

# NOVATO SANITARY DISTRICT

Meeting Date: February 25, 2013

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, February 25, 2013, 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 February 11, 2013 meeting.

### **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 "Consent for Boundary Change and Waiver of Conducting Authority" for Lands of Hodge.
- b. Approve cancelling the board meetings for March 25<sup>th</sup> and May 27<sup>th</sup>.
- c. Approve the board meeting dates of March 11<sup>th</sup>, April 8<sup>th</sup>, April 22<sup>nd</sup>, May 13<sup>th</sup>, June 10<sup>th</sup>, and June 24<sup>th</sup>.
- d. Approve regular, payroll, and payroll-related disbursements.

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

- a. Wastewater Operations Committee
- b. Solid Waste Committee

**7. ADMINISTRATION**

- a. Consider adopting a resolution declaring March 17 – 22 “Zero Waste Week”.

**8. BOARD MEMBER REPORTS:**

- a. California Special District’s webinar “Understanding Board Member & District Liability Issues”.

**9. MANAGER’S ANNOUNCEMENTS:**

**10. ADJOURN:**

Next resolution no. 3054

**Next regular meeting date: Monday, March 11, 2013, 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.***

February 11, 2013

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, February 11, 2013, at the District Office, 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 B. James, Deputy Manager-Engineer Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Project Manager, Veolia Water  
Brant Miller, Novato resident  
Dasse de longh, NSD employee, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the January 28, 2013 meeting. Member Long noted an error in the minutes on page 4, paragraph 6 and stated he did not attend the CASA Conference. The Board Recorder was requested to strike Member Long's name from the minutes: "*California Association of Sanitation Agencies mid-year conference report. President Di Giorgio, Members Long, Mariani and Peters were in attendance ...*"

*On motion of Member Mariani, seconded by Member Peters, and carried unanimously, the minutes of the January 28, 2013 Board meeting were approved as modified.*

CONSENT CALENDAR:

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

- a. Authorize Manager-Engineer to dispose of excess equipment as identified in Board Report.
- b. Approval of regular disbursements in the amount of \$208,952.81, project account disbursements in the amount of \$343,754.91, and Board member disbursements in the amount of \$2,427.61.

Member Welsh stated that the disbursement schedules did not contain enough detail and requested that future schedules be prepared with specific information as to the nature of the disbursement. The Manager stated that to provide this level of information for each disbursement schedule would be very time consuming for District staff. She noted that the disbursement schedule identifies the project relating to the disbursement and that the District has a system to easily identify expenditures relating to specific projects. The Manager stated that specific details on expenditures are available at the District upon request.

#### ANNUAL COLLECTION SYSTEM REPAIRS PROJECT NO. 72706:

- Review bids received, accept the lowest responsive bid and authorize the Manager-Engineer to execute a contract for the Hill Road pipe-bursting project. The Manager stated that on February 5, 2013 three bids were received for the rehabilitation of a segment of sewer main on Hill Road that has experienced two sewer overflows over the last few years caused by root intrusion. She noted that Team Ghilotti of Petaluma submitted the lowest responsive bid of \$66,441.00 and that the bid has been reviewed and is in order. The Manager noted that the Engineer's Estimate of Probable Cost was \$50,000 and explained that the cost per lineal foot for pipebursting has remained relatively the same but the other costs associated with the work have increased in the past few months.

She recommended that the Board award the Project to Team Ghilotti and authorize the Manager to execute a contract.

*On motion of Member Peters, seconded by Member Long and carried unanimously, the Board accepted the bid from Team Ghilotti of Petaluma in the amount of \$66,441.00 for the Annual Collection System Repairs Project No. 72706: Hill Road Pipe-bursting Project and authorized the Manager-Engineer to execute the contract.*

#### ADMINISTRATION:

- Consider approval of a Safety Incentive and Wellness Program. The Manager stated that the District had a very successful Safety Incentive and Wellness Program in 2012 with strong employee participation and a "no lost time accident" safety record. She noted that the District benefits from the improved safety and wellness performance through lower insurance premiums for workers compensation, which is reflected in the dividends received from the insurance pool, CSRMA. She stated that this year the District received a \$20,842 dividend from the CSRMA worker's compensation program.

The Manager stated that the District would like to use the CSRMA dividend to implement another Safety Incentive and Wellness Program for 2013. She discussed the details of the program, noting that this year's program would be more pro-active, recognizing safe employee behaviors.

The Manager requested the Board authorize an expenditure of \$22,842 for the 2013 Safety Incentive and Wellness program.

*On motion of Member Peters, seconded by Member Mariani and carried with the following vote, the Board approved the District's implementation of a Safety Incentive and Wellness Program for 2013 and authorized an expenditure of \$22,842 to finance the Program. Ayes: Di Giorgio, Long, Mariani, Peters. No: Welsh.*

Member Welsh stated that the \$20,842 dividend should be spent on equipment instead of a fitness program because most work related injuries are accident related and not fitness related. He requested that the dividend be placed back into the General Fund. Member Welsh stated he would like to investigate the correlation between the wellness program and lower lost-time accidents among employees.

The Manager stated that a lost time history spreadsheet would be provided to the Board at the next meeting.

- Consider approval of Policy 4099, "Board Meeting Technology". The Manager stated that at the February 27, 2012 Board meeting, the Directors adopted in concept Policy No. 4099, "Board Meeting Technology". She discussed the policy and stated that District Counsel continues to recommend that internet access be restricted during Board meetings to maintain transparency and to avoid Brown Act violations.

Member Long requested that the policy be amended as follows, Section 4099.2: *"This prohibition shall not apply to electronic communication ~~to or from~~ family members that does not address District business.*

*On motion of Member Peters, seconded by Member Mariani and passed unanimously, the Board adopted District Policy No. 4099 - Board Meeting Technology as amended.*

- Accept quarterly revenue and expenditure report. The Manager reviewed the revenue and expenditure report for the quarter ended December 2012.

*On motion of Member Long, seconded by Member Peters and carried unanimously, the Board accepted the District's Revenue and Expenditure Report for Quarter ended December 2012 and the Debt Service Schedule as of December 31, 2012.*

- Review Accounts Receivable Report. The Board reviewed the accounts receivable report.

#### BOARD MEMBER REPORTS:

- The North Bay Watershed Association meeting: President Di Giorgio commented on his attendance at the NBWA meeting which was held in Petaluma on February 1<sup>st</sup>. He discussed a presentation by Sam Veloz of PRBO titled, "Adapting to Sea Level Rise

along the North Bay Shoreline.” President Di Giorgio stated he will bring in the report so it can be made available to other Board members.

MANAGER’S ANNOUNCEMENTS:

- The Wastewater Operations Committee meeting will be held on Tuesday, February 19<sup>th</sup> at 2:00 p.m. at the District office.
- The Solid Waste Committee meeting will be held on Tuesday, February 19<sup>th</sup> at 3:00 p.m. at the District office.
- The Marin County Grand Jury has submitted a survey request regarding the Board’s participation in Ethics Training. The Manager stated she will complete the survey.
- The Manager stated that a CSDA webinar: Understanding Board Member and District Liability Issues will be available to all Board members. Members are to notify the District office if they are interested in participating.

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

Respectfully submitted,

Beverly B. James  
Secretary

Julie Swoboda, Recording

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Consent Calendar: Waiver of Conducting Authority & Consent for Boundary Change**

**MEETING DATE: February,25, 2013**

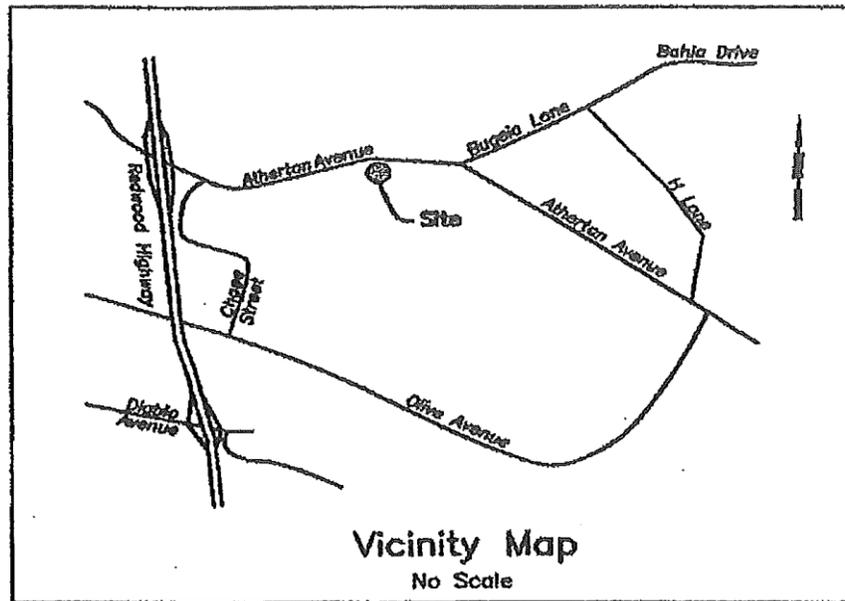
**RECOMMENDED ACTION:** Approve "Consent for Boundary Change and Waiver of Conducting Authority" for Lands of Hodge.

**SUMMARY AND DISCUSSION:**

This agenda item is for the "Consent for Boundary Change and Waiver of Conducting Authority" for the Annexation of the Lands of Hodge to the Novato Sanitary District.

The property owner is applying to annex to the Novato Sanitary District in order to connect to the public sewer, which will serve one dwelling located at 773 Atherton Ave, Novato. The existing parcel is currently being served by a septic system that cannot be upgraded or expanded. The parcel's basic dimensions are 190 feet deep by 160 feet wide. The Applicant would make connection to the public sewer main fronting the subject parcel within Atherton Avenue.

Total amount of area to be annexed is 0.66 acres.



**ALTERNATIVES:** Do not approve or sign the Consent for Boundary Change and Waiver of Conducting Authority. .

**BUDGET INFORMATION:** N/A

**DEPT.MGR.:**

**MANAGER:**

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Consent Calendar: Board meeting dates**

**MEETING DATE: February 25, 2013**

**AGENDA ITEM NO.: 5.b.**

**RECOMMENDED ACTION:** Approve cancelling the board meetings on March 25<sup>th</sup> and May 27<sup>th</sup>.

## **SUMMARY AND DISCUSSION:**

Over the past year, the District has formed four standing committees. This, along with the completion of the major treatment facilities upgrade project has reduced the business coming before the board. Preparation for Board and Committee meetings consumes considerable staff time, even when the agendas are light. Staff proposes to experiment with fewer board meetings this spring since two of the meetings conflict with other schedules:

- March 25, 2013: NBWRA Workshop
- May 27, 2013: Memorial Day Holiday

The meeting schedule through June 2013 would then be:

- March 11, 2013: Approve Digester Rehabilitation Project and other regular business;
- April 8, 2013: Review Reserve Policy, Regular business
- April 22, 2013: Strategic Planning Workshop
- May 13, 2013: Review connection fee, Regular Business
- June 10, 2013: Presentation of Preliminary 2013-14 Budget
- June 24,, 2013: Adopt Preliminary 2013-14 Preliminary Budget.

**BUDGET INFORMATION:** Each meeting costs approximately \$2,200 in staff preparation and attendance and director fees.

**DEPT.MGR.:**

**MANAGER-ENGINEER:**

# Novato Sanitary District Operating Check Register

February 25, 2013

Date	Num	Name	Credit
Feb 25, 13			
02/25/2013	55380	Marin Audubon Society	60,082.24
02/25/2013	55394	Pacific, Gas & Electric	51,814.77
02/25/2013	55397	U.S. Bank Corporate	34,721.25
02/25/2013	55368	Diesel Emissions Service, Inc.	23,856.08
02/25/2013	55392	Novato, City	6,843.77
02/25/2013	55362	Caltest Analytical Lab Inc.	6,724.35
02/25/2013	55377	Irvine Consulting Services Inc.	5,445.00
02/25/2013	55382	Maze & Associates	5,213.00
02/25/2013	55383	Meyers, Nave, Riback, Silver & Wilson	5,197.18
02/25/2013	55357	Aqua Science	2,944.96
02/25/2013	55355	American Express-22062	2,644.03
02/25/2013	55390	North Marin Water District - Lab	2,193.00
02/25/2013	55389	North Marin Water District	2,014.29
02/25/2013	55354	Aaero Heating & Sheetmetal	1,491.00
02/25/2013	55381	Marin Mechanical II, Inc.	1,487.89
02/25/2013	55395	RMC Water & Environment, Inc.	1,467.50
02/25/2013	55359	Cagwin & Dorward Inc.	1,391.22
02/25/2013	55391	North Marin Water District Payroll	1,220.73
02/25/2013	55376	IEDA, INC	1,020.00
02/25/2013	55363	CDW Government, Inc.	992.00
02/25/2013	55373	Frontier Analytical Laboratory, Inc.	950.00
02/25/2013	55385	Monterey Mechanical, Inc.	900.00
02/25/2013	55360	California Diesel & Power	858.96
02/25/2013	55353	3T Equipment Company Inc.	834.41
02/25/2013	55369	Empire Mini Storage - Novato	779.00
02/25/2013	55375	IDEXX Distributing Corp.	740.70
02/25/2013	55364	CED Santa Rosa, Inc	642.54
02/25/2013	55399	Verizon EQ	599.05
02/25/2013	55401	Zenith Instant Printing, Inc.	343.10
02/25/2013	55372	Fisher-Scientific	337.74
02/25/2013	Dir dep	Karkal, Sandeep	298.80
02/25/2013	55365	Claremont EAP, Inc.	295.00
02/25/2013	55367	CWEAmembers	280.00
02/25/2013	55387	North Bay Truck Service	263.78
02/25/2013	55358	BoundTree Medical, LLC	222.72
02/25/2013	55398	Verizon - 5143	195.75
02/25/2013	55388	North Marin Auto Parts	185.71
02/25/2013	55400	VWR International Inc.	156.06
02/25/2013	55371	First Alarm	116.22
02/25/2013	55393	Orkin Pest Control, Inc.	116.00
02/25/2013	55396	Staples~in store purchases	102.66
02/25/2013	55366	CWEA-SFBS	100.00
02/25/2013	55356	American Water Works Association	98.00
02/25/2013	55386	North Bay Portables, Inc.	92.19
02/25/2013	55361	California Truck Equip. Co. LLC	86.28
02/25/2013	55379	Kentfield Occupational Med Center	80.00
02/25/2013	55378	Kaiser Permanente	70.00
02/25/2013	55374	Grainger	67.26
02/25/2013	55384	MME	62.77
02/25/2013	55370	Federal Express	17.41
Feb 25, 13			<b><u>228,656.37</u></b>

**Novato Sanitary District**  
**Operating Check Register Detail**  
**For February 25, 2013**

	<u>Date</u>	<u>Account</u>	<u>Amount Paid</u>
<b>3T Equipment Company Inc.</b>	02/15/2013	60150 · Repairs & Maintenance	834.41
Total 3T Equipment Company Inc.			<u>834.41</u>
<b>Aaero Heating &amp; Sheetmetal</b>	01/01/2013	66150 · Repairs & Maintenance	1,491.00
Total Aaero Heating & Sheetmetal			<u>1,491.00</u>
<b>American Express-22062</b>	02/13/2013	66085 · Safety	242.00
	02/13/2013	66170 · Travel, Meetings & Training	392.00
	02/13/2013	66090 · Office Expense	334.13
	02/13/2013	66085 · Safety	125.08
	02/13/2013	66170 · Travel, Meetings & Training	468.00
	02/13/2013	66090 · Office Expense	306.24
	02/13/2013	21015 · American Express	776.58
Total American Express-22062			<u>2,644.03</u>
<b>American Water Works Association</b>	01/29/2013	66080 · Memberships	98.00
Total American Water Works Association			<u>98.00</u>
<b>Aqua Science</b>	02/07/2013	64160 · Research & Monitoring	2,944.96
Total Aqua Science			<u>2,944.96</u>
<b>BoundTree Medical, LLC</b>	02/06/2013	67500 · Household Hazardous Waste	222.72
Total BoundTree Medical, LLC			<u>222.72</u>
<b>Cagwin &amp; Dorward Inc.</b>	01/30/2013	66150 · Repairs & Maintenance	162.22
	02/01/2013	66150 · Repairs & Maintenance	329.00
	02/08/2013	63157 · Ditch/Dike Maintenance	900.00
Total Cagwin & Dorward Inc.			<u>1,391.22</u>
<b>California Diesel &amp; Power</b>	02/15/2013	65150 · Repairs & Maintenance	858.96
Total California Diesel & Power			<u>858.96</u>
<b>California Truck Equip. Co. LLC</b>	01/01/2013	65150 · Repairs & Maintenance	86.28
Total California Truck Equip. Co. LLC			<u>86.28</u>
<b>Caltest Analytical Lab Inc.</b>	02/13/2013	64160 · Research & Monitoring	6,415.35
	02/13/2013	64160 · Research & Monitoring	309.00
Total Caltest Analytical Lab Inc.			<u>6,724.35</u>
<b>CDW Government, Inc.</b>	02/04/2013	66124 · IT/Misc Electrical	171.00
	02/10/2013	66124 · IT/Misc Electrical	821.00
Total CDW Government, Inc.			<u>992.00</u>
<b>CED Santa Rosa, Inc</b>	02/06/2013	65150 · Repairs & Maintenance	278.90
	02/08/2013	65150 · Repairs & Maintenance	363.64
Total CED Santa Rosa, Inc			<u>642.54</u>
<b>Claremont EAP, Inc.</b>	02/14/2013	66123 · O/S Contractual	295.00
Total Claremont EAP, Inc.			<u>295.00</u>
<b>CWEA-SFBS</b>	02/21/2013	21020 · Accounts Payable	100.00
	02/21/2013	66170 · Travel, Meetings & Training	100.00
Total CWEA-SFBS			<u>100.00</u>
<b>CWEAmembers</b>	02/17/2013	66080 · Memberships	140.00

**Novato Sanitary District**  
**Operating Check Register Detail**  
**For February 25, 2013**

	<u>Date</u>	<u>Account</u>	<u>Amount Paid</u>
	02/17/2013	66080 · Memberships	140.00
Total CWEAmembers			280.00
<b>Diesel Emissions Service, Inc.</b>			
	02/08/2013	60150 · Repairs & Maintenance	11,563.93
	02/08/2013	60150 · Repairs & Maintenance	12,292.15
Total Diesel Emissions Service, Inc.			23,856.08
<b>Empire Mini Storage - Novato</b>			
	02/15/2013	66123 · O/S Contractual	779.00
Total Empire Mini Storage - Novato			779.00
<b>Federal Express</b>			
	02/15/2013	66090 · Office Expense	17.41
Total Federal Express			17.41
<b>First Alarm</b>			
	02/15/2013	66150 · Repairs & Maintenance	116.22
Total First Alarm			116.22
<b>Fisher-Scientific</b>			
	02/14/2013	64100 · Operating Supplies	337.74
Total Fisher-Scientific			337.74
<b>Frontier Analytical Laboratory, Inc.</b>			
	01/23/2013	64160 · Research & Monitoring	950.00
Total Frontier Analytical Laboratory, Inc.			950.00
<b>Grainger</b>			
	01/01/2013	65100 · Operating Supplies	38.28
	01/01/2013	60100 · Operating Supplies	28.98
Total Grainger			67.26
<b>IDEXX Distributing Corp.</b>			
	02/12/2013	64100 · Operating Supplies	740.70
Total IDEXX Distributing Corp.			740.70
<b>IEDA, INC</b>			
	02/01/2013	66123 · O/S Contractual	1,020.00
Total IEDA, INC			1,020.00
<b>Irvine Consulting Services Inc.</b>			
	01/01/2013	66124 · IT/Misc Electrical	2,925.00
	01/31/2013	66124 · IT/Misc Electrical	1,935.00
	01/31/2013	66124 · IT/Misc Electrical	585.00
Total Irvine Consulting Services Inc.			5,445.00
<b>Kaiser Permanente</b>			
	01/09/2013	66090 · Office Expense	70.00
Total Kaiser Permanente			70.00
<b>Karkal, Sandeep</b>			
	02/01/2013	66170 · Travel, Meetings & Training	298.80
Total Karkal, Sandeep			298.80
<b>Kentfield Occupational Med Center</b>			
	01/30/2013	66090 · Office Expense	80.00
Total Kentfield Occupational Med Center			80.00
<b>Marin Audubon Society</b>			
	02/11/2013	65201 · Permits & Fees	60,082.24
Total Marin Audubon Society			60,082.24
<b>Marin Mechanical II, Inc.</b>			
	02/15/2013	65150 · Repairs & Maintenance	1,487.89
Total Marin Mechanical II, Inc.			1,487.89
<b>Maze &amp; Associates</b>			
	01/10/2013	66121 · Accounting & Auditing	5,213.00
Total Maze & Associates			5,213.00
<b>Meyers, Nave, Riback, Silver &amp; Wilson</b>			

**Novato Sanitary District**  
**Operating Check Register Detail**  
**For February 25, 2013**

	<u>Date</u>	<u>Account</u>	<u>Amount Paid</u>
	02/07/2013	66122 · Attorney Fees	5,197.18
Total Meyers, Nave, Riback, Silver & Wilson			5,197.18
<b>MME</b>			
	02/05/2013	60150 · Repairs & Maintenance	62.77
Total MME			62.77
<b>Monterey Mechanical, Inc.</b>			
	02/14/2013	60153 · Outside Services	900.00
Total Monterey Mechanical, Inc.			900.00
<b>North Bay Portables, Inc.</b>			
	01/29/2013	63100 · Operating Supplies	92.19
Total North Bay Portables, Inc.			92.19
<b>North Bay Truck Service</b>			
	02/06/2013	60150 · Repairs & Maintenance	263.78
Total North Bay Truck Service			263.78
<b>North Marin Auto Parts</b>			
	02/07/2013	60150 · Repairs & Maintenance	12.16
	02/11/2013	60150 · Repairs & Maintenance	48.13
	02/14/2013	60150 · Repairs & Maintenance	125.42
Total North Marin Auto Parts			185.71
<b>North Marin Water District</b>			
	02/14/2013	60192 · Water	1,090.99
	02/14/2013	63192 · Water - Reclamation	715.71
	02/14/2013	65192 · Water	207.59
Total North Marin Water District			2,014.29
<b>North Marin Water District - Lab</b>			
	02/01/2013	64160 · Research & Monitoring	2,193.00
Total North Marin Water District - Lab			2,193.00
<b>North Marin Water District Payroll</b>			
	02/06/2013	64010 · Salaries & Wages	1,220.73
Total North Marin Water District Payroll			1,220.73
<b>Novato, City</b>			
	02/06/2013	60060 · Gas, Oil & Fuel	2,564.52
	02/06/2013	61000-4 · Water/Permits/Telephone	2,344.62
	02/06/2013	63060 · Gasoline & Oil	404.92
	02/06/2013	64060 · Gasoline & Oil	269.95
	02/06/2013	65060 · Gasoline & Oil	449.92
	02/06/2013	66060 · Gasoline & Oil	809.84
Total Novato, City			6,843.77
<b>Orkin Pest Control, Inc.</b>			
	01/29/2013	66150 · Repairs & Maintenance	116.00
Total Orkin Pest Control, Inc.			116.00
<b>Pacific, Gas &amp; Electric</b>			
	02/01/2013	65191 · Gas & Electricity	13.23
	02/01/2013	65191 · Gas & Electricity	1.55
	02/14/2013	61000-5 · Gas & Electricity	39,724.74
	02/14/2013	63191 · Gas & Electricity	4,094.11
	02/14/2013	65191 · Gas & Electricity	7,981.14
Total Pacific, Gas & Electric			51,814.77
<b>RMC Water &amp; Environment, Inc.</b>			
	02/04/2013	64160 · Research & Monitoring	670.00
	02/04/2013	64160 · Research & Monitoring	797.50
Total RMC Water & Environment, Inc.			1,467.50
<b>Staples~in store purchases</b>			
	01/19/2013	66090 · Office Expense	41.79
	02/02/2013	66090 · Office Expense	60.87

**Novato Sanitary District**  
**Operating Check Register Detail**  
**For February 25, 2013**

	<u>Date</u>	<u>Account</u>	<u>Amount Paid</u>
Total Staples~in store purchases			102.66
<b>U.S. Bank Corporate</b>			
	01/29/2013	21045 · Novato Heights Deposits	<u>34,721.25</u>
Total U.S. Bank Corporate			34,721.25
<b>Verizon - 5143</b>			
	02/10/2013	66193 · Telephone	<u>195.75</u>
Total Verizon - 5143			195.75
<b>Verizon EQ</b>			
	01/28/2013	65193 · Telephone	<u>599.05</u>
Total Verizon EQ			599.05
<b>VWR International Inc.</b>			
	01/29/2013	64100 · Operating Supplies	62.63
	01/30/2013	64100 · Operating Supplies	55.54
	02/13/2013	64100 · Operating Supplies	<u>37.89</u>
Total VWR International Inc.			156.06
<b>Zenith Instant Printing, Inc.</b>			
	01/31/2013	60100 · Operating Supplies	<u>343.10</u>
Total Zenith Instant Printing, Inc.			<u>343.10</u>
<b>TOTAL</b>			<u><u>228,656.37</u></u>

# Novato Sanitary District Capital Project Check Register

February 25, 2013

Date	Num	Name	Credit
<b>Feb 25, 13</b>			
2/25/2013	2488	W.R. Forde	332,355.51
2/25/2013	2486	RMC Water & Environment, I...	67,516.41
2/25/2013	2481	Covello Group, The	34,908.70
2/25/2013	2487	Sonoma County Water Agency	29,765.00
2/25/2013	2479	Able Fence Company	18,875.00
2/25/2013	2483	Miller Pacific Engineering, Inc.	6,500.00
2/25/2013	2485	Novato, City	3,000.00
2/25/2013	2482	Linscott Engineering Contract...	2,706.26
2/25/2013	2484	Monterey Mechanical, Inc.	900.00
2/25/2013	2480	Cagwin & Dorward Inc.	650.00
<b>Feb 25, 13</b>			<b>497,176.88</b>

**Novato Sanitary District  
Capital Projects Check Detail  
for February 25, 2013**

	<u>Date</u>	<u>Account</u>	<u>Amount Paid</u>
<b>Able Fence Company</b>			
	02/12/2013	72805 · Annual Trtmt Plnt/Pump St Impr	18,875.00
Total Able Fence Company			<u>18,875.00</u>
<b>Cagwin &amp; Dorward Inc.</b>			
	01/30/2013	73001 · WWTP Upgrade - Contract C	650.00
Total Cagwin & Dorward Inc.			<u>650.00</u>
<b>Covello Group, The</b>			
	02/01/2013	72609 · WWTP Upgrade - Contract B	1,547.70
	02/01/2013	72403 · Pump Station Rehabilitation	24,202.50
	02/01/2013	73002 · WWTP Up - Cont D - Rec- ARRA Fu	2,493.50
	02/01/2013	73001 · WWTP Upgrade - Contract C	6,665.00
Total Covello Group, The			<u>34,908.70</u>
<b>Linscott Engineering Contractors Inc</b>			
	02/04/2013	72803 · Annual Collection Sys Repairs	2,706.26
Total Linscott Engineering Contractors Inc			<u>2,706.26</u>
<b>Miller Pacific Engineering, Inc.</b>			
	02/05/2013	72706 · 2008 Collection System Improv	6,500.00
Total Miller Pacific Engineering, Inc.			<u>6,500.00</u>
<b>Monterey Mechanical, Inc.</b>			
	02/14/2013	73002 · WWTP Up - Cont D - Rec- ARRA Fu	900.00
Total Monterey Mechanical, Inc.			<u>900.00</u>
<b>Novato, City</b>			
	02/11/2013	72706 · 2008 Collection System Improv	3,000.00
Total Novato, City			<u>3,000.00</u>
<b>RMC Water &amp; Environment, Inc.</b>			
	02/13/2013	73002 · WWTP Up - Cont D - Rec- ARRA Fu	12,725.73
	02/13/2013	73001 · WWTP Upgrade - Contract C	54,790.68
Total RMC Water & Environment, Inc.			<u>67,516.41</u>
<b>Sonoma County Water Agency</b>			
	02/06/2013	72508 · N. Bay Water Recycling Auth	29,765.00
Total Sonoma County Water Agency			<u>29,765.00</u>
<b>W.R. Forde</b>			
	02/06/2013	72403 · Pump Station Rehabilitation	332,355.51
Total W.R. Forde			<u>332,355.51</u>
			<u><u>497,176.88</u></u>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Wastewater Operations Report for January 2013**

**MEETING DATE: February 25, 2013**

**AGENDA ITEM NO.: 6.a.**

**RECOMMENDED ACTION:** Information. Receive report.

**SUMMARY AND DISCUSSION:**

The January 2013 operations reports for the wastewater treatment, collection, and reclamation facilities are attached.

**Wastewater Treatment Facility**

Water quality performance for January 2013 was excellent with all parameters well within effluent standards. There were no significant maintenance issues to report. Safety performance was excellent with an accident-free month for a total of 974 accident-free days. The Novato plant continued with bay discharge in January, consistent with the NPDES permit. Maintenance performed at the Novato plant included sending influent pump #1 in for warranty repair and filtering and polishing diesel fuel in bulk storage tanks. Odor complaints for the month are summarized in the attached operations report.

**Collection System**

The Collection System report summarizes the monthly and year-to-date performance, and a comparison of these performances against the prior year. For January 2013, the crews cleaned and televised a total of 40,034 feet of sewer line. The CCTV van was not operational until January 15th, and only 10,905 feet was televised.

There were no lost time accidents until January 31<sup>st</sup> for a total of 685 accident-free days. One employee was involved in a single vehicle accident on January 31<sup>st</sup> and sustained minor injuries.

The District had two Sewer System Overflows (SSOs) in January 2013 as summarized below; further details on these SSOs can be found in the attached operations report

No.	Date	Location	Amount, gal	Recovered, gal	Cause
1	1/14/2013	2041 Leese Lane	1,100,	0	Root Intrusion
2	1/28/2013	335 Enfrente	1,100	880	Structural failure

**Reclamation Facility**

There was minimal activity on ranch operation. Flood waters from the December storms receded.

**DEPT.MGR.:**

**MANAGER-ENGINEER:**

**Novato Sanitary District**  
**Payroll and Payroll Related Check Register**  
**February 2013**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
02/28/2013	February Payroll	104,383.15
02/26/2013	February Retiree Health Benefits	16,206.97
02/26/2013	CalPers Health	29,696.46
02/26/2013	CALPERS Retirement	20,685.10
02/26/2013	United States Treasury	19,864.38
02/26/2013	CalPers Supplemental Income Plan	6,850.00
02/26/2013	EDD	5,584.91
02/26/2013	Lincoln Financial Group	6,185.21
02/26/2013	Lincoln Financial Group-401a Plan	4,299.06
02/26/2013	Lincoln Financial Group-401a Plan	4,025.12
02/26/2013	CALPERS Retirement	4,213.40
02/26/2013	Local Union 315	440.00
02/26/2013	Marin Employ Federal Credit Union	517.00
02/26/2013	Operating Engineers Local 3 RHSP	245.09
		<b><u>223,195.85</u></b>

## **DATE CHANGE**

# **NOVATO SANITARY DISTRICT**

Meeting Date: February 19, 2013

The Wastewater Operations Committee of Novato Sanitary District will hold a meeting at 2:00 PM, **Tuesday, February 19, 2013**, at the District offices, 500 Davidson Street, Novato.

### **AGENDA**

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

This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Committee at this time as a result of any public comments made.
- 3. APPROVAL OF MEETING MINUTES FOR JANUARY 22, 2013:**
- 4. WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR JANUARY 2013:**
  - a. Treatment Plant Operation and Maintenance Report.
  - b. Odor control and landscaping progress report.
- 5. COLLECTION SYSTEM OPERATION AND MAINTENANCE REPORT FOR JANUARY 2013:**
  - a. Collection System Operation and Maintenance.
  - b. Pump Station Operation and Maintenance.
- 6. RECLAMATION FACILITY REPORT FOR JANUARY 2013**
  - a. Reclamation Facility Operation and Maintenance Report.
- 7. ADJOURNMENT:**

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

***Materials that are public records and that relate to an open session agenda item will be made available for public inspection at the District office, 500 Davidson Street, Novato, during normal business hours.***

January 22, 2013

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:20 p.m., Tuesday, January 22, 2013, at the District Office, 500 Davidson Street, Novato.

**MEMBERS PRESENT:** NSD Board Members William Long and Jerry Peters.

**STAFF PRESENT:** Beverly James, Manager-Engineer  
Sandeep Karkal, Deputy Manager-Engineer  
Tim O'Connor, Collection Systems Supervisor  
Julie Swoboda, Administrative Secretary  
(*Steve Krautheim, Field Services Superintendent was absent.*)  
(*John Bailey, Project Manager, Veolia Water, was absent.*)

**ALSO PRESENT:** Bob Guinan, Novato resident  
Joe Carlomagno, Novato resident  
Lynda Rodefer, Veolia Water

**AGENDA APPROVAL:** The agenda was approved as presented.

**PUBLIC COMMENT:** None.

**APPROVAL OF MEETING MINUTES FOR DECEMBER 18, 2012:** The December 18, 2012 minutes were approved as written.

**WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR DECEMBER 2012:**

- **Treatment Plant Performance Report, Maintenance Report and Safety & Training:** Sandeep Karkal, Deputy Manager-Engineer, stated that he would be presenting the monthly report because John Bailey, Plant Manager, Veolia Water, was absent. The Deputy Manager-Engineer reviewed the monthly operations report for December 2012 and summarized the treatment plant performance. He stated that the treatment plant stayed within all required parameters and that there were no violations or excursions during the month. He discussed the heavy rain event on December 23<sup>rd</sup> and stated that the facility experienced a peak flow of 32 MGD at 12:30 p.m. He noted that the treatment plant operated as expected and experienced no process upsets or failures.

The Deputy Manager-Engineer reported on the key events at the Novato Treatment Facility and the Ignacio Transfer Pump Station. He reported that the digester cleaning was completed at both the Novato and Ignacio facilities and noted the Veolia had prepared a "Digester Cleaning Closeout Report" which summarized the execution, schedule and costs of the project.

Bob Guinan, Novato resident, stated that odors are still being experienced in the Lea Drive neighborhood. He stated that numerous trees have died and requested an update on the odor consultant.

The Manager stated that the trees did not survive due to a high water table at the back of the facility and that Tulip trees are planned as a replacement. She stated that she is gathering information on an odor consultant from the University of California Los Angeles. The Manager stated that she will be attending a seminar on treatment plant odors that is being offered through the International Water Association.

At 2:45 p.m. a short recess was called.

The meeting was reconvened at 2:50 p.m.

Bob Guinan and Joe Carlomango left the meeting at 2:53 p.m.

### **COLLECTION SYSTEM OPERATION AND MAINTENANCE REPORT FOR DECEMBER 2012:**

Tim O'Connor, Collections System Superintendent, discussed the Collections System Monthly Report for December 2012. He reported that the crew cleaned a total of 51,331 feet of sewer pipeline in December and completed 257 maintenance work orders. He discussed pump station maintenance and noted that approximately 278 lift station inspections were conducted during December.

Mr. O'Connor stated that there were three sanitary sewer overflows in December, noting that a total of 3,435 gallons were released and 81 gallons were recovered. He stated that two overflows were caused by root intrusion and one by contractor error. Mr. O'Connor noted that the larger overflow event (3,150 gallons) was determined to be the result of a root blockage in the District main. He explained that there was 0% recovery for this discharge due to the severe storm event that was in progress when the discharge occurred (12-22-12).

Mr. O'Connor stated that safety performance for his department was excellent with a total of 655 accident-free days as of December 31<sup>st</sup>.

The Manager reported that thirteen (13) Lateral Replacement Grants were paid out in 2012. She discussed lateral replacement grant programs in other Districts.

### **RECLAMATION FACILITY REPORT FOR DECEMBER 2012:**

Sandeep Karkal, Deputy Manager-Engineer, stated that he would be presenting the Reclamation Facility report because Steve Krautheim, Field Services Superintendent, was absent. The Deputy Manager-Engineer stated that there was minimal activity on ranch operations for the month. He noted that the rancher was on site carrying out weed inhibition and/or suppression activities around the sprinkler heads. He noted that heavy rains had

flooded the majority of Site 2 and that cattails had been removed out of the drainage ditch to provide better drainage.

**ADJOURNMENT:** There being no further business to come before the Committee, the meeting adjourned at 3:38 p.m.

Respectfully submitted,

Beverly James  
Manager-Engineer

Julie Swoboda, Recording

DRAFT



February 12, 2013

Ms. Beverly James  
Manager - Engineer  
Novato Sanitary District  
500 Davidson Street  
Novato, CA 94545

**Subject: Veolia Water Operations Report – January 2013**

Dear Ms. James:

We are pleased to provide this updated activity report for January 2013.

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

Regards,

A handwritten signature in blue ink that reads 'John Bailey'.

John Bailey  
Project Manager

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**MONTHLY OPERATIONS REPORT**  
**January 2013**

Prepared for

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

Prepared by

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

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**TREATMENT PLANT PERFORMANCE SUMMARY: January 2013:**

**Bay Discharge**

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	5.39	6.51	N/A	N/A
Max Peak Hour, MGD -12/23, 12:30 pm	N/A	32.00	N/A	N/A
Influent BOD <sub>5</sub> , lb/day (month ave/max)	10,409	20,021	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	16,135	28,009	N/A	N/A
Effluent BOD <sub>5</sub> , mg/L (monthly ave/weekly max)	5.3	6	30	45
Effluent TSS, mg/L (monthly ave/weekly max)	<5	5	30	45
Effluent BOD <sub>5</sub> - % Removal, Minimum	98	N/A	85	N/A
Effluent TSS - % Removal, Minimum	99	N/A	85	N/A
pH, su (min / max)	7.1	7.2	6.5	8.5
Enterococcus, mpn (30 day geo mean)	17	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	2.1	N/A	140	N/A
Fecal Coliform, mpn (90 <sup>th</sup> percentile)	30	N/A	430	N/A
<b>Total Permit Exceedances (NPDES)</b>	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE

**OPERATIONS & MAINTENANCE STATUS / REVIEW:**

**Key events for the period:**

After a very wet December, January flows were at dry weather patterns.

**Novato**

- Routine rounds, readings and maintenance
- Bay Discharge mode
- Drained Primary Clarifier #1
- Repaired modulating motor and controller on Boiler– Outside Contractor
- Influent Pump #1 sent to Xylem / Flygt for warranty repair, damaged seal.
- Re-installed Mixed Liquor Pump 4B - returned from Xylem / Flygt, internal fault alarm.
- Replaced gear box on Digested Sludge Pump #1
- Replaced thermostat on block heater for Wet Weather Diesel Pump #1

- Replaced cracked boiler section – Outside Contractor
- Replaced condensate motor on blower building HVAC – Outside Contractor
- Replaced circuit board on electrical building HVAC – Outside Contractor
- Repaired block heater for admin. building Generator – Outside Contractor
- Sampled, filtered, polished diesel in diesel bulk tank

**Ignacio Transfer Pump Station**

- Routine rounds, readings, and maintenance
- Conveyance Pump #3 plugged impeller cleared by maintenance staff
- Sampled, filtered, polished fuel in bulk diesel tank

**Recycled Water Plant**

- Performed plant rounds

**Lagoons**

- Repaired valve on lagoon #4 – Outside Contractor

**ADMINISTRATION:**

- Electronic Self Monitoring Report for December 2012, submitted on 1/29/13
- Annual Self Monitoring Report for 2012 submitted 1/31/13
- Digester Cleaning Close Out Report submitted 1/14/13

**SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTF completed on 1/18/13
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of January 2013.
- Accident Free: 6/1/10 – 1/31/13: 974 days / 43,830 hours.
- Safety Training: Hazard Communication 1/30/13
- SOP Review: Influent Pump Station Dry/Wet Weather Operation
- SOP Review: Draining Pump Station/Headwork's Force Main
- SOP Review: Novato Influent Pump Station Daily Inspection
- SOP Review: Weekly Equipment Rotation/Hour Meter Readings

**ODORS:**

- Jerome Meter (H<sub>2</sub>S) readings performed in neighborhood and within treatment plant.

**MISCELLANEOUS**

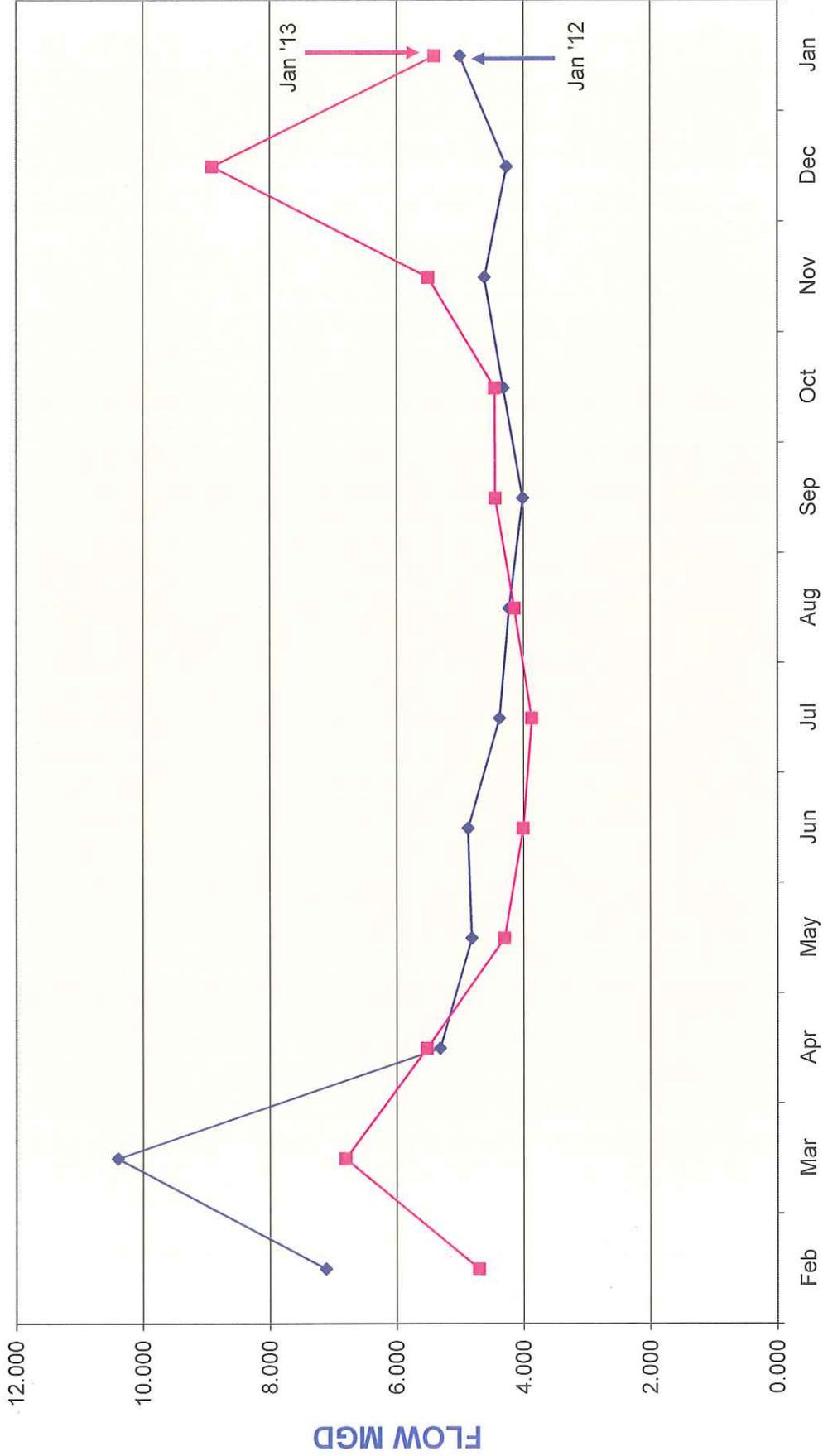
- Process Control Management Plan (PCMP) meetings held regularly

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

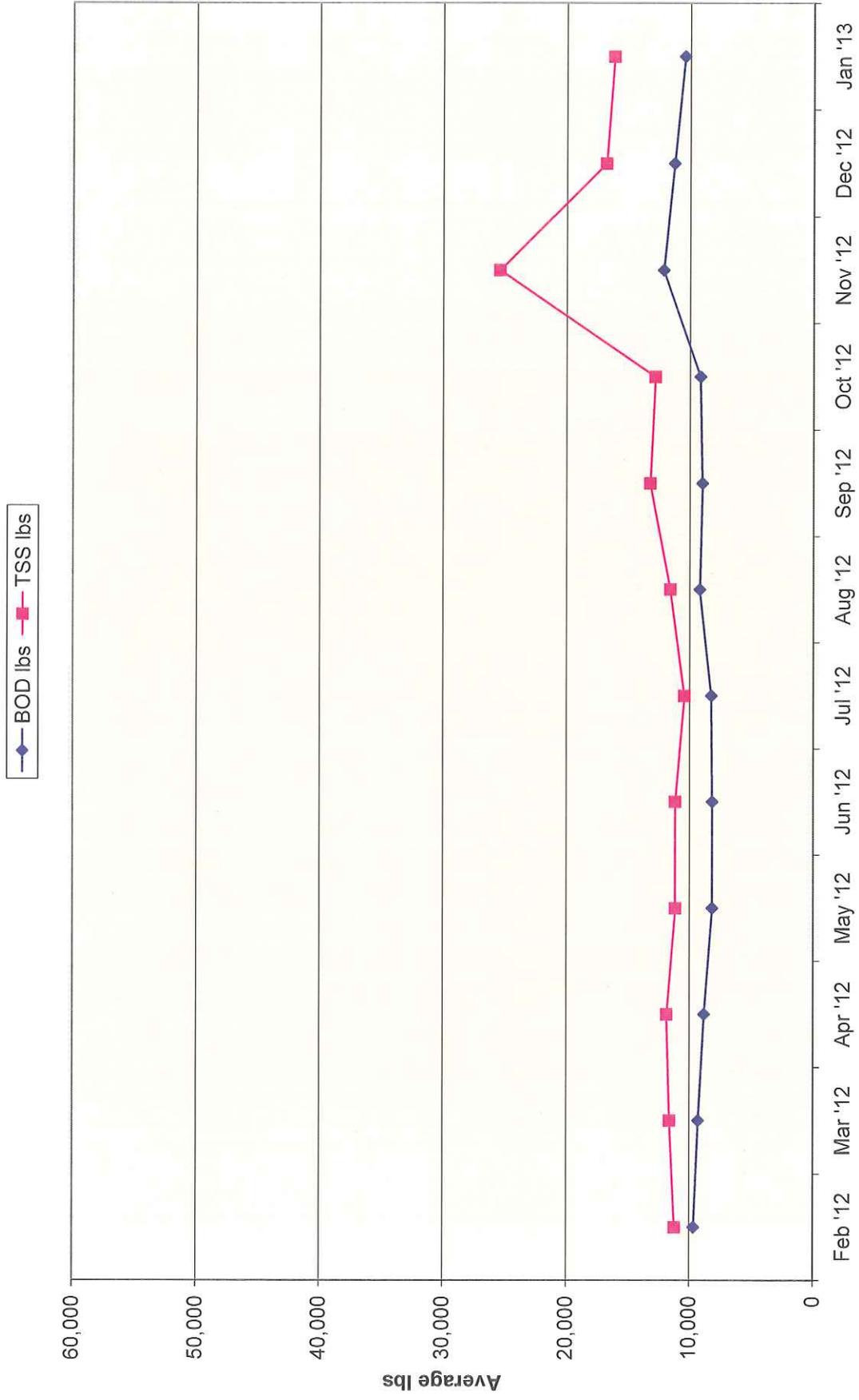
John O'Hare	Technical Support
Chris McAuliffe	District Manager
John Herron	Northern California Area Manager
Bryce Behnke	Technical Support via conference call & web exchange
Brian Exberger	Electronic Operations and Maintenance Manual Development
Jeremiah Danielson	Environmental, Health, and Safety – Confined Space Training
Mel Demsky	Regional Director of Asset Management
Dan Brown	Asset Manager

# FLOW COMPARISON

—◆— 2011 —■— 2012

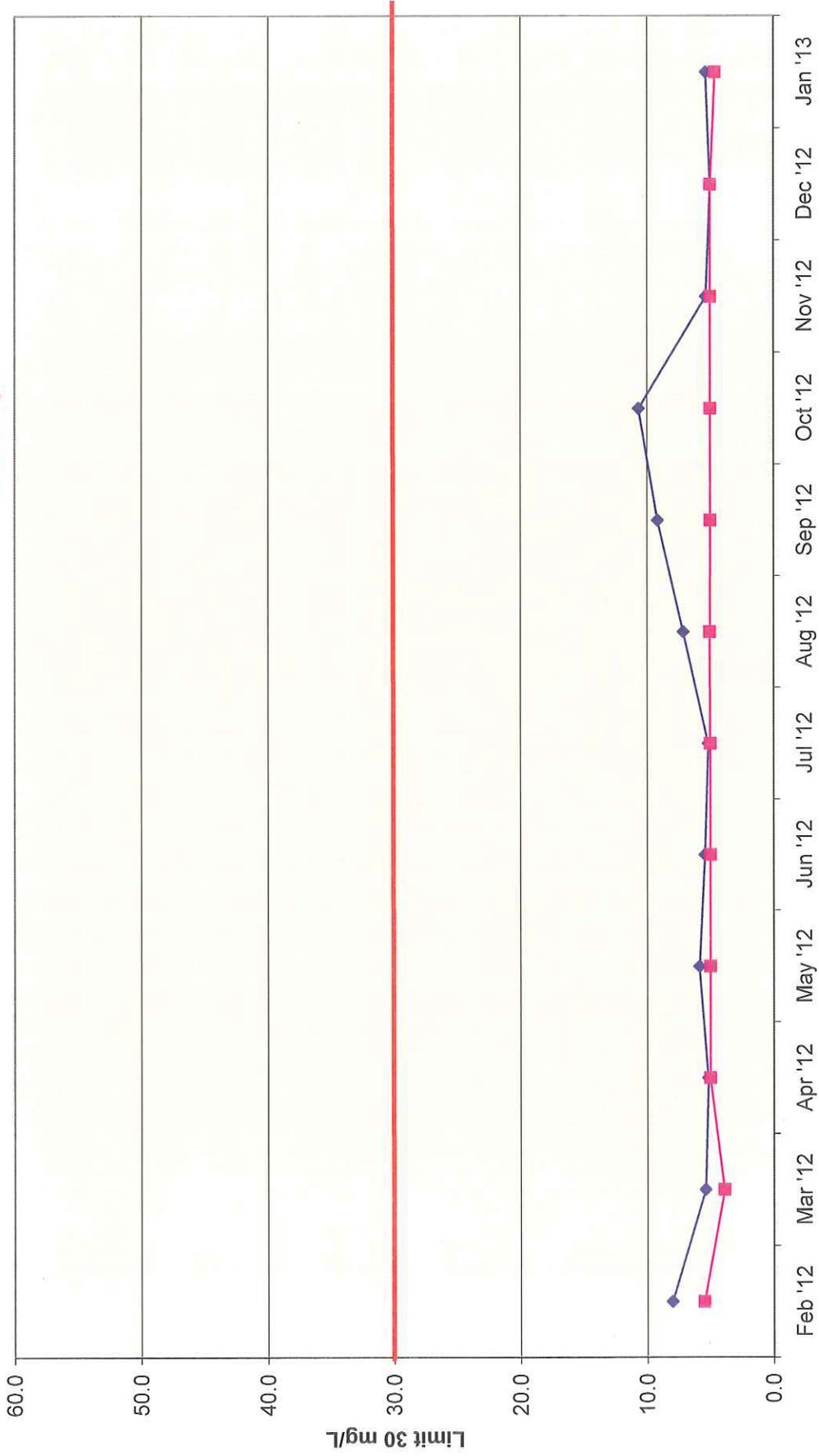


# Influent Load BOD / TSS lbs



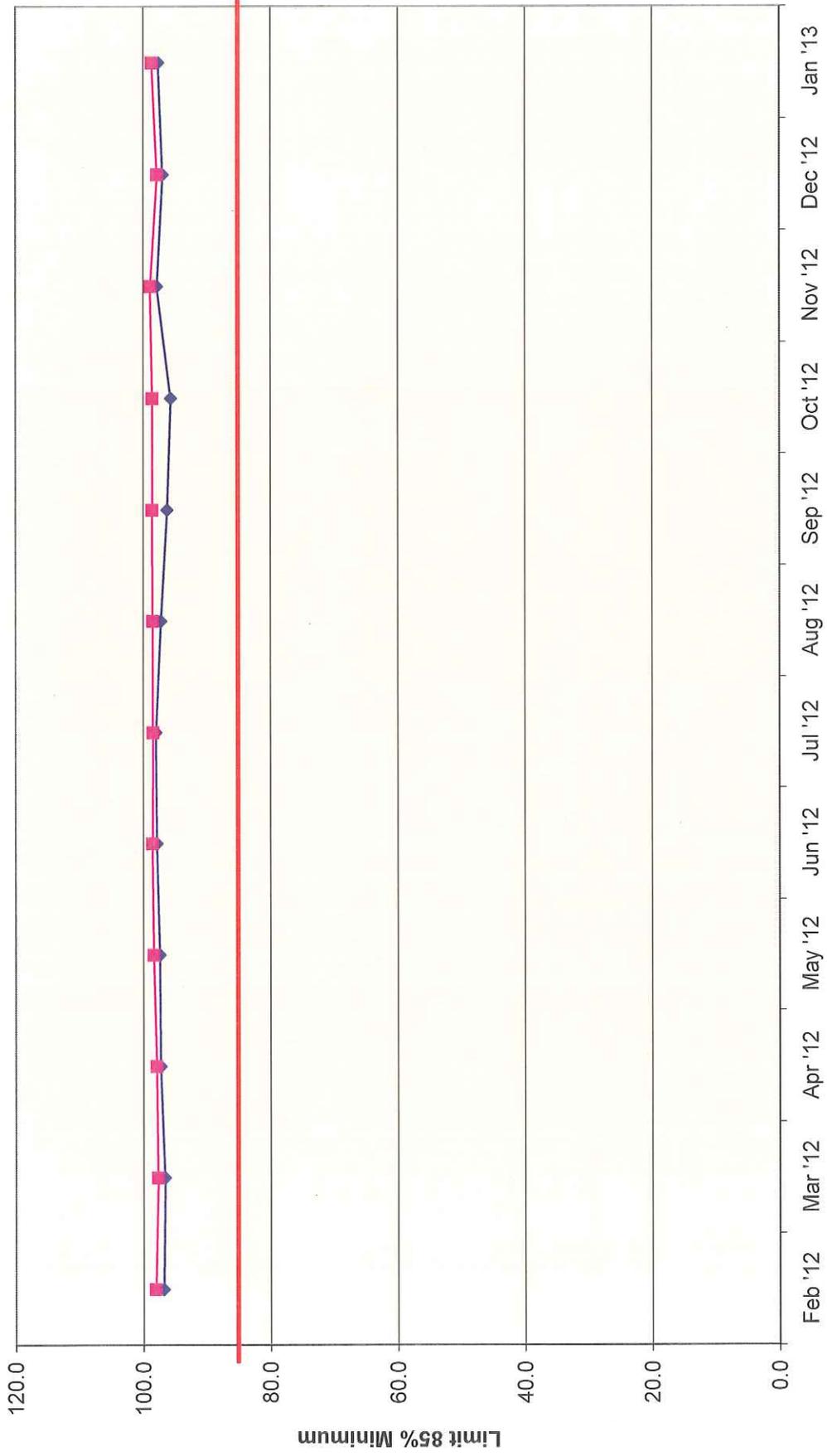
# Effluent BOD / TSS Concentration

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



# BOD / TSS Percent Removal

—◆— BOD —■— TSS



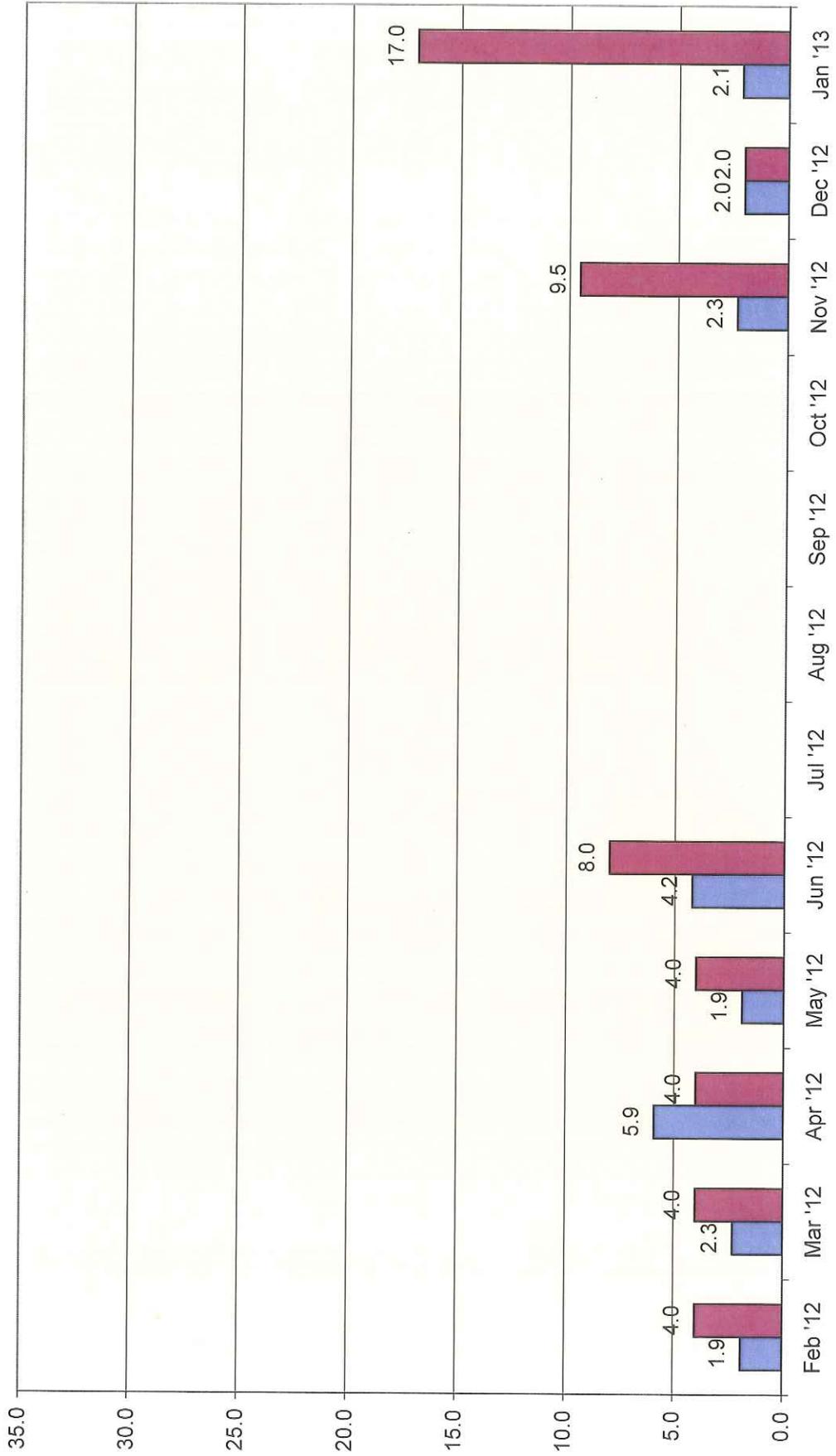
# Effluent Ammonia



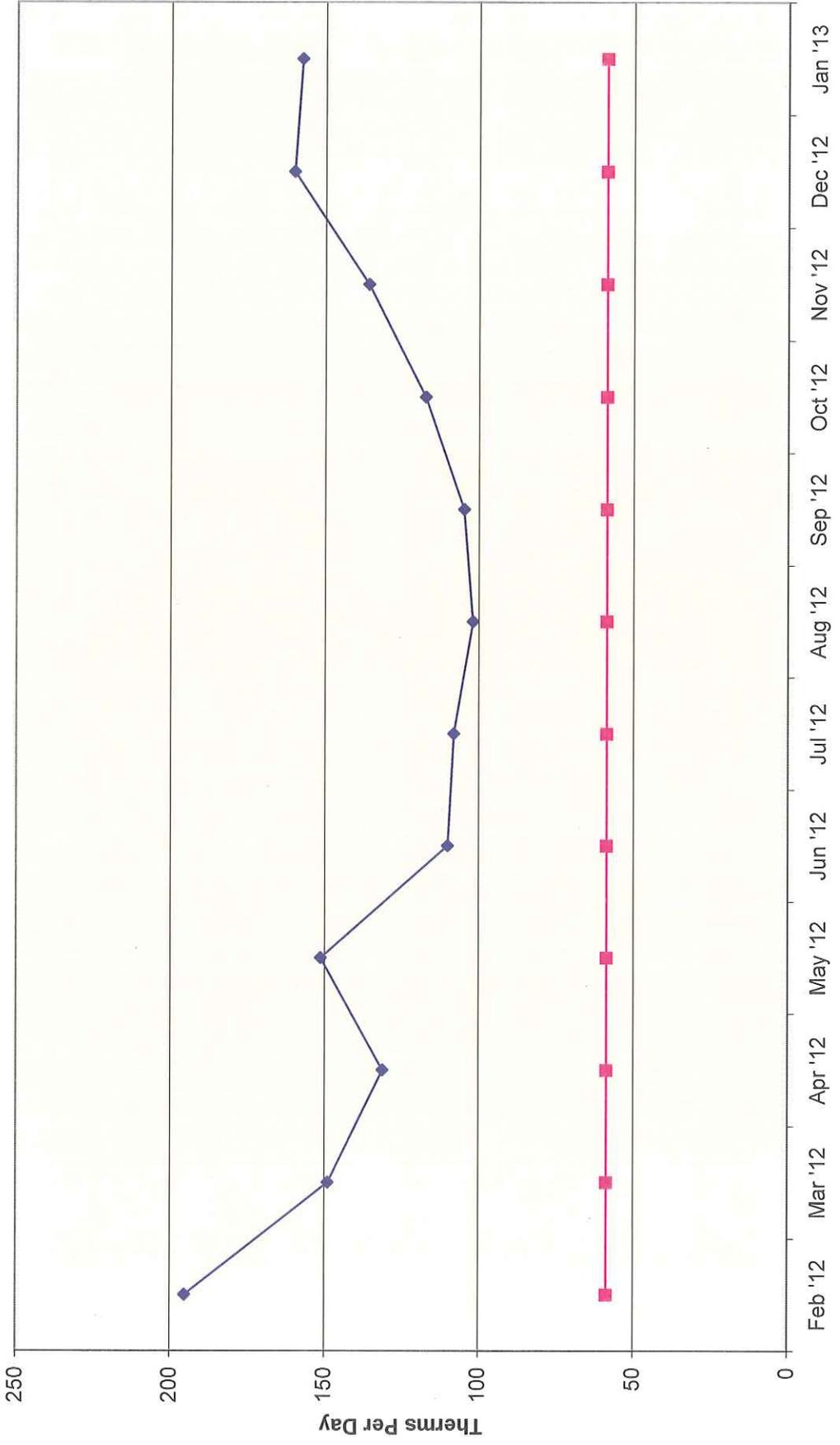
# Disinfection

**LIMITS - NPDES**  
 Enterococci 30 day geo mean 35 mpn /100ml  
 Fecal coliform 140 mpn monthly median  
 Fecal coliform 430 mpn 90th percentile 30 day

■ Enterococci ■ Fecal Coliform

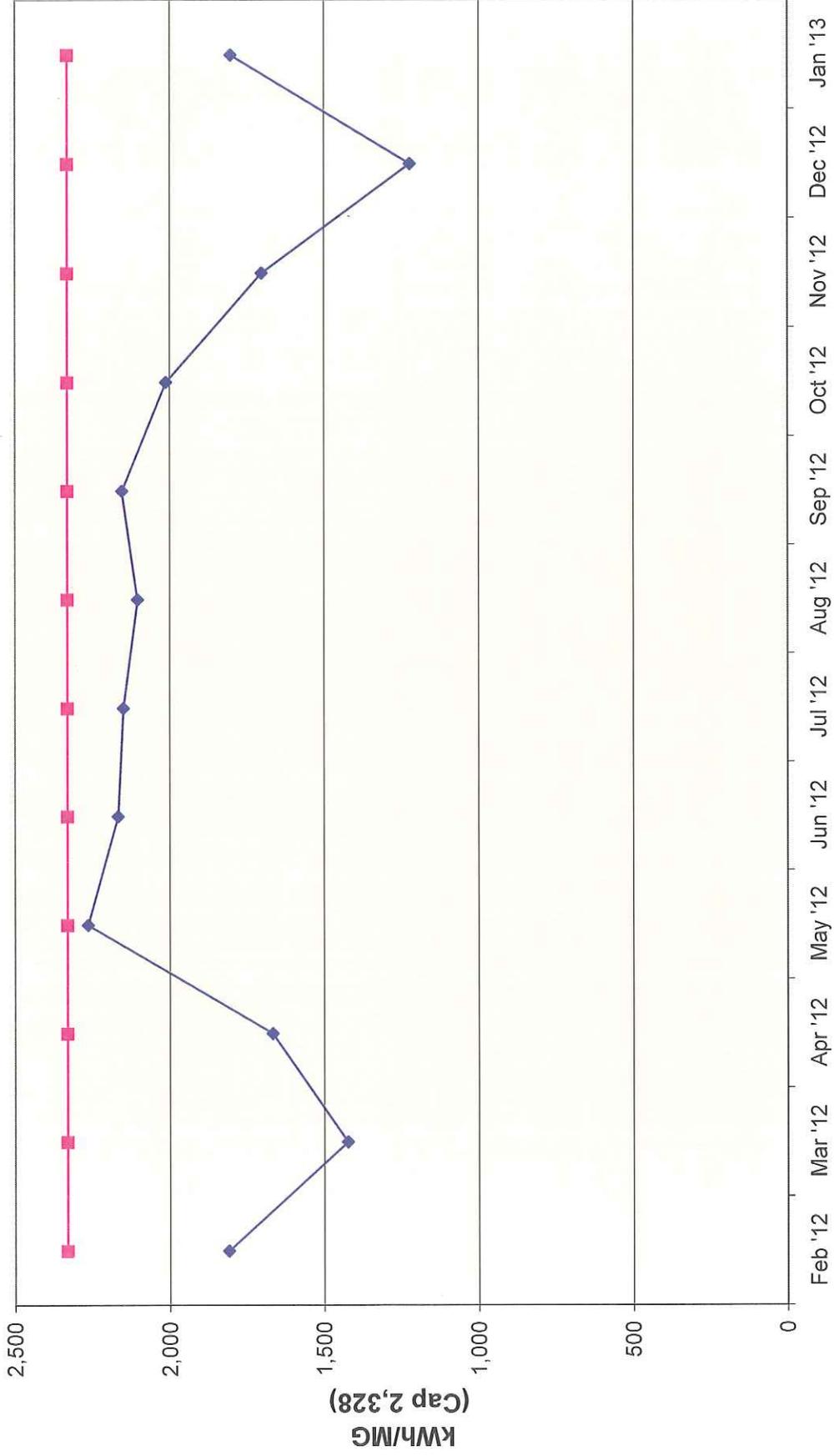


# Natural Gas Use

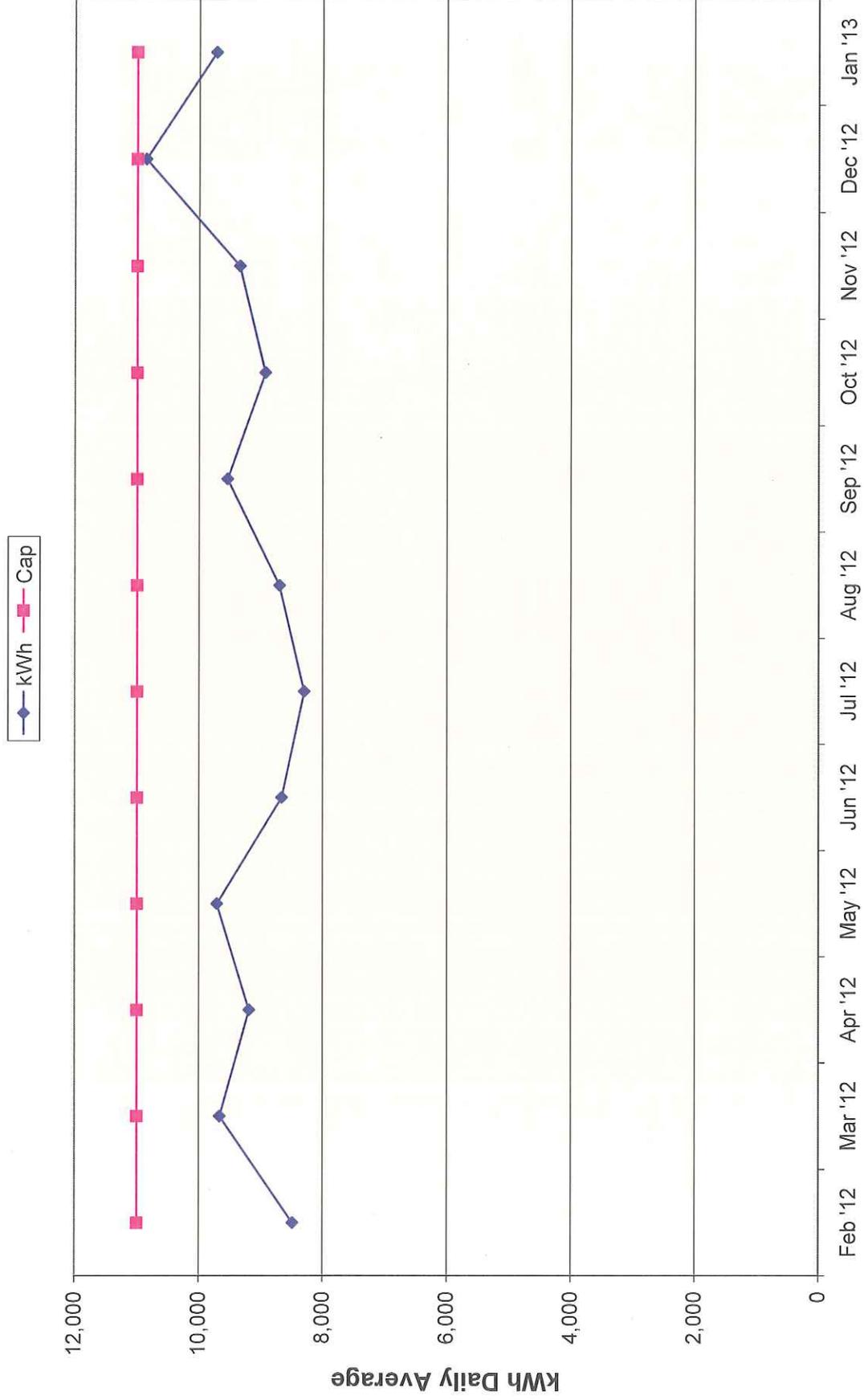


# Energy kWh/MG

—◆— kW/MG —■— Cap



# Energy kWh



**WORK ORDER STATISTICS**

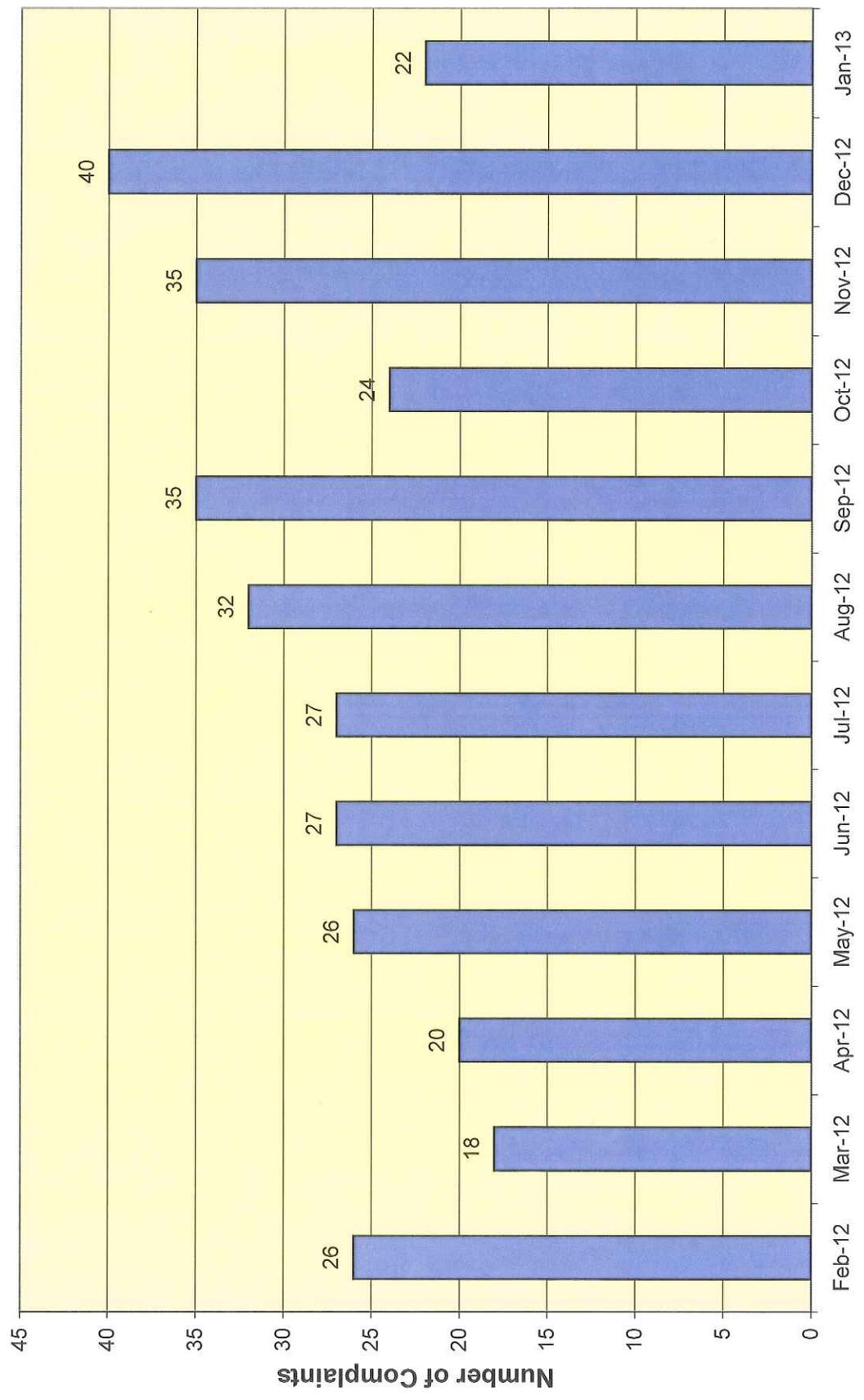
January 1, 2013 - January 31, 2013

	Open Work Orders Due Prior to 1/1/13	Open Work Orders 1/1/13 - 1/31/13	Total Open Work Orders
Preventative	4	266	270
Corrective	1	27	28
Total	5	293	298

	Closed Work Orders 1/1/13 - 1/31/13
Preventative	268
Corrective	25
Total	293

Total Outstanding Work Orders as of February 1, 2013	5
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# Complaints Received



**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
January 2013**

**General:**

For January 2013, after accounting for all leaves, the breakdown of Collection System department staff time, in terms of equivalent full-time employee (FTE) hours utilized, works out approximately as follows:

- 1.9 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.4 FTE field workers for Pump Station Maintenance
- 0.1 FTE field workers for CCTV work, and
- 1.9 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to main line cleaning, CCTV work or pump station maintenance.

**Collection System Maintenance:**

A total of 40,034 feet of sewer pipelines were cleaned for the month. Staff completed 201 maintenance work orders generated by the ICOMMM3 CMMS system, with 6 outstanding work orders. The footage cleaned per hour, line cleaned/month, and outstanding work orders are within established parameters for the department. Graphs showing the length of line cleaned/month, footage cleaned/hour worked, along with the overflows/month are attached.

The CCTV van was not operational until January 15 due to electrical problems with the unit. Due to these problems, the department's CCTV production for the month (at 10,905 feet), was below normal production goals.

**Pump Station Maintenance:**

The Collection System Department conducted 231 lift station inspections for the month of January, 2013, with 107 of the inspection visits generated through the JobCal Plus CMMS system.

The breakdown of these inspections is as follows: 22 Flygt submersible pump stations, 1 time per month, 7 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily. The number 2 pump at Marin Village was removed for inspection in December and is currently being repaired by Shape Inc.

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

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

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
January 2013**

**Pump Station Rehabilitation:**

As part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project No. 72403), construction started on BMK 9 pump station on January 7th, and control of that station along with the Hangar Ave and BMK 10 pump stations is the responsibility of the contractor, W.R. Forde, until the project is complete.

**Safety and Training:**

General: The Collection System crew attended weekly safety tailgate meetings.

Specialized training: Arc Flash Label awareness training and accessing the District's electronic Material Safety Data Sheet (MSDS) program

Safety performance: There was no lost time accidents until 1/31/2013 for a total of 685 accident-free days with one lost time injury occurring on 1/31/2013.

**Standard Operating Procedures:**

Collection System staff issued 4 SOPs during the month of January, 2013.

**Sanitary Sewer Overflows (SSOs):**

For the month of January, there were two (2) SSO's.

No.	Date	Location	Amount, gal	Cause
1	1/14/2013	2041 Leese Ln.	1,100 0 Recovered	Root Intrusion
2	1/28/2013	335 Enfrente Rd.	1,100 880 recovered	Structural Failure

SSO at 2041 Leese Ln: This SSO was a Category I event with the discharge volume (1,100 gallons) entering the storm drain system, and from there into an unnamed creek tributary to Novato Creek. There was no significant recovery (0%) for this discharge due to the location of this discharge and lack of access to the storm drain system in this area. This discharge was reported to the District by City of Novato staff.

This discharge was determined to be the result of root intrusion in the District main; lateral roots were possibly a factor in the cause of this discharge. The duration of this discharge was determined using residential and reporting party interviews. The volume of this event was estimated using North Marin Water use records and a discharge calculation spreadsheet that computes volume based on a partial blockage.

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
January 2013**

Cal EMA and Marin County Environmental Health Services (MCEHS) were notified within two (2) hours of District staff being notified of the discharge. Public Notification signs were posted (10 signs) in Novato Creek at the direction of Robert Turner, MCEHS from 1/14/2013 to 1/17/2013. Water sampling was conducted for the same time period as required by MCEHS. Water sample results did not indicate any impact to the creek.

This line segment has been on 12-month cleaning frequency, and was last cleaned on schedule 5/29/2012 using the hydro-flusher. When CCTV'ed, the line segment was found to have heavy root intrusion at one location. Repair of the damaged line segment has been completed.

This SSO event was reported into the CIWQS database on 1/15/2013 as a Category I event, SSO Event ID #790359 and was certified in CIWQS on 1/25/2013, Certification ID #338259.

SSO at 335 Enfrente Rd: This SSO was a Category I event with the discharge volume (1,100 gallons) entering a dirt drainage swale immediately adjacent to the overflow site. There was partial recovery (80%) for this discharge (with the remainder soaking into the ground), due to the location of this discharge. This discharge was reported to the District by a staff member from the North Marin Water District (NMWD).

This discharge was determined to be the result of structural failure of the District main, (potentially with contribution from overburden pressure from a PG&E power pole), which was exacerbated by root intrusion, grease, and cement debris in the main line. The duration of this discharge was determined using residential and reporting party interviews. The volume of this event was estimated using a combination of: (a) the San Diego picture method, and (b) a chart from the NSD Overflow Response Plan that provides an estimate of the discharge vs. the observed height of the discharge above the pick-hole.

Cal EMA and Marin County Environmental Health Services (MCEHS) were notified within two (2) hours of District staff being notified of the discharge.

This line segment had been on a 3 month cleaning frequency, and was last cleaned on schedule on 11/26/2012 using a hydro-flusher. As mentioned earlier, the line segment was found to have partially collapsed with root intrusion, grease, and cement debris contributing to the cause of the discharge.

This SSO event was reported into the CIWQS database on 1/29/2013 as a Category I event, SSO Event ID #790879 and was certified in CIWQS on 2/7/2013, Certification ID #898501.

\*\*\*\*

Novato Sanitary District

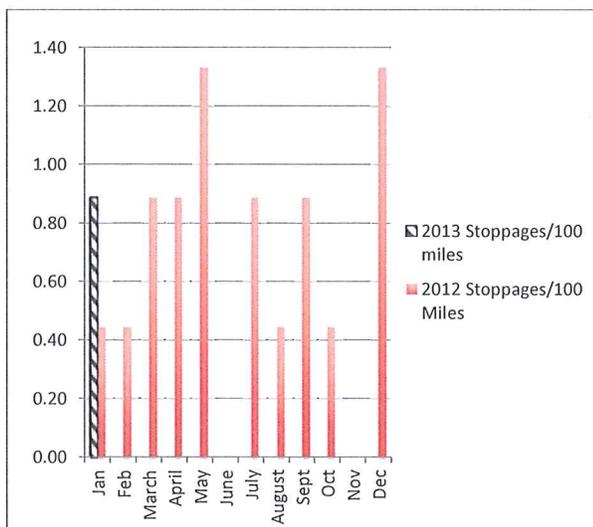
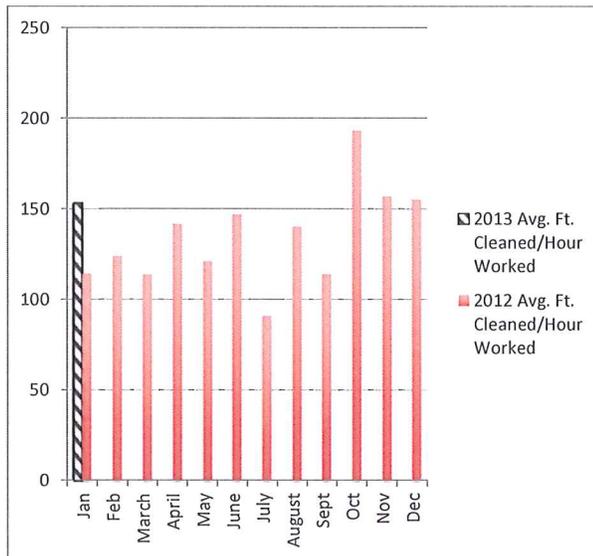
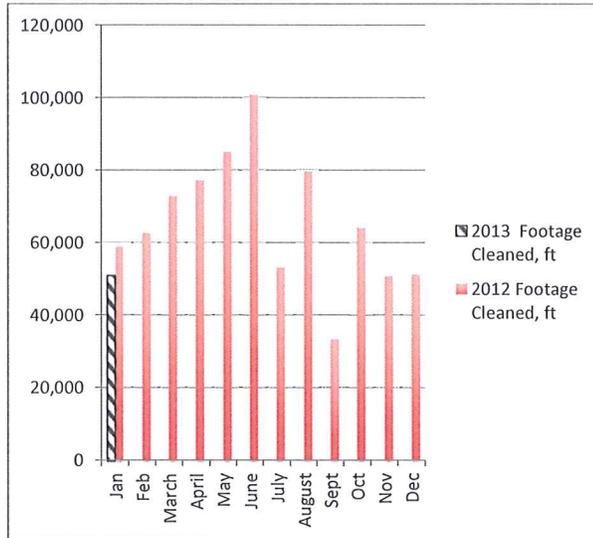
Collection System Monthly Report For 2013 (as of January 31, 2013)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>														
Number of FTEs (main line cleaning), hrs.	1.9												NA	1.9
Number of FTEs (other)	1.9												NA	1.9
Number of FTEs (CCTV)	0.1												NA	0.1
Total, FTEs	3.9												NA	3.9
Regular Time Worked, (main line cleaning), hrs	333												333	333
Regular Time Worked on Other, hrs <sup>(1)</sup>	326												326	326
Regular Time Worked on CCTV <sup>(2)</sup>	20												20	20
Total Regular time, worked, hrs	678												678	678
Total Vacation/Sick Leave/Holiday, hrs	204												204	204
Vacation/Sick Leave/Holiday, FTEs	1.2												1.2	1.2
Overtime Worked on Coll. Sys., hrs	6												6	6
Overtime Worked on Other, hrs <sup>(1)</sup>	3												3	3
Overtime Worked on CCTV <sup>(2)</sup>	1												1	1
Total Overtime, hrs	10												10	10
<b>Productivity</b>														
Rodder Work Orders Generated, ft	14												14	14
Rodder 3203 Ft. Cleaned	3,138												3,138	3,138
Flusher Work Orders Generated	187												187	187
Truck 3205V Ft. Cleaned	2,782												2,782	2,782
Truck 3206V Ft. Cleaned	34,114												34,114	34,114
Camera Work Orders Generated	0												0	0
Camera Ft. Videocd	10,905												10,905	10,905
Work Orders Completed	201												201	201
Work Orders backlog	6												6	6
Total Footage Cleaned	40,034												40,034	40,034
<b>Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category II)	2												2	NA
Major (Category I)	0												0	NA
Overflow Gallons	2												2	NA
Volume Recovered	2,200												2,200	NA
Percent Recovered	880												880	NA
	40%												40%	NA
<b>Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	7												7	7
Normal hours S.C. response time, mins (avg.)	12												12	12
Service Callouts, after hours, #	1												1	1
After Hours S.C. response time, mins (avg.)	23												23	23
<b>Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	120												NA	120
Total Stoppages/100 Miles	0.9												0.9	NA
Average spill response time (mins)	18												NA	18
Callouts/100 Miles	0.4												0.4	0.4
Overtime hours/100 Miles	3												3	3
Overflow Gallons/100 Miles	978												978	978

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

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

## Collection System 2012-13 Graphs





**COLLECTION SYSTEM (Pump Stations)  
WORK ORDER STATISTICS  
January 1, 2012 - January 31, 2012**

	<b>Open Work Orders Due Prior to 1/1/2013</b>	<b>Open Work Orders 1/1/2013 - 1/31/2013</b>	<b>Total Open Work Orders</b>
Preventive	0	107	3
Corrective	NA	0	0
<b>Total</b>	0	107	107

	<b>Closed Work Orders 1/1/2013 - 1/31/2013</b>
Preventive	104
Corrective	NA
<b>Total</b>	104

<b>Total Outstanding Work Orders as of 1/31/2013</b>	<b>3</b>
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**NOVATO SANITARY DISTRICT  
Wastewater Operations Committee Meeting  
Reclamation Facilities Report  
January 2013**

**Summary:**

Flood waters from heavy rains in December have receded off of Site 2 Parcels. Caltrans was contacted to request they clean their ditch along Highway 37 but conditions are too wet.

**Ranch Operations:**

There were no ranch operation activities in January.

**Irrigation Systems:**

There were no irrigation activities on the Sites this month. As previously reported, heavy rains flooded Site 2 which was exacerbated by off-site drainage ditches choked with cattails. Staff contacted Caltrans and asked them to clean the ditch along Highway 37 and they stated the area was too wet. Flood waters have since receded off of the Parcels.

**Irrigation Pump Station:**

As previously reported, the 400 HP motor for Pump 2 failed in July and staff has issued a purchase order for the work. This work will be completed before the start of irrigation season next spring. Staff will contact the vendor in February.

**Sludge Handling & Disposal:**

There was no activity to report.

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Solid Waste Committee Report**

**MEETING DATE: February 25, 2013**

**AGENDA ITEM NO.: 6.b.**

**RECOMMENDED ACTION:** Information. Receive report.

## **SUMMARY AND DISCUSSION:**

The Solid Waste Committee held its quarterly meeting on February 19, 2013. They reviewed the 2012 diversion and disposal reports for Novato. There has been a significant decrease in the amount going to disposal as well as a movement to smaller disposal cans. The customers choosing 20 gallon cans increased by 20% in the past year. The volume going to the landfill decreased by 11%.

### **Public Outreach**

Novato Disposal conducted outreach to seniors, schools, multi-family buildings, and commercial accounts to educate customers about recycling. Upcoming events include:

- ✚ Chamber Business Fair, April 18
- ✚ E-Waste Event April 27-29
- ✚ School Tour of Novato May 4
- ✚ Novato Art and Wine Festival June 8, 9
- ✚ July 4<sup>th</sup> parade

### **Household Hazardous Waste (HHW)**

January attendance at the HHW was 169 people. Paint remains the largest component of waste collected. The Paintcare program is moving ahead and we expect to be enrolled shortly.

### **E-Waste**

The spring E-Waste event will be from April 27-29 from 10 AM to 3:00 PM. It will be advertised in the District and Novato Disposal newsletters as well as with newspaper ads and a banner.

**DEPT.MGR.:**

**MANAGER-ENGINEER:**

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Administration: Zero Waste Resolution**

**MEETING DATE: February 25, 2013**

**AGENDA ITEM NO.: 7.a.**

**RECOMMENDED ACTION:** Adopt a resolution declaring March 17 – 22 Zero Waste Week

## **SUMMARY AND DISCUSSION:**

The Solid Waste Committee recommends the adoption of the attached Resolution declaring March 17<sup>th</sup> through 22<sup>nd</sup>, “Zero Waste Week”.

The District has embarked on an ambitious program to achieve “Zero Waste” by 2025. Zero Waste principles promote the highest and best use of materials to eliminate waste and pollution by emphasizing a closed loop system production and consumption by:

- Improving reuse/recycling of end-of-life products and materials to ensure their highest and best use,
- Pursuing redesign strategies to reduce the volume and toxicity of discarded products,
- Fostering the use of discarded products and materials to stimulate and drive local economic and workforce development.

**DEPT.MGR.:**

**MANAGER-ENGINEER:**

**DRAFT**

**NOVATO SANITARY DISTRICT  
RESOLUTION NO. 3054**

**A RESOLUTION DECLARING  
MARCH 17 – MARCH 22, 2013  
ZERO WASTE WEEK**

**WHEREAS**, the disposal of materials in landfills and incinerators causes potential damage to human health, wastes natural resources and may transfer liabilities to future generations, and

**WHEREAS**, for every ton of municipal waste generated, there are 71 tons of manufacturing, mining and construction debris generated, and

**WHEREAS**, waste reduction, reuse, recycling and composting conserve natural resources, reduce pollution, create jobs in local communities and are cheaper than disposal when all costs are considered, and

**WHEREAS**, Zero Waste initiatives, including Zero Waste community programs, Zero Waste businesses, Zero Waste policies and programs, such as Extended Producer Responsibility, and other high diversion activities can contribute to reducing the impact of discarded materials in our environment, and

**WHEREAS**, the Zero Waste International Alliance, GrassRoots Recycling Network, and Northern California Recycling Association are hosting a Zero Waste Week, March 17-22, 2013, in the San Francisco Bay Area, and

**WHEREAS**, there is a need to create action to support Zero Waste beyond the scope of the conference and that Zero Waste Week will promote the actions taken by municipalities and other organizations to promote Zero Waste in their home communities.

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT:**

**Novato Sanitary District** declares March 17 – March 22, 2013 to be “Zero Waste Week” and supports the dialog to be undertaken in advancing the goal of Zero Waste and high diversion; and

**Novato Sanitary District** declares its continuing commitment to support Zero Waste activities locally, including high diversion rates, recycling, food and green waste composting, public event outreach and promotion of zero waste, school recycling and composting, extended producer responsibility and promotion of waste reduction and reuse activities.

Novato Sanitary District

Workers' Compensation Reportable Incidents/Lost Time Report

Year	# of Reportable Incidents	# of Lost Work Days
2012	1	0
2011	1	118
2010	4	29
2009	6	133
2008	7	142
2007	5	4
2006	7	74
2005	2	33
2004	0	0
2003	1	0
2002	3	0
2001	9	67
2000	2	0
1999	2	2
1998	5	8
1997	2	0
1996	7	22
1995	5	1
1994	5	40
1993	7	9
1992	4	11
1991	4	9
1990	8	9
1989	3	2
1988	5	11
1987	2	6
1986	2	1
1985	4	0
1984	7	10
1983	5	56
1982	5	23
1981	1	4
1980	3	2