

NOVATO SANITARY DISTRICT

Meeting Date: February 8, 2016

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, February 8, 2016, at the District Offices, 500 Davidson Street, Novato.

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

AGENDA

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

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

- 4. REVIEW OF MINUTES:**

- a. Consider approval of minutes of the January 11, 2016 meeting.

- 5. CONSENT CALENDAR:**

The General Manager-Chief 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. Approve regular disbursements, January 12 - February 8, 2016.
- b. Ratify January 2016 payroll and payroll related disbursements.
- c. Receive Deposit Summary, January 2016.
- d. Receive Accounts Receivable Report as of January 31, 2016.
- e. Receive report on 2015 Safety and Wellness Incentive Program (SWIP), and approve disbursements of 2015 SWIP awards.
- f. Approve the 2016 SWIP, and fund it at a budget amount of \$10,000 in the FY2016-17 operating budget.
- g. Cancel meeting of February 22, 2016 to accommodate the Annual California Association of Sanitation Agencies (CASA) Washington DC meeting.

6. FINANCE & ADMINISTRATION:

- a. Receive 2nd Quarter Investment Report, Fiscal Year (FY)15-16.
- b. Receive Summary FY15-16 Second Quarter Financial Report.
- c. Approve and Adopt Updated District Policy No. 4095 – Ethics Training.
- d. Adopt Resolution No. 3097 Amending and Restating Lincoln Financial Group 401(a) Plan.

7. WASTEWATER OPERATIONS REPORTS:

- a. Receive Wastewater Operations Report, January 2016.
- b. Receive report on submittal of 2015 Annual Self-Monitoring Report (SMR).
- c. Ratify the General Manager’s declaration of an emergency with potential to threaten public health or environmental quality from failure of an essential facility (trunk sewer), and receive report on same.

8. CAPITAL PROJECTS:

- a. *Collection System Improvements, Account No. 72706 - Olive Pump Station Parallel Force Main Project.* Approve a balancing contract change order in the amount of \$148,066¹⁸, Grant Final Acceptance, and authorize staff to file the Notice of Completion.

9. BOARD MEMBER REPORTS AND REQUESTS:

- a. California Association of Sanitation Agencies (CASA) Winter Conference.
- b. North Bay Watershed Association (NBWA) meeting – Director Miller.

10. INFORMATIONAL ITEMS:

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

- a. University of North Carolina (Chapel Hill), Environmental Finance Center blog article – “Four Finance Facts About Flint”.

11. GENERAL MANAGER’S ANNOUNCEMENTS:

12. ADJOURNMENT:

Next resolution no. 3098.

Next regular meeting date: Monday, March 14, 2016, 6:00 PM, at the Novato Sanitary District office, 500 Davidson Street, Novato, CA.

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

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: January 11, 2016

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, January 11, 2016, preceded by a closed session beginning at 5:30 p.m. at the District offices, 500 Davidson Street, Novato.

At 5:31 p.m. President Mariani announced the Board would meet in closed session to discuss the following matters on the Closed Session Agenda:

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Exposure to Litigation Pursuant to Paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1 Case.

BOARD MEMBERS PRESENT FOR CLOSED SESSION: President Jean Mariani, Members Carole Dillon-Knutson, William C. Long, Brant Miller, and Jerry Peters.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal and District Counsel Kenton Alm.

The closed Session ended at 5:55 p.m.
Open session began at 6:00 p.m.

BOARD MEMBERS PRESENT FOR OPEN SESSION: President Jean Mariani, Members Carole Dillon-Knutson, William C. Long, Brant Miller and Jerry Peters.

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

ALSO PRESENT: Dale Thrasher, Safety Director, Novato Sanitary District
Steve Krautheim, Field Services Manager, Novato Sanitary District
Erik Brown, Technical Services Manager, Novato Sanitary District
John Bailey, Project Manager, Veolia Water
John O'Hare, Operations Technical Support, Veolia Water

REPORT FROM CLOSED SESSION: President Mariani stated that direction was given to the District Counsel and the General Manager regarding the matter of anticipated litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the December 14, 2015 meeting.

On motion of Director Miller, seconded by Director Long, and carried with the following vote, the December 14, 2015 Board meeting minutes were approved. Ayes: Mariani, Long, Miller, Peters. Abstain: Dillon-Knutson.

CONSENT CALENDAR:

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

- a. Approval of Board member disbursements in the amount of \$815.05, operating check disbursements in the amount of \$355,189.50, and capital project disbursements in the amount of \$1,393,438.73. Ratify December disbursements as follows: operating check disbursements in the amount of \$30,972.82, and capital project disbursements in the amount of \$23,977.35
- b. Ratify December 2015 payroll and payroll-related disbursements in the amount of \$228,275.53.
- c. Receive Deposit Summary, December 2015.
- d. Receive report – California Sanitation Risk Management Authority (CSRMA) 2014 Risk Control Survey Summary Report.
- e. Cancel meeting of January 25, 2016 to accommodate the California Sanitation Risk Management Authority (CSRMA) and California Association of Sanitation Agencies (CASA) Winter meeting.
- f. Approve annexation of one unincorporated lot totaling 4.3 acres with a situs address of 775 and 777 Atherton Avenue, Assessor Parcel No. (APN) 143-101-37, to the Novato Sanitary District, and authorize the General Manager-Chief Engineer to execute and file the Agency Consent Form with the Marin Local Agency Formation Commission (Marin LAFCO).

On motion of Director Peters, seconded by Director Long, and carried unanimously, the above listed Consent Calendar items were approved.

WASTEWATER OPERATIONS REPORT:

- Receive Wastewater Operations Report November and December 2015. The General Manager noted that per direction from the last Board meeting, the Wastewater Operations Reports would henceforth be provided to the Board on a monthly basis.

The Plant Manager (John Bailey) provided an overview of the treatment facilities monthly operations for November and December and stated that Bay discharge began on November 1. He discussed the fogger system (“micro-cool” system) that was installed on the Northeast perimeter of the treatment facility, on top of the fence line. He stated that the system consists of a 350 ft length of hose with nozzles that spray a mist of water based odor counteractant into the air. He said that the system appears to be functioning well, and noted that only one odor contact was received in November. On a

different note, he informed the Board that the District received three awards at the annual California Water Environment Association (CWEA) Redwood Section awards banquet.

The General Manager provided a summary of the odor control and landscaping for November and December. He stated that additional oleander plantings will be completed along the northeast fence-line as weather permits.

The Field Services Manager provided a summary of the Collection System Operations report for November and December. He stated that in November, the department cleaned 45,000 lineal feet of sewer lines and televised a total of 146 line segments. He noted that seven segments were identified as needing spot repairs. He stated that there was one Category III sanitary sewer overflow in November, determined to be a sudden release of a surcharged system which was exacerbated by a buried manhole condition. He reported that an estimated 936 gallons were released and that approximately 237 gallons were recovered.

The Field Services Manager stated that in December, the department cleaned 64,574 feet of sewer lines and televised a total of 59 line segments. He also stated that there was one Category III sanitary sewer overflow in December, determined to be caused by inadequate air relief at the manhole, and reported that an estimated seven gallons were released.

The Field Services Manager provided a summary of the Reclamation Facilities report for November and December. He stated that the rancher removed all cattle from the Reclamation pastures and that all irrigation was stopped for the season. He stated that parcel rehabilitation work was completed on parcels 6 and 7 in Site 2 and that staff worked on alarm issues at Drainage Pump No. 7.

ADMINISTRATION:

- Approve and adopt District Policy No. 3135 – Expense Authorization. The General Manager stated that the District's purchasing procedures were adopted in August 2004 and revised in August, 2006, September 2007, and July 2011. He noted that recommended Policy No. 3135 increases the General Manager-Chief Engineer's contract and purchase order authorizations to \$45,000, and to between \$45,001 and \$175,000 for budgeted informally bid construction contracts; authorizes the General Manager to execute Contract Change Orders up to \$45,000; and clarifies expenditure authorizations for other key staff members. He stated that, if adopted, the new policy would replace the District Purchasing Procedures, and be consistent with, and complementary to District Ordinance No. 118.

On motion of Director Long, seconded by Director Peters, and carried unanimously, the Board approved and adopted District Policy No. 3135 – Expense Authorization.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA). The General Manager stated that he attended the January 8th NBWA meeting as the alternate as Director Miller was unable to attend. He noted that a presentation on the San Francisco Bay Restoration Authority was given by Amy Hutzler of the State Coastal Conservancy. He also stated that guest speaker Letitia Grenier of the San Francisco Estuary Institute discussed goals from their Baylands study.

Director Miller requested that the District's Policy Manual be posted on the District website. President Mariani requested that the General Manager investigate the possibility of posting the manual on-line.

Director Long reported on his attendance at the Policy Committee meeting for the Novato Watershed Study. He stated that the meeting was called to discuss possible ballot measures to fund the Watershed study recommendations.

GENERAL MANAGER'S ANNOUNCEMENTS:

- The North Bay Watershed Association is hosting a conference on April 22nd in Napa. All Directors are requested to notify the District office if they plan to attend.
- The California Association of Sanitation Agencies will hold their Winter Conference in Palm Springs from January 19 – 22. The Board meeting of January 25 is cancelled to accommodate the CASA conference per consent calendar item 5.e. The next regularly scheduled Board meeting will take place on February 8, 2016.
- Monday, January 18th, the District will be closed in observance of Martin Luther King Day.
- All Board Members are required to file a Form 700, newly elected Director Carole Dillon-Knutson is requested to file her Form 700 by January 13th.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:09 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording

**Novato Sanitary District
Board Fees Check Register**

For January 2016

Item 5. a.
(Pages 7 to 11)

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Feb 3, 16			
02/03/2016	4342	Long, William C	575.47
02/03/2016	4343	Mariani, Jean M	429.35
02/03/2016	3206	Dillon-Knutson-, Carole	207.79
02/03/2016	4345	Peters, Arthur Gerald	203.78
02/03/2016	4344	Miller, Brant	
Feb 3, 16			<u>1,416.39</u>

Novato Sanitary District Operating Check Register

January 25, 2016

Date	Num	Name	Credit
Jan 25, 16			
01/25/2016	58994	Pacific, Gas & Electric	50,598.11
01/25/2016	58970	Central Marin Sanitation District	32,030.78
01/25/2016	58998	Stericycle-(Previously PSC)	21,065.60
01/25/2016	58968	CDW Government, Inc.	19,950.86
01/25/2016	58962	American Express-21007	18,972.37
01/25/2016	58997	Regional Government Services	5,577.50
01/25/2016	59004	Veolia Water Recycled Water Oper.	4,835.35
01/25/2016	58966	Cagwin & Dorward Inc.	2,800.00
01/25/2016	58983	LeBallister's Inc	2,700.00
01/25/2016	58969	CED Santa Rosa, Inc	1,757.81
01/25/2016	59000	Telstar Instruments Inc	1,750.00
01/25/2016	58987	Marin/Sonoma Mosquito Dist	1,643.31
01/25/2016	58978	IEDA, INC	1,104.00
01/25/2016	58991	North Marin Water District Payroll	1,020.00
01/25/2016	58976	HACH/American Sigma Inc	1,015.99
01/25/2016	59003	Veolia Water North America, Inc.	962.00
01/25/2016	58965	BoundTree Medical, LLC	762.91
01/25/2016	58982	Johnson Controls, Inc.	683.00
01/25/2016	58999	Stroupe Petroleum Maintenance, ...	651.58
01/25/2016	59005	Verizon EQ	589.52
01/25/2016	58990	North Marin Water District Jobsite	570.00
01/25/2016	58963	Art's Towing	555.00
01/25/2016	58986	Marin Mechanical II, Inc.	537.96
01/25/2016	59008	USCG	486.75
01/25/2016	59006	Verizon Wireless-	400.28
01/25/2016	58996	Pitney Bowes Reserve Account	400.00
01/25/2016	59001	Triple Crown Products	336.13
01/25/2016	58975	Grainger	333.40
01/25/2016	58967	Cantarutti Electric, Inc	326.00
01/25/2016	59002	USA BlueBook	322.14
01/25/2016	58971	Evoqua Water Technologies - Lab	272.00
01/25/2016	58984	Marin County Clerk	250.00
01/25/2016	58992	Novato Disposal-	248.56
01/25/2016	58974	Government Finance Officers Ass...	160.00
01/25/2016	58993	Orkin Pest Control, Inc.	144.56
01/25/2016	58961	Alpha Analytical Lab, Inc.	117.00
01/25/2016	58985	Marin County Ford	111.20
01/25/2016	58988	North Marin Water District	106.00
01/25/2016	58979	International Code Council Inc	105.00
01/25/2016	58964	Barnett Medical LLC	90.00
01/25/2016	58977	Honey Bucket	88.21
01/25/2016	58973	Fisher-Scientific	72.64
01/25/2016	59007	Water Components & Building, Inc.	68.83
01/25/2016	58989	North Marin Water District - Lab	55.00
01/25/2016	58995	Petty Cash	44.69
01/25/2016	58972	First Alarm	39.91
Jan 25, 16			<u>176,711.95</u>

Novato Sanitary District Operating Check Register

February 8, 2016

Date	Num	Name	Credit
Feb 8, 16			
02/08/2016	59044	Roto Rooter-(Inc.)	30,532.26
02/08/2016	59036	Johnson, Dee	6,390.00
02/08/2016	59037	Marin County Ford	4,637.52
02/08/2016	59043	Rauch Communication Consultan...	3,825.80
02/08/2016	59033	Dearborn National	2,281.42
02/08/2016	59035	Jan-Pro Cleaning Systems	1,005.00
02/08/2016	59031	Cintas Corporation	995.72
02/08/2016	59045	RP Equipment previously MBE	750.78
02/08/2016	59027	B.W.S. Distributors, Inc.	655.06
02/08/2016	59038	Meyers, Nave, Riback, Silver & W...	647.00
02/08/2016	59034	Diesel Emissions Service, Inc.	511.46
02/08/2016	59049	Vision Service Plan	504.26
02/08/2016	59048	U.S. Bank Card (3)Craig	467.68
02/08/2016	dd	Long, William C.	452.81
02/08/2016	59029	Cagwin & Dorward Inc.	435.00
02/08/2016	59041	Novato, City	390.00
02/08/2016	59032	Claremont EAP, Inc.	295.00
02/08/2016	59030	Central Marin Sanitation District	250.00
02/08/2016	59028	BoundTree Medical, LLC	248.96
02/08/2016	59046	Scott McCulloch Fleet Enterprises	190.00
02/08/2016	dd	Mariani, Jean	150.01
02/08/2016	59039	National Notary Association	59.00
02/08/2016	59047	U.S. Bank (Sandeep)	58.58
02/08/2016	59042	O'Reilly Auto Parts	23.18
02/08/2016	59026	AT&T Mobility	11.55
02/08/2016	59040	North Marin Auto Parts	7.28
Feb 8, 16			<u>55,775.33</u>

Novato Sanitary District Capital Projects Check Register

January 25, 2016

Date	Num	Name	Credit
Jan 25, 16			
01/25/2016	2990	North Marin Water District Job...	2,528.36
01/25/2016	2989	Miksis Services Inc	2,800.00
01/25/2016	2988	Daniel Macdonald AIA Archite...	81.47
Jan 25, 16			<u>5,409.83</u>

Novato Sanitary District Capital Projects Check Register

February 8, 2016

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Feb 8, 16			
02/08/2016	2991	Argonaut Constructors Corp.	167,011.12
02/08/2016	2993	Michael Paul Company Inc.	150,343.91
02/08/2016	2992	Nute Engineering Inc.	15,479.99
Feb 8, 16			<u>332,835.02</u>

Novato Sanitary District
Payroll and Payroll Related Check Register
January - 2016

Item 5.b.

<u>Date</u>	<u>Description</u>	<u>Amount</u>
01/29/2016	January - Payroll	99,386.27
01/22/2016	January - Retirees Health Benefits	12,851.48
01/22/2016	CALPERS Retirement	7,914.05
01/29/2016	United States Treasury	21,875.85
01/22/2016	CalPers Supplemental Income Plan	2,500.00
01/29/2016	EDD	6,259.08
01/22/2016	Lincoln Financial Group	9,064.60
01/22/2016	Lincoln Financial Group-401a Plan	3,460.80
01/22/2016	Lincoln Financial Group-401a Plan	3,510.95
01/22/2016	CALPERS Retirement	13,005.66
01/22/2016	CALPERS Retirement Funding	12,232.00
01/22/2016	Delta Dental	2,285.68
01/22/2016	CalPERS Health	30,089.23
01/22/2016	Local Union 315	400.00
01/22/2016	Operating Engineers Trust	1,157.73
		<u>225,993.38</u>

Novato Sanitary District Deposit Summary January 2016

Item 5.c.
(Pages 13 & 14)

Type	Date	Name	Account	Amount
Deposit	01/04/2016		11113 - Westamerica - Operations	
		County of Marin	51015 - Property Taxes	33,127.42
		County of Marin	51015 - Property Taxes	1,104.87
		Umpqua Bank	41040 - Permit & Inspection Fee	60.00
TOTAL				34,292.29
Deposit	01/07/2016		11113 - Westamerica - Operations	
		County of Marin	51015 - Property Taxes	60.59
		County of Marin	51015 - Property Taxes	58.11
		Hayden, Ron	11200 - Accounts Receivable	25,000.00
TOTAL				25,118.70
Deposit	01/11/2016		11113 - Westamerica - Operations	
		Gopher It	41040 - Permit & Inspection Fee	40.00
		Advanced Trenchless	41040 - Permit & Inspection Fee	60.00
		County of Marin	51015 - Property Taxes	3,096.08
		County of Marin	51015 - Property Taxes	285.35
		County of Marin	51015 - Property Taxes	6,680.84
		County of Marin	51015 - Property Taxes	1,840.70
		McLoughlin, Sean	41040 - Permit & Inspection Fee	40.00
		Zaragoza Plumbing	41040 - Permit & Inspection Fee	40.00
TOTAL				12,082.97
Deposit	01/12/2016		11113 - Westamerica - Operations	
		USCG	11200 - Accounts Receivable	13,056.00
TOTAL				13,056.00
Deposit	01/12/2016		11113 - Westamerica - Operations	
		EnerNoc	61000-5 - Gas & Electricity	3,249.97
		County of Marin	51015 - Property Taxes	21,981.61
		County of Marin	51015 - Property Taxes	311.77
		County of Marin	51015 - Property Taxes	3,616.27
		North Marin Water District-	11200 - Accounts Receivable	21,165.05
TOTAL				50,324.67
Deposit	01/15/2016		11113 - Westamerica - Operations	
		USCG	11200 - Accounts Receivable	45.84
		USCG-Finance Center	11200 - Accounts Receivable	183.34
TOTAL				229.18

Novato Sanitary District Deposit Summary January 2016

Deposit	01/19/2016	11113 - Westamerica - Operations	
	Welsh, Dennis	41040 · Permit & Inspection Fee	40.00
	BCC General Contractors	41040 · Permit & Inspection Fee	60.00
	BCC General Contractors	51020 · Connection Charges	1,974.00
	BCC General Contractors	51040 · Special Equalization Charge	18.00
	Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
	Beyer, Ernest	41040 · Permit & Inspection Fee	40.00
	MISC-	66170 · Travel, Meetings & Training	90.00
	Hylan, Kirk	41040 · Permit & Inspection Fee	40.00
	Honey, Bragg	41040 · Permit & Inspection Fee	40.00
	McGuire, William	41040 · Permit & Inspection Fee	40.00
	Maggiora & Ghilotti	72803 · Annual Collection Sys Repairs	20.00
	County of Marin	51015 · Property Taxes	102.79
	Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
	Team Ghilotti, Inc.	72803 · Annual Collection Sys Repairs	40.00
	TOTAL		2,584.79
Deposit	01/20/2016	11113 - Westamerica - Operations	
	County of Marin	51015 · Property Taxes	12,403.62
	Linscott Engineering	72803 · Annual Collection Sys Repairs	20.00
	Talin	41040 · Permit & Inspection Fee	40.00
	Roy's Sewer Service, Inc.-	11200 - Accounts Receivable	1,097.41
	TOTAL		13,561.03
Deposit	01/20/2016	11113 - Westamerica - Operations	
	USCG	11200 - Accounts Receivable	14,025.00
	TOTAL		14,025.00
Deposit	01/22/2016	11113 - Westamerica - Operations	
	MISC-	66090 · Office Expense	58.00
	Geek Shack LLC	41040 · Permit & Inspection Fee	60.00
	Novato Disposal	11200 - Accounts Receivable	85,655.25
	TOTAL		85,773.25
Deposit	01/28/2016	11113 - Westamerica - Operations	
	Sewer Connection	41040 · Permit & Inspection Fee	160.00
	Wildcat Engineering	72803 · Annual Collection Sys Repairs	20.00
	Camino Construction	41040 · Permit & Inspection Fee	120.00
	W.R. Forde	72803 · Annual Collection Sys Repairs	20.00
	Pipe Spy Marin	41040 · Permit & Inspection Fee	40.00
	Scott, James	41040 · Permit & Inspection Fee	40.00
	Gopher It	41040 · Permit & Inspection Fee	40.00
	Watkins, Lorraine	41040 · Permit & Inspection Fee	40.00
	Roto Rooter	11200 - Accounts Receivable	851.79
	TOTAL		1,331.79
Total Deposits for January 2016			202,142.27

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Accounts Receivable Aging Summary for the Period Ended January 31, 2016.

MEETING DATE: February 8, 2016

AGENDA ITEM NO.: 5.d.

RECOMMENDED ACTION: Receive Accounts Receivable Report as of January 31, 2016.

SUMMARY AND DISCUSSION:

The attached Accounts Receivable Summary shows the following receivables as of January 31, 2016:

1-45 days - \$134,597: Current.

46-90 days - \$0: No receivables in this category.

90+ days - \$29,198: Considered collectible primarily for Beverage and Used Oil Grant, which follows a flow of funds through the City of Novato and then to the District, and is a consistent slow pay.

ATTACHMENTS: 1. Accounts Receivable (A/R) Aging Summary.

DEPT. MGR.: lcc, ssk

GENERAL MANAGER: SSK

Novato Sanitary District
A/R Aging Summary
As of January 26, 2016

Item 5.d.
Attachment 1

		<u>Current</u>	<u>46 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Biomarin	(1)	4,834.40	0.00	0.00	4,834.40
Buck Institute	(1)	336.35	0.00	0.00	336.35
City of Novato - Used Oil/Beverage	(2)	0.00	0.00	28,896.00	28,896.00
Hayden, Ron	(3)	16,163.64	0.00	0.00	16,163.64
Novato Disposal	(4)	111,136.25	0.00	0.00	111,136.25
Optical Metal Services	(1)	483.60	0.00	0.00	483.60
Petaluma Septic	(5)	1,229.11	0.00	0.00	1,229.11
SMART-	(5)	184.96	0.00	0.00	184.96
Superior Septic Pumping Service	(5)	0.00	0.00	302.13	302.13
USCG	(5)	45.84	0.00	0.00	45.84
USCG-Finance Center	(5)	183.34	0.00	0.00	183.34
TOTAL		<u>134,597.49</u>	<u>0.00</u>	<u>29,198.13</u>	<u>163,795.62</u>

(1) For our lab monitoring and analysis fees for non domestic permits.	5,654.35
(2) City of Novato - for our Beverage and Oil grant for 2014/15.	28,896.00
(3) Primarily for the rancher's water usage for the first two quarters	16,163.64
(4) For our quarterly billing of our AB939 Fees and franchise fee.	111,136.25
(5) Monthly and Bimonthly sewer service charge fees.	1,945.38
	<u><u>163,795.62</u></u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Report on 2015 Safety and Wellness Incentive Program (SWIP).	MEETING DATE: February 8, 2016 AGENDA ITEM NO.: 5.e.
RECOMMENDED ACTION: Receive report on 2015 Safety and Wellness Incentive Program (SWIP), and approve disbursements of 2015 SWIP awards.	
SUMMARY AND DISCUSSION: <p>At its February 9, 2015 meeting the District Board approved and funded the 2015 Safety and Wellness Incentive Program (SWIP). The program summary provided below indicates several successes over the past year.</p> <p>The District’s Safety Director developed a tracking system to collect participation metrics. A feature of this system is that it provides valuable documentation for demonstrating longer term regulatory compliance and will allow the District to benchmark safety performance metrics (as described below) for identifying successes and areas for improvement.</p> <p>Safety Training participation is measured in the number of events in which the employee population participated. This training includes tailgate training, internal District–provided safety training, and external safety training events such as at CWEA. The 2015 participation rate of 674 (which equates to an average of 44 events per employee), while stable from the 2014 rate of 671, still represents a 12% improvement over the 2013 rate of 599. Most importantly, the tailgate activities being led <i>by employees</i> have increased 28% from 2013 to 2015.</p> <p>Health and Safety Communications in the form of Hazard Alerts and Safety Suggestions are submitted by employees for evaluation and implementation. The number of these communications has increased from less than 6 in 2013 to 36 in 2015.</p> <p>Wellness was added to the 2015 incentive program to encourage employees to participate in regular preventative medical, dental, and vision checkups. This element has been well received with active participation by better than 85% of the eligible employees.</p> <p>Summary results from the 2015 SWIP indicate that three employees earned a Tier 1 award (up to \$100), three employees earned a Tier 2 award (up to \$200), and three employees earned a Tier 3 award (up to \$325), or about half of the District’s employees. Despite the apparent point distribution, this program has been very successful based on the actual results. The District is not only seeing more participation in safety activities but is creating more awareness for safety as a core value.</p>	
ATTACHMENTS: 1. Safety and Wellness Recognition Checks for 2015.	
BUDGET INFORMATION: The 2015 SWIP awards will be met from Account No. 66125 – Safety and Wellness Incentive Program of the FY15-16 budget, which has a budget of \$10,000, with no expenditures to date.	
DEPT. MGR.: DRT	GENERAL MANAGER: SSK

Novato Sanitary District
Safety Recognition Checks for 2015
February 8, 2016

Item 5.e.
Attachment 1

	<u>Date</u>	<u>Name</u>	<u>Credit</u>
Feb 8, 16			
	02/08/2016	Safety Recognition Checks	1,847.81
Feb 8, 16			<u><u>1,847.81</u></u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: 2016 Safety and Wellness Incentive Program (SWIP).	MEETING DATE: February 8, 2016 AGENDA ITEM NO.: 5.f.
RECOMMENDED ACTION: Approve the 2016 Safety and Wellness Incentive Program (SWIP) and fund it at a budget amount of \$10,000 in the FY2016-17 operating budget.	
SUMMARY AND DISCUSSION: <p>The District has had a successful Safety and Wellness Incentive Program (SWIP) in 2012, 2013, 2014, and 2015 with good employee participation. Generally speaking, the District benefits from the improved safety and wellness performance through lower insurance premiums for workers' compensation from the California Sanitation Risk Management Authority (CSRMA) insurance pool program. CSRMA also recognizes the benefits to the pool from improved wellness and encourages a proactive approach through its own wellness grant programs.</p> <p>In previous years, the District has funded its SWIP through prior program year (PY) dividends received from the CSRMA Workers Compensation pool program. For example, the calendar year 2014 District SWIP was funded by the dividend from PY2012-13. However, CSRMA decided to NOT declare a Workers Compensation Program dividend for PY2013-14 due to the program being funded at less than the California Association of Joint Powers Authorities (CAJPA) target equity guidelines. However, in order to continue the program, the District Board, at its February 9, 2015 meeting, funded the SWIP program as a separate line item of \$10,000 in the FY2015-16 operating budget.</p> <p>For PY2014-15, the District received a Workers' Compensation policy dividend of \$4,045. It is recommended that the Board approve the 2016 SWIP in a total amount of \$10,000 as a separate line in the FY2016-17 operating budget, using the \$4,045 Workers' Compensation dividend and funding the difference of \$5,955 from the FY2016-17 operating budget.</p> <p>If approved, the proposed SWIP will recognize employees for prompt identification and correction of potential safety hazards, following safe work practices, and active participation in safety training. Program implementation will be identical to the 2015 program.</p> <p>It is recommended that the Board approve the 2016 SWIP, and direct staff to incorporate funding for the program as a line item into the operating portion of the FY2016-17 Annual Budget, with a budget amount of \$10,000.</p>	
BUDGET INFORMATION: The maximum program cost of \$10,000 would be funded as a separate line item in the operating portion of the FY2016-17 annual budget, similar to the FY15-16 budget.	
DEPT. MGR.: drt, lc	MANAGER-ENGINEER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Second Quarter Investment Report for FY 2015-16.

MEETING DATE: February 8, 2016

AGENDA ITEM NO.: 6.a.

RECOMMENDED ACTION: Receive 2nd Quarter Investment Report, Fiscal Year (FY)15-16.

SUMMARY AND DISCUSSION:

The Second Quarter Investment Report for FY15-16 is attached. Some highlights include:

- Increase in Local Agency Investment Fund (LAIF) balance due to semiannual property tax and sewer service revenue received in December 2015 of approximately \$9.6M.
- Interest earned \$13.7k due to increase of interest rate to .40% from .337% last quarter.
- Increase in Operating account in December due to semiannual property tax and sewer service charge revenue received in December and transferred to the District's LAIF account.
- Decrease in Project account in December due to annual State Revolving Fund Loan payment in the amount of approximately \$5.3M. Increase due to transfer from LAIF to cover the loan payment.

ATTACHMENTS: 1. Quarterly Investment Report – for Quarter ended December 31, 2015.

DEPT.MGR.: lc, ssk

GENERAL MANAGER: SSK

Novato Sanitary District

QUARTERLY INVESTMENT REPORT -- For Quarter Ended December 31, 2015

INVESTMENT	ACTIVITY	October	November	December	QTR TOTAL
STATE TREASURER'S INVESTMENT FUND	Total deposits/transfers in	0	240,000	9,648,000	9,888,000
	Total transfers out	1,312,000	621,000	6,134,000	8,067,000
Current Yield 0.400%	Minimum daily balance	13,983,801	13,602,801	13,602,801	13,602,801
	Maximum daily balance	15,282,318	13,983,801	17,130,587	17,130,587
	Interest earned	0	0	13,786	13,786
TRUST ACCOUNT					
BANK OF NEW YORK MELLON For COP Bond Funds	Total deposits/transfers in	4,181	0	0	4,181
	Total transfers out	0	0	0	0
	Minimum daily balance	1,693,386	1,697,581	1,697,595	1,693,386
	Maximum daily balance	1,697,581	1,697,595	1,697,609	1,697,609
	Interest earned	14	15	13	42
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	1,391,025	1,073,383	15,926,748	18,391,156
	Total checks & transfers out	1,431,268	700,195	16,212,290	18,343,753
	Minimum daily balance	12,724	60,994	15,425	12,724
	Maximum daily balance	697,998	458,289	10,016,800	10,016,800
	Interest earned	7	4	14	25
Payroll Account					
0.03%	Total transfers in	114,700	112,800	113,400	340,900
	Total checks & transfers out	114,520	113,294	113,372	341,186
	Minimum daily balance	592	430	344	344
	Maximum daily balance	101,080	101,607	102,344	102,344
Project Account					
0.03%	Total transfers in	117,300	160,500	5,562,600	5,840,400
	Total checks & transfers out	737,981	91,426	5,649,507	6,478,914
	Minimum daily balance	2,695	2,608	30,235	2,608
	Maximum daily balance	413,436	117,143	5,447,224	5,447,224
	Interest earned	2	0	34	36
ARRA Grant Project Account					
0.03%	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 District Board, most recently January 2015.

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

(2) LAIF interest rate is currently .40% which is an increase from .337% in September, .299% in June, .278% in March of 2015 and .267% in December of 2014.



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
12/31/15	0.43	0.38	179
01/01/16	0.43	0.43	178
01/02/16	0.43	0.43	178
01/03/16	0.43	0.43	178
01/04/16	0.44	0.43	185
01/05/16	0.44	0.43	184
01/06/16	0.44	0.43	184
01/07/16	0.44	0.44	185
01/08/16	0.45	0.44	186
01/09/16	0.45	0.44	186
01/10/16	0.45	0.44	186
01/11/16	0.45	0.44	184
01/12/16	0.45	0.44	184
01/13/16	0.45	0.44	183

*Daily yield does not reflect capital gains or losses

LAIF Performance Report

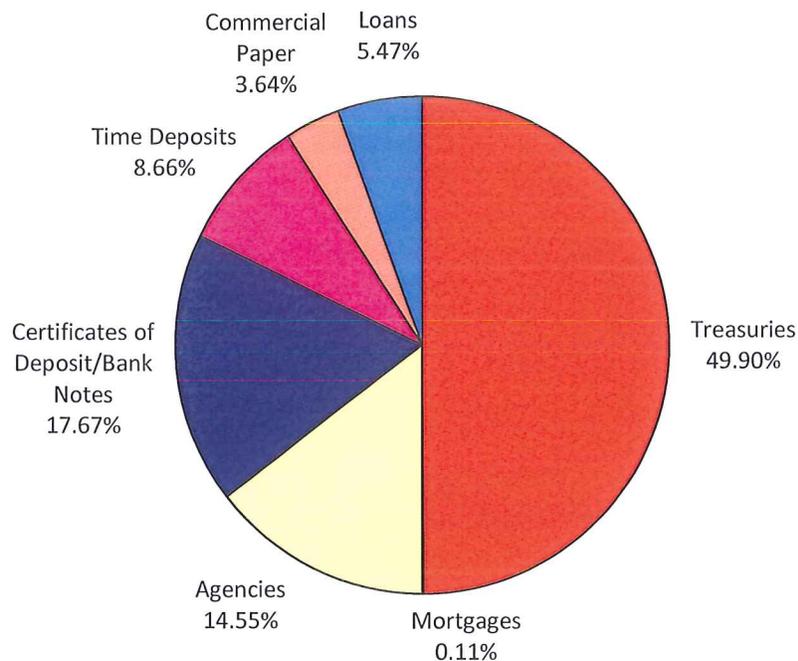
Quarter Ending 12/31/15

Apportionment Rate: 0.37%
 Earnings Ratio: 0.00001006140492611
 Fair Value Factor: 0.999186963
 Daily: 0.43%
 Quarter to Date: 0.38%
 Average Life: 179

**PMIA Average Monthly
Effective Yields**

DEC 2015 0.400%
 NOV 2015 0.374%
 OCT 2015 0.357%

**Pooled Money Investment Account
Portfolio Composition
12/31/15
\$65.6 billion**





**State of California
Pooled Money Investment Account
Market Valuation
12/31/2015**

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch.		
United States Treasury:				
Bills	\$ 10,468,708,753.45	\$ 10,482,830,783.28	\$ 10,478,607,000.00	NA
Notes	\$ 22,248,452,535.53	\$ 22,247,129,027.71	\$ 22,207,793,500.00	\$ 24,762,324.50
Federal Agency:				
SBA	\$ 642,351,164.21	\$ 642,343,909.17	\$ 635,322,467.80	\$ 549,995.41
MBS-REMICs	\$ 73,596,655.56	\$ 73,596,655.56	\$ 77,904,572.74	\$ 348,792.53
Debentures	\$ 961,990,090.06	\$ 961,986,867.84	\$ 961,041,000.00	\$ 3,893,258.30
Debentures FR	\$ -	\$ -	\$ -	\$ -
Discount Notes	\$ 7,584,478,430.49	\$ 7,593,829,138.89	\$ 7,592,138,500.00	NA
GNMA	\$ -	\$ -	\$ -	\$ -
Supranational Debentures	\$ 350,151,164.92	\$ 350,151,164.92	\$ 349,959,000.00	\$ 626,387.50
CDs and YCDs FR	\$ 200,000,000.00	\$ 200,000,000.00	\$ 200,000,000.00	\$ 197,363.48
Bank Notes	\$ 400,000,000.00	\$ 400,000,000.00	\$ 399,813,054.46	\$ 351,250.00
CDs and YCDs	\$ 10,985,007,118.52	\$ 10,985,007,118.52	\$ 10,981,602,163.42	\$ 9,862,947.22
Commercial Paper	\$ 2,385,328,869.46	\$ 2,386,701,088.85	\$ 2,386,066,166.67	NA
Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 5,677,040,000.00	\$ 5,677,040,000.00	\$ 5,677,040,000.00	NA
AB 55 & GF Loans	\$ 3,590,865,000.00	\$ 3,590,865,000.00	\$ 3,590,865,000.00	NA
TOTAL	\$ 65,567,969,782.20	\$ 65,591,480,754.74	\$ 65,538,152,425.09	\$ 40,592,318.94

Fair Value Including Accrued Interest

\$ 65,578,744,744.03

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 (**0.999186963**).
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 \$19,983,739.25 or \$20,000,000.00 x **0.999186963**.



Pooled Money Investment Account

Portfolio as of 12-31-15

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	\$ 750	\$ 4,200	\$ 1,050	\$ 1,700	\$ 1,300	\$ 3,200	\$ 3,750	\$ 3,000	\$ 4,400	\$ 8,900	\$ 500		
REPO													
TDs	\$ 2,044	\$ 1,448	\$ 1,410	\$ 296	\$ 297	\$ 183							
AGENCY	\$ 1,592	\$ 1,280	\$ 1,350	\$ 1,725	\$ 900	\$ 1,400	\$ 430	\$ 500	\$ 75	\$ 627	\$ 781		
CP	\$ 150	\$ 640	\$ 500	\$ 600	\$ 300	\$ 200							
CDs + BNs	\$ 4,150	\$ 1,385	\$ 2,100	\$ 2,100	\$ 100	\$ 800	\$ 650		\$ 300				
CORP BND													
TOTAL													
\$ 63,063	\$ 8,686	\$ 8,953	\$ 6,410	\$ 6,421	\$ 2,897	\$ 5,783	\$ 4,830	\$ 3,500	\$ 4,775	\$ 9,527	\$ 1,281	\$ -	\$ -
PERCENT	13.8%	14.2%	10.2%	10.2%	4.6%	9.2%	7.7%	5.6%	7.6%	15.1%	2.0%	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.

MEMORANDUM

TO: District Board of Directors

FROM: Sandeep Karkal, General Manager-Chief Engineer
Laura M. Creamer, Finance Officer

DATE February 3, 2016

SUBJECT: Fiscal Year (FY) 15-16 Second Quarter Financial Report

INTRODUCTION

This memorandum presents a summary year-to-date financial report for the District as of the FY15-16 Second Quarter ended December 31, 2015. The following items are presented as three sections:

1. Revenue and Expenditure Report for the quarter ended December 31, 2015, (Pages 1-8).
2. Debt Service Schedule as of December 31, 2015 (Page 9)
3. Operating and Capital Cash Flow for July 1 – December 31, 2015 (Pages 10-11)

Each section contains a summary of the relevant financial information, followed by a discussion, as needed.

1.0 REVENUE AND EXPENDITURES REPORT

This section presents an overview of revenues and expenditures for the operating and capital funds through the second quarter of Fiscal Year 2015-16, with a more detailed summary on pages 5-8. A brief discussion and analysis of items displaying variance from the final budget is also provided, as appropriate.

OPERATING FUND

OPERATING REVENUE

	YTD Balance Received	Annual Budget	Budget Remaining	Pct. Received
Total Operating Revenues	\$5,230,701	\$10,006,483	\$4,775,782	52.3%

Discussion

Overall, operating revenues are approximately 52.3% of the total budget amount with 50% of the year complete. The operating revenue accounts are within the normal range for this time of year, since the District receives its primary revenues in December and April.

OPERATING EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Total Operating Expenditures	\$ 4,136,334	\$9,763,464	\$5,627,130	42.4%

Discussion

Overall, operating expenditures are at approximately 42.4% of budget, with 50% of the year complete. Variances in individual expenditure accounts are discussed below:

Collection System (40.8%)

Safety: 61.3%. Significant variance due to safety boot purchases at the beginning of this fiscal year due to the new safety boot policy implemented July 1, 2015. In addition, a portion of the safety purchases made in the second quarter have been sent in for reimbursement from the CSRMA grant program. Account expected to stay within budget over remainder of the fiscal year.

Treatment Facilities - Contract Operations: (45.3%)

Water/Permits/Telephone: 51.9%. Per review of account detail, no unusual items noted. Account expected to stay within budget over remainder of the fiscal year.

Reclamation/Disposal Facilities: (51.7%)

Sludge Disposal: 65.3%. Sludge disposal services are typically done in the first half of the fiscal year and are within expected parameters for this time of year. Account expected to stay within budget over remainder of the fiscal year.

Gas & Electricity: 69.6%. Significant variance due to the seasonal nature of the reclamation facility's irrigation activities. The major portion of irrigation demand is typically through the first half of the fiscal year. With less irrigation demand over the remainder of the fiscal year, the account is expected to stay within budget for the current fiscal year.

Laboratory/Monitoring: (42.0%)

Permits & Fees. 93.7%. Annual permit fee for ELAP paid in September 2015, no other permits or fees expected for the remainder of the fiscal year. Account expected to stay within budget over remainder of the fiscal year.

Pump Stations: (37.1%)

No significant variances noted for this cost center for the second quarter.

Administration and Engineering: (40.7%)

Employee Benefits: 51.5%. Per review of account detail, no unusual items noted. Account expected to stay within budget over remainder of the fiscal year.

Agency Dues: 83.7%. Significant portion of the District's agency dues have been paid in the first and second quarters; account expected to stay within budget over remainder of the fiscal year.

Office Expense: 60.5%. Per review of account, no significant items noted, expenditure is within expected range for this time of year. Account expected to stay within budget over remainder of the fiscal year.

Accounting & Auditing: 86.8%. Significant variance due to completion of annual audit for FY 2014/15; account expected to stay within budget over remainder of the fiscal year.

AB 939 Solid Waste Programs: (37.1%)

No significant variances noted for this cost center for the second quarter.

Recycled Water: (42.4%)

Operating Chemicals: 69.6%. Significant variance due to time of year, due to high use May through October. Recycled water production slows down as the weather cools and recycled water demand subsides. However, this did not begin to slow down until late November. Account expected to stay within budget over the remainder of the fiscal year.

CAPITAL FUND

CAPITAL REVENUE

Capital Revenue	YTD Balance Received	Annual Budget	Over/(Under)Budget	Pct. Received
Sewer Service Charges	\$3,996,830	\$7,435,040	(\$3,438,210)	53.8%
Property Taxes	1,079,412	1,900,000	(820,588)	56.8%
Connection Charges	97,307	518,000	(420,693)	18.8%
Collector sewer/Special Equalization Charges	1,000	6,000	(5,000)	50.0%
Interest	12,402	22,000	(9,598)	56.4%
Other Revenue	0	20,000	(20,000)	0.0%
Total Revenue	\$5,186,951	\$9,901,040	(\$4,714,089)	52.4%

Discussion

Overall capital revenues are 52.4% of budget at the close of the second quarter, consistent

with the District receiving the bulk of its revenue in December and April.

CAPITAL EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Capital Expenditures	\$6,993,906	\$10,435,604	(\$3,441,698)	67.0%

Discussion

The list of capital project accounts is shown in the attached report. Overall expenses are 67.0% of budget. Capital work follows a different spending trajectory than normal operating expenditures and this is reflected in Account Nos. 72804, 72805, 72808, 73001 and 73003, where the variances noted reflect the appropriate levels of engineering and construction work completed to date. All of these accounts are expected to stay within budget over the remainder of the fiscal year. The principal and interest accounts are within budget for this time of year.

Novato Sanitary District
DRAFT - Revenues & Expenditures Budget vs. Actual
 July through December 2015

	Jul - Dec 15	Budget	\$ Over/(Under) Budget	% of Budget
Income				
41000 · OPERATING INCOME				
41010 · Sewer Service Charges	4,885,443.51	9,121,520.00	(4,236,076.49)	53.56%
41030 · Plan Check & Inspection Fee	332.56	500.00	(167.44)	66.51%
41040 · Permit & Inspection Fee	3,960.00	6,000.00	(2,040.00)	66.0%
41060 · Interest Income	15,729.57	18,000.00	(2,270.43)	87.39%
41080 · Engineering & Admin Charges	0.00	165,000.00	(165,000.00)	0.0%
41090 · Non-domestic Permit Fees	7,399.35	25,000.00	(17,600.65)	29.6%
41100 · Garbage Franchise Fees	25,578.00	50,962.00	(25,384.00)	50.19%
41105 · AB 939 Collector Fees	171,310.50	342,621.00	(171,310.50)	50.0%
41107 · Oil/Bev/Tire Grants	0.00	59,880.00	(59,880.00)	0.0%
41130 · Ranch Income	48,884.98	70,000.00	(21,115.02)	69.84%
41135 · Recycle Water Facility Revenue	57,894.30	117,000.00	(59,105.70)	49.48%
41140 · Other Revenue	14,168.29	20,000.00	(5,831.71)	70.84%
41142 · Loss on disposal of assets	0.00	10,000.00	(10,000.00)	0.0%
Total 41000 · OPERATING INCOME	5,230,701.06	10,006,483.00	(4,775,781.94)	52.27%
Expense				
60000 · COLLECTION SYSTEM				
60010 · Salaries & Wages	256,857.88	634,609.00	(377,751.12)	40.48%
60020 · Employee Benefits	133,379.81	269,491.00	(136,111.19)	49.49%
60060 · Gas, Oil & Fuel	7,407.61	28,000.00	(20,592.39)	26.46%
60085 · Safety	4,288.18	7,000.00	(2,711.82)	61.26%
60091 · Software Maint	2,499.99	25,000.00	(22,500.01)	10.0%
60100 · Operating Supplies	14,088.14	30,000.00	(15,911.86)	46.96%
60150 · Repairs & Maintenance	36,207.11	85,000.00	(48,792.89)	42.6%
60152 · Small Tools	511.30	2,000.00	(1,488.70)	25.57%
60153 · Outside Services	87,866.27	225,000.00	(137,133.73)	39.05%
60192 · Water	5,732.65	12,000.00	(6,267.35)	47.77%
60193 · Telephone	598.16	2,000.00	(1,401.84)	29.91%
60200 · Other(Garbage Coll)	53.18	1,000.00	(946.82)	5.32%
60201 · Permits & Fees	16,219.96	65,000.00	(48,780.04)	24.95%
Total 60000 · COLLECTION SYSTEM	565,710.24	1,386,100.00	(820,389.76)	40.81%
61000 · TREATMENT FACILITIES				
61000-0 · Contract Operations				
61000-1 · Fixed Fee	999,170.04	2,059,201.00	(1,060,030.96)	48.52%
61000-2 · Insurance & Bonds	4,810.00	12,000.00	(7,190.00)	40.08%
61000-3 · Major Repair/Replacement	0.00	150,000.00	(150,000.00)	0.0%
61000-4 · Water/Permits/Telephone	46,671.26	90,000.00	(43,328.74)	51.86%
61000-5 · Gas & Electricity	316,680.60	707,130.00	(390,449.40)	44.78%
Total 61000 · TREATMENT FACILITIES	1,367,331.90	3,018,331.00	(1,650,999.10)	45.3%

Novato Sanitary District
DRAFT - Revenues & Expenditures Budget vs. Actual
 July through December 2015

	Jul - Dec 15	Budget	\$ Over/(Under) Budget	% of Budget
63000 · RECLAMATION/DISPOSAL				
63010 · Salaries & Wages	19,011.54	75,400.00	(56,388.46)	25.21%
63020 · Employee Benefits	11,291.61	28,629.00	(17,337.39)	39.44%
63060 · Gasoline & Oil	1,058.24	4,000.00	(2,941.76)	26.46%
63085 · Safety	0.00	500.00	(500.00)	0.0%
63091 · Software Maintenance	0.00	2,000.00	(2,000.00)	0.0%
63100 · Operating Supplies	441.05	2,000.00	(1,558.95)	22.05%
63115 · Sludge Disposal	137,039.46	210,000.00	(72,960.54)	65.26%
63150 · Repairs & Maintenance	19,595.94	50,000.00	(30,404.06)	39.19%
63152 · Small Tools	0.00	500.00	(500.00)	0.0%
63157 · Ditch/Dike Maintenance	0.00	20,000.00	(20,000.00)	0.0%
63191 · Gas & Electricity	59,187.68	85,000.00	(25,812.32)	69.63%
63192 · Water - Reclamation	1,044.20	3,000.00	(1,955.80)	34.81%
63201 · Permits & Fees	2,895.32	6,000.00	(3,104.68)	48.26%
Total 63000 · RECLAMATION/DISPOSAL	251,565.04	487,029.00	(235,463.96)	51.65%
64000 · LABORATORY/MONITORING				
64010 · Contract Lab Services	165,832.36	357,133.00	(191,300.64)	46.43%
64060 · Gasoline & Oil	793.68	3,000.00	(2,206.32)	26.46%
64085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
64091 · Software Maintenance	0.00	4,000.00	(4,000.00)	0.0%
64100 · Operating Supplies	6,019.86	20,000.00	(13,980.14)	30.1%
64150 · Repairs & Maintenance	4,344.83	10,500.00	(6,155.17)	41.38%
64160 · Research & Monitoring	53,408.60	163,000.00	(109,591.40)	32.77%
64170 · Pollution Prevention/Public Ed	19,555.92	40,000.00	(20,444.08)	48.89%
64201 · Permits & Fees	2,811.00	3,000.00	(189.00)	93.7%
Total 64000 · LABORATORY/MONITORING	252,766.25	601,633.00	(348,866.75)	42.01%
65000 · PUMP STATIONS				
65010 · Salaries & Wages	126,265.95	337,753.00	(211,487.05)	37.38%
65020 · Employee Benefits	61,783.11	141,880.00	(80,096.89)	43.55%
65060 · Gasoline & Oil	1,322.80	5,000.00	(3,677.20)	26.46%
65085 · Safety Expenses	763.21	2,000.00	(1,236.79)	38.16%
65091 · Software Maintenance	631.40	12,000.00	(11,368.60)	5.26%
65100 · Operating Supplies	2,437.60	10,000.00	(7,562.40)	24.38%
65101 · Operating Chemicals	174.36	15,000.00	(14,825.64)	1.16%
65150 · Repairs & Maintenance	27,533.30	110,000.00	(82,466.70)	25.03%
65152 · Small Tools	138.50	1,000.00	(861.50)	13.85%
65153 · Outside Services, Electrical	13,860.82	32,000.00	(18,139.18)	43.32%
65191 · Gas & Electricity	48,414.88	100,000.00	(51,585.12)	48.42%
65192 · Water	2,839.11	7,000.00	(4,160.89)	40.56%
65193 · Telephone	12,149.64	24,000.00	(11,850.36)	50.62%
65201 · Permits & Fees	3,653.20	17,000.00	(13,346.80)	21.49%
Total 65000 · PUMP STATIONS	301,967.88	814,633.00	(512,665.12)	37.07%

Novato Sanitary District
DRAFT - Revenues & Expenditures Budget vs. Actual
 July through December 2015

	Jul - Dec 15	Budget	\$ Over/(Under) Budget	% of Budget
66000 · ADMIN/ENGINEERING				
66010 · Salaries & Wages	503,434.25	1,102,409.00	(598,974.75)	45.67%
66020 · Employee Benefits	222,605.21	440,568.00	(217,962.79)	50.53%
66021 · Retiree Health Benefits	76,940.65	375,260.00	(298,319.35)	20.5%
66030 · Director's Fees	18,675.00	43,000.00	(24,325.00)	43.43%
66040 · Election Expense	250.00	50,000.00	(49,750.00)	0.5%
66060 · Gasoline & Oil	2,800.54	10,000.00	(7,199.46)	28.01%
66070 · Insurance	42,364.25	135,000.00	(92,635.75)	31.38%
66071 · Insurance Claim Expense	12,017.53	40,000.00	(27,982.47)	30.04%
66075 · Agency Dues	46,021.94	55,000.00	(8,978.06)	83.68%
66080 · Memberships	4,556.00	9,000.00	(4,444.00)	50.62%
66085 · Safety	957.24	2,000.00	(1,042.76)	47.86%
66090 · Office Expense	15,127.75	25,000.00	(9,872.25)	60.51%
66100 · Engineering Supplies	3,020.92	8,000.00	(4,979.08)	37.76%
66121 · Accounting & Auditing	20,825.71	24,000.00	(3,174.29)	86.77%
66122 · Attorney Fees	8,100.60	90,000.00	(81,899.40)	9.0%
66123 · O/S Contractual	118,473.44	270,000.00	(151,526.56)	43.88%
66124 · IT/Misc Electrical	15,848.78	36,000.00	(20,151.22)	44.02%
66125 · Safety & Wellness Incentive Program	0.00	10,000.00	(10,000.00)	100.00%
66130 · Printing & Publications	9,587.84	22,000.00	(12,412.16)	43.58%
66150 · Repairs & Maintenance	16,960.22	50,000.00	(33,039.78)	33.92%
66170 · Travel, Meetings & Training	17,508.27	55,000.00	(37,491.73)	31.83%
66193 · Telephone	4,814.00	10,000.00	(5,186.00)	48.14%
66202 · County Fees - Property Taxes	12,386.50	27,000.00	(14,613.50)	45.88%
66203 · County Fees - Sewer Service Chg	21,550.50	42,000.00	(20,449.50)	51.31%
66250 · Service Charge Sys Exp	0.00	5,000.00	(5,000.00)	0.0%
Total 66000 · ADMIN/ENGINEERING	1,194,827.14	2,936,237.00	(1,741,409.86)	40.69%
67000 · AB 939 SOLID WASTE PROGRAMS				
67400 · Consulting Services	39,558.92	131,464.00	(91,905.08)	30.09%
67500 · Household Hazardous Waste	106,492.90	211,500.00	(105,007.10)	50.35%
67530 · Used Oil/Beverage Cont Grant	3,210.82	22,537.00	(19,326.18)	14.25%
67540 · Outreach/Publicity/Education	216.25	22,000.00	(21,783.75)	0.98%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	0.00	10,000.00	(10,000.00)	0.0%
Total 67000 · AB 939 SOLID WASTE PROGRAMS	149,478.89	402,501.00	(253,022.11)	37.14%
68000 · Recycled Water				
68010 · O & M Services	21,334.50	50,000.00	(28,665.50)	42.67%
68100 · Operating Supplies	1,008.21	2,000.00	(991.79)	50.41%
68101 · Operating Chemicals	18,089.80	26,000.00	(7,910.20)	69.58%
68150 · Repairs & Maintenance	7,028.89	22,000.00	(14,971.11)	31.95%
68160 · Research & Monitoring	5,225.00	14,000.00	(8,775.00)	37.32%
68191 · Gas & Electricity	0.00	2,000.00	(2,000.00)	0.0%
68201 · Permits & Fees	0.00	1,000.00	(1,000.00)	0.0%
Total 68000 · Recycled Water	52,686.40	117,000.00	(64,313.60)	45.03%
Total Expense	4,136,333.74	9,763,464.00	(5,627,130.26)	42.37%
Net Ordinary Income (Loss)	1,094,367.32	243,019.00	851,348.32	450.32%

Novato Sanitary District
DRAFT Revenues & Expenditures - Capital
 July through December 2015

	Jul - Dec 15	Budget	\$ Over/(Under) Budget	% of Budget
51000 - CAPITAL IMPROVEMENT INCOME				
51010 - Sewer Service Charges	3,996,830.11	7,435,040.00	(3,438,209.89)	53.76%
51015 - Property Taxes	1,079,411.72	1,900,000.00	(820,588.28)	56.81%
51020 - Connection Charges	97,307.34	518,000.00	(420,692.66)	18.79%
51030 - Collector Sewer Charges	1,000.00	2,000.00	(1,000.00)	50.0%
51040 - Special Equalization Charge	0.00	4,000.00	(4,000.00)	0.0%
51060 - Interest	12,401.98	22,000.00	(9,598.02)	56.37%
51070 - Other Revenue	0.00	20,000.00	(20,000.00)	0.0%
Total 51000 - CAPITAL IMPROVEMENT INCOME	5,186,951.15	9,901,040.00	(4,714,088.85)	52.39%
Expense				
72000 - CAPITAL IMPROVEMENT PROJECTS				
72110 - Drainage PS 3&7 Outfall Rehab	0.00	5,000.00	(5,000.00)	0.0%
72403 - Pump Station Rehabilitation	10,000.00	50,000.00	(40,000.00)	20.0%
72508 - N. Bay Water Recycling Auth	247,162.44	403,000.00	(155,837.56)	61.33%
72706 - Collection System Improv				
72706-1 - Lateral Replacement Program	12,000.00	50,000.00	(38,000.00)	24.0%
72706 - Collection System Improv - Other	99,949.07	1,050,000.00	(950,050.93)	9.52%
Total 72706 - Collection System Improv	111,949.07	1,100,000.00	(988,050.93)	10.18%
72707 - Hamilton Wetlands/Outfall Monit	0.00	22,500.00	(22,500.00)	0.0%
72708 - Cogeneration	0.00	20,000.00	(20,000.00)	0.0%
72802 - Annual Sewer Adj. for City Proj	0.00	10,000.00	(10,000.00)	0.0%
72803 - Annual Collection Sys Repairs	41,757.78	200,000.00	(158,242.22)	20.88%
72804 - Annual Reclamation Fac Imp	57,824.08	100,000.00	(42,175.92)	57.82%
72805 - Annual Trtmt Plnt/Pump St Impr	227,529.39	300,000.00	(72,470.61)	75.84%
72808 - Strategic Plan Update	6,107.88	10,000.00	(3,892.12)	61.08%
72809 - Novato Creek Watershed	0.00	15,000.00	(15,000.00)	0.0%
73001 - WWTP Upgrade - Contract C	8,724.25	10,000.00	(1,275.75)	87.24%
73003 - Admin Bldg/Maint.Bldg Upgrades	495,793.30	740,000.00	(244,206.70)	67.0%
73004 - Odor Control & NTP Landscaping	0.00	50,000.00	(50,000.00)	0.0%
73005 - RWF Expansion	2,527.50	150,000.00	(147,472.50)	1.69%
73006 - NTP Corrosion Control	0.00	150,000.00	(150,000.00)	0.0%
73090 - Vehicle Replacement	0.00	25,000.00	(25,000.00)	0.0%
78500 - Interest - Capital Projects	2,104,098.76	2,509,673.00	(405,574.24)	83.84%
78501 - Principal - Capital Projects	3,680,431.18	4,565,431.00	(884,999.82)	80.62%
Total 72000 - CAPITAL IMPROVEMENT PROJECTS	6,993,905.63	10,435,604.00	(3,441,698.37)	67.02%
Total Expense	6,993,905.63	10,435,604.00	(3,441,698.37)	67.02%
Net Ordinary Income	(1,806,954.48)	(534,564.00)	(1,272,390.48)	338.02%

**Novato Sanitary District
State Revolving Fund Loan Payable
and
COP Bond Payable Balances**

2.0 Debt Service Schedule as of December 31, 2015

	<u>State Revolving Fund Loan</u>		
		Principal	Interest
	SRF Loan Payable 6/30/15.....	70,771,876	
	Principal Payment 2015-16	(3,680,431)	
	Interest payments 2015-16		(1,698,525)
	SRF Loan Balance/Interest Paid 12/31/15.....	67,091,445	(1,698,525)
	<u>COP Bond Financing Issued October 2011</u>		
	COP Payable Balance 6/30/15.....	19,265,000	
	Principal Payment 2015-16	-	
	Interest payments 2015-16		(405,574)
	COP Payable Balance/Interest Paid 12/31/15...	19,265,000	(405,574)
	Note: Principal and Interest payment for SRF Loan Payable due in December 2015.		
	Principal and Interest payment for COP Bond Payable due in February 2016.		

3.0 OPERATING AND CAPITAL CASH FLOW

Operating:

Cash Flow For Novato Sanitary District

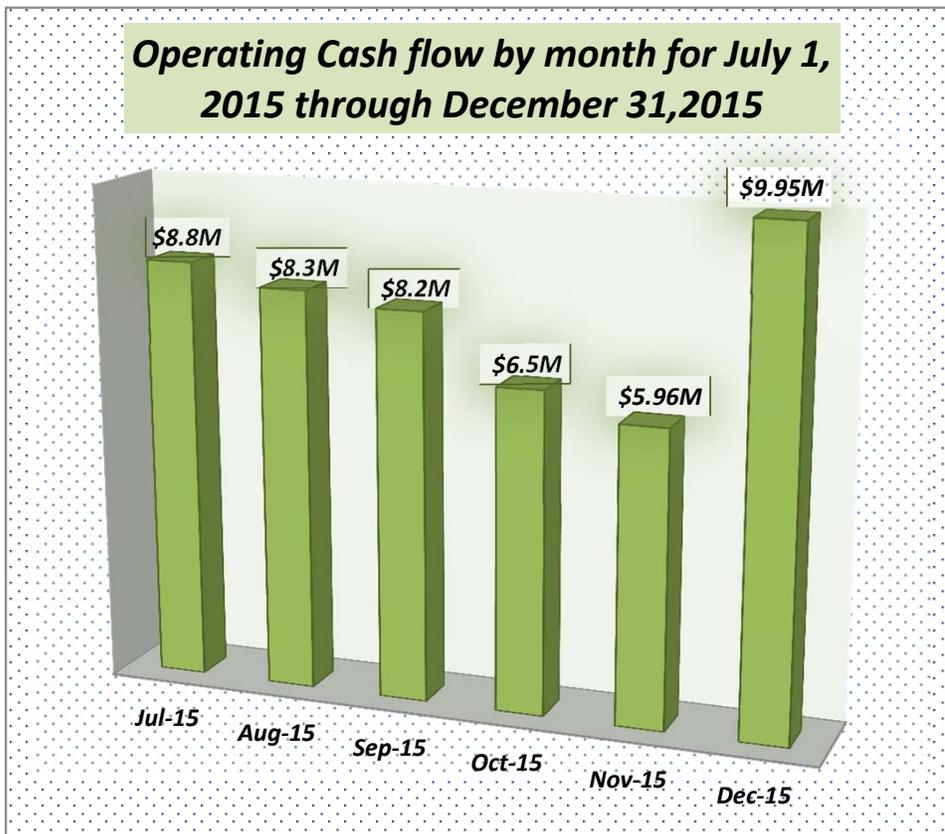
July 1, 2015 - December 31, 2015

Dated: February 1, 2016

Month Earned	Operating Revenue	Monthly Operating Expenditures	Cash Balance
			* \$ 9,190,860
Jul-15	\$ 97,028	\$ 816,589	8,471,299
Aug-15	91,387	496,713	8,065,973
Sep-15	164,843	415,190	7,815,626
Oct-15	2,624	1,334,052	6,484,198
Nov-15	211,840	731,577	5,964,461
Dec-15	4,751,424	658,621	9,951,229

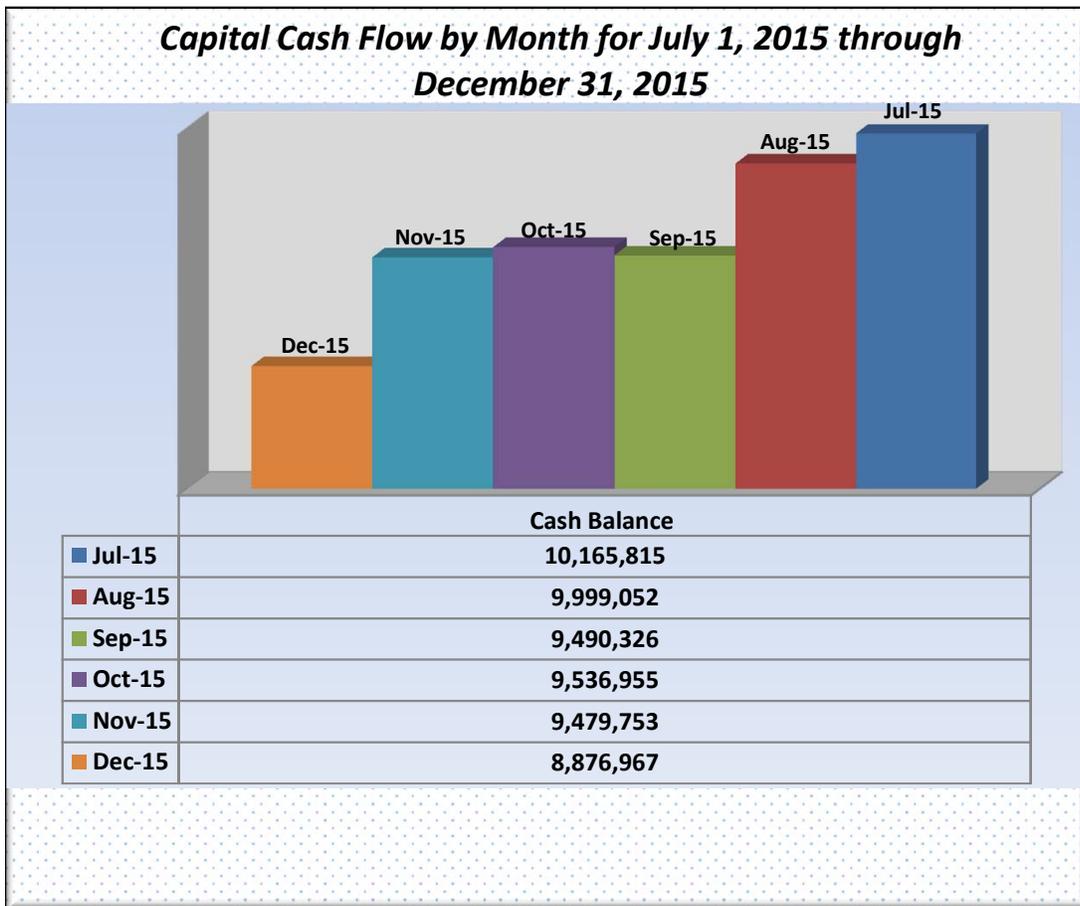
Note: Cash balances at year end split 55/45 - Operating/Capital based on split sewer service charges.

* Beginning balance adjusted for accrual vs cash basis differences.



Capital:
Cash Flow For Novato Sanitary District
July 1, 2015 - December 31, 2015
Dated: February 1, 2016

Month Earned	Monthly Operating Expenditures	Debt Service	Capital Revenue	Cash Balance
				\$ 10,604,786
Jul-15	\$ 118,874	\$ 405,574	\$ 85,477	10,165,815
Aug-15	181,832		15,069	9,999,052
Sep-15	531,247		22,521	9,490,326
Oct-15	87,215		133,844	9,536,955
Nov-15	88,082		30,880	9,479,753
Dec-15	183,667	5,378,956	4,959,837	8,876,967



NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: District Policy No. 4095 – Ethics Training	MEETING DATE: February 8, 2016 AGENDA ITEM NO.: 6.c.
RECOMMENDED ACTION: Approve and Adopt Updated District Policy No. 4095 – Ethics Training.	
SUMMARY AND DISCUSSION: <p>The District’s Ethics Training Policy was adopted in November 2008 and identified affected participants as directors and “management staff”.</p> <p>In addition to the General Manager-Chief Engineer, a number of positions held by key personnel involve certain supervisory functions and responsibilities. In order to further clarify “management staff” required to participate in Ethics Training, it is recommended that the District’s Ethics Training Policy be expanded to include all designated employees required to file Statements of Economic Interests (Form 700) identified in the District’s Conflict of Interest Code.</p>	
ATTACHMENTS: 1. Draft District Policy No. 4095 – Ethics Training.	
DEPT. MGR.: ssk	GENERAL MANAGER: SSK

Novato Sanitary District

POLICY HANDBOOK

POLICY TITLE: Ethics Training

POLICY NUMBER: 4095

4095 All directors of Novato Sanitary District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the Board of Directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

4095.1 This policy shall also apply to management staff, *designated employees required to file Statement of Economic Interests (Form 700)* and to members of all ~~commissions~~, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

4095.2 All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.

4095.3 Participants shall obtain proof of participation after completing the ethics training.

4095.3.1 District staff shall maintain records indicating both the dates that participants completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after the training is received, and are public records subject to disclosure under the California Public Records Act.

4095.4 District staff shall provide the Board of Directors and other affected personnel with information on available training that meets the requirements of this policy.

4095.5 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

4095.6 Any director of Novato Sanitary District that serves on the board of another agency is only required to take the training once every two years, in compliance with State law. Separate Ethics Training is not required for each board.

(Note: proposed changes - deletions in strikeout form, additions in bold italics).

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: 401(a) Plan Amendment	MEETING DATE: February 8, 2016
AGENDA ITEM NO.: 6.d.	
RECOMMENDED ACTION: Adopt Resolution No. 3097 Amending and Restating Lincoln Financial Group 401(a) Plan.	
SUMMARY AND DISCUSSION:	
<p>In October 2008, the Board authorized establishment of a 401(a) "Profit Sharing Defined Contribution Plan" for Management and Confidential employees. Amendments or restatements of the plan are required to comply with the Pension Protection Act (PPA) of 2006 and other legislative and regulatory requirements whenever the Plan is modified or updates are required. PPA updates are generated by the Internal Revenue Service, generally occur every six years, and are required for issuance of a Department of the Treasury determination letter confirming the Plan is in compliance with IRS regulations.</p> <p>The previous IRS restatement cycle ended in April 2010 and the current restatement cycle ends in April 2016. Adopting a PPA document during the designated timeframe is one of the requirements of providing favorable tax benefits to the plan sponsor, plan participants, and beneficiaries.</p> <p>Lincoln Financial Group, sponsor of the District's 401(a) Plan, prepares the necessary plan restatement documents for a fee of \$750.00.</p> <p>A copy of the resolution adopting the amended Lincoln Financial Group 401(a) Plan is presented for Board adoption.</p>	
ATTACHMENTS: 1. Draft Resolution No. 3097.	
BUDGET INFORMATION: A fee of \$750.00 will be charged for preparation of the necessary 401(a) Plan compliance documents. This will be charged to Account No. 66020, Employee Benefits which has a FY15-16 budget amount of \$440,568, and a current balance of \$286,766.	
DEPT. MGR.: ssk	GENERAL MANAGER: SSK

RESOLUTION NO. 3097

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NOVATO SANITARY DISTRICT, AMENDING THE DISTRICT'S 401(a) PLAN WITH LINCOLN FINANCIAL GROUP TO REFLECT CERTAIN PROVISIONS OF THE PENSION PROTECTION ACT OF 2006

WHEREAS, on October 13, 2008, the Board of Directors of the Novato Sanitary District adopted a Lincoln Financial Group Profit Sharing Defined Contribution 401(a) Plan; and

WHEREAS, certain amendments to the Plan are required to comply with the Pension Protection Act of 2006 and other legislative and regulatory changes, as described in the Amended Adoption Agreement;

NOW, THEREFORE, BE IT RESOLVED that Novato Sanitary District adopts the Amended Adoption Agreement to the Lincoln Financial Group 401(a) Plan; authorizes and directs the President of the Board of Directors to execute said agreement on behalf of Novato Sanitary District, and directs staff to provide Lincoln Financial Group with such information and cooperation as may be needed on an ongoing basis in the administration of the 401(a) Plan.

PASSED AND ADOPTED as a resolution of the Board of Directors of the Novato Sanitary District, at a meeting held on February 8, 2016.

AYES, Members:
NOES, Members:
ABSENT, Members:

Jean Mariani
President, Board of Directors
Novato Sanitary District

ATTEST:

Sandeep S. Karkal
Board Secretary, Board of Directors
Novato Sanitary District

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Receive Wastewater Operations Report, January 2016	MEETING DATE: February 8, 2016 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: Information. Receive Wastewater Operations Report for the month of January 2016.	
SUMMARY AND DISCUSSION: <p>The January 2016 Wastewater Operations Report incorporating reports for wastewater treatment operations, collection system operations, and reclamation facilities is attached.</p> <p>Wastewater Treatment Facility</p> <p>Novato Treatment Plant (NTP) water quality performance was excellent with all parameters well within effluent standards. There were no NPDES violations. Due to low demand, there was no recycled water production in January as the Recycled Water Plant is shut down for the season. Safety performance was excellent with another accident-free month for 2,077 accident-free days through January. District and Veolia staff hosted Tetra-Tech, an EPA contractor for a Pretreatment Compliance Inspection. The inspection report is expected near the end of February. The Discharge Monitoring Report (DMR), the Electronic Self-Monitoring Report (e-SMR), and the Recycled Water Report, for December 2015, were submitted on January 29, 2016. ELAP Certification was renewed with an effective date of 2/1/16.</p> <p>Odor Control and Landscaping</p> <p>Veolia operations staff monitored the performance of the recently installed Micro-Cool fogging system along the north fence-line in the northeast corner of the plant site. The system is performing well and Veolia staff is working with the vendor to develop a maintenance strategy for leaky misters. District and Veolia staff met with neighborhood residents to discuss additional oleander plantings along the northeast fence-line. The District has engaged its landscape contractor to provide a quote for the plantings.</p> <p>Collection System and Pump Stations</p> <p>Staff cleaned 64,922 ft. of sewer lines in January, televised 843 ft. with the CCTV truck and 1,669 ft. with the Push-Cam in lieu of hand-rod work. CCTV findings yielded one (1) line segment requiring a spot repair. Staff conducted 206 lift station inspections and inspected two (2) air relief valves. An electrical contractor replaced 300 feet of power cable between Bahia Main Pump Station and Pump Station No. 2. Additionally, staff responded to a collapsed sewer trunk main at the Ignacio Pump Station by working through the night to setup bypass pumping in order to facilitate a repair.</p> <p><u>Safety:</u> No lost time accidents in January 2016 for a total of 1,785 accident-free days.</p> <p><u>Training:</u> Collections staff attended 5 safety tailgate meetings, a Pump Station Emergency Response Plan Refresher Training and were joined by Engineering staff for Excavation Safety Awareness Training.</p> <p><u>Sanitary Sewer Overflows (SSOs):</u> In January 2016 there were three Category III SSOs with a cumulative spill volume of 212 gallons and one Category I SSO with a spill volume of 270 gallons.</p> <p>Reclamation Facility</p> <p>No ranching, sludge handling or irrigation activities were performed in January. Drainage Pump Station No. 3 pumped 102.42 MG and Station No. 7 pumped 66.96 MG of storm water this month.</p>	
ATTACHMENTS: 1. Wastewater Operations Report for the month of January 2016.	
DEPT. MGR.: JB (Veolia), SRK, DD, EB	GENERAL MANAGER: SSK



February 3, 2016

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

Subject: Veolia Water Operations Report – January 2016

Dear Mr. Karkal:

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

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

Best regards,

A handwritten signature in blue ink that reads "John Bailey". The signature is fluid and cursive.

John Bailey
Project Manager, Veolia



MONTHLY OPERATIONS REPORT
January 2016

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

TABLE OF CONTENTS

TREATMENT PLANT PERFORMANCE SUMMARY

SAFETY AND TRAINING

OPERATIONS AND MAINTENANCE STATUS / REVIEW

LABORATORY ACTIVITIES SUMMARY

ADMINISTRATION

ODORS

MISCELLANEOUS

ATTACHMENTS

- Photos
 - Pretreatment Compliance Inspection & Laboratory
 - Primary Sludge Pump Repair
 - Flushing Digested Sludge Line – Confined Space Entry – Valve Box Deer Island Lane
- Laboratory Data
- Weather Data
- Recycled Water Report
- Annual Compliance Summary
- Process Control Data / Graphs
- Customer Notifications
- Jerome Meter Readings and Locations

TREATMENT PLANT PERFORMANCE SUMMARY: January 2015:

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	7.60	14.60	N/A	N/A
Max Peak Hour, MGD – 1/19/16 – 0940 hours	N/A	22.6	N/A	N/A
Influent				
BOD ₅ , lb/day (month ave/max)	13,492	17,174	N/A	N/A
TSS, lb/day (monthly ave/max)	14,473	18,551	N/A	N/A
Effluent				
BOD ₅ , mg/L (monthly ave/weekly max)	<5	5	30	45
TSS, mg/L (monthly ave/weekly max)	4	5	30	45
BOD ₅ - % Removal, Minimum	97	N/A	85	N/A
TSS - % Removal, Minimum	98	N/A	85	N/A
Ammonia, mg/L – (monthly ave/daily max)			5.9	21
pH, su (min / max)	6.6	7.0	6.5	8.5
Enterococcus, MPN/100 ml (30 day geo mean)	2.6	N/A	35	N/A
Fecal Coliform, MPN/100 ml (30 day median)	N/A	N/A	140	N/A
Fecal Coliform, MPN/100 ml (90 th percentile)	N/A	N/A	430	N/A
Total Permit Exceedances (NPDES)	0			

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	0.0	N/A
Average Turbidity	NTU	N/A	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	N/A	72
Minimum CT (disinfection)	mg-min/L	N/A	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	N/A	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	N/A	240
Maximum Total Coliform 2 Samples 30 d	MPN/100 ml	N/A	23
Total Coliform 7 Sample Median	MPN/100 ml	N/A	2.2

Discussion of Violations / Excursions:

National Pollutant Discharge Elimination System (NPDES) – None

Recycled Water – None, No Recycled Water Produced in January

Rainfall. – Max Daily January 5th & 6th = 1.1 inches. **January Total Rainfall = 6.69 inches**

Note: BOD values based on available data as of report date.

Ammonia data not available as of report date.



SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTP and Ignacio Transfer Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of January 2016.
- Accident Free: 6/1/10 – 1/31/16: 2,077 days
- Monthly Safety Topics and Training:
 - Hazard Communication and Safety Data Sheets / Globally Harmonized System
 - Laboratory Safety and Chemical Hygiene Plan

OPERATION & MAINTENANCE STATUS / REVIEW:

Key events for the period:

Novato

- Routine rounds, readings and maintenance
- Replaced stator and soft start on Sludge/Scum Pump #4 – Primary Clarifier #2
- Replaced lower bearing on odor Fan #1 for Primary Clarifier #1
- Replaced drive motors on Secondary Clarifier 1 & 2

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

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

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance
- Replaced regulator in Eyewash/Shower @ Decommissioned Bioxide Tank

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

- None

Decant Pump Station

- Performed routine inspection
- Flushed Decant lines

Recycled Water Plant (RWP)

- Plant is shut down for season

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

- Chlorine Contact Tank, drained and out of service for cleaning.



Sludge Lagoons

- Performed routine rounds and inspection
- Flushed sludge line with #3 water

LABORATORY ACTIVITIES SUMMARY:**Wildlife Pond and Reclamation Activities**

Samples and weekly/monthly observations at the Wildlife pond were taken according to the WDR (Order No. 92-065). Pond pH values continue to be high due to naturally occurring conditions. No discharge to receiving waters occurs from the ponds.

ELAP Recertification

ELAP certification was renewed with an effective date of 2/1/16 and an expiration date of 1/31/2018.

Whole Effluent Toxicity Testing

Quarterly Acute and Chronic Toxicity testing began on January 20, 2016. Both analyses were successfully performed by Aqua Science Laboratory in Davis, CA. Testing demonstrated no toxicity present.

Fecal Coliforms

No sample was analyzed for Fecal Coliforms as this is now required once per quarter.

Enterococcus

Three samples were analyzed each week for Enterococcus and all results were well below the regulatory limits.

BOD

All BOD testing in January were performed by Alpha Analytical Laboratory, effluent results were well below the regulatory limits.

PCBs Quarterly Testing and Semi-Annual Dioxin

Effluent samples were collected for EPA method 1668C PCB and Dioxin on January 14, 2016 and shipped to Frontier Analytical Laboratory for analysis. Results have not yet been received.

Semi-Annual Sampling:

Semi-Annual sampling occurred in January for PCBs (as aroclors), Metals, Phenols, Volatile and Semivolatile Organics, Organophosphorous and Chlorinated Pesticides.

Public Education

None

Training

- Kurt Hawkyard participated in a Veolia wide training presented by ERA (our performance test suppliers) regarding Low-Level Chlorine Residual Analysis (1/21/2016).
- Liz Falejczyk participated in a WEF sponsored Webinar "Continuing the Dispersibles Discussion" with John O'Hare and Erik Brown (1/13/2016).
- Liz attended the CWEA Redwood Empire Section's Laboratory Committee Meeting (1/20/2016). Afterwards Liz was asked to be one of 25 California attendees for training on the TNI 2009 (The NELAC (National Environmental Laboratory Accreditation Conference) Institute) standards which ELAP is considering adopting. This training will be held in March.

BACWA

Liz attended the BACWA Annual meeting (1/15/2016).

Pretreatment

Liz finished up work with Bob Adamson on the NSD pretreatment program and in preparation for the Pretreatment Compliance Inspection (PCI) on 1/12/2016. The inspection was carried out by representatives from Tetratex, Inc. which serves as a contract inspector to the EPA and State Water Board. Their inspection report is expected at the end of February.

Permits

- None issued

Inspections

- Liz and Kurt
 - Follow-up visit to Ming Yen (in compliance)
- Liz and John O'Hare
 - Raptor Pharmaceutical
 - Ultragenyx
 - Hanger area at Hamilton Field (visual canvassing for new industries)
 - Digital Drive BMK area (visual canvassing for new industries)
- Follow-up communications
 - Jenny Lows (complete)
 - Costco
 - California Grill (on-going)
 - Ultragenyx

Sampling

- No pretreatment sampling in January



Reports Received

- Periodic Report of Continued Compliance all received on time and in compliance.
 - Buck Center: in compliance
 - Bio Marin – Galli: NOV issued in December, follow-up sample in compliance. Corrective action report received on schedule.
 - North Marin Water District: in compliance
- Annual Report
 - Optical Metals: complete, in compliance
- NMWD Accidental Spill / Slug Loading Prevention Plan and the operational improvement plans for the gravity sludge thickener.

ADMINISTRATION:

- December Electronic Self-Monitoring Report (SMR) submitted on January 29, 2016
- December Electronic Discharge Monitoring Report (DMR) submitted on January 29, 2016
- December Recycled Water Report submitted on January 29, 2016
- Annual 2015 SMR Submitted on January 31, 2016

ODORS:

- Jerome meter (H2S) readings performed in neighborhood and within treatment plant.
- All readings in neighborhood were at the minimum detection threshold of the Jerome meter.

MISCELLANEOUS

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

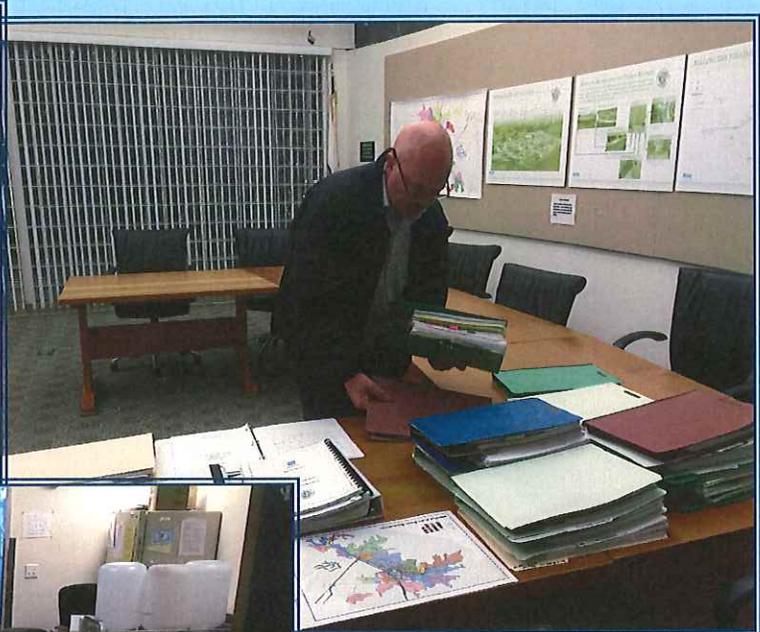
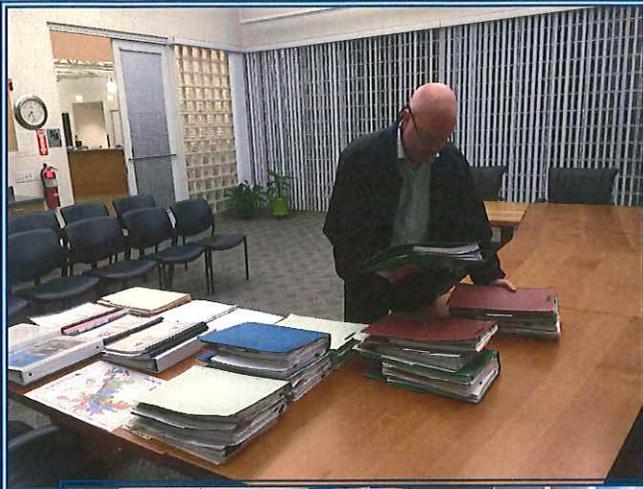
Veolia Support Staff On/Off Site (Various Times)

John O'Hare	Technical Support
Joe Nasuta	Technical Support
Art Fagerstrom	Technical Support
Paul Proctor	Technical Support



PHOTOS

PRETREATMENT COMPLIANCE INSPECTION & LABORATORY JANUARY 2016



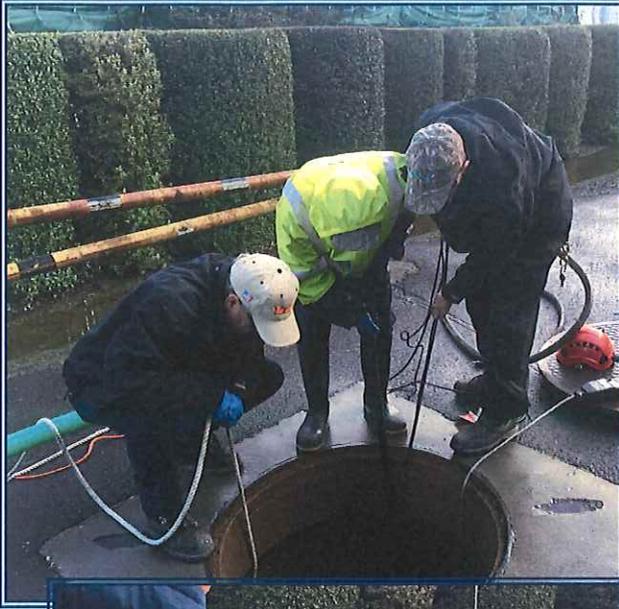
Top – John O'Hare preparing for Pretreatment Compliance Inspection.
Bottom – Christian Williams microscopic examination of activated sludge biomass for process control.

PRIMARY SLUDGE PUMP REPAIR
JANUARY 2016



Operation and Maintenance Crew Replacing Stator on Primary Sludge Pump #4
Alejo Cuntapay, Jeff Hendrix, Brian Exberger, and Christian Williams

FLUSHING DIGESTED SLUDGE LINE
CONFINED SPACE ENTRY – VALVE BOX AT DEER ISLAND LANE
JANUARY 2016



Top Left – Maintenance team preparing for confined space entry
Top Right - Ralph Loveless (entrant), Preston Ingram (entry supervisor), Alejo Cuntapay, (entry attendant)
Bottom Left & Right – Ralph Loveless entry to cycle valves at Deer Island Lane Valve Station

LABORATORY DATA

Novato Sanitary District
BOD/TSS Report



January, 2016

Date	Flow MGD	Influent				Effluent				BOD % Removal	TSS % Removal
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	PERCENT	PERCENT
01/01/16	3.78										
01/02/16	4.00										
01/03/16	4.16										
01/04/16	7.40										
01/05/16	10.28										
01/06/16	14.60										
01/07/16	7.49										
01/08/16	6.03	130	6,538	194	9,756	<5	<251	4	201	96.2	97.9
01/09/16	5.97										
01/10/16	5.40										
01/11/16	5.13										
01/12/16	5.74										
01/13/16	7.92	260	17,174	279	18,429	5	330	3	198	98.1	98.9
01/14/16	6.58					<5	<274	4	220		
01/15/16	6.36										
01/16/16	7.94										
01/17/16	11.28										
01/18/16	9.99										
01/19/16	13.40	150	16,763	166	18,551	<5	<559	5	559	96.7	97.0
01/20/16	8.66										
01/21/16	7.28										
01/22/16	9.44										
01/23/16	8.47										
01/24/16	7.25										
01/25/16	6.86			195	11,156			3	172		98.5
01/26/16	6.11										
01/27/16	5.84										
01/28/16	5.61										
01/29/16	5.90										
01/30/16	5.85										
01/31/16	5.67										
Weekly Averages											
01/02/16	Week 1	330	11,201	607	20,604	5	170	5	170		
01/09/16	Week 2	130	6,538	194	9,756	5	251	4	201		
01/16/16	Week 3	260	17,174	279	18,429	5	302	4	209		
01/23/16	Week 4	150	16,763	166	18,551	5	559	5	559		
01/30/16	Week 5			195	11,156			3	172		
Monthly											
Minimum	3.78	130	6,538	166	9,756	<5	<251	3	172	96	97
Maximum	14.60	260	17,174	279	18,551	5	<559	5	559	98	99
Total	226.39										
Average	7.30	180	13,492	209	14,473	<5	<354	4	270	97	98

Novato Sanitary District
Conventional Pollutants Report



January, 2016

Date	INFLUENT - A001			Effluent - E002							
	Flow	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Unionized Ammonia	Oil & Grease	Temp
	Total			Fecal	Entero	Total					
	MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L		Deg C
01/01/16	3.78						6.9				17.6
01/02/16	4.00										
01/03/16	4.16										
01/04/16	7.40	7.4					6.9				18.7
01/05/16	10.28					2.0	6.6				17.1
01/06/16	14.60					4.1	6.8				17.0
01/07/16	7.49					2.0	6.9				16.6
01/08/16	6.03						7.0				17.2
01/09/16	5.97										
01/10/16	5.40										
01/11/16	5.13	7.2				<1.0	6.8				18.1
01/12/16	5.74					4.1	6.8				18.1
01/13/16	7.92						6.8				18.3
01/14/16	6.58					3.1	6.9				17.6
01/15/16	6.36						6.9				17.9
01/16/16	7.94										
01/17/16	11.28										
01/18/16	9.99					6.3	6.8				17.1
01/19/16	13.40	7.3					6.9				17.7
01/20/16	8.66						6.8				17.0
01/21/16	7.28					<1.0	7.0				17.3
01/22/16	9.44					1.0	6.9				17.7
01/23/16	8.47										
01/24/16	7.25										
01/25/16	6.86					1.0	6.9				17.7
01/26/16	6.11					72.2	6.9				17.6
01/27/16	5.84					<1.0	6.8				17.9
01/28/16	5.61						6.9				17.9
01/29/16	5.90						6.9				18.3
01/30/16	5.85										
01/31/16	5.67										
Monthly											
Minimum	3.78	7.2				<1.0	6.6				16.6
Maximum	14.60	7.4				72.2	7.0				18.7
Total	226.39										
Average	7.30	7.3					6.9				17.6

WEATHER DATA

Weather Data Novato WWTP - January 2016

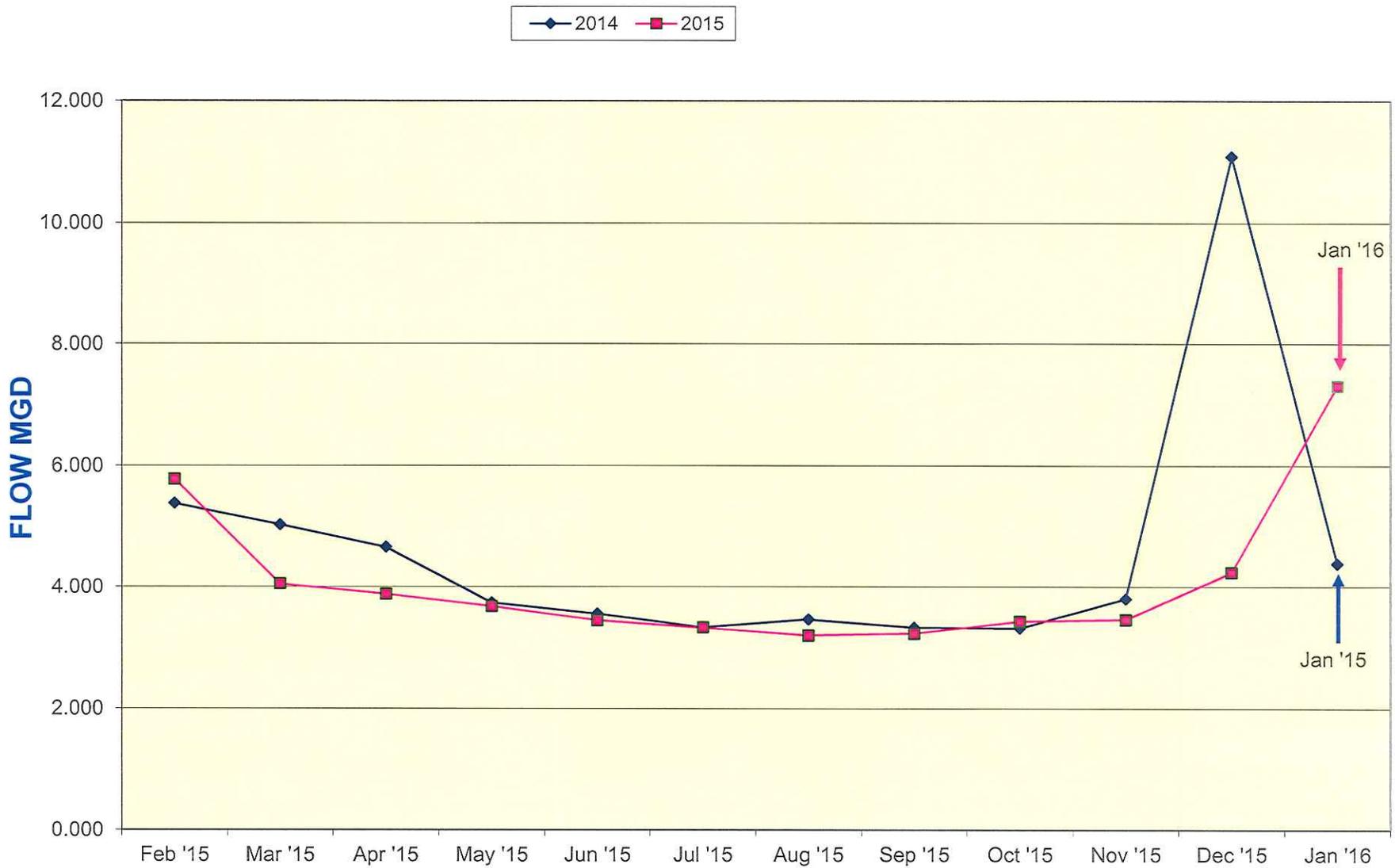
Date	Temperatur		Wind Direction		Humidity	Pressure		Rainfall	Windspeed
	High	Low				High	Low	Inches	Max
1-Jan	49	25				30.23	30.09	0.00	10.0
2-Jan	51	37				30.16	29.97	0.00	11.0
3-Jan	53	42				29.98	29.77	0.01	7.0
4-Jan	52	44				29.98	29.59	0.61	10.0
5-Jan	53	43				29.79	29.55	1.10	12.0
6-Jan	53	46				29.76	29.59	1.10	14.0
7-Jan	56	40				30.06	29.74	0.01	7.0
8-Jan	52	40				30.12	30.05	0.01	5.0
9-Jan	52	46				30.17	30.07	0.06	9.0
10-Jan	54	46				30.24	30.14	0.01	10.0
11-Jan	56	48				30.30	30.22	0.00	10.0
12-Jan	55	44				30.29	29.95	0.01	9.0
13-Jan	60	43				30.24	29.92	0.56	19.0
14-Jan	55	39				30.22	29.93	0.18	12.0
15-Jan	56	43				30.16	29.94	0.24	17.0
16-Jan	59	49				30.15	30.06	0.25	10.0
17-Jan	60	53				30.10	29.97	0.78	10.0
18-Jan	61	51				30.12	30.00	0.05	8.0
19-Jan	64	49				30.20	29.81	1.02	19.0
20-Jan	59	46				30.27	30.13	0.00	3.0
21-Jan	60	47				30.22	29.98	0.05	11.0
22-Jan	59	52				29.98	29.86	0.40	18.0
23-Jan	58	46				30.14	29.90	0.10	31.0
24-Jan	63	42				30.23	30.07	0.00	9.0
25-Jan	59	49				30.27	30.16	0.02	4.0
26-Jan	62	47				30.34	30.19	0.00	0.0
27-Jan	64	44				30.35	30.17	0.00	3.0
28-Jan	59	43				30.31	30.14	0.01	1.0
29-Jan	63	52				30.17	29.95	0.10	0
30-Jan	62	48				30.08	29.94	0.00	9
31-Jan	59	44				30.00	29.66	0.01	29
Total								6.69	
Min	49	25			0	29.76	29.55	0	0
Max	64	53			0	30.35	30.22	1.1	31
Ave	57	45			#DIV/0!	30	30	0	11

RECYCLED WATER REPORT

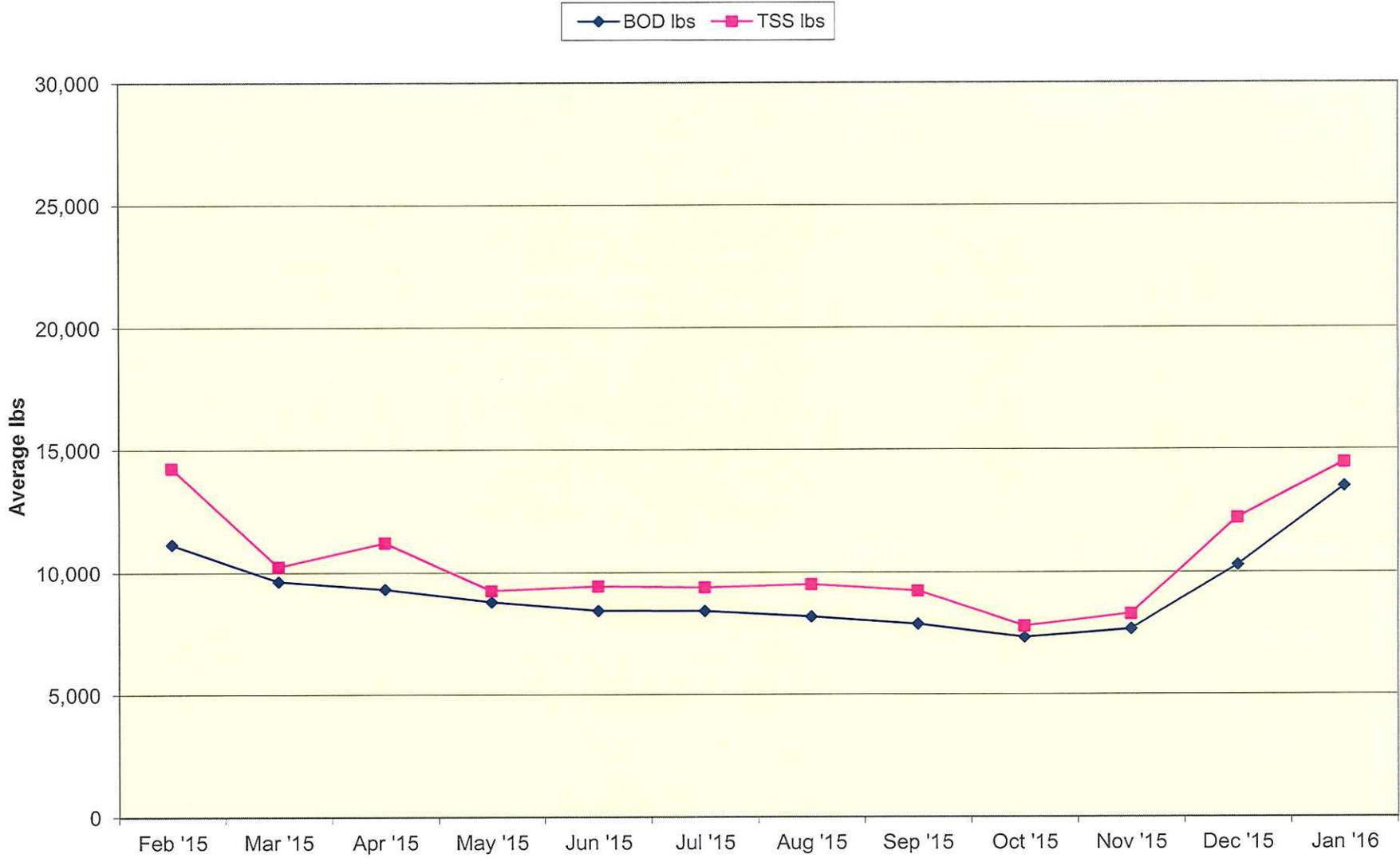
***Note: No Recycled Water production in
January 2016, therefore no report/data.***

ANNUAL COMPLIANCE SUMMARY – GRAPHS

WASTEWATER INFLUENT FLOW COMPARISON



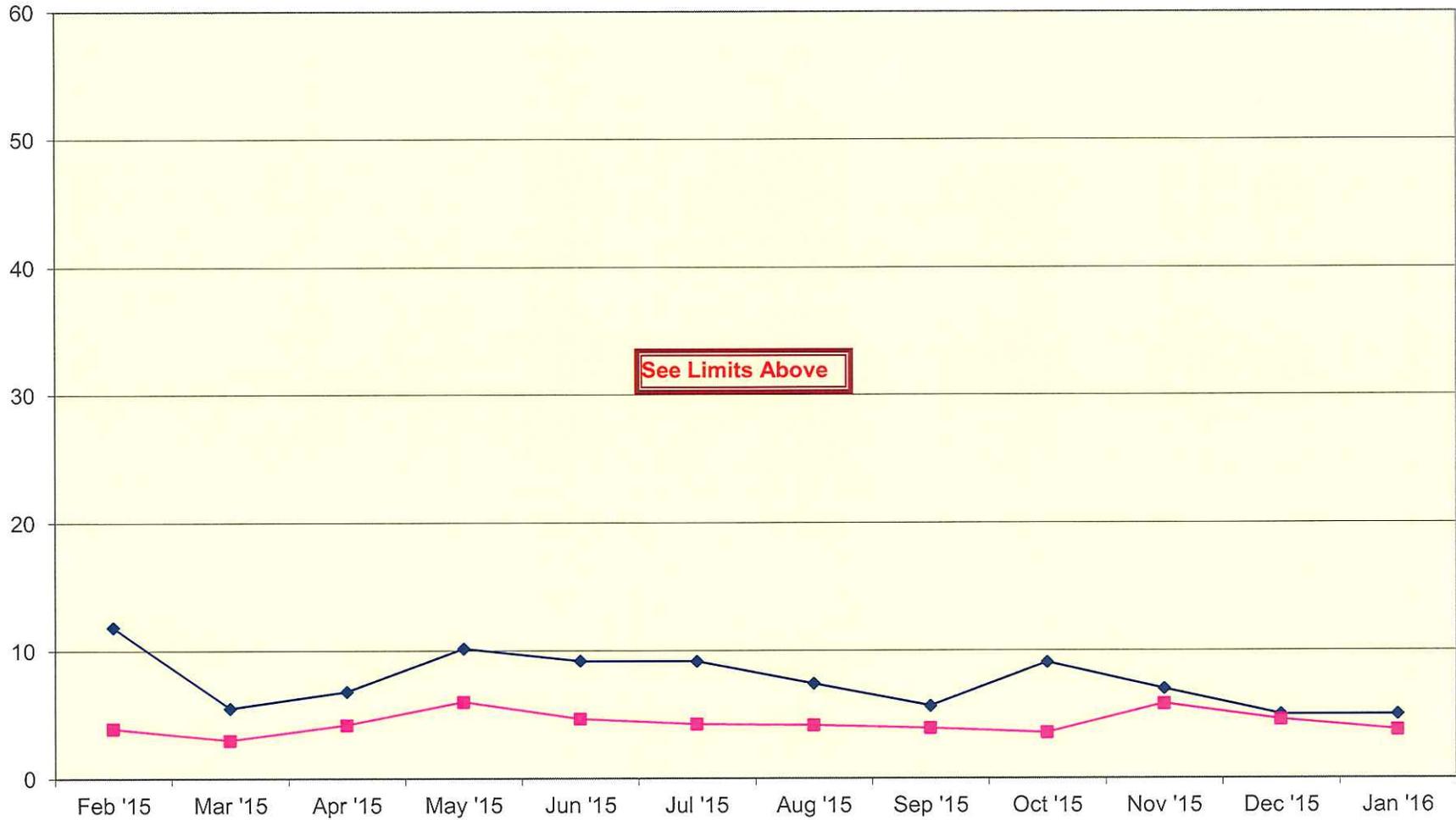
Influent Load BOD / TSS lbs



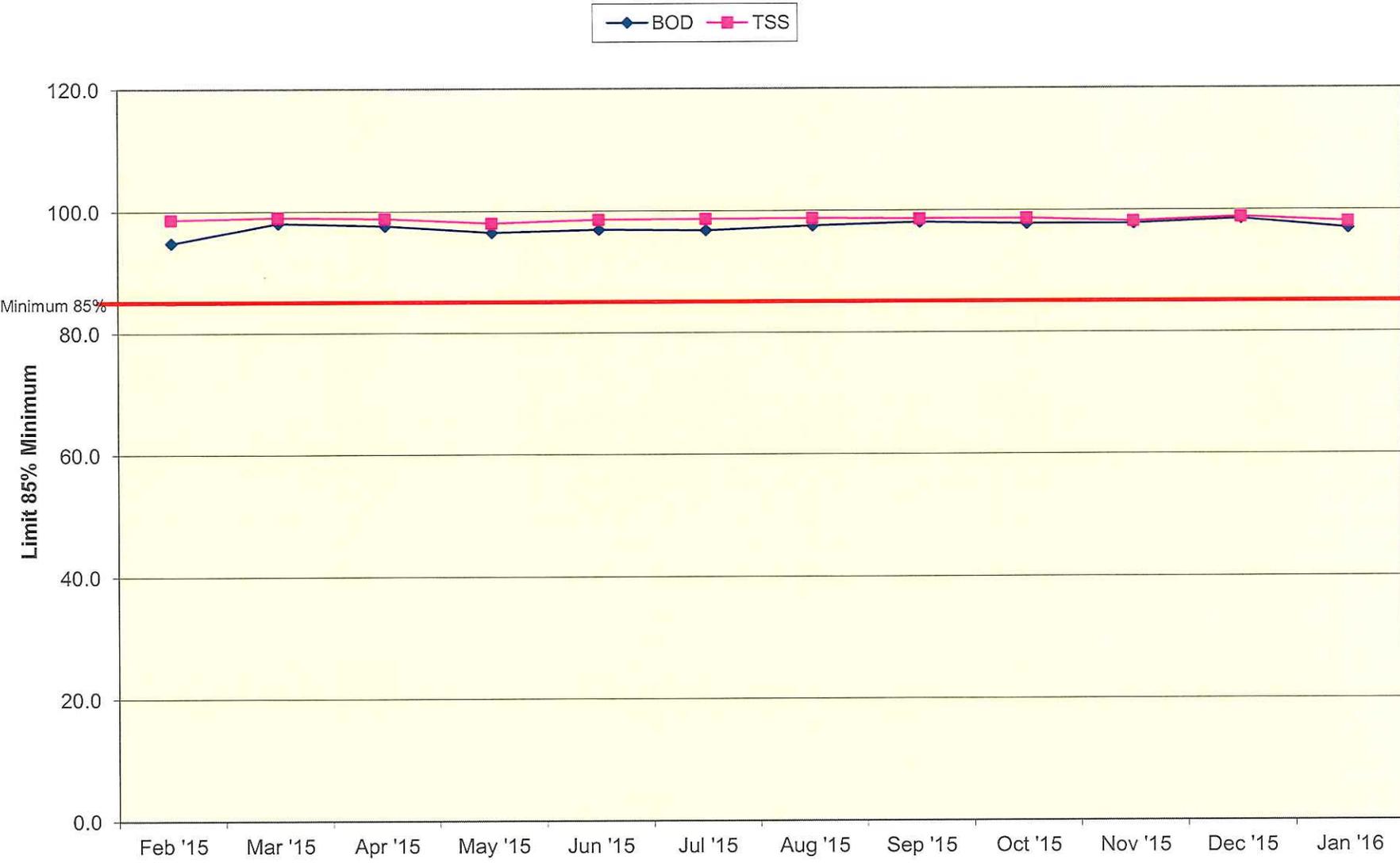
Effluent BOD / TSS Concentration

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

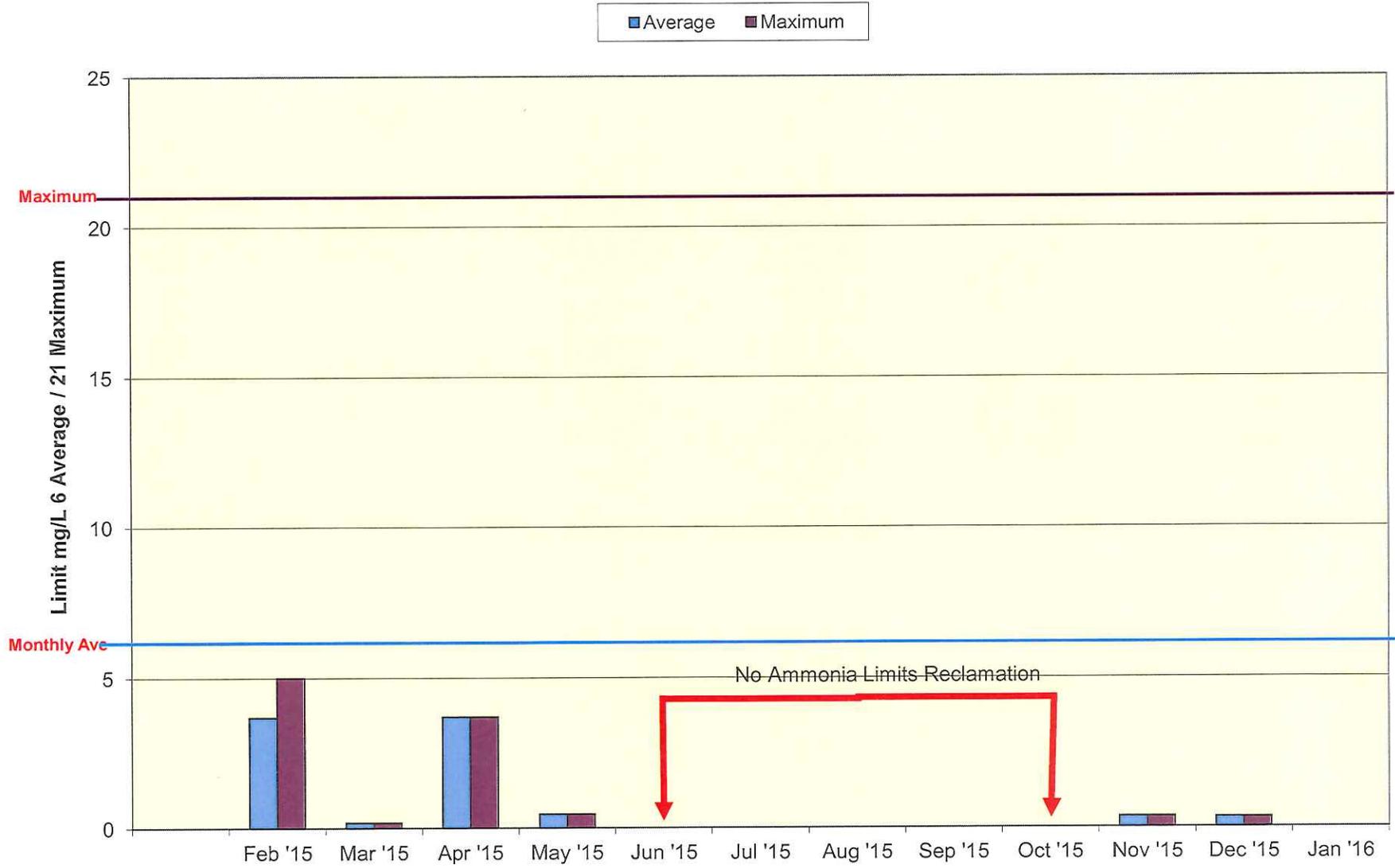
◆ BOD ■ TSS



BOD / TSS Percent Removal



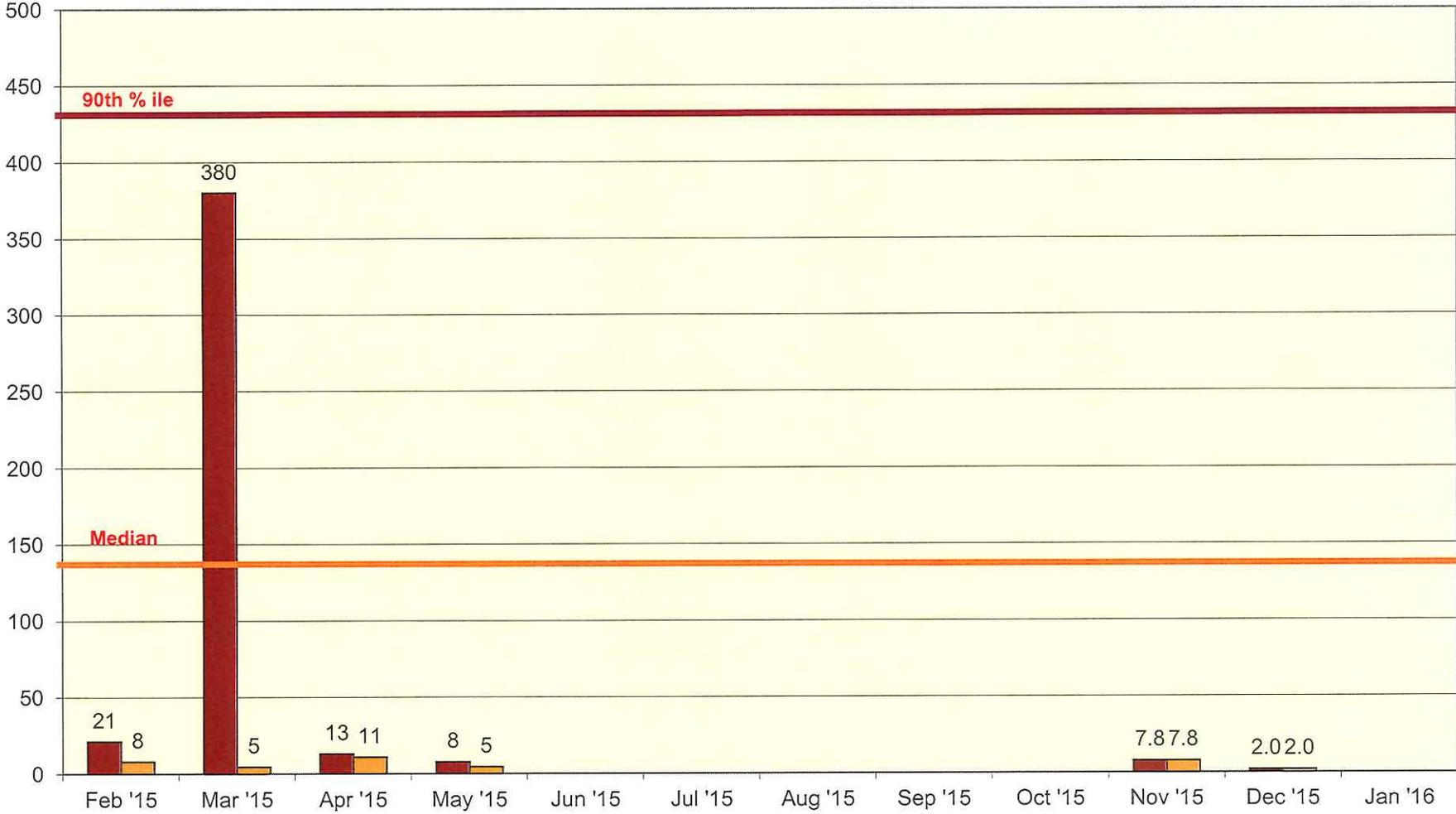
Effluent Ammonia



Disinfection - Fecal Coliform

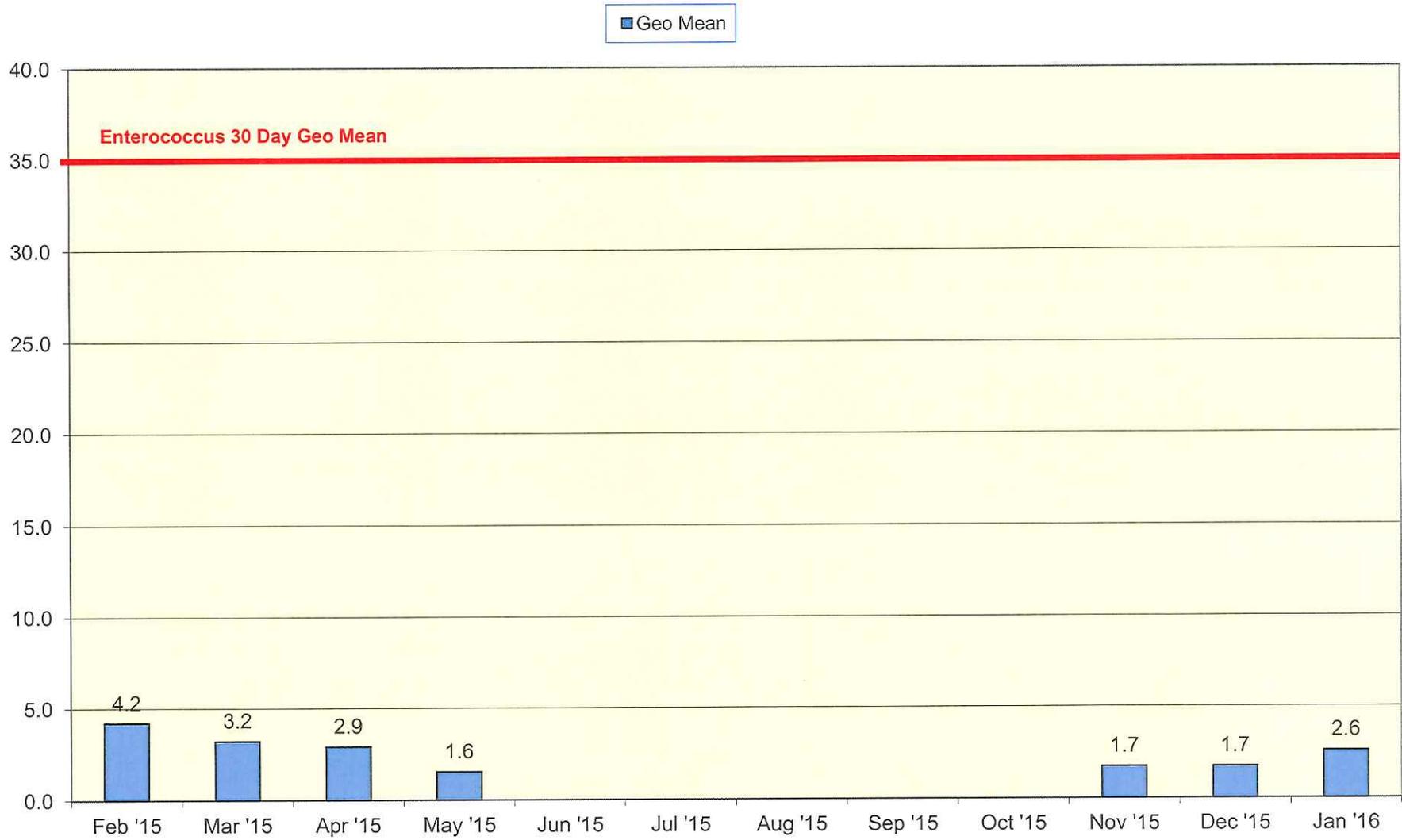
LIMITS - NPDES
 Fecal 140 mpn monthly median
 Fecal 430 mpn 90th percentile 30 day

■ 90th % ile ■ 30 day med



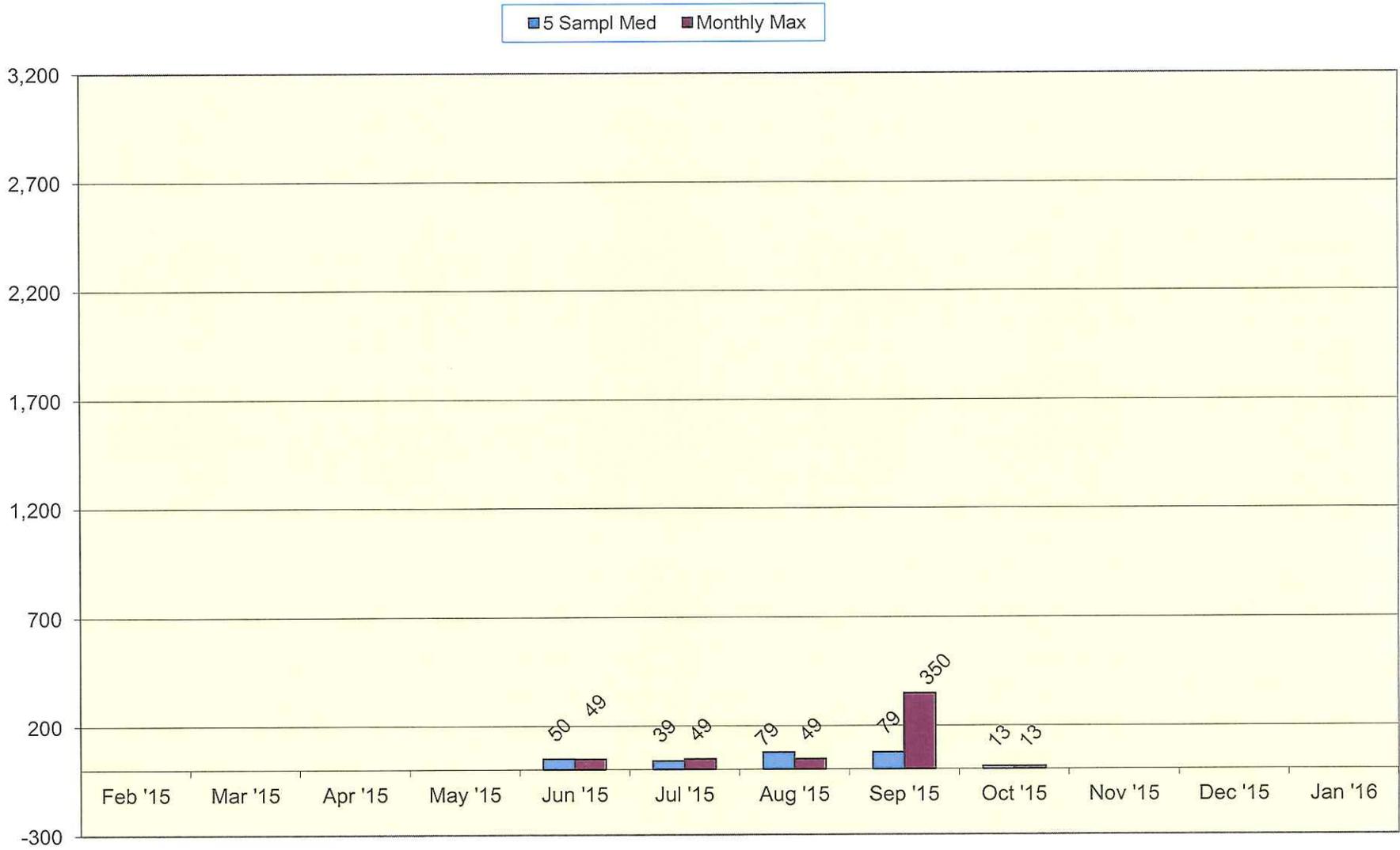
Disinfection - Enterococcus

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

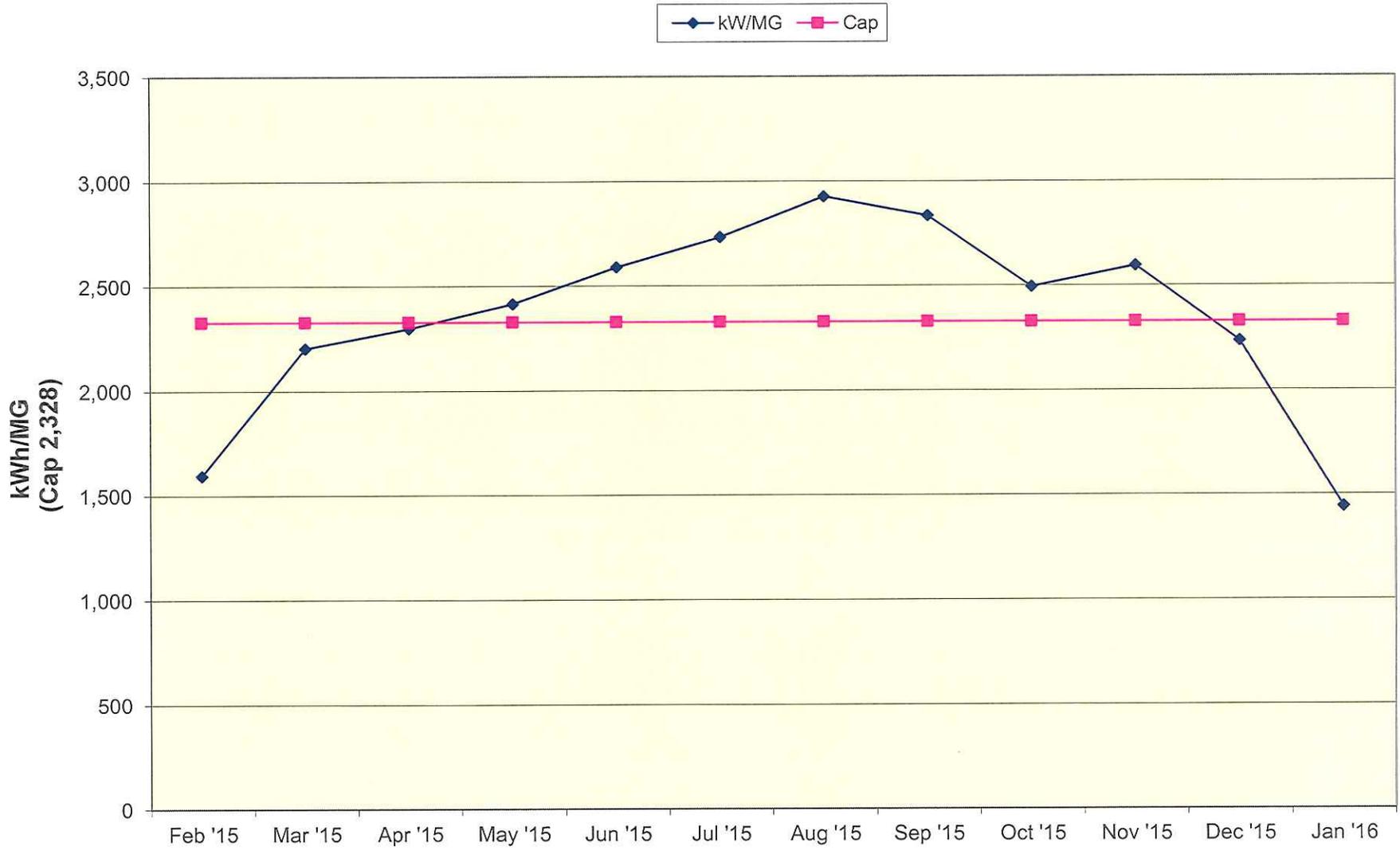


Disinfection - Total Coliform

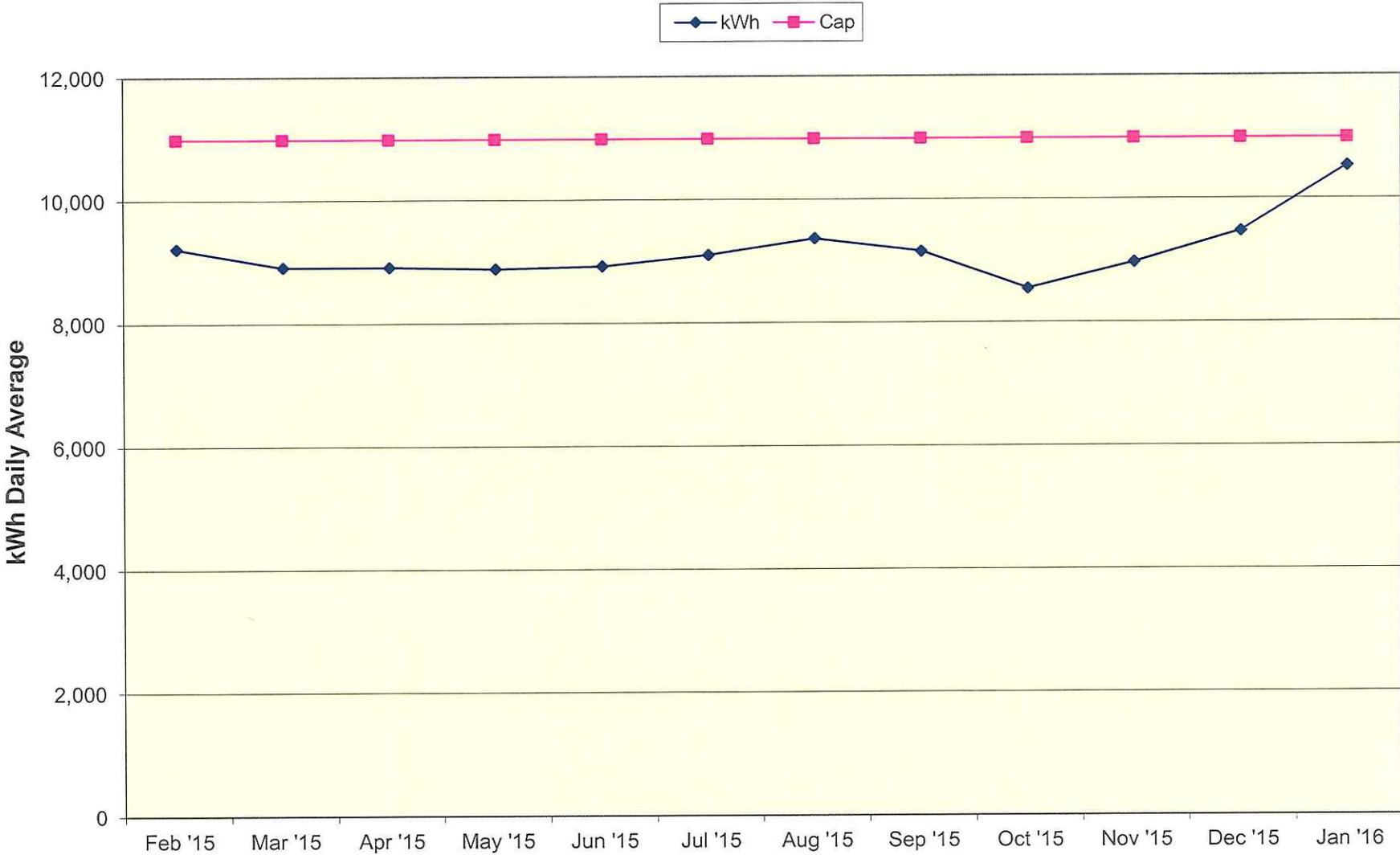
TOTAL COLIFORM LIMITS - WDR
 5 Sample Median - 240 mpn /100 ml
 Maximum - 10,000 mpn/100 ml



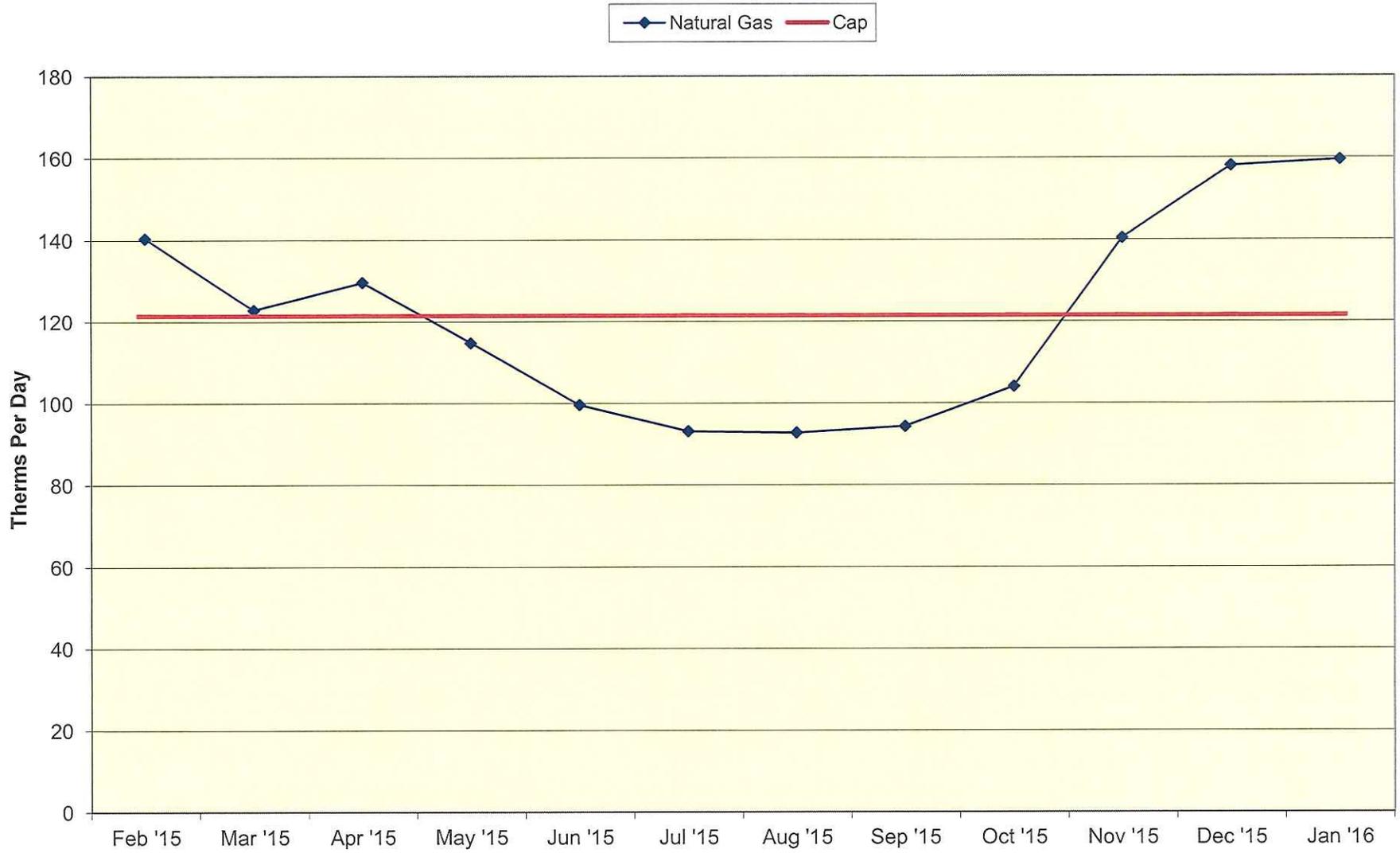
Energy kWh/MG



Energy kWh

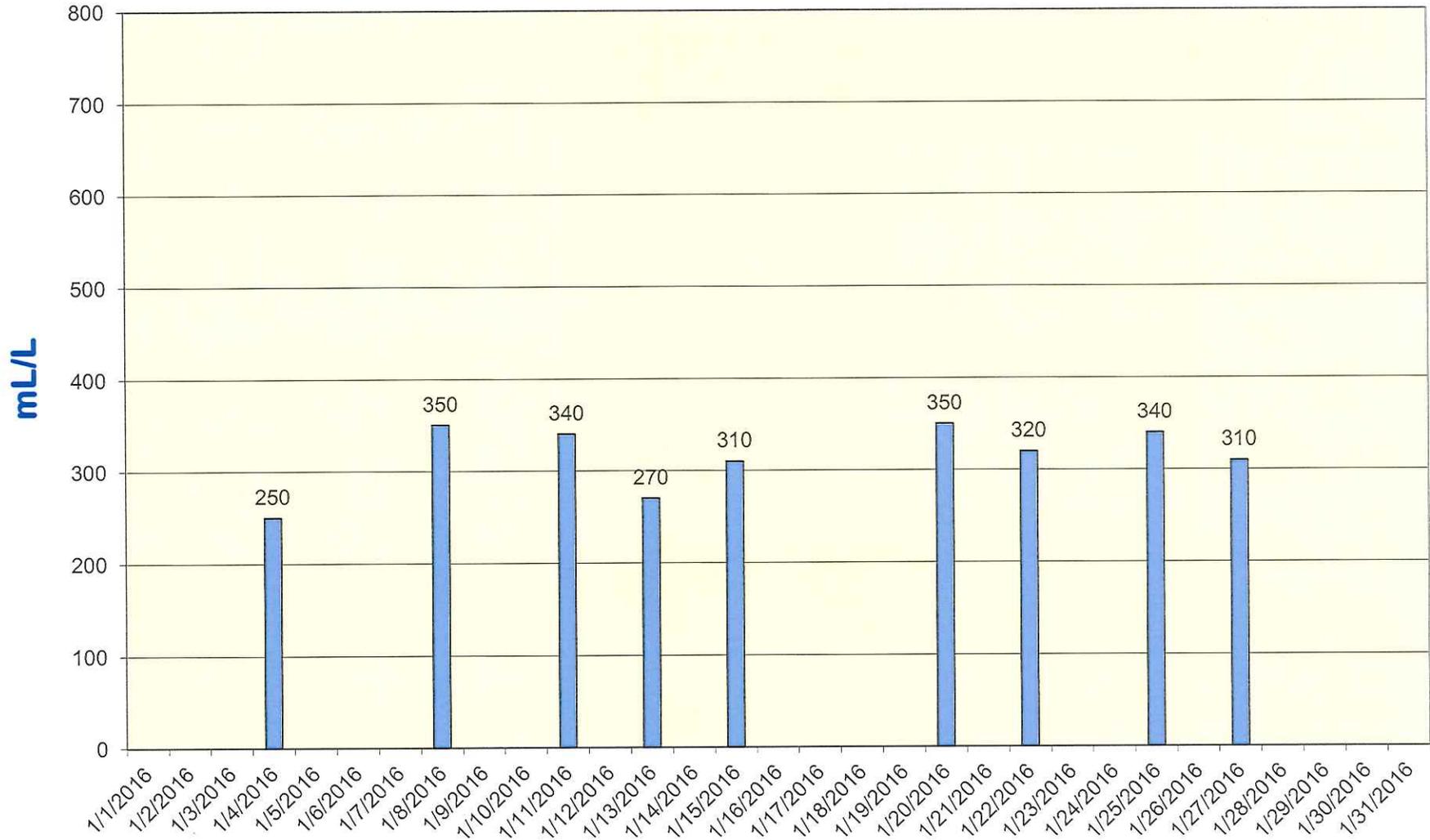


Natural Gas Use

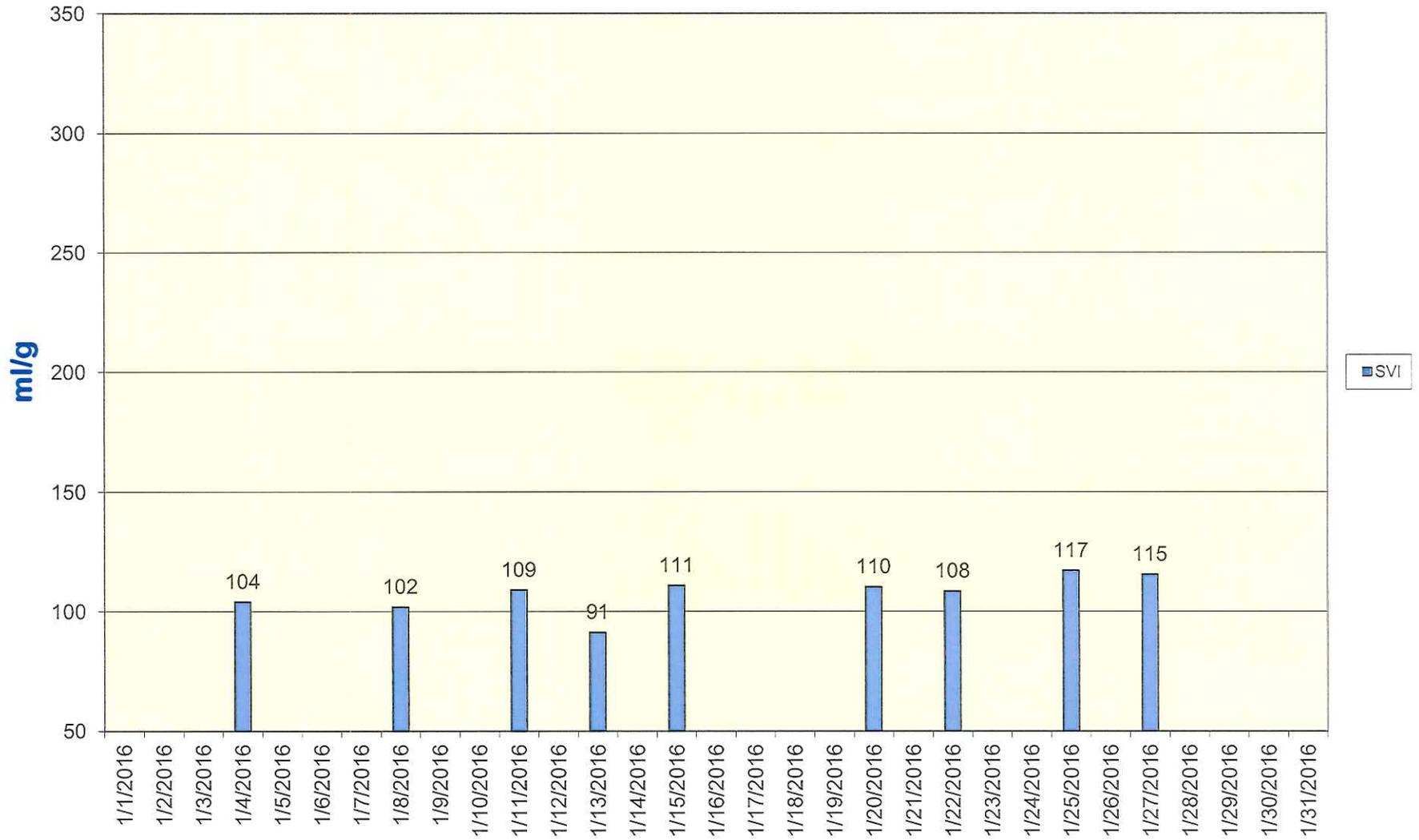


PROCESS CONTROL DATA / GRAPHS

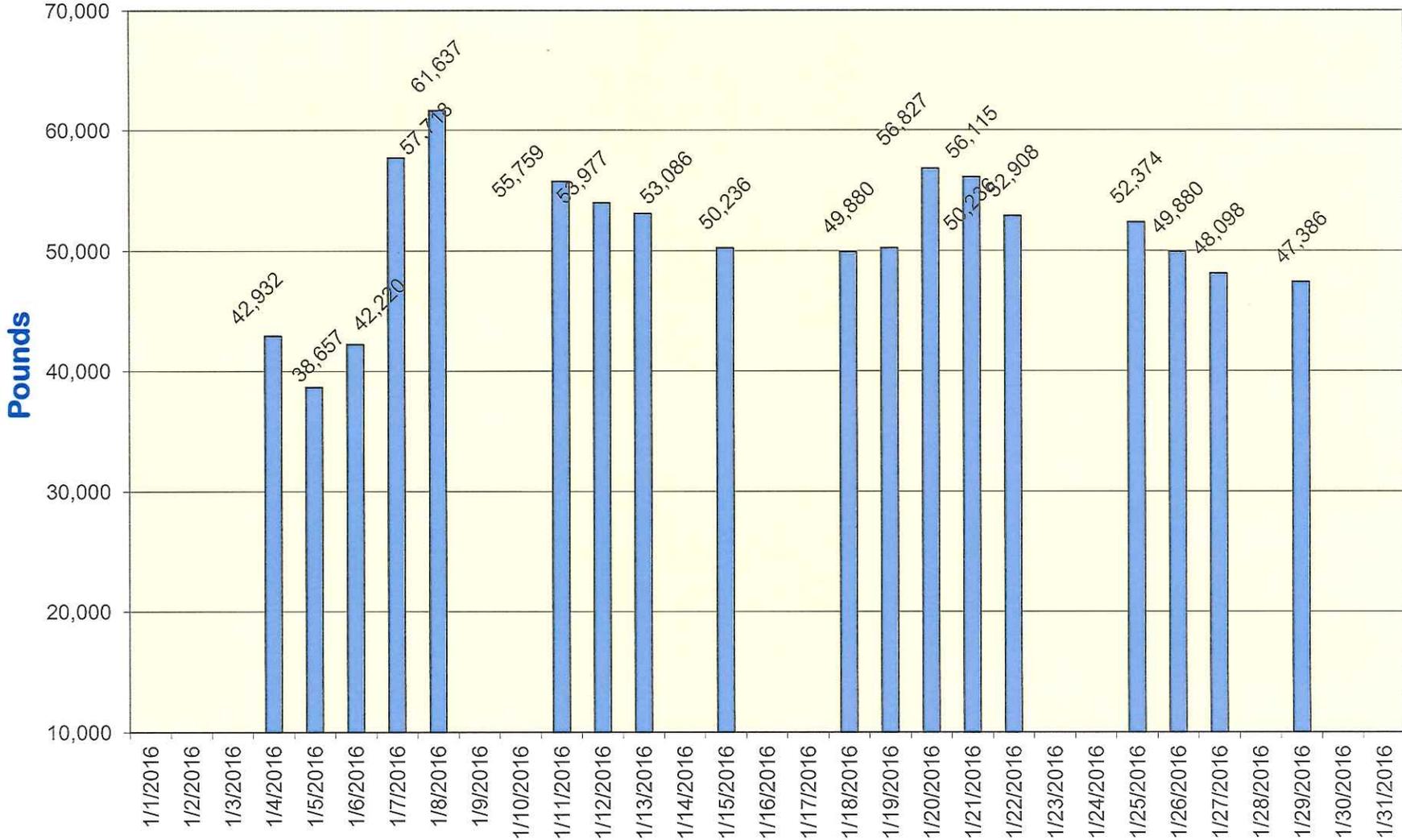
Settleability



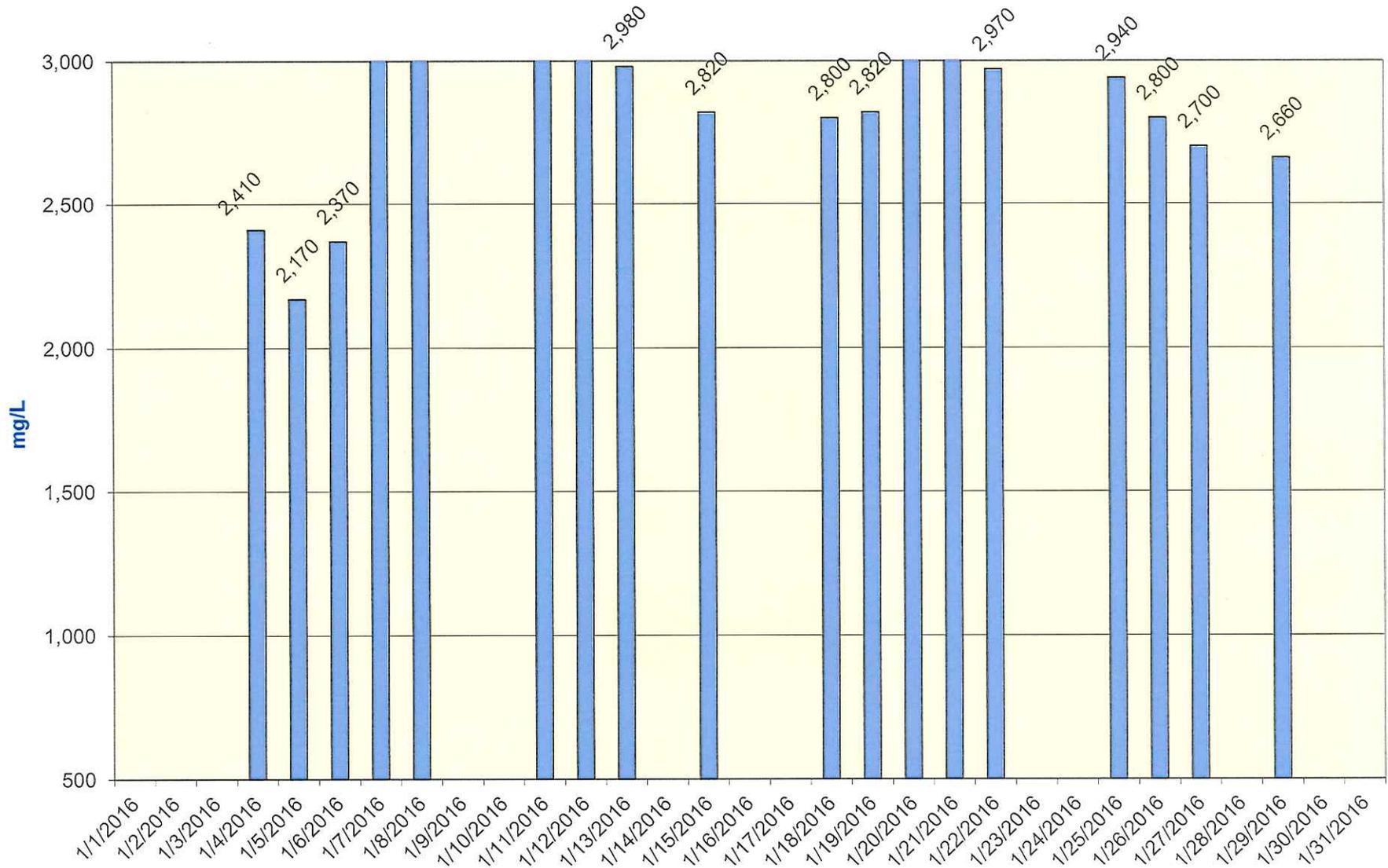
Sludge Volume Index



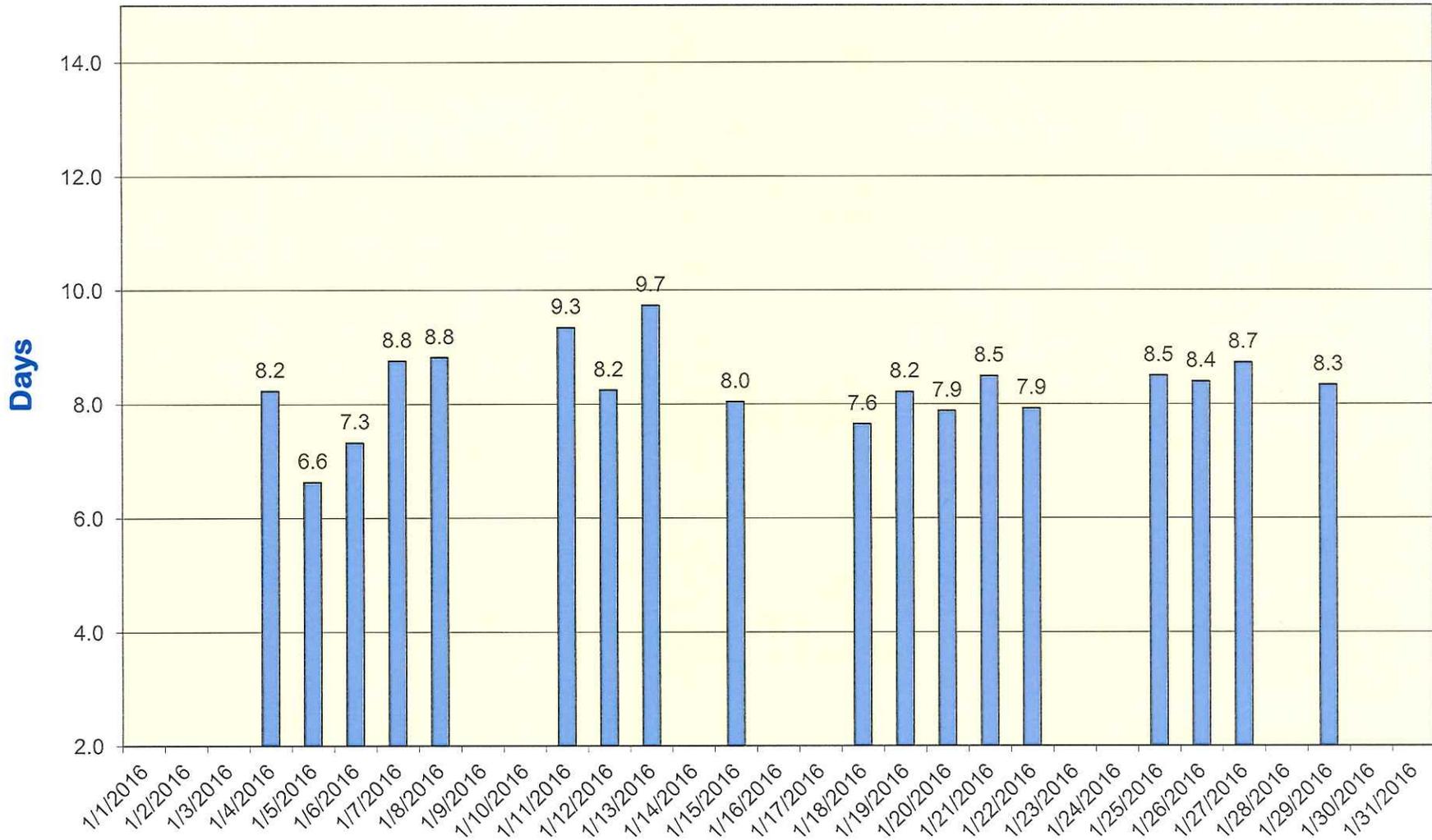
MLSS Inventory



MLSS Concentration



Mean Cell Residence Time

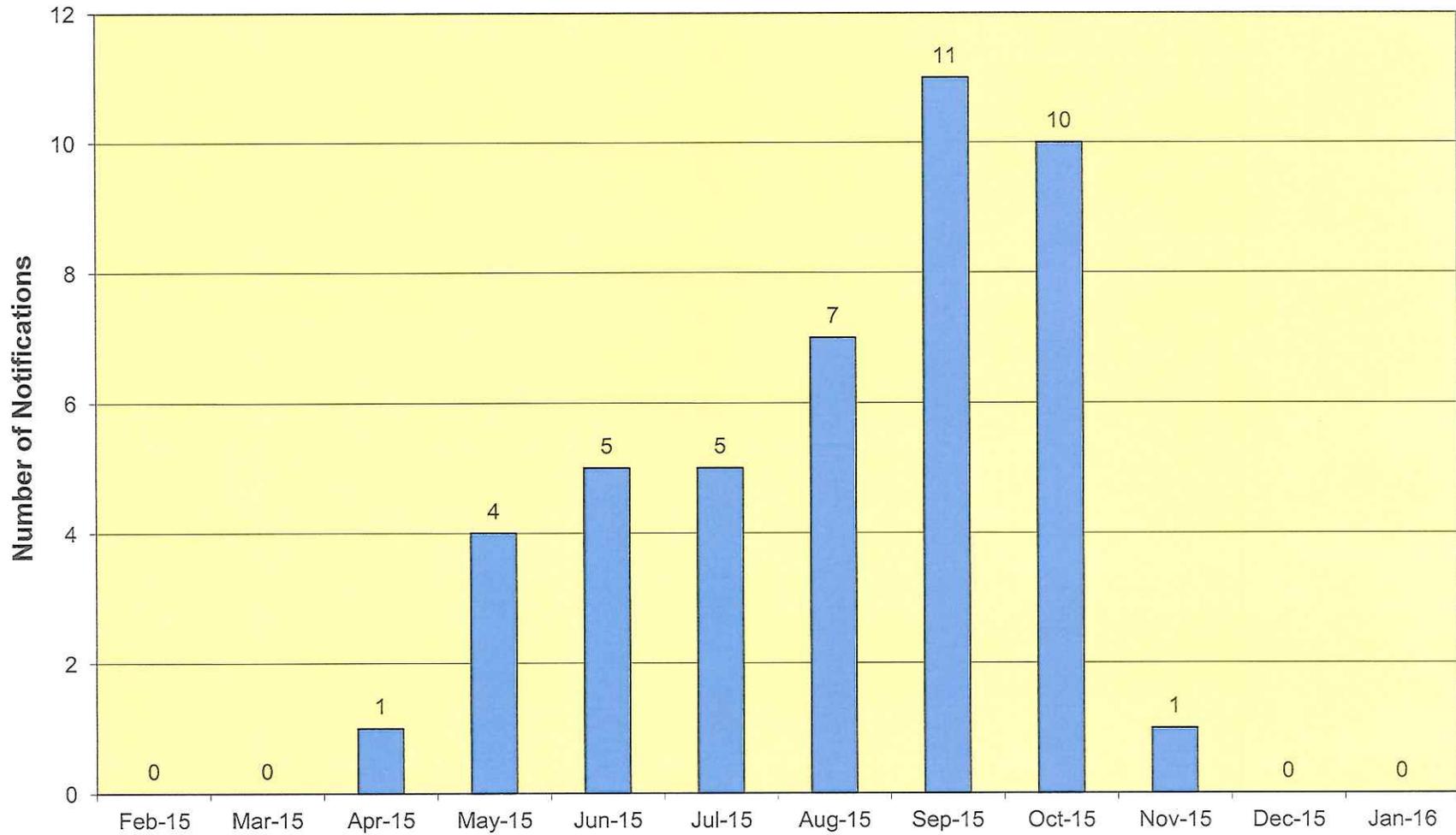


Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
1/1/2016	3.78						
1/2/2016	4.00						
1/3/2016	4.16						
1/4/2016	7.40	250	2,410	42,932		8.2	104
1/5/2016	10.28		2,170	38,657		6.6	
1/6/2016	14.60		2,370	42,220		7.3	
1/7/2016	7.49		3,240	57,718		8.8	
1/8/2016	6.03	350	3,460	61,637		8.8	102
1/9/2016	5.97						
1/10/2016	5.40						
1/11/2016	5.13	340	3,130	55,759		9.3	109
1/12/2016	5.74		3,030	53,977		8.2	
1/13/2016	7.92	270	2,980	53,086		9.7	91
1/14/2016	6.58						
1/15/2016	6.36	310	2,820	50,236		8.0	111
1/16/2016	7.94						
1/17/2016	11.28						
1/18/2016	9.99		2,800	49,880		7.6	
1/19/2016	13.40		2,820	50,236		8.2	
1/20/2016	8.66	350	3,190	56,827		7.9	110
1/21/2016	7.28		3,150	56,115		8.5	
1/22/2016	9.44	320	2,970	52,908		7.9	108
1/23/2016	8.47						
1/24/2016	7.25						
1/25/2016	6.86	340	2,940	52,374		8.5	117
1/26/2016	6.11		2,800	49,880		8.4	
1/27/2016	5.84	310	2,700	48,098		8.7	115
1/28/2016	5.61						
1/29/2016	5.90		2,660	47,386		8.3	
1/30/2016	5.85						
1/31/2016	5.67						
Minimum	3.78	250	2,170	38,657	0.00	6.6	91
Maximum	14.60	350	3,460	61,637	0.00	9.7	117
Total	214.87						
Average	7.41	316	2,869	51,107	#DIV/0!	8.3	107

CUSTOMER NOTIFICATIONS

Neighborhood Contacts Received

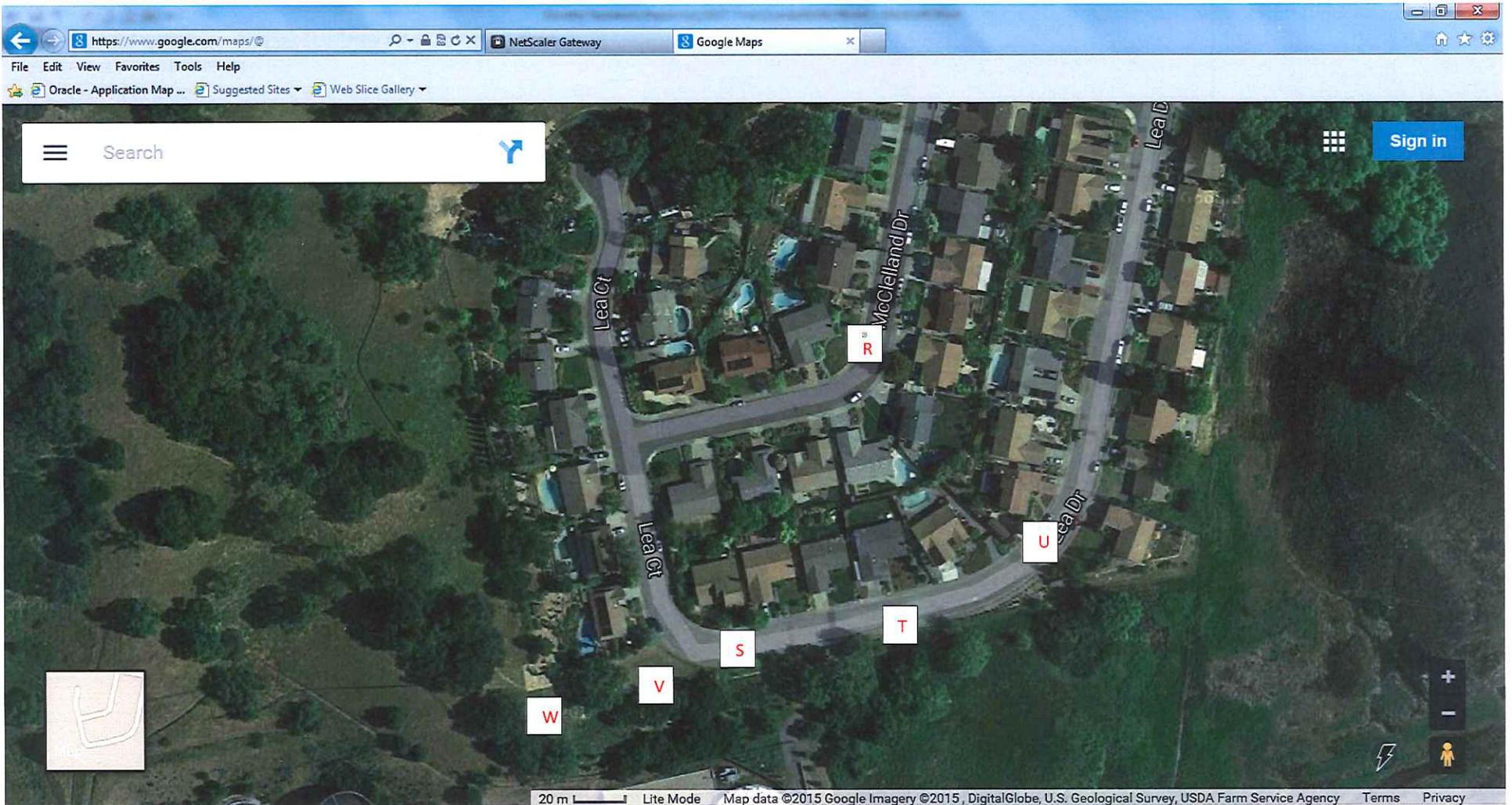


JEROME METER READINGS & LOCATIONS

JEROME METER READINGS - JANUARY 2016

Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: Influent Pump Station	0.000	0.000	0.000	
B: Septage Dumpster	0.000	0.000	0.000	
C: Primary Clarifier #1 Odor Bed	0.000	0.000	0.000	
D: Primary Clarifier #1	0.000	0.001	0.000	
E: Headworks	0.000	0.006	0.001	
F: Primary Clarifier #2 Odor Bed West	0.000	0.000	0.000	
G: Primary Clarifier #2 Odor Bed East	0.000	0.001	0.000	
H: Primary Clarifier #2	0.000	0.001	0.001	
I: Influent Odor Bed	0.000	0.001	0.000	
J: Behind Aeration Basins	0.000	0.001	0.000	
K: Between Aeration Basins 3 & 4	0.000	0.000	0.000	
L: Between Aeration Basins 1 & 2	0.000	0.000	0.000	
M: Digester Odor Bed	0.000	0.000	0.000	
N: Digester #2	0.000	0.000	0.000	
O: Flare Stack	0.000	0.000	0.000	
P: Digested Sludge Transfer Pit	0.000	0.001	0.000	
Q: Digester #1	0.000	0.000	0.000	
R: McLelland	0.000	0.000	0.000	Neighborhood
S: Lea 1	0.000	0.001	0.000	Neighborhood
T: Lea 2	0.000	0.000	0.000	Neighborhood
U: Lea 3	0.000	0.001	0.000	Neighborhood
V: Lea 4	0.000	0.000	0.000	Neighborhood
W: Lea 5	0.000	0.000	0.000	Neighborhood
Primary Clarifier #1 Headspace	0.011	0.111	0.046	Scrubbed Space
Primary Clarifier #2 Headspace	0.000	0.000	0.000	Scrubbed Space

NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND.



NOVATO SANITARY DISTRICT
Odor Control and Landscaping Report
January 2016

1.0 Background

As mentioned in prior reports, the District has invested significant amounts beyond the substantial initial investment for odor control and landscaping from the original WWTP Upgrade Project. These additional costs have included operational changes, measures related to further odor control measures, noise abatement, visual screening, wind shielding, and daily monitoring.

In addition, Veolia staff continues to maintain the on-going operation of the odor control facilities. Similarly, District staff continues to work on the landscaping, especially at the fence-line area next to the Lea Drive neighborhood, and at the northeast portion of the Novato Treatment Plant (NTP) site.

2.0 Odor control

Activities related to maintenance of the odor control facilities in December included:

- Reports of odor contacts received from the neighborhood are presented in the Treatment Facilities Monthly Operations Report (MOR) from Veolia Water, presented earlier in this operations report package. Note: there were no odor-related contacts for January.
- Veolia operations staff monitored the performance of the recently installed Micro-Cool fogging system along the north fence-line in the northeast corner of the plant site. The system is performing well. Veolia staff is working with the vendor to develop a maintenance strategy for leaky misters.
- Operations staff continued to take additional Jerome meter readings in the neighborhood from a previous request by the Wastewater Operations Committee.
- Operations staff continued to monitor media in the large odor control bed between primary clarifiers #1 & #2. The media for this bed, as well as all for the other odor beds, was topped off in the summer, and all seem to be functioning well.
- Pre-chlorination: Sodium hypochlorite continues to be added as an oxidizer on an as-needed basis to the influent flow, with operations staff monitoring performance. Additionally, NSD and Veolia staffs are researching options for addition of sodium hypochlorite at the Ignacio Pump Station.

3.0 Landscaping

Although there was minimal activity in January, District staff continues to work with its landscaping contractor on as-needed basis on the landscaping and vegetation at the District's fence-line on Lea Drive, and at the northeast corner area of the NTP. District and Veolia staff met with neighborhood residents to discuss additional oleander plantings and met with the landscape contractor on site to request a quote the plantings.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
January 2016**

1.0 General:

An equivalent of about six (6) full time employees (FTE) worked in the Collection System Department during the month of January. The breakdown of staff time for the month in terms of equivalent full-time employee hours utilized, works out approximately as follows:

- 1.9 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.4 FTE field workers for Pump Station Maintenance
- 0.1 FTE field workers for Closed Circuit Television (CCTV) work
- 2.5 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to main line cleaning, CCTV work, or pump station maintenance, or special activities (for e.g. smoke testing of mainlines), and
- An equivalent of 1.3 FTE field workers for vacation, holiday or sick leave.

2.0 Collection System Maintenance:

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

Line Cleaning Performance:

A total of 320 work orders were generated for January by the ICOM3 Computerized Maintenance Management System (CMMS). Staff completed 286 work orders leaving eight (8) work orders outstanding. The 286 maintenance work orders completed in January resulted in 64,922 feet of sewer pipelines cleaned by staff. The outstanding work orders will be completed in February.

CCTV Performance:

The District's CCTV van was in the field for 2 working days inspecting 3 line segments totaling 843 feet. Staff also televised 10 line segments totaling 1,669 feet using the Push Cam, performed in lieu of hand rod work.

CCTV Findings:

- Infrastructure related: The January CCTV work identified one (1) line segment that will require a spot repair.
- O&M related: The January CCTV work did not identify any areas that require a change in sewer line maintenance operations.

**Novato Sanitary District
Wastewater Operations Committee Meeting
Collection System Operations Report
January 2016**

3.0 Pump Station Maintenance:

The Collection System Department conducted 206 lift station inspections this month. 82 of the inspection visits were generated through the District's JobsCal Plus CMMS system. There are 13 outstanding work orders for the month, 7 correctives and 11 preventives. A Collection Systems (Pump Stations) Work Order Statistics summary is attached.

In addition to normal maintenance activities, District staff performed the following:

- An electrical contractor replaced approximately 300 feet of power cable between pull boxes along the conduit route between Bahia Main Pump Station and Bahia Pump Station No. 2. Two conductors went to ground at a location within the conduit which was apparently damaged when the original wire was installed in 2004.

4.0 Air Relief/Vacuum Valves (ARVs):

Staff completed maintenance inspections on 2 air relief/vacuum valves.

5.0 Safety and Training:

General:

Collection System staff attended 5 safety tailgate meetings.

Specialized training:

- Collections crews attended a Pump Station Emergency Response Plan Refresher Training given by the Field Services Manager.
- Collections crews and Engineering staff attended an Excavation Safety Awareness Training given by the District's Safety Coordinator.
- One Collections staff member attended a Technical Certification Program test preparation seminar for a Collections System Maintenance Certificate.

Safety performance:

There were no lost time accidents this month for a total of 1,785 accident free days since the last lost time accident.

6.0 Minor Projects:

- On January 18th (Martin Luther King Day) staff responded to a callout from a local plumbing contractor that the sewer system at 859 Atherton Avenue was surcharged. Staff arrived and after some investigation staff determined that the property owner dug up the District's sewer main at his lateral connection and removed approximately 4 feet of sewer main. The homeowner was unable to

**Novato Sanitary District
Wastewater Operations Committee Meeting
Collection System Operations Report
January 2016**

make the repair in a timely manner so staff contacted a local contractor to make repairs. No overflow occurred as a result of this incident.

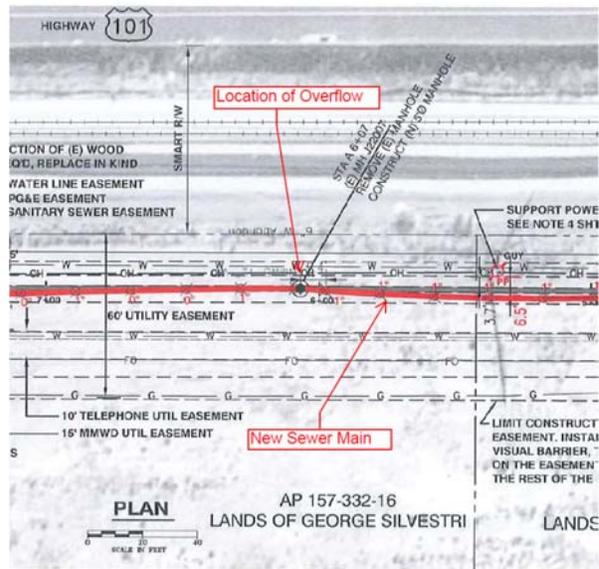
- On the evening of January 27th staff received a call from the Novato Police Department forwarding a message from 46 Galli Drive reporting their private sewer system was running slow and requested that we check the sewer main in the street. Staff responded to the site and after some investigation found that the 18" trunk sewer within the Ignacio Transfer Pump Station site serving the Ignacio Industrial Park area failed and created a stoppage causing the collection system to be surcharged. Staff worked into the early morning hours to relieve the stoppage and eventually set up bypass pumping. Repairs are being completed including replacing 57 feet of trunk sewer as well as a spot repair upstream of the pipe replacement location. No overflow occurred as a result of this incident.

7.0 Sanitary Sewer Overflows (SSOs):

There were four SSO's in January, three Category 3 overflows and one Category 1 overflow.

No.	Date	Location	Amount, gal	Cause/Probable Cause
1.	1/7/2016	North of 111 Hamilton Drive	60	Sewer Main Failure

On Thursday, January 7, 2016 at 2:52pm, Steve Krautheim, Field Services Manager received a call from Joe Cimino, Construction Inspector for Nute Engineering, the firm providing construction management services for the District on the Hamilton Trunk Sewer Project. Joe reported to Steve that there may have been a sewer overflow from a manhole on the project site when the existing pipe failed near Frosty Lane the night before, downstream of the manhole. The manhole was not overflowing and was dry at the time because sewage was being bypassed around the construction site through a pumped bypass previously set up for the project. Joe took photos of the area and would send them via e-mail in the evening.



Site Map

On Friday, January 8th at around 9:15am Steve & Erik Brown, Technical Services Manager went to the site and observed the location of the reported overflow at Manhole

**Novato Sanitary District
Wastewater Operations Committee Meeting
Collection System Operations Report
January 2016**

J22007, just north of 111 Hamilton Drive. The manhole resides in a small depressed area in an easement in an open field. This prevented sewage from running off the site as evidenced by a ring of debris around the manhole, approximately 8 feet in diameter. Steve & Erik estimated the depth reached about 2" before the stoppage relieved itself or subsided due to decreased diurnal flows. They also estimated that approximately 50% of the overflow amount ran back into the manhole through the pick hole and around the rim of the cover.

The initial determination was that this was a Category III event because the overflow was very low volume and did not reach a storm drain or waterway.

The site of the overflow is on a District pipeline rehabilitation project. The purpose of this project is to replace 900 feet of 21" corrugated metal pipe that was installed in 1955. In December 2014, a sink hole had appeared over the sewer main at the rear of 55 Frosty Lane which prompted the District to investigate and then determine that the pipe needed to be replaced due to severe corrosion.



Sinkhole found on site.

On the morning of January 7, 2016, the contractor arrived on site and discovered another sinkhole approximately 90 feet downstream (north) of the previous sinkhole. The sink hole had sewage in the hole approximately 3 feet below the ground surface. Flow was going through the downstream manhole channel indicating a partial stoppage.

The contractor began bypassing sewage around the project site and the sewage in the sinkhole subsided. The contractor excavated down to the pipe and found that the top of the pipe had failed. The ground around the sink hole was unstable and continued to cave in. Additional shoring was ordered but would not arrive until Friday. The contractor staffed the pump while it ran all night.

Because of the potential of this event re-occurring due to the wet ground conditions and failing sewer pipe, Steve directed the contractor through the Construction Inspector to install an automatic pumping control system and alarm system on the pumps so when the sewer is returned to service, if ground failure occurs the alarm will alert the contractor, construction inspector and District of the problem. The control system will also automatically activate the pumps.

**Novato Sanitary District
Wastewater Operations Committee Meeting
Collection System Operations Report
January 2016**

The start time of the overflow was not easily determinable as it happened sometime between 10:30 am Wednesday, January 6th and 8:00 am Thursday morning when the contractor arrived at the jobsite. As previously mentioned, evidence of the overflow was discovered at about 2:50pm Thursday. Based on this information the approximate start time was determined to be around 6:00am during the peak morning flows. Staff determined the overflow amount of 60 gallons calculated using the volume of a cylinder, 8 feet in diameter by 2" tall. Staff also estimate that approximately 50% or 30 gallons returned to the manhole when the surcharge dropped back into the manhole.



Manhole where overflow occurred

This event was reported into the CIWQS database on January 13, 2016 as a Category III event, SSO Event ID # 820964 and was certified in CIWQS on January 15, 2016, Certification ID # 947520.

No.	Date	Location	Amount, gal	Cause/Probable Cause
2.	1/7/2016	West of 150 Frosty Lane	150	Bypass pumping may have overwhelmed downstream sewer

On Tuesday, January 19, 2016 at 9:21 am, Steve Krautheim, Field Services Manager received a call from Mark Wilson, Project Manager for Nute Engineering, the firm providing construction management services for the District on the Hamilton Trunk Sewer Project. Mark reported to Steve that at 8:34 am he received a “pump running” alarm from the auto dialer system for the bypass pump on the project site. Mark received the alarm while in a meeting and was unable to contact Steve right away. The alarm was a result of high flows in the sewer system during a heavy rain event that morning. Mark reported that he had contacted Michael Paul of Michael Paul Company (MPC), the contractor for the pipeline replacement project, and Michael reported that his foreman was already on site. The alarm and pump system responded to a surcharged sewer system upstream of the project as expected.

At 10:17 am, Joe Cimino, the Construction Inspector for Nute Engineering contacted Steve and reported that the manhole where the pumped bypass hose was discharging (Manhole J22004) was near the top of the manhole and rising. Steve told Joe to tell the contractor to turn off the bypass pump and let the system surcharge upstream of the project. Joe called the contractor and told the contractor to turn off the pump.

**Novato Sanitary District
Wastewater Operations Committee Meeting
Collection System Operations Report
January 2016**

As previously mentioned, this overflow happened around a heavy rain event. This trunk sewer flows to the Ignacio Transfer Pump Station approximately 2,100 feet downstream of the overflow manhole. At approximately 8:40 am the pump station went into Hard Wire Backup and closed the Influent Gate to the pump station. At approximately 8:58 am the pump station was returned to normal operation.

The exact start time of the overflow is not determinable but staff believes it happened sometime between 8:30am when the bypass pump started and 10:17am when the contractor reported the discharge manhole near overflow condition. For reporting purposes staff theorizes that the overflow started at 9:15 am allowing 45 minutes for the sewer system to surcharge from the bypass pump operation and stopped 15 minutes later when the pump station pumped down the surcharged system.



Overflow manhole next to bike path. Wet pavement & puddles were from a passing shower.

The quantity of overflow is also undeterminable and the only evidence found around the manhole only supports a small overflow. Staff feels that an overflow amount of 150 gallons is very conservative.

This event was reported into the CIWQS database on January 27, 2016 as a Category III event, SSO Event ID # 821367 and was certified in CIWQS on February 2, 2016, Certification ID # 951203.

No.	Date	Location	Amount, gal	Cause/Probable Cause
3.	1/26/2016	Bahia Main Pump Station	2	Operator error

On Tuesday, January 26, 2016 at 12:27am, the Standby Person on call, P.J. Siragusa, CSW I received multiple pages alerting him that there were alarms at the Bahia 1, Bahia 2, Bahia 4 and Bahia Main Pump Stations. He responded to the location assuming there had been a power failure. He observed that Bahia 1 had power and was operating properly. As he approached the gate at Bahia Main he heard the emergency generator running and assumed the station was running on the back-up power system. Later that morning, Dasse de longh, Interim Collection System Superintendent had arrived at the N.S.D. offices to prepare for the work day. At 5:15am he checked the pump station alarm status to find multiple alarms had been acknowledged but were still active. He immediately called P.J., thinking that he was on site at the stations. P.J. informed Dasse that he had gone home thinking that everything was running on back-up power. Dasse

**Novato Sanitary District
Wastewater Operations Committee Meeting
Collection System Operations Report
January 2016**

told P.J. to return to the stations immediately, noting that alarms were still active and communications with the stations had failed. Dasse left the office and went directly to the stations as well.

Dasse arrived on-site at Bahia 1 at 5:23am and, seeing signs that power was available and no water escaping the manhole in the street, proceeded quickly on to Bahia 4. Bahia 4 had no power but the wet well was still several feet below the overflow level. Dasse then went to the Bahia Main Pump Station. As he approached he saw water backed up in the containment area outside of the Control Room and a small amount of sewage escaping the lowest point of the containment barrier and going to the adjoining open ground area within the pump station site. He found that the station had no power and the back-up emergency generator that supplies power to Bahia Main, Bahia 2 and Bahia 4 was not running. Dasse placed the automatic transfer switch (ATS) in test mode, which starts the generator and automatically transfers power to supply the stations. The generator started but there was still no power available. The main breaker for the station was not tripped either. At 5:34am, Dasse called Steve Krautheim, Field Services Manager to inform him of the situation and continued to troubleshoot the problem. At 5:35 he found that the MCC-A Main Breaker on the pump control panel had been tripped and reset it. Power was restored and the pumps started pumping. The water outside in the containment area immediately began to recede. Steve called back at 5:36 and Dasse informed of the status.

Dasse then checked the Bahia 4 station and found that the power had been restored and the pumps were pumping. He then drove over to the Bahia 2 station and found that the power had not been restored at that location. The wet well was still approximately 10 feet from the top. After confirming that the breakers were not tripped at the control panel he returned to Bahia Main to investigate further. On the way, Dasse saw P.J. and directed him to return with the bypass pump as a precaution, in case power could not be restored soon.

At Bahia Main, Dasse located the Feeder Breaker for Bahia 2 and found that it had also been tripped. When he tried to reset it, both that breaker and the MCC-A breaker tripped again, indicating a more severe problem. Dasse restored power to Bahia Main once again but was unable to do so for the Bahia 2 Pump Station.

Steve arrived to assess the situation and help determine what had escaped containment while Dasse and Craig Deasy, Senior Engineer worked to restore Pump Stations communication. P.J. returned with Larry Foged, CSW II, and began bypass pumping operations at Bahia Pump Station No. 2.

Bypass pumping at Bahia 2 continued throughout the day while Craig and an electrician from Telstar looked for the problem with the supply power from Bahia Main. Later that day they found damaged wire that would have to be replaced the following day. Arrangements were made, and bypass pumping continued until the problem was

**Novato Sanitary District
Wastewater Operations Committee Meeting
Collection System Operations Report
January 2016**

corrected the following day. Power was restored to the Bahia 2 Pump Station at approximately noon the following day.

The Bahia Main Pump Station pumps sewage to the Novato Treatment Plant and receives its flow from Bahia 1 & 4 Pump Stations, Bahia 2 pumps sewage to Bahia 4 Pump Station. Bahia 2 and Bahia 4 Pump Stations are powered through the Bahia Main Pump Station Motor Control Center, and lost power when Bahia Main Pump Station did at 12:27am. Therefore, only the Bahia 1 Pump Station flow could contribute to the overflow.

In order to determine the amount of sewage pumped to Bahia Main during the time power was off, staff performed a pump down test of the wet well at Bahia 1 to ascertain the actual pumping rate of that station which was determined to be 230 gpm. Staff extracted the run time hours of each pump from the District's SCADA system which records this data. Each pump ran a total of 30 minutes for a total pumping time of 60 minutes. The Bahia Main Pump Station flowchart shows that the wet well was last pumped down shortly before the power failure indicating that the wet well level was at or near the lowest point in the wet well. Steve calculated the volume of all of the areas where sewage would be stored before an overflow over the containment berm would occur, including the wet well, storm drains, foul air manhole, foul air piping and the containment area at the surface. After calculating all of the data, an overflow estimate of 2 gallons was established.

This event was reported into the CIWQS database on February 1, 2016 as a Category III event, SSO Event ID # 821658.

No.	Date	Location	Amount, gal	Cause/Probable Cause
4.	1/29/2016	21 Buena Vista	270	Roots at lateral connection

On Friday, January 29, 2016 at 10:40am, Robin Merrill received a call from Dianne Calloway reporting sewage coming out of a manhole in front of 21 Buena Vista. Robin called Dasse de longh, Interim Collection System Superintendent with the information. At 10:41am, Dasse called Larry Foged, CSW II, Joe Moreno, CSW I and Bob Stiles, CSW I directing them to respond immediately to that location.

Dasse arrived on site at the upstream rod hole (E15035r) at 10:55am. Larry and Joe had arrived just before with the flusher truck and were inspecting the downstream manhole (E15016). They observed flow coming down the line. There was no sign of an overflow from either structure. A Roto-Rooter employee was working to clear a private lateral cleanout in front of 21 Buena Vista but he was unaware of any call about a manhole. The lateral cleanout appears to be at a higher elevation than the rod inlet. Dasse lifted the cover of the rod inlet and could see that the main was surcharged to approximately 5 inches below the top. Flow had already been observed in the

**Novato Sanitary District
Wastewater Operations Committee Meeting
Collection System Operations Report
January 2016**

downstream manhole, indicating a partial stoppage. No sewage had escaped the rod inlet and none was actively flowing out of the lateral cleanout but there was debris indicating that the lateral overflow had reached the gutter pan full of rain water and therefore, possibly the storm drain. It was observed that the water that was pooled in several low areas of the gutter pan appeared very clear with no signs of debris or sewage. Dasse instructed the flusher crew to sandbag the catch basin to prevent further contamination. Bob arrived on site shortly after and Dasse directed the crew to flush the sewer main.

At 11:00am, the flusher crew broke the stoppage 110 feet up from the downstream manhole (E15016). Roots were recovered by the crew at the downstream manhole. The lateral cleanout surcharge also went down indicating that the surcharged main caused or contributed to the lateral overflow. Once the stoppage was broken the crew commenced clean up procedures. The crew washed down and vacuumed up all pooled contents of the gutter pan and cleaned up all debris around the private lateral cleanout. After the cleanup was complete, the flusher crew proceeded to flush the line again to insure proper flow while Bob used the Storm Drain Map book to determine the location of the storm drain outfall.

Dasse interviewed the homeowner at 21 Buena Vista, Anne Arende who said she had not called in the report. She stated that a neighbor had told her about her cleanout the previous day and she "stopped flushing" until Roto-Rooter could come out. Dasse continued to interview neighbors who may have witnessed the overflow. The next door neighbor at 17 Buena Vista, Debbie Merlino, who had notified her neighbor the previous day, stated that she first saw it with her son at 1:15pm, the day before. Julie Olson at 11 Buena Vista never actually saw it but heard about it from her neighbor. Dasse then called the original caller listed on the Service Request, Dianna Calloway. She stated that she had just seen it that day and was concerned because so many people walk their dogs there frequently.

Dasse contacted David Smail of the Marin County Environmental Health Services and reported the overflow. Signs were posted along Warner Creek downstream of the outfall. David requested that water quality sampling at Warner Creek be performed on Monday.

Follow up CCTV inspection revealed significant root intrusion, much of it from private laterals. This line segment was last cleaned using a hydro-flusher truck on May 20, 2015 and is on a 36-month cleaning frequency. The frequency will be increased to 12 months.

The spill volume was estimated at 270 gallons which was based on the average water usage of the 3 upstream lateral connections from the Water District's billing records; 540 gallons/day for all three residences, divided in half referencing partial flow tables.

**Novato Sanitary District
Wastewater Operations Committee Meeting
Collection System Operations Report
January 2016**

100 gallons of wash down water were used for cleanup and 200 gallons were recovered by the hydro-flusher.

This event was reported into the CIWQS database on January 29, 2016 as a Category I event, SSO Event ID # 821463.

Novato Sanitary District
Collection System Monthly Report For January 2016 (as of January 31, 2016)

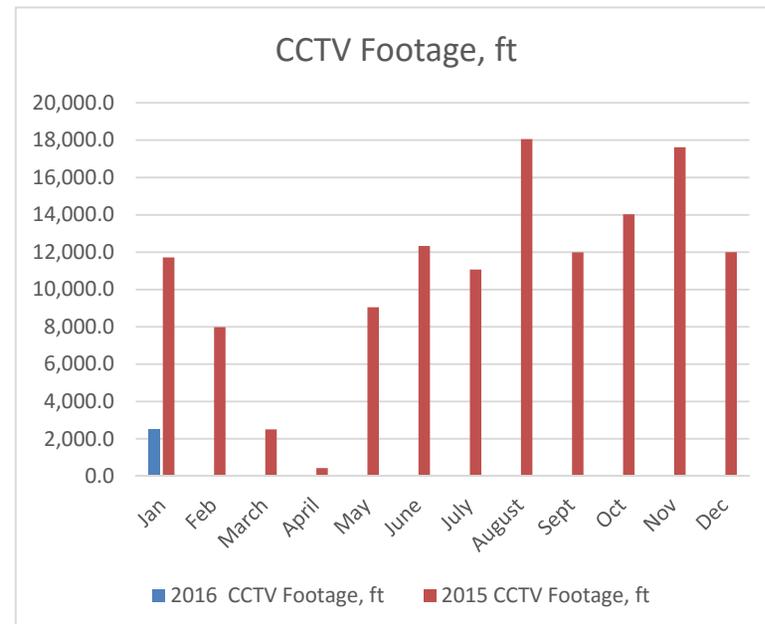
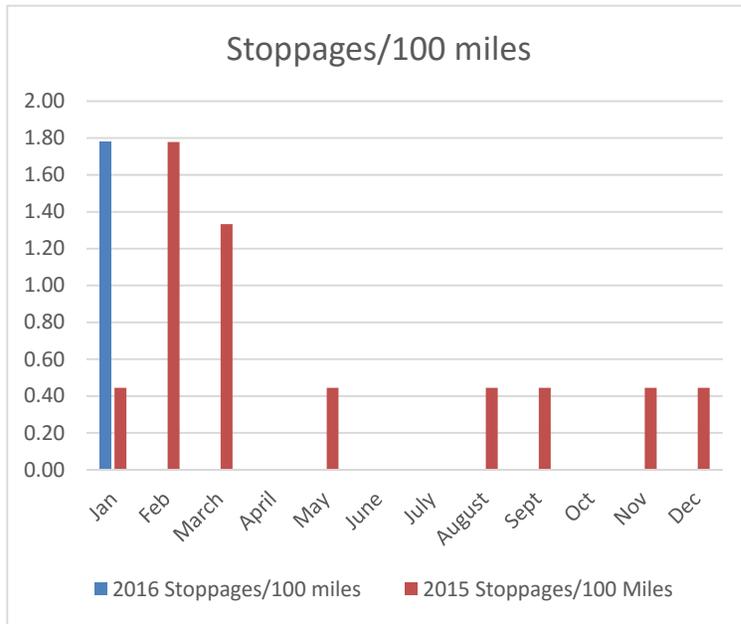
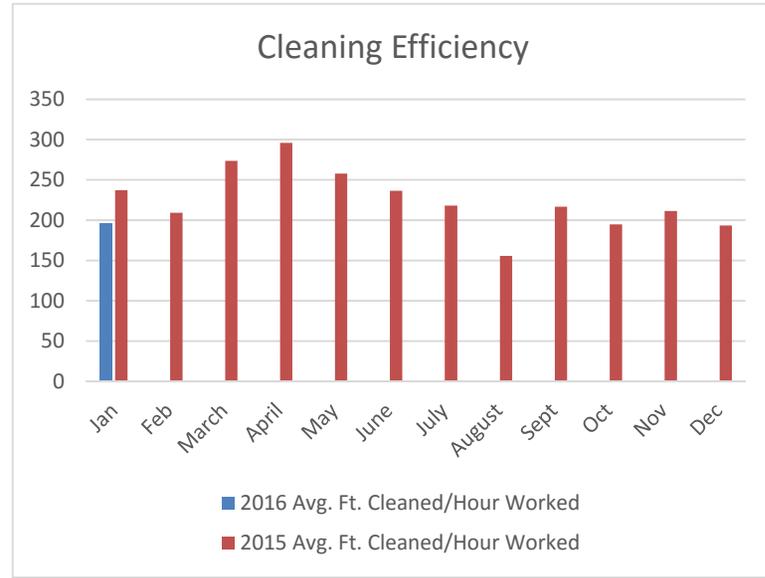
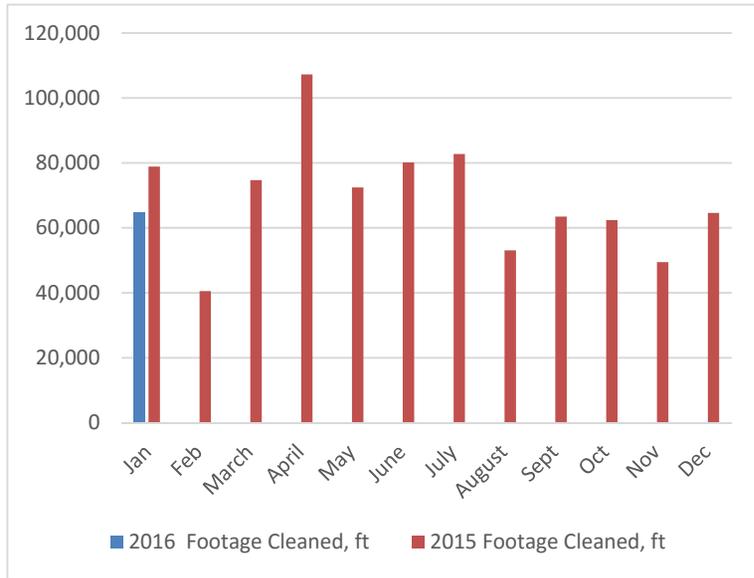
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
A. Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	1.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.2
Number of FTEs (other)	2.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.2
Number of FTEs (CCTV)	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.0
Total, FTEs	4.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.4
Regular Time Worked, (main line cleaning), hrs	332													
Regular Time Worked on Other, hrs (1)	426													
Regular Time Worked on CCTV (2)	19													
Total Regular time, worked, hrs	776	0	0	0	0	0	0	0	0	0	0	0	776	65
Total Vacation/Sick Leave/Holiday, hrs	225												225	225
Vacation/Sick Leave/Holiday, FTEs	1.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.3	0.1
Overtime Worked on Coll. Sys., hrs	2												2	2
Overtime Worked on Other, hrs (1)	65												65	65
Overtime Worked on CCTV (2)	0												0	0
Total Overtime, hrs	67	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	67	67
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	59												59	59
Rodder 3208 ft. cleaned	11,888												11,888	11,888
Rodder - outside services, ft cleaned	0												0	0
Flusher Work Orders generated	227												227	227
Truck 3205V ft. cleaned	14,729												14,729	14,729
Truck 3206V ft. cleaned	38,305												38,305	38,305
Flusher - outside services, ft. cleaned	0												0	0
Total Footage cleaned(3)	64,922	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	64,922	64,922
Work Orders completed	278												278	278
Work Orders backlog	8	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	8	8
2. Closed Circuit Television (CCTV)														
Camera Work Orders generated	0												0	0
CCTV Truck 3126T, ft. videoed	843												843	843
CCTV (hand cam), ft. videoed	1,669												1,669	1,669
CCTV Inspection - outside services, ft. videoed	0												0	0
Total CCTV footage(3)	2,512	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	2,512	2,512
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category III)	3												3	NA
Major (Category II)	0												0	NA
Major (Category I)	1												1	NA
Overflow Gallons	482												482	NA
Volume Recovered	130												130	NA
Percent Recovered	27%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	27%	NA
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	8												8	8
Normal hours S.C. response time, mins (avg.)	20												20	20
Service Callouts, after hours, #	5												5	5
After Hours S.C. response time, mins (avg.)	17												17	17
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	196	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	196
Total Stoppages/100 Miles	1.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.7	NA
Average spill response time (mins)	15												NA	15
Callouts/100 Miles	2.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.2	0.2
Overtime hours/100 Miles	1	0	0	0	0	0	0	0	0	0	0	0	0.89	0
Overflow Gallons/100 Miles	210	0	0	0	0	0	0	0	0	0	0	-	210	17

(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 2015-16 Graphs



Novato Sanitary District

Pump Station Monthly Report For January 2016 (as of January 31, 2016)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	238	0	0	0	0	0	0	0	0	0	0	0	238	
Number of Employees (FTEs)	1.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.1
Regular Time Worked on Pump Sta	183												183	
Overtime Worked on Pump Sta	55												55	
After Hours Callouts	4												4	
Average Callout response time (mins)	30												30	30
Work Orders														
Number generated in month	136												136	136
Number closed in month	111												111	111
Backlog	25	0	0	0	0	0	0	0	0	0	0	0	25	2

**COLLECTION SYSTEM (Pump Stations)
WORK ORDER STATISTICS
January 1, 2016 - January 31, 2016**

	Open Work Orders Due Prior to 1/1/2016	Open Work Orders 1/1/2016 - 1/31/2016	Total Open Work Orders
Preventive	10	136	146
Corrective	6	0	6
Total	16	136	152

	Closed Work Orders 1/1/2016 - 1/31/2016
Preventive	127
Corrective	0
Total	127

Total Outstanding Work Orders as of 1/31/2016	25
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**NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
January 2016**

1.0 Summary:

There were no reportable activities at the Reclamation Facilities this month.

2.0 Ranch Operations:

There were no ranching activities this month.

Drainage Pump Station No. 3 pumped 102.42 MG of storm water and Drainage Pump Station No. 7 pumped 66.96 MG of storm water this month.

3.0 Irrigation Parcels:

There were no irrigation activities this month.

The Irrigation Storage Ponds accumulated 15.4 MG of rain water in January.

4.0 Irrigation Pump Station:

There was no irrigation performed this month.

5.0 Sludge Handling & Disposal:

There were no sludge handling activities this month.

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

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
Irrigation Pump Station														
Plant flow to ponds (MG)		0											-	0.00
Irrigation (MG)		0											-	0.00
Irrigation Pump 1 Hours													-	0.00
Irrigation Pump 2 Hours													-	0.00
Irrigation Pump 3 Hours													-	0.00
Washdown Water Pump Hours													-	0.00
Wildlife Feed Pump Hours		744											744.0	62.00
Water Circulated through Wildlife Pond (MG)	46.872	0	0	0	0	0	0	0	0	0	0	0	46.9	3.91
Strainer No. 1 Hours													-	0.00
Strainer No. 2 Hours													-	0.00
Pond 1 Gauge @ Beginning of Month	3.1													
Pond 1 Gauge @ End of Month	3.9													
Pond 1 Gallons Stored @ End of Month(MG)	27.2													
Pond 2 Gauge @ Beginning of Month	3.1													
Pond 2 Gauge @ End of Month	3.9													
Pond 2 Gallons Stored @ End of Month(MG)	35													
Total Irrigation Water Stored	62.2	0	0	0	0	0	0	0	0	0	0	0		
Drainage Pump Station No. 3														
Drainage Pump No. 1 Hours	341.4													
Drainage Pump No. 2 Hours	0													
Drainage Pump No. 3 Hours	0													
Total Gallons Stormwater Pumped (MG)	102.42	0	0	0	0	0	0	0	0	0	0	0	102.42	8.54
Drainage Pump Station No. 7														
Drainage Pump No. 1 Hours	131.7													
Drainage Pump No. 2 Hours	14.2													
Drainage Pump No. 3 Hours	2.9													
Total Gallons Stormwater Pumped (MG)	66.96	0	0	0	0	0	0	0	0	0	0	0	66.96	5.58

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Submittal of 2015 Annual Self-Monitoring Report (SMR).	MEETING DATE: February 8, 2016 AGENDA ITEM NO.: 7.b.
RECOMMENDED ACTION: Informational only – receive report.	
SUMMARY AND DISCUSSION: The 2015 Annual Self-Monitoring Report was electronically submitted on January 31, 2016 into the California Integrated Water Quality System (CIWQS) by Veolia Water. The report is filed to comply with the District's National Pollutant Discharge Elimination System (NPDES) discharge permit for its Wastewater Treatment Plant and Collection System. The report can be accessed at the CIWQS website as follows: https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportEsmrAtGlanceServlet?reportID=2&isDrilldown=true&documentID=1673655	
DEPT.MGR.: JB (Veolia)	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: Bel Marin Keys Trunk Sewer Emergency Repair.	MEETING DATE: February 8, 2016 AGENDA ITEM NO.: 7.c.
<p>RECOMMENDED ACTION: Ratify the General Manager’s declaration of an emergency with potential to threaten public health or environmental quality from failure of an essential facility (trunk sewer), and receive report on same.</p>	
<p>SUMMARY AND DISCUSSION:</p> <p>On January 19, 2016, at approximately 5:30 pm, staff received a call from the Novato Police Department relaying information of a possible overflow at 46 Galli Drive. Staff contacted the reporting party and they reported that they were having problems discharging into the sewer system and requested we check the sewer mains in the area. Staff responded to 46 Galli Drive and found the sewer system surcharged but not overflowing. After some investigative work staff determined that there was a blockage in the trunk sewer inside the Ignacio Transfer Pump Station site, 200 feet upstream of the Pump Station. Staff attempted to relieve the stoppage with a hydro-flusher and was successful on the first attempt but the blockage reinstated itself and staff could not clear it.</p> <p>Staff attempted to contact several outside pump rental vendors but none were available to respond immediately. Additional staff was called in to set up District bypass pumping to pump around the stoppage. Also, staff contacted Las Gallinas Valley Sanitary District under the provisions of the joint Mutual Aid Agreement between Marin County sewerage agencies, and they brought up an additional pump for backup in case the District pump failed. The bypass system was set up and put into service for the remainder of the evening. Staff also contacted several contractors from the District’s informal bidder’s list (Uniform Public Construction Cost Accounting Act, or “UPCCAA” list), and WR Forde Contractors (Richmond) indicated that they were available to respond as needed.</p> <p>The next morning, staff attempted to relieve the stoppage and determined that the stoppage was caused by dirt & rocks. Staff was able to clean out Manholes J22021 & J22022 in order to look at the trunk sewer with a CCTV camera. The inspection showed that the line segment between the two manholes was full of gravel as well as immediately upstream of J22022. Staff saw several holes in the pipe between the manholes and a complete collapse of the trunk sewer just upstream of Manhole J22022. Staff directed Rain for Rent, Inc. to install a more robust bypass system on January 20th. Staff then requested, and the General Manager granted, declaration of an emergency condition from the failure of an essential facility (trunk sewer) to trigger potential unbudgeted or extraordinary expenditures. WR Forde responded that afternoon and began work to excavate down to the trunk sewer upstream of Manhole J22022, and then to replace the line segment between the manholes.</p> <p>Staff estimated repair costs for the spot repair upstream of Manhole J22022 at about \$25,000, and the line replacement between the manholes at about \$42,000. Work is still ongoing at this time. It is anticipated that costs can be met from budgeted amounts in the FY15-16 Budget, and expenditures from Reserves will not be needed. Staff will report back at the next Board meeting if there are any further issues.</p>	
<p>BUDGET INFORMATION: The anticipated repair costs will be met from Account No. 72803 – Annual Collection System Repairs (\$25,000) which has a current remaining balance of \$158,362; and Account No. 72706 - Collection System Improvements (\$42,000) which has a current remaining balance of \$617,216.</p>	
DEPT. MGR.: srk	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects: Collection System Improvements (Olive Pump Station Parallel Force Main Project), Account No. 72706.	MEETING DATE: February 8, 2016 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Approve a final change order in the amount of \$148,066 ¹⁸ , grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion.	
SUMMARY AND DISCUSSION: <p>On August 25, 2014 the District’s Board of Directors awarded the Contract for the Olive Pump Station Parallel Force Main Project to Argonaut Constructors for a low bid amount of \$1,245,680.00. The Notice to Proceed was issued on November 10, 2014, and substantial completion was reached on March 30, 2015. Final acceptance was delayed because the contractor took several months to complete punch list work and present their final costs for payment, likely because they were extremely busy during last year’s construction season.</p> <p>At this time, the Contractor has completed the work and the project is ready for final acceptance. Project change orders totaling \$148,066¹⁸, or 11.9% of the project cost, were combined into a final change order. The breakdown of individual elements of the change order are as follows:</p> <ul style="list-style-type: none"> • Unforeseen conditions (\$6,584.68) • Alignment changes due to mis-marked utilities or poor as-built drawings (\$60,599.82) • Force main (old or existing force main) spot failure during construction (\$74,062.69): <ul style="list-style-type: none"> • Bypass pumping/piping • Temporary repairs • Overtime • Permanent repairs • Balancing Change Order for additional work & materials (\$6,818.99) <p>Note that the final change order rate of 11.9% is within the “typical” expected Bay Area wastewater industry standard change order range of 4-12% for a project of this nature, especially given that about half the cost is from a single unanticipated event (existing force main spot failure, during construction, likely due to its age and/or condition).</p> <p>The final cost of the project is \$1,393,746.18. It is recommended that the final change order be approved, final acceptance be granted, and staff be authorized to file the Notice of Completion.</p>	
BUDGET INFORMATION: The FY15-16 budget for Account No. 72706 includes a budget amount of \$1,050,000, of which \$127,429.06 has been expended to date. Also, under Account No. 72706, approximately \$500,000 has been committed to other projects and related expenditures.	
DEPT. MGR.: srk	GENERAL MANAGER: SSK

Four Finance Facts about Flint

Item 10.a.
(Pages 108 to 110)

Jeffrey
Hughes



As this blog is being written, water and community managers from across the country are talking about the water crisis that is occurring in Flint, Michigan. The City made a decision several years ago to discontinue buying Lake Huron water from Detroit in favor of an alternative supplier who was planning on constructing a major new transmission line to provide a “less costly” supply of Lake Huron water. While waiting for the project to be completed, the City relied on water from the Flint River. This source of water was determined to have a different chemical composition that led to water line corrosion causing lead to enter the drinking water supply. In addition to the acute public health impacts of the crisis, the impoverished community is facing a huge price tag to address their infrastructure problems.

As often happens with a crisis, the attention on Flint’s situation is shining a light on challenges that are by no means unique to Flint. While there are many specific circumstances that contributed to the problems in Flint, many of the

underlying financial issues facing Flint will have or already have had an impact on water systems across the country. Here are four financial facts that played out in Flint that every water and community manager should be thinking about:

1. The cost of addressing aging, inaccessible infrastructure is enormous.

Water customers have a difficult time understanding why it continues to cost more for their water services (water, wastewater, stormwater) and are surprised and outraged when their bill goes up faster than other services. The harsh reality is that the status of water infrastructure in most communities will make significant cost increases inevitable. Assets have reached their normal lifespan and replacing and rehabilitating those assets often is significantly more expensive than putting in the new assets in the first place. Consider that many critical assets are buried underground and are covered by an almost impenetrable barrier of asphalt, gas lines, and telecommunication lines.

2. Water service has characteristics of a public service and a private good.

Flint has many families that are so financially challenged that paying for basic water service is extremely difficult. Water provision is at the center of an economic conundrum that continues to challenge utilities and societies throughout the world. The US water utility business model is largely designed to treat water as a private good in which individual consumers are responsible for covering the cost of providing what they consume. This model has many benefits and promotes the wise use of water, but it does not always acknowledge the public benefits of water service similar to how society acknowledges (and prices) other public services such as education and public safety which are covered by general taxes rather than user fees. When water services were relatively inexpensive, treating them as a private good was less problematic – almost everyone could cover the cost, but after years of increasing water costs (partially due to fact 1), this is clearly no longer the case. Federal and state governments (on behalf of their tax payers) have stepped in to support other private goods with public service attributes. For example, there is a federally funded Low Income Home Energy Assistance Program (LIHEAP) that helps low income families with their energy costs but there is no targeted equivalent in the water sector. Federal and state subsidies for the water sector do exist in the form of grants, subsidized loans and tax exemptions on debt, but this financial support typically goes directly to an entire water system rather than targeted to the population within the service area that needs it most.

3. Adapting to falling water service demand is difficult.

The population of Flint was close to 200,000 in 1960 and is now under 100,000. Water infrastructure throughout the country was largely developed under the assumption that service population and demands will continue to rise. This assumption is certainly no longer playing out in Flint, but it also is not playing out in many parts of the country even in areas with strong economic growth. Projected water demands that fail to materialize can cause technical and public health problems with oversized treatment and distribution facilities operating sub-optimally. Falling demands also cause tremendous financial challenges with fixed costs such as debt service and asset maintenance distributed among fewer people and over lower volumes. What technologies are in our future? How would the average water or wastewater system operate if the Gates Foundation succeeds in their effort for a [waterless toilet](#)? Many assets are designed based on a single demand scenario, but evidence is showing us that economic and technological disruptions are common and should be at least considered. How resilient is your community's utility business model and capital improvement plan to changing water demand patterns?

4. There are many obstacles to regional collaboration.

The decision to switch water suppliers was driven by an understandable desire to reduce costs. While most of the focus recently has been on looking at the due diligence and monitoring that went on related to that decision, relatively little discussion has addressed why having one struggling water system pull out from partnering with another struggling regional water system with excess capacity would make financial sense in the first place? Regionalization and sharing assets can have financial benefits particularly for communities with falling demands (see item 3), but

there are many incentives for keeping systems separate that are difficult to overcome and these may have contributed to the problems in Flint. Water partnerships can involve multiple parties with legacy water agreements and contracts. These agreements can drive outcomes in frustrating, yet understandable directions. For example, take a situation where utility X has separate contracts to sell water to Utilities Y and Z for \$3/1,000 gallons. If Y finds another source of water for \$2.50/1,000 gallons, it is very hard for X to lower the price to compete with the source even if it may make financial sense to them because it might jeopardize their contract with Utility Z as well. In the end utility Y leaves the partnership and both Utility X and Z are worse off. Regionalization normally doesn't "just happen;" it often seems to require significant goodwill, energy and external brokering to make it work.

There will be debates for years about what caused the crisis in Flint and there likely is plenty of blame to be distributed, but the crisis also highlights the inherent challenges of providing safe water services across the country. The parties directly involved in the Flint crisis will certainly change many things related to how they operate in future, but will anyone else? Let us know what you think in the comments below.

This post originally appeared on the School of Government's [Community and Economic Development in North Carolina and Beyond](#) blog.