

# NOVATO SANITARY DISTRICT

Meeting Date: September 26, 2011

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:30 p.m., Monday, September 26, 2011, at the District Offices, 500 Davidson Street, Novato.**

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

## **AGENDA**

**1. PLEDGE OF ALLEGIANCE:**

**2. AGENDA APPROVAL:**

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

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

**4. REVIEW OF MINUTES:**

- a. Consider approval of minutes of the September 12 and 14, 2011 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 regular, payroll and payroll-related disbursements.

**6. FINANCING:**

- a. Progress report.

**7. RECYCLED WATER TREATMENT FACILITY PROJECT 73002:**

- a. Progress Report.

**8. ANNUAL COLLECTION SYSTEM REPAIRS, PROJECT 72803:**

- a. Review bids received, consider rejecting all bids, and authorizing the Manager-Engineer to so inform all bidders.

**9. WASTEWATER OPERATIONS:**

- a. Committee report

**10. STAFF REPORTS:**

- a. State of the Estuary conference.
- b. Public Outreach

**11. BOARD MEMBER REPORTS:**

**12. MANAGER'S ANNOUNCEMENTS:**

**13. ADJOURN:**

Next resolution no. 3035

**Next meeting date: Monday, October 10, 2011, 6:30 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA**

**Next regular meeting date: Monday, September 26, 2011, 6:30 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA**

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

September 12, 2011

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, September 12, 2011, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members Jean Mariani, George C. Quesada, and Dennis Welsh.

BOARD MEMBERS ABSENT: Member Michael Di Giorgio,

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John O'Hare, Veolia Water  
John Bailey, Project Manager, Veolia Water  
Brant Miller, Novato resident  
Dasse de longh, NSD employee, Novato resident  
Jerry Peters, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

*On motion of Member Quesada, seconded by Member Mariani, and carried unanimously by those members present, the agenda was approved as mailed.*

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the August 22, 2011 meeting.

*On motion of Member Mariani, seconded by Member Welsh, and carried unanimously by those members present, the minutes of the August 22, 2011 Board meeting were approved.*

CONSENT CALENDAR:

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

- a. Approval of regular disbursements in the amount of \$945,008.04, project account disbursements in the amount of \$51,612.54, and Board Member disbursements in the amount of \$2,751.43.
- b. Receive quarterly investment report for fourth quarter ended June 30, 2011.

SEWER USE ORDINANCE:

- Set the date for a public hearing to amend the Sewer Use Ordinance to incorporate federally mandated changes to the pretreatment program requirements: The Manager provided to the Board and audience a copy of the document titled "Novato Sanitary District Revisions To Ordinance No. 70". The Manager stated that the Regional Water Quality Control Board, San Francisco Bay Region issued Final Order No. R2-2011-0009, the Updated Pretreatment Program Provisions for 28 Municipal Wastewater Dischargers, amending Attachment H of the District's NPDES permit. She stated that Provision 1 of Order No. R2-2011-0009 requires implementation of all new federal pretreatment regulatory rules that may come into effect during the term of the District's NPDES permit. She suggested the Board review the revisions to Ordinance No. 70 prior to the public hearing.

The Manager requested the Board set the Public Hearing date for October 10, 2011. She stated that the notice of the Public Hearing will be posted twice in the newspaper as is required.

*On motion of Member Quesada, seconded by Member Mariani and carried unanimously by those members present, the Board set the date of October 10, 2011 for a public hearing to amend the Novato Sanitary District's Sewer Use Ordinance No. 70.*

STAFF REPORTS:

Deputy Manager-Engineer Sandeep Karkal stated that a Lea Drive Neighborhood Meeting took place on Monday, August 29<sup>th</sup>. Member Quesada questioned why he was not asked to attend the meeting. The Manager stated that the meeting was not a Board meeting and was intended only as an informational gathering for the neighbors who live in close proximity to the treatment facility.

The Deputy Manager-Engineer stated that the informational meeting was held for the Lea Dr./McClellan neighborhood residents. He summarized the topics that were covered and noted that the following individuals made presentations: Steve Wrightson, The Covello Group; Steve Clary, RMC Water & Environment; John Bailey, Veolia Water and himself. He noted that President William Long and Member Jean Mariani were also present at the meeting. The Board discussed the comments brought forth at the Neighborhood meeting.

Member Mariani requested that an email account be set up to provide neighbors with an easily accessible medium in which to log in their odor complaints. She felt that neighbors may not be calling in the entirety of the odors they experience because they did not want to inconvenience the Board, Veolia Water or District management. She requested the District look into what other Districts do for odor complaint reporting.

The Deputy Manager-Engineer stated that this email system had already been set up.

Member Welsh asked if a log book could be provided to the neighbors that are experiencing odors so they could easily keep a log of the odors. He expressed his concern that the residents may feel as if their complaints are not given a high priority due to the frequency of the calls.

The Manager stated that the neighbors have been provided with phone numbers and emails addresses of the appropriate Veolia Water employees who are on-call on any given day and time.

The Deputy Manager-Engineer stated that an established protocol has been put into place to record and attempt to determine the odor source.

Member Welsh discussed the option of changing the after-hours District phone message to direct callers to a specific person to contact if they are experiencing odors.

Member Quesada asked if the bacterium in the odor control bed was performing well. The Manager stated that the test results have not been received yet but she has not had any evidence to show that the beds are not working to the full levels as intended.

President Long discussed the neighborhood meeting and asked if a letter could be provided to the neighbors to keep them informed of the District's progress on the odor issue.

The Board requested they be notified via email when odor complaints are received at the District.

The Manager stated that Jim Joyce, Odor Consultant from V&A Consulting Engineers, Inc., is preparing a report. She stated that a review of the report will be scheduled for a future Board meeting.

Member Welsh asked for further information on the treatment facilities lighting during the night hours. He recalled that complaints had been made by the neighbors stating that the lights were intrusive and bothersome to them during the night hours. The Deputy Manager-Engineer explained that John Bailey, Project Manager, Veolia Water, had implemented a procedure to ensure the lighting would be turned off when not in use.

Member Welsh asked for an update on the noise issue that had affected neighbors as well as a status report on the landscaping on Lea Dr. The Manager explained that the noise issue has been looked into and resolved. In addition, she reported that the screening landscaping is progressing with large trees being planted this week and next week.

BOARD MEMBER REPORTS:

- Special District Institute Finance Seminar. Member Welsh stated that the seminar was beneficial and thanked Member Mariani for her mentoring during the conference. Member Mariani discussed some of the sessions she attended and stated she felt the budget presentation was excellent. The Deputy Manager-Engineer stated the seminar was very useful and that the speakers were excellent.

- President Long discussed his attendance at the Standard and Poor's Bond Rating meeting on Friday, September 9<sup>th</sup>. He thought the materials provided by District Manager Beverly James and Tom Gaffney of Bartle Wells was excellent and that the presentation was insightful.

- Member Quesada addressed the Manager and asked if future neighborhood meetings could include an invitation to all board members. The Manager explained that if a majority of Board members are present at any one meeting, the meeting becomes a public meeting and is subject to the Brown Act. She stated that to be in compliance with the Brown Act, the meeting must be publicly noticed and all public invited to attend. She explained that the neighborhood meeting was to address a specific issue which affects only a specific group of Novato residents.

Member Mariani suggested that for future meetings, Board members rotate attendance so all will have the opportunity to participate. President Long stated that prior to the next neighborhood meeting, the Board should decide which two Members will attend to represent the District Board.

MANAGER'S ANNOUNCEMENTS:

- Wastewater Operations Committee will meet on Monday, September 19<sup>th</sup> at 2PM at the District Office.

- The Manager discussed the District's former employee John Neighbors who passed away on August 26<sup>th</sup>. She stated that John had been a dedicated Mechanical Maintenance Lead Worker for a period of 28 years. Member Welsh spoke of John's sound character, strong work ethic and ingenuity.

ADJOURNMENT: At 7:16 p.m. President Long adjourned the meeting in memory of former District Mechanical Maintenance Lead Worker John Neighbors.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Swoboda, Recording

September 14, 2011

A special meeting of the Board of Directors of the Novato Sanitary District was held at 7:30 p.m., Wednesday, September 14, 2011, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Chick Adams, Jones Hall, Bond Counsel  
Tom Gaffney, Bartle Wells Associates  
Suzanne Crow, Novato resident  
Brant Miller, Novato resident  
Jerry Peters, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

*On motion of Member Quesada, seconded by Member Di Giorgio, and carried unanimously, the agenda was approved as mailed.*

PUBLIC COMMENT:

Suzanne Crow, Novato resident, questioned why a Special meeting was necessary when a regular Board meeting was held two days prior. She commented on the Neighborhood meeting which was held on August 29<sup>th</sup> at the District and felt that not enough action has been taken in regards to the residents' concerns about odor, light and landscaping issues.

FINANCE:

- Consider acceptance of the proposal from the Bank of New York Mellon to serve as trustee. The Manager noted that at their meeting on August 22<sup>nd</sup>, the Board had reviewed the proposals from four banks. The Bank of New York Mellon was determined to offer the required services at the lowest total cost and was the recommended selection. She stated that the decision was deferred while board members verified that there was no conflict of interest. She stated that District Counsel had reviewed the facts provided and determined that there is no conflict of interest and requested the Board accept the proposal from the Bank of New York Mellon to serve as Certificate of Participation (COP) Bond trustee.

District Counsel Kent Alm further clarified the conflict of interest issue between a Board member and the Bank of New York Mellon and stated that no conflict of interest exists that would hinder the District from moving forward on this issue.

*On motion of Member Quesada, seconded by Member Di Giorgio and carried unanimously, the Board accepted the proposal from the Bank of New York Mellon to serve as trustee for the Certificates of Participation.*

- Consider approval of Resolution No. 3034, authorizing the issuance and sale of Wastewater Revenue Certificates of Participation (COP), Series 2011, in the Principal Amount of Not to Exceed \$22,500,000 to provide financing for Wastewater System Improvements, and approving related documents including installment Sale Agreement, Trust Agreement, Official Statement Notice of Sale, and related actions. The Manager explained and outlined the course of actions the District Board and Chick Adams of Jones Hall utilized to determine the amount and timing of the Certificate of Participation bond sale. She stated that before the Board was the decision to sell COP bonds, to agree on the bond term and to adopt the associated documents. She stated that the Preliminary Official Statement had been previously presented to the Board and their comments have been incorporated into the final statement. She introduced Tom Gaffney of Bartle Wells Associates and Chick Adams of Jones Hall.

Mr. Gaffney gave an overview of the decision before the Board. The Board discussed the bond sale documents and provided minor changes and revisions to Mr. Gaffney.

Member Di Giorgio questioned District Counsel on the status of the letters the District received from residents who contended the sewer service charge rate structure was illegal. District Counsel Kent Alm stated that the letters received from the apartment owner's Association and others, have been reviewed by Counsel. He stated that it is illogical to use the measure of water use as the only criteria for setting rates because a large percentage of the operational costs are fixed. He stated the Ordinance the District currently uses takes into account current water use and is competent and valid. He stated the Ordinance does not need to be modified at this time, based on the comments he has heard from the apartment owners' association.

Member Quesada moved approval of the Resolution and all the related documents. Member Mariani seconded the motion. Discussion continued.

Mr. Gaffney discussed the Preliminary Official Statement and stated he will make changes to the documents as per the Board's direction.

Mr. Gaffney called for recommendations from the Board as to the life of the bond. The Manager discussed the financial options associated with the 20 year and 23 year COP bond and recommended the Board approve the 20 year bond. She pointed out the financial benefits of the 20 year COP bond.

Member Di Giorgio moved to accept the 20 year COP bond. President Long confirmed with the maker and the seconder of the motion their approval of this change.

Mr. Gaffney introduced Bond Counsel Chick Adams, Jones Hall, who reviewed the legal structure of the COP bonds and further explained the details of the bond sale process.

District Counsel Kent Alm discussed Resolution 3034 which contemplates that minor types and edits will be accepted by the Manager-Engineer into the final document. He quoted the Resolution as stating: “..in substantially the respective forms on file with the Manager-Engineer, together with any changes therein or additions thereto approved by the Manager-Engineer: “

Tom Gaffney and Chick Adams explained the process and time-line of the bond sale transaction. He stated the process moves rapidly and the necessary decisions will need to be made quickly.

The Manager stated that after discussion with Bond Counsel, the COP bond amount would be \$22 million instead of \$22.5 million as was stated at previous meetings.

District Counsel clarified that Resolution No. 3034 would be adopted with all of its contents with the alteration that the amount of the COP bond would not exceed \$22 million and the term of the COP bond would be 20 years.

President Long called for Public Comment.

Suzanne Crow requested more details in regards to the Southgate Reserve Fund as shown on Table 1. The Manager explained that the Southgate development was accepted into the District but there were some issues with the sewer collection lines. She stated that the funds shown on Table 1 were set aside from the settlement to fund potential costs if the sewer system should fail.

Ms. Crow questioned the SRF Reimbursement as shown on Table 2. The Manager replied that this entry shows the final payment to the District as part of the State Revolving Fund (SRF) Loan.

Ms. Crow expressed her concern that the District could issue a bond for \$22 million without a vote from the Novato residents.

President Long called for the question.

*On motion of Member Quesada, seconded by Member Mariani and carried unanimously, the Board approved Resolution No. 3034 as amended with the amendment being that the term of the COP bond shall be for 20 years and the principal amount of the COP bond shall be for an amount not to exceed \$22,000,000. The Board approved Resolution No. 3034: Resolution of the Board of Directors of the Novato Sanitary District Authorizing the Issuance and Sale of Wastewater Revenue Certificates of Participation, Series 2011, in*

*the Principal Amount of Not to Exceed \$22,000,000 to Provide Financing for Wastewater System Improvements, and Approving Related Documents and Actions.*

ADJOURNMENT: There being no further business to come before the Board, President Long adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Swoboda, Recording

DRAFT

# Novato Sanitary District Check Register

September 26, 2011

Date	Num	Name	Credit
<b>Sep 26, 11</b>			
9/26/2011	53376	Custom Tractor Service	68,230.00
9/26/2011	53369	Bay Area Air Quality	11,076.00
9/26/2011	53368	Bartle Wells Assoc, Inc	10,427.19
9/26/2011	53386	Marin/Sonoma Mosquito Dist	7,552.24
9/26/2011	53372	Caltest Analytical Lab Inc.	6,220.60
9/26/2011	53366	Barg, Coffin, Lewis & Trapp	6,039.70
9/26/2011	53361	American Express-22062	5,000.50
9/26/2011	53377	EDD	3,600.00
9/26/2011	53405	Unicorn Group	3,534.62
9/26/2011	53388	Meyers, Nave, Riback, Silver ...	2,876.91
9/26/2011	53382	Harris & Associates, Inc	2,750.00
9/26/2011	53397	Royal Petroleum Company	2,002.69
9/26/2011	53371	Brenntag Pacific, Inc.	1,800.16
9/26/2011	53373	Cantarutti Electric, Inc	1,794.00
9/26/2011	53380	Fisher Wireless Services, Inc.	1,732.20
9/26/2011	53387	MarinScope Inc.	1,571.25
9/26/2011	53385	Lateral-Ritchie	1,500.00
9/26/2011	53383	Kaiser Permanente	1,157.78
9/26/2011	53381	Ghilotti Bros. Inc.	1,099.98
9/26/2011	53398	Siemens Industry, Inc.	1,045.38
9/26/2011	53384	Koffler Electrical Mech, Inc.	1,017.98
9/26/2011	53400	USA BlueBook	911.85
9/26/2011	53378	Empire Mini Storage - Novato	730.00
9/26/2011	53379	Farwest Corrosion Control, Inc.	625.11
9/26/2011	53389	Nextel Communications	469.04
9/26/2011	53360	Alhambra	319.49
9/26/2011	53374	Control Systems West, Inc.	310.00
9/26/2011	53359	3T Equipment Company Inc.	290.95
9/26/2011	53402	Water Components & Buildin...	213.35
9/26/2011	53370	BoundTree Medical, LLC	203.56
9/26/2011	53403	Welsh Dennis J.	199.78
9/26/2011	53401	VWR International Inc.	183.86
9/26/2011	53399	Staples Business Adv Inc.	155.58
9/26/2011	53367	Barnett Medical LLC	135.00
9/26/2011	53394	Orkin Pest Control, Inc.	105.45
9/26/2011	53404	Verizon California	101.86
9/26/2011	53364	AT&T-234-341-6561	95.38
9/26/2011	53390	North Bay Portables, Inc.	92.36
9/26/2011	53391	North Marin Water District	87.00
9/26/2011	53362	AT&T-233-841-3670	63.03
9/26/2011	53392	Novato Car Wash	62.95
9/26/2011	53375	Cook Paging	57.72
9/26/2011	53365	AT&T-415-883-7312	37.04
9/26/2011	53363	AT&T-233-841-3671	31.38
9/26/2011	53393	One Stop Auto Service Inc.	30.96
9/26/2011	53396	Radio Shack	19.60
9/26/2011	53395	Pacific, Gas & Electric	14.78
<b>Sep 26, 11</b>			<b>147,576.26</b>

**Novato Sanitary District  
Operating Check Detail  
Sept 26, 2011**

	Date	Account	Amount Paid
<b>3T Equipment Company Inc.</b>			
	09/07/2011	60150 · Repairs & Maintenance	290.95
Total 3T Equipment Company Inc.			<u>290.95</u>
<b>Alhambra</b>			
	09/01/2011	66100 · Engineering Supplies	319.49
Total Alhambra			<u>319.49</u>
<b>American Express-22062</b>			
	09/13/2011	60100 · Operating Supplies	136.00
	09/13/2011	65100 · Operating Supplies	154.84
	09/13/2011	66124 · IT/Misc Electrical	1,516.30
	09/13/2011	66090 · Office Expense	631.57
	09/13/2011	66170 · Travel, Meetings & Training	2,561.79
Total American Express-22062			<u>5,000.50</u>
<b>AT&amp;T</b>			
	09/07/2011	Telephone Pump Station/Treatment	226.83
Total AT&T			<u>226.83</u>
<b>Barg, Coffin, Lewis &amp; Trapp</b>			
	07/31/2011	66122 · Attorney Fees	6,039.70
Total Barg, Coffin, Lewis & Trapp			<u>6,039.70</u>
<b>Barnett Medical LLC</b>			
	08/17/2011	64170 · Pollution Prevention/Public Ed	135.00
Total Barnett Medical LLC			<u>135.00</u>
<b>Bartle Wells Assoc, Inc</b>			
	09/13/2011	66123 · O/S Contractual	10,427.19
Total Bartle Wells Assoc, Inc			<u>10,427.19</u>
<b>Bay Area Air Quality</b>			
	08/26/2011	61000-4 · Water/Permits/Telephone	11,076.00
Total Bay Area Air Quality			<u>11,076.00</u>
<b>BoundTree Medical, LLC</b>			
	09/06/2011	64170 · Pollution Prevention/Public Ed	203.56
Total BoundTree Medical, LLC			<u>203.56</u>
<b>Brenntag Pacific, Inc.</b>			
	09/12/2011	65101 · Operating Chemicals	1,800.16
Total Brenntag Pacific, Inc.			<u>1,800.16</u>
<b>Caltest Analytical Lab Inc.</b>			
	09/14/2011	64160 · Research & Monitoring	6,220.60
Total Caltest Analytical Lab Inc.			<u>6,220.60</u>
<b>Cantarutti Electric, Inc</b>			
	09/02/2011	65150 · Repairs & Maintenance	1,794.00
Total Cantarutti Electric, Inc			<u>1,794.00</u>
<b>Control Systems West, Inc.</b>			
	09/15/2011	65150 · Repairs & Maintenance	310.00
Total Control Systems West, Inc.			<u>310.00</u>
<b>Cook Paging</b>			
	09/01/2011	61000-4 · Water/Permits/Telephone	24.00
	09/01/2011	65193 · Telephone	22.25
	09/01/2011	60193 · Telephone	11.47
Total Cook Paging			<u>57.72</u>

**Novato Sanitary District  
Operating Check Detail  
Sept 26, 2011**

	Date	Account	Amount Paid
<b>Custom Tractor Service</b>			
	09/19/2011	63115 · Sludge Disposal	68,230.00
Total Custom Tractor Service			<u>68,230.00</u>
<b>EDD</b>			
	09/15/2011	Unemployment benefits	3,600.00
Total EDD			<u>3,600.00</u>
<b>Empire Mini Storage - Novato</b>			
	09/16/2011	66123 · O/S Contractual/Paper Storage	730.00
Total Empire Mini Storage - Novato			<u>730.00</u>
<b>Farwest Corrosion Control, Inc.</b>			
	08/31/2011	Pump Stations · Repairs & Maintenance	187.58
	08/31/2011	Reclamation · Repairs & Maintenance	437.58
Total Farwest Corrosion Control, Inc.			<u>625.11</u>
<b>Fisher Wireless Services, Inc.</b>			
	08/31/2011	Collection · Repairs & Maintenance	1,732.20
Total Fisher Wireless Services, Inc.			<u>1,732.20</u>
<b>Ghilotti Bros. Inc.</b>			
	09/02/2011	Reclamation · Repairs & Maintenance	1,099.98
Total Ghilotti Bros. Inc.			<u>1,099.98</u>
<b>Harris &amp; Associates, Inc</b>			
	09/09/2011	21045 · Novato Heights Deposits	2,750.00
Total Harris & Associates, Inc			<u>2,750.00</u>
<b>Kaiser Permanente</b>			
	09/20/2011	66020- Health Benefit	1,157.78
Total Kaiser Permanente			<u>1,157.78</u>
<b>Koffler Electrical Mech, Inc.</b>			
	09/07/2011	Pump Stations · Repairs & Maintenance	1,017.98
Total Koffler Electrical Mech, Inc.			<u>1,017.98</u>
<b>Lateral - Ritchie</b>			
	09/07/2011	Lateral Grant Programe	1,500.00
Total Laterl Ritchie			<u>1,500.00</u>
<b>Marin/Sonoma Mosquito Dist</b>			
	08/31/2011	Reclamation · Repairs & Maintenance	7,552.24
Total Marin/Sonoma Mosquito Dist			<u>7,552.24</u>
<b>MarinScope Inc.</b>			
	08/30/2011	66123 · O/S Contractual	516.75
	08/30/2011	67600 · AB939 Solid Waste Ad	995.50
	09/07/2011	66130 · Printing & Publications	59.00
Total MarinScope Inc.			<u>1,571.25</u>
<b>Meyers, Nave, Riback, Silver &amp; Wilson</b>			
	09/20/2011	66122 · Attorney Fees	2,876.91
Total Meyers, Nave, Riback, Silver & Wilson			<u>2,876.91</u>
<b>Nextel Communications</b>			
	09/20/2011	60193 · Telephone	154.39
	09/20/2011	65193 · Telephone	83.13
	09/20/2011	66193 · Telephone	231.52
Total Nextel Communications			<u>469.04</u>

**Novato Sanitary District  
Operating Check Detail  
Sept 26, 2011**

	Date	Account	Amount Paid
<b>North Bay Portables, Inc.</b>			
	09/01/2011	Reclamation · Operating Supplies	92.36
Total North Bay Portables, Inc.			<u>92.36</u>
<b>North Marin Water District</b>			
	09/08/2011	Pump Station · Water	87.00
Total North Marin Water District			<u>87.00</u>
<b>Novato Car Wash</b>			
	08/17/2011	Collection · Repairs & Maintenance	10.99
	08/17/2011	Admin · Repairs & Maintenance	51.96
Total Novato Car Wash			<u>62.95</u>
<b>One Stop Auto Service Inc.</b>			
	09/06/2011	Admin · Repairs & Maintenance	30.96
Total One Stop Auto Service Inc.			<u>30.96</u>
<b>Orkin Pest Control, Inc.</b>			
	09/15/2011	Admin · Repairs & Maintenance	105.45
Total Orkin Pest Control, Inc.			<u>105.45</u>
<b>Pacific, Gas &amp; Electric</b>			
	09/02/2011	65191 · Gas & Electricity	14.78
Total Pacific, Gas & Electric			<u>14.78</u>
<b>Radio Shack</b>			
	08/01/2011	Pump Station · Repairs & Maintenance	19.60
Total Radio Shack			<u>19.60</u>
<b>Royal Petroleum Company</b>			
	09/09/2011	66060 · Gasoline & Oil	2,002.69
Total Royal Petroleum Company			<u>2,002.69</u>
<b>Siemens Industry, Inc.</b>			
	08/31/2011	65150 · Repairs & Maintenance	1,045.38
Total Siemens Industry, Inc.			<u>1,045.38</u>
<b>Staples Business Adv Inc.</b>			
	09/10/2011	65150 · Repairs & Maintenance	155.58
Total Staples Business Adv Inc.			<u>155.58</u>
<b>USA BlueBook</b>			
	09/12/2011	Pump Stations · Operating Supplies	911.85
Total USA BlueBook			<u>911.85</u>
<b>Verizon California</b>			
	09/10/2011	66193 · Telephone	101.86
Total Verizon California			<u>101.86</u>
<b>VWR International Inc.</b>			
	09/13/2011	64100 · Operating Supplies	183.86
Total VWR International Inc.			<u>183.86</u>
<b>Water Components &amp; Building, Inc.</b>			
	09/01/2011	63150 · Repairs & Maintenance	213.35
Total Water Components & Building, Inc.			<u>213.35</u>
<b>Welsh Dennis J.</b>			
	09/15/2011	66170 · Travel, Meetings & Training	199.78
Total Welsh Dennis J.			<u>199.78</u>
<b>The Unicorn Group</b>			

**Novato Sanitary District  
Operating Check Detail  
Sept 26, 2011**

	<u>Date</u>	<u>Account</u>	<u>Amount Paid</u>
	09/15/2011	66123- Newsletter Mailing	<u>3,534.62</u>
Total The Unicorn Group			<u>3,534.62</u>
<b>TOTAL</b>			<u><u>147,576.26</u></u>

09/22/11

# Novato Sanitary District Check Register

September 26, 2011

Date	Num	Name	Credit
<b>Sep 26, 11</b>			
9/26/2011	53354	Covello Group, The	60,136.01
9/26/2011	53355	Gateway Pacific Contractors -...	57,697.10
9/26/2011	53356	RMC Water & Environment, I...	25,870.04
9/26/2011	2206	Covello Group, The	14,566.43
9/26/2011	53352	Cagwin & Dorward Inc.	7,140.00
9/26/2011	53353	Cantarutti Electric, Inc	6,837.00
9/26/2011	2204	BakerCorp	5,388.12
9/26/2011	53358	Whitley Burchett & Associate...	2,873.00
9/26/2011	2205	California Diesel & Power	2,039.80
9/26/2011	53357	Verizon Communications	157.83
<b>Sep 26, 11</b>			<b>182,705.33</b>

**Novato Sanitary District  
Capital Project Disbursements  
Sept 26, 2011**

	Date	Account	Amount Pd
<b>BakerCorp</b>			
	09/13/2011	72609 · WWTP Upgrade - Contract B	5,388.12
Total BakerCorp			<u>5,388.12</u>
<b>Cagwin &amp; Dorward Inc.</b>			
	08/30/2011	72805 · Annual Trtmt Plnt/Pump St Impr	6,045.00
	08/31/2011	72805 · Annual Trtmt Plnt/Pump St Impr	1,095.00
Total Cagwin & Dorward Inc.			<u>7,140.00</u>
<b>California Diesel &amp; Power</b>			
	08/17/2011	72609 · WWTP Upgrade - Contract B	2,039.80
Total California Diesel & Power			<u>2,039.80</u>
<b>Cantarutti Electric, Inc</b>			
	09/02/2011	72805 · Annual Trtmt Plnt/Pump St Impr	6,837.00
Total Cantarutti Electric, Inc			<u>6,837.00</u>
<b>Covello Group, The</b>			
	09/01/2011	73002 · WWTP Up - Cont D - Rec- ARRA Fu	32,174.10
	09/01/2011	72609 · WWTP Upgrade - Contract B	14,566.43
	09/01/2011	72403 · Pump Station Rehabilitation	27,961.91
Total Covello Group, The			<u>74,702.44</u>
<b>Gateway Pacific Contractors - Escrow</b>			
	09/21/2011	73002 · WWTP Up - Cont D - Rec- ARRA Fu	57,697.10
Total Gateway Pacific Contractors - Escrow			<u>57,697.10</u>
<b>RMC Water &amp; Environment, Inc.</b>			
	09/12/2011	73002 · WWTP Up - Cont D - Rec- ARRA Fu	21,926.04
	09/12/2011	73001 · WWTP Upgrade - Contract C	3,944.00
Total RMC Water & Environment, Inc.			<u>25,870.04</u>
<b>Verizon Communications</b>			
	09/10/2011	73002 · WWTP Up - Cont D - Rec- ARRA Fu	157.83
Total Verizon Communications			<u>157.83</u>
<b>Whitley Burchett &amp; Associates Inc</b>			
	09/09/2011	72706 · 2008 Collection System Improv	2,873.00
Total Whitley Burchett & Associates Inc			<u>2,873.00</u>
<b>TOTAL</b>			<u><u>182,705.33</u></u>

## Novato Sanitary District Payroll and P/R Related

September 27 - 30, 2011

Date	Num	Name	Credit
<b>Sep 27 - 30, 11</b>			
09/30/2011	ach	Sept P/R Checks and Vouchers	124,282.39
09/27/2011	ach	United States Treasury	24,664.16
09/27/2011	1724	Retiree Health Benefits	15,174.27
09/27/2011	53406	EDD	7,215.41
09/27/2011	53407	Lincoln Financial Group	4,324.80
09/27/2011	53408	Lincoln Financial Group-401a Plan	3,995.88
09/27/2011	53409	Local Union 315	480.00
09/27/2011	53410	Marin Employ Federal Credit Union	517.00
09/27/2011	53411	Torres, Cari	400.00
09/27/2011	53412	State Street Bank & Trust	3,125.00
09/27/2011	53413	CalPers Health	28,968.75
09/27/2011	53414	Dearborn National	2,812.99
09/27/2011	53415	Lincoln Financial Group-401a Plan	3,403.54
<b>Sep 27 - 30, 11</b>			<b><u>219,364.19</u></b>

Please Note: CalPers Retirement system has redone their system. Unfortunately, we are unable to access it at this time to process our monthly contribution, due to issues with the new system. We will process our CalPers Retirement contribution as soon as we are able to through their new system, hopefully in the next few weeks.

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Finance: Progress Report</b>	<b>MEETING DATE: September 26, 2011</b>
<b>AGENDA ITEM NO.:</b>	
<b>RECOMMENDED ACTION:</b> Information only.	
<b>SUMMARY AND DISCUSSION:</b>  At their meeting on September 14, 2011, the Board of Directors authorized the sale of Certificates of Participation in an amount not to exceed \$22 million. The Preliminary Official Statement and Notice of Sale were published on September 22, 2011. The bids are due at 10 AM on September 27, 2011.  Standard and Poor's (S&P) made an in depth review of all of the District's financial information and issued a rating of AA+ with a stable outlook. A credit rating is S&P's opinion on the general creditworthiness of an obligor, or the creditworthiness of an obligor with respect to a particular debt security. The better the rating the lower the interest rate on the Certificates of Participation.  The AA+ rating is the same as the current rating for US debt. The only higher rating is AAA. To give a sense of the comparative ratings for other local agencies: <ul style="list-style-type: none"><li>• City of Novato, AA-</li><li>• City of Napa, AA-</li><li>• Central Marin Sanitation Agency, AA</li><li>• Novato Redevelopment Agency, A-</li></ul>	
<b>ALTERNATIVES:</b> N/A.	
<b>BUDGET INFORMATION:.</b>	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Annual Collection System Repairs – Eucalyptus Avenue Sewer Repair; Project 72803-11-01	<b>MEETING DATE:</b> September 26, 2011  <b>AGENDA ITEM NO.:</b>								
<b>RECOMMENDED ACTION:</b> Review bids received, reject all bids, and authorize the Manager-Engineer to so inform all bidders.									
<b>SUMMARY AND DISCUSSION:</b>  Using the informal bid provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA), as adopted by the Board of Directors in 2006, District staff requested bids for the repair of 149 feet of sewer main on Eucalyptus Avenue between Mendocino lane and Devonshire Drive.  On September 21, 2011, 4 bids were received as follows:  <table data-bbox="186 751 716 888"><tr><td>1. Maggiora &amp; Ghilotti:</td><td>\$39,939.00</td></tr><tr><td>2. Linscott Engineering:</td><td>\$51,499.00</td></tr><tr><td>3. WR Forde:</td><td>\$65,420.00</td></tr><tr><td>4. Ghilotti Brothers:</td><td>\$106,287.00</td></tr></table> However, it was found that due to a technical oversight, the contract documents omitted to request bid bonds from all bidders. While this is a minor irregularity, District Counsel advises that the Board take a conservative approach out of an abundance of caution and reject all bids. The basis of the rejection is supported by Section 20166 of the Public Contract Code which states: “In its discretion, the legislative body may reject any bids presented and readvertise”.  Therefore, it is recommended that the Board reject all current bids for the Eucalyptus Avenue Sewer Repair Project and authorize the Manager-Engineer to so inform all bidders.		1. Maggiora & Ghilotti:	\$39,939.00	2. Linscott Engineering:	\$51,499.00	3. WR Forde:	\$65,420.00	4. Ghilotti Brothers:	\$106,287.00
1. Maggiora & Ghilotti:	\$39,939.00								
2. Linscott Engineering:	\$51,499.00								
3. WR Forde:	\$65,420.00								
4. Ghilotti Brothers:	\$106,287.00								
<b>ALTERNATIVES:</b> N/A.									
<b>BUDGET INFORMATION:</b> The FY 11-12 Budget for Account No. 72803 includes a budget amount of \$200,000.									
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>								

**MONTHLY OPERATIONS REPORT**  
**August 2011**

**TABLE OF CONTENTS**

---

TREATMENT PLANT PERFORMANCE SUMMARY .....	2
OPERATIONS AND MAINTENANCE STATUS / REVIEW .....	2
CONSTRUCTION UPDATE .....	3
ADMINISTRATION.....	3
SAFETY AND TRAINING.....	3
SOP REVIEW/DEVELOPMENT.....	3
ODORS.....	3
MISCELLANEOUS.....	3
WORK ORDER STATISTICS.....	4
NOVATO TREATMENT PLANT MONTHLY FLOW.....	5
NOVATO TREATMENT PLANT INFLUENT BOD & TSS.....	6
NOVATO TREATMENT PLANT EFFLUENT BOD & TSS.....	7
NOVATO TREATMENT PLANT BOD & TSS PERCENT REMOVAL.....	8
NOVATO TREATMENT PLANT EFFLUENT AMMONIA.....	9
NOVATO TREATMENT PLANT DISINFECTION.....	10
NOVATO TREATMENT PLANT ENERGY kWh/MG.....	11
NOVATO TREATMENT PLANT ENERGY kWh.....	12
ODOR LOG.....	13
<b>COLLECTIONS SYSTEMS AUGUST OPERATIONS</b>	
GENERAL.....	15
SEWER MAINTENANCE .....	15
PUMP STATION MAINTENANCE.....	15
PUMP STATION CONSTRUCTION.....	15
SANITARY SEWER OVERFLOWS.....	15
SAFETY AND TRAINING.....	16
COLLECTION SYSTEM OPERATIONS SUMMARY.....	17
COLLECTION SYSTEM GRAPHS.....	18
PUMP STATION MONTHLY REPORT.....	19
<b>RECLAMATION FACILITIES</b>	
SUMMARY.....	20
RANCHER OPERATIONS.....	20
IRRIGATION SYSTEMS.....	20
IRRIGATION PUMP STATION.....	20
DEDICATED LAND DISPOSAL.....	21

---

## TREATMENT PLANT PERFORMANCE SUMMARY:

**August 2011:**

Parameter	Monthly Performance			
	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max/peak #1)	4.22	5.05	N/A	N/A
Influent BOD <sub>5</sub> , lb/day (month ave/max)	9321	13939	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	13984	18181	N/A	N/A
Effluent BOD <sub>5</sub> , mg/L (monthly ave/weekly max)	9	17	40	N/A
Effluent TSS, mg/L (monthly ave / weekly max)	4	8	N/A	N/A
Effluent BOD <sub>5</sub> - % Removal	96	N/A	N/A	N/A
Effluent TSS - % Removal	99	N/A	N/A	N/A
Ammonia mg/L (monthly average/daily max)	32	47	N/A	N/A
pH, su (min/max) – (reclamation)	7.1	7.5	6.0	9.0
Total Coliform, mpn (5 sample median) – (reclamation only)	260	1,600	240	10,000
<b>Total permit Exceedances (WDR)</b> (reclamation only)	1			
<b>Total Permit Exceedances (NPDES)</b>	N/A			

NA – Not Applicable

### **Discussion of Exceedances:**

An exceedance of the WDR's 5-day moving median total coliform violation occurred on 8/3/11. The exceedance appears to be the result of ferric chloride buildup on the ultra violet (UV) quartz sleeves. The ferric buildup prevented adequate UV light intensity in the water column. Ferric chloride was applied to the influent for H<sub>2</sub>S and odor control. Ferric chloride feed is being evaluated for continued use. Total coliform values are presently well within range.

## OPERATIONS & MAINTENANCE STATUS / REVIEW:

### **Key events for the period:**

#### **General:**

#### **Novato**

- Waste Activated Sludge Pump repaired by Shape Company
- Contractor – repaired/replaced feed valves at sludge lagoons
- Influent pumps repaired and installed by manufacturers representative
- Dan Brown, Veolia Water Asset Management performed condition assessment at the Novato and Ignacio facilities

- Re-plumbed chlorine line to allow sodium hypochlorite feed to headworks (odor control purposes) and disinfection simultaneously
- Primary Clarifier #1 back in service
- Primary Clarifier #2 taken out of service
- James Hubbell from Turblex out on 8/22/11 – blower vibration issues, awaiting response from Turblex
- Flushed the decant return line.

#### **Ignacio Transfer Pump Station**

- Power Outage per PGE request on 8/11/11 from 9:00 pm – 12:00 am – plant operator provided assistance to monitor the outage and restart any equipment.

#### **CONSTRUCTION UPDATE:**

- Attended weekly construction meetings
- KBL & ArcSine worked on influent pump low flow mode of operation.

#### **ADMINISTRATION:**

- Electronic Self Monitoring Report for July 2011, submitted on 8/30/11.

#### **SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTF completed on 8/29/11
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of August 2011
- Accident Free: 6/1/10 – 8/31/11: 455 days / 20,748 hours
- Hot Work program reviewed with staff.

#### **SOP REVIEW/DEVELOPMENT:**

- Reviewed Emergency Operation of the Return Activated Sludge System SOP on 8/25/11.

#### **ODORS:**

- Jerome Meter (H2S) readings performed in neighborhood and within treatment plant
- Summa Canisters to two neighbors on Lea Drive
- BAAQMD on-site 8/15/11 – follow up on odor complaint
- Neighborhood Meeting conducted on 8/29/11
- Third party consultant (Jim Joyce) onsite to review odor issues including odor bed performance.

#### **MISCELLANEOUS**

- PCMP Meetings held throughout the month
- Back to Bay discharge - planned for Oct 1 at this time

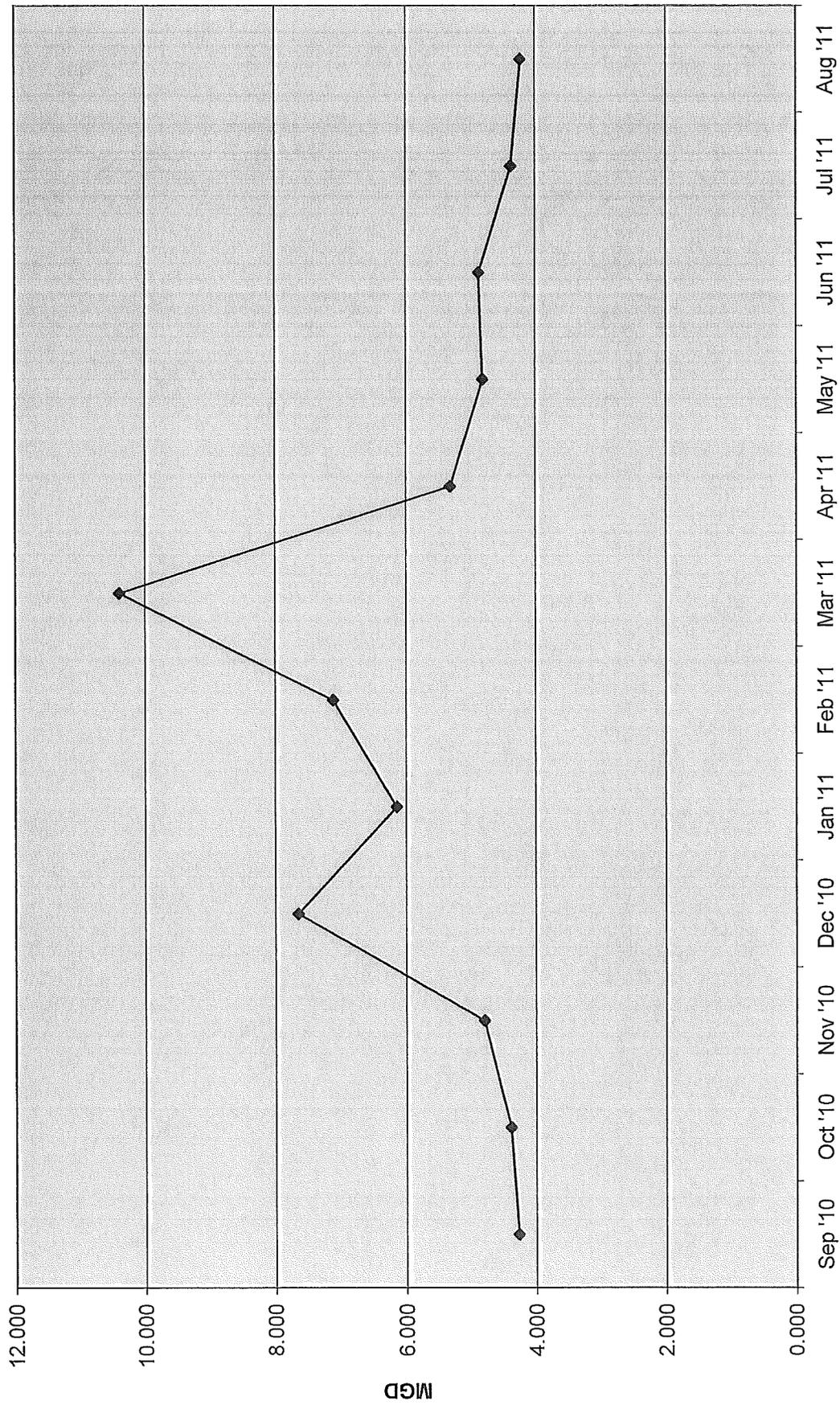
- Public plant tour conducted on 8/13/11.

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

John O'Hare            Technical Support  
 Dan Brown             Asset Management  
 Chris McAuliffe       District Manager

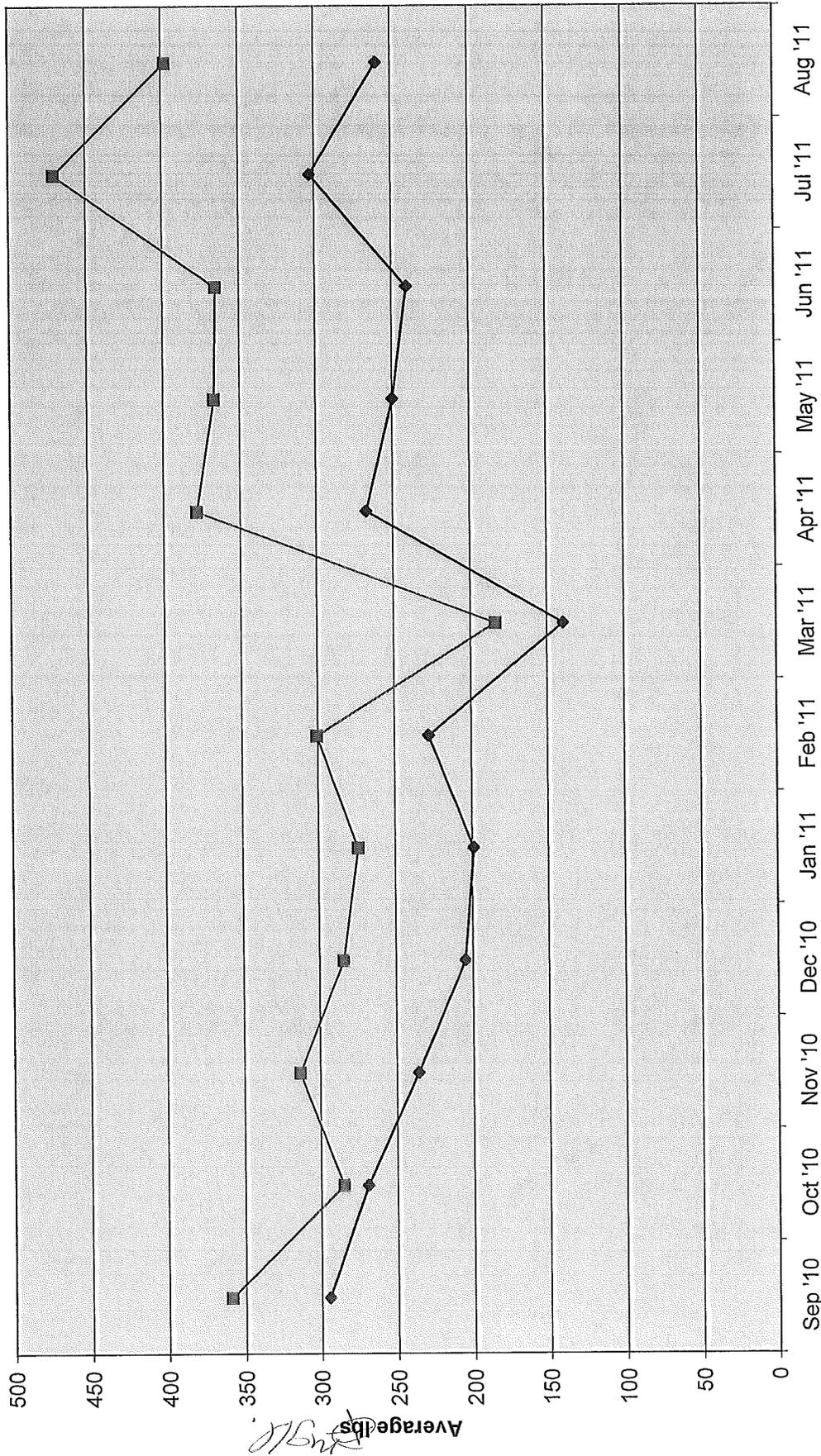
<b>WORK ORDER STATISTICS</b>			
<b>August 1, 2011 - August 31, 2011</b>			
	<b>Open Work Orders Due Prior to 8/1/11</b>	<b>Open Work Orders 8/1/11 - 8/31/11</b>	<b>Total Open Work Orders</b>
Preventative	14	250	264
Corrective	4	16	20
<b>Total</b>	<b>18</b>	<b>266</b>	<b>284</b>
	<b>Closed Work Orders 8/1/11 - 8/31/11</b>		
Preventative	251		
Corrective	12		
<b>Total</b>	<b>263</b>		
Total Outstanding Work Orders as of September 1, 2011	21		

# Plant Flow



# Influent Load BOD TSS *(lbs mg/d)*

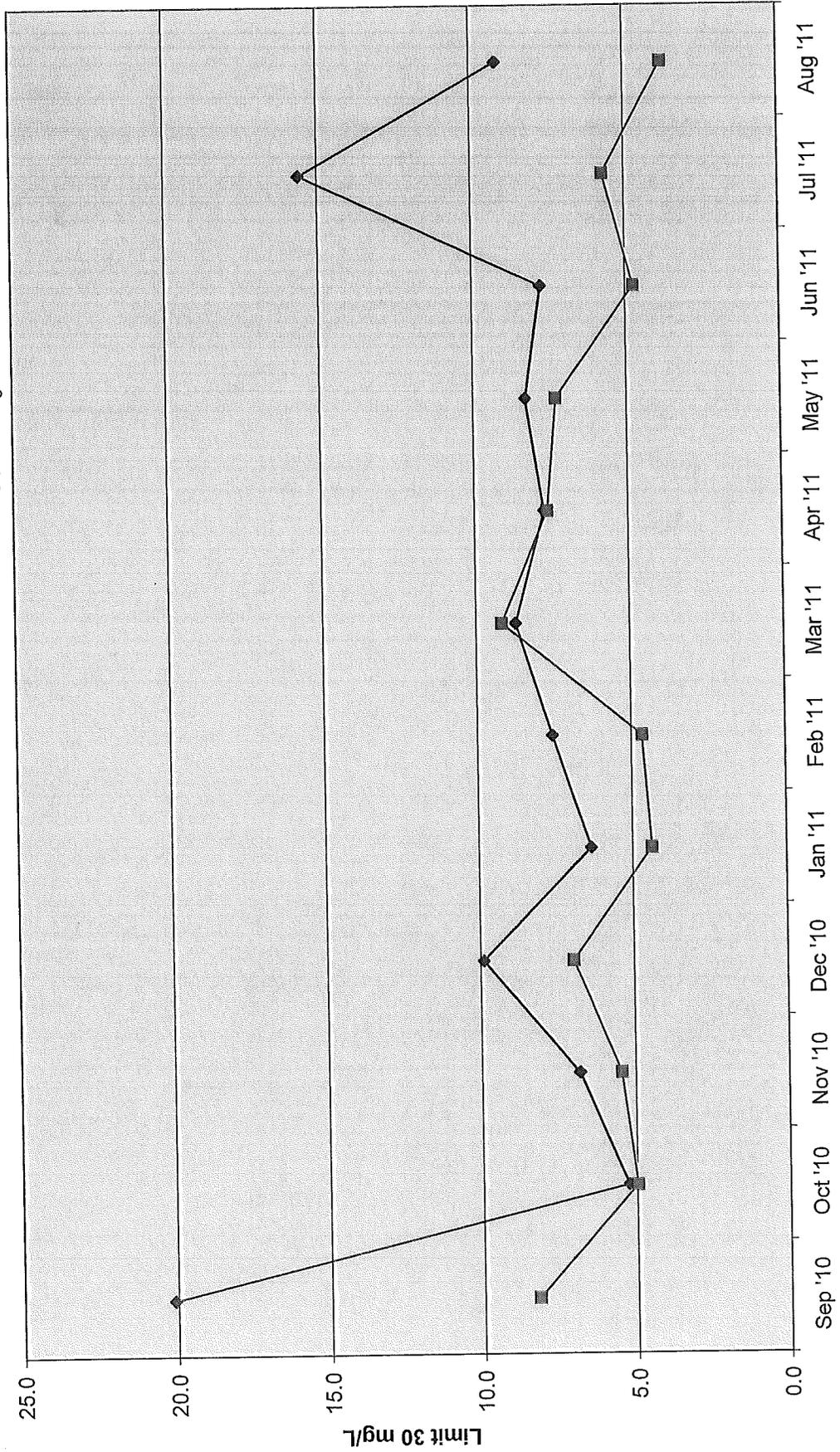
—◆— BOD —■— TSS



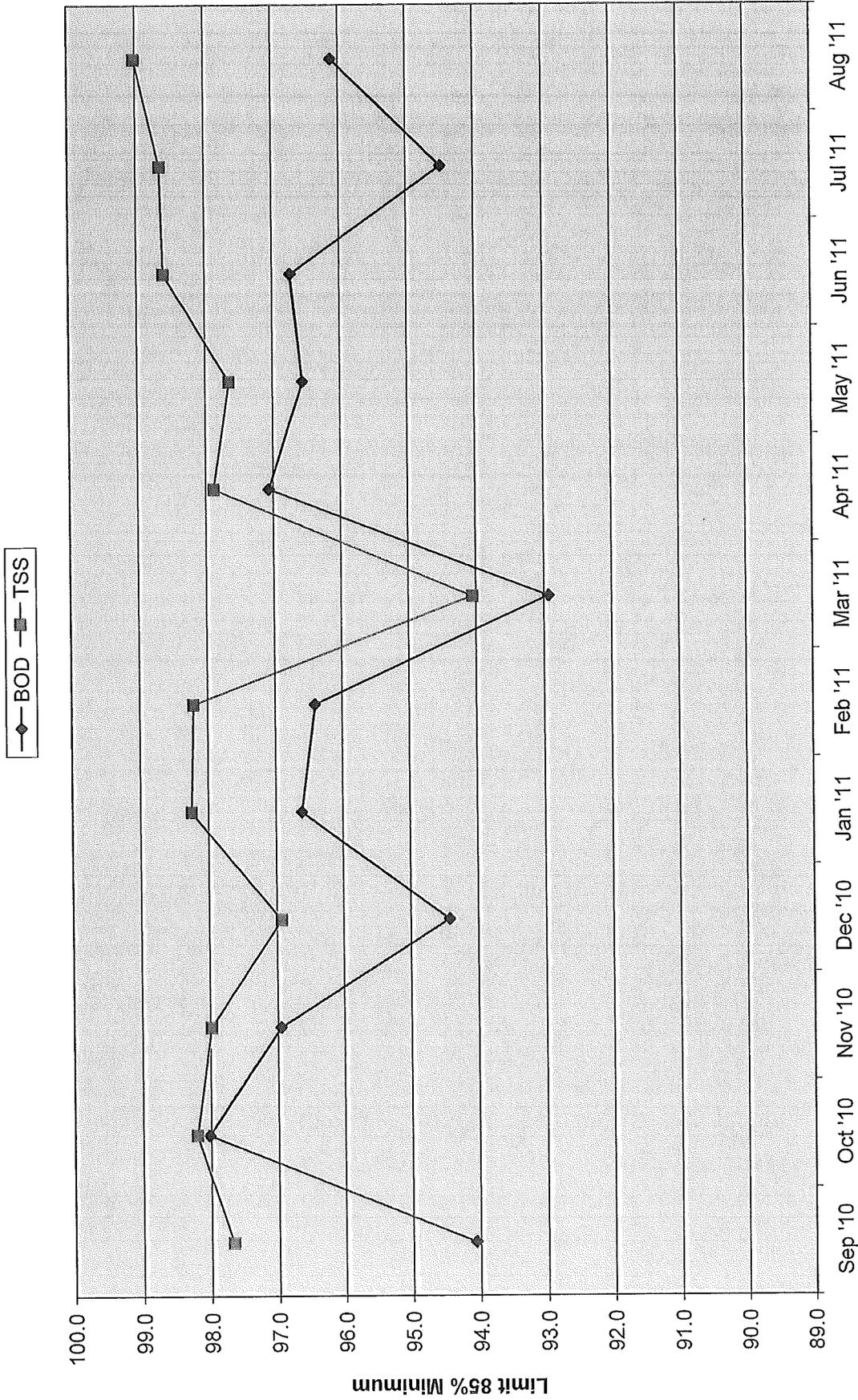
*Handwritten signature*

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

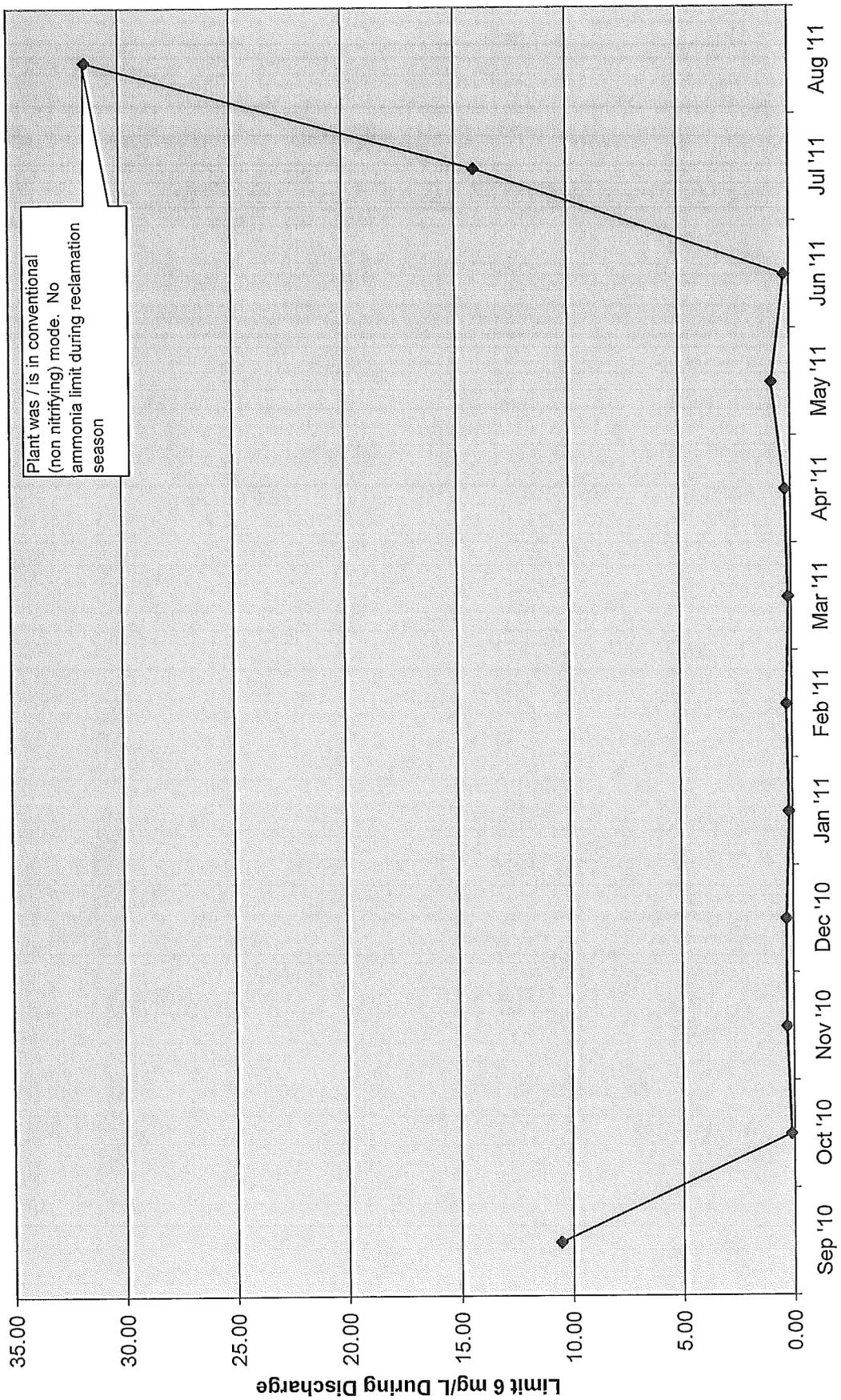
### Effluent BOD TSS Concentration



### BOD TSS Percent Removal



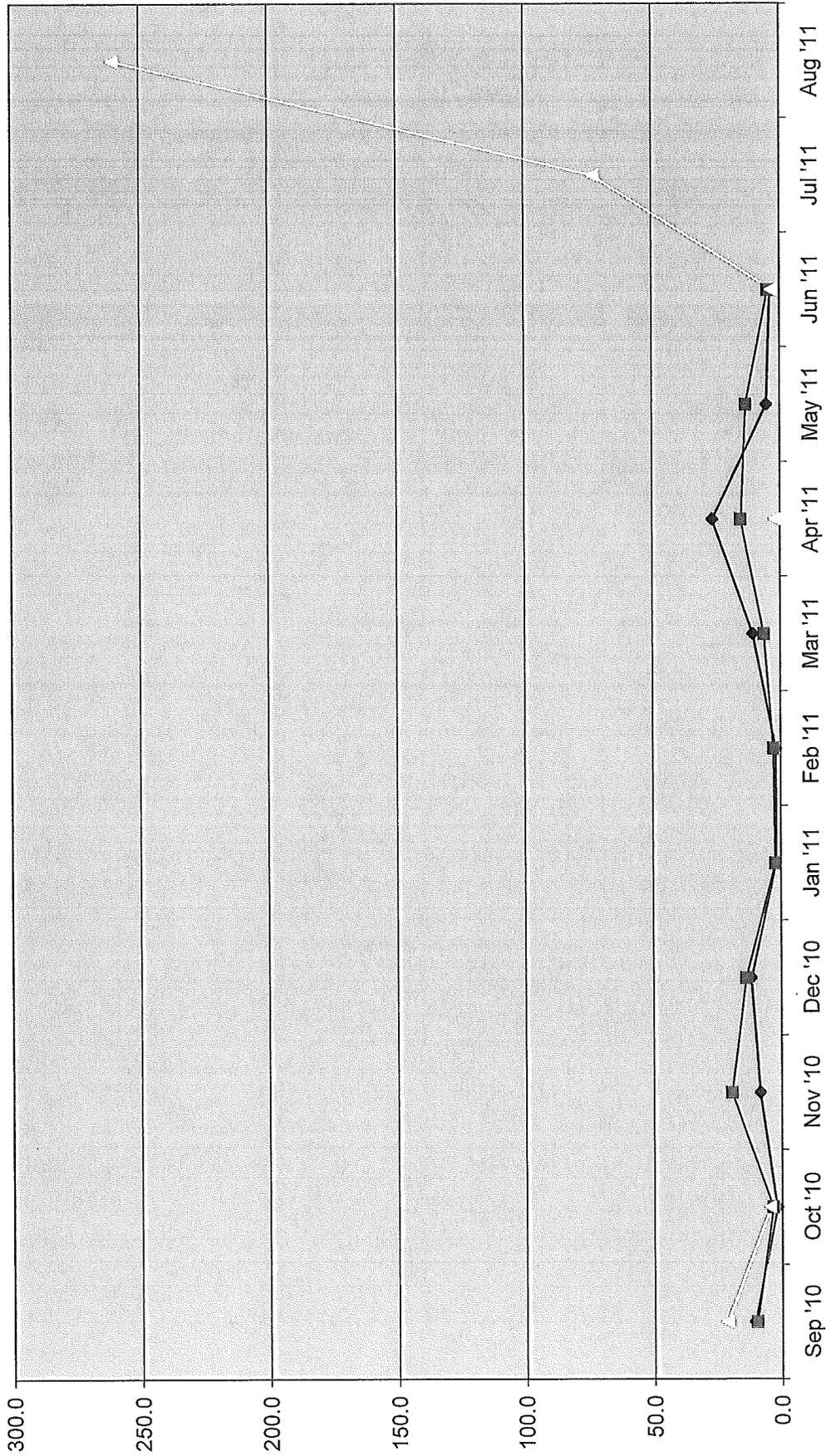
# Effluent Ammonia



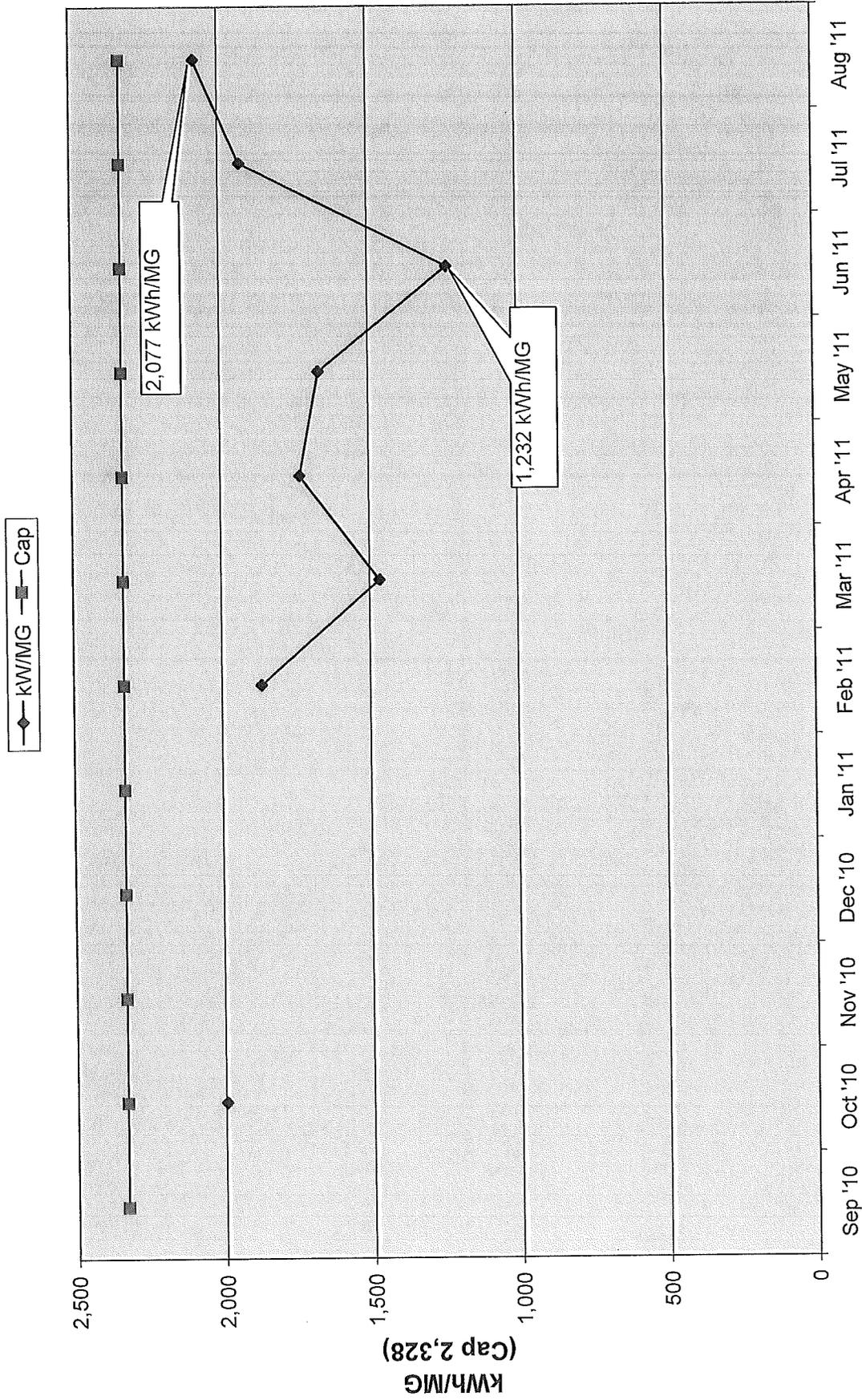
**LIMITS - NPDES**  
 Entero 30 day geo mean 35 mpn /100ml  
 Fecal 140 mpn monthly median  
 Fecal 430 mpn 90th percentile 30 day  
**LIMITS - RECLAMATION**  
 Total Coliform 240 mpn 5 sample median  
 Total Coliform maximum 10,000 mpn/100 ml

### Disinfection

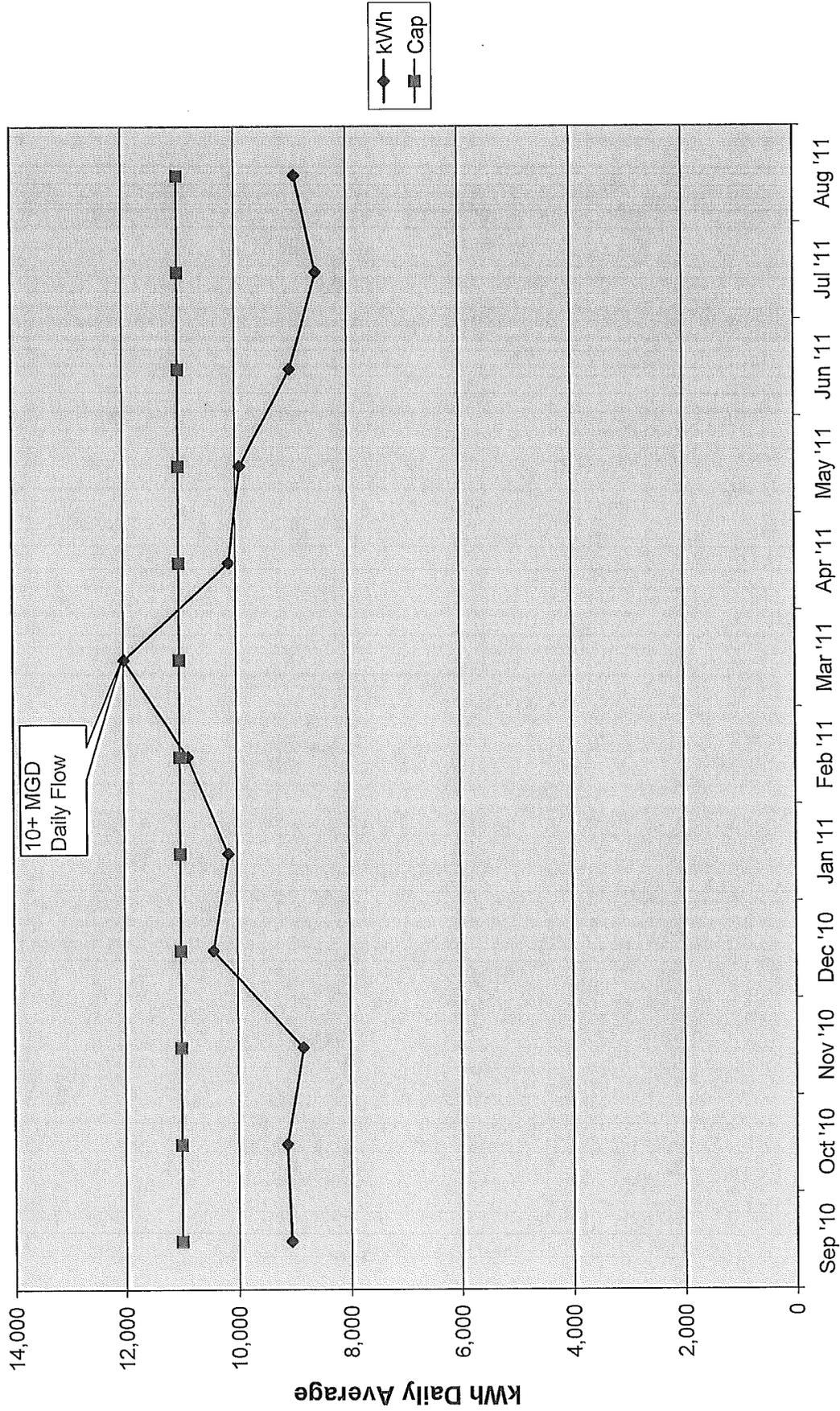
—◆— Entero —■— Fecal —▲— Total



# Energy kWh/MG



# Energy kWh



◆ kWh  
■ Cap

Odor Log		
Date	Time	Intensity / Description
5/24/2010		Strong
6/25/2010	9:05 AM	Ignacio - Digesters and Clarifiers
7/6/2010	12:07 PM	Strong
8/19/2010	Unknown	Odor complaint from night before 8/18/10 no information given
9/10/2010	1:26 PM	Strong
9/23/2010	11:05 AM	Strong
9/23/2010	12:50 PM	Strong
9/25/2010	1:08 PM	Aeration Basins & other unknown sweet smell
10/1/2010		
10/3/2010	11:30 AM	Strong Intermittent
10/5/2010	8:30 AM	Sewage smell very bad
10/8/2010	2:37 PM	Moderate to Strong two weeks
10/14/2010	10:00 PM	Strong
10/15/2010	9:58 PM	Strong
10/17/2010	8:53 AM	Strong
10/18/2010	7:20 PM	Strong
10/19/2010	9:53 PM	Strong
10/26/2010	9:13 AM	Moderate to Strong
10/27/2010	4:39 PM	Moderate to Strong
10/31/2010	11:54 AM	Moderate Rotting Cabbage Smell
10/31/2001	12:18 PM	Strong
10/31/2010	2:40 PM	Intermittent for months
11/8/2010	9:10 PM	Strong to Mild intermittent rotting vegetation
11/9/2010	11:05 AM	Intermittent Strong
11/14/2010	9:58 AM	Strong
11/15/2010	7:38 PM	Strong to Mild intermittent rotting vegetation
11/15/2010	10:22 PM	Strong - Headworks Type Odor
11/16/2010	7:33 PM	Better Today - Follow up
11/18/2010	7:50 AM	
11/18/2010	8:00 AM	
11/26/2010	3:30 PM	Strong
11/28/2010	12:17 PM	Mild odor noted
11/30/2010	8:27 AM	Strong to Moderate
11/30/2010	9:08 AM	Strong
12/2/2010	2:24 PM	Strong
12/2/2010	4:26 PM	Intermittent Strong to Moderate
12/5/2010	4:15 PM	
12/6/2010	3:20 PM	Odor acid - chemical
12/14&15/10	10:54 AM	Moderate Intermittent
12/14/2010	1:30 PM	Moderate Intermittent
4/23/2011	1:37 PM	
12/24/2010	6:40 PM	
4/1/2010	8:57 AM	Moderate Intermittent
4/13/2011	4:57 PM	Moderate Intermittent
4/29/2011	9:28 AM	Strong
5/13/2011	7:45 AM	Moderate to Strong
5/16/2011	4:30 PM	Moderate to Strong
5/16/2011	10:40 AM	Moderate
5/17/2011	4:10 PM	Strong
5/21/2011	1:00 PM	Intermittent
5/23/2011	9:54 AM	Moderate
5/28/2011	7:40 AM	
5/28/2011	1:44 PM	
5/31/2011	1:25 PM	Moderate
5/31/2011	3:02 PM	
6/3/2011	6:41 PM	Moderate
6/10/2011	8:10 AM	Moderate to Strong
6/24/2011	9:30 PM	
7/9/2011	6:30 PM	"Rotten Egg"
7/16/2011	9:50 AM	Sulfur small
8/8/2011	7:45 PM	
8/6/2011	7:45 PM	
8/7/2011	1:45 PM	
8/8/2011	11:30 AM	Mild to Strong rotting vegetation & Headworks
8/10/2011	1:56 PM	Mild to Strong rotting vegetation & Headworks

Date	Time	Intensity / Description
8/11/2011	8:42 PM	Strong to Moderate Headworks
8/11/2011	7:45 PM	"Pretty Bad Right Now"
8/11/2011	9:29 PM	Strong - Odor off and on all week
8/14/2011	8:47 PM	Strong Headworks Odor
8/18/2011	7:00 PM	"Have been smelling it, especially in the evening"
8/18/2011	5:30 PM	"Bad"
8/22/2011	9:30 PM	"Heavy damp moldy stench"
8/23/2011	8:45 AM	"Heavy damp moldy stench"
8/24/2011	10:41 AM	3 Complaints Last Week
8/29/2011		<b>Public Meeting</b>
9/2/2011	9:15 PM	"Dank, musty, moldy, mildew-eee, dirty aquarium"
9/11/2011	11:55 AM	Headworks smell
9/11/2011	4:40 PM	Sulfide Odor

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
August, 2011**

**General:**

For the month of August 2011, the Collection System Department spent about 62% of its time on sewer maintenance, and 38% of its time on pump station maintenance. At full strength, the department has eight (8) workers plus the Superintendent for Collections System and Pump Station O&M.

After accounting for vacations, holidays, sick leave, and industrial injury leave, for the month of August, the Collection System had the equivalent of: (a) 3.2 full time field workers plus the Collection System Superintendent for on Sewer Maintenance, and (b) 1.9 full time field workers Plus the Collection System Superintendent on Pump Station Maintenance.

**Sewer Maintenance:**

A total of 66,852 feet of sewer pipelines was cleaned for the month. Staff completed 334 maintenance work orders with 8 outstanding work orders. Both parameters are within current established production goals for the department. Graphs showing the length of line cleaned/month, footage cleaned/hour worked, along with the overflows/month are attached. Staff also smoke tested approximately 341 homes in the Bahia area over a 10 day period.

**Pump Station Maintenance:**

Approximately 243 lift station inspections were conducted for the month of August 2011, with 88 of the visits generated through the JobCal Plus CMMS system. The breakdown of these inspections is as follows: 22 Flygt submersible pump stations, 2 times per month, 10 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily. Pump #4 at Olive St pump station overhauled and returned to service, pump #2 removed for warranty repair – leaking seal.

**Pump Station Construction:**

As part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project No. 72403), (a) construction continues on the Southgate and Western Oaks lift stations, and (b) the District took beneficial occupancy of the Bayside lift station.

**Sanitary Sewer Overflows (SSOs):**

For the month of August 2011, there was one (1) SSO:

No.	Date	Location	Amount, gal	Cause
1.	Aug 5, 2011	825 Diablo Ave.	79	Grease blockage in main line

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
August, 2011**

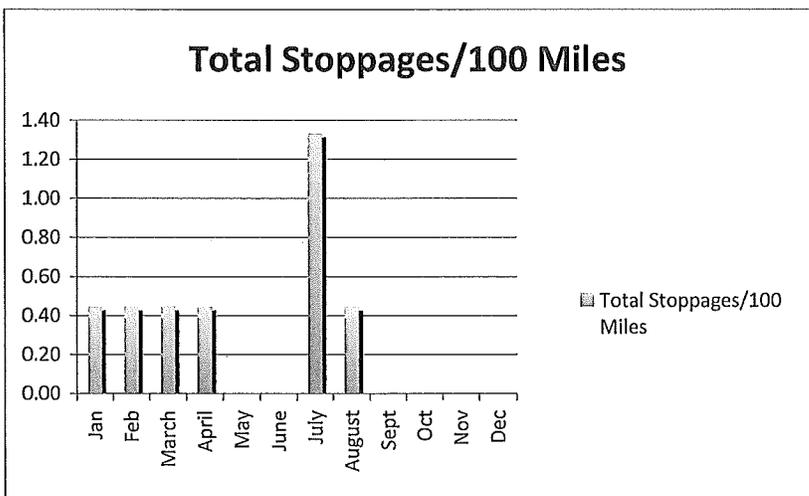
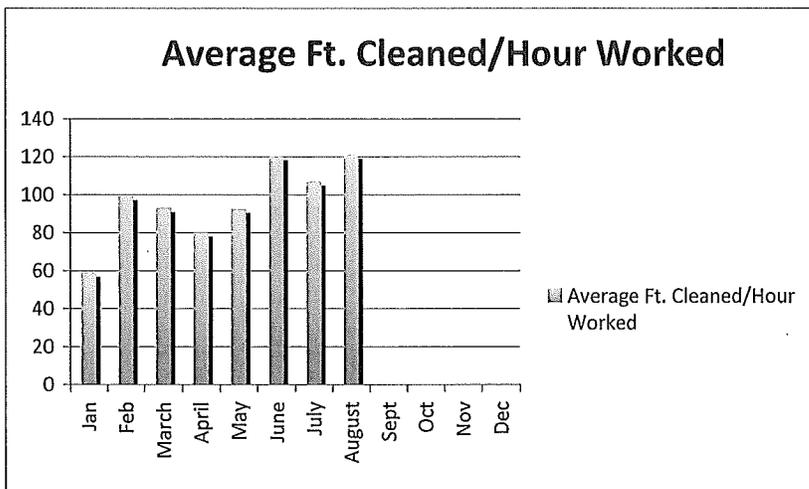
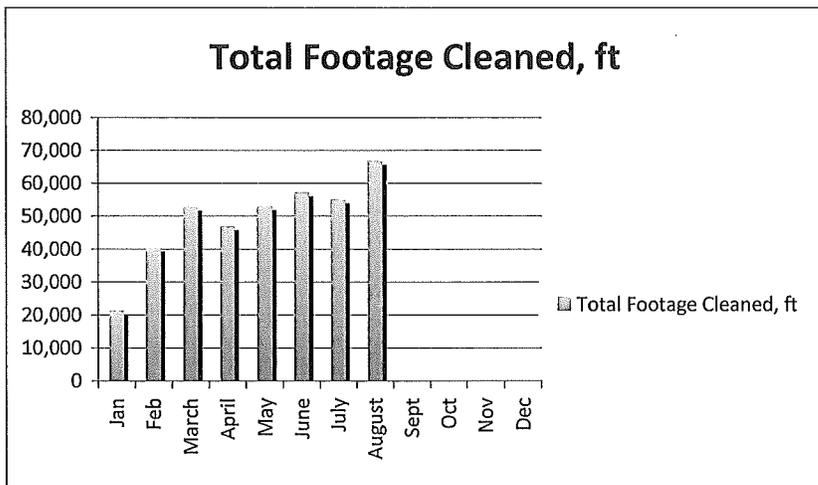
**Safety and Training**

- As of August 31, 2011 the District had upto 191 days without any Lost Time Incidents (LTIs) including the collections, reclamation, laboratory, and administration and engineering departments
- The District is in the process of updating its Injury and Illness Prevention Plan (IIPP)
- Flagger and Traffic control training was conducted in August 2011.

Novato Sanitary District

Collection System Monthly Report For 2011

	Total Year to Date												Average Year to Date
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	
<b>Employee Hours Worked</b>	394	418	612	588	628	507	545	571	0	0	0	0	0
Number of Employees	2.2	2.4	3.5	3.3	3.5	2.9	3.1	3.2	0.0	0.0	0.0	0.0	0.0
Regular Time Worked on Coll. Sys.	393	407	568	554	574	476	516	553					4,011
Regular Time Worked on Other	42	59	53	18	91	129	133	242					767
Vacation/Sick Leave/Holiday	628	448	312	295	315	319	225	179					2,721
Overtime Worked on Coll. Sys.	31	11	44	34	54	31	29	18					252
Overtime Worked on Other	1	27	5	0	0	5	0	37					74
After Hours Callouts	1	1	1	0	0	0	0	0					4
Service calls, normal hours	10	1	7	4	7	3	4	6					42
Average S.C. response time (mins)	19	10	30	19	22	20	22	18					160
<b>Productivity</b>													
Rodder Work Orders Generated, ft	8	43	29	8	80	50	59	10					48,874
Rodder 3203 Ft. Cleaned	1,383	7,810	3,200	2,074	12,075	10,712	10,996	624					6,109
Flusher Work Orders Generated, ft	103	155	247	231	210	245	214	324					9,927
Truck 3205V Ft. Cleaned	8,643	0	11,741	13,603	146	8,507	10,162	26,612					79,414
Truck 3205V Ft. Cleaned	11,231	32,463	37,597	31,294	40,889	37,750	33,742	38,616					264,582
Camera Work Orders Generated, ft	0	0	0	0	0	0	1	0					646
Camera Ft. Videod	0	0	583	0	3,750	0	189	0					4,522
Work Orders Completed	111	198	276	239	290	295	274	334	0	0	0	0	2,017
Work Orders backlog	5	1	14	7	25	3	17	8					80
Total Footage Cleaned	21,360	40,428	52,785	46,972	53,110	57,214	55,114	66,852	0	0	0	0	393,835
<b>Stoppages</b>													
Minor	1	1	1	1	0	0	3	1					8
Major	0	1	0	1	0	0	2	0					4
Overflow Gallons	1	0	1	0	0	0	1	1					4
Volume Recovered	2,500	53	1,610	60	0	0	989	79	NA	NA	NA	NA	5,291
Percent Recovered	0%	0%	75%	0%	NA	NA	4%	100%	NA	NA	NA	NA	25%
<b>Benchmarks</b>													
Average Ft. Cleaned/Hour Worked	59	99	93	80	93	120	107	121	NA	NA	NA	NA	NA
Total Stoppages/100 Miles	0.4	0.4	0.4	0.4	0.0	0.0	1.3	0.4	0.0	0.0	0.0	0.0	3.6
Average spill response time (mins)	38	20	12	10	0	0	11	11					1.8
Callouts/100 Miles	0.4	0.4	0.4	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0	1.8
Overtime hours/100 Miles	14	5	20	15	24	14	13	8	0	0	0	0	1
Overflow Gallons/100 Miles	1111	24	716	27	0	0	440	35	NA	NA	NA	NA	2352



Novato Sanitary District  
Pump Station Monthly Report For 2011

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	312	396	470	345	306	442	397	342	-0	0	0	0		
Number of Employees	1.8	2.2	2.7	1.9	1.7	2.5	2.2	1.9	0.0	0.0	0.0	0.0		1.4
Regular Time Worked on Pump Sta	271	356	412	293	261	393	325	298					2,609	
Overtime Worked on Pump Sta	41	40	58	52	45	49	72	44					401	
After Hours Callouts	3	6	8	1	9	11	16	6					60	
Average Callout response time (mins)	0	0	18	15	20	20	23	30						16
<b>Work Orders</b>														
Number generated in month	NA	NA	38	92	102	113	80	88						
Number closed in month	NA	NA	38	87	99	113	79	84						
Backlog	NA	NA	NA	5	3	0	1	4						

**NOVATO SANITARY DISTRICT**  
**Wastewater Operations Committee Meeting**  
**Reclamation Facilities Report**  
**August, 2011**

**Summary:**

Ranching operations this month were normal with nothing significant to report. Sprinkler repairs are continuing on the Parcels being rehabilitated. Irrigation operations were normal and 14 valves and actuators were replaced. Irrigation Pump No. 2 is still out of service. Sludge disposal to the Dedicated Land Disposal commenced this month and is ongoing.

**Rancher Operations:**

The rancher focused on tending to his cattle and working on minor sprinkler system and freshwater system repairs and replacing failed sprinkler heads. Most of the operations at this point are considered normal, moving cattle every few days as scheduled. Hay continues to be trucked off site.

Parcel 1 in Site 2 has been seeded and pasture grass is starting to sprout. The Rancher concentrated on repairing or replacing sprinklers in parcel 5 on Site 2 in preparation for seeding. Approximately 40 sprinkler heads have been replaced. After repairs are made the parcel will be seeded.

**Irrigation Systems:**

The control system is up and running on all sites and only a few parcels are not in irrigation mode due to local control issues or parcel rehabilitation work. Fourteen valves and actuators were replaced in the irrigated parcels this month, three in Site 2, seven in Site 3 and four in Site 7. The control system is still experiencing sporadic problems with valve controllers failing due to insects, frogs, or damage to wiring by cows at the control boxes.

As reported last month, a wet area developed over the valve cluster in Parcel 4 of Site 3. After further investigation staff believes it is from a weeping sprinkler head in the area. Staff found another wet area over the irrigation main between Parcel 4 & 5 on Site 2. Staff will further investigate this wet area after the end of the irrigation season.

Currently, Parcel 5 in Site 2 and Parcels 4 & 8 in Site 3 are disabled because they are under rehabilitation. One zone in each of Parcel 7 & 8 in Site 2 is disabled due to control system or actuator issues. The easterly zone in Parcel 4 of Site 7 is disabled due to wet conditions caused by high water levels in the drainage ditches. All other Parcels are functioning normally. Irrigation times are being reduced on certain Parcels to reduce wet conditions.

**Irrigation Pump Station:**

Pump 2 is still out of service and at the shop for repairs. It is anticipated that the pump will be returned and placed back into service by the end of September.

**NOVATO SANITARY DISTRICT**  
**Wastewater Operations Committee Meeting**  
**Reclamation Facilities Report**  
**August, 2011**

For the month of August, approximately 109.83 MG of recycled water (or an average of about 3.54 MG per day) was utilized for irrigation.

**Dedicated Land Disposal:**

The District's contractor began pumping sludge out of Lagoon 1 on August 29<sup>th</sup>. A total of 427,500 gallons was pumped before the contractor's pump failed. The remaining material is too thick to pump and will be removed by an excavator per the contract. The contractor is repairing his equipment, however, and it is anticipated that all work will be completed per contract requirements.

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Staff Report: Public Outreach	<b>MEETING DATE:</b> September 26, 2011  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Information only.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The Wastewater Treatment Agencies of the Marin County Public Education Group decided for Pollution Prevention Week that each treatment facility would set up a booth at their local farmers market for an outreach event. Novato's Farmers Market is on Tuesdays. Dee Johnson and Linda Candelaria with several staff members from Novato Disposal (Scott, Ron, Bessy) set up and staffed the event on September 20th. The event was from 4:00 pm to 8:00 pm. Environmental quizzes were given and participants were given a choice of a prize. The Novato Sanitary District Chico bags were the most popular prize.</p> <p>A total of 18 quizzes were taken, which contained twelve true/false questions. The question missed the most was "fluorescent tubes and bulbs cannot be disposed in the trash because they contain mercury"; many thought that was false. Questions on the quiz asked about sewer laterals, disposable wipes, copper cleaning products, e-waste and FOG. Information on e-waste days in Novato, guides on less toxic products and how to compost was distributed. Novato Disposal gave away 35 table-top composting bins at the booth.</p> <p>The San Rafael farmers market on Thursday evening will be staffed with the Novato Sanitary District's banner, along with the other agencies' banners. Sewerage Agency of Southern Marin and Tiburon plan on staffing the farmers market in Mill Valley on September 30<sup>th</sup>.</p> <p>The District plans to participate in three additional outreach events as part of fall pollution prevention: the Senior Fair at the Margaret Todd Center on October 6<sup>th</sup> with Veolia, the Hamilton School Fair on October 15<sup>th</sup>, and the Hamilton Hometown Fair on November 5<sup>th</sup>.</p>	
<b>ALTERNATIVES:</b> N/A.	
<b>BUDGET INFORMATION:</b> Public Outreach is funded under Budget item 64170, Pollution Prevention/Public Education as well as under the HHW budget.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>