get to know their new legislators and to let CASA staff know when you have established a relationship. In the coming weeks, CASA will be conducting a survey of our members relative to how well you know your new and incumbent legislators in an effort to utilize existing good relationships and to establish key contacts in critical districts.

To view all of the election results, please visit the Secretary of State's website at [www.sos.ca.gov](http://www.sos.ca.gov).

CASA's State Legislative Committee will be addressing the changes in the Legislature and how to strategically approach our issues in this new era.

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