

NOVATO SANITARY DISTRICT

Meeting Date: May 12, 2014

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, May 12, 2014, at the District Offices, 500 Davidson Street, Novato.

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

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. **BOARD OF DIRECTORS: APPOINTMENT OF NEW BOARD MEMBER**
 - a. Interview candidates for open Board position (*continued from May 5, 2014 special Board meeting*).
 - b. Board deliberations (*continued from May 5, 2014 special Board meeting*).
 - c. Nomination of new Board member.
 - d. Adopt Resolution No. 3073 appointing new Board member.
 - e. Administration of Oath of Office and Seating of new Board Member.

5. **REVIEW OF MINUTES:**

- a. Consider approval of minutes of the April 14th, 2014 meeting.

6. **CONSENT CALENDAR:**

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

- a. Consider rejection of claim from Law Office of Mark W. Swanson, representing Conrad Jimenez, for personal injuries allegedly sustained while employed by a subcontractor working on a District project.
- b. Receive quarterly investment report.

- c. Approve regular disbursements and ratify April payroll and payroll-related disbursements.
7. **WASTEWATER TREATMENT PLANT UPGRADE – CONTRACT D (RECYCLED WATER FACILITY), ACCOUNT NO. 73002**
- a. Approve Final Acceptance of the Chlorine Contact Tank Baffle Modification, and authorize staff to file the Notice of Completion.
8. **COMMITTEE REPORTS:**
- a. Wastewater Operations Committee.
9. **BOARD OF DIRECTORS:**
- a. Presidential appointment of Ad Hoc Labor Relations Committee.
10. **ADMINISTRATION:**
- a. Approve revisions to FY2013-14 salary schedule for Management and Confidential Staff for procedural consistency with CalPERS reporting requirements.
 - b. Consider approval of the revised schedule for the FY2014-16 budget.
 - c. Approve a contract with Regional Government Services, (RGS), to provide temporary laboratory assistance on a part-time, as-needed basis, and authorize the Manager-Engineer to execute it.
 - d. Approve a consulting services agreement with RMC Water Environment for 2014 NPDES Permit renewal assistance in the amount of \$88,560, and authorize the Manager-Engineer to execute it.
11. **STAFF REPORTS:**
- a. Review the Local Agency Formation Commission (LAFCO) FY14-15 budget.
 - b. Receive correspondence from homeowner at 21 Caribe Isle.
12. **BOARD MEMBER REPORTS:**
- a. California Association of Sanitation Agencies (CASA) Public Policy Conference, Sacramento.
 - b. North Bay Watershed Association (NBWA) May meeting.
13. **MANAGER’S ANNOUNCEMENTS:**
14. **ADJOURN:**

Next resolution no. 3074

Next regular meeting date: Tuesday, May 27, 2014, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

AGENDA/Board of Directors
Meeting Date: May 12, 2014

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

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|---|--|
| TITLE: Board of Directors: Board Member Applicant Interviews and Appointment of a new Board member. | MEETING DATE: May 12, 2014 AGENDA ITEM NO.: 4 |
| RECOMMENDED ACTION: Adopt a Resolution to appoint a Board Member to fill the vacant position. | |
| SUMMARY AND DISCUSSION: <p>At its April 14, 2014 meeting, in accordance with California Government Code section 1780, the District Board voted unanimously to appoint a new Board member, and directed staff to solicit applications. Staff followed this direction, and the District received applications from the following seven individuals:</p> <ul style="list-style-type: none"> • Gary Butler • Suzanne Brown Crow • Carole Dillon-Knutson • Walter Hipps, Jr. • Tom James • Luis Rivera • Charles Schwarze <p>A summary memo to assist with the appointment procedure was provided in the agenda package for the special Board meeting of May 5, 2014. An attachment to the memo including copies of application material submitted by each of the above individuals was also provided. Both items are being provided herein (unchanged) for the Board's use.</p> <p>At its May 5, 2014 meeting, the Board interviewed the six candidates who were available for an interview at that meeting. The remaining candidate, Mr. Hipps, had indicated that he was unable to interview on May 5th, and had requested a subsequent interview. Therefore, the Board decided to interview Mr. Hipps at its May 12, 2014 meeting. Following past practice, Mr. Hipps interview is scheduled for about 15-minutes, allowing him 5 minutes to make an opening statement with the remaining ten minutes for Board questions and discussion.</p> <p>Following Mr. Hipps' interview, the Board may vote to select a candidate. Alternately, the Board may move to continue its deliberations to its regular May 27, 2014 meeting. Regardless, three (3) affirmative votes are required to make an appointment. A resolution of appointment has been prepared. Upon adoption, the Secretary will administer the Oath of Office and the new member will be seated.</p> | |
| ALTERNATIVES: N/A. | |
| BUDGET INFORMATION: N/A | |
| DEPT.MGR.: N/A | MANAGER-ENGINEER: |

MEMORANDUM

Date: May 1, 2014
To: Board of Directors
From: Sandeep Karkal, Manager-Engineer
Subject: Appointment of New Board Member

BACKGROUND

District Board Member and President Michael DiGiorgio passed away on April 6, 2014. That is 576 days prior to the next general election in the District which is set for November 3, 2015. The process for selection of a replacement board member is set forth in California Government Code Section 1780. A copy of Government Code Section 1780 is attached for reference.

The District actions required by the code are:

1. Notify the Marin County Elections Official of the vacancy by April 21, 2014.
Status: Letter sent April 15, 2014
2. Decide whether to fill the vacancy by:
 - a. Appointing a replacement or
 - b. Calling a special election, or
 - c. Allowing the Board of Supervisors to take action.

Status: At its April 14, 2014 meeting the Board voted unanimously to proceed to appoint a replacement rather than call a special election.

The procedure to be followed to appoint a replacement is discussed below.

APPOINTING A REPLACEMENT

1. The District is required to post a notice of the vacancy in at least three conspicuous places in the District.
Status: Notices posted at the District office, on the District Website, at the libraries in downtown Novato and South Novato/Hamilton on April 15, 2014. Notices also transmitted on April 15, 2014, to the Marin Independent Journal, Novato Advance, and Novato Patch for publication.
2. At least 15 days after posting the notice the Board may make the appointment.
Status: The District received seven (7) applications for the position by close of business on April 30, 2014; all submitted application materials are attached. The applicants are:

- **Gary Butler**
- **Suzanne Brown Crow**
- **Carole Dillon-Knutson**
- **Walter Hipps, Jr.**
- **Tom James**
- **Luis Rivera**
- **Charles Schwarze**

3. The Board must make the appointment within 60 days of the effective date of the vacancy.
4. The District must notify the county elections officer within 15 days after the Board makes its appointment.

Also, note that since the vacancy occurred in the first half of the term of office, and more than 130 days before the next general election, the vacancy is filled partly by appointment and partly by election. The person that the Board appoints holds office only until after the next general district election and until the person who is elected in that election to fill the vacancy has been qualified. The person elected then holds the office for the remainder of the term of office. Consequently, a potential appointee to the vacant seat will hold office until the next District general election in 2015, at which point the seat will come up for election, and if the appointee wishes to keep the seat, he/she will have to seek election for the remainder of the term (which would run through the next District general election in 2017).

A potential schedule for appointing a replacement is presented below.

Potential Schedule for Appointing a Replacement

| Date | Action |
|----------------|---|
| April 14, 2014 | Board votes to fill the vacancy by appointment. |
| April 15, 2014 | Post Notice of Vacancy and Request for Applications |
| April 30, 2014 | Letters of Interest and Applications due to District |
| May 5, 2014 | Special Board meeting to interview applicants and make appointment |
| May 12, 2014 | Continuance to regular Board meeting to interview applicants and make appointment (if necessary) |
| June 5, 2014 | Deadline to make appointment. If an appointment is not made, action of vacancy goes to Board of Supervisors |

California Government Code Section 1780

"(a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781 [Section 1781 does not apply to Novato Sanitary District], shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

---The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment.

---The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located,

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or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.

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ATTACHMENT: ALL SUBMITTED APPLICATION MATERIALS

TO: Board of Directors
Novato Sanitary District

Date: April 28, 2014

(1)

I request that you consider my application for the vacancy on the Board of Directors of the Novato Sanitary District. I am aware that the Board meets regularly on the 2nd and 4th Monday of each month at 6:00 PM and I am confident I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body. If selected, I will be required to report investments, business positions and income from sources that are located in or doing business in the Novato Sanitary District. This application will be held on file for six months only, unless I ask that it be renewed.

Miguel Rivera
Signature

Luis G. Rivera, P.E.
Name (print)

769 Saint Francis Avenue
Residence Address

415-897-9021
Residence telephone

lgrivera.ing@gmail.com
e-mail address

Years lived in Novato 33

Years lived in Marin County 34

Retired from State of California
Employer Address Telephone

1. Briefly describe your educational background: B.S., Civil Engineering • UC Extension, post-graduate studies in management • Harvard University, Executive Education programs in California and Massachusetts.

2. Briefly describe your employment background: 2013 - present: On-call translator, Novato Unified School District • 2000-2012 RWQCB, North Coast, retired as Assistant Executive Officer Dec. 2012 • 1998-2000 Uribe & Associates, Oakland CA • 1984-1998 RWQCB, North Coast Region • 1978-1984 USEPA, Dallas and San Francisco

3. Describe your recent civic and community activities: Novato Theater Restoration • volunteer
Marin Summer Theater • volunteer
San Marin H.S. • Music & theater production volunteer
Novato Space Museum, volunteer exhibitor

4. Briefly list possible areas of conflict of interest: None discernible.

5. Please briefly explain your interest in serving on the Board of Directors: Now that I'm retired, I see a position as Director at NSD an excellent fit between my work experience, the leadership skills I have learned along the way, and my desire to serve the community. I enjoy promoting energy efficiency, recycling of water, and expanding educational opportunities for our youth.

Return completed form to the District Secretary, Novato Sanitary District, 500 Davidson Street, Novato, CA 94945; Fax (415) 898-2279; or email to sandeepk@novatosan.com by 4:30 p.m. on April 30, 2014

Enclosure: Resume

LUIS G. RIVERA, P.E.
769 Saint Francis Avenue
Novato, CA 94947
Lgrivera.ing@gmail.com
(415) 299-4092

EXPERIENCE SUMMARY

Professional Civil Engineer with 35 years of environmental engineering experience. Responsible for implementing programs related to watershed protection and restoration, wastewater management, soil and groundwater remediation, and management of hazardous materials. Starting in 1978, managed regulatory programs for the U.S. Environmental Protection Agency. Joined the California Regional Water Quality Control Board (RWQCB), North Coast Region in 1984. Joined Uribe & Associates in 1998 and managed the consulting firm's municipal services unit. Rejoined the RWQCB in 2000 and was appointed Assistant Executive Officer for the North Coast Region in 2004. Retired from the North Coast RWQCB in December 2012.

PROFESSIONAL EXPERIENCE

Administration. As Assistant Executive Officer, administered policy and program requirements for the RWQCB, North Coast Region. Acted in the absence of the Executive Officer, and as chief-of-staff, directly supervised the senior engineers and environmental program managers for three divisions and all regulatory activities and agency work products, including planning, enforcement, standard-setting, and permitting. Provided managerial guidance and administrative and budgetary direction for all Regional Board activities. Represented the Regional Board and testified before local agencies, municipal governments, and other state and federal agencies. Led the prosecution team for the Regional Board during adjudicatory hearings and enforcement proceedings. Represented the Regional Board as a negotiator in litigation and testified as an expert witness in civil trials. Assisted county district attorneys with criminal prosecutions. Dealt extensively with the media and conducted public hearings throughout the North Coast Region.

Watershed Management. Directed the planning aspects of watershed management in the region. Developed approaches in response to litigation prompted by the adoption of water quality strategies in specific watersheds. Conducted public hearings related to California's compliance with mandates in the federal Clean Water Act. Acting as the Executive Officer of the North Coast Region, presided over the successful adoption of lists of impaired water bodies.

North Coast Water Quality Control Plan. Authored revisions to the North Coast Water Quality Control Plan, otherwise known as the Basin Plan. Wrote supporting documents, testified at Regional Water Board hearings, made presentations to stakeholders, and responded to comments. Work resulted in the adoption by the Regional Water Board of a revised Basin Plan that contained provisions and implementation schedules mandating advanced wastewater treatment for all discharges of municipal wastewater within the Russian River Basin.

Underground Storage Tank Program. Appointed to a Statewide Task Force on the Underground Storage Tank Program. Served as a policy advisor for four years on issues related to water quality protection and cost effectiveness of clean-up alternatives. Authored a Basin Plan amendment related to the cleanup of discharges associated with petroleum hydrocarbons. It was adopted by the Board and was the first official recognition by a Regional Water Board in California of the acceptance of natural attenuation and risk-based decision making in cleanups involving petroleum constituents. That effort inspired other policy developments associated with risk-based decision making in California, some of which are ongoing. The process involved intensive negotiations with stakeholders at the federal, state and local level.

Surface and Groundwater Monitoring. Over 30 years experience performing and supervising the implementation of surface and groundwater monitoring programs at municipal and industrial wastewater treatment plants, solid waste facilities, hazardous waste sites, geothermal operation sites, timber harvest areas, and highway construction sites.

Health and Safety. Manager responsible for the implementation of a health and safety program for a staff of 70 people. Coordinated training, medical surveillance, and the implementation of personnel safety measures for spill response activities.

Regulatory Inspections. Performed regulatory compliance inspections at public, industrial, and commercial facilities throughout northern California. Evaluated the adequacy of treatment, containment, and disposal practices associated with domestic and toxic wastes. Assessed the appropriate use of spill contingency plans, and adequacy of facility training programs.

EDUCATION

Bachelor of Science, Civil Engineering, University of Puerto Rico at Mayaguez, 1978

Harvard University, John F. Kennedy School of Government, Strategic Management of Regulatory and Enforcement Agencies, Executive Education Program, October 2006

Throughout career, courses in management, administration, and health and safety.

REGISTRATIONS

Professional Civil Engineer, California, No. C35364

40-Hour Certification, Hazardous Waste Management (29 CFR 1910.120)

8-Hour OSHA Certification, Supervisor

TO: Board of Directors
Novato Sanitary District

Date: April 16, 2014

I request that you consider my application for the vacancy on the Board of Directors of the Novato Sanitary District. I am aware that the Board meets regularly on the 2nd and 4th Monday of each month at 6:00 PM and I am confident I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body. If selected, I will be required to report investments, business positions and income from sources that are located in or doing business in the Novato Sanitary District. This application will be held on file for six months only, unless I ask that it be renewed.

Gary Butler
Signature

Gary Butler
Name (print)

44 Marblehead Lane
Residence Address Novato, CA 94949

884-9268
Residence telephone

gary.butler.mdm@gmail.com
e-mail address statefarm.com

Years lived in Novato 14

Years lived in Marin County 14

Self
Employer

85 Gallis, Suite F
Address Novato, CA 94949

897-5000
Telephone

1. Briefly describe your educational background: _____
See Attached

2. Briefly describe your employment background: _____
See Attached

3. Describe your recent civic and community activities: _____
See Attached

4. Briefly list possible areas of conflict of interest: _____
See Attached

5. Please briefly explain your interest in serving on the Board of Directors: _____
See Attached

Return completed form to the District Secretary, Novato Sanitary District, 500 Davidson Street, Novato, CA 94945; Fax (415) 898-2279; or email to sandeepk@novatosan.com by **4:30 p.m. on April 30, 2014**

Gary Butler

Addendum

1. Education:
 - BS, Accounting, University of San Francisco
 - MBA, Finance, University of San Francisco

2. Employment:
 - Kemper Insurance, San Francisco, Commercial Underwriter
 - General Electric, San Francisco, Overland Park, KS & San Rafael, finance and operations positions within the reinsurance and long term care insurance divisions.
 - Fireman's Fund, Novato, Vice President
 - State Farm, Novato, Agency owner

3. Civic & Community:
 - Novato Planning Commission, commission member, currently vice chairman
 - Rotary Club of Ignacio, board member
 - Rotary Club of Ignacio Foundation, board member and treasurer
 - USF North Bay Regional Council, chairman
 - Marin Council, Boy Scouts of America, risk management committee, member
 - Leadership Novato, graduate
 - Downtown Novato Business Association, former board member

4. Possible conflict of interest:

No known conflict. My experience on the Novato Planning Commission is that it is possible for a current client to have an appeal or other business before the board. This has happened to me once in my years on Planning Commission. I would expect the frequency to be similar and infrequent on Novato Sanitary Board.

5. Why am I interested in serving on the Board of Directors for Novato Sanitary District?

My interest in serving on this board is to contribute to the governance and oversight provided by the board. I think the district is generally well run and the relationship between the district and the board appears productive. I believe my experience in risk management, business operations, finance/accounting and customer focus will allow me to contribute in these areas right away. At the same time my experience is not in the water treatment and disposal industry which would bring added diversity to the board. Sometimes this diversity of experience allows for a new look at old challenges, more often the benefit is to reduce the chance of "blind spots" that might occur when a number of decision makers all have a similar background or set of experiences.

GARY BUTLER

85 Galli Drive, Suite F
Novato, CA 94949
gary.butler.mdm@statefarm.com

(415) 897-5000 – Office
(415) 717-5598 – Cell

Candidate for Director, Novato Sanitary District

Gary is uniquely qualified to be a Director of the Novato Sanitary District. He has 25 years of professional insurance and risk management experience, the majority of this time in executive and management roles. He is a skilled leader and has experience in finance, budgets, IT systems, operations, creative problem solving and project management.

He has led large organizations; as big as 300 employees and budget exceeding \$22,000,000. He has also organized and opened new operations centers including hiring, local government incentive negotiation, architecture and build out. Other projects include organization implementation of paperless workflow, dynamic financial modeling, customer service processes and training programs.

Experience Summary

State Farm Mutual Insurance Company, Novato, CA **2007-Present**

-Independent Contract Agent, Novato, CA

Fireman's Fund Insurance Company, Novato, CA (an Allianz company) **2002-2007**

-Vice President, Corporate Service Operations
-Vice President, Personal Insurance Operations
-Senior Director, Corporate Services

General Electric **1996-2002**

GE Financial Advisors (now Genworth), San Rafael, CA
-Division Vice President, Six Sigma Quality and Operations Process Control

GE Employers Reinsurance, Overland Park, KS
-Assistant Vice President, Six Sigma Master Black Belt (Project Manager)

GE Employers Reinsurance, San Francisco, CA
-Assistant Secretary, Six-Sigma Black Belt
-Treaty Analyst

University of San Francisco **1998-1999**
-Adjunct Professor (Instructor of Principles of Risk Management and Insurance) **part time**

Kemper Insurance Companies, San Francisco, CA **1990-1996**
-Commercial Casualty Underwriter

Education

MBA (Finance) University of San Francisco
BS (Accounting) University of San Francisco

Professional Licenses and Designations

CPCU - (Chartered Property Casualty Underwriter)
ARe - (Associate in Reinsurance)
AIAF - (Associate in Insurance Accounting and Finance)
CA Fire and Casualty Agent/Broker License
CA Life Agent License

Honors and Professional Organizations

-Eagle Scout, Boy Scouts of America
-GE Crotonville: Advanced Financial Management Curriculum
-Certified Six Sigma Quality Leader: General Electric Company 2001
-Davies Scholar, University of San Francisco
-Beta Gamma Sigma, University of San Francisco
-Society of Chartered Property Casualty Underwriters (Golden Gate/Kansas City Chapters)
 - Member, Board of Directors, Kansas City Chapter 99-00
 - Vice President - Research, Golden Gate Chapter, 97-98
 - Treasurer - Insurance Industry Day Committee, 97, 98, 99
-Outstanding Research Project Award: *Ready or Not Here They Come*, An analysis of Banks and Insurance. (Awarded by National CPCU Society as best research project, 1998.) Paper published in *CPCU Journal* Fall 1999 edition.

Leadership and Board Positions

-Commissioner: Novato Planning Commission, 2012-present, currently Vice Chairman
-Board Member: Downtown Novato Business Association, 2009-2012
-Board Member: Rotary Club of Ignacio, 2009-present
-Board Member/Treasurer: Rotary Club of Ignacio Foundation, 2013-present
-Board Member: University of San Francisco 6th Man Club (men's basketball boosters), 2008-2011
-Board Member/President: University of San Francisco North Bay Alumni, 2005-present

To: Board of Directors, Novato Sanitary District

Applicant: Carole Dillon-Knutson

415-264-0240 (c)

415-897-4459 (h)

1. Briefly describe your educational background:

B.S. Business, St. Mary's College, Moraga

Minored in Chemistry and Math

2. Briefly describe your employment background:

Retired Business Manager, Subsurface Engineering (Geotechnical Consulting Firm)

Retired Elections Supervisor County of Marin

3. Describe your recent civic and community activities:

Former Mayor of Novato

Retired Novato City Council Member

Marin Community College District Board of Trustees

SMART (Sonoma Marin Area Rail Transit) Executive Board

TAM (Transportation Authority of Marin) Executive Board

ABAG (Association of Bay Area Governments) Executive Board

I currently belong to:

Novato Rotary Sunrise

Soroptimist International of Novato

AM Business Women

Wednesday Morning Dialogue

Marin Master Gardeners

Novato Garden Club

American Association of University Women

Novato Malaria Campaign

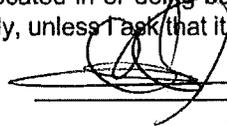
4. Briefly list possible areas of conflict of interest: None

5. Please briefly explain your interest in serving on the Board of Directors: I would like to continue my commitment to public service while emphasizing water reuse, recycling, and safety. I support continued pipe inspections of sewers to minimize leaks. I support continued work on odor problems for residents. Future retirements will be a challenge for the District. I would like to be part of the efforts of hiring well qualified employees to continue a historically well run Sanitary District to be even better.

TO: Board of Directors
Novato Sanitary District

Date: 4/29/14

I request that you consider my application for the vacancy on the Board of Directors of the Novato Sanitary District. I am aware that the Board meets regularly on the 2nd and 4th Monday of each month at 6:00 PM and I am confident I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body. If selected, I will be required to report investments, business positions and income from sources that are located in or doing business in the Novato Sanitary District. This application will be held on file for six months only, unless I ask that it be renewed.


Signature

Charles P. Schwarze
Name (print)

56 Clemente Ct. Novato
Residence Address

415-897-7342
Residence telephone

cschwarze@comcast.net
e-mail address

Years lived in Novato 22

Years lived in Marin County 23

Galey & Lord, LLC
Employer

695 DeLong Ave
Address

415-994-3558
Telephone

1. Briefly describe your educational background: B.S. in Business Administration
from Bucknell University

2. Briefly describe your employment background: employed at Galey & Lord
for 37 years. Have worked in product management,
merchandising, and as senior account executive.

3. Describe your recent civic and community activities: _____
Marin Dance Theatre - on board since 2002, board president
since 2007.
Novato Strategic Planning Committee - original member
Juvenile Diabetes Foundation (Marin Branch) - treasurer 1998

4. Briefly list possible areas of conflict of interest: NONE

5. Please briefly explain your interest in serving on the Board of Directors: I would like
to re-engage in a meaningful way to serve the interests
of those who live and work in Novato.

Return completed form to the District Secretary, Novato Sanitary District, 500 Davidson Street, Novato, CA 94945; Fax (415) 898-2279; or email to sandeepk@novatosan.com by 4:30 p.m. on April 30, 2014

To: Board of Directors
Novato Sanitary District

April 30, 2014

I request that you consider my application for the vacancy on the Board of Directors of the Novato Sanitary District. I am aware that the Board meets regularly on the 2nd and 4th Mondays of each month at 6:00 PM, and I am confident I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body. If selected, I will be required to report investments, business positions, and income from sources that are located in or doing business in the Novato Sanitary District. This application will be held on file for six months only, unless I ask that it be renewed.


Signature

Name: Suzanne Brown Crow

Residence: 116 Knight Court, Novato, CA 94945

Phone: 415.309.6170

Email: SBrownCrow@gmail.com

Years lived in Novato: 28 years

Years lived in Marin: 28 years

Employer: Law Office of Francis X. Doherty
1120 Nye Street, Suite 300
San Rafael, CA 94901
415.455.0265

1. Education: Duke University, Durham, NC, BA in Psychology
University of Connecticut, West Hartford, CT, MBA in Finance and Accounting
Hastings School of the Law, San Francisco, CA, JD
2. Employment: I am an attorney representing plaintiffs in civil litigation.
3. Recent civic and community activities:
 - * I was appointed by the Novato City Counsel to the Recreation, Cultural, and Community Service Advisory Commission where I am serving in my second term
 - * I am the founder and chair of the Novato Democratic Club, and in that capacity I organize monthly speakers on matters of local interest and help raise support for local issues.
 - * I am an assistant coach for the men's and women's water polo teams at Novato High,
4. Possible areas of conflict of interest: None.
5. My interest in serving on the Board of Directors derives from my commitment to community service. I understand the importance to the community of the Novato Sanitary District and believe that my strengths in accounting, finance, and law would be an asset to the Board.

TO: Board of Directors
Novato Sanitary District

Date: 4/18/2014

I request that you consider my application for the vacancy on the Board of Directors of the Novato Sanitary District. I am aware that the Board meets regularly on the 2nd and 4th Monday of each month at 6:00 PM and I am confident I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body. If selected, I will be required to report investments, business positions and income from sources that are located in or doing business in the Novato Sanitary District. This application will be held on file for six months only, unless I ask that it be renewed.

Thomas James
Signature

Thomas James
Name (print)

8 San Ardo Ct. Novato, CA 94945
Residence Address

415-892-5133
Residence telephone

tomajames@comcast.net
e-mail address

Years lived in Novato 29

Years lived in Marin County 29

Retired
Employer

N/A
Address

N/A
Telephone

1. Briefly describe your educational background: Bachelor of Mechanical Engineering (University of Detroit); MBA (University of Chicago)

2. Briefly describe your employment background: Consulting and Financial Analysis at Federated department Stores (Cincinnati, OH + San Francisco, CA); Business Owner of Work-Rite Ergonomics (Novato, Petaluma, CA)

3. Describe your recent civic and community activities: I organized a group of volunteers who meet weekly to paint over graffiti at various locations throughout Novato.

4. Briefly list possible areas of conflict of interest: None

5. Please briefly explain your interest in serving on the Board of Directors: I see serving on the Board as a way to fulfill a civic duty. My background in business and finance gives me the experience needed to help make sure the district's finances are in order.

Return completed form to the District Secretary, Novato Sanitary District, 500 Davidson Street, Novato, CA 94945; Fax (415) 898-2279; or email to sandeepk@novatosan.com by 4:30 p.m. on April 30, 2014

William G. HIPPS

Innovative Executive Leadership



■ HO: 415.883.0787
■ 36 Bonnie Brae Dr.
■ Novato CA 94949
■ williamhipps36@comcast.net

Executive Profile:

Executive Vice President, Strategic Marketing

Summary: A "**Corporate Marketing Executive**" with Over 25 years of leadership in marketing, product & program management, execution of innovative developments and effective agent of productive change worldwide. Bill has extensive experience in building and successfully leading high performance, cross-functional multi-cultural teams, and complex matrix organizations.

- **Business Relationships:** >70% Close rate with clients globally in Financial Services, Retail, Communications and Energy industries.
- **Proactive Marketing Innovation:** Foresees market trends in the targeted Industries and translates them into innovative programs timed to meet clients' needs.
- **Effective Leader of Complex Teams:** leader of high performance cross functional/ cultural teams for IT Architecture applied to strategic marketing offerings.
- **Trusted Executive Advisor:** Quick to establish credibility & trust with customers, product team, and management in worldwide organizations.

Experience:

2002 – Present **Equinox Consulting, Founder**

- Supported client in the Entertainment-Portable Media business. Focused on content acquisition from ABC/ ESPN, CBS, BBC, etc. Client IPO (3/06).
- Conducted due diligence for IP ownership issues. Saved client > \$1M fees
- Structured a Pan-European, CRM based aviation business, exploiting new EU regulations. Built strategy, business model for 1st funding.

2000 – 2001 **Globalstar, LP, Director, Vertical Markets**

- Redirected corporate focus from emulating the terrestrial cellular phone model to concentration on high potential industries.
- Built vertical industry, major account sales and support organizations to implement new corporate strategy.
- Led initiatives to Maritime and Energy Industries resulting in sales to fleet owners resulting in an annuity revenue machine. Sold all major oil tanker fleets.

1999 – 2000 **Globe Wireless, Vice President, Corporate Development**

- Responsible for Globe Wireless' Service Provider Program for satellite communications, high speed data, and low cost voice calling
- Determined parameters of necessary (v. current) of coverage and availability of Globalstar's network. Built pricing and billing models for Maritime Industry.
- Rationalized wireless Accounting and Billing systems avoiding an unbudgeted \$5m investment in unnecessary H/W & S/W.

1998 – 1999 **IA Corporation, Vice President - CMO, Product Marketing**

- Led all marketing and product management activities for this leading supplier of financial document archive S/W to 38 of the top 50 Commercial Banks.
- Responsible for life cycle product and project planning and execution, business development, MARCOM, industry and competitive intelligence.
- Managed marketing budgets of \$3M and product development budgets of \$3M. Lowered overheads by 15%, putting funding to direct use for demand creation.
- Reoriented focus of outbound resources to servicing the customers to maximize the retention of the company's base of the largest Banks in the US.

William G. HIPPS

Innovative Executive Leadership



HO: 415.883.0787
36 Bonnie Brae Dr.
Novato CA 94949
williamhipps36@comcast.net

Executive Profile:

Executive Vice President, Strategic Marketing

1975 – 1998 NCR Corporation, Vice President, Solution and Services Deployment

- Developed professional services included customer consultation customization, regulator compliance, nationalization and localization. Maintained full responsibility for Marketing
- Responsible for product management in four development organizations in US Europe and Asia including Centers of Expertise in the US, Scotland, France.
- Led all outbound programs and projects for \$1.3B hardware and software solutions business with P&L accountability for all segments of the Financial Systems Group.

Image and Payment Systems Group, Vice President, Marketing

- Responsible for all Marketing including product management, product marketing, linkage to direct sales organizations, business development and global support.
- Negotiated and helped implemented major JV with NCR's chief competitor in check and image processing. (UNISYS).
- Increased orders by 60%. Grew revenues by 25% > \$360M, profits of \$42M.

Assistant VP, Strategic Planning, Financial Systems Div., Worldwide Marketing

- Responsible for the implementation of program to re-engineer NCR's Financial Industry Organizations, worldwide, drastically rationalizing costs, and productivity.
- Developed new business opportunities for financial networking, electronic commerce, financial business critical computing and core banking solutions.

Director, Japanese Program, Self Service and Financial Systems Division

- Design concepts validated through very large QFD and validated with User Center Design Study (UCD) to reengineer operational aspects of Japanese bank.
- Managed engineering, software development, product and program management located in Japan, Scotland and the US totaling >35 professionals.
- Development budgets exceeded \$9M annually for localized Japanese ATM.

Industry Director, Financial Systems Division, Pacific Group

- Responsible at a profit and loss level for Financial Systems Divisions of NCR Japan, NCR Korea and NCR Taiwan. Revenues >\$380M, Pretax Profits >\$44M.
- Participated in turnaround of the local Japanese financial sales organization into NCR's strongest and most productive sales team. Accomplished in >18 months.
- Helped acquire and integrate NCR's Korean Distributor to full owned, profitable corporate subsidiary function.

Industry Director, Financial Systems Division, US Group

- Developed and executed programs for procuring, rather than developing, application solutions for savings of \$8M, 300% increase in sales, \$18M in profits
- Successfully recruited and negotiated agreements with eight partners for development and sale of 3rd party software on NCR systems

Education:

- MBA, Tuck School of Business Admin, Dartmouth Finance and Marketing.
- AB, Cum Laude, Dartmouth Dual majors, Business Administration and International Relations, Secretary/ Treasurer, Senior Class
- Harvard Business School's Advanced Marketing Program
- Japanese Language Immersion Dartmouth College

RESOLUTION NO. 3073

**A RESOLUTION APPOINTING A DIRECTOR TO FILL
A VACANCY IN AN ELECTIVE OFFICE**

NOVATO SANITARY DISTRICT

RESOLVED, by the Board of Directors of the Novato Sanitary District, Marin County, California, as follows:

WHEREAS, a vacancy on the Board of Directors of the Novato Sanitary District has existed since April 6, 2014, which is the effective date of the vacancy;

WHEREAS, Section 6483 of the Health and Safety Code of the State of California provides that all vacancies occurring in the membership of a Sanitary District Board shall be filled pursuant to the provisions of Section 1780 of the Government Code of the State of California;

WHEREAS, the provisions of said Section 1780 provide for the filling of a vacancy in any elective office on the governing board of a special district;

WHEREAS, since the vacancy occurred in the first half of the term of office, and more than 130 days before the next general election, the vacancy is to be filled partly by appointment and partly by election; that the person appointed to fill the vacancy shall hold office until after the next District general election of November 2015, and until the person who is elected in that election to fill the vacancy has been qualified; and the person elected then holds the office for the remainder of the term of office until the next District general election of November 2017 (“short” seat); and

WHEREAS, the next District general election scheduled 130 or more days after the effective date of the vacancy is the same date for the purpose of electing a director to serve the “short” term in the same office to which a person will be appointed;

NOW, THEREFORE, IT IS ORDERED as follows:

1. Pursuant to the provisions of Section 1780 of the Government Code of the State of

California, _____, being a resident elector of this District be and is hereby appointed to the office of Director of the Novato Sanitary District to hold such office until after the next District general election of November 2015, and until the person who is elected in that election to fill the vacancy has been qualified.

2. The Secretary of this District is directed to file, within ten (10) days from the date of adoption of this resolution, with the Secretary of State and the County Clerk of Marin County, the necessary "Statement of Facts", and shall include in the transmittal to said County Clerk a duly executed copy of the Certificate of Appointment and Oath of Office of the newly appointed Director together with a certified copy of this Resolution.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of the Novato Sanitary District at a meeting thereof held on the 12th day of May 2014, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

President
Novato Sanitary District

(SEAL)

ATTEST:

Secretary
Novato Sanitary District

April 14, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:03 p.m., Monday, April 14, 2014, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Pro-tem Jean Mariani, Members William C. Long, Brant Miller and Jerry Peters.

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

ALSO PRESENT: Gary Butler, Novato resident
Brian Exberger, Asst. Project Manager, Veolia Water
John Bailey, Project Manager, Veolia Water
John O'Hare, Veolia Water

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the March 24, 2014 meeting.

On motion of Member Long, seconded by Member Peters, and carried unanimously the March 24th meeting minutes were approved.

CONSENT CALENDAR:

Member Miller requested clarification on District policy of delinquent accounts. The Manager stated that he would confirm District policy on this matter.

President Pro-tem Mariani requested that item c: *Adopt Resolution No. 3071* be removed from the consent calendar for further discussion.

On motion of Member Miller, seconded by Member Peters and carried unanimously, the remaining Consent Calendar items were approved:

- a. Approval of regular disbursements in the amount of \$344,314.96, project account disbursements in the amount of \$594,569.82, and Board member related disbursements in the amount of \$3,199.53.
- b. Review of Accounts Receivable Report.

President Pro-tem Mariani opened discussion of item c: Adopt Resolution No. 3071 in support of the Downtown Novato Theater Project. She requested a revision to the Resolution: sixth paragraph: “NOW, THEREFORE, ~~IT IS HEREBY DETERMINED~~ IT IS HEREBY RESOLVED...”

On motion of Member Long, seconded by Member Peters and carried unanimously, Resolution No. 3071, A Resolution of Support for the Downtown Novato Theater Project was passed as amended.

ADMINISTRATION:

- Consider approval of the schedule for the 2014-16 budget: The Manager provided an overview of the 2014-16 budget schedule.

On motion of Member Peters, seconded by Member Miller and carried unanimously, the Board approved the 2014-16 Budget Schedule.

BOARD OF DIRECTORS:

- Election of officers, designate and authorize check signers, and appoint committee members: The Manager noted that given the recent Board vacancy, it was necessary to nominate a new President and new officers. He also stated that the District Manager-Engineer serves as the Secretary-Treasurer and the Administrative Secretary that normally attends Board meetings serves as the Secretary Pro-tem. There was no comment from the Board.

President Pro-tem Mariani requested nominations from the Board to fill the vacancy. Member Long recommended Member Mariani for President and Member Peters for President Pro-tem. Member Mariani and Member Peters accepted the nominations.

Member Long moved, Member Miller seconded, and the Board approved by acclamation to appoint Member Mariani as President and Member Peters as President Pro-tem.

Regarding the authorization of check signers:

On motion of Member Long, seconded by Member Peters and carried unanimously, the following individuals were designated as District check signers: President Jean Mariani, President Pro-tem Jerry Peters, Member Brant Miller and Manager-Engineer Sandeep Karkal.

Regarding the appointment of committee members, President Mariani filled the current committee vacancies which were previously held by retired Manager-Engineer Beverly James and Board President DiGiorgio.

On motion of Member Miller, seconded by Member Peters and carried unanimously, the Board approved the following appointments for the Novato Sanitary District's Standing and Regular Committees.

A. Standing Committees:

1. Joint City/District Solid Waste Committee:
Jean Mariani
Brant Miller
William C. Long, Alternate
2. Wastewater Operations Committee:
William C. Long
Jerry Peters
Jean Mariani, Alternate
3. Strategic Planning and New Facilities Committee:
Brant Miller
Jerry Peters, Alternate
4. Finance Committee:
William C. Long
Jean Mariani
Brant Miller, Alternate

B. Regular Committees:

1. California Association of Sanitation Agencies:
Jean Mariani, Delegate
Jerry Peters, Alternate
2. California Sanitation Risk Management Authority:
Sandeep Karkal, Delegate
Jean Mariani, Alternate
3. North Bay Water Reuse Authority:
William C. Long, Delegate
Jerry Peters, Alternate
4. North Bay Watershed Association:
Brant Miller, Delegate
Sandeep Karkal, Alternate

- Consider procedure for filing the vacancy on the Board of Directors: President Mariani noted the three possibilities for filling the vacancy and discussion followed.

Member Peters moved, Member Miller seconded and the Board approved by acclamation to fill the vacancy on the Board of Directors by appointment.

Manager Karkal requested the Board review the draft notice, application materials and vacancy letter to the Registrar of Voters. A grammatical error was noted in the letter to the Marin County Registrar of Voters: "*to fill the vacancy ~~now begin~~ take effect.* The Manager stated that the letter would be modified as directed.

WASTEWATER FACILITIES UPGRADE PROJECT, ACCOUNT NO. 73001:

- Consider authorizing the Manager-Engineer to execute a Contract Change Order for a credit amount of \$222,209. The Manager provided an overview of the failed concrete liner issue in primary clarifier no. 2 and discussed the proposed settlement agreement and credit contract change order. He stated that staff had worked with District Counsel and the Covello Group staff to reach this settlement.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board authorized the Manager-Engineer to execute: (a) a settlement agreement with the design engineer in the amount of \$78,000 with RMC/V&A, and (b) a Contract Change Order for a credit amount of \$222,209 with the contractor R.E. Smith.

STAFF REPORTS:

- Workers' Compensation Insurance Report. The Manager stated that the District's workers compensation insurance carrier, CSRMA, will be increasing the District's experience modification factor for policy year 2014-15 from 1.29% to 1.61%. He discussed the two claims which have primarily caused the increase.

BOARD MEMBER REPORTS:

Member Miller reported on the North Bay Watershed Association conference which he attended and was held on April 11th at the Stonetree Golf Course. He commented on the depth of information that was presented.

Member Long reported on his attendance at the North Bay Watershed Association conference, stating it was most informative.

Member Peters reported on his attendance at the North Bay Watershed Association conference and stated the conference was very informative and agreed with Member Miller's comments.

President Mariani stated that she participated in the North Bay Watershed Association conference briefly due to work constraints.

MANAGER'S ANNOUNCEMENTS:

- CSRMA (CA Sanitation Risk Management Authority) has contacted Manager Karkal and invited him to participate on their Workers Compensation Committee. He accepted.
- The next regular board meeting will be held on May 12th. The regular April 28th Board meeting is cancelled due to a conference several Board members will be attending on that day.
- There will be a Special Board meeting on Monday, May 5th at 6:00 p.m. to address the Board vacancy.
- The California Association of Sanitation Agencies (CASA) is holding a Public Policy Forum in Sacramento on April 28th and 29th.
- The North Bay Watershed Association (NBWA) will hold a meeting on May 2nd at the Marin Community Foundation.
- Former President Michael Di Giorgio's memorial service will be held on May 5th at 11 a.m. at the Novato City Hall.

ADJOURNMENT:

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board adopted Resolution No. 3072: A Resolution of Commemoration for Michael De Giorgio, President, Board of Directors, Novato Sanitary District.

Warm thoughts and fond memories of President Di Giorgio were shared by the Board, District Counsel, the Manager and members of the audience.

There being no further business to come before the Board, President Mariani adjourned the meeting at 7:12 p.m. in memory of President Di Giorgio.

Respectfully submitted,

Sandeep S. Karkal
Secretary

Julie Swoboda, Recording

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|--|---|
| TITLE: Consent Calendar: Jimenez Claim | MEETING DATE: May 12, 2014 Agenda Item No. 6.a. |
| RECOMMENDED ACTION: Deny claim | |
| SUMMARY AND DISCUSSION: | |
| <p>On April 11, 2014, the District received a claim in an undetermined amount from the Law Office of Mark W. Swanson, representing Conrad Jimenez of Sacramento, CA. The claim is based on personal injuries allegedly sustained by Mr. Jimenez on October 11, 2013 while performing work at the District in the course of his employment with Hanson Painting and Coating, Inc., subcontractor to R.E. Smith Contractor, Inc.</p> <p>The District had previously entered in an agreement with R.E. Smith Contractor, Inc. on June 6, 2013, for the Novato Treatment Plant Digester No. 2 Rehabilitation Project. The painting and coating subcontractor was Hanson Painting and Coating, Inc. The project agreement includes standard indemnification provisions required by the District's insurance carrier, the California Sanitation Risk Management Authority (CSRMA) that obligates contractors and their subcontractors to indemnify the District.</p> <p>Once a claim is presented, the District refers it to a claims adjuster from Carl Warren & Company, representing the District's insurance carrier, particularly if the amount claimed is in excess of \$5,000. The adjuster advises the District as to the appropriate response. The purpose of the response is to protect the District and to take advantage of code and case defenses to comply with the Government Code and set the statute of limitations for suit filings. A public entity must act on the claim within 45 days, and provide written notice of the action taken. If a timely claim is rejected, the claimant may file suit for money or damages within six months after the date the notice is delivered or mailed. If the rejection is <u>not</u> properly noticed, however, the deadline for filing suit is extended to two years. A claim rejection restricts the statute of limitations to six months instead of two years.</p> <p>District staff and the District insurance claims adjuster recommends denial of the claim served on behalf of Mr. Jimenez.</p> | |
| ALTERNATIVES: Do not deny the claim. | |
| BUDGET INFORMATION: N/A | |
| DEPT. MGR.: | MANAGER-ENGINEER: |

QUARTERLY INVESTMENT REPORT -- For Quarter Ended March 31, 2014

| INVESTMENT | ACTIVITY | Jan | Feb | Mar | QTR TOTAL |
|---|-----------------------------------|------------|-----------|-----------|------------|
| STATE TREASURER'S INVESTMENT FUND | Total deposits/transfers in | 6,649 | 0 | 1,700,000 | 1,706,649 |
| | Total transfers out | 2,284,000 | 1,189,000 | 1,080,000 | 4,553,000 |
| | Minimum daily balance | 9,737,869 | 8,548,869 | 8,548,969 | 8,548,969 |
| Current Yield 0.236% | Maximum daily balance | 12,015,220 | 9,737,869 | 9,168,869 | 12,015,220 |
| | Interest earned | 0 | 0 | 5,415 | 5,415 |
| | | | | | |
| TRUST ACCOUNT | | | | | |
| BANK OF NEW YORK MELLON For COP Bond Funds | Total deposits/transfers in | 1,260,863 | 16 | 4,466 | 1,265,345 |
| | Total transfers out | 1,260,849 | 0 | 1,571,490 | 2,832,339 |
| | Minimum daily balance | 8,368,860 | 8,368,875 | 6,801,867 | 6,801,867 |
| | Maximum daily balance | 8,368,875 | 8,368,875 | 8,368,891 | 8,368,891 |
| | Interest earned | 14 | 16 | 4,466 | 4,496 |
| The LAIF Pooled Money Investment Account Report is attached as specified in California Government Code Section 53646(e) | | | | | |
| CHECKING ACCOUNTS | | | | | |
| Interest Rate | Regular Warrants Account | | | | |
| 0.03% | Total deposits & transfers in | 2,515,950 | 1,333,360 | 2,918,788 | 6,768,098 |
| | Total checks & transfers out | 2,484,739 | 1,331,569 | 2,974,923 | 6,791,231 |
| | Minimum daily balance | 30,875 | 49,563 | 47,731 | 30,875 |
| | Maximum daily balance | 2,077,285 | 354,153 | 1,748,694 | 2,077,285 |
| | Interest earned | 7 | 4 | 7 | 18 |
| | Payroll Account | | | | |
| | Total transfers in | 124,700 | 165,900 | 119,000 | 409,600 |
| | Total checks & transfers out | 127,828 | 166,083 | 119,006 | 412,917 |
| | Minimum daily balance | 1,212 | 1,017 | 1,173 | 1,017 |
| | Maximum daily balance | 105,212 | 100,752 | 103,589 | 105,212 |
| | Project Account | | | | |
| | Total transfers in | 1,876,700 | 632,500 | 469,200 | 2,978,400 |
| | Total checks & transfers out | 1,909,671 | 627,035 | 478,495 | 3,015,201 |
| | Minimum daily balance | 2,938 | 2,641 | 2,580 | 2,580 |
| | Maximum daily balance | 1,819,938 | 614,942 | 411,436 | 1,819,938 |
| | Interest earned | 19 | 4 | 3 | 26 |
| | ARRA Grant Project Account | | | | |
| | Total transfers in | 0 | 0 | 0 | 0 |
| | Total checks & transfers out | 0 | 0 | 0 | 0 |
| | Minimum daily balance | 100 | 100 | 100 | 100 |
| | Maximum daily balance | 100 | 100 | 100 | 100 |

NOTES: (1) The above investments are consistent with the annual Statement of Investment Policy approved by the board on an annual basis, most recent approval was October 22, 2012.

The District has the ability to meet six months cash needs.

(2) LAIF interest rate is currently .236% which is a decrease from .264% in December 2013 and .26% in September 2013 and .24% in June 2013.



**BILL LOCKYER
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

LAIF Performance Report

| Date | Daily Yield* | Quarter to Date Yield | Average Maturity (in days) |
|----------|--------------|-----------------------|----------------------------|
| 04/16/14 | 0.23 | 0.24 | 197 |
| 04/17/14 | 0.23 | 0.24 | 197 |
| 04/18/14 | 0.23 | 0.24 | 203 |
| 04/19/14 | 0.23 | 0.24 | 203 |
| 04/20/14 | 0.23 | 0.24 | 203 |
| 04/21/14 | 0.23 | 0.24 | 203 |
| 04/22/14 | 0.23 | 0.24 | 204 |
| 04/23/14 | 0.23 | 0.24 | 203 |
| 04/24/14 | 0.23 | 0.23 | 201 |
| 04/25/14 | 0.23 | 0.23 | 200 |
| 04/26/14 | 0.23 | 0.23 | 200 |
| 04/27/14 | 0.23 | 0.23 | 200 |
| 04/28/14 | 0.23 | 0.23 | 198 |
| 04/29/14 | 0.23 | 0.23 | 198 |

Quarter Ending 03/31/14

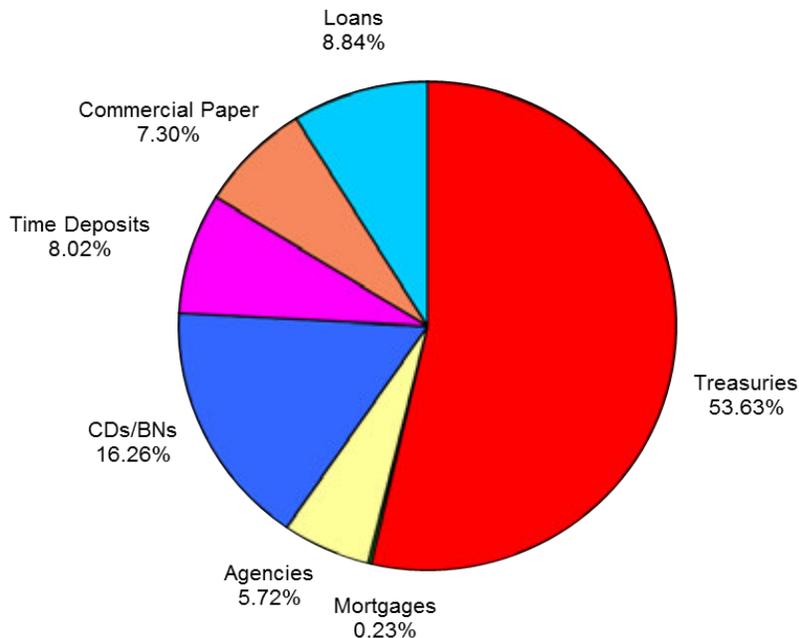
Apportionment Rate: 0.23%
 Earnings Ratio: .00000631639966506
 Fair Value Factor: 1.000317118
 Daily: 0.23%
 Quarter To Date: 0.24%
 Average Life: 185

PMIA Average Monthly Effective Yields

MAR 2014 0.236%
 FEB 2014 0.236%
 JAN 2014 0.244%

*Daily yield does not reflect capital gains or losses

Pooled Money Investment Account
 Portfolio Composition
 \$57.5 Billion
 03/31/14



PAR VALUES MATURING BY DATE AND TYPE
Maturities in Millions of Dollars

| ITEM | 1 day to 30 days | 31 days to 60 days | 61 days to 90 days | 91 days to 120 days | 121 days to 150 days | 151 days to 180 days | 181 days to 210 days | 211 days to 270 days | 271 days to 1 year | 1 year to 2 years | 2 years to 3 years | 3 years to 4 years | 4 years to 5 year/out |
|--------------|------------------|--------------------|--------------------|---------------------|----------------------|----------------------|----------------------|----------------------|--------------------|-------------------|--------------------|--------------------|-----------------------|
| TREASURY | \$ 1,000 | \$ 3,600 | \$ 2,800 | \$ 1,000 | \$ 1,000 | \$ 3,100 | \$ 600 | \$ 6,250 | \$ 5,600 | \$ 4,200 | \$ 1,700 | | |
| REPO | | | | | | | | | | | | | |
| TDs | \$ 1,286 | \$ 560 | \$ 1,006 | \$ 760 | \$ 659 | \$ 333 | \$ 10 | | | | | | |
| AGENCY | \$ 551 | \$ 398 | \$ 600 | \$ 850 | | | | \$ 250 | \$ 483 | \$ 802 | \$ 448 | | |
| BAs | | | | | | | | | | | | | |
| CP | \$ 1,700 | \$ 950 | \$ 550 | \$ 900 | | \$ 100 | | | | | | | |
| CDs + BNs | \$ 3,650 | \$ 1,200 | \$ 1,550 | \$ 1,100 | \$ 200 | \$ 950 | \$ 100 | \$ 400 | \$ 200 | | | | |
| CORP BND | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | |
| \$ 53,396 | \$ 8,187 | \$ 6,708 | \$ 6,506 | \$ 4,610 | \$ 1,859 | \$ 4,483 | \$ 710 | \$ 6,900 | \$ 6,283 | \$ 5,002 | \$ 2,148 | \$ - | \$ - |
| PERCENT | 15.3% | 12.6% | 12.2% | 8.6% | 3.5% | 8.4% | 1.3% | 12.9% | 11.8% | 9.4% | 4.0% | 0.0% | 0.0% |

Notes:

1. SBA Floating Rate Securities are represented at coupon change date.
2. Mortgages are represented at current book value.
3. Figures are rounded to the nearest million.
4. Does not include AB55 and General Fund loans.

**State of California
Pooled Money Investment Account
Market Valuation
3/31/2014**

| Description | Carrying Cost Plus | | Fair Value | Accrued Interest |
|--------------------------|-----------------------------|-----------------------------|-----------------------------|-------------------------|
| | Accrued Interest | Purch. | | |
| United States Treasury: | | | | |
| Bills | \$ 13,485,141,238.10 | \$ 13,493,502,144.37 | \$ 13,495,650,000.00 | NA |
| Notes | \$ 17,363,685,393.04 | \$ 17,363,409,796.92 | \$ 17,377,558,000.00 | \$ 14,372,271.50 |
| Federal Agency: | | | | |
| SBA | \$ 551,389,934.60 | \$ 551,389,934.60 | \$ 547,459,655.45 | \$ 518,610.96 |
| MBS-REMICs | \$ 131,169,641.99 | \$ 131,169,641.99 | \$ 140,815,213.91 | \$ 625,830.22 |
| Debentures | \$ 1,392,831,307.69 | \$ 1,392,809,168.82 | \$ 1,392,270,210.00 | \$ 1,927,606.06 |
| Debentures FR | \$ - | \$ - | \$ - | \$ - |
| Discount Notes | \$ 1,199,075,083.36 | \$ 1,199,675,666.66 | \$ 1,199,896,000.00 | NA |
| GNMA | \$ - | \$ - | \$ - | \$ - |
| Supranational Debentures | \$ 149,906,515.88 | \$ 149,906,515.88 | \$ 149,775,500.00 | \$ 156,597.50 |
| CDs and YCDs FR | \$ - | \$ - | \$ - | \$ - |
| Bank Notes | \$ 500,000,000.00 | \$ 500,000,000.00 | \$ 499,920,655.01 | \$ 115,083.32 |
| CDs and YCDs | \$ 8,850,016,516.72 | \$ 8,850,001,475.05 | \$ 8,847,441,069.69 | \$ 4,020,993.06 |
| Commercial Paper | \$ 4,198,403,930.58 | \$ 4,199,185,444.41 | \$ 4,198,506,736.10 | NA |
| Corporate: | | | | |
| Bonds FR | \$ - | \$ - | \$ - | \$ - |
| Bonds | \$ - | \$ - | \$ - | \$ - |
| Repurchase Agreements | \$ - | \$ - | \$ - | \$ - |
| Reverse Repurchase | \$ - | \$ - | \$ - | \$ - |
| Time Deposits | \$ 4,612,640,000.00 | \$ 4,612,640,000.00 | \$ 4,612,640,000.00 | NA |
| AB 55 & GF Loans | \$ 5,084,511,416.02 | \$ 5,084,511,416.02 | \$ 5,084,511,416.02 | NA |
| TOTAL | \$ 57,518,770,977.98 | \$ 57,528,201,204.72 | \$ 57,546,444,456.18 | \$ 21,736,992.62 |

Fair Value Including Accrued Interest

\$ 57,568,181,448.80

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (**1.000317118**).
As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,006,342.37 or \$20,000,000.00 x **1.000317118**.

Novato Sanitary District Operating Check Register

For April 28, 2014

| Date | Num | Name | Amount |
|-------------------|-------|---------------------------------------|--------------------------|
| Apr 28, 14 | | | |
| 04/28/2014 | 56915 | Pacific, Gas & Electric | 51,033.82 |
| 04/28/2014 | 56890 | Central Marin Sanitation District | 6,496.86 |
| 04/28/2014 | 56914 | Novato, City | 6,172.36 |
| 04/28/2014 | 56910 | North Marin Water District | 5,737.19 |
| 04/28/2014 | 56908 | Meyers, Nave, Riback, Silver & Wilson | 5,439.97 |
| 04/28/2014 | 56896 | DKF Solutions Group, LLC | 3,800.00 |
| 04/28/2014 | 56897 | E2 Consulting Engineers, Inc | 3,547.30 |
| 04/28/2014 | 56882 | American Express-21007 | 3,346.97 |
| 04/28/2014 | 56921 | Treemasters Tree & Garden Care, Inc. | 3,120.00 |
| 04/28/2014 | 56899 | Environmental Resource Assoc | 2,374.70 |
| 04/28/2014 | 56922 | Unicorn Group | 1,751.83 |
| 04/28/2014 | 56894 | CT Promotions | 1,621.45 |
| 04/28/2014 | 56912 | North Marin Water District Payroll | 1,499.50 |
| 04/28/2014 | 56926 | B.W.S. Distributors, Inc. | 1,228.86 |
| 04/28/2014 | 56891 | Cintas Corporation | 1,138.83 |
| 04/28/2014 | 56898 | Empire Mini Storage - Novato | 840.00 |
| 04/28/2014 | 56902 | Frontier Analytical Laboratory, Inc. | 800.00 |
| 04/28/2014 | 56918 | Ricoh USA, Inc. | 739.94 |
| 04/28/2014 | 56919 | RMC Water & Environment, Inc. | 697.50 |
| 04/28/2014 | 56905 | Johnson Controls, Inc. | 663.25 |
| 04/28/2014 | 56911 | North Marin Water District - Lab | 660.00 |
| 04/28/2014 | 56887 | BoundTree Medical, LLC | 567.03 |
| 04/28/2014 | 56885 | Bay Area Air Quality | 535.00 |
| 04/28/2014 | 56906 | Labworks Equipment, Inc. | 476.31 |
| 04/28/2014 | 56893 | Control Systems West, Inc. | 465.00 |
| 04/28/2014 | 56888 | Cagwin & Dorward Inc. | 435.00 |
| 04/28/2014 | 56916 | Pitney Bowes Reserve Account | 400.00 |
| 04/28/2014 | 56895 | CWEAmembers | 323.00 |
| 04/28/2014 | 56907 | Leonardi Automotive & Electric, Inc. | 297.43 |
| 04/28/2014 | 56892 | Claremont EAP, Inc. | 295.00 |
| 04/28/2014 | 56900 | Evoqua Water Technologies - Lab | 272.00 |
| 04/28/2014 | 56917 | Redwood Coast Petroleum | 224.11 |
| 04/28/2014 | 56889 | CDW Government, Inc. | 212.55 |
| 04/28/2014 | 56901 | Fastsigns | 165.47 |
| 04/28/2014 | 56904 | Irvine Consulting Services Inc. | 164.00 |
| 04/28/2014 | 56913 | Novato Builders Supply | 162.44 |
| 04/28/2014 | 56923 | Verizon Wireless- | 145.61 |
| 04/28/2014 | 56920 | Staples Business Adv Inc. | 129.43 |
| 04/28/2014 | 56925 | WesTech | 128.03 |
| 04/28/2014 | 56909 | North Marin Auto Parts | 102.63 |
| 04/28/2014 | 56883 | American Water Works Association | 101.00 |
| 04/28/2014 | 56924 | Water Components & Building, Inc. | 78.14 |
| 04/28/2014 | 56886 | Bill's Towing | 75.00 |
| 04/28/2014 | 56881 | 3T Equipment Company Inc. | 20.41 |
| 04/28/2014 | 56903 | Grainger | 14.04 |
| 04/28/2014 | 56884 | void | 0.00 |
| Apr 28, 14 | | | <u>108,498.96</u> |

Novato Sanitary District Operating Check Register

May 12, 2014

| Date | Num | Name | Credit |
|-------------------|-------|-----------------------------------|-------------------|
| May 12, 14 | | | |
| 5/12/2014 | 56968 | Veolia Water North America, ... | 161,416.81 |
| 5/12/2014 | 56938 | Central Marin Sanitation Distr... | 19,242.09 |
| 5/12/2014 | 56948 | Johnson, Dee | 9,852.77 |
| 5/12/2014 | 56969 | Veolia Water Recycled Water... | 5,066.99 |
| 5/12/2014 | 56935 | Caltest Analytical Lab Inc. | 4,486.95 |
| 5/12/2014 | 56962 | RMC Water & Environment, I... | 3,472.00 |
| 5/12/2014 | 56941 | E & M Electric & Machinery, I... | 3,271.90 |
| 5/12/2014 | 56966 | U.S. Bank Card (2)(June) | 2,802.98 |
| 5/12/2014 | 56940 | Dearborn National | 2,434.20 |
| 5/12/2014 | 56949 | Marin County Superior Court | 1,628.90 |
| 5/12/2014 | 56961 | Premium Tint Inc. | 1,437.00 |
| 5/12/2014 | 56939 | Comet Building Maintenance,... | 1,377.21 |
| 5/12/2014 | 56950 | Marin Mechanical II, Inc. | 1,343.91 |
| 5/12/2014 | 56928 | Adamson, Robert D. | 1,250.00 |
| 5/12/2014 | 56945 | HACH/American Sigma Inc | 1,168.59 |
| 5/12/2014 | 56947 | IEDA, INC | 1,051.00 |
| 5/12/2014 | 56929 | AirGas USA, LLC. | 999.50 |
| 5/12/2014 | 56943 | Fisher-Scientific | 936.67 |
| 5/12/2014 | 56964 | Telstar Instruments Inc | 890.00 |
| 5/12/2014 | 56946 | IDEXX Distributing Corp. | 867.87 |
| 5/12/2014 | 56955 | Northcroft, Bill | 688.38 |
| 5/12/2014 | 56970 | Verizon EQ | 588.12 |
| 5/12/2014 | 56933 | BoundTree Medical, LLC | 567.01 |
| 5/12/2014 | 56959 | Pini Hardware | 484.04 |
| 5/12/2014 | 56972 | Vision Service Plan | 483.95 |
| 5/12/2014 | 56942 | EEC | 460.96 |
| 5/12/2014 | 56965 | U.S. Bank (Sandeep) | 439.80 |
| 5/12/2014 | 56936 | Cantarutti Electric, Inc | 402.50 |
| 5/12/2014 | 56931 | AT&T Mobility | 315.52 |
| 5/12/2014 | 56956 | Novato Disposal- | 292.72 |
| 5/12/2014 | 56927 | 3T Equipment Company Inc. | 267.40 |
| 5/12/2014 | 56958 | Pacific Power & Systems, Inc. | 220.00 |
| 5/12/2014 | 56971 | Verizon Wireless- | 186.50 |
| 5/12/2014 | 56934 | Buck's Saw Service, Inc. | 147.33 |
| 5/12/2014 | 56957 | Orkin Pest Control, Inc. | 127.60 |
| 5/12/2014 | 56952 | North Bay Portables, Inc. | 92.20 |
| 5/12/2014 | 56932 | Barnett Medical LLC | 90.00 |
| 5/12/2014 | 56951 | MarinScope Inc. | 84.00 |
| 5/12/2014 | 56937 | CED Santa Rosa, Inc | 83.26 |
| 5/12/2014 | 56930 | American Messaging | 67.46 |
| 5/12/2014 | 56944 | Grainger | 51.79 |
| 5/12/2014 | 56954 | North Marin Water District | 33.68 |
| 5/12/2014 | 56953 | North Marin Auto Parts | 21.77 |
| 5/12/2014 | 56960 | Pitney Bowes | 12.00 |
| 5/12/2014 | 56967 | United Parcel Service | 6.05 |
| 5/12/2014 | 56963 | Staples Business Adv Inc. | 5.44 |
| May 12, 14 | | | 231,216.82 |

Novato Sanitary District Capital Projects Check Register

April 28, 2014

| Date | Num | Name | Credit |
|-------------------|------|-------------------------------|-------------------|
| Apr 28, 14 | | | |
| 4/28/2014 | 2681 | EC Applications | 80,607.50 |
| 4/28/2014 | 2685 | RMC Water & Environment, I... | 28,084.37 |
| 4/28/2014 | 2684 | Nute Engineering Inc. | 15,675.65 |
| 4/28/2014 | 2686 | Wildcat Engineering | 13,919.24 |
| 4/28/2014 | 2679 | American Express-21007 | 2,656.48 |
| 4/28/2014 | 2678 | A&P Moving Inc. | 2,614.73 |
| 4/28/2014 | 2682 | Mclnnis Park Apartments | 2,259.00 |
| 4/28/2014 | 2680 | Brown & Caldwell, Inc. | 1,762.96 |
| 4/28/2014 | 2683 | NorthBay Reprographics | 867.78 |
| Apr 28, 14 | | | 148,447.71 |

Novato Sanitary District Capital Projects Check Register

May 12, 2014

| Date | Num | Name | Credit |
|-------------------|------|--------------------------------|--------------------------|
| May 12, 14 | | | |
| 5/12/2014 | 2695 | Valentine Corporation | 220,780.00 |
| 5/12/2014 | 2693 | R E Smith Contractor, Inc. | 90,123.98 |
| 5/12/2014 | 2690 | Fieldstone Construction | 61,724.70 |
| 5/12/2014 | 2689 | Covello Group, The | 37,398.42 |
| 5/12/2014 | 2692 | Nute Engineering Inc. | 2,477.00 |
| 5/12/2014 | 2687 | ArcSine Engineering Corpora... | 2,272.03 |
| 5/12/2014 | 2691 | Mclnnis Park Apartments, LLP | 2,259.00 |
| 5/12/2014 | 2688 | Control Systems West, Inc. | 1,550.00 |
| 5/12/2014 | 2694 | Telstar Instruments Inc | 300.00 |
| May 12, 14 | | | <u>418,885.13</u> |

Novato Sanitary District
Payroll and Payroll Related Check Register
April - 2014

| <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|-------------|-----------------------------------|--------------------------|
| 04/30/2014 | April - Payroll | 109,886.84 |
| 04/24/2014 | April - Retirees Health Benefits | 16,193.37 |
| 04/24/2014 | CalPers Health | 31,432.16 |
| 04/24/2014 | CALPERS Retirement | 5,640.09 |
| 04/24/2014 | United States Treasury | 22,081.40 |
| 04/24/2014 | CalPers Supplemental Income Plan | 2,500.00 |
| 04/24/2014 | EDD | 5,984.45 |
| 04/24/2014 | Lincoln Financial Group | 6,968.21 |
| 04/24/2014 | Lincoln Financial Group-401a Plan | 4,214.37 |
| 04/24/2014 | Lincoln Financial Group-401a Plan | 4,513.63 |
| 04/24/2014 | CALPERS Retirement | 20,415.82 |
| 04/24/2014 | Local Union 315 | 540.00 |
| 04/24/2014 | Delta Dental | 2,862.92 |
| 04/24/2014 | Operating Engineers Trust | 272.69 |
| | | <u>233,505.95</u> |

*

Novato Sanitary District Board Fees

For April 2014

| Date | Num | Name | Credit |
|------------------|------|-------------------|-----------------|
| May 8, 14 | | | |
| 5/8/2014 | 3500 | Long, William C | 558.68 |
| 5/8/2014 | 3502 | Peters, A. Gerald | 389.58 |
| 5/8/2014 | 3191 | Miller, Brant | 350.89 |
| 5/8/2014 | 3501 | Mariani, Jean M | 230.03 |
| May 8, 14 | | | 1,529.18 |

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

| | |
|---|---|
| TITLE: WWTP Upgrade, Contract D; Recycled Water Chlorine Contact Basin Baffle Modification; Account No. 73002 | MEETING DATE: May 12, 2014 AGENDA ITEM NO.: 7.a. |
| RECOMMENDED ACTION: Approve Final Acceptance of the Chlorine Contact Tank Baffle Modification, and authorize staff to file the Notice of Completion. | |
| SUMMARY AND DISCUSSION: On January 14, 2014 the District Board of Directors awarded the Contract for the Chlorine Contact Tank Baffle Modification to EC Applications for a low bid amount of \$84,850. The work began on March 24, 2014, and substantial completion was March 28, 2014. The objective of this work was to install a curtain baffle in the interior of the tank to minimize flow short-circuiting, optimize chlorine contact time, and make more efficient use of the available tank volume. The Contractor has completed the work and it is ready for final acceptance. The final cost to completion was \$84,850, and there were no change orders. Staff recommends approving final acceptance and authorizing staff to file the Notice of Completion. | |
| ALTERNATIVES: N/A | |
| BUDGET INFORMATION: This project was funded under Account 73002, WWTP Upgrade, Contract D, which had a FY13-14 budget balance of \$149,551 as of April 30, 2014. | |
| DEPT.MGR.: SRK | MANAGER-ENGINEER: |

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|---|---|
| TITLE: Wastewater Operations Committee – Meeting Report for March 2014 | MEETING DATE: May 12, 2014 AGENDA ITEM NO.: 8.a. |
| RECOMMENDED ACTION: Information. Receive report. | |
| SUMMARY AND DISCUSSION: <p>The March 2014 operations reports for the wastewater treatment, collections, and reclamation facilities are attached.</p> <p>Wastewater Treatment Facility</p> <p>The Novato Treatment Plant (NTP) water quality performance was excellent with all parameters well within effluent standards. There were no NPDES violations. The Recycled Water Facility did not produce recycled water in March. Safety performance was excellent with another accident-free month for a total of 1,397 accident-free days at the end of January. Routine maintenance activities were performed at the NTP and the Ignacio Transfer Pump Station (ITPS). The February 2014 Electronic Self-Monitoring Report (e-SMR) was submitted on March 27, 2014.</p> <p>Collection System</p> <p><u>Sewer Mains:</u> Staff cleaned a total of 62,317 feet of sewer pipelines, and used the District CCTV truck to televise 31,116 feet of sewer line. Outside contractors cleaned and televised 6,492 feet of larger diameter (>12-inch) District main line.</p> <p><u>Pump Stations:</u> Staff conducted 266 lift station inspections, with 142 inspection visits generated through the JobsCal Plus program.</p> <p><u>Safety:</u> There were no lost time accidents for a total of 1,112 accident-free days.</p> <p><u>Standard and Emergency Operating Procedures (SOPs & EOPs):</u> One final SOP and one SOP revision were issued. One EOP is almost complete (except for some minor edits), 24 have had a final review and need some minor edits, and 2 more require edits before staff gives them a final review.</p> <p><u>SSOs:</u> There was one (1) sanitary sewer overflow (SSO) in March, Category I, with an estimated volume of 180 gallons at San Luis Ct., resulting from a root blockage.</p> <p>Reclamation Facility</p> <p>Approximately 7 MG of recycled water was used for irrigation this month. The motor for Irrigation Pump No. 2 was installed and tested.</p> <p>Odor Control, Noise, and Landscaping</p> <p>The District’s odor control consultant, Mr. Dave McEwen of Brown and Caldwell (B&C) made a detailed presentation to the Wastewater Operations Committee at its March meeting. This presentation was the same one as had been made to neighborhood representatives in February – a copy of that presentation had been previously provided and is not being provided with this report.</p> <p>Staff continues to work with Cagwin & Dorward (C&D) to monitor landscaping in the northeast corner of the plant property, and anticipates bringing further landscaping improvements to this area for the Board’s consideration at a future meeting.</p> | |
| DEPT.MGR.: JB (Veolia), SRK, TMO | MANAGER-ENGINEER: |



April 15, 2014

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

Subject: Veolia Water Operations Report – March 2014

Dear Mr. Karkal:

I am pleased to provide this updated activity report for March 2014.

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

Best regards,

A handwritten signature in black ink, appearing to read "John Bailey". The signature is fluid and cursive, with a large initial "J" and "B".

John Bailey
Project Manager, Veolia

**MONTHLY OPERATIONS REPORT
March 2014**

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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| ADMINISTRATION | 4 |
| SAFETY AND TRAINING | 4 |
| ODORS | 4 |
| MISCELLANEOUS | 4 |

TREATMENT PLANT PERFORMANCE SUMMARY: March 2014:

Bay Discharge – NPDES Limits

| Parameter | Value | | Limit | |
|---|--------|--------|-------|--------|
| | Ave | Max | #1 | #2 |
| Flow, MGD (monthly ave/max) | 5.02 | 7.66 | N/A | N/A |
| Max Peak Hour, MGD – 3/8/14, 1100 Hours | N/A | 9 | N/A | N/A |
| Influent BOD ₅ , lb/day (month ave/max) | 9,241 | 11,872 | N/A | N/A |
| Influent TSS, lb/day (monthly ave/max) | 11,460 | 13,639 | N/A | N/A |
| Effluent BOD ₅ , mg/L (monthly ave/weekly max) | <6 | 10 | 30 | 45 |
| Effluent TSS, mg/L (monthly ave/weekly max) | <3 | 3 | 30 | 45 |
| Effluent BOD ₅ - % Removal, Minimum | 97 | N/A | 85 | N/A |
| Effluent TSS - % Removal, Minimum | 99 | N/A | 85 | N/A |
| Ammonia, mg/L – (monthly ave/daily max) | 0.30 | 1.48 | 6 | 21 |
| pH, su (min / max) | 6.9 | 7.0 | 6.5 | 8.5 |
| Enterococcus, mpn (30 day geo mean) | 1.8 | N/A | 35 | N/A |
| Fecal Coliform, mpn (30 day median) | 4 | N/A | 140 | N/A |
| Fecal Coliform, mpn (90 th percentile) | 17 | N/A | 430 | N/A |
| Total Coliform, mpn (5 Sample Median / Max) | N/A | N/A | 240 | 10,000 |
| Total Permit Exceedances (NPDES) | 0 | | | |

NA – Not Applicable

Discussion of Violations / Excursions: NONE

Title 22 - Recycled Water Production and Quality (Off Line)

| Description | Units | Value | Limit |
|--------------------------------|-----------------|-------|-------|
| Volume Produced | Million Gallons | N/A | N/A |
| Average Turbidity | NTU | N/A | N/A |
| Turbidity > 5 NTU (in 24 hour) | Minutes | N/A | N/A |
| Minimum CT (disinfection) | ml-min/L | N/A | N/A |
| Minimum Dissolved Oxygen (DO) | mg/L | N/A | N/A |
| Maximum Total Coliform | mpn/100 ml | N/A | N/A |

Total Rainfall. – 2.71 inches

Daily Max 3/29 – 0.74 inches

OPERATIONS & MAINTENANCE STATUS / REVIEW:

Key events for the period:

Novato

- Routine rounds, readings and maintenance
- Repaired and rewired Return Activated Sludge (RAS) Pump #2
- New tires on maintenance truck
- Repaired Secondary Clarifier #3 mercoïd (pressure) switch
- Repaired #3 water line on Aeration Basin #4
- Replaced all Ferric feed lines
- Adjusted belt on Digester #1 Sludge Transfer Pump
- Replaced o-rings on Digester Pressure Relief Valves
- Replaced pump and pressure switch on Gravity Belt Thickener (GBT) Polymer Pump
- Replace hour meter on Wetwell #2, Influent Pump #3
- Replaced Ultraviolet Transmittance (UVT) meter and tubing
- Repaired #3 waterline on Channel #2 Grit Vortex
- Adjusted seal on #3 water Automatic Strainer

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

- Primary Clarifier #1

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance
- Repaired SCADA desktop computer
- Replaced drive on Grinder
- Troubleshoot and replace filters on emergency generator

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

- None

Recycled Water Plant

- Performed plant rounds and maintenance
- No recycled water production in March

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

- None

Sludge Lagoons

- Performed routine rounds and inspection

ADMINISTRATION:

- February Electronic Self Monitoring Report submitted on March 27, 2014
- February DMR submitted on March 27, 2014

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTP and Ignacio Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of March 2014
- Accident Free: 6/1/10 – 3/31/14: 1,397 days / 63,703 Hours
- General Electrical Training
- Lockout/Tagout Training – Control of Hazardous Energy

ODORS:

- Jerome Meter (H2S) readings performed in neighborhood and within treatment plant.
- Reviewed findings with neighbors

MISCELLANEOUS

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

Veolia Support Staff On/Off Site (Various Times)

| | |
|-----------------|---------------------------------------|
| John O'Hare | Technical Support |
| Chris McAuliffe | District Manager |
| Mel Demsky | Regional Director of Asset Management |

Novato Sanitary District
BOD/TSS Report



March, 2014

| Date | Flow MGD | Influent | | | | Effluent | | | | BOD % Removal PERCENT | TSS % Removal PERCENT |
|------------------------|-------------|----------|--------|------|--------|----------|------|------|------|-----------------------------|-----------------------------|
| | | BOD | | TSS | | BOD | | TSS | | | |
| | | mg/l | lb/d | mg/l | lb/d | mg/l | lb/d | mg/l | lb/d | | |
| 03/01/14 | 7.66 | | | | | | | | | | |
| 03/02/14 | 6.72 | | | | | | | | | | |
| 03/03/14 | 6.73 | 163 | 9,149 | 243 | 13,639 | 10 | 561 | <3 | <168 | 93.9 | 98.8 |
| 03/04/14 | 6.57 | | | | | | | | | | |
| 03/05/14 | 6.25 | | | | | | | | | | |
| 03/06/14 | 5.78 | | | | | | | | | | |
| 03/07/14 | 5.42 | 206 | 9,312 | 248 | 11,210 | 5 | 226 | <3 | <136 | 97.6 | 98.8 |
| 03/08/14 | 5.05 | 193 | 8,129 | 224 | 9,434 | <5 | <211 | <3 | <126 | 97.4 | 98.7 |
| 03/09/14 | 5.10 | | | | | | | | | | |
| 03/10/14 | 4.96 | 198 | 8,191 | 252 | 10,424 | <5 | <207 | <3 | <124 | 97.5 | 98.8 |
| 03/11/14 | 4.44 | 233 | 8,628 | 282 | 10,442 | <5 | <185 | <3 | <111 | 97.9 | 98.9 |
| 03/12/14 | 4.24 | | | | | | | | | | |
| 03/13/14 | 4.15 | 343 | 11,872 | 344 | 11,906 | <5 | <173 | <3 | <104 | 98.5 | 99.1 |
| 03/14/14 | 4.03 | | | | | | | | | | |
| 03/15/14 | 4.04 | | | | | | | | | | |
| 03/16/14 | 4.15 | | | | | | | | | | |
| 03/17/14 | 4.48 | 225 | 8,407 | 321 | 11,994 | 6 | 224 | <3 | <112 | 97.3 | 99.1 |
| 03/18/14 | 4.45 | 225 | 8,350 | 258 | 9,575 | 6 | 223 | <3 | <111 | 97.3 | 98.8 |
| 03/19/14 | 4.35 | 246 | 8,925 | 316 | 11,464 | 6 | 218 | <3 | <109 | 97.6 | 99.1 |
| 03/20/14 | 4.33 | | | | | | | | | | |
| 03/21/14 | 4.26 | | | | | | | | | | |
| 03/22/14 | 4.31 | | | | | | | | | | |
| 03/23/14 | 4.46 | | | | | | | | | | |
| 03/24/14 | 4.26 | 275 | 9,770 | 338 | 12,009 | <5 | <178 | <3 | <107 | 98.2 | 99.1 |
| 03/25/14 | 4.02 | 274 | 9,186 | 356 | 11,936 | 12 | 402 | <3 | <101 | 95.6 | 99.2 |
| 03/26/14 | 4.57 | 288 | 10,977 | 354 | 13,492 | <5 | <191 | 3 | 114 | 98.3 | 99.2 |
| 03/27/14 | 4.11 | | | | | | | | | | |
| 03/28/14 | 3.99 | | | | | | | | | | |
| 03/29/14 | 6.56 | | | | | | | | | | |
| 03/30/14 | 5.02 | | | | | | | | | | |
| 03/31/14 | 7.30 | | | | | | | | | | |
| Weekly Averages | | | | | | | | | | | |
| 03/01/14 | Week 1 | 247 | 4,670 | 306 | 5,945 | 10 | 205 | 3 | 72 | | |
| 03/08/14 | Week 2 | 187 | 4,020 | 238 | 5,184 | 7 | 151 | 3 | 65 | | |
| 03/15/14 | Week 3 | 258 | 4,338 | 293 | 4,955 | 5 | 85 | 3 | 51 | | |
| 03/22/14 | Week 4 | 232 | 3,883 | 298 | 4,994 | 6 | 100 | 3 | 50 | | |
| 03/29/14 | Week 5 | 279 | 4,526 | 349 | 5,660 | 7 | 117 | 3 | 49 | | |
| Monthly | | | | | | | | | | | |
| Minimum | 3.99 | 163 | 8,129 | 224 | 9,434 | <5 | <78 | <3 | <46 | 94 | 99 |
| Maximum | 7.66 | 343 | 11,872 | 356 | 13,639 | 12 | 255 | 3 | <76 | 99 | 99 |
| Total | 155.76 | | | | | | | | | | |
| Average | 5.02 | 239 | 9,241 | 295 | 11,460 | <6 | <113 | <3 | <54 | 97 | 99 |

Novato Sanitary District
Conventional Pollutants Report



March, 2014

| Date | INFLUENT - A001 | | | Effluent - E002 | | | | | | | |
|----------------|-----------------|-----|---------|---------------------|--------|-------|-----|---------|----------------------|-----------------|-------|
| | Flow Total | pH | Ammonia | Coliform / Bacteria | | | pH | Ammonia | Unionized Ammonia | Oil & Grease | Temp |
| | | | | Fecal | Entero | Total | | | | | |
| | MGD | su | mg/L | MPN/100 mL | | | su | mg/L | mg/L | | Deg C |
| 03/01/14 | 7.66 | | | | | | | | | | |
| 03/02/14 | 6.72 | | | | | | | | | | |
| 03/03/14 | 6.73 | 7.3 | 20 | 2.0 | <1.0 | | 7.0 | 1.48 | | | 18.0 |
| 03/04/14 | 6.57 | 7.1 | | | | | 6.9 | | | | 18.1 |
| 03/05/14 | 6.25 | 6.7 | | | | | 7.0 | 0.35 | | | 18.8 |
| 03/06/14 | 5.78 | 6.7 | | | | | 7.0 | 0.32 | | | 18.9 |
| 03/07/14 | 5.42 | 6.7 | | 4.0 | <1.0 | | 7.0 | 0.21 | 0.00076 | <1.4 | 18.8 |
| 03/08/14 | 5.05 | | | 4.0 | 1.0 | | | 0.10 | | | |
| 03/09/14 | 5.10 | | | | | | | | | | |
| 03/10/14 | 4.96 | 7.4 | | 2.0 | 1.0 | | 7.0 | 0.15 | | | 19.3 |
| 03/11/14 | 4.44 | 6.9 | | <2.0 | 1.0 | | 7.0 | 0.13 | | | 19.1 |
| 03/12/14 | 4.24 | 7.2 | | | | | 7.0 | | | | 19.0 |
| 03/13/14 | 4.15 | 7.1 | | <2.0 | 5.1 | | 7.0 | 0.16 | | | 19.1 |
| 03/14/14 | 4.03 | 7.6 | | | | | 6.9 | | | | 19.5 |
| 03/15/14 | 4.04 | | | | | | | | | | |
| 03/16/14 | 4.15 | | | | | | | | | | |
| 03/17/14 | 4.48 | 8.5 | | 23.0 | 3.1 | | 7.0 | 0.23 | | | 19.3 |
| 03/18/14 | 4.45 | 7.2 | | 2.0 | 9.6 | | 6.9 | 0.15 | | | 20.4 |
| 03/19/14 | 4.35 | 7.0 | | 7.0 | 7.5 | | 6.9 | 0.19 | | | 19.5 |
| 03/20/14 | 4.33 | 7.1 | | | | | 7.0 | | | | 19.9 |
| 03/21/14 | 4.26 | 7.1 | | | | | 6.9 | | | | 19.2 |
| 03/22/14 | 4.31 | | | | | | | | | | |
| 03/23/14 | 4.46 | | | | | | | | | | |
| 03/24/14 | 4.26 | 6.6 | | 4.0 | <1.0 | | 7.0 | 0.20 | | | 19.5 |
| 03/25/14 | 4.02 | | | 4.0 | 1.0 | | 7.0 | 0.30 | | | 19.3 |
| 03/26/14 | 4.57 | 7.2 | | 17.0 | 1.0 | | 6.9 | 0.28 | | | 19.2 |
| 03/27/14 | 4.11 | 8.3 | | | | | 7.0 | | | | 19.7 |
| 03/28/14 | 3.99 | 7.3 | | | | | 7.0 | | | | 19.7 |
| 03/29/14 | 6.56 | | | | | | | | | | |
| 03/30/14 | 5.02 | | | | | | | | | | |
| 03/31/14 | 7.30 | 7.2 | | | | | 7.0 | | | | 18.5 |
| Monthly | | | | | | | | | | | |
| Minimum | 3.99 | 6.6 | 20 | <2.0 | <1.0 | | 6.9 | 0.10 | | | 18.0 |
| Maximum | 7.66 | 8.5 | 20 | 23.0 | 9.6 | | 7.0 | 1.48 | 0.00076 | <1.4 | 20.4 |
| Total | 155.76 | | | | | | | | | | |
| Average | 5.02 | 7.2 | 20 | | | | 7.0 | 0.30 | 0.00076 | <1.4 | 19.2 |

Novato Plant : Bacterial Results

EFFLUENT: E-002 Station

Mar-14

| Fecal Coliform | | Enterococcus | |
|---|--|---|--|
| (1) 30-Day Median not to exceed 140 MPN/100 mL | | (2) 90th Percentile not to exceed 430 MPN/100 mL | 30-Day Geometric mean not to exceed 35 MPN/100 mL |

| | | |
|----------------|------------|--|
| March 1, 2014 | | |
| March 2, 2014 | | |
| March 3, 2014 | 2 | |
| March 4, 2014 | | |
| March 5, 2014 | | |
| March 6, 2014 | | |
| March 7, 2014 | 4 | |
| March 8, 2014 | 4 | |
| March 9, 2014 | | |
| March 10, 2014 | 2 | |
| March 11, 2014 | < 2 | |
| March 12, 2014 | | |
| March 13, 2014 | < 2 | |
| March 14, 2014 | | |
| March 15, 2014 | | |
| March 16, 2014 | | |
| March 17, 2014 | 23 | |
| March 18, 2014 | 2 | |
| March 19, 2014 | 7 | |
| March 20, 2014 | | |
| March 21, 2014 | | |
| March 22, 2014 | | |
| March 23, 2014 | | |
| March 24, 2014 | 4 | |
| March 25, 2014 | 4 | |
| March 26, 2014 | 17 | |
| March 27, 2014 | | |
| March 28, 2014 | | |
| March 29, 2014 | | |
| March 30, 2014 | | |
| March 31, 2014 | | |

| 90th Percentile Ranking | | |
|-------------------------|--|--------------|
| Sample #1 | | <2 |
| Sample #2 | | <2 |
| Sample #3 | | 2 |
| Sample #4 | | 2 |
| Sample #5 | | 2 |
| Sample #6 | | 4 |
| Sample #7 | | 4 |
| Sample #8 | | 4 |
| Sample #9 | | 4 |
| Sample #10 | | 7 |
| Sample #11 | | 17 |
| Sample #12 | | 23 |
| Sample #13 | | |
| Sample #14 | | |
| Sample #15 | | |
| Sample #16 | | |

| | | |
|----------------|---|------------|
| March 1, 2014 | | |
| March 2, 2014 | | |
| March 3, 2014 | < | 1.0 |
| March 4, 2014 | | |
| March 5, 2014 | | |
| March 6, 2014 | | |
| March 7, 2014 | < | 1.0 |
| March 8, 2014 | | 1.0 |
| March 9, 2014 | | |
| March 10, 2014 | | 1.0 |
| March 11, 2014 | | 1.0 |
| March 12, 2014 | | |
| March 13, 2014 | | 5.1 |
| March 14, 2014 | | |
| March 15, 2014 | | |
| March 16, 2014 | | |
| March 17, 2014 | | 3.1 |
| March 18, 2014 | | 9.6 |
| March 19, 2014 | | 7.5 |
| March 20, 2014 | | |
| March 21, 2014 | | |
| March 22, 2014 | | |
| March 23, 2014 | | |
| March 24, 2014 | < | 1.0 |
| March 25, 2014 | | 1.0 |
| March 26, 2014 | | 1.0 |
| March 27, 2014 | | |
| March 28, 2014 | | |
| | | |
| | | |
| | | |

| | |
|----------------------|-------------|
| Max | 23 |
| Min | 2.0 |
| Avg | 6.08 |
| 30-Day Median | 4 |

90th Percentile Value **17**

| | |
|-------------------------|------------|
| Max | 9.6 |
| Min | 1.0 |
| Avg | 2.8 |
| 30 Day Geo. Mean | 1.8 |

¹ = indicates that more than ONE UV channel was in operation at sample time; All UV channels in operation were sampled.

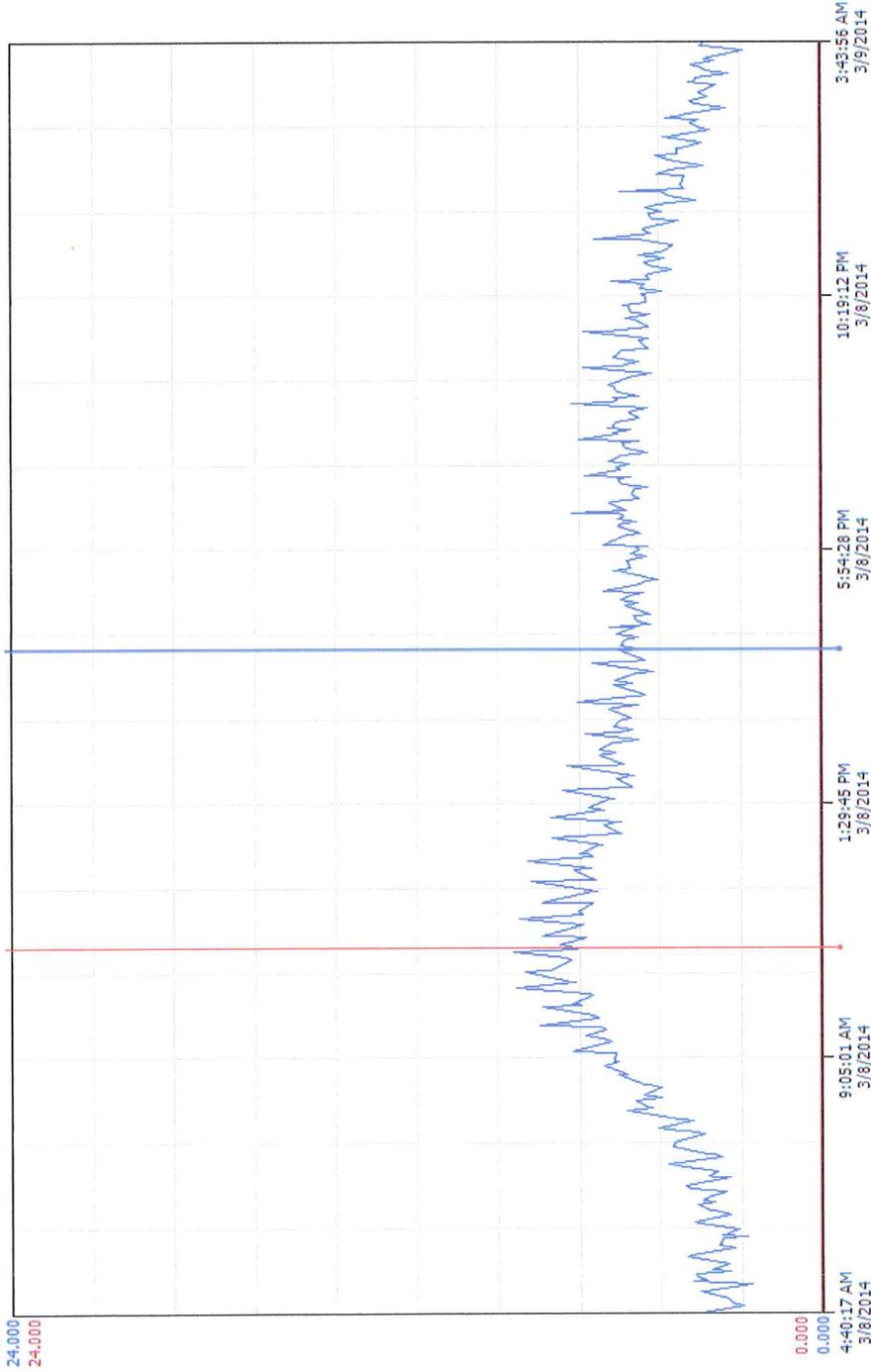
| | | | |
|------------------------|--------------|------------|-------------|
| 90th Percentile | 12.00 | 0.9 | 10.8 |
|------------------------|--------------|------------|-------------|

Peak Wet weather Flow

(3/8/2014 10:59:57 AM) 9.148 MGD

(3/8/2014 4:10:28 PM) 6.004 MGD

-3.145 MGD (0 days, 05:10:31)

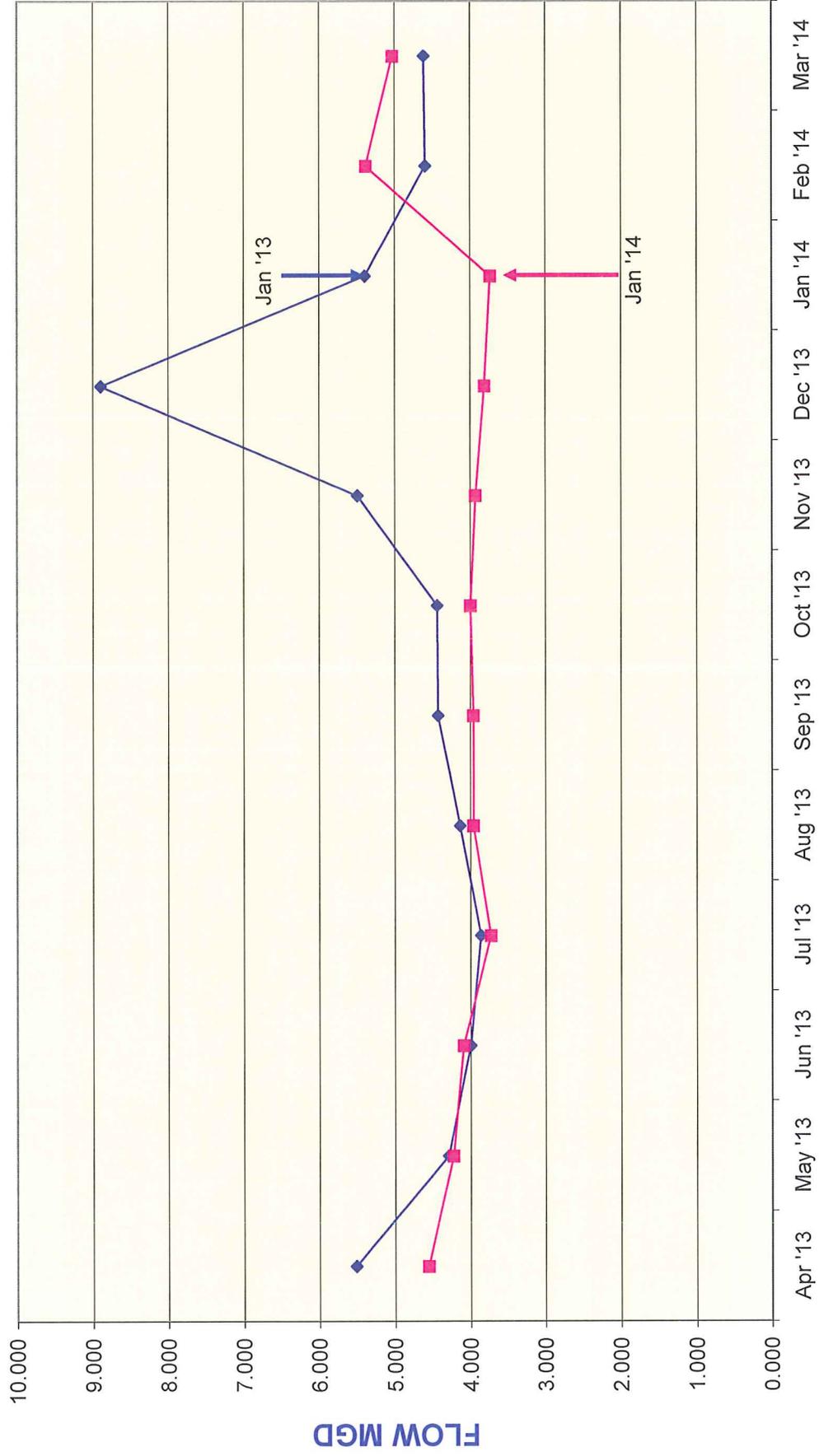


HISTORIAN1:A184_1071_1802_FIT [BestFit - 00 00:11:53.565]

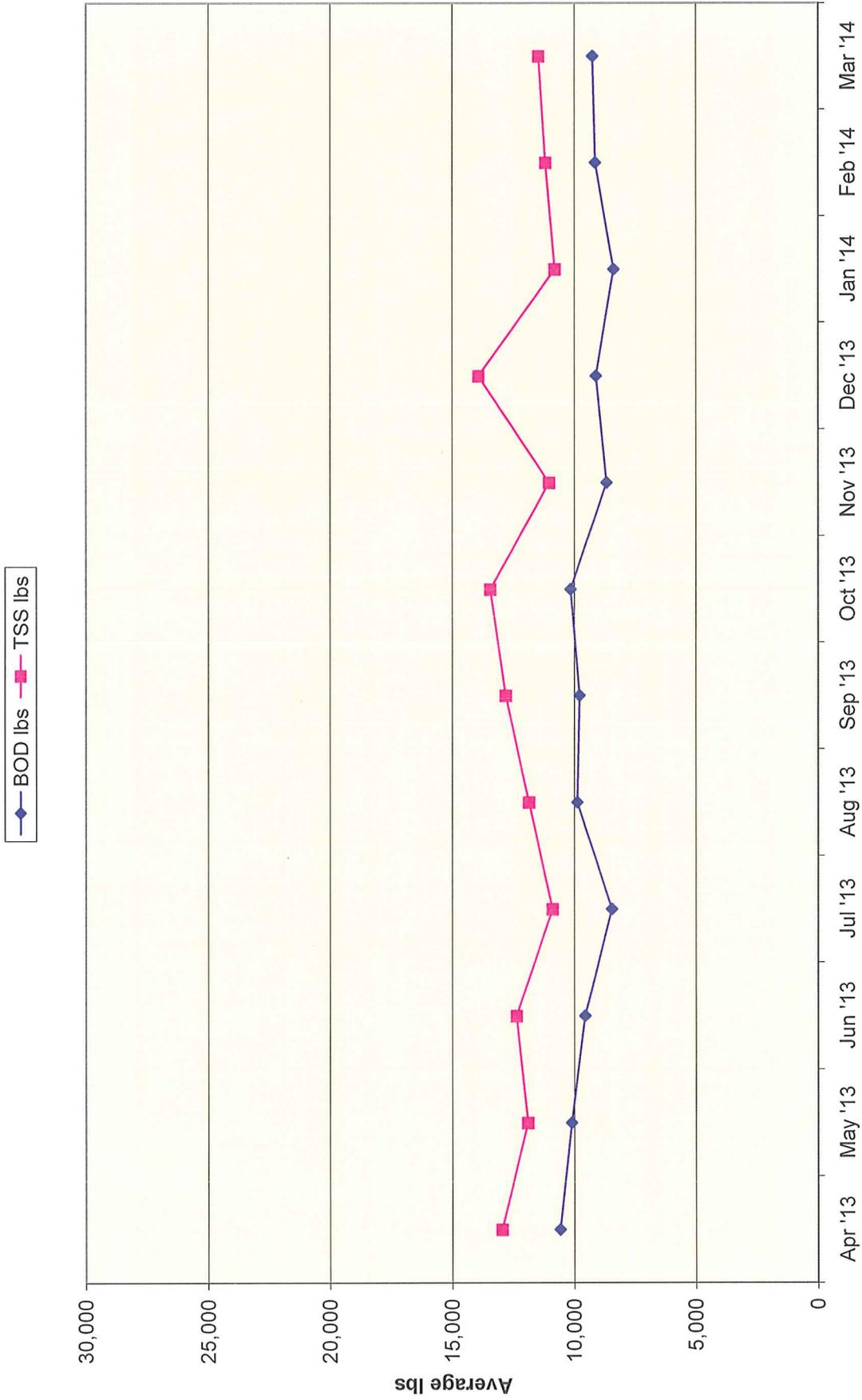
| Tag Name | Description | Server | Color | Units | Minimum | Maximum | IO Address | Time Off... |
|--|-------------------------|------------|-------|-------|---------|---------|------------------------|-------------|
| <input checked="" type="checkbox"/> A184_1071... | HdWks Ch #1-Influent... | HISTORI... | Blue | MGD | 0.000 | 24.000 | \\SCADASVR1\DAQSMBT... | 0:00:00... |
| <input checked="" type="checkbox"/> A184_1072... | HdWks Ch #2-Influent... | HISTORI... | Red | MGD | 0.000 | 24.000 | \\SCADASVR1\DAQSMBT... | 0:00:00... |

FLOW COMPARISON

—◆— 2012 / 13 —■— 2013 / 14



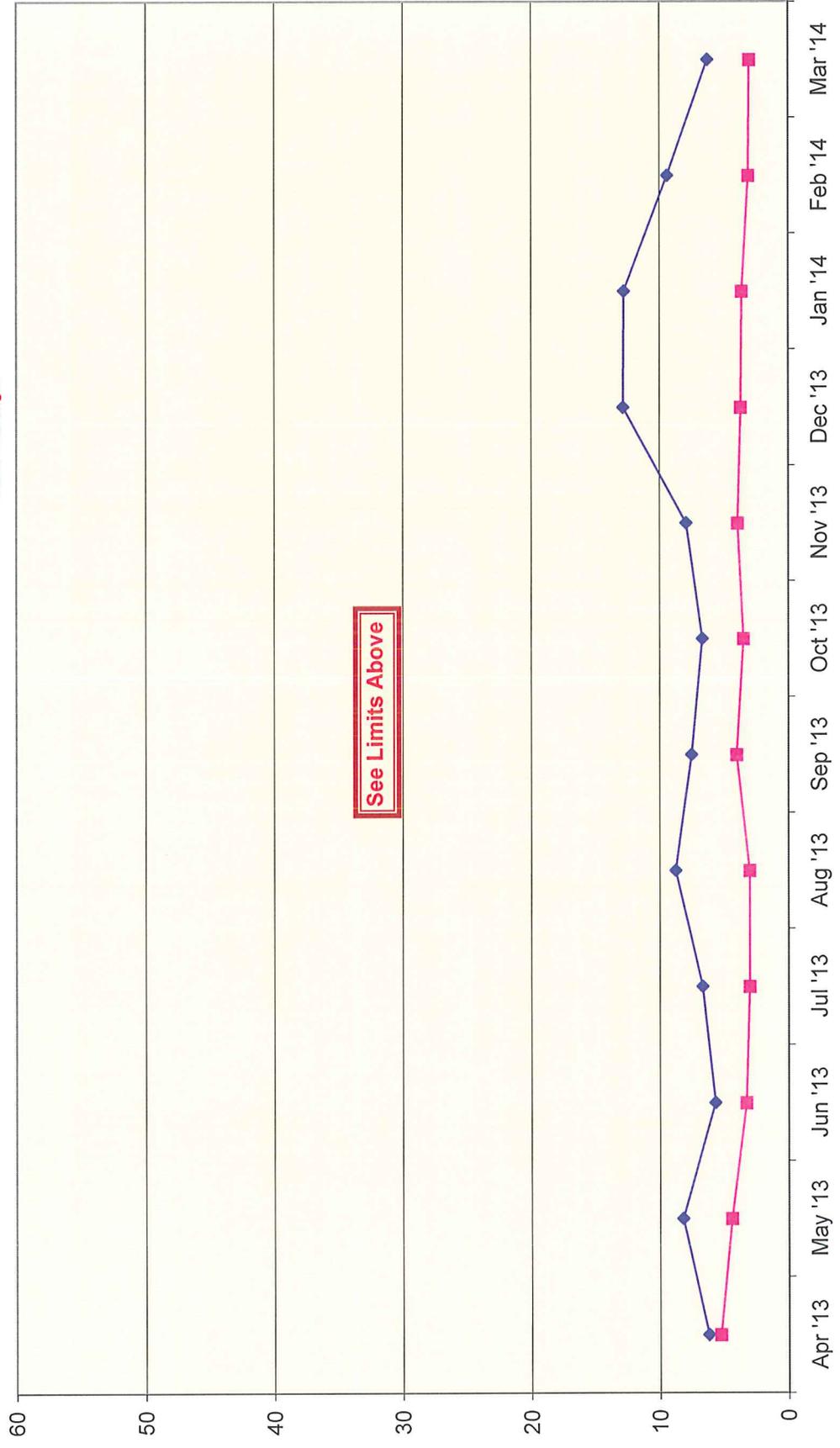
Influent Load BOD / TSS lbs



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

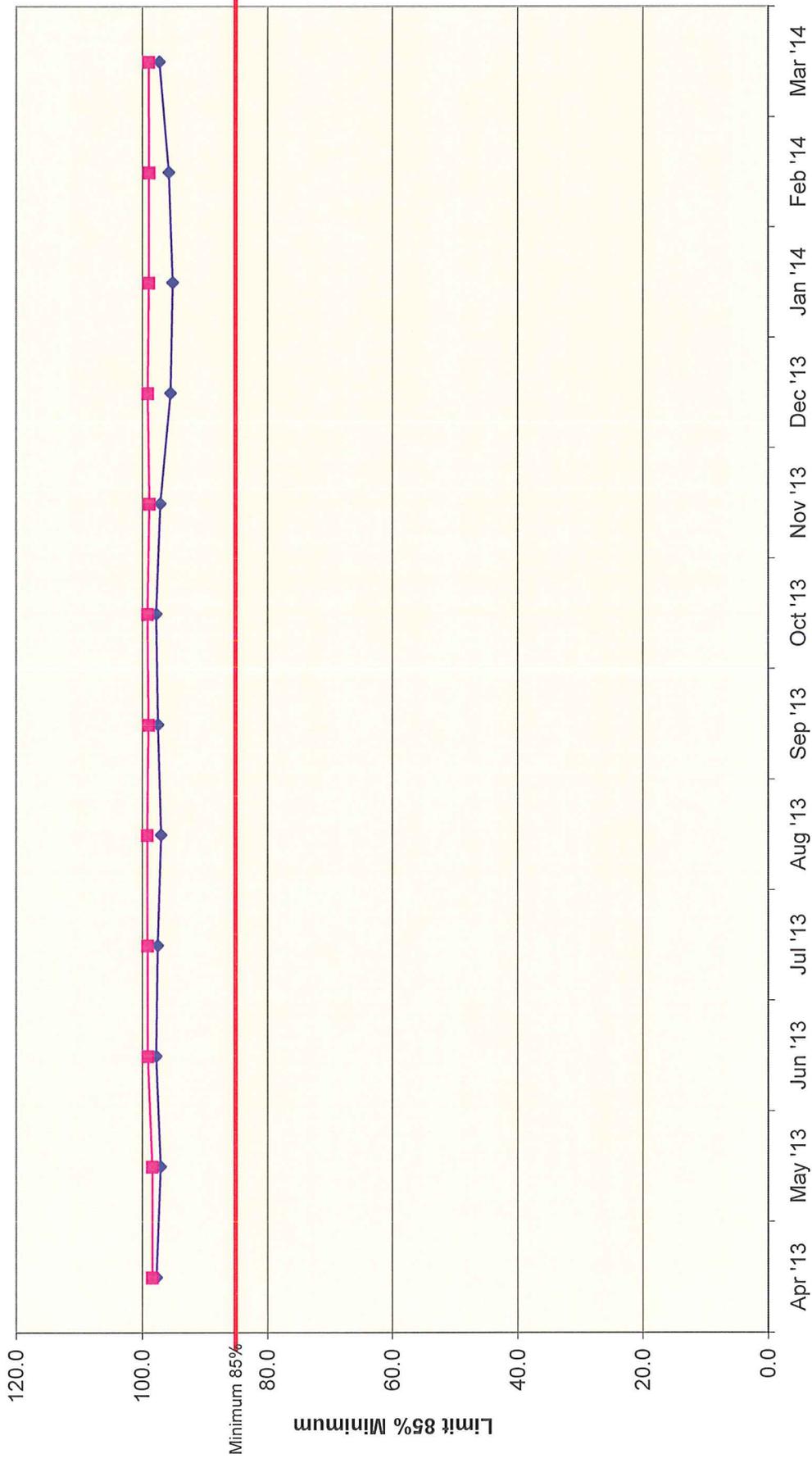
—◆— BOD —■— TSS



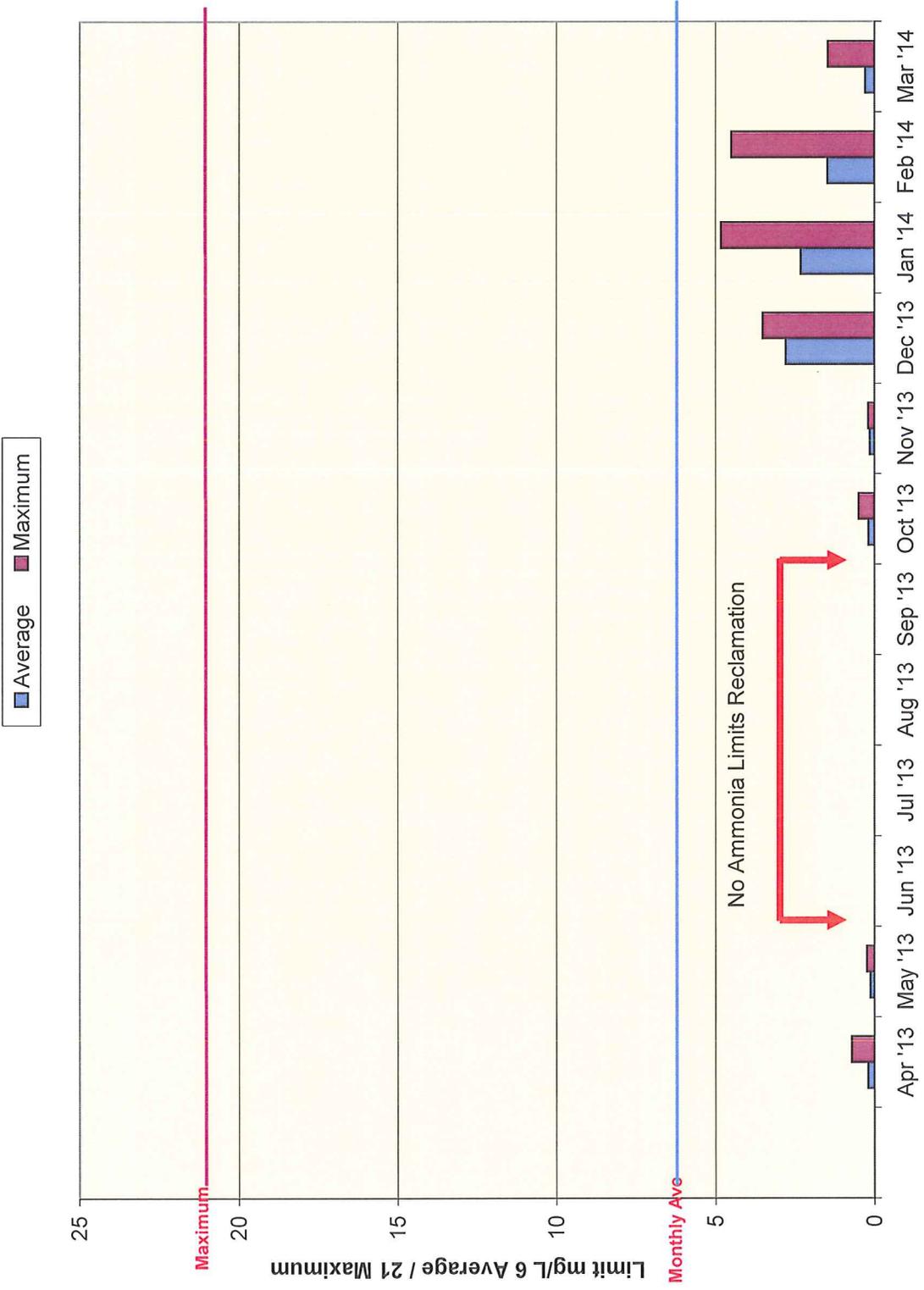
See Limits Above

BOD / TSS Percent Removal

◆ BOD
■ TSS



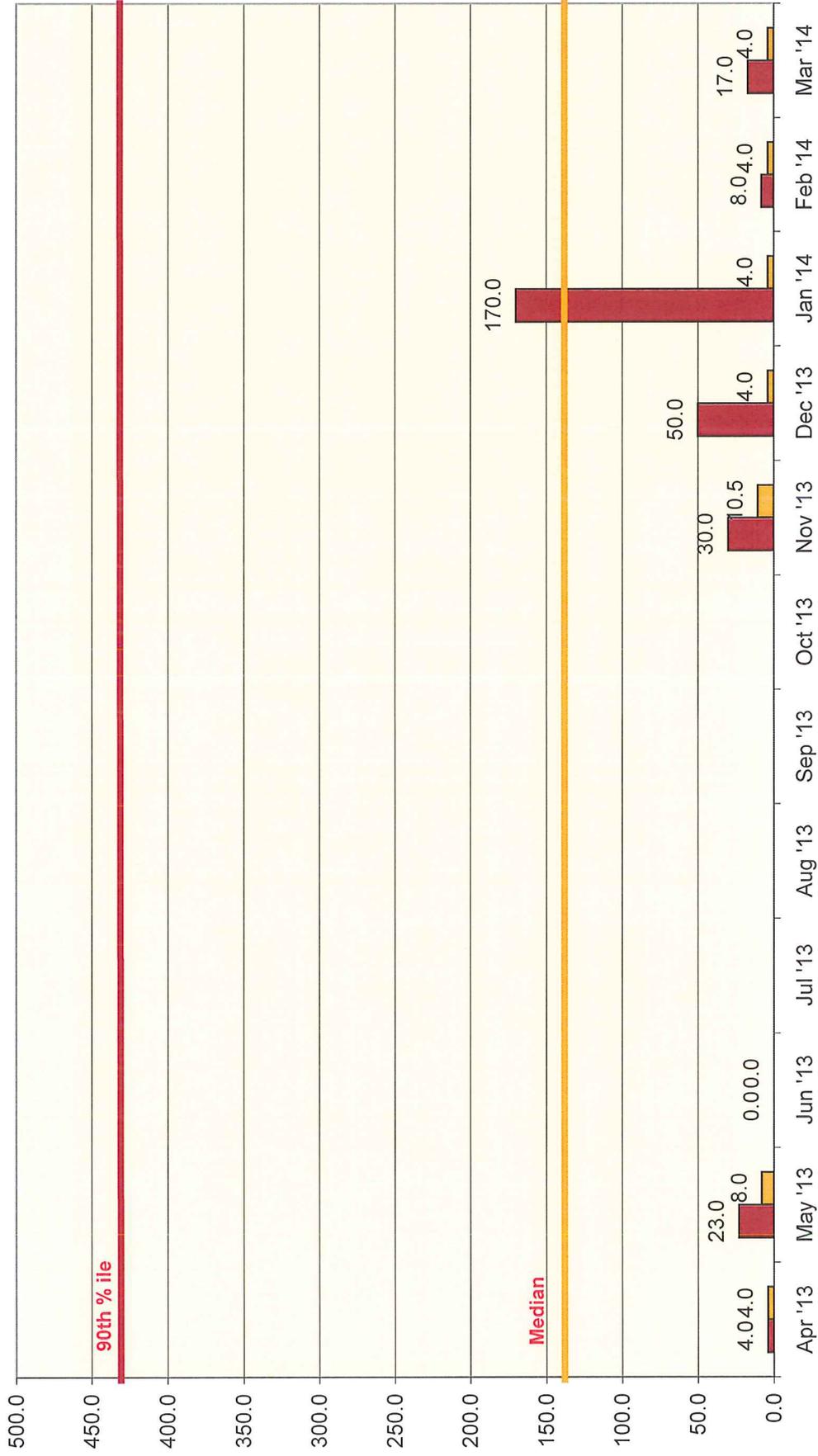
Effluent Ammonia



Disinfection

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

90th % ile 30 day med



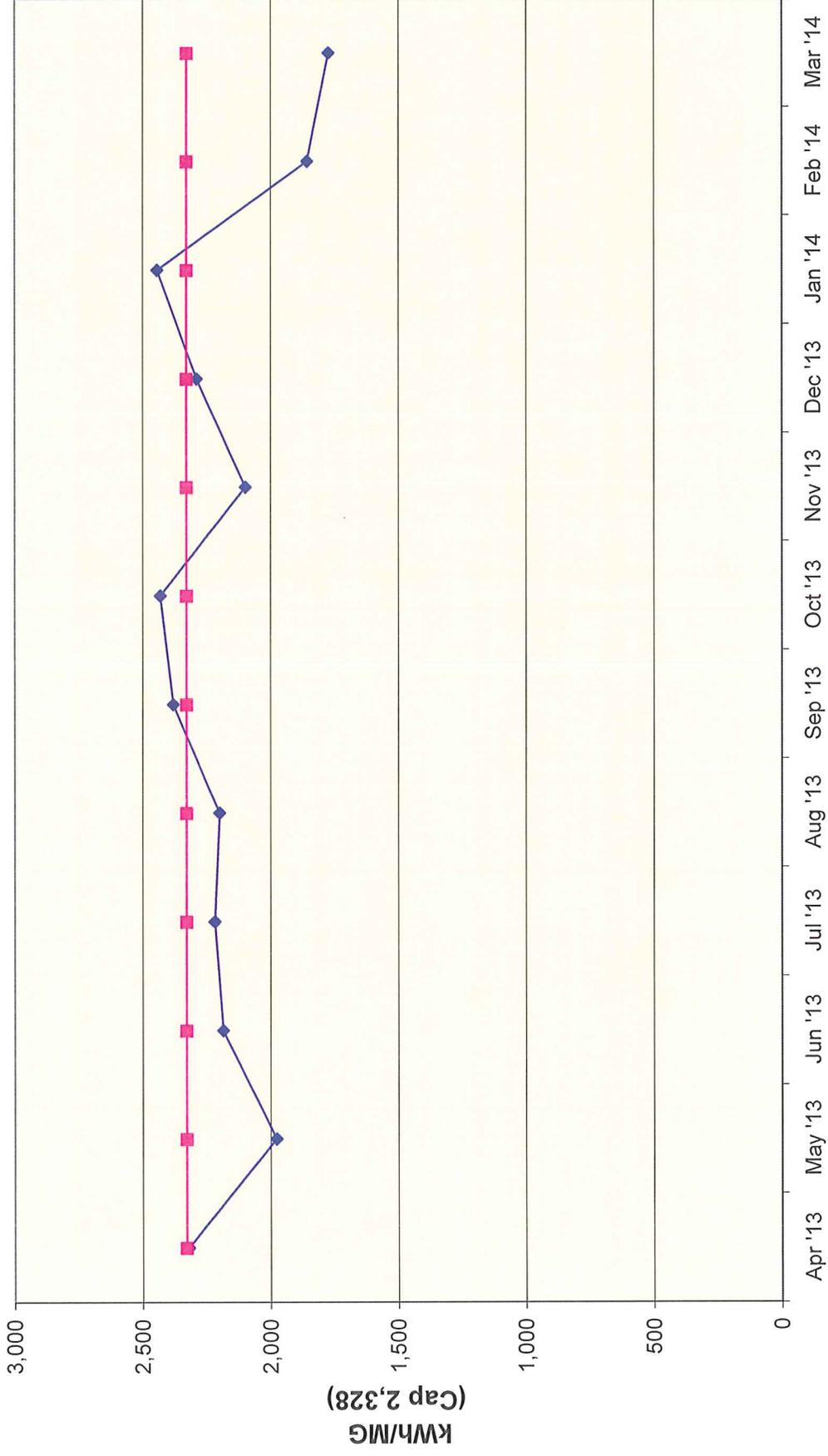
Disinfection

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

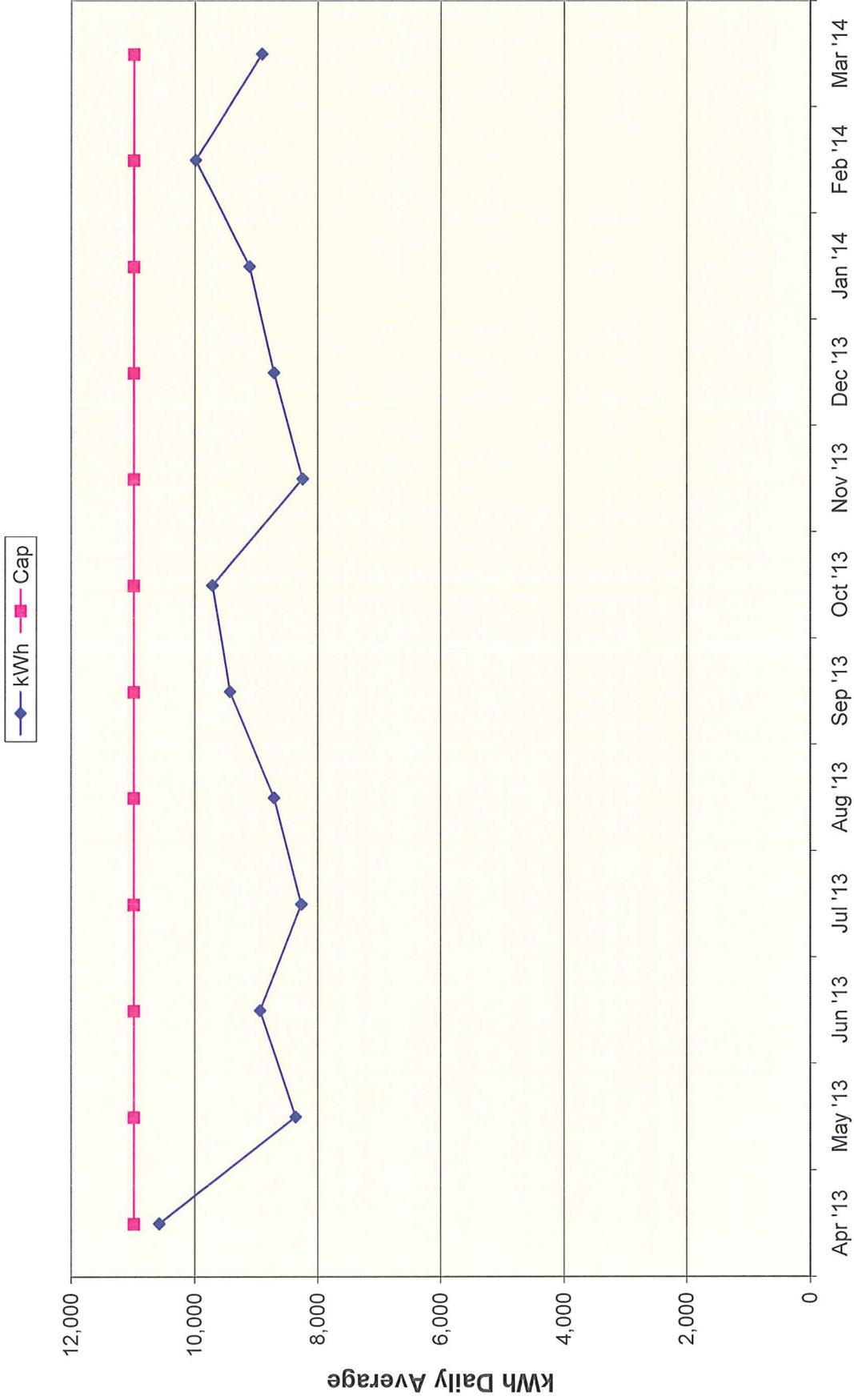


Energy kWh/MG

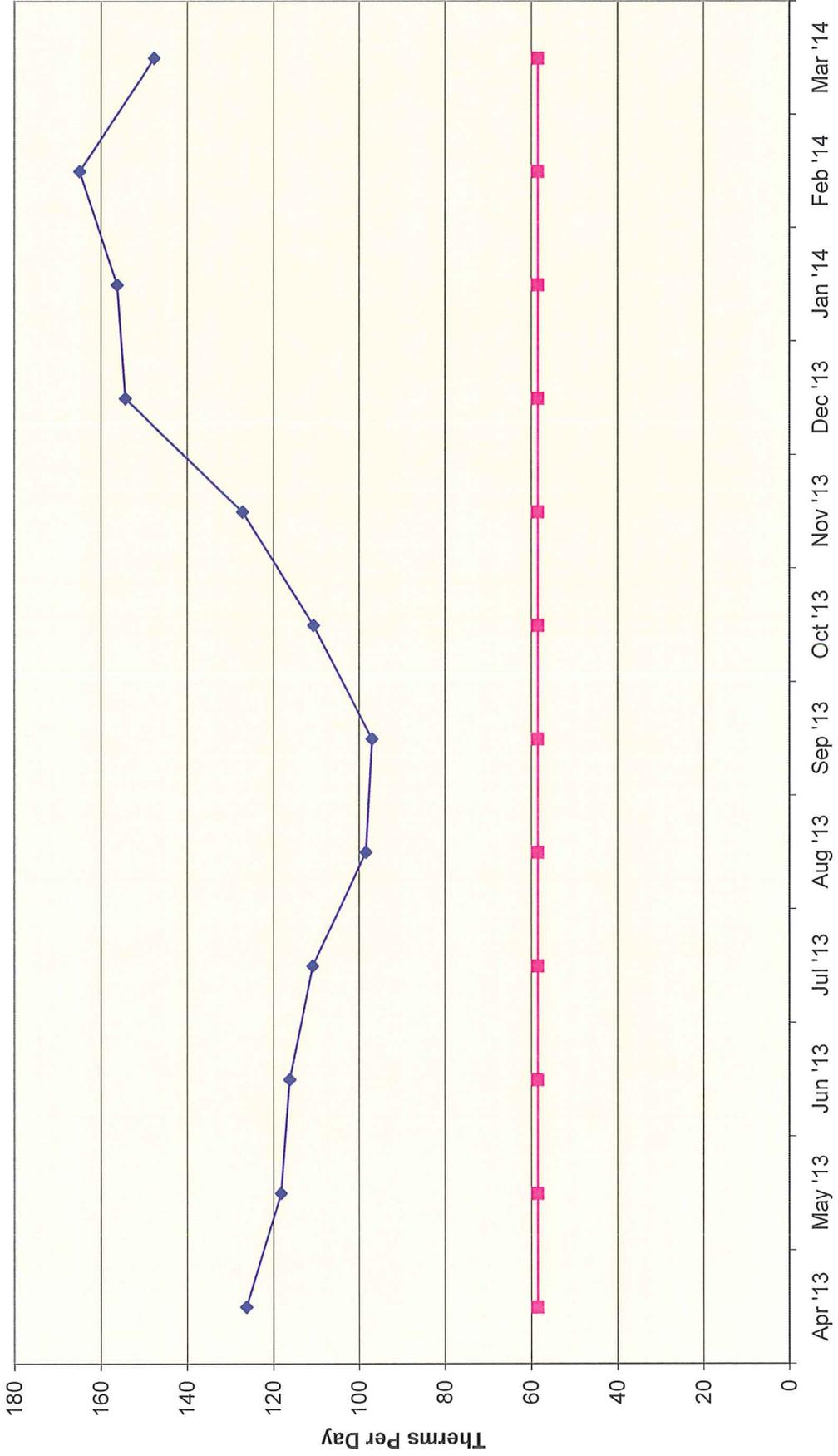
—◆— kWh/MG —■— Cap



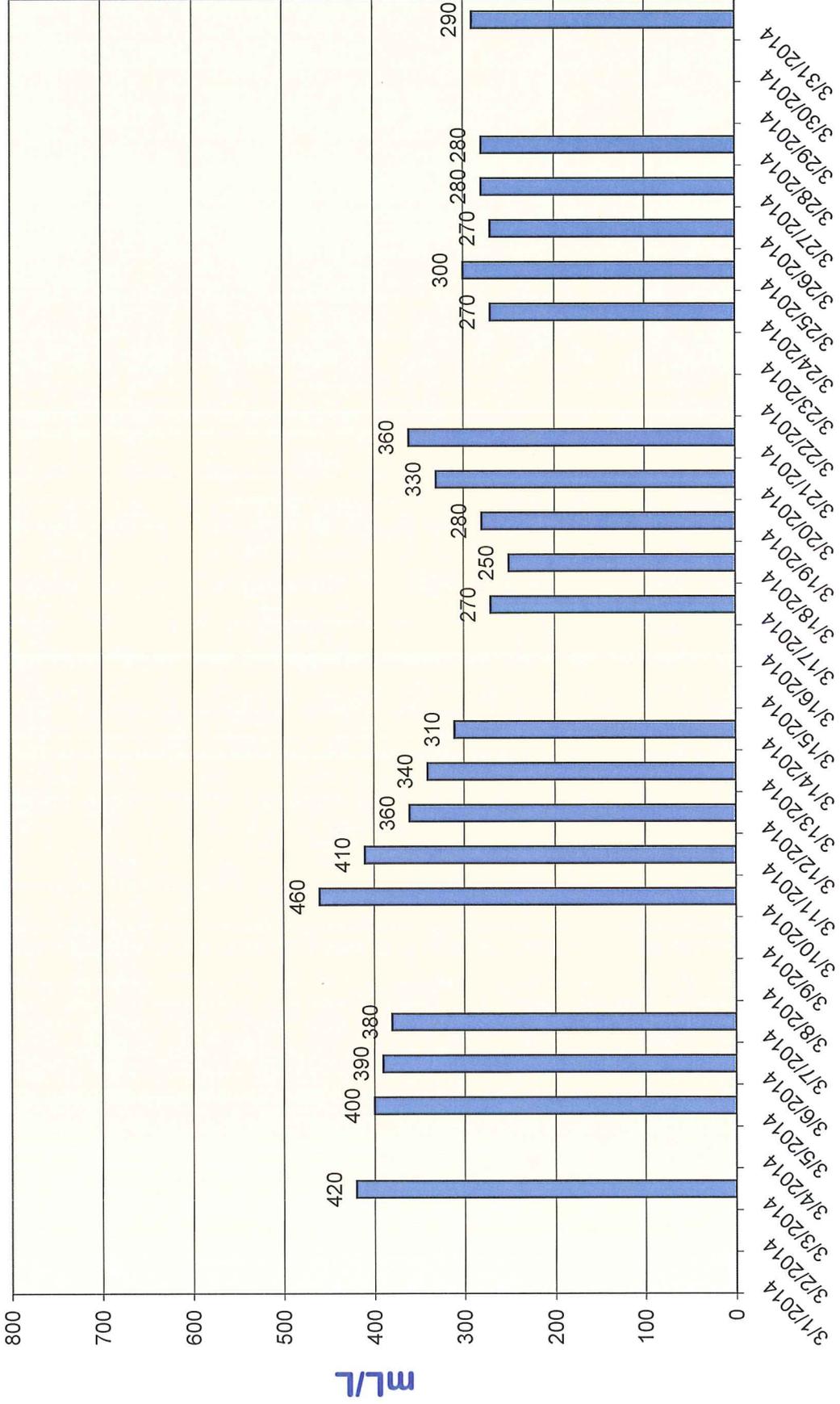
Energy kWh



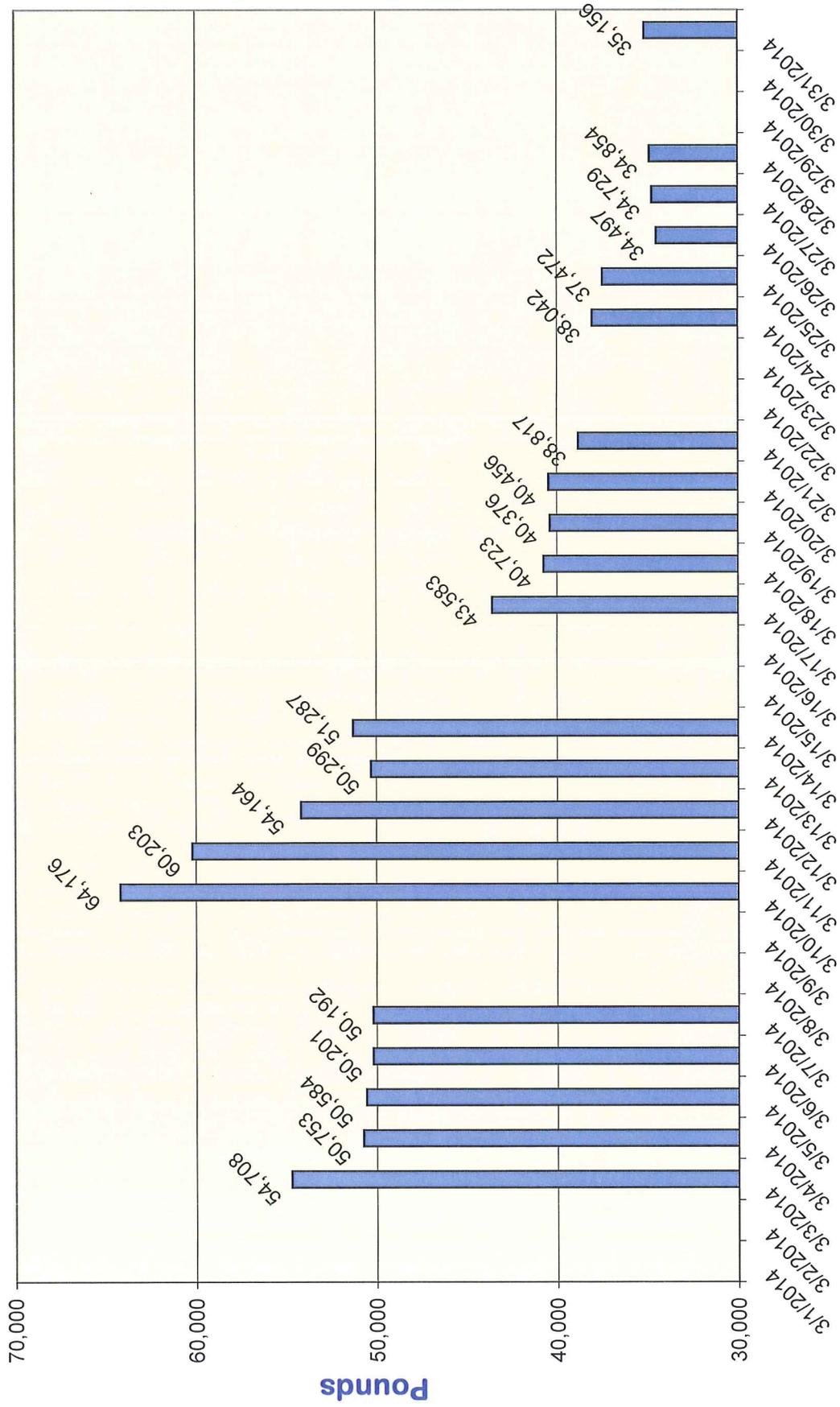
Natural Gas Use



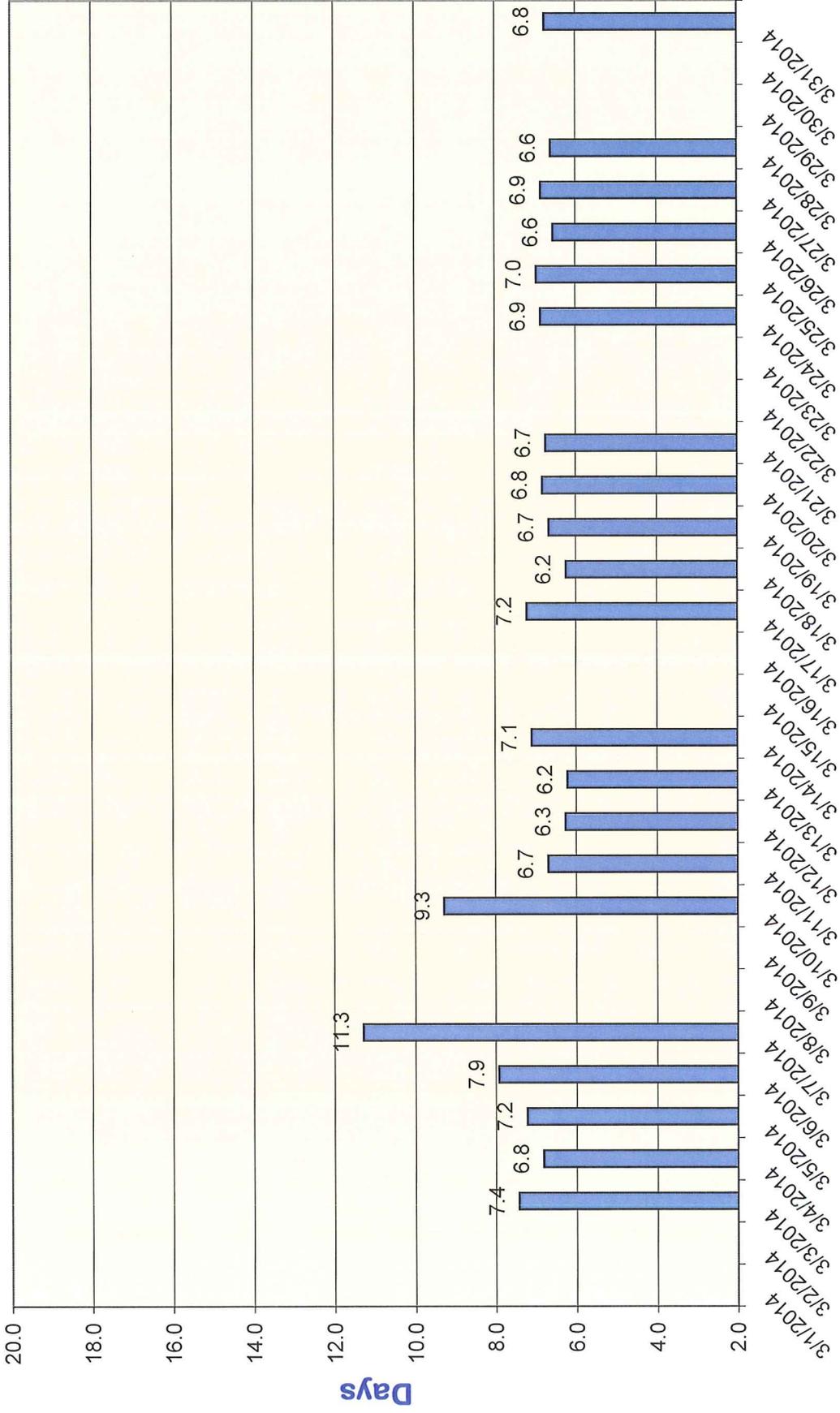
Settleability



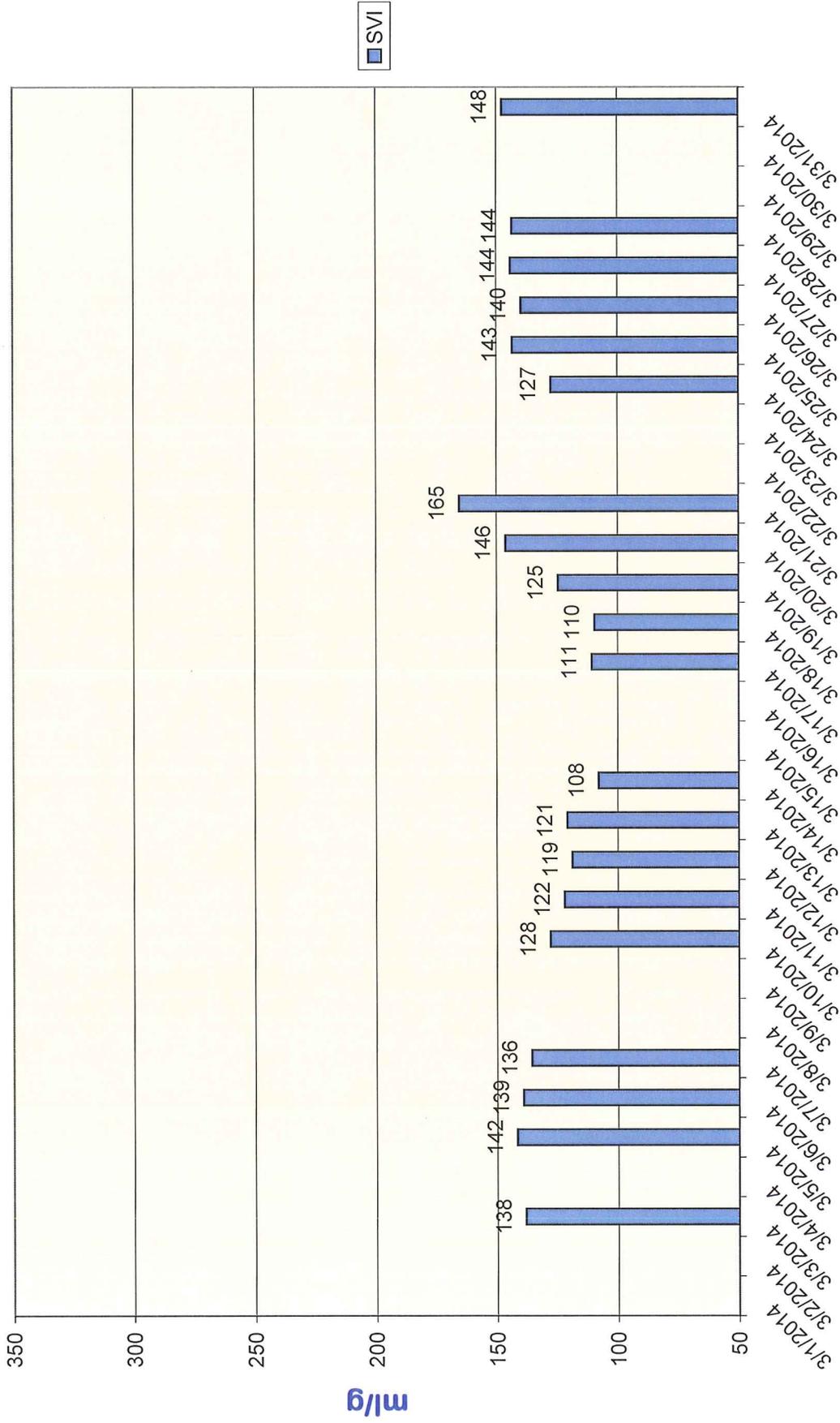
MLSS Inventory



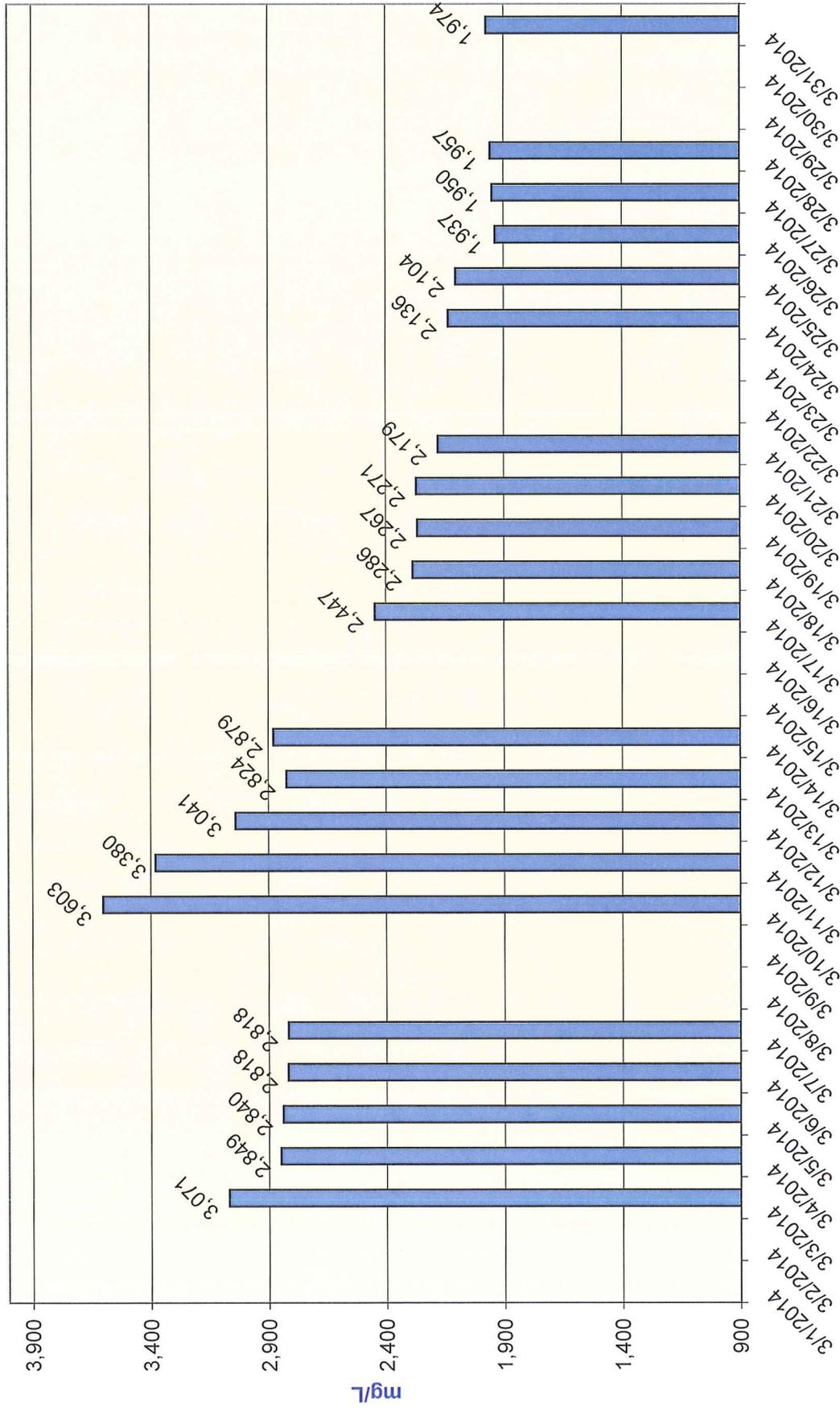
Mean Cell Residence Time



Sludge Volume Index



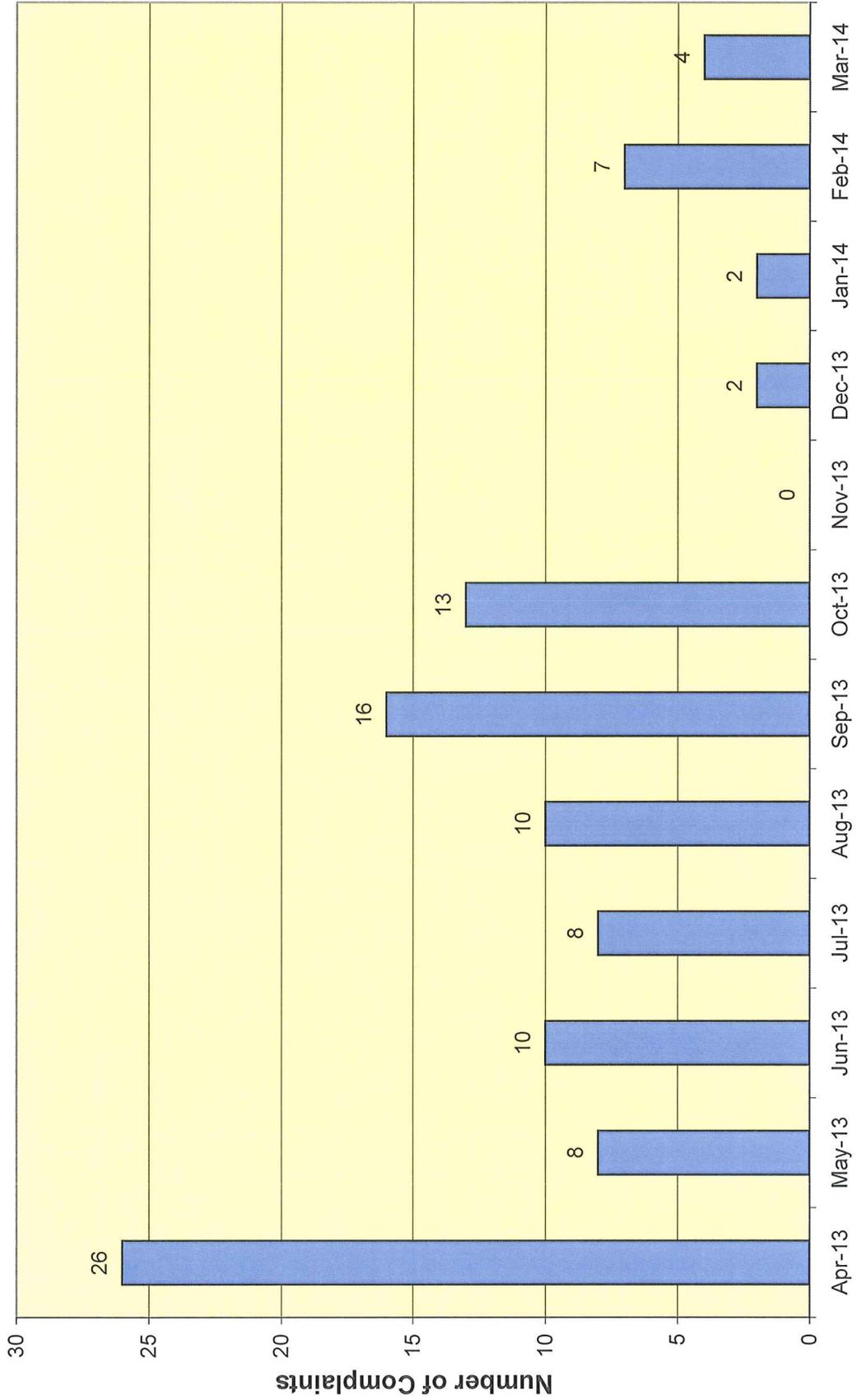
MLSS Concentration



Process Control Data

| | Influent Flow | Settleability | MLSS Concentration | MLSS Inventory | F:M Ratio | MCRT | SVI |
|-----------|---------------|---------------|--------------------|----------------|-----------|-------|-------|
| 3/1/2014 | 7.66 | | | | | | |
| 3/2/2014 | 6.72 | | | | | | |
| 3/3/2014 | 6.73 | 420 | 3,071 | 54,708 | 0.14 | 7.4 | 138 |
| 3/4/2014 | 6.57 | | 2,849 | 50,753 | | 6.8 | |
| 3/5/2014 | 6.25 | 400 | 2,840 | 50,584 | | 7.2 | 142 |
| 3/6/2014 | 5.78 | 390 | 2,818 | 50,201 | | 7.9 | 139 |
| 3/7/2014 | 5.42 | 380 | 2,818 | 50,192 | 0.19 | 11.3 | 136 |
| 3/8/2014 | 5.05 | | | | | | |
| 3/9/2014 | 5.10 | | | | | | |
| 3/10/2014 | 4.96 | 460 | 3,603 | 64,176 | 0.11 | 9.3 | 128 |
| 3/11/2014 | 4.44 | 410 | 3,380 | 60,203 | 0.13 | 6.7 | 122 |
| 3/12/2014 | 4.24 | 360 | 3,041 | 54,164 | | 6.3 | 119 |
| 3/13/2014 | 4.15 | 340 | 2,824 | 50,299 | 0.12 | 6.2 | 121 |
| 3/14/2014 | 4.03 | 310 | 2,879 | 51,287 | | 7.1 | 108 |
| 3/15/2014 | 4.04 | | | | | | |
| 3/16/2014 | 4.15 | | | | | | |
| 3/17/2014 | 4.48 | 270 | 2,447 | 43,583 | 0.17 | 7.2 | 111 |
| 3/18/2014 | 4.45 | 250 | 2,286 | 40,723 | 0.17 | 6.2 | 110 |
| 3/19/2014 | 4.35 | 280 | 2,267 | 40,376 | 0.20 | 6.7 | 125 |
| 3/20/2014 | 4.33 | 330 | 2,271 | 40,456 | | 6.8 | 146 |
| 3/21/2014 | 4.26 | 360 | 2,179 | 38,817 | | 6.7 | 165 |
| 3/22/2014 | 4.31 | | | | | | |
| 3/23/2014 | 4.46 | | | | | | |
| 3/24/2014 | 4.26 | 270 | 2,136 | 38,042 | 0.22 | 6.9 | 127 |
| 3/25/2014 | 4.02 | 300 | 2,104 | 37,472 | 0.17 | 7.0 | 143 |
| 3/26/2014 | 4.57 | 270 | 1,937 | 34,497 | 0.20 | 6.6 | 140 |
| 3/27/2014 | 4.11 | 280 | 1,950 | 34,729 | | 6.9 | 144 |
| 3/28/2014 | 3.99 | 280 | 1,957 | 34,854 | | 6.6 | 144 |
| 3/29/2014 | 6.56 | | | | | | |
| 3/30/2014 | 5.02 | | | | | | |
| 3/31/2014 | 7.30 | 290 | 1,974 | 35,156 | | 6.8 | 148 |
| Minimum | 3.99 | 250.00 | 1,936.50 | 34,497 | 0.11 | 6.2 | 108 |
| Maximum | 7.66 | 460 | 3,603 | 64,176 | 0.22 | 11.3 | 165 |
| Total | 143.44 | 6,360 | 51,651 | 920,114 | 1.80 | 143.8 | 2,507 |
| Average | 4.95 | 335 | 2,583 | 46,006 | 0.16 | 7.2 | 132 |

Complaints / Contacts Received



NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Odor Control, Noise, and Landscaping Report
March 2014

Background:

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

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

A summary of activities since the last Committee meeting is provided below.

Odor control:

The District's odor control consultant, Mr. Dave McEwen of Brown and Caldwell (B&C) issued preliminary recommendations for odor control at the aeration basins. Mr. McEwen made a detailed presentation to Wastewater Operations Committee at its March meeting. This presentation was the same one as had been made to neighborhood representatives in February – a copy of that presentation had been previously provided and is not being provided with this report.

As mentioned before, Mr. McEwen's most significant recommendation, i.e. converting anoxic zones B and C at the aeration basins to aerobic zones, was implemented in February. Results thus far have been good, and staff continues to monitor performance.

Also, earlier in the process, staff had anticipated that implementation and further testing and validation of Mr. McEwen's recommendations would begin in March and April, and that he would issue a draft technical memorandum of his work later this spring. However, upon further review, it is being recommended that this next stage of testing and validation be deferred until summer, since testing during warm weather conditions will present a more appropriate "worst-case" testing scenario.

Landscaping:

Staff continues to work with the District's landscaping contractor Cagwin and Dorward (C&D), on the landscaping installed at the District's fence-line on Lea Drive at the northeast corner area of the NTP. C&D will continue to provide services on an as-needed and as-requested basis by the District to care for the landscaping in this area. Staff also anticipates bringing further landscaping improvements to this area for the Committee's consideration, at a future meeting.

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

General:

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

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

Collection System Maintenance:

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

Line Cleaning Performance: A total of 62,317 feet of sewer pipelines were cleaned for the month by District staff. Staff completed 393 maintenance work orders generated by the ICOM3 CMMS system, with no (zero) outstanding work orders. Outside contractors cleaned 6,492 feet of larger diameter District main line.

Staff is working with ICOM/RedZone to correct apparent discrepancies between footages listed in the ICOM3 system and those listed on District maps; therefore the footage listed in the Collection System reports is based off of footage obtained by the field crews during cleaning operations. The field crews measure line segment lengths using a measuring wheel whenever they note a line segment length discrepancy of more than 10 ft. between the work order and District maps.

In March, the Sterling hydro-flusher was out of service for 5 working days due to mechanical issues with the power take-off (PTO) unit on the truck, it is now back in service. The Peterbilt hydro-flusher was out of service for 12 days due to safety issues with the hose reel and is currently having the front hose reel system rebuilt by the manufacturer. It is expected to be back in service towards the end of April.

CCTV Performance: The District's CCTV van was in the field for a total of 16 working days and televised 191 line segments for 31,116 feet of CCTV production. Outside contractors televised 6,492 ft. of larger diameter District main.

CCTV Findings: The March CCTV work indicated three (3) significant defects in District mains televised that will require evaluation to determine if they are eligible candidates for infrastructure repair, or require a change in maintenance frequency/method.

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

Collection System Projects:

As part of the ongoing Collections System repair projects (Account No. 72803), one point repair was made on San Domingo Dr. during the month of March.

Pump Station Maintenance:

The Collection System Department conducted 266 lift station inspections for the month with 142 of the inspection visits generated through the JobCal Plus CMMS system*. There are 5 outstanding work orders for the month of March. The breakdown of the lift station inspections is as follows: 27 Flygt submersible pump stations, 1 time per month, 6 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily.

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.

Pump Station Rehabilitation:

Currently, there are two (2) pump stations under construction as part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project Account No. 72403). This current phase, (Project Unit 5), includes rehabilitation of the Los Robles Pump Station and relocation and replacement of the Digital Drive pump station. Construction work began on these stations on March 31, 2014.

Site drainage improvements for Marin Village and E. Hamilton pump stations began in March as part of the Annual Treatment Plant and Pump Station Improvements, (Capital Improvement Project Account No. 72805). These improvements will reconfigure each pump station site to return any water that falls on that site back into its wet well.

Safety and Training:

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

Specialized training: Collection System staff attended Hydro-flusher hose re-spooling training in March 2014

Safety performance: There were no lost time accidents this month for a total of 1,112 accident-free days.

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

Standard Operating Procedures (SOPs):

Department staff continues to work on generating new SOPs, and working towards finalizing earlier draft SOPs. One (1) SOP and one (1) SOP revision were issued in March. The Collection System Superintendent and the Safety Director are developing a template for energy management SOPs to assist staff with pump removal procedures.

Emergency Operating Procedures (EOPs) – Pump Stations:

Staff has also been working with DKF Solutions since summer 2013 to generate the 38 Emergency Operating Procedures (EOPs) required for all of the District pump stations. At this time, one EOP is almost complete (except for some minor edits), 24 have had a final review, and 2 more require a final review. The contractor has not yet submitted 12 EOP's for initial staff review. It is anticipated that the EOPs will be in place (along with all relevant training performed) by May 2014.

Sanitary Sewer Overflows (SSOs):

In March, there was one (1) SSO, as discussed below.

| No. | Date | Location | Amount, gal | Cause |
|-----|-----------|----------------|-------------|-------|
| 1 | 3/30/2014 | 74 San Luis Ct | 180 | Roots |

1. SSO at 74 San Luis Ct.: This SSO was a Category I event with the estimated discharge volume of approximately 180 gallons going to a storm drain and Novato Creek. There was no recovery (0%) for this discharge due to the fact it was an intermittent, low volume event that was not reported by local residents until two days after the initial start date.

This discharge was determined to be the result of a partial root blockage in the main line. Volume estimation using the visual volume estimation times duration, winter water usage rates times duration, and reporting party/local resident interviews were all used to estimate the duration and volume for this event.

The District initially received this report at 09:20, arrived on site at 09:38 and cleared the blockage at 09:48. The line segment was immediately televised and root intrusion was noted at multiple locations in the line segment.

The line segment was last cleaned using the hydro-flusher on 1/22/2013 and was on a 36 month cleaning frequency for the hydro-flusher. The cleaning frequency for this line segment has been changed to a 6 month frequency and it has been added to the District's Chemical Root Abatement Program for FY 2013/14.

This event was reported into the CIWQS database on 4/2/2014 as a Category I event, SSO Event ID #805181 and was certified in CIWQS on 4/11/2014, Certification ID # 389660. All reporting requirements were met for this spill event.

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

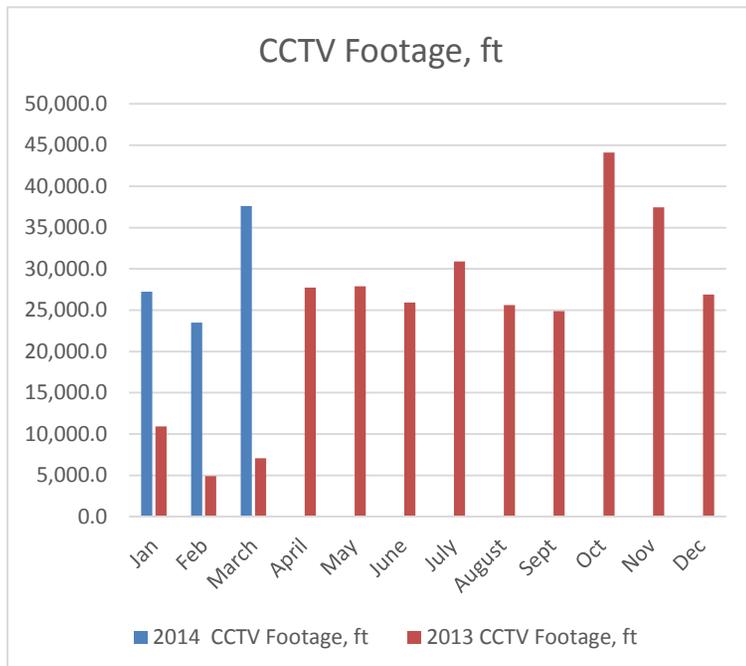
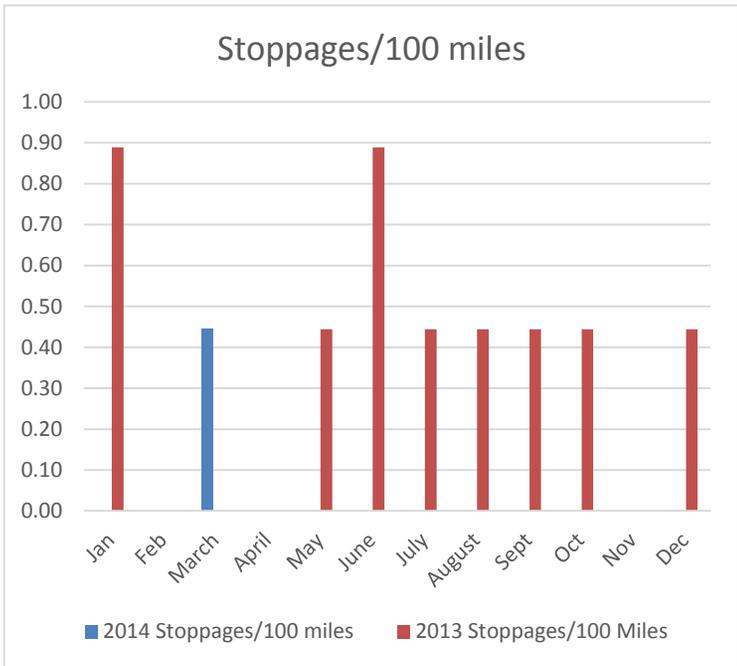
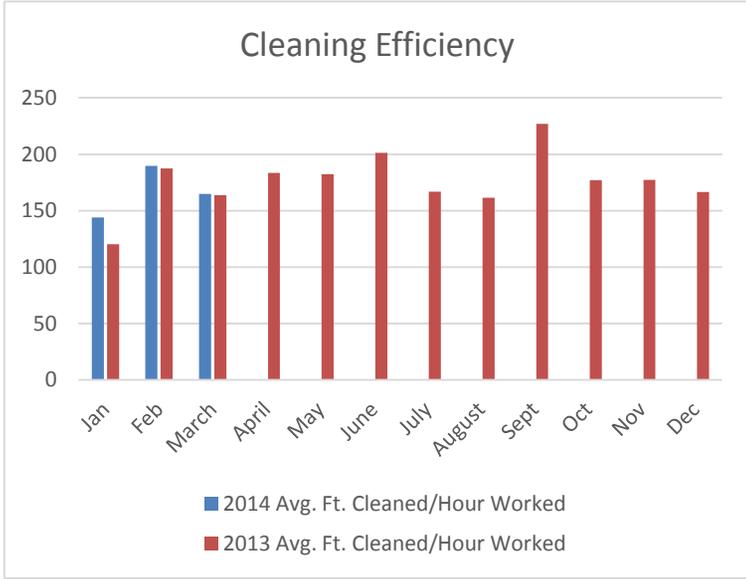
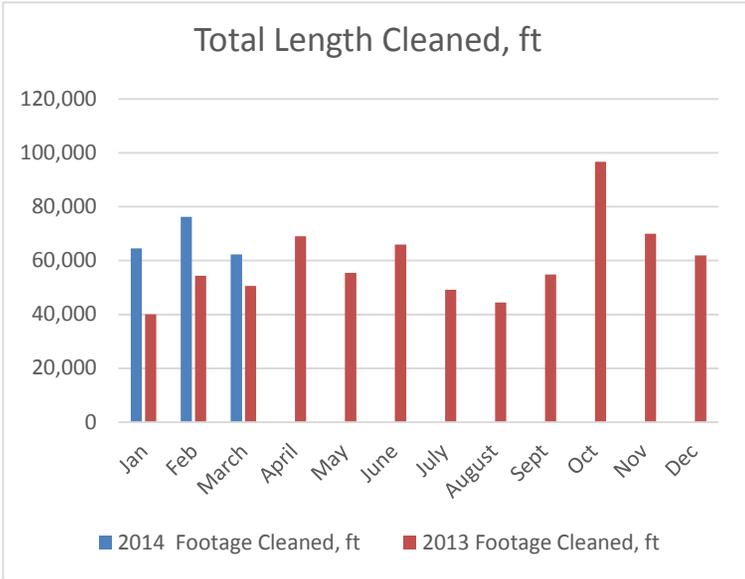
| | Jan | Feb | March | April | May | June | July | August | Sept | Oct | Nov | Dec | Total Year to Date | Average Year to Date |
|---|--------|--------|--------|-------|-----|------|------|--------|------|-----|-----|-----|--------------------|----------------------|
| A. Employee Hours Worked | | | | | | | | | | | | | | |
| Number of FTEs (main line cleaning), hrs. | 2.6 | 2.5 | 2.2 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | NA | 0.6 |
| Number of FTEs (other) | 1.7 | 1.6 | 2.1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | NA | 0.5 |
| Number of FTEs (CCTV) | 0.9 | 0.8 | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | NA | 0.2 |
| Total, FTEs | 5.2 | 4.9 | 5.3 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | NA | 1.3 |
| Regular Time Worked, (main line cleaning), hrs | 448 | 402 | 378 | | | | | | | | | | | |
| Regular Time Worked on Other, hrs (1) | 294 | 262 | 350 | | | | | | | | | | | |
| Regular Time Worked on CCTV (2) | 158 | 125 | 172 | | | | | | | | | | | |
| Total Regular time, worked, hrs | 900 | 789 | 900 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,589 | 216 |
| Total Vacation/Sick Leave/Holiday, hrs | 285 | 151 | 101 | | | | | | | | | | 537 | 179 |
| Vacation/Sick Leave/Holiday, FTEs | 1.6 | 0.9 | 0.6 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 3.2 | 0.3 |
| Overtime Worked on Coll. Sys., hrs | 2 | 8 | 3 | | | | | | | | | | 13 | 4 |
| Overtime Worked on Other, hrs (1) | 22 | 17 | 16 | | | | | | | | | | 55 | 18 |
| Overtime Worked on CCTV (2) | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| Total Overtime, hrs | 24 | 25 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 68 | 6 |
| B. Productivity | | | | | | | | | | | | | | |
| 1. Line Cleaning | | | | | | | | | | | | | | |
| Rodder Work Orders generated | 57 | 30 | 24 | | | | | | | | | | 111 | 37 |
| Rodder 3203 ft. cleaned | 10,989 | 3,337 | 6,378 | | | | | | | | | | 20,704 | 6,901 |
| Rodder - outside services, ft cleaned | 0 | 0 | 0 | | | | | | | | | | 0 | 0 |
| Flusher Work Orders generated | 351 | 352 | 369 | | | | | | | | | | 1,072 | 357 |
| Truck 3205V ft. cleaned | 16,187 | 16,552 | 18,158 | | | | | | | | | | 50,897 | 16,966 |
| Truck 3206V ft. cleaned | 37,342 | 56,332 | 37,781 | | | | | | | | | | 131,455 | 43,818 |
| Flusher - outside services, ft. cleaned | 2,301 | 1,570 | 6,492 | | | | | | | | | | 10,363 | |
| Total Footage cleaned(3) | 64,518 | 76,221 | 62,317 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 203,056 | 16,921 |
| Work Orders completed | 408 | 361 | 393 | | | | | | | | | | 1,162 | 387 |
| Work Orders backlog | 66 | 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 87 | 7 |
| 2. Closed Circuit Television (CCTV) | | | | | | | | | | | | | | |
| Camera Work Orders generated | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| CCTV Truck 3126T, ft. videoed | 24,487 | 21,931 | 31,116 | | | | | | | | | | 77,534 | 25,845 |
| CCTV (hand cam), ft. videoed | 449 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 449 | |
| CCTV Inspection - outside services, ft. videoed | 2,301 | 1,570 | 6,492 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,363 | |
| Total CCTV footage(3) | 27,237 | 23,501 | 37,608 | NA | NA | NA | NA | NA | NA | NA | NA | NA | 88,346 | |
| C. Sanitary Sewer Overflows (SSOs) | | | | | | | | | | | | | | |
| Minor (Category III) | 0 | 0 | 0 | | | | | | | | | | 0 | NA |
| Major (Category II) | 0 | 0 | 0 | | | | | | | | | | 0 | NA |
| Major (Category I) | 0 | 0 | 1 | | | | | | | | | | 1 | NA |
| Overflow Gallons | 0 | 0 | 180 | | | | | | | | | | 180 | NA |
| Volume Recovered | 0 | 0 | 0 | | | | | | | | | | 0 | NA |
| Percent Recovered | NA | NA | 0% | NA | NA | NA | NA | NA | NA | NA | NA | NA | 0% | NA |
| D. Service Calls (non-SSO related) | | | | | | | | | | | | | | |
| Service calls, normal hours, # | 8 | 3 | 5 | | | | | | | | | | 16 | 5 |
| Normal hours S.C. response time, mins (avg.) | 38 | 19 | 25 | | | | | | | | | | 82 | 27 |
| Service Callouts, after hours, # | 0 | 1 | 1 | | | | | | | | | | 2 | 1 |
| After Hours S.C. response time, mins (avg.) | 0 | 15 | 40 | | | | | | | | | | 55 | 18 |
| E. Benchmarks | | | | | | | | | | | | | | |
| Average Ft. Cleaned/Hour Worked | 144 | 190 | 165 | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | 166 |
| Total Stoppages/100 Miles | 0.0 | 0.0 | 0.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.4 | NA |
| Average spill response time (mins) | 0 | 0 | 18 | | | | | | | | | | NA | 6 |
| Callouts/100 Miles | 0.0 | 0.4 | 0.4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.9 | 0.1 |
| Overtime hours/100 Miles | 1 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5.78 | 0 |
| Overflow Gallons/100 Miles | 0 | 0 | 80 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 80 | 7 |

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

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

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

Collection System 2013-14 Graphs

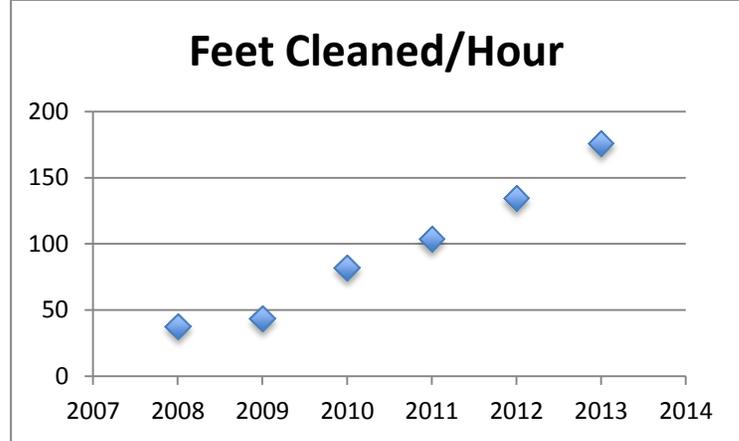
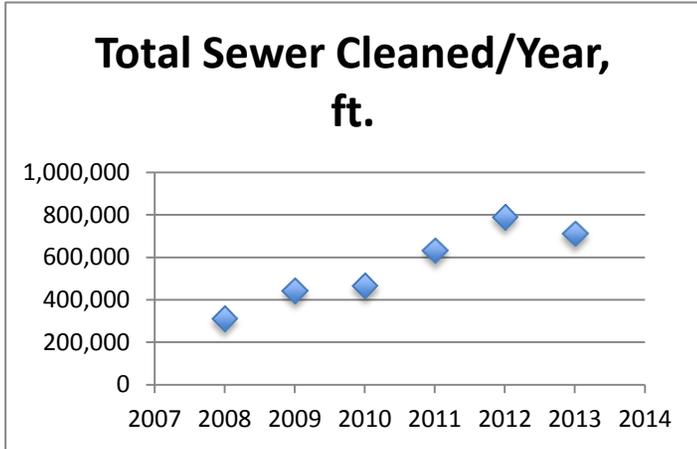


**COLLECTION SYSTEM (Pump Stations)
WORK ORDER STATISTICS
March 1, 2014 - March 31, 2014**

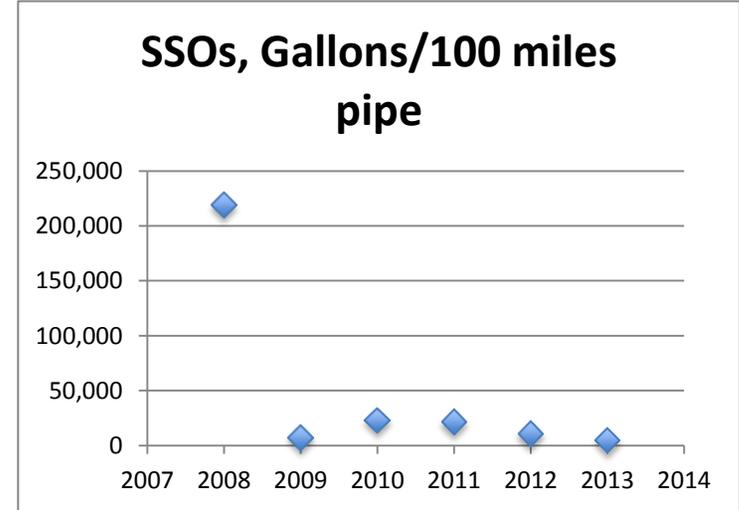
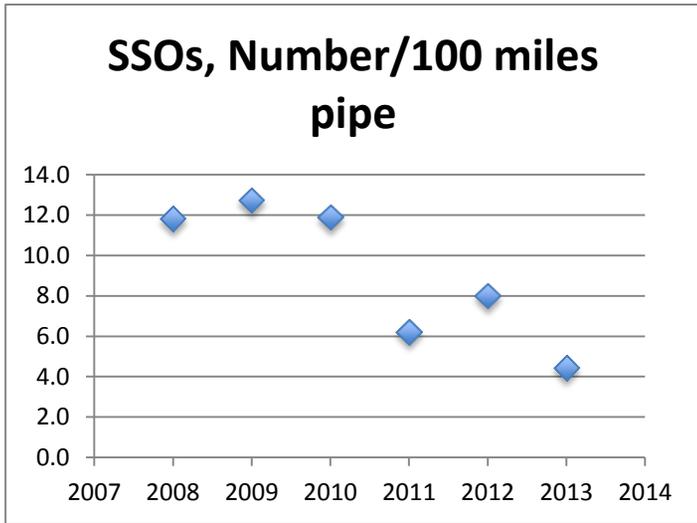
| | Open Work Orders Due Prior to 3/1/2014 | Open Work Orders 3/1/2014 - 3/31/2014 | Total Open Work Orders |
|--------------|---|--|-----------------------------------|
| Preventive | 4 | 142 | 146 |
| Corrective | 1 | 0 | 1 |
| Total | 5 | 142 | 147 |

| | Closed Work Orders 3/1/2014 - 3/31/2014 |
|--------------|--|
| Preventive | 142 |
| Corrective | 0 |
| Total | 142 |

| | |
|--|----------|
| Total Outstanding Work Orders as of 3/31/2014 | 5 |
|--|----------|



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Collection System Multi-year Trends 2008-2013

NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
March 2014

Summary:

Approximately 7 MG of recycled water was used for irrigation this month. The motor for Irrigation Pump No. 2 was installed and tested.

Ranch Operations:

There were no scheduled rancher activities this month.

Irrigation Parcels:

There were no irrigation parcel activities this month.

Irrigation Pump Station:

Due to the dry conditions, in January, the District was granted permission by the Regional Water Quality Control Board to irrigate the pastures to encourage newly planted seed to sprout and the pasture grass to grow. On March 18th District staff enabled the irrigation on the parcels previously seeded and irrigation was disabled on March 25th when rain was predicted. Approximately 7 MG of recycled water was used for irrigation of the parcels during this time period.

As reported earlier, the motor for Irrigation Pump No. 2 was removed and taken to an outside vendor's shop for analysis and repair when the pump's main breaker tripped for no apparent reason. After disassembly and performance of various checks and tests the vendor reported they did not find any abnormalities within the motor. Subsequent shop tests were performed in the presence of District staff and the District's electrical consultant and the motor performed normally.

The motor for Irrigation Pump No. 2 was delivered and installed this month. After the motor was installed, the wiring, connections and related equipment were inspected and tested prior to energizing the motor. In addition, the wiring, connections and related equipment were inspected and tested for the motors on Irrigation Pumps 1 & 3. The tests and inspections did not reveal any problems and the pump motors were run and no issues were found. The motors ran normally without fault for the duration of irrigation this month.

Sludge Handling & Disposal:

There were no sludge handling and disposal activities this month.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|---|---|
| TITLE: Presidential Appointment of Ad Hoc Labor Negotiations Committee | MEETING DATE: May 12, 2014 AGENDA ITEM NO.: 9.a. |
| RECOMMENDED ACTION: Consider appointing an Ad Hoc Labor Negotiations Committee. | |
| SUMMARY AND DISCUSSION: <p>The District's current Memorandum of Understanding (MOU) with the Teamsters Bargaining Unit (TBU) expires June 30, 2014, and the District will be negotiating a successor MOU.</p> <p>The District's labor negotiations team has historically been Mr. Austris Rungis of IEDA, the Deputy Manager-Engineer, and the Manager-Engineer. With the Deputy Manager-Engineer having moved into the Manager-Engineer position, the District negotiations team would be Mr. Rungis and the Manager-Engineer.</p> <p>Also, the Board President typically appoints a two member Ad Hoc Labor Negotiations committee to provide policy input and guidance to the negotiating team during MOU negotiations. For informational purposes, the 2013 Ad Hoc Labor Negotiations Committee consisted of Board members Long and Peters.</p> | |
| ALTERNATIVES: NA | |
| BUDGET INFORMATION: Meeting fees will be paid from Account 66030 – Directors Fees, which has a FY13-14 budget balance of \$10,350 as of April 30, 2014. | |
| DEPT. MGR. : SSK | MANAGER-ENGINEER: |

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|---|--|
| TITLE: Administration - Revisions to FY2013-14 Salary Schedule for Management & Confidential Staff | MEETING DATE: May 12, 2014 AGENDA ITEM NO.: 10.a. |
| RECOMMENDED ACTION: Approve revisions to FY2013-14 salary schedule for Management and Confidential Staff for procedural consistency with CalPERS reporting requirements. | |
| SUMMARY AND DISCUSSION: <p>In 2013, CalPERS conducted a periodic review of the District's salary schedule and concluded that for procedural consistency with CalPERS reporting requirements under state law, the District's FY2013-14 salary schedule for Management & Confidential employees needed to include the position title, pay rate and time base for the District's then Manager-Engineer. CalPERS has asked that staff prepare a revised 2013-14 salary schedule, present it to the District Board for its approval, and transmit it to CalPERS.</p> <p>Staff recommends that the Board review the attached revised 2013-14 salary schedule, noting that the only revision is the addition of the above items for the Manager-Engineer position, and approve it.</p> | |
| ALTERNATIVES: n/a | |
| BUDGET INFORMATION: No budget impact. | |
| DEPT.MGR.: | MANAGER-ENGINEER: |

REVISED 4/28/2014

NOVATO SANITARY DISTRICT

SALARY SCHEDULE

POSITION RANGES

EMPLOYEE SALARIES AND SPECIAL DUTY RATES

MANAGEMENT AND CONFIDENTIAL EMPLOYEES

(3.2 % COLA)

Salaries for Management and Confidential Employees Approved June 24, 2013

TO BE EFFECTIVE JULY 1, 2013

TABLE I
SCHEDULE OF SALARY RANGES
MANAGEMENT AND CONFIDENTIAL EMPLOYEES (effective July 1, 2013)
Adopted June 24, 2013

| Salary Range No. | Step A | Step B | Step C | Step D | Step E | Hourly Equiv. Of Step A* |
|---------------------|--------|--------|--------|--------|--------|--------------------------------|
| MC100 | 3,828 | 4,019 | 4,220 | 4,431 | 4,653 | 22.08 |
| MC100.5 | 3,923 | 4,120 | 4,326 | 4,542 | 4,769 | 22.64 |
| MC101 | 4,019 | 4,220 | 4,431 | 4,653 | 4,885 | 23.19 |
| MC101.5 | 4,120 | 4,326 | 4,542 | 4,769 | 5,007 | 23.77 |
| MC102 | 4,220 | 4,431 | 4,653 | 4,885 | 5,129 | 24.35 |
| MC102.5 | 4,326 | 4,542 | 4,769 | 5,007 | 5,258 | 24.96 |
| MC103 | 4,431 | 4,653 | 4,885 | 5,129 | 5,386 | 25.56 |
| MC103.5 | 4,542 | 4,769 | 5,007 | 5,258 | 5,521 | 26.20 |
| MC104 | 4,653 | 4,885 | 5,129 | 5,386 | 5,655 | 26.84 |
| MC104.5 | 4,769 | 5,007 | 5,258 | 5,521 | 5,797 | 27.51 |
| MC105 | 4,885 | 5,129 | 5,386 | 5,655 | 5,938 | 28.18 |
| MC105.5 | 5,007 | 5,258 | 5,521 | 5,797 | 6,086 | 28.89 |
| MC106 | 5,129 | 5,386 | 5,655 | 5,938 | 6,235 | 29.59 |
| MC106.5 | 5,258 | 5,521 | 5,797 | 6,086 | 6,391 | 30.33 |
| MC107 | 5,386 | 5,655 | 5,938 | 6,235 | 6,547 | 31.07 |
| MC107.5 | 5,521 | 5,797 | 6,086 | 6,391 | 6,710 | 31.85 |
| MC108 | 5,655 | 5,938 | 6,235 | 6,547 | 6,874 | 32.63 |
| MC108.5 | 5,797 | 6,086 | 6,391 | 6,710 | 7,046 | 33.44 |
| MC109 | 5,938 | 6,235 | 6,547 | 6,874 | 7,218 | 34.26 |
| MC109.5 | 6,086 | 6,391 | 6,710 | 7,046 | 7,398 | 35.11 |
| MC110 | 6,235 | 6,547 | 6,874 | 7,218 | 7,579 | 35.97 |
| MC110.5 | 6,391 | 6,710 | 7,046 | 7,398 | 7,768 | 36.87 |
| MC111 | 6,547 | 6,874 | 7,218 | 7,579 | 7,957 | 37.77 |
| MC111.5 | 6,710 | 7,046 | 7,398 | 7,768 | 8,156 | 38.71 |
| MC112 | 6,874 | 7,218 | 7,579 | 7,957 | 8,355 | 39.66 |
| MC112.5 | 7,046 | 7,398 | 7,768 | 8,156 | 8,564 | 40.65 |
| MC113 | 7,218 | 7,579 | 7,957 | 8,355 | 8,773 | 41.64 |
| MC113.5 | 7,398 | 7,768 | 8,156 | 8,564 | 8,992 | 42.68 |
| MC114 | 7,579 | 7,957 | 8,355 | 8,773 | 9,212 | 43.72 |
| MC114.5 | 7,768 | 8,156 | 8,564 | 8,992 | 9,442 | 44.82 |
| MC115 | 7,957 | 8,355 | 8,773 | 9,212 | 9,672 | 45.91 |
| MC115.5 | 8,156 | 8,564 | 8,992 | 9,442 | 9,914 | 47.06 |
| MC116 | 8,355 | 8,773 | 9,212 | 9,672 | 10,156 | 48.20 |
| MC116.5 | 8,564 | 8,992 | 9,442 | 9,914 | 10,410 | 49.41 |
| MC117 | 8,773 | 9,212 | 9,672 | 10,156 | 10,664 | 50.62 |
| MC117.5 | 8,992 | 9,442 | 9,914 | 10,410 | 10,930 | 51.88 |
| MC118 | 9,212 | 9,672 | 10,156 | 10,664 | 11,197 | 53.15 |
| MC118.5 | 9,442 | 9,914 | 10,410 | 10,930 | 11,477 | 54.47 |
| MC119 | 9,672 | 10,156 | 10,664 | 11,197 | 11,757 | 55.80 |
| MC119.5 | 9,914 | 10,410 | 10,930 | 11,477 | 12,051 | 57.20 |
| MC120 | 10,156 | 10,664 | 11,197 | 11,757 | 12,345 | 58.59 |
| MC120.5 | 10,410 | 10,930 | 11,477 | 12,051 | 12,653 | 60.06 |
| MC121 | 10,664 | 11,197 | 11,757 | 12,345 | 12,962 | 61.52 |
| MC121.5 | 10,930 | 11,477 | 12,051 | 12,653 | 13,286 | 63.06 |
| MC122 | 11,197 | 11,757 | 12,345 | 12,962 | 13,610 | 64.60 |
| MC122.5 | 11,477 | 12,051 | 12,653 | 13,286 | 13,950 | 66.21 |
| MC123 | 11,757 | 12,345 | 12,962 | 13,610 | 14,291 | 67.83 |
| MC123.5 | 12,051 | 12,653 | 13,286 | 13,950 | 14,648 | 69.52 |

*Computed on the basis of 173.33 hours average per month.

Revised 4/28/14

TABLE II - Effective 7/1/13

POSITION SALARY RANGES

Management/Confidential proposed 6/24/13 to be effective 7/1/13

| Position Classifications | No. of Positions | Salary Range | A | B | C | D | E |
|-----------------------------------|------------------|--------------|--------|--------|--------|--------|--------|
| Management/Confidential | | | | | | | |
| Administrative Assistant | 0 | MC103.5 | 4,542 | 4,769 | 5,007 | 5,258 | 5,521 |
| Administrative Secretary | 1 | MC106 | 5,129 | 5,386 | 5,655 | 5,938 | 6,235 |
| Finance Officer | 1 | MC112.5 | 7,046 | 7,398 | 7,768 | 8,156 | 8,564 |
| Collections System Superintendent | 1 | MC115 | 7,957 | 8,355 | 8,773 | 9,212 | 9,672 |
| Environmental Services Supervisor | 1 | MC115.5 | 8,156 | 8,564 | 8,992 | 9,442 | 9,914 |
| Senior Engineer | 1 | MC116.5 | 8,564 | 8,992 | 9,442 | 9,914 | 10,410 |
| Field Services Superintendent | 1 | MC117 | 8,773 | 9,212 | 9,672 | 10,156 | 10,664 |
| Admin Services Specialist - Temp | 0.46 | MC117.5 | 8,992 | 9,442 | 9,914 | 10,410 | 10,930 |
| Deputy Manager-Engineer | 1 | MC122.5 | 11,477 | 12,051 | 12,653 | 13,286 | 13,950 |
| Manager-Engineer | 1 | By Contract | | | | | 15,832 |

TABLE III

RATES OF PAY FOR SPECIAL DUTIES

I. GENERAL

As provided in the District Personnel Rules and Regulations, payment may be allowed when specifically authorized by the Manger-Engineer, for performance of certain special duties. The special pay shall be in addition to the rates of pay for regular duties as provided in the salary plan.

II. OVERTIME PAY

All authorized overtime work is compensated by payment of one and one-half times the employee's regular hourly salary. A two-hour minimum at time and one-half is allowed for emergency call-back overtime for Maintenance and Operations employees.

III. RECORDING SECRETARY PAY

Payment for a non-exempt District employee for acting as Recording Secretary and taking minutes at District Board meetings shall be at one and one-half times the regular hourly salary, with a minimum of two hours allowed per meeting.

June 24, 2013

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Novato Sanitary District

REVISED SCHEDULE FOR APPROVAL OF 2014-16 PRELIMINARY AND FINAL BUDGET, APPROPRIATIONS LIMIT, AND SEWER SERVICE CHARGES

| | |
|-------------------------|--|
| April 14, 2014 | <u>Regular Board Meeting</u> : Approval of schedule for adoption of 2014-16 Preliminary and Final Budget, and Appropriations Limit. |
| April 18, 2014 | First three quarters of revenues and expenditures report for 2013-14 preliminary estimate of annual expenditures for 2013-14 and fill in column for new budget projections goes to supervisors for their review. |
| May 5, 2014 | Budget projections from supervisors due to Finance Officer. |
| May 12, 2014 | <u>Regular Board Meeting</u> : Budget workshop, present updated 5-year CIP. <i>(Delay until May 27, 2014 meeting due to new Board member appointment process).</i> |
| May 19, 2014 | Department budgets for 2014-15 and 2015-16 to Manager-Engineer for review. |
| May 27, 2014 | <i>Regular Board Meeting: Budget workshop, present updated 5-year CIP.</i> |
| June 9, 2014 | <u>Regular Board Meeting</u> . Initial presentation of 2014-16 Preliminary Budget |
| June 23, 2014 | Publish first public hearing notice in Marin I.J. |
| June 23, 2014 | <u>Regular Board Meeting</u> : Board considers adoption of 2014-16 Preliminary Budget. |
| June 30, 2014 | Publish second public hearing notice in Marin I.J. |
| July 14, 2014 | Regular meeting. Public Hearing on 2014-15 sewer service charges and collection on County tax rolls. |
| July 15, 2014 | Deadline for providing sewer service charge information to County of Marin. |
| July 31, 2014 | State Department of Finance provides growth factors for calculation of the District's 2014-15 appropriations limit. |
| August 25, 2014 | <u>Regular Board Meeting</u> : Board establishes 2014-15 appropriations limit, approves Final Budget, and adopts resolution fixing tax allocation for 2014-15. |

Public Hearing and Service Charge Ordinance Noticing Procedures

Hearing Notice published once a week for two successive weeks with at least 5 days intervening between the respective publication dates. First publication to be at least 14 days prior to the date set for hearing. (Publish in Marin IJ) Ordinance to be published once in the IJ and posted in 3 public places for one week, to take effect upon the conclusion of the hearing.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|---|-----------------------------------|
| TITLE: Administration: Laboratory Assistance | MEETING DATE: May 12, 2014 |
| AGENDA ITEM NO.: 10.c. | |
| RECOMMENDED ACTION: Approve a contract with Regional Government Services, (RGS), to provide temporary laboratory assistance on a part-time, as-needed basis, and authorize the Manager-Engineer to execute it. | |
| SUMMARY AND DISCUSSION: | |
| <p>The District's Environmental Services Supervisor left to take another position at the end of 2013. Due to the need to act quickly, District staff (with Board approval) arranged for an experienced retired Environmental Services Supervisor, to fill in on a temporary basis under a limited value sub-contract with Veolia, which has now expired. The District continues to need these services pending the recruitment and hiring of a new Environmental Services Supervisor. Therefore, staff contacted Regional Government Services (RGS) for assistance in finding a suitable candidate that could provide these services on a limited duration, as-needed basis.</p> <p>For informational purposes, RGS is a California Joint Powers Authority (JPA) chartered by several California cities and counties to help California governmental agencies with staffing needs. Their current clients include several Marin county agencies, the County of Marin, the Marin Municipal Water District, and the Cities of San Rafael, Belvedere, Corte Madera, Larkspur, and Sausalito.</p> <p>RGS was able to retain Mr. Robert Adamson to provide these services. Mr. Adamson is a well-qualified individual and since he has previously provided similar services to the District, brings a high level of familiarity to the District and staff. Under the terms of the proposed contract, RGS would provide Mr. Adamson's services on a part-time, as-needed basis, at a non-benefitted, not-to-exceed hourly rate of \$115/hr. These services will be funded from Laboratory Account No. 64010 – Salaries and Wages which had a balance of \$65,287 as of April 30, 2014. Adequate provisions will also be made for these services in the FY14-15 budget.</p> | |
| ALTERNATIVES: N/A. | |
| BUDGET INFORMATION: Funding will be from the Laboratory Account No. 64010 –Salaries and Wages, which has a balance of \$65,287 as of April 30, 2014. | |
| DEPT.MGR.: | MANAGER-ENGINEER: |

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|--|--|
| TITLE: NPDES Permit Renewal Assistance, Account No. 66123 | MEETING DATE: May 12, 2014 AGENDA ITEM NO.: 10.d. |
| RECOMMENDED ACTION: Consider approval of a Consulting Services Agreement with RMC Water Environment (RMC) in an amount of up to \$88,560 for 2014 NPDES Permit renewal assistance, and authorize the Manager-Engineer to execute the agreement. | |
| SUMMARY AND DISCUSSION: <p>The District's National Pollutant Discharge Elimination System (NPDES) discharge permit renewal application is due to the San Francisco Regional Water Quality Control Board (SFRWQCB) on January 1, 2015. An NPDES permit renewal is a complex regulatory process that requires professional negotiation strategies, knowledge of Regional Water Board practices, and experience in understanding regulatory compliance. NSD staff requests the assistance and services of RMC Water Environment (RMC) led by their project manager Monica Oakley, to assist in this process.</p> <p>RMC (and specifically Ms. Oakley) provides extensive permitting assistance services to wastewater agencies in the Bay Area, and they are known to provide their clients with effective expertise in the NPDES area. Their staff functions as technical staff to the Bay Area Clean Water Agencies (BACWA) and the California Water Environment Association (CWEA). Ms. Oakley is an expert in wastewater systems regulatory compliance with over 25 years of experience in permit negotiations. She has assisted the District with its prior NPDES permit negotiations including the 2009 NPDES permit renewal.</p> <p>RMC has submitted a scope of work and cost proposal of \$88,560 for their services in assisting the District with its NPDES renewal process, over an approximately fifteen month period extending into FY2014-15. For comparison purposes, the previous NPDES renewal services in 2004 were provided by Larry Walker and Associates, at a cost of \$80,000, and the 2009 NPDES renewal services were provided by Ms. Oakley's prior employer (Oakley Water Strategies) for \$59,730.</p> <p>Staff recommends the Board approve the agreement and authorize the Manager-Engineer to execute it.</p> | |
| ALTERNATIVES: N/A | |
| BUDGET INFORMATION: This work will be funded from Account No. 66123 (O/S Contractual) which has a balance of \$48,807 as of April 30, 2014, and the FY14-15 budget for this Account will also include provisions to accommodate this contract. | |
| DEPT. MGR.: SSK | MANAGER-ENGINEER: |

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|---|--|
| TITLE: Staff Report – Local Agency Formation Commission (LAFCO) FY2014-15 Budget | MEETING DATE: May 12, 2014 AGENDA ITEM NO.: 11.a. |
| RECOMMENDED ACTION: Review the Local Agency Formation Commission (LAFCO) FY2014-15 Budget. | |
| SUMMARY AND DISCUSSION: <p>The Marin County Local Agency Formation commission (LAFCO) is required to provide its proposed annual budget to each of the county local government units for mandatory review and comment.</p> <p>LAFCO’s Proposed Budget for Fiscal Year (FY) 2014-15 projects a 2.9% increase in revenues and expenditures over the adopted FY2013-14 budget. Total revenues and expenditures are projected to be \$374,423, as compared to the final FY2013-14 budget of \$364,033.</p> <p>A copy of the proposed budget and cover memo from the LAFCO Executive Officer is attached. Comments (if any) are required to be submitted by May 20, 2014. The public hearing for the LAFCO budget will be held June 12, 2014, when the Commission will consider adoption of the proposed budget. Any questions or comments may be presented at the hearing, or directed to LAFCO staff prior to the hearing.</p> | |
| ALTERNATIVES: n/a | |
| BUDGET INFORMATION: The District will be billed by the County for its cost allocation in the FY14-15 budget year. Therefore, the District’s FY14-15 budget will include an amount of \$9,845 for Account No. 66075 – Agency Dues, for this cost. | |
| DEPT.MGR.: SSK | MANAGER-ENGINEER: |

NOTICE OF REVIEW

April 15, 2014

TO: Funding Agencies

FROM: Keene Simonds, Executive Officer

SUBJECT: Proposed Operating Budget and Agency Allocations for 2014-2015

Local Agency Formation Commissions (LAFCOs) are responsible for providing regional growth management services on behalf of the Legislature with respect to the formation and development of local governmental agencies and their municipal service areas in all 58 counties. State law directs LAFCOs to adopt a proposed budget by May 1st and a final budget by June 15th. A mandatory review by local funding agencies is required between the two adoption periods.

A. Proposed Budget

Marin LAFCO adopted a proposed budget for 2014-2015 as part of a noticed public hearing on April 10, 2014. The adopted proposed budget provides for an overall increase in operating expenses of 2.9% or \$10,390 and is primarily tied to adjustments in non-labor expense accounts. A matching increase in operating revenues is also provided with an internal adjustment to now budget interest drawn from the agency's fund balance. The substantive effect of these actions is a proposed and overall 2.6% or \$8,890 increase in agency allocations for the upcoming fiscal year. An expanded discussion on the proposed budget and its underlying recommendations is available for viewing in the associated agenda report posted online at www.marinlafco.org.

A copy of the adopted proposed budget is provided as Attachment One. A copy of the calculation for agency allocations tied to the proposed budget is provided as Attachment Two.

B. Review

All local funding agencies are invited to review and comment on the adopted proposed budget. Written comments are welcomed through **Tuesday, May 20, 2014** and should be sent by e-mail to Keene Simonds at ksimonds@marinlafco.org. Written comments received by this date will be formally addresses in the preparation of a final budget to be presented for adoption as part of a noticed public hearing set for June 12, 2014.

Attachments: as stated

Chairperson: Jeffrey Blanchfield / *Vice Chairperson:* Dennis J. Rodoni
Regulars: Susan Adams, Judy Arnold, Carla Condon, Craig K. Murray, Gary Phillips
Alternates: Jack Baker, Christopher Burdick, Kathrin Sears, Herb Weiner
Executive Officer: Keene Simonds

Marin Local Agency Formation Commission

555 Northgate Drive, Suite 230 ● San Rafael, California 94903
Telephone (415) 446-4409 ● Facsimile (415) 446-4410 ● E-Mail staff@marinlafco.org
www.marinlafco.org

Revenue Ledger

Intergovernmental

Account Description
 4710510 Agency Contributions
 County of Marin
 Marin Cities
 Marin Special Districts

Service Charges

4640335 Application Fees
 4710631 Miscellaneous

Investments

***** Earned Income/Interest

| | FY2010-2011 | | FY2011-2012 | | FY2012-2013 | | FY2013-2014 | | FY2014-2015 | | |
|-----------------------|--------------------|-------------------|--------------------|-------------------|--------------------|-------------------|--------------------|----------------------|---------------------|------------------|-------------|
| | Adopted FY10-11 | Actual FY10-11 | Adopted FY11-12 | Actual FY11-12 | Adopted FY12-13 | Actual FY12-13 | Adopted FY13-14 | Projected FY13-14 | Proposed FY14-15 | Difference | |
| | 271,589.00 | 271,589.00 | 271,589.00 | 271,589.00 | 298,748.00 | 298,748.00 | 339,033.00 | 339,033.00 | 347,922.79 | 8,889.79 | 2.6% |
| | | | 90,529.67 | | 99,582.67 | | 113,011.00 | 113,011.00 | 115,974.26 | 2,963.26 | 2.6% |
| | | | 90,529.67 | | 99,582.67 | | 113,011.00 | 113,011.00 | 115,974.26 | 2,963.26 | 2.6% |
| | | | 90,529.67 | | 99,582.67 | | 113,011.00 | 113,011.00 | 115,974.26 | 2,963.26 | 2.6% |
| | 271,589.00 | 271,589.00 | 271,589.00 | 271,589.00 | 298,748.00 | 298,748.00 | 339,033.00 | 339,033.00 | 347,922.79 | 8,889.79 | 2.6% |
| | 25,000.00 | 2,200.00 | 25,000.00 | 27,200.00 | 25,000.00 | 12,500.00 | 25,000.00 | 4,400.00 | 25,000.00 | - | 0.0% |
| | - | - | - | 640.00 | - | - | - | - | - | - | 0.0% |
| | 25,000.00 | 2,200.00 | 25,000.00 | 27,840.00 | 25,000.00 | 12,500.00 | 25,000.00 | 4,400.00 | 25,000.00 | - | 0.0% |
| REVENUE TOTALS | 296,589.00 | 273,789.00 | 296,589.00 | 299,429.00 | 323,748.00 | 311,248.00 | 364,033.00 | 343,433.00 | 374,422.79 | 10,389.79 | 2.9% |
| | (26,998.00) | (19,091.78) | (20,660.00) | (6,887.28) | (4,584.00) | (11,574.38) | - | 21,472.41 | - | | |

OPERATING DIFFERENCE

UNRESERVED/UNRESTRICTED FUND BALANCE

Beginning: 116,229.44
 Ending: 97,137.66

90,250.38
 78,676.00

78,676.00
 100,148.41

100,148.41
 100,148.41

Marin Local Agency Formation Commission

Political Subdivision of the State of California

2014-2015 Agency Contributions Calculation for Proposed Operating Budget Calculated in Accordance with Government Code 56381

| Step 1: Budgeted Agency Contribution Total | | | | |
|--|------------|------------|---------------|--------------|
| | Final | Proposed | | |
| | FY13-14 | FY14-15 | \$ Difference | % Difference |
| Total..... | \$ 339,033 | \$ 347,923 | \$ 8,890 | 2.62% |

| Step 2: LAFCO Allocation Between Agency Categories | | | | |
|--|------------|------------|---------------|--------------|
| | Final | Proposed | | |
| | FY13-14 | FY14-15 | \$ Difference | % Difference |
| County of Marin..... | \$ 113,011 | \$ 115,974 | \$ 2,963 | 2.62% |
| Cities..... | \$ 113,011 | \$ 115,974 | \$ 2,963 | 2.62% |
| Special Districts..... | \$ 113,011 | \$ 115,974 | \$ 2,963 | 2.62% |

| Step 3a: LAFCO Allocation Among Cities | | | | | | | | | | |
|--|-------------------|-----------------------|-------------|-------------------|-------------|-----------------------|-------------|-------------------|-----------------|--------------|
| 2013-2014 | | | | | | | | | | |
| | Subject | Agency | | Subject | Agency | | Subject | Agency | | Difference |
| | | Revenues | Portion | | Revenues | Portion | | Revenues | Portion | |
| 1 | Belvedere..... | 5,671,660 | 0.021 | 2,418 | 0.021 | 5,671,660 | 0.021 | 2,481 | 63 | 0.026 |
| 2 | Corte Madera..... | 21,576,670 | 0.081 | 9,199 | 0.081 | 21,576,670 | 0.081 | 9,440 | 241 | 0.026 |
| 3 | Fairfax..... | 8,438,478 | 0.032 | 3,597 | 0.032 | 8,438,478 | 0.032 | 3,692 | 95 | 0.026 |
| 4 | Larkspur..... | 25,304,978 | 0.095 | 10,788 | 0.095 | 25,304,978 | 0.095 | 11,071 | 283 | 0.026 |
| 5 | Mill Valley..... | 29,790,578 | 0.112 | 12,701 | 0.112 | 29,790,578 | 0.112 | 13,034 | 333 | 0.026 |
| 6 | Novato..... | 42,462,181 | 0.160 | 18,103 | 0.160 | 42,462,181 | 0.160 | 18,578 | 475 | 0.026 |
| 7 | Ross..... | 7,694,982 | 0.029 | 3,281 | 0.029 | 7,694,982 | 0.029 | 3,367 | 86 | 0.026 |
| 8 | San Anselmo..... | 15,588,480 | 0.059 | 6,646 | 0.059 | 15,588,480 | 0.059 | 6,820 | 174 | 0.026 |
| 9 | San Rafael..... | 79,979,236 | 0.302 | 34,099 | 0.302 | 79,979,236 | 0.302 | 34,992 | 893 | 0.026 |
| 10 | Sausalito..... | 19,067,521 | 0.072 | 8,129 | 0.072 | 19,067,521 | 0.072 | 8,342 | 213 | 0.026 |
| 11 | Tiburon..... | 9,498,920 | 0.036 | 4,050 | 0.036 | 9,498,920 | 0.036 | 4,156 | 106 | 0.026 |
| | | \$ 265,073,684 | 100% | \$ 113,011 | 100% | \$ 265,073,684 | 100% | \$ 115,974 | \$ 2,963 | 2.62% |

* All subject revenue totals for cities are drawn from the most recent publication from the State Controller's Office for cities issued for 2010-2011.

Step 3b:

LAFCO Allocation Among Independent Special Districts

| District | 2013-2014 | | | 2014-2015 | | | Difference |
|--------------------------|------------------|----------------|-------------------|------------------|----------------|-------------------|------------|
| | Subject Revenues | Agency Portion | Agency Allocation | Subject Revenues | Agency Portion | Agency Allocation | |
| 1 Almonte SD | 433,821 | 0.002 | 245 | 433,501 | 0.002 | 244 | (1) |
| 2 Alto SD | 274,562 | 0.001 | 155 | 305,059 | 0.001 | 172 | 17 |
| 3 Bel Marin CSD | 866,258 | 0.004 | 489 | 870,182 | 0.004 | 489 | 1 |
| 4 Bolinas FPD | 525,450 | 0.003 | 296 | 537,716 | 0.003 | 302 | 6 |
| 5 Bolinas PUD | 1,254,367 | 0.006 | 708 | 1,399,066 | 0.007 | 787 | 79 |
| 6 Homestead SD | 725,689 | 0.004 | 409 | 807,284 | 0.004 | 454 | 45 |
| 7 Inverness PUD | 876,999 | 0.004 | 495 | 880,160 | 0.004 | 495 | 0 |
| 8 Kentfield FPD | 3,695,692 | 0.018 | 2,085 | 3,768,375 | 0.018 | 2,120 | 35 |
| 9 Las Galinas SD | 10,529,863 | 0.053 | 5,939 | 10,410,218 | 0.050 | 5,856 | (83) |
| 10 Marin City CSD | 815,552 | 0.004 | 460 | 775,364 | 0.004 | 436 | (24) |
| 11 Marin County RCD | 4,771 | 0.000 | 3 | 1,995 | 0.000 | 1 | (2) |
| 12 Marin Healthcare | 2,673,594 | 0.013 | 1,508 | - | - | - | (1,508) |
| 13 Marin Municipal | 62,484,007 | 0.312 | 35,244 | 65,744,894 | 0.319 | 36,983 | 1,739 |
| 14 Marinwood CSD | 4,255,751 | 0.021 | 2,400 | 4,107,598 | 0.020 | 2,311 | (90) |
| 15 Muir Beach CSD | 379,456 | 0.002 | 214 | 409,451 | 0.002 | 230 | 16 |
| 16 North Marin | 14,114,225 | 0.070 | 7,961 | 15,782,837 | 0.077 | 8,878 | 917 |
| 17 Novato FPD | 22,537,020 | 0.112 | 12,712 | 22,630,292 | 0.110 | 12,730 | 18 |
| 18 Novato SD | 16,702,366 | 0.083 | 9,421 | 17,501,105 | 0.085 | 9,845 | 424 |
| 19 Richardson Bay SD | 2,248,367 | 0.011 | 1,268 | 2,264,856 | 0.011 | 1,274 | 6 |
| 20 Ross SD #1 | 20,749,396 | 0.104 | 11,704 | 22,067,788 | 0.107 | 12,414 | 710 |
| 21 Sausalito-Marin SD | 5,678,394 | 0.028 | 3,203 | 6,347,726 | 0.031 | 3,571 | 368 |
| 22 Sleepy Hollow FPD | 1,196,227 | 0.006 | 675 | 1,124,685 | 0.005 | 633 | (42) |
| 23 Southern Marin FPD | 8,557,341 | 0.043 | 4,827 | 8,725,745 | 0.042 | 4,908 | 82 |
| 24 Stinson Beach FPD | 564,787 | 0.003 | 319 | 564,462 | 0.003 | 318 | (1) |
| 25 Stinson Beach WD | 1,884,305 | 0.009 | 1,063 | 1,530,241 | 0.007 | 861 | (202) |
| 26 Strawberry Recreation | 1,471,544 | 0.007 | 830 | 1,510,971 | 0.007 | 850 | 20 |
| 27 Tamalpais CSD | 4,793,281 | 0.024 | 2,704 | 4,744,645 | 0.023 | 2,669 | (35) |
| 28 Tiburon FPD | 5,574,686 | 0.028 | 3,144 | 5,628,693 | 0.027 | 3,166 | 22 |
| 29 Tiburon SD #5 | 4,270,868 | 0.021 | 2,409 | 5,088,143 | 0.025 | 2,862 | 453 |
| 30 Tomales Village CSD | 219,336 | 0.001 | 124 | 204,908 | 0.001 | 115 | (8) |
| | \$ 200,357,975 | 100% | \$ 113,011 | \$ 206,167,960 | 100% | \$ 115,974 | \$ 2,963 |
| | | | | | | | 2.62% |

* Marin Healthcare District experienced a negative operating income of (\$1,005,917) in the last audited report issued by the Office of Statewide Health Planning for CY 2011.

Pursuant to G.C. Section 56381(b)(1)(D) no allocation to Marin Healthcare District will be apportioned until the fiscal year following positive net operating income.

* All other subject revenue totals for special districts are drawn from the most recent publication from the State Controller's Office for special districts issued for 2011-2012

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|--|--|
| TITLE: Staff Report – Correspondence from homeowner at 21 Caribe Isle | MEETING DATE: May 12, 2014 AGENDA ITEM NO.: 11.b. |
| RECOMMENDED ACTION: Receive correspondence from homeowner at 21 Caribe Isle. | |
| SUMMARY AND DISCUSSION: At the Board’s May 5, 2014 meeting, the Board President was presented with the attached correspondence from the homeowner at 21 Caribe Isle in Bel Marin Keys. | |
| ALTERNATIVES: n/a | |
| BUDGET INFORMATION: n/a | |
| DEPT.MGR.: SSK | MANAGER-ENGINEER: |

Betty & Terry V. Molloy, P.E.

21 Caribe Isle
Novato, CA 94949-5315
415-382-9420

May 5, 2014

Novato Sanitary District Board of Directors
500 Davidson St.
Novato, CA 94945

Subject: Rejected Claim / Small Claims Court Award

TO: NSD Board Members

This letter is to advise you that the claim rejected by the Novato Sanitary Board of Directors on September 23, 2013 was decided in my favor by the Small Claims Court of Marin. However, I have not been paid any of the amount awarded as of this date. It seems that rather than paying me directly, your management determined that it was a more effective use of their time to go to the Court House, fill out a form, and pay \$20 to have the court pay me. Unfortunately they forgot to pay the \$20 and so I have still not been paid.

The Court did not award me the full amount because they believed the costs that were incurred to install a "clean out" were my responsibility. Under normal circumstances I would agree. But, I was provided an NSD drawing that showed a clean out was installed about 27 years ago within inches of where the new clean out was installed. There were no signs that a clean out had ever been installed at the location shown on the NSD drawing. That drawing was initialed by a current NSD staff member. Had the clean-out been installed the cost of the repair would have been significantly less.

I was also provided with drawings showing the clean-out locations on 25 and 20 Caribe Isle and I also checked 24 Caribe Isle; **no clean-outs were found at these locations.** The only conclusion I could draw was that the clean-outs were never installed. It appeared to me that your management did not want to pursue this matter any further. This brings me to the issue of competence or ethics; possibly both. It is my opinion, as a professional engineer, that any competent engineer would have recognized that the costs I incurred were a direct result of the actions taken by NSD workers, and an examination of just a few homes on our street would have resolved the "drawing issue." Instead I was continually stonewalled. I wondered how almost two full days of top management employees' time to come to Small Claims Court could be justified, but the paying of my claim was not justified. And from an ethics prospective, why did they not acknowledge that there was a question about the installation of the original clean out in Small Claims Court?

I will be sending a copy of this letter to the Marin County DA in the event there is a case for criminal action on this drawing issue.

Sincerely,



Terry V. Molloy, P.E.

Attachments: Claim Form

Informational items following

Information

From: Baseheart, Patricia <PBaseheart@marincounty.org>
Sent: Thursday, May 01, 2014 3:33 PM
To: Almonte Sanitary District; Alto & Homestead Valley; Bel Marin Keys Comm Serv Dist. Dist Mgr; Anita Brown; Central Marin Sanitation Agency; Inverness Public Utility District; Kentfield Fire District; Las Gallinas Sanitary District; Lee Domanico; Johnathan Logan; Van Doren, Amy; Marin Municipal Water District; Nancy Scolari; Marin Sonoma Mosquito Vector; Horne, Thomas; Novato Fire District; Information; Richardson Bay Sanitary District; Ross Valley Sanitary District; San Rafael Sanitation District; Sanitary District #2; Santary District #5; Sausalito Marin City Sanitary District; Sewerage Agency of Southern Marin; Sleepy Hollow Fire District; Southern Marin Fire District; Stinson Beach Fire District; Strawberry Rec. & Park District; Tamalpais Community Services district; Tiburon Fire District
Subject: 2013-2014 Grand Jury report - Release date May 1, 2014 - NOVATO FIRE PROTECTION DISTRICT BOARD: A CAUTIONARY TALE
Attachments: SPD_NFPD_Final- Pub2.pdf

Dear Members of the Board of Directors:

The Marin County 2013-2014 Grand Jury just completed an informational only report entitled: **[Novato Fire Protection District Board: A Cautionary Tale.](#)** We are sending this report to all special District Boards as a reminder of the unique trust the voters place in your hands to manage their money.

This report is public today, May 1, 2014.

No response is required.

Thank you,
2013-2014 Marin County Grand Jury

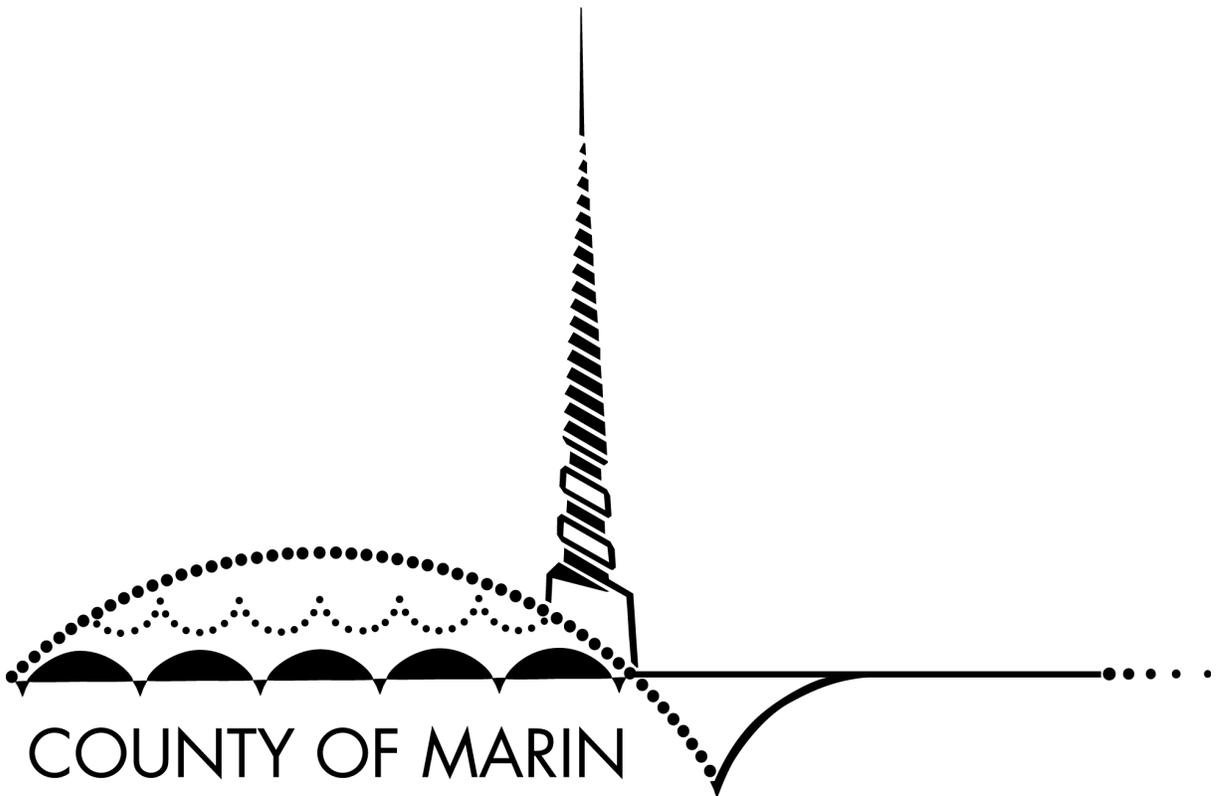
Patti Church Baseheart
Aide to the Grand Jury
415-473-6132

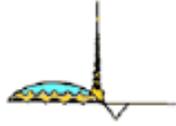
Email Disclaimer: <http://www.marincounty.org/main/disclaimers>

2013/2014 MARIN COUNTY CIVIL GRAND JURY

Novato Fire Protection District Board: A Cautionary Tale

Report Date – May 1, 2014
Public Release Date – May 1, 2014





NOVATO FIRE PROTECTION DISTRICT BOARD: A CAUTIONARY TALE

SUMMARY

In May 2013, the Marin County Civil Grand Jury received a complaint against the Board of Directors (BOD) of the Novato Fire Protection District (NFPD). The request for investigation alleged, "...over the last six years, the Board of Directors of the Novato Fire District have either by failure to act, ignorance, arrogance, or inexperience, expended taxpayer money in a frivolous manner with no regard for maintaining essential services, following internal policies, California law or governmental transparency." After the 2013-2014 Grand Jury was sworn in they opened an investigation into these charges.

In November 2013, the Grand Jury learned that a lawsuit had been filed against the NFPD. The former Fire Chief sued the NFPD, two members of the BOD and the interim fire chief who replaced him, alleging defamation of character, slander, and negligent misrepresentation. Unwilling to influence the outcome of this lawsuit, which is still pending, we suspended the investigation. Ultimately, the Grand Jury decided to write a status report, without findings or recommendations, in the belief that the taxpayers of Marin had a right to the information we had collected. We were gratified to find that the NFPD Board had learned from the mistakes that were made and had instituted needed changes and new policies, for which they should be commended. However, the Grand Jury concluded that the problems that came to light during our investigation are not unique to this particular board. In a county where there are more than 30 special districts headed by boards of directors, we have come to the conclusion that, in most cases, there is very little attention paid to board performance by the voters who put them into office.

This is a cautionary tale for voters and boards of directors alike. It may motivate taxpayers to pay more attention to the activities of local boards and serve as a sobering reminder to elected officials that they must be accountable to the public for their decisions and their use of taxpayer funds. With this as a goal, the Grand Jury will send copies of this report to the boards of all the special districts in the County with no obligation to respond.

BACKGROUND

Before there was a town of Novato, there was a fire department. The Novato Volunteer Fire Department was established in June 1894, to protect the homes and businesses of a small settlement constantly threatened with fires. After Novato was granted township in 1926, the fire department became a Fire District – one of eight fire districts in the County - and the first chief was appointed. Today, the NFPD encompasses 71 square miles and

has 89 full time employees working out of five stations. Its total operating revenue was \$22,949,297 for the fiscal year 2012-2013, almost exclusively derived from property taxes.

The NFPD is governed by a Board of Directors whose five members are elected to four-year terms. Many are reelected to multiple terms; one present Director has been on the Board since 1997. The Board holds a monthly meeting that is open to the public but sparsely attended. The Directors are responsible for: (1) setting policies and objectives; (2) selecting, supporting and reviewing the performance of the Fire Chief; (3) approving an annual budget; and, (4) setting salaries and compensation for district staff.

As with all public boards of directors in California, NFPD Board members must take an ethics course every two years and abide by the Ralph M. Brown Act, (See Appendix A for a summary of the act¹). The Brown Act facilitates public participation in local government and curbs the use of secret actions by public boards. Independent districts with elected Boards are accountable only to the voters of the district whose tax dollars they are managing. NFPD Board members are paid \$100 per meeting but financial gain is rarely the reason people seek election to Special District boards. As a rule, these are individuals interested in giving back to the community, looking for a rewarding way to share their skill sets and, occasionally, using board membership as a springboard into local politics.

In October 2011, a Battalion Chief with the Novato Fire Department filed a \$6,000,000 claim against the former Chief, the Deputy Chief and the NFPD. In this claim, the officer alleged that hostility directed toward him in the work environment by the chief and deputy chief had escalated to an intolerable level. The claimant further alleged that he was retaliated against, harassed, threatened with demotion and disciplined with punitive actions by the two commanding officers. The BOD settled this claim for \$250,000 and the officer resigned from the department. The investigation into this claim cost the NFPD \$100,000 in legal fees.

In October 2012, the Deputy Chief resigned and took a job with another department. His office remains unfilled by the Board.

On the evening of November 28, 2012, at a special meeting, the BOD met in a closed session for a performance evaluation of the Fire Chief. Emerging from their meeting almost four hours later, the Board unanimously approved two motions: 1) to accept the Fire Chief's request for retirement effective immediately and 2) to hire an interim Fire Chief, who had apparently already been chosen in closed session. It was noted in the minutes that the appointment would become effective "after the posting of this meeting's agenda." There was no public notification of this special meeting at which the Board of Directors had considered and made major changes in the leadership of the NFPD.

According to the Brown Act, section 54954.2, "No action or discussion will be undertaken on any item not appearing on the posted agenda."² Acceptance of the Chief

¹ http://ag.ca.gov/publications/2003_Main_BrownAct.pdf

² <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=54001-55000&file=54950-54963>

request for retirement occurred prior to the posting of the Board's meeting agenda. It remains unclear where and when the meeting agenda was posted and the timing of an Interim Chief's appointment is not spelled out, but he began his tenure one day after the Chief resigned. One week later, on December 5, the Directors of the NFPD again called a special meeting of the Board to order. The meeting agenda noted, "The Board will elect a President...." The new President served for twenty- three days before being ousted during yet another special meeting convened on December 28, 2012. At this meeting accusations were leveled that the new President had disclosed information from a closed session regarding the resignation of the Chief, and that he had violated "government code" by revealing information on personnel matters obtained in a closed session. The President, who said he was "blindsided" by this vote, disputed the claim and explained that he only revealed information already made public by another Director. Although he continues to sit on the Board, he was removed from the presidency.

These abrupt changes in leadership at the highest levels of NFPD management received a good deal of media attention, resulting in concerned citizens sending a request for investigation to the Grand Jury in 2013. In view of the pending lawsuit, the Grand Jury did not reach a conclusion about these allegations, but will encourage the next Grand Jury to continue monitoring the situation. In the course of our investigation, the Grand Jury became aware of troubling issues that led the jurors to ask, who was minding the store?

APPROACH

The Grand Jury interviewed past and present fire fighters and officers of the NFPD, as well as members of the Board. We reviewed the Ralph M. Brown Act, the district's financial records, the district's Operations Manual, articles and editorials in the *Marin Independent Journal* and *Novato Patch*, and on-line minutes from the open sessions of the Board meetings. We obtained copies of the two lawsuits filed against the NFPD in 2012 and 2013 and read the District's responses to a report by the 2012-2013 Grand Jury on Marin's Retirement Health Care Benefits.

DISCUSSION

In the course of our investigation, the Grand Jury focused on three key principles that define a well functioning board: diligent oversight, sound fiscal management and transparency. Applying these principles to the NFPD, we examined these facts:

Oversight

- Numerous sources reported to the Grand Jury that morale in the fire department was at an all-time low during the years the former Chief ran the department. The Grand Jury was told by members of the department that the command staff was in a constant state of fear and intimidation. The claim filed by the Battalion Chief against the former Fire Chief and Deputy Chief contained serious allegations about both officers. The Board members interviewed by the Grand Jury

maintained, nevertheless, that they were not aware of any complaints about the chief.

- Firefighters and officers were told by the former Chief not to speak with Board members, and even casual contact between a Board member and staff had to be reported to the Chief. A written policy in the department was that staff was not to have any contact with Board members or members of the city council. The BOD was not aware of this policy.
- The relationship between the Novato Firefighters Association and the former Chief was so acrimonious that the president of the association could not get the Chief to return his phone calls. Both the president and vice president of the association spoke to individual board members about their concerns months before the Chief's resignation.

Fiscal Management

- Both the former Fire Chief and former Deputy Chief received overtime pay, approved by the BOD, despite the fact that both positions are exempt from the requirement of overtime under Fair Labor Standards Act (FLSA) law, and there is no provision in District Policy, Memorandum of Understanding or other agreements that provide for the issuance of overtime to these officers. The Chief and Deputy Chief had traditionally received Administrative Time Off (ATO) in lieu of overtime pay and were expected to respond to emergencies and attend night and weekend trainings and workshops as part of their responsibilities. In 2011, the former chief was paid \$16,364 in overtime, and the Deputy Chief received \$11,791³. A member of the Board stated that the Board did not know how much overtime or special pay the former Chief and former Deputy Chief were making.
- The former Deputy Chief was the highest paid public employee in the County in 2011: \$407,661.
- The six highest paid firefighters in the County in 2011 were all top officers of the Novato Fire Protection District. Board members expressed surprise at how much top staffers were making when these salaries were published online by *The Mercury News*.
- In 2009, the Board approved funding for the District to pursue International Accreditation - a worldwide measure of excellence - at a cost that exceeded \$500,000. In February 2013, the Board voted not to pursue re-accreditation, although this is required in order to maintain the title.
- By June 2013, staff salaries had been negotiated down by \$350,000 but overtime pay over the same three-year period (2010-2013) rose by \$900,000.

³ <http://www.novatofire.org/Modules/ShowDocument.aspx?documentid=1186>

- A new IT system that cost \$488,000 was installed without a budget and without being put out to bid. Board members say that they did not approve this expenditure and that this purchase violated policies requiring an open bidding process.
- In May 2011, the BOD hired an architectural firm at a cost of \$910,000 to provide project management for a new Ignacio fire station. Three years later, the station has not been built. The amount paid out for teardown of the old station, rent for a temporary station and soil decontamination has now cost the District over \$2,000,000. The rebuilding of Station 64 is estimated to cost \$4,200,000. The District will accept bids for this construction contract in April 2014.
- The NFPD has incurred legal fees of \$537,000 over the past five years. This does not include fees for the most recent lawsuit, which has not yet been adjudicated.

Transparency

- On December 12, 2012, The BOD stated to the press that the former Chief was retiring, “and that’s the information we’ll be releasing.”⁴
- In the same *Novato Patch* article, two County Supervisors expressed surprise at the news of the Chief’s resignation. One described the move as “pretty opaque.”
- Three months elapsed between the resignation of the former Chief and the release of records to the *Marin Independent Journal* in response to their request under the State Public Records Act. It took filing three requests for NFPD officials to respond to the reporter making inquiries. The reporter who pursued the story and obtained the documents won a national media award from Digital First Media for her persistence in following the paper trail.
- A strongly worded editorial written after a meeting between the editorial staff of the *Marin Independent Journal* and the NFPD officials, stated: “The board . . . violated the public’s trust by not being aware of what was going on in the district voters elected them to run.”⁵

Do We Have Containment?⁶



⁴ Novato Patch, December 1, 2012, “Fire Chief’s Departure Reverberating around Country, National Group Says”

⁵ WWW.marinij.com/opinion/ci_22649467/editorial-novato-fire-board-needs-to-get-its-act-together, March 10, 2013

⁶ Cartoon by George Russell, Marin Independent Journal, 2/18/13

Following the upheaval within the NFPD, the Board made some important decisions to put the District back on track and to align it with the BOD's Mission Statement and Guiding Principles:

To care for, protect and serve the community

We set the direction

We establish the structure

We provide the support

We ensure accountability

We act as community leaders.

The first of these was their choice of an interim fire chief in November 2012, a man who was respected and admired by the firefighters. In the months of his tenure, he helped the Board to rewrite their policies on purchasing, travel and payroll, and personally approved every invoice. He also rewrote the job description for a new chief and managed the recruitment process. Secondly, in May 2013, a new fire chief was chosen from among the rank and file, and he appears to be working closely with the BOD and the Novato Firefighters Association. He attends every Board meeting and helps prepare the agenda. The stated goal of the BOD is one hundred percent transparency, and, to this end, they have instituted a system of checks and balances so that expenses are closely monitored. The Chief and the financial director now routinely review policies that were not closely adhered to in the past, such as submitting receipts for every item charged on a credit card. Monthly financial reports prepared for the board now include every transaction and are easier to read, which was not the case in the past. Other noteworthy changes:

- Two new Board committees have been formed – a policy committee and a financial committee.
- Additional training on performance management and discipline was given to first-line supervisors.
- An outside audit firm was hired to thoroughly examine the District's finances and business practices.
- There is now an open line of communication between the rank and file fire fighters and the Board of Directors that has not existed in years.
- An outside mediator was hired to oversee union contract talks.

While investigating many special districts in Marin County, the Grand Jury heard repeatedly that members of the public don't come to Board meetings and nobody pays much attention to what they do. Sadly, this appears to be true. A director of a sanitary district, water district or fire district is only as good as the members the public votes into office. We expect an elected board to provide oversight, practice prudent financial management and be accountable and transparent. As citizens, it is our responsibility to make sure they do just that.

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Please Note: Some of the links listed in the footnotes and bibliography may not be active and might require copying the information into a search engine. At the time this report was prepared, the information was available at the sites listed.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

APPENDIX A

Excerpt from publication, *THE BROWN ACT-Open Meetings for Local Legislative Bodies*⁷

CHAPTER I. PURPOSE AND SCOPE

The Ralph M Brown Act (Gov. Code, §54950⁸ et seq., hereafter "the Brown Act," or "the Act") governs meetings conducted by local legislative bodies, such as boards of supervisors, city councils and school boards. The Act represents the Legislature's determination of how the balance should be struck between public access to meetings of

⁷ http://ag.ca.gov/publications/2003_Main_BrownAct.pdf

⁸ All statutory references are to the Government Code except as otherwise indicated.

multi-member public bodies on the one hand and the need for confidential candor, debate, and information gathering on the other. As the rest of this pamphlet will indicate, the Legislature has established a presumption in favor of public access. As the courts have stated, the purpose of the Brown Act is to facilitate public participation in local government decisions and to curb misuse of the democratic process by secret legislation by public bodies. (*Cohan v. City of Thousand Oaks* (1994) 30 Cal.App.4th 547, 555.) To these ends, the Brown Act imposes an “open meeting” requirement on local legislative bodies. (§ 54953 (a); *Boyle v. City of Redondo Beach* (1999) 70 Cal.App.4th 1109, 1116.)

However, the Act also contains specific exceptions from the open meeting requirements where government has a demonstrated need for confidentiality. These exceptions have been construed narrowly; thus if a specific statutory exception authorizing a closed session cannot be found, the matter must be conducted in public regardless of its sensitivity. (§ 54962; *Rowen v. Santa Clara Unified School District* (1981) 121 Cal.App.3d 231, 234; 68 Ops.Cal.Atty.Gen. 34, 41-42 (1985).)

Where matters are not subject to a closed meeting exception, the Act has been interpreted to mean that all of the deliberative processes by legislative bodies, including discussion, debate and the acquisition of information, be open and available for public scrutiny. (*Sacramento Newspaper Guild v. Sacramento County Bd. of Suprs.* (1968) 263 Cal.App.2d 41; 42 Ops.Cal.Atty.Gen. 61, 63 (1963); 32 Ops.Cal.Atty.Gen. 240 (1958).) The Act only applies to multi-member bodies such as councils, boards, commissions and committees since, unlike individual decision makers, such bodies are created for the purpose of reaching collaborative decisions through public discussion and debate.

A host of provisions combine to provide public access to the meetings of legislative bodies. For example, the times and dates of all meetings must be noticed and an agenda must be prepared providing a brief general description of all matters to be discussed or considered at the meeting. (§§ 54954, 54954.2.) As a precondition to attending the meeting, members of the public may not be asked to provide their names. (§ 54953.3.) While in attendance, members of the public may make video or audio recordings of the meeting. (§ 54953.5.) As a general rule, information given to a majority of the members of the legislative body in connection with an open meeting must be equally available to members of the public. (§ 54957.5.) Before or during consideration of each agenda item, the public must be given an opportunity to comment on the item. (§ 54954.3(a).)

Novato fire board scandal a 'cautionary tale,' grand jury says

Posted: Tue May 06 17:12:44 MDT 2014

marinij.com

Taxpayers need to pay more attention to the local boards they elect or risk problems like the ones that developed at the Novato Fire District, according to the Marin County Civil Grand Jury.

Among other things, the board and district have been sued by former chief Marc Revere, alleging defamation in an ongoing lawsuit stemming from Revere's abrupt 2012 resignation amid accusations of misusing public funds. The grand jury wrote a report without findings, "a cautionary tale for voters and boards of directors alike," to avoid influencing the lawsuit, officials said.

"We were gratified to find that the (board) had learned from the mistakes that were made and had instituted needed changes and new policies, for which they should be commended," the report said.

"However "... the problems "... are not unique to this particular board," the report said. "This is a cautionary tale" that "may motivate taxpayers to pay more attention to the activities of local boards," the report said.

"We wanted to state the facts as we knew them, but we didn't want to come to any conclusions that would impact the outcome of the (lawsuit)," said Nadine Muller, the jury foreperson.

"It (the report) shows that we have put into place new committees and passed new policies," said board Vice President Tomas Kaselionis. "We are putting a lot of effort into making sure we don't let the organization fall into where it may have been during the prior chief's tenure, and that goes from the perspective of board engagement as well as staff engagement." Kaselionis was not interviewed by the grand jury for its report, he said.

The grand jury's investigation was sparked by a complaint lodged in May 2013 alleging that the board "expended taxpayer money in a frivolous manner with no regard for maintaining essential services, following internal policies, California law or government transparency."

In response, the grand jury investigated the board's oversight, fiscal management and transparency.

When the grand jury interviews people, it is done on a confidential basis so they will speak freely. Hence, Muller would not identify any of the sources interviewed.

Regarding oversight, "numerous sources" said fire department morale was at an all-time low when Revere ran the department, and department members said command staff was in "a constant state of fear and intimidation," the report said.

"The claim filed by the battalion chief against the former fire chief and deputy chief contained serious allegations," the report said. This was referring to the fact that the district reached a \$250,000 settlement in 2013 with a former battalion chief who claimed verbal abuse and retaliation by Revere and former deputy chief Eric Nickel.

However, "The board members interviewed by the Grand Jury maintained, nevertheless, that they were not aware of any complaints about the chief," the report said.

With regard to fiscal management, Revere was paid \$16,364 in overtime in 2011 and Nickel was paid \$11,791, despite the fact that both positions are exempt from overtime under the Fair Labor Standards Act and there is no provision in fire district policy for the issuance of overtime, the report said.

"By June 2013, staff salaries had been negotiated down by \$350,000 but overtime pay over the same three-year period (2010-2013) rose by \$900,000," the report said.

A new IT system that cost nearly a half-million dollars was installed without a budget and without being put out to bid, and board members have said they did not approve the expenditure and the purchase violated district open bidding policies.

In May 2011, the board spent nearly \$1 million on project management for Station 64, a new Ignacio fire station which still has not been built. More than \$2 million has been spent on rent on a temporary station, plus teardown and decontamination of the old one, the report said.

Rebuilding Station 64 will cost around \$4 million. The board will vote on a bid to rebuild the station Wednesday.

As to transparency, the report cited a board quote that appeared in Novato Patch when Revere stepped down in December 2012, to the effect that the former chief was retiring "and that's the information we'll be releasing."

The report also mentioned that "it took filing three (Public Records Act requests) for officials to respond to the reporter making inquiries," referring to a Marin Independent Journal story in which board members said Revere chose immediate retirement in December 2012 after he was confronted with alleged violations of district credit card and financial policies.

The report also detailed "important decisions" the board made to get the district back on track.

The new fire chief, Mark Heine, "appears to be working closely with (the board) and the Novato Firefighters Association. He attends every board meeting and helps prepare the agenda," the report said.

"The chief and the financial director now routinely review policies that were not closely adhered to in the past, such as submitting receipts for every item charged on a credit card," the report said.

A policy committee and a financial committee were created, additional training on performance management and discipline for first-line supervisors began and an outside audit firm was hired to examine district finances.

Also, the lines of communication between rank and file firefighters and the board are more open than they have been in years, the report said.

"One of the things that has always made us such a strong organization is our ability to grow and learn from our experiences," said Heine in an email. "As the grand jury report indicates, we have made significant changes to ensure consistency in ethical and transparent business practices that address the concerns raised by the grand jury."

Heine pointed to the changes outlined in the report, including what he described as "a new purchasing

policy that provides strict guidelines on purchasing and expenditures."

The chief added, "My expenses are reviewed by the board's finance committee and our finance director and are approved by the board of directors."

"While investigating many special districts in Marin County, the grand jury heard repeatedly that members of the public don't come to board meetings. ... We expect an elected board to provide oversight, practice prudent financial management and be ... transparent. As citizens, it is our responsibility to make sure they do just that," the report said.

The Novato Fire District board is meeting Wednesday and will consider awarding a bid to a contractor for the construction of Fire Station 64, among other things.

"As a board member, I am committed to following through with rebuilding Station 64 in the most responsible way," Kaselionis said. "We have acknowledged the bids we received — that was something the grand jury saw as an opportunity. I am going to see through that we do build that fire station in the right way."

Contact Janis Mara via email at jmara@marinij.com. Follow her at [Twitter.com/jmara](https://twitter.com/jmara).

if you go

The Novato Fire District will meet at 6 p.m. Wednesday at Fire Station No. 61, 7025 Redwood Blvd.

Dick Spotswood: SMART train could use a smarter board of directors

Posted: Tue May 06 05:49:00 MDT 2014

marinij.com

MARIN'S grand jury just issued a report critical of the 12-member Sonoma-Marin Area Rail Transit District's Board of Directors.

The jurors concluded that the "SMART Board of Directors should play a more active role in representing the interests of the citizens of Sonoma and Marin counties in governing and providing oversight of the SMART project. We found that some board members do not have an adequate understanding of the financial and system operating issues."

The jury's concern with a lack of training is valid but only half the problem. SMART's board composition, while typical of regional agencies, is inherently doomed to mediocrity.

Few current or past directors have any personal or professional experience with the agency's primary mission.

The board is purely political in composition.

The initial goal was equal representation of both counties and consultation with local jurisdictions. There was zero concern with having directors possess individual qualifications.

SMART's board consists of two county supervisors and three council members each from Marin and Sonoma. Add to that two Golden Gate Bridge directors who, since they are from Mendocino and Napa, provide neutrality.

With the exception of longtime SMART director and Rohnert Park Councilman Jake Mackenzie and San Rafael Mayor Gary Phillips, an accountant, other directors have little knowledge about railroads, finance or construction.

Those are talents helpful in governing what is effectively a specialized start-up.

Obviously, they should receive training when appointed. They shouldn't have been appointed in the first place if they didn't possess substantial knowledge of SMART's history, organization and finances.

That when quizzed by grand jurors, many board members failed to know the basics about their agency is both a personal criticism of individual directors and institutional error.

The dilemma is that SMART has an exclusively political board.

As in any well-managed publicly traded corporation or boards of some better-run East Coast public authorities, what's needed are directors with specialized expertise who can perform meaningful oversight and confidently challenge staff when appropriate.

Here are three questions that qualified SMART board members should be able to answer without hints from staff:

- What can SMART do if, when operations start, critics are wrong and more passengers than planned try to ride the commuter train?
- What would it cost to add additional capacity given the irreversible decision that stations are being constructed to handle only custom-made two-car trains.
- Explain the cost to actually run SMART's trains and identify sources of long-term operating revenue.
- Detail what's being done to provide shuttle buses so the Marin-Sonoma train is part of a comprehensive transit network. How are they funded?

There are few satisfying answers to these questions, even from knowledgeable staff members. That's because affairs went out of control under the agency's prior general manager, when directors didn't have sufficient knowledge about commuter rail — preventing them from asking meaningful questions.

The remedy is state legislation changing the model of selecting SMART's directors.

Unfortunately, elected board members wouldn't be any better. It would still be just a collection of politicians.

Let's acknowledge that some political liaison is beneficial. Have only one county supervisor and one council member from each county. For a neutral tie-breaker select one Golden Gate Bridge director.

That cuts the politicians from 12 to five.

Then add four nonpoliticians, two from each county, each with specific expertise. Ideally one would know something about rail, another with financial experience or labor practices and someone in construction management.

When these folks ask questions they'll know if they are getting the truth or just spin.

SMART can succeed only under optimum conditions. It needs nothing less than competency at all levels.

Columnist Dick Spotswood of Mill Valley now shares his views on local politics twice weekly in the IJ. His email address is spotswood@comcast.net.

Ratto Group and Wrightspeed Join Forces to Reduce Greenhouse Gases in Sonoma County

April 16, 2014, Santa Rosa CA

The Ratto Group and Wrightspeed today announce their partnership in converting North Bay garbage and recycling vehicles from clean diesel to electric drive. A move that ultimately will help tremendously in reducing greenhouse gases in Sonoma County. The Ratto Group of Companies, based in Santa Rosa, provides refuse and recycling services to cities and unincorporated areas in Sonoma and Marin Counties.

“We’re always looking for ways to reduce greenhouse gases in our pursuit of an environmentally sustainable economy,” says Ratto Group’s Chief Operating Officer, Lou Ratto. “Wrightspeed’s very efficient and super clean powertrains will be a great fit for our fleet.”

Ian Wright, Wrightspeed’s founder and CEO, agrees, “The route HD was engineered for the refuse and recycling truck application, where it can dramatically reduce greenhouse gases.”

“For us, it is just the next step in our long-range plan of making our operations the cleanest anywhere, Ratto said. “Our company is always looking for new ways to improve our delivery of services. This is a very welcomed breakthrough.”

The Route-HD vehicle is a plug- in electric truck powertrain that uses an onboard turbine generator to charge the battery, as needed, on the road. It will surpass California Air Resources Board’s ever-tightening emissions standards by 1000%.

About Wrightspeed (www.wrightspeed.com)

Wrightspeed is passionate about designing and delivering products that really work. Started by one of Tesla Motor’s co-founders and headquartered in Silicon Valley, Wrightspeed uses electric drive together with an on board turbine generator for exceptional efficiency, optimal performance, and unlimited range. Built on a tradition of quality systems engineering, Wrightspeed’s powertrains are the next step in the evolution of vehicle propulsion.