

# NOVATO SANITARY DISTRICT

Meeting Date: March 9, 2015

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, March 9, 2015, at the District Offices, 500 Davidson Street, Novato.**

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

## **AGENDA**

1. **PLEDGE OF ALLEGIANCE:**
2. **AGENDA APPROVAL:**
3. **PUBLIC COMMENT (Please observe a three-minute time limit):**

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

4. **REVIEW OF MINUTES:**
  - a. Consider approval of minutes of the February 9, 2015.
5. **CONSENT CALENDAR:**

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

- a. Approve regular disbursements.
- b. Ratify February payroll and payroll-related disbursements.
- c. Receive meeting schedule: March 23<sup>rd</sup>, April 13<sup>th</sup>, May 11<sup>th</sup>, Tuesday, May 26<sup>th</sup> (Monday, May 25<sup>th</sup> is Memorial Day), June 8<sup>th</sup>, and June 22<sup>nd</sup>. Meeting of April 27<sup>th</sup> cancelled due to CASA Sacramento Legislative & Public Policy Forum.
- d. Receive "Memorandum on Internal Controls and Required Communications for Year Ended June 30, 2014", prepared by the District's independent outside auditor, Maze and Associates.
- e. Approve application from AU Energy, LLC, and authorize Manager-Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of excavation water from removal of underground fuel tanks at former Novato Shell station, 1390 South Novato Boulevard.

**6. WASTEWATER OPERATIONS:**

- a. Receive Wastewater Operations Committee Report.

**7. CAPITAL PROJECTS:**

- a. *Pump Station Improvement Project, Account No. 72403 - Unit 5, Digital Drive Pump Station and Los Robles Pump Station, Project No. 72403-05: Grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion.*
- b. *Maintenance Building, Account No. 73003 - Phase 1, Site Demolition, Project No. 73003-01: Approve plans and specifications, and authorize Manager-Engineer to advertise for bids.*

**8. BOARD OF DIRECTORS:**

- a. Receive California Special District Association (CSDA) call for nominations – Board of Directors Bay Area Network, Seat A – “at large” seat, and provide direction.
- b. Receive Local Agency Formation Commission (LAFCO) materials for Election for Alternate Special District Member, and provide direction.

**9. STAFF REPORTS:**

- a. California Association of Sanitation Agencies (CASA) Washington DC conference.
- b. North Bay Water Reuse Authority (NBWRA) Capitol Day in Sacramento.

**10. BOARD MEMBER REPORTS & REQUESTS:**

- a. Annual City Manager’s State of the City event.
- b. North Bay Water Reuse Authority (NBWRA) Capitol Day in Sacramento.
- c. North Bay Watershed Association (NBWA) meeting.

**11. MANAGER’S ANNOUNCEMENTS:**

**12. ADJOURN:**

Next resolution no. 3083

**Next regular meeting date: Monday, March 23, 2015, 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: February 09, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, February 9, 2015, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors Gary Butler, and William Long. Directors Brant Miller and Jerry Peters were absent (excused).

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: Steve Krautheim, Field Services Manager, Novato Sanitary District  
Laura Creamer, Finance Officer, Novato Sanitary District  
Dale Thrasher, Safety Manager, Novato Sanitary District  
John Bailey, Project Manager, Veolia Water  
John O'Hare, Pretreatment Programs Manager, Veolia Water  
Susan Stompe, Co-Chair, Novato Clean and Green Day

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None

REVIEW OF MINUTES:

Consider approval of minutes of the January 26, 2015 meeting. Director Butler requested a modification to page 4, second paragraph: ~~No interest was expressed.~~ *"Existing conflicts presented any other Directors from attending."*

*On motion of Director Long, seconded by Director Butler, and carried unanimously by those Directors present, the January 26, 2015 Board meeting minutes were approved as amended.*

CONSENT CALENDAR:

Director Long requested that item (b) *Consider approval of the 2015 Safety and Wellness Incentive Program, (SWIP) and its funding* be removed from the Consent Calendar for further discussion.

Director Long asked if there were conflicts between employees due to some earning larger awards than others. The Manager-Engineer stated that there was not and that the Incentive Program was well received by all employees.

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

- a. Approval of regular disbursements in the amount of \$60,674.13, capital project disbursements in the amount of \$359,106.27 and Board member disbursements in the amount of \$1,939.09.
- b. Approval of 2014 Safety and Wellness Incentive Program awards in the amount of \$4,688.85.

*On approval of Director Long, seconded by Director Butler and carried unanimously by those members present, all items of the Consent Calendar were approved.*

#### ADMINISTRATION AND FINANCE:

- Receive correspondence from Ms. Susan Stompe, Co-Chair, Novato Clean and Green Day, and provide direction to staff. President Mariani introduced Susan Stompe, Co-chair Novato Clean and Green Day. Ms. Stompe thanked the Board for their consideration and provided an overview of the Novato Clean and Green Day activities. She requested the Board approve an expenditure in a not-to-exceed amount of \$650 to provide yard signs and postcards for the current year's event.

Discussion followed. The Manager-Engineer stated that the District has provided such support in the past as part of its pollution prevention and public outreach efforts; that there are adequate funds in the District's current outreach project budget; and recommended the Board consider approving the requested expenditure for the Novato Clean and Green Day project.

*On motion of Director Long, seconded by Director Butler and carried unanimously by those members present, the Board directed staff to approve an expenditure to Novato Clean and Green Day in an amount not to exceed \$650.*

- Consider approval of the 2015 Safety and Wellness Incentive Program (SWIP), and its funding. The Manager-Engineer introduced District Safety Manager Dale Thrasher, who provided a PowerPoint presentation which included a brief history of the District's prior programs, and outlined the proposed 2015 Incentive Program.

The Manager-Engineer stated that previous years' incentive programs were funded through the California Sanitation Risk Management Authority (CSRMA) Workers Compensation Program dividend. However, he noted that CSRMA has decided to not declare a Workers Compensation Program Dividend for Program Year (PY) 2013-14, and it would be necessary for funding to come from a different source if the Board were to approve the 2015 SWIP. He stated that staff has looked into funding the program through the District's annual operating budget, and could incorporate the anticipated \$10,000 cost as a line item into the District's FY 2015-16 operating budget.

*On motion of Director Long, seconded by Director Butler, and carried unanimously by those members present, the Board approved the 2015 Safety and Wellness Incentive*

*Program (SWIP), approved funding it through the FY 2015-16 operating budget, and directed Staff to implement the program.*

- Receive Accounts Receivable Report as of January 31, 2015. Finance Officer Laura Creamer outlined the Receivable Report.

- Receive 2<sup>nd</sup> Quarter Investment Report, Fiscal Year (FY) 14-15. Finance Officer Laura Creamer outlined the Investment Report.

- Receive Summary FY 14-15 Second Quarter Financial Report. Finance Officer Laura Creamer provided an overview of the Financial Report. Discussion followed.

Directors Long and Butler commented that the Second Quarter Financial Report was clear and thorough.

#### WASTEWATER OPERATIONS:

- Receive report on submittal of 2014 Annual Self-Monitoring Report (SMR). The Manager-Engineer stated that the required 2014 Annual SMR was electronically submitted on January 31, 2015 into the California Integrated Water Quality System. He provided the website address where the report is located. The Project Manager stated that all SMR reports are submitted electronically at this time and he provided an overview of the full report.

#### CAPITAL PROJECTS:

- Annual Collection System Repairs, Account No. 72803: Redwood Blvd. Sewer Repair, Project Work Order No. 72803-14-01: Grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion. The Manager-Engineer gave an overview of the project and stated that work was completed at the end of January, 2015. He requested the Board authorize staff to file the Notice of Completion.

*On motion of Director Long, seconded by Director Butler, and carried unanimously by those members present, the Board granted Final Acceptance of the Annual Collection System Repairs Redwood Blvd. Sewer Repair Project, Work Order No. 72803-14-01 and authorized staff to file the Notice of Completion.*

#### BOARD OF DIRECTORS:

- Receive California Special District Association (CSDA) call for nominations – Board of Directors Bay Area Network, Seat A. The Manager-Engineer stated that CSDA is conducting a call for nominations for a Bay Area Network, Seat A Director for the remainder of the 2013-15 term. The Directors received the report.

#### BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting. The Manager-Engineer stated that Director Miller is the delegate to the NBWA but was unable to attend the February

6<sup>th</sup> meeting. The Manager-Engineer noted that he was also unable to attend and no report was given.

- Receive draft meeting minutes from joint meeting of Board Ad-Hoc Recycled Water Committee with North Marin Water District (NMWD) Recycled Water Sub-Committee.  
The draft meeting minutes were provided to the Board. There was no discussion.

MANAGER'S ANNOUNCEMENTS:

- The District will hold an informal luncheon on Wednesday, February 11<sup>th</sup> at noon at the District office to present employee awards for participation in the 2014 Safety Incentive Program. Board members were invited to attend.
- The next Regular Board meeting will be held on Monday, March 9<sup>th</sup> at 6:00 p.m. at the District office.
- Recruitment was initiated for the Technical Services Manager position.
- Mr. Dave McEwen of Brown and Caldwell is scheduled to make a presentation at the March 9<sup>th</sup> Regular Board meeting.
- The Manager-Engineer will be at the California Association of Sanitation Agencies (CASA) conference in Washington D.C. from February 23<sup>rd</sup> through the 25<sup>th</sup>.
- The North Bay Water Reuse Authority Legislative Day in Sacramento is on March 4<sup>th</sup>. Director Long and Manager-Engineer Karkal will attend.
- The Manager-Engineer provided a brief update of the wet weather event from the previous weekend. The Field Services Manager gave an overview of the Olive Street Force Main Project which was affected by the wet weather event.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 6:56 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Swoboda, Recording

**Novato Sanitary District  
Board Fees - February 2015**

Dated March 6, 2015

Date	Num	Name	Credit
<b>Mar 6, 15</b>			
03/06/2015	3917	Long, William C	350.88
03/06/2015	3918	Mariani, Jean M	247.36
03/06/2015	3202	Miller, Brant	143.10
03/06/2015	3916	Butler, Gary	
<b>Mar 6, 15</b>			<b>741.34</b>

# Novato Sanitary District Operating Check Register

February 23, 2015

Date	Num	Name	Credit
<b>Feb 23, 15</b>			
02/23/2015	57918	Veolia Water North Ame...	163,365.77
02/23/2015	57909	Pacific, Gas & Electric	58,834.85
02/23/2015	57911	PSC	45,343.55
02/23/2015	57917	U.S. Bank Corporate	19,494.16
02/23/2015	57915	Roy's Sewer Service, Inc.	14,000.00
02/23/2015	57924	American Express-21007	9,087.26
02/23/2015	57907	Novato, City	6,132.14
02/23/2015	57921	Water Components & B...	4,708.34
02/23/2015	57905	North Marin Water Distri...	3,747.75
02/23/2015	57913	Regional Government S...	3,680.00
02/23/2015	57922	WECO	3,172.57
02/23/2015	57897	Hertz Corporation	2,934.51
02/23/2015	57900	Liebert, Cassidy, Whitm...	2,214.00
02/23/2015	57903	North Marin Water District	2,182.51
02/23/2015	57912	Rauch Communication ...	1,972.00
02/23/2015	57894	Cintas Corporation	1,615.84
02/23/2015	57893	Central Marin Sanitation...	1,331.66
02/23/2015	57902	North Marin Auto Parts	1,076.93
02/23/2015	57904	North Marin Water Distri...	880.00
02/23/2015	57906	Novato Chamber of Co...	700.00
02/23/2015	57919	Verizon EQ	588.67
02/23/2015	57901	MME	553.78
02/23/2015	57899	JW Mobile	450.00
02/23/2015	57896	Grainger	323.98
02/23/2015	57914	Ricoh USA, Inc.	297.22
02/23/2015	dir dep	Long, William C.	276.90
02/23/2015	57908	Orkin Pest Control, Inc.	262.84
02/23/2015	57910	Petty Cash	140.66
02/23/2015	57892	All Star Rents LLP	121.13
02/23/2015	57920	Verizon Wireless-	111.81
02/23/2015	57898	Honey Bucket	92.21
02/23/2015	57895	CWEA	79.00
02/23/2015	57916	Staples Business Adv Inc.	52.19
<b>Feb 23, 15</b>			<b><u>349,824.23</u></b>

# Novato Sanitary District Operating Check Register

March 9, 2015

Date	Num	Name	Credit
<b>Mar 9, 15</b>			
03/09/2015	57965	Veolia Water North Ame...	164,327.77
03/09/2015	57966	Veolia Water Recycled ...	6,172.70
03/09/2015	57932	Caltest Analytical Lab Inc.	6,091.40
03/09/2015	57947	Johnson, Dee	5,580.00
03/09/2015	57959	Roy's Sewer Service, Inc.	3,900.00
03/09/2015	57952	MME	2,392.92
03/09/2015	57939	Dearborn National	2,246.86
03/09/2015	57953	North Marin Water District	2,192.41
03/09/2015	57962	U.S. Bank Card (3)Craig	2,150.51
03/09/2015	57944	Jan-Pro Cleaning System...	1,884.38
03/09/2015	57943	Hertz Corporation	1,835.99
03/09/2015	57948	JRS Mobile Services	1,533.41
03/09/2015	57958	RMC Water & Environm...	1,391.50
03/09/2015	57951	MB Equipment, Inc.	1,366.93
03/09/2015	57961	U.S. Bank (Sandeep)	1,354.21
03/09/2015	57931	Cagwin & Dorward Inc.	1,335.00
03/09/2015	57945	Jim-n-i Rentals Inc.	1,217.82
03/09/2015	57936	Cintas Corporation	1,009.47
03/09/2015	57933	Cantarutti Electric, Inc	960.00
03/09/2015	57957	Quincy Compressor, LLC	890.00
03/09/2015	57927	B.W.S. Distributors, Inc.	868.55
03/09/2015	57964	Utility Aerial, Inc.	845.68
03/09/2015	57968	Water Components & B...	836.86
03/09/2015	57946	Jobs Available	772.20
03/09/2015	57941	Grainger	664.90
03/09/2015	57942	Graybar Electric Co. Inc.	621.30
03/09/2015	57929	BoundTree Medical, LLC	567.01
03/09/2015	57950	MarinScope Inc.	550.00
03/09/2015	57967	Vision Service Plan	483.68
03/09/2015	57938	CWEAmembers	468.00
03/09/2015	57956	Pini Hardware	449.40
03/09/2015	57934	CDW Government, Inc.	440.00
03/09/2015	57935	Centric Signs	391.67
03/09/2015	57955	Novato Disposal-	356.04
03/09/2015	57937	Claremont EAP, Inc.	295.00
03/09/2015	57926	AT&T Wireless	259.13
03/09/2015	57970	Zenith Instant Printing, I...	239.80
03/09/2015	57969	WECO	223.23
03/09/2015	57960	Staples Business Adv Inc.	221.43
03/09/2015	Dir Dep	Karkal, Sandeep	174.46
03/09/2015	57928	Beecher Engineering, Inc	170.00
03/09/2015	57954	Novato Chevrolet	102.43
03/09/2015	57930	Buck's Saw Service, Inc.	69.94
03/09/2015	57925	American Messaging	69.59
03/09/2015	57963	United Parcel Service	46.49
03/09/2015	57949	Leonardi Automotive & ...	44.04
03/09/2015	57940	First Alarm	38.74
<b>Mar 9, 15</b>			<b><u>220,102.85</u></b>

**Novato Sanitary District  
Capital Projects Check Register**

February 23, 2015

Date	Num	Name	Credit
<b>Feb 23, 15</b>			
02/23/2015	2829	W.R. Forde	127,760.93
02/23/2015	2828	RMC Water & Environment, Inc.	15,923.00
02/23/2015	2827	Maggiora & Ghilotti Inc.	13,726.29
02/23/2015	2826	Linscott Engineering Contracto...	7,254.10
02/23/2015	2825	Lateral-Wrosch	1,500.00
<b>Feb 23, 15</b>			<b>166,164.32</b>

**Novato Sanitary District**  
**Capital Projects Check Register**

March 9, 2015

Date	Num	Name	Credit
<b>Mar 9, 15</b>			
03/09/2015	2830	Argonaut Constructors Corp.	253,902.12
03/09/2015	2834	Valentine Corporation	49,683.49
03/09/2015	2832	Nute Engineering Inc.	28,075.50
03/09/2015	2835	W.R. Forde	3,584.70
03/09/2015	2833	U.S. Bank Card (3)Craig	1,627.44
03/09/2015	2831	Covello Group, The	1,260.00
<b>Mar 9, 15</b>			<b><u>338,133.25</u></b>

**Novato Sanitary District**  
**Payroll and Payroll Related Check Register**  
**February - 2015**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
02/27/2015	February - Payroll	92,244.19
02/20/2015	February - Retirees Health Benefits	14,551.02
02/20/2015	CALPers Health	26,510.35
02/20/2015	CALPERS Retirement	5,960.32
02/20/2015	United States Treasury	17,937.60
02/20/2015	CalPers Supplemental Income Plan	2,500.00
02/20/2015	EDD	5,109.18
02/20/2015	Lincoln Financial Group	7,080.00
02/20/2015	Lincoln Financial Group-401a Plan	2,399.70
02/20/2015	Lincoln Financial Group-401a Plan	3,193.50
02/20/2015	CALPERS Retirement	16,768.58
02/20/2015	Local Union 315	640.00
02/20/2015	Operating Engineers Trust	279.54
		<u><b>195,173.98</b></u>



**NOVATO SANITARY DISTRICT  
MEMORANDUM ON INTERNAL CONTROL  
AND  
REQUIRED COMMUNICATIONS  
FOR THE YEAR ENDED  
JUNE 30, 2014**

NOVATO SANITARY DISTRICT  
MEMORANDUM ON INTERNAL CONTROL  
AND  
REQUIRED COMMUNICATIONS  
FOR YEAR ENDED JUNE 30, 2014

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## MEMORANDUM ON INTERNAL CONTROL

To the Board of Directors of  
the Novato Sanitary District  
Novato, California

In planning and performing our audit of the basic financial statements of the Novato Sanitary District for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist and that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control included on the Schedule of Significant Deficiencies to be significant deficiencies.

Included in the Schedule of Other Matters are recommendations not meeting the above definitions that we believe to be of potential benefit to the District.

Management responses included in this report have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management, Board of Directors, others within the organization, and agencies and pass-through entities requiring compliance with *Government Auditing Standards*, and is not intended to be and should not be used by anyone other than these specified parties.

*Maze & Associates*

Pleasant Hill, California  
January 6, 2015

**MEMORANDUM ON INTERNAL CONTROL**  
**SCHEDULE OF SIGNIFICANT DEFICIENCIES**

**2014 – 01: Depreciation of Capital Assets**

**Criteria:** All capital assets should be assigned a useful life in order to calculate the depreciation expense that should be recorded each year.

**Condition:** During the fiscal year end closing, the Finance Officer reviewed the capital asset detail and noted adjustments that needed to be made, including the write off of obsolete assets. In the process, it was noted that some capital assets on the detail had been entered into the system without being assigned a useful life, and therefore, depreciation has not been recorded on these assets.

**Cause:** The related assets all date back to the 1970's, 80's and 90's, therefore, it appears that the lack of inputting a useful life was due to staff oversight.

**Effect:** As of July 1, 2013, accumulated depreciation on the District's capital assets was understated by \$6,774,168, requiring a prior period adjustment.

**Recommendation:** We recommend District staff ensure that capital assets are assigned a useful life when entered into the system, and that annual reviews are performed to ensure that all assets are included and are input correctly.

**Management Response:** We concur with the auditor's recommendation, and will review the capital assets depreciation schedule on an annual basis to ensure its accuracy.

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## MEMORANDUM ON INTERNAL CONTROL

### SCHEDULE OF OTHER MATTERS

#### **2014-02: GASB 68 - Accounting and Financial Reporting for Pensions (an amendment of GASB 27)**

This Statement will have a material impact on the District's financial statement. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions.

This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

Note disclosure and required supplementary information requirements about pensions also are addressed. Distinctions are made regarding the particular requirements for employers based on the number of employers whose employees are provided with pensions through the pension plan and whether pension obligations and pension plan assets are shared.

The following are the major impacts:

- This Statement requires the liability of employers and nonemployer contributing entities to employees for defined benefit pensions (**net pension liability**) to be measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service (**total pension liability**), less the amount of the pension plan's **fiduciary net position**.
- Actuarial valuations of the total pension liability are required to be performed at least every two years, with more frequent valuations encouraged. If a valuation is not performed as of the measurement date, the total pension liability is required to be based on update procedures to roll forward amounts from an earlier actuarial valuation (performed as of a date no more than 30 months and 1 day prior to the employer's most recent year-end).
- The actuarial present value of projected benefit payments is required to be attributed to periods of employee service using the entry age actuarial cost method with each period's service cost determined as a level percentage of pay. The actuarial present value is required to be attributed for each employee individually, from the period when the employee first accrues pensions through the period when the employee retires.

## MEMORANDUM ON INTERNAL CONTROL

### SCHEDULE OF OTHER MATTERS

#### GASB 68 - Accounting and Financial Reporting for Pensions (an amendment of GASB 27) (Continued)

##### Single and Agent Employers

- In financial statements prepared using the economic resources measurement focus and accrual basis of accounting, a single or agent employer that does not have a special funding situation is required to recognize a liability equal to the net pension liability. The net pension liability is required to be measured as of a date no earlier than the end of the employer's prior fiscal year (the measurement date), consistently applied from period to period.
- The pension expense and deferred outflows of resources and deferred inflows of resources related to pensions that are required to be recognized by an employer primarily result from changes in the components of the net pension liability—that is, changes in the total pension liability and in the pension plan's fiduciary net position.
- This Statement requires that most changes in the net pension liability be included in pension expense in the period of the change. For example, changes in the total pension liability resulting from current-period service cost, interest on the total pension liability, and changes of benefit terms are required to be included in pension expense immediately. Projected earnings on the pension plan's investments also are required to be included in the determination of pension expense immediately.
- The effects of certain other changes in the net pension liability are required to be included in pension expense over the current and future periods. The effects on the total pension liability of (1) changes of economic and demographic assumptions or of other inputs and (2) differences between expected and actual experience are required to be included in pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active employees and inactive employees), beginning with the current period. The effect on the net pension liability of differences between the projected earnings on pension plan investments and actual experience with regard to those earnings is required to be included in pension expense in a systematic and rational manner over a closed period of five years, beginning with the current period. Changes in the net pension liability not included in pension expense are required to be reported as deferred outflows of resources or deferred inflows of resources related to pensions.
- Employer contributions subsequent to the measurement date of the net pension liability are required to be reported as deferred outflows of resources.

## MEMORANDUM ON INTERNAL CONTROL

### SCHEDULE OF OTHER MATTERS

#### GASB 68 - Accounting and Financial Reporting for Pensions (an amendment of GASB 27) (Continued)

- In governmental fund financial statements: A net pension liability should be recognized to the extent the liability is normally expected to be liquidated with expendable **available** financial resources. Pension expenditures should be recognized equal to the total of (1) amounts paid by the employer to the pension plan and (2) the change between the beginning and ending balances of amounts normally expected to be liquidated with expendable available financial resources.
- Notes to financial statements of single and agent employers include descriptive information, such as the types of benefits provided and the number and classes of employees covered by the benefit terms. Single and agent employers also should disclose the following information:
  - For the current year, sources of changes in the net pension liability
  - Significant assumptions and other inputs used to calculate the total pension liability, including those about inflation, salary changes, ad hoc postemployment benefit changes (including ad hoc COLAs), and inputs to the discount rate, as well as certain information about mortality assumptions and the dates of experience studies.
  - The date of the actuarial valuation used to determine the total pension liability, information about changes of assumptions or other inputs and benefit terms, the basis for determining employer contributions to the pension plan, and information about the purchase of allocated insurance contracts, if any.
  - Required Supplementary Information: Single and agent employers are required to present in required supplementary information the following information, determined as of the measurement date, for each of the 10 most recent fiscal years:
    - Sources of changes in the net pension liability
    - The components of the net pension liability and related ratios, including the pension plan's fiduciary net position as a percentage of the total pension liability, and the net pension liability as a percentage of covered-employee payroll.
    - Schedule covering each of the 10 most recent fiscal years that includes information about the actuarially determined contribution, contributions to the pension plan, and related ratios. If the contributions of a single or agent employer are not actuarially determined but are established in statute or by contract, the employer should present a schedule covering each of the 10 most recent fiscal years that includes information about the statutorily or contractually required contribution rates, contributions to the pension plan, and related ratios.

## MEMORANDUM ON INTERNAL CONTROL

### SCHEDULE OF OTHER MATTERS

#### **GASB 68 - Accounting and Financial Reporting for Pensions (an amendment of GASB 27)** **(Continued)**

- Significant methods and assumptions used in calculating the actuarially determined contributions, if applicable, should be presented as notes to required supplementary information. In addition, the employer should explain factors that significantly affect trends in the amounts reported in the schedules, such as changes of benefit terms, changes in the size or composition of the population covered by the benefit terms, or the use of different assumptions.

#### **Cost-Sharing Employers**

- Government-wide and accrual basis of accounting financial statements: A cost-sharing employer that does not have a special funding situation is required to recognize a liability for its **proportionate** share of the net pension liability (of all employers for benefits provided through the pension plan)—the collective net pension liability. An employer's proportion is required to be determined on a basis that is consistent with the manner in which contributions to the pension plan are determined, and consideration should be given to separate rates, if any, related to separate portions of the collective net pension liability. The use of the employer's projected long-term contribution effort as compared to the total projected long-term contribution effort of all employers as the basis for determining an employer's proportion is encouraged.
- A cost-sharing employer is required to recognize pension expense and report deferred outflows of resources and deferred inflows of resources related to pensions for its proportionate shares of collective pension expense and collective deferred outflows of resources and deferred inflows of resources related to pensions.
- In addition, the effects of (1) a change in the employer's proportion of the collective net pension liability and (2) differences during the measurement period between the employer's contributions and its proportionate share of the total of contributions from employers included in the collective net pension liability are required to be determined. These effects are required to be recognized in the employer's pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan (active employees and inactive employees). The portions of the effects not recognized in the employer's pension expense are required to be reported as deferred outflows of resources or deferred inflows of resources related to pensions. Employer contributions to the pension plan subsequent to the measurement date of the collective net pension liability also are required to be reported as deferred outflows of resources related to pensions.

## MEMORANDUM ON INTERNAL CONTROL

### SCHEDULE OF OTHER MATTERS

#### **GASB 68 - Accounting and Financial Reporting for Pensions (an amendment of GASB 27)** (Continued)

- In governmental fund financial statements, the cost-sharing employer's proportionate share of the collective net pension liability is required to be recognized to the extent the liability is normally expected to be liquidated with expendable available financial resources. Pension expenditures should be recognized equal to the total of (1) amounts paid by the employer to the pension plan and (2) the change between the beginning and ending balances of amounts normally expected to be liquidated with expendable available financial resources.
- Notes to financial statements of cost-sharing employers include descriptive information about the pension plans through which the pensions are provided. Cost-sharing employers should identify the discount rate and assumptions made in the measurement of their proportionate shares of net pension liabilities, similar to the disclosures about those items that should be made by single and agent employers. Cost-sharing employers, like single and agent employers, also should disclose information about how their contributions to the pension plan are determined.
- This Statement requires cost-sharing employers to present in required supplementary information 10-year schedules containing (1) the net pension liability and certain related ratios and (2) if applicable, information about statutorily or contractually required contributions, contributions to the pension plan, and related ratios.

**Management Response:** The District will implement GASB 68 for fiscal year ending June 30, 2015.

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## MEMORANDUM ON INTERNAL CONTROL

### CURRENT STATUS OF PRIOR YEAR SCHEDULE OF OTHER MATTERS

**2013-01:**      *Other Post Employment Benefits*

As of June 30, 2013, the District has a Net OPEB obligation (liability) of \$919,311. This is due to the District not funding its annual required contributions. Please note that this liability has increased 23% from fiscal year 2011-2012 to 2012-2013 and 45% from 2010-2011 to 2012. If the District continues to operate on a pay-as-you-go basis, where only the current year retiree premiums are paid and no amounts are contributed to an irrevocable trust, the Net OPEB obligation will continue to grow and may become unsustainable.

Management, in conjunction with the Board, should look closely at the funding strategy of the Retiree Health Plan and consider establishing an irrevocable trust and funding more than the current annual premiums.

*Current Status:* The District currently tracks budgets for the full funding of the liability on an annual basis. The District is considering its funding options for this liability whether it be an irrevocable trust or another investment strategy.

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## REQUIRED COMMUNICATIONS

To the Board of Directors of  
the Novato Sanitary District  
Novato, California

We have audited the basic financial statements of the Novato Sanitary District for the year ended June 30, 2014. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards.

### Significant Audit Findings

#### *Accounting Policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Novato Sanitary District are described in Note 1 to the financial statements.

The following pronouncements became effective, but did not have a material effect on the financial statements:

*GASB 67 - Financial Reporting for Pension Plans-an amendment of GASB Statement No. 25*

*GASB 70 - Accounting and Financial Reporting for Nonexchange Financial Guarantees*

#### *Unusual Transactions, Controversial or Emerging Areas*

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

#### *Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the District's financial statements is depreciation.

Management's estimate of the *depreciation* is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 1. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

#### *Disclosures*

The financial statement disclosures are neutral, consistent, and clear.

### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all/certain such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### ***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Management Representations***

We have requested certain representations from management that are included in a management representation letter dated January 6, 2015.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### ***Other Information Accompanying the Financial Statements***

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

With respect to the required supplementary information accompanying the financial statements, we applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not express an opinion nor provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The Introductory and Statistical Sections included as part of the Comprehensive Annual Financial Report have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we did not express an opinion nor provide any assurance on them.

\*\*\*\*\*

This information is intended solely for the use of the Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

*Maze & Associates*

Pleasant Hill, California  
January 6, 2015

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Temporary Discharge Permit –Novato Shell, 1390 South Novato Blvd.</b>	<b>MEETING DATE: March 9, 2015</b>  <b>AGENDA ITEM NO.: 5.e.</b>
<b>RECOMMENDED ACTION: Approve application from AU Energy, LLC, and authorize Manager-Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of excavation water from removal of underground fuel tanks at Novato Shell station, 1390 South Novato Boulevard.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District received a permit application from AU Energy, LLC, on February 26, 2015, for a temporary, Class I non-domestic discharge permit. AU Energy is owner of the South Novato Shell service station at 1390 South Novato Boulevard, which is being remodeled. The application is to discharge excavation water from removal of existing underground fuel storage tanks at the site.</p> <p>The applicant submitted analytical results for a sample of the groundwater at the site. The groundwater is contaminated with residual gasoline pollutants, presumably from previous underground fuel tank leaks. This contamination renders the groundwater unacceptable for discharge to District sewers without pretreatment. The permit application specifies that all wastewater will pass through two drums of activated carbon prior to discharge. The excavation water will be stored onsite in Baker tanks prior to pretreatment and discharge.</p> <p>Although the contamination will be removed by the activated carbon, the San Francisco Bay Regional Water Quality Board (SFRWQCB) has previously indicated that, as a general practice, treated wastewater from any clean-up site should be discharged to a sanitary sewer, and not a storm drain. The SFRWQCB has also requested that POTWs accept discharge of such wastewater, subject to permit conditions acceptable to the POTW.</p> <p>Therefore, staff recommends that the Board approve the subject application and authorize the Manager-Engineer to issue a one time, temporary Class I non-domestic discharge permit to AU Energy, to include the following conditions:</p> <ol style="list-style-type: none"> <li>1. All wastewater shall be pretreated with activated carbon prior to discharge to the sanitary sewer,</li> <li>2. The total discharge shall not exceed 80,000 gallons,</li> <li>3. The discharger shall not exceed a maximum discharge rate of 50 gpm.</li> </ol>	
<b>BUDGET INFORMATION: Permit, monitoring, and discharge fees will offset the cost of preparing the permit, site visit(s) while discharging, and treatment/disposal of the discharge.</b>	
<b>DEPT. MGR.:</b> lf, ssk	<b>MANAGER-ENGINEER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Receive Wastewater Operations Committee Meeting Report, January 2015.</b>	<b>MEETING DATE: March 9, 2015</b>  <b>AGENDA ITEM NO.: 6.a.</b>
<b>RECOMMENDED ACTION:</b> Information. Receive report.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The January 2015 reports for wastewater treatment operations, collection system operations, and reclamation facilities are attached.</p> <p><b>Wastewater Treatment Facility</b></p> <p>Novato Treatment Plant (NTP) water quality performance was excellent with all parameters well within effluent standards, and there were no NPDES violations. The Recycled Water Facility produced 0.28 MG of recycled water in January. Safety performance was excellent with another accident-free month for a total of 1,703 accident-free days at the end of January. Routine maintenance activities were performed at the NTP and the Ignacio Transfer Pump Station (ITPS). The Discharge Monitoring Report (DMR) and the Electronic Self-Monitoring Report (e-SMR) for December 2014 were submitted on January 30, 2015.</p> <p><b>Odor Control and Landscaping</b></p> <p>At their regular Board meeting of January 26, 2015, the District Board of Directors conducted a detailed tour of the entire wastewater treatment plant, with an emphasis on odor and odor control and management systems. Operations staff initiated trial installation of a new odor counteractant system (the Aqua- Fog system). The media in the large odor control bed between primary clarifiers #1 &amp; #2 that was topped off in November appears to be performing very well. Operations staff continued to adjust the air flow input to the converted anoxic zones in the aeration basins, and continued to add sodium hypochlorite as needed to the influent flow. In terms of landscaping activity, three bids were received to relocate the redwood trees in planter boxes along the eastern fence line of the plant site to the northeast corner of the plant site, and a contract was awarded. It is anticipated that the redwood re-planting work will occur in February.</p> <p><b>Collection System and Pump Stations</b></p> <p>Staff cleaned a total of 78,863 ft of sewer lines. Staff also televised 3,998 ft of sewer lines with the CCTV truck, hand televised 6,378 ft with the Push Cam, and conducted 249 lift station inspections. In addition, outside contractors cleaned and televised 1,349 ft of trunk sewers.</p> <p><u>Safety:</u> No lost time accidents in January 2015 for a total of 1,418 accident-free days.</p> <p><u>Standard and Emergency Operating Procedures (SOPs &amp; EOPs):</u> Two SOPs were generated in January, along with a revised SOP tracking matrix.</p> <p><u>Sanitary Sewer Overflows (SSOs):</u> There was one (1) SSO in January 2015 as discussed in the attached Collections System Operations Report.</p> <p><b>Reclamation Facility</b></p> <p>The rancher applied weed suppressant around sprinkler heads on various Parcels in the Reclamation area. The remainder of rainwater from the December rain events that accumulated on the Parcels in Site 2 was pumped out of Reclamation. The contractor for the Drainage Pump Station Improvement Project began on site work this month. There were no irrigation or sludge handling activities.</p>	
<b>DEPT.MGR.:</b> JB (Veolia), SRK, TMO	<b>MANAGER-ENGINEER:</b> SSK

NOVATO SANITARY DISTRICT

Meeting Date: March 2, 2015\*

**NOTE REVISED DATE**

The Wastewater Operations Committee of the Novato Sanitary District will hold a meeting at **2:00 PM, Monday, MARCH 2, 2015\*** at the District offices, 500 Davidson Street, Novato.

**\*Date revised from regularly scheduled date of 3<sup>rd</sup> Monday of the month; February 16, 2015 is President's Day, a District holiday.**

**AGENDA**

**1. AGENDA APPROVAL:**

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

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

**3. APPROVE MINUTES OF JANUARY 20, 2015 MEETING**

**4. WASTEWATER TREATMENT FACILITIES REPORT FOR JANUARY 2015:**

- a. Treatment Plant Performance Report
- b. Maintenance Report
- c. Safety and training
- d. Odor control and landscaping report

**5. COLLECTION SYSTEM REPORT FOR JANUARY 2015:**

- a. Collection System Maintenance
- b. Pump Station Maintenance
- c. Collection System Performance
- d. Safety and Training

**6. RECLAMATION FACILITY REPORT FOR JANUARY 2015**

- a. Ranch Operations
- b. Irrigation Parcels
- c. Irrigation Pump Station
- d. Sludge Handling and Disposal

**7. ADJOURNMENT:**

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

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

January 20, 2015

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 9:00 a.m., Tuesday, January 20, 2015, at the District Office, 500 Davidson Street, Novato.

MEMBERS PRESENT: Committee Members Jerry Peters and Brant Miller.

STAFF PRESENT: Sandeep Karkal, Manager-Engineer  
Steve Krautheim, Field Services Manager  
Tim O'Connor, Collections System Superintendent  
John Bailey, Project Manager, Veolia  
Julie Swoboda, Administrative Secretary

OTHERS PRESENT: Lynda Farmery, Veolia  
Brian Exberger, Assistant Project Manager, Veolia

AGENDA APPROVAL: Approved as presented.

PUBLIC COMMENT: None.

APPROVAL OF MEETING MINUTES FOR DECEMBER 15, 2014: The Manager-Engineer noted a correction to the December 15 minutes, page 2, paragraph 3: *He stated that as of November 30, ~~2015~~ 2014, the Collections Department and the District have worked accident free for a total of ~~1,625~~ 1,356 days.* The December 15, 2014 meeting minutes were approved as corrected.

WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR DECEMBER 2014:

- Treatment Plant Performance Report, Maintenance Report and Safety & Training:  
Manager Engineer Sandeep Karkal introduced Veolia Project Manager John Bailey who provided an overview of treatment plant operations for the month of December. He stated that the December rainfall data recorded at the District facility was 16.68 inches and noted that a total flow of 35 million gallons was recorded on December 11<sup>th</sup>. The Project Manager discussed the December 10<sup>th</sup> and 11<sup>th</sup> wet weather events and the treatment facilities operation during this period. He stated that there were no permit exceedances, violations or excursions in the month of December.

The Project Manager discussed the key operations and maintenance events at the Novato facility, the Ignacio Transfer Pump Station, the Recycled Water Plant, and the Sludge Lagoons. He discussed training events completed in December and stated that as of December 31<sup>st</sup>, Veolia employees have been accident free for a total of 1,672 days / 76,243 hours. He discussed the training Veolia employees participated in during December. He reviewed the operations and maintenance report and stated that 0.78 million gallons of recycled water were produced.

The Project Manager stated that Jerome Meter (H<sub>2</sub>S) readings continue to be taken within the treatment plant as well as in the Lea Drive neighborhood area and no odor notifications were received in December. He reviewed a diagram which illustrated where odor samples are taken within the treatment facility and within the Lea Drive neighborhood.

- Odor control, noise, and landscaping report: The Manager-Engineer stated that odor control activities were limited primarily due to the wet weather experienced during December. He stated that the media in the large odor control bed between primary clarifiers #1 and #2 was topped off in November and appears to be performing satisfactorily.

The Manager-Engineer stated that landscaping activity was light in December due to wet weather conditions. He stated that the bid to relocate the redwood trees currently in planter boxes along the eastern fence line of the plant site to the northeast corner of the plant site has been awarded, and the work should occur in January or early February.

#### COLLECTION SYSTEMS OPERATION AND MAINTENANCE REPORT FOR DECEMBER 2014:

The Collections System Superintendent gave the Collection Systems Monthly Report for December 2014. He reported that the Collection Systems crew cleaned a total of 64,100 feet of sewer pipeline and that the department completed 330 maintenance work orders which were generated in November. He stated that the District's CCTV van (Closed Circuit TV) televised 12 line segments for 2,329 feet of production and he outlined the areas identified as needing repairs or further evaluation. He stated that the CCTV production was low due to two major storm events necessitating a significant time commitment of staff to respond to storm related issues as well as staff availability for maintenance activities. He reported on the current Collection System Projects and outlined the specialized training that his department completed.

The Collections System Superintendent stated that as of December 31, 2014, the Collections Department and the District have worked accident free for a total of 1,387 days. He discussed the Collection System minor projects completed in December.

The Field Services Manager made a Powerpoint presentation of events that took place during the heavy rainfall events in December. He discussed in detail the six overflow events which took place between December 3<sup>rd</sup> and December 25<sup>th</sup>.

The Manager-Engineer and the Field Services Manager discussed contingency planning that occurred prior to the rain events and then was successfully executed. The Manager-Engineer and the Field Services Manager stated that an Emergency Operations Center (EOC) was set up at the District on December 11<sup>th</sup>, and they provided details of activities that took place. They noted that lessons learned from the contingency planning activities and EOC operations would be incorporated into Standard Operating Procedures (SOPs) for future reference.

RECLAMATION FACILITY REPORT FOR DECEMBER 2014:

The Field Services Manager presented the Reclamation Facilities report for December. He stated that the rancher completed moving all cattle off of Site 7. He stated that the two significant rain storms in December affected all areas of the Reclamation Facilities and noted that there were no irrigation or sludge handling activities this month.

Director Peters commended the staff for their efforts during the wet weather events that took place in December.

ADJOURNMENT: There being no further business to come before the Committee, the meeting adjourned at 10:20 a.m. The next Wastewater Operations Committee meeting will be rescheduled as Monday, February 16<sup>th</sup> is a District holiday (President's Day).

Respectfully submitted,

---

Sandeep Karkal  
Manager-Engineer

Julie Swoboda, Recording



February 11, 2015

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

**Subject: Veolia Water Operations Report – January 2015**

Dear Mr. Karkal:

I am pleased to provide the Monthly Operation Report for January 2015.

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

Best regards,

A handwritten signature in black ink, appearing to read "John Bailey".

John Bailey  
Project Manager, Veolia



**MONTHLY OPERATIONS REPORT  
January 2015**

Prepared for

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

Prepared by

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

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TREATMENT PLANT PERFORMANCE SUMMARY: January 2015:

Bay Discharge – NPDES Limits

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	4.38	4.86	N/A	N/A
Max Peak Hour, MGD – 1/13/2015, 0900 Hours	N/A	~ 8	N/A	N/A
Influent BOD <sub>5</sub> , lb/day (month ave/max)	10,438	13,668	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	15,240	27,375	N/A	N/A
Effluent BOD <sub>5</sub> , mg/L (monthly ave/weekly max)	12	17	30	45
Effluent TSS, mg/L (monthly ave/weekly max)	5	6	30	45
Effluent BOD <sub>5</sub> - % Removal, Minimum	96	N/A	85	N/A
Effluent TSS - % Removal, Minimum	99	N/A	85	N/A
Ammonia, mg/L – (monthly ave/daily max)	2.05	4.90	6	21
pH, su (min / max)	6.9	7.1	6.5	8.5
Enterococcus, mpn (30 day geo mean)	11.8	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	23	N/A	140	N/A
Fecal Coliform, mpn (90 <sup>th</sup> percentile)	80	N/A	430	N/A
Total Coliform, mpn (5 Sample Median / Max)	N/A	N/A	240	10,000
<b>Total Permit Exceedances (NPDES)</b>	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	0.28	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 Dissolved Oxygen (DO)	mg/L	N/A	1.0
Maximum Total Coliform	mpn/100 ml	<2	2

Total Rainfall. – 0.01 inches

Daily Max 1/22/15 – 0.01 inches

Note: Rainfall data from weather station readings at 500 Davidson St (WWTP)

**SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTP and Ignacio Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of January.
- Accident Free: 6/1/10 – 1/31/15: 1,703 days / 77,656 hours
- Monthly Safety Topic and Training – Hazard Communication (SDS)

**OPERATIONS & MAINTENANCE STATUS / REVIEW:**

**Key events for the period:**

Dry weather returned in January, average flow for the month was 4.38 mgd

**Novato**

- Routine rounds, readings and maintenance
- Replaced tubing on ferric pumps
- Removed Aeration Basin #2 from service
- Removed Primary Clarifier #1 from service
- Cleaned Digested Sludge transfer box
- Removed Secondary Clarifier #2 from service
- Replaced cooling fans on all UV Modules
- Replaced sample tubing on all samplers

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

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

**Ignacio Transfer Pump Station**

- Routine rounds, readings and maintenance

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

- None

**Recycled Water Plant (RWP)**

- Performed plant rounds and maintenance
- Replaced photo cell in Turbidity Analyzer
- Ordered parts for installation of filter waste line

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

- None

**Sludge Lagoons**

- Performed routine rounds and inspection
- Flushed lines

**ADMINISTRATION:**

- December Electronic Self Monitoring Report submitted on January 30, 2014
- December Electronic DMR Report submitted on January 30, 2014

**ODORS:**

- Jerome Meter (H<sub>2</sub>S) readings performed in neighborhood and within treatment plant.
- One odor complaint 1/5, Lea Drive – musty odors
- One noise complaint 1/18, Lea Drive – background noise, believed to be primary clarifier #1, water cascading over weir.

**MISCELLANEOUS**

- Process Control Management Plan (PCMP) meetings held weekly.
- Novato Sanitary District Board of Directors Site Walk / Tour, (January 26<sup>th</sup>)
- Veolia Safety Council, Western Region) Tour of Novato WWTP, (January 27<sup>th</sup>)

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

John O'Hare

Technical Support

JANUARY 26<sup>TH</sup> BOARD OF DIRECTORS - SITE WALK

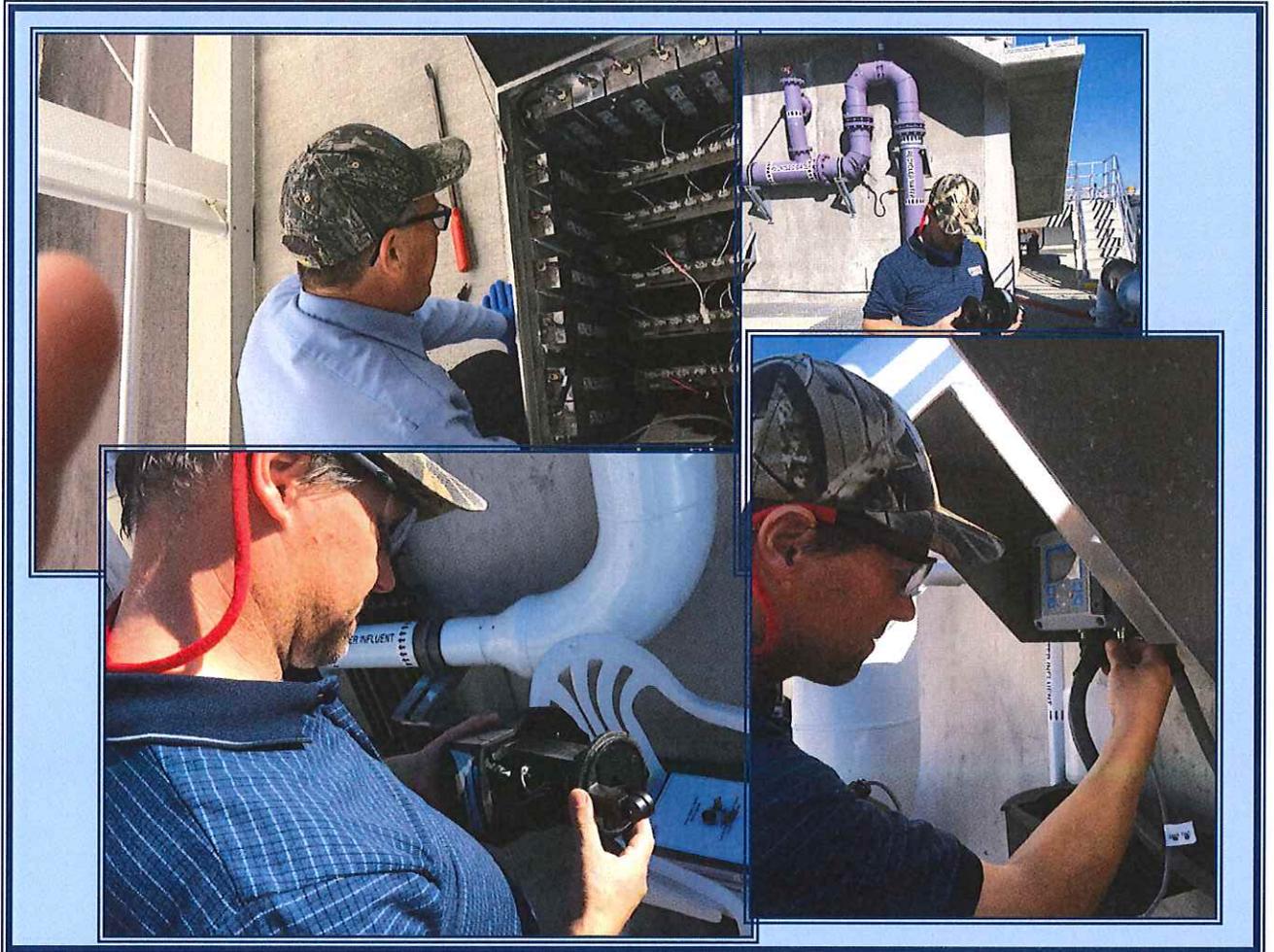


JANUARY 2015  
REPAIRS TROUBLESHOOTING



Top Left – Damaged Flange, Raw Sludge Line  
Top Right & Bottom Left – Brian Exberger Inspecting Sludge Line Connections  
Bottom Right – Insulated Seal Water Rotometer

JANUARY 2015  
REPAIRS TROUBLESHOOTING



Top Left – Preston Ingram Troubleshooting UV Disinfection System  
Top Right, Bottom Left, & Bottom Right – Brian Exberger Working on Recycled  
Water Turbidity Analyzer

# Novato Plant : Bacterial Results

## EFFLUENT: E-002 Station

### Jan-15

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

January 1, 2015		
January 2, 2015		
January 3, 2015		
January 4, 2015		
January 5, 2015	<b>50</b>	
January 6, 2015		
January 7, 2015	<b>13</b>	
January 8, 2015		
January 9, 2015	<b>110</b>	
January 10, 2015		
January 11, 2015	<b>50</b>	
January 12, 2015		
January 13, 2015	<b>80</b>	
January 14, 2015		
January 15, 2015	<b>11</b>	
January 16, 2015		
January 17, 2015		
January 18, 2015		
January 19, 2015		
January 20, 2015	< <b>2</b>	
January 21, 2015	<b>4</b>	
January 22, 2015		
January 23, 2015		
January 24, 2015		
January 25, 2015		
January 26, 2015	<b>30</b>	
January 27, 2015		
January 28, 2015	<b>13</b>	
January 29, 2015		
January 30, 2015	<b>23</b>	
January 31, 2015		

90th Percentile Ranking		
Sample #1	<b>2</b>	
Sample #2	<b>4</b>	
Sample #3	<b>11</b>	
Sample #4	<b>13</b>	
Sample #5	<b>13</b>	
Sample #6	<b>23</b>	
Sample #7	<b>30</b>	
Sample #8	<b>50</b>	
Sample #9	<b>50</b>	
Sample #10	<b>80</b>	
Sample #11	<b>110</b>	
Sample #12		
Sample #13		
Sample #14		
Sample #15		
Sample #16		
Sample #17		
Sample #18		
Sample #19		
Sample #20		
Sample #21		

January 1, 2015		
January 2, 2015		
January 3, 2015		
January 4, 2015		
January 5, 2015	<b>40.8</b>	
January 6, 2015		
January 7, 2015	<b>14.6</b>	
January 8, 2015		
January 9, 2015	<b>30.9</b>	
January 10, 2015		
January 11, 2015	<b>39.5</b>	
January 12, 2015		
January 13, 2015	<b>9.8</b>	
January 14, 2015		
January 15, 2015	<b>22.8</b>	
January 16, 2015		
January 17, 2015		
January 18, 2015		
January 19, 2015		
January 20, 2015	<b>9.7</b>	
January 21, 2015	<b>6.3</b>	
January 22, 2015		
January 23, 2015	< <b>1.0</b>	
January 24, 2015		
January 25, 2015		
January 26, 2015	<b>8.6</b>	
January 27, 2015		
January 28, 2015	<b>13.4</b>	
January 29, 2015		
January 30, 2015	<b>6.3</b>	
January 31, 2015		

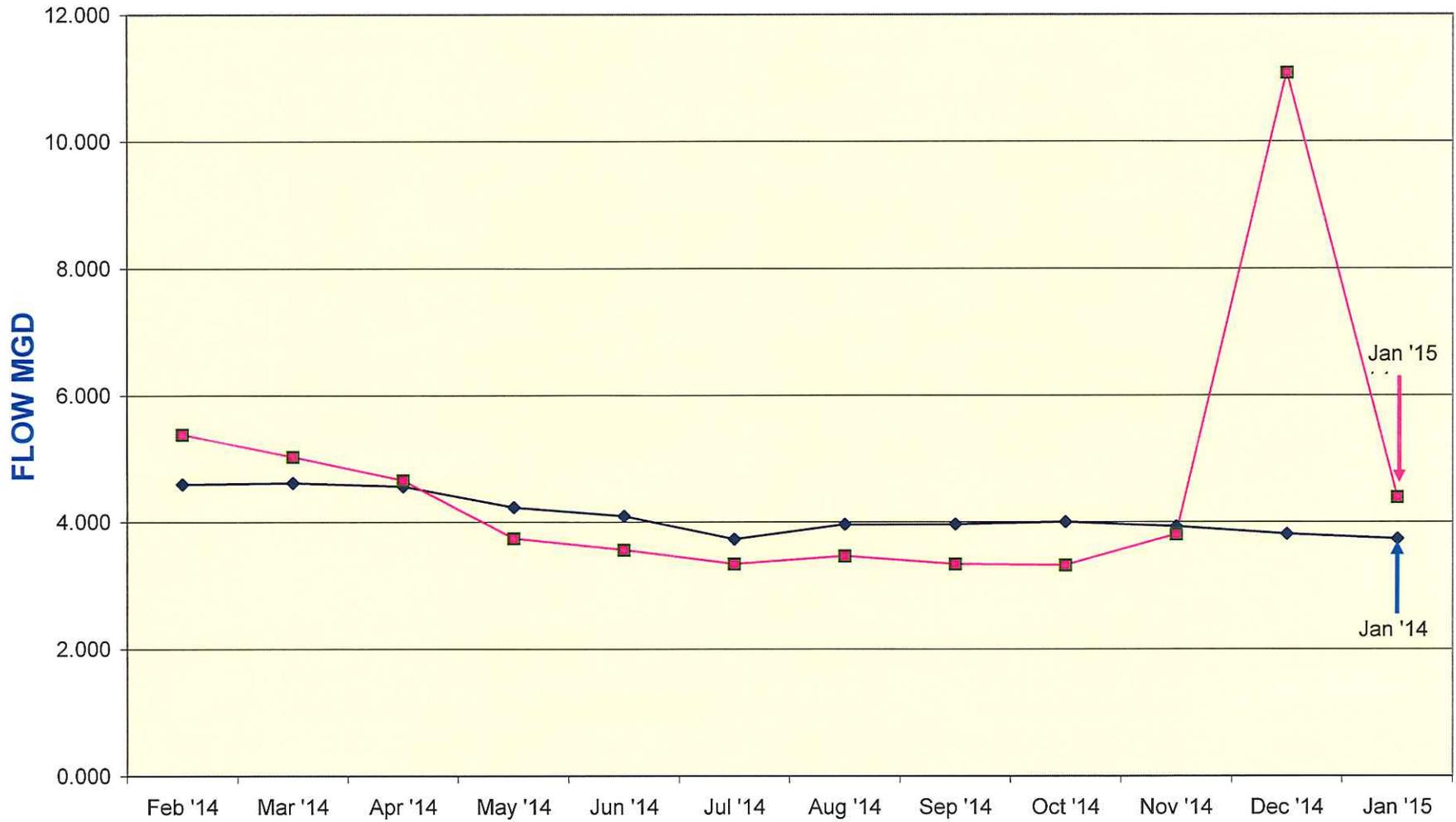
<b>Max</b>	<b>110</b>
<b>Min</b>	<b>2.0</b>
<b>Avg</b>	<b>35.09</b>
<b>30-Day Median</b>	<b>23</b>

90th Percentile Value **80**

<b>Max</b>	<b>40.8</b>
<b>Min</b>	<b>1.0</b>
<b>Avg</b>	<b>17.0</b>
<b>30 Day Geo. Mean</b>	<b>11.8</b>

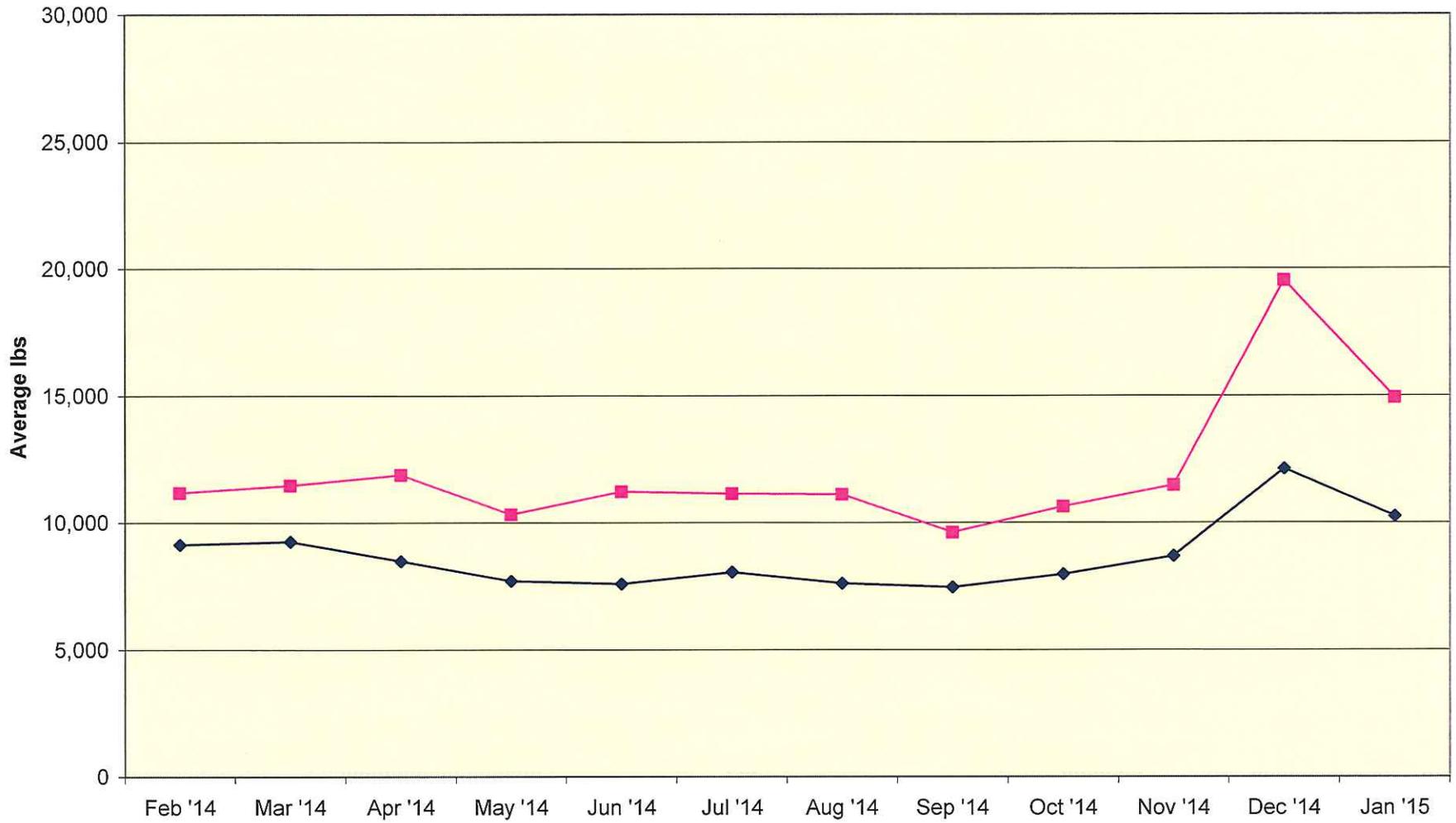
# FLOW COMPARISON

◆ 2013 / 14    ■ 2014 / 15



### Influent Load BOD / TSS lbs

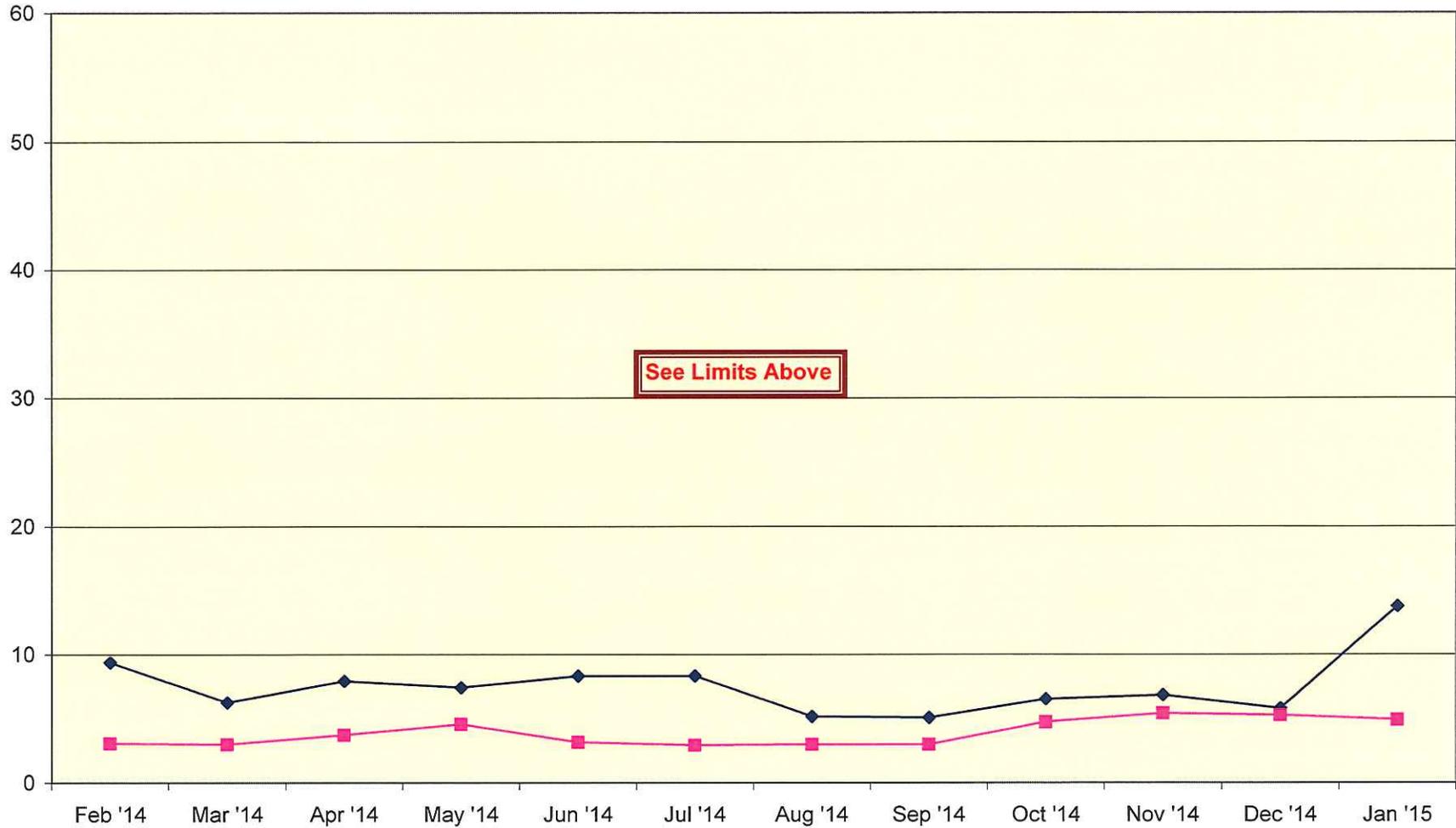
◆ BOD lbs    ■ TSS lbs



# Effluent BOD / TSS Concentration

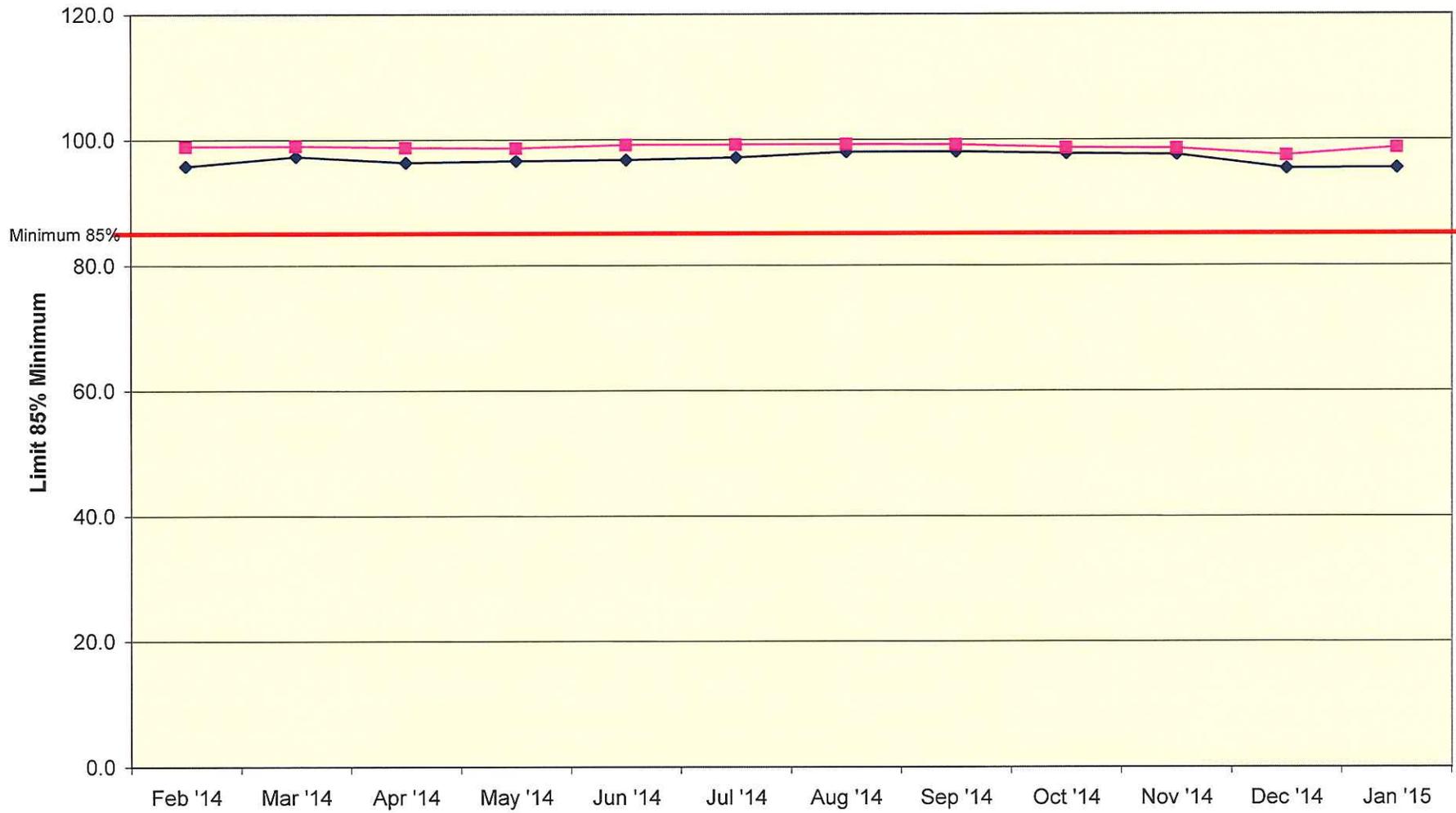
**NPDES LIMITS WET SEASON**  
BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave  
NPDES LIMITS DRY SEASON  
BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave  
TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave  
WDR (Waste Discharge Requirements) RECLAMATION  
BOD - 40 mg/L

◆ BOD ■ TSS



# BOD / TSS Percent Removal

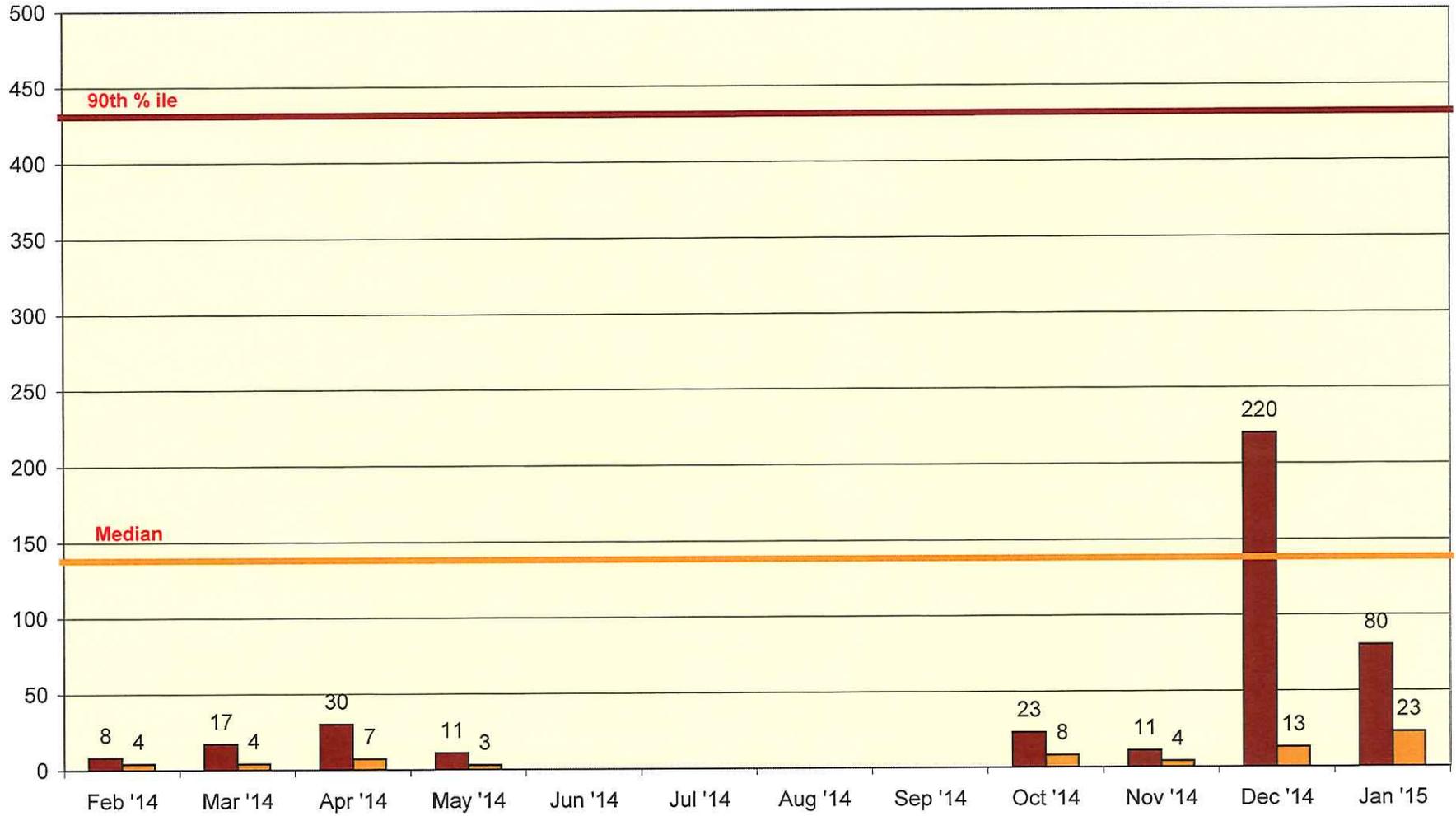
—◆— BOD —■— TSS



# Disinfection - Fecal Coliform

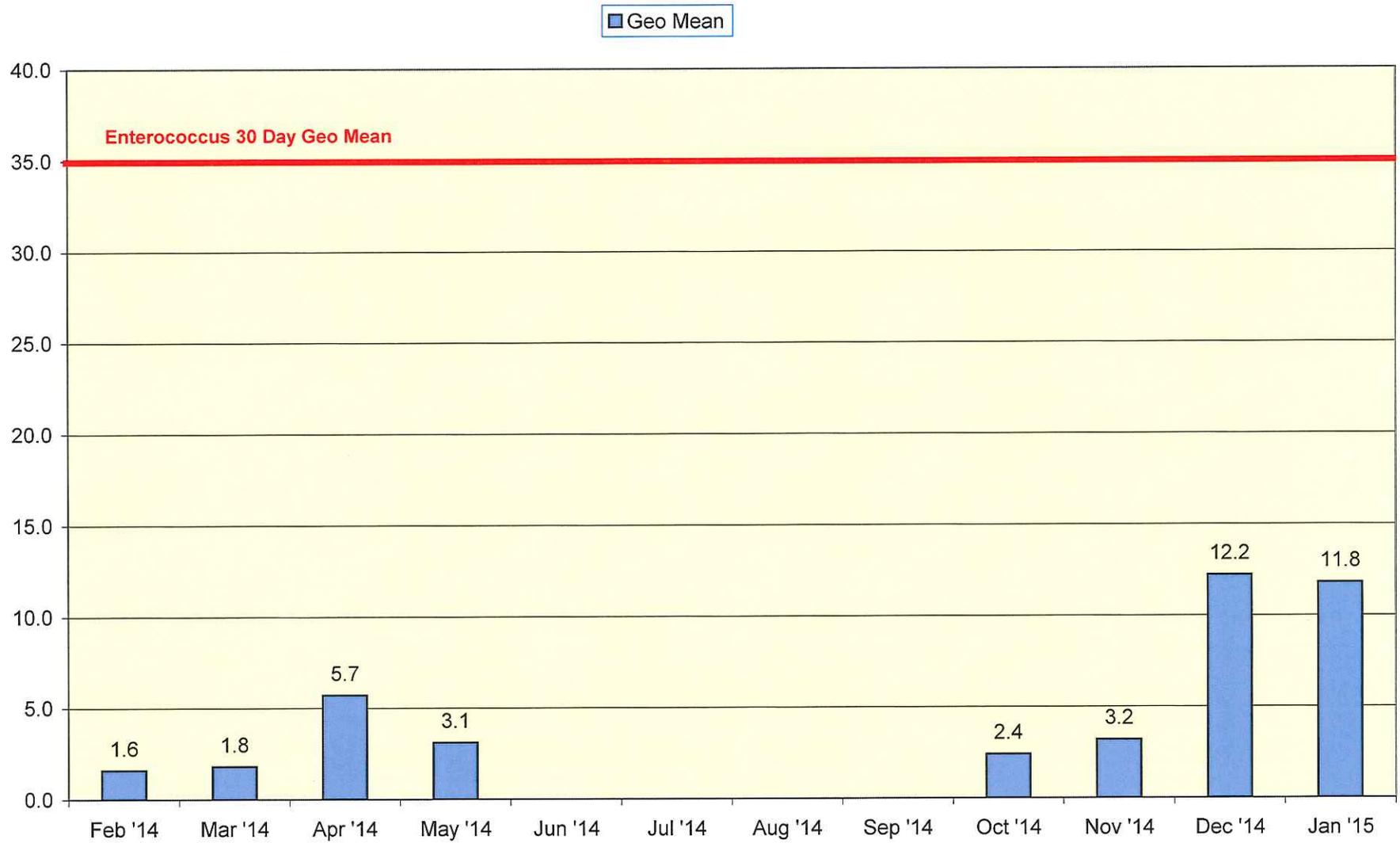
LIMITS - NPDES  
Fecal 140 mpn monthly median  
Fecal 430 mpn 90th percentile 30 day

90th % ile 30 day med



# Disinfection - Enterococcus

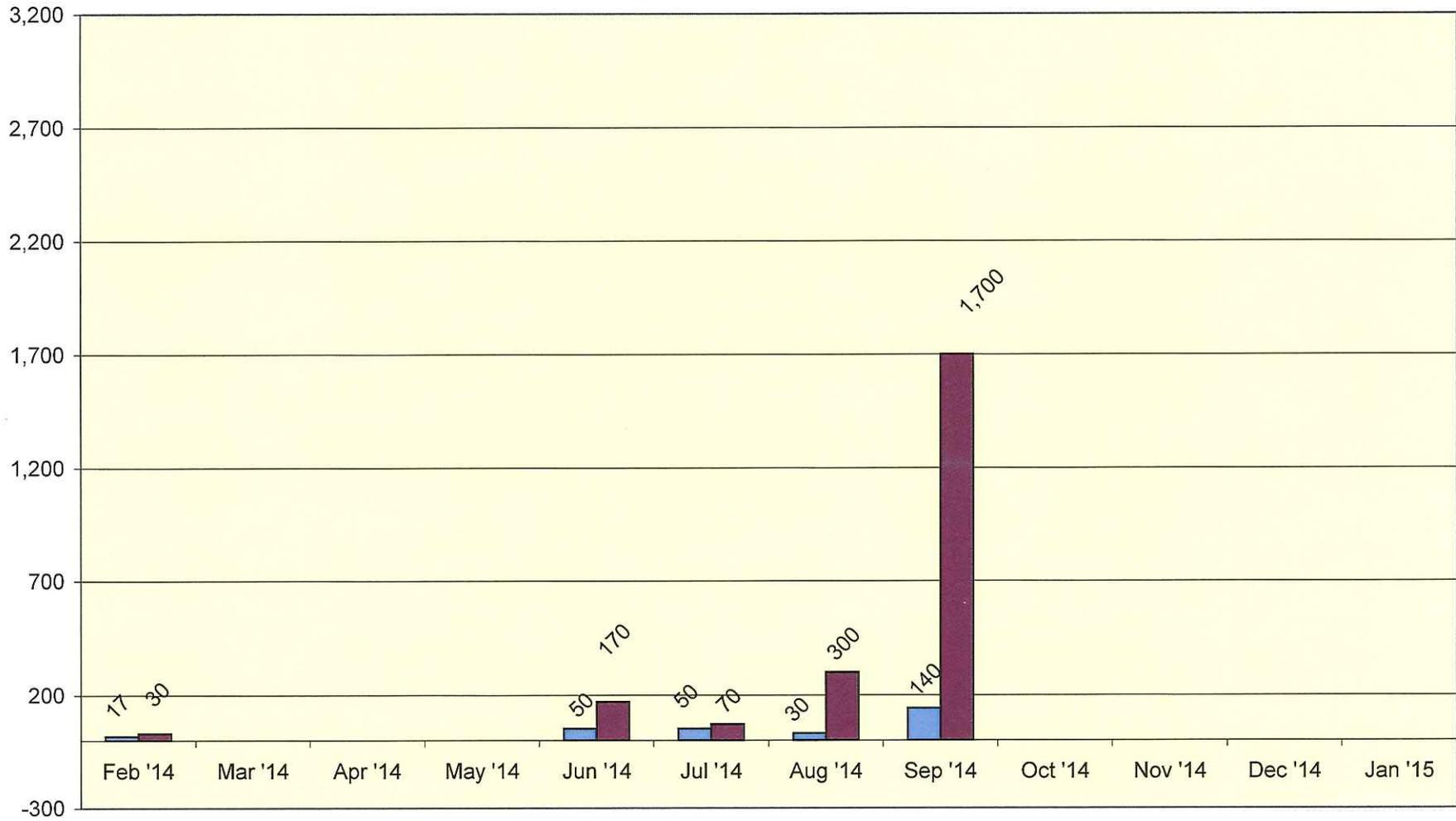
LIMITS - NPDES  
Enterococcus 30 day geo mean 35 mpn /100ml



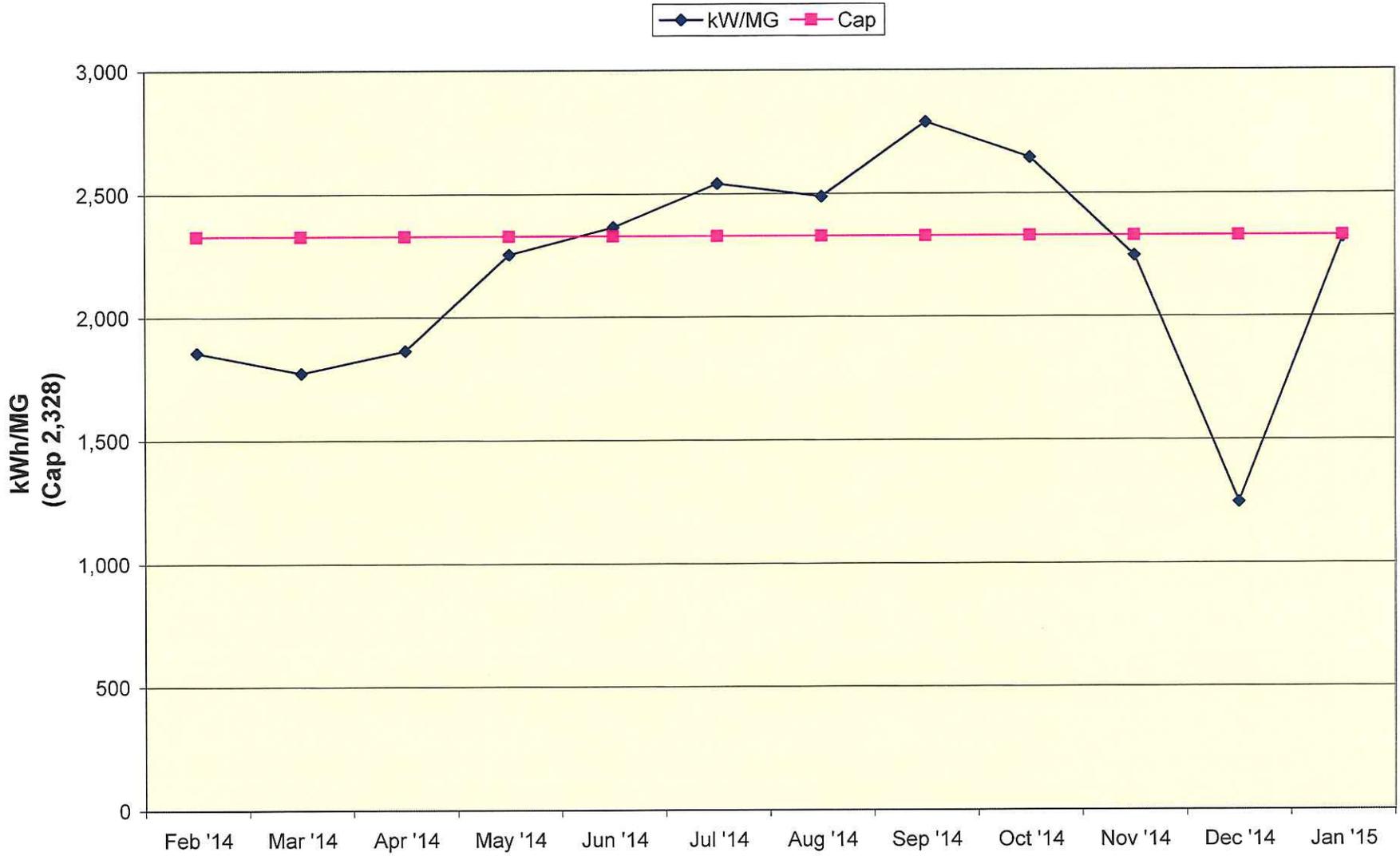
# Disinfection - Total Coliform

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

5 Sampl Med Monthly Max

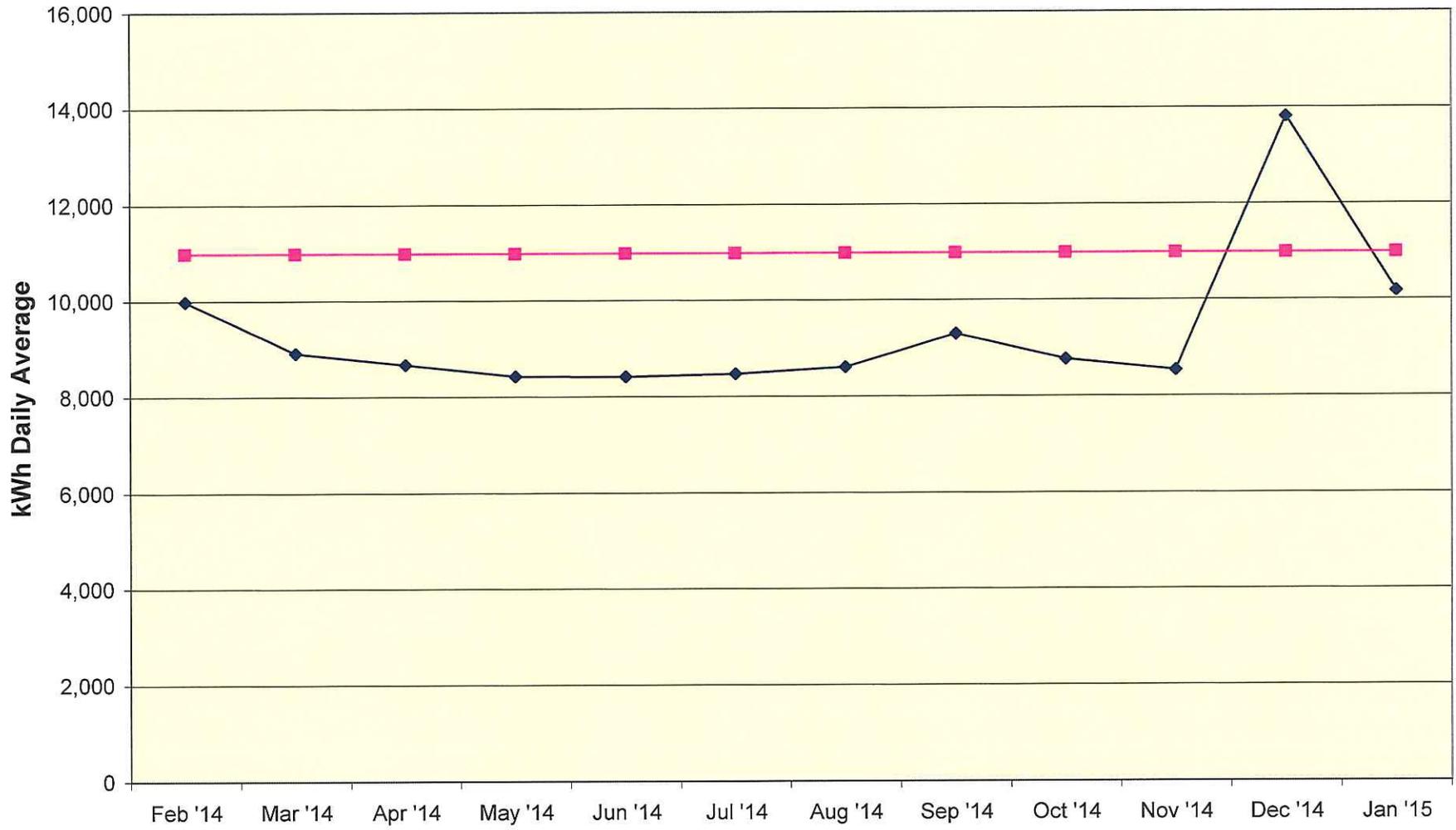


# Energy kWh/MG

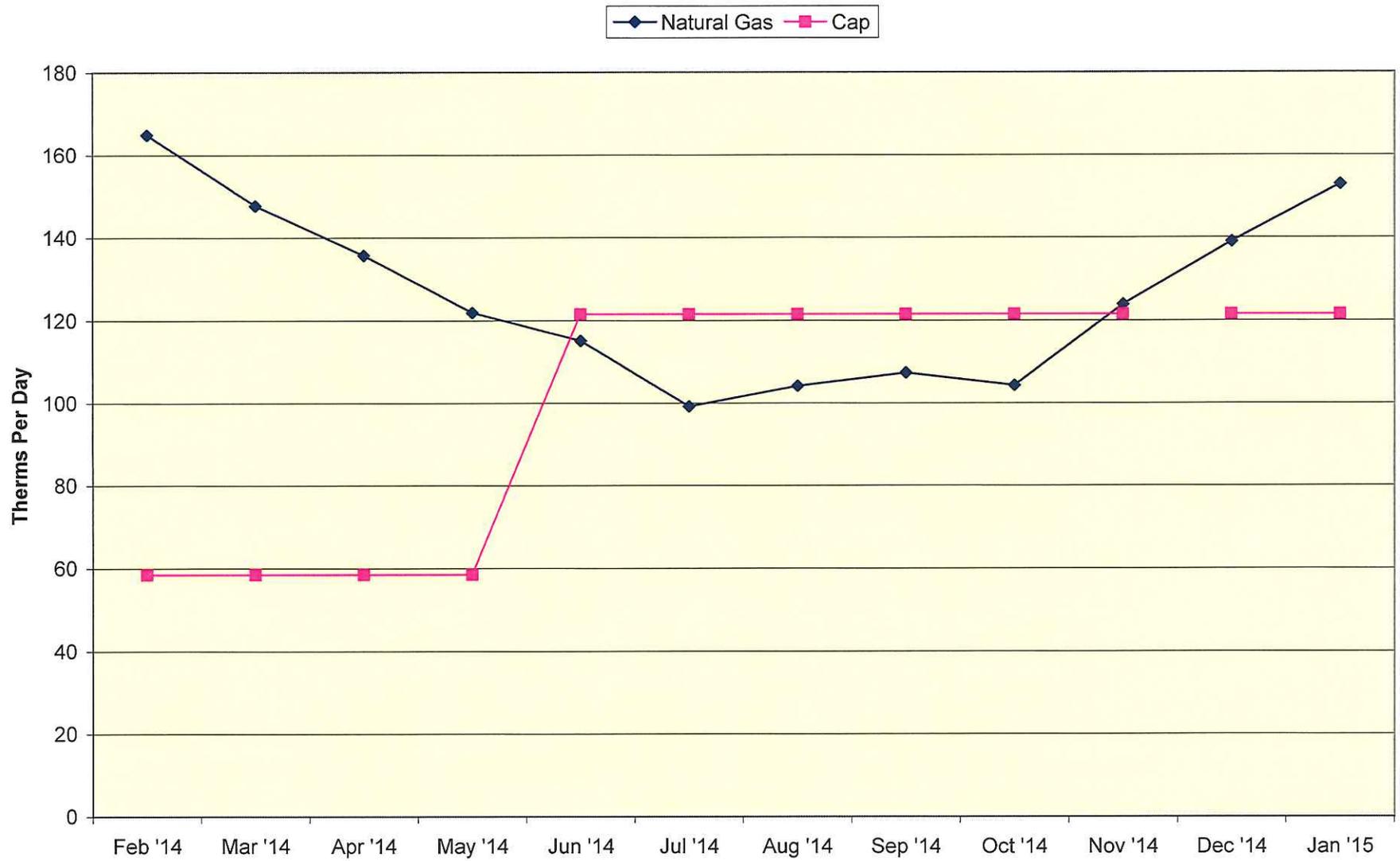


# Energy kWh

—◆ kWh —■ Cap



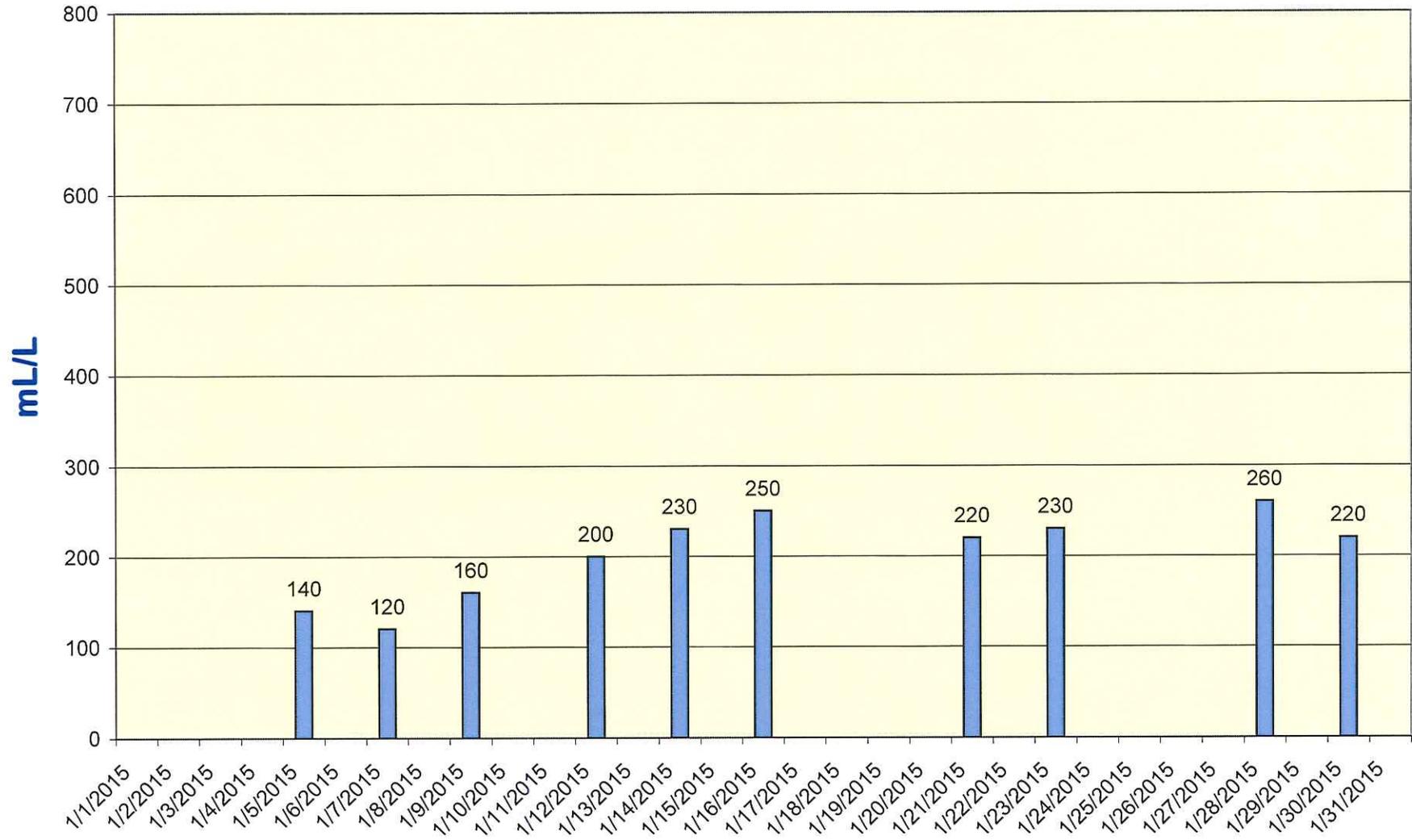
### Natural Gas Use



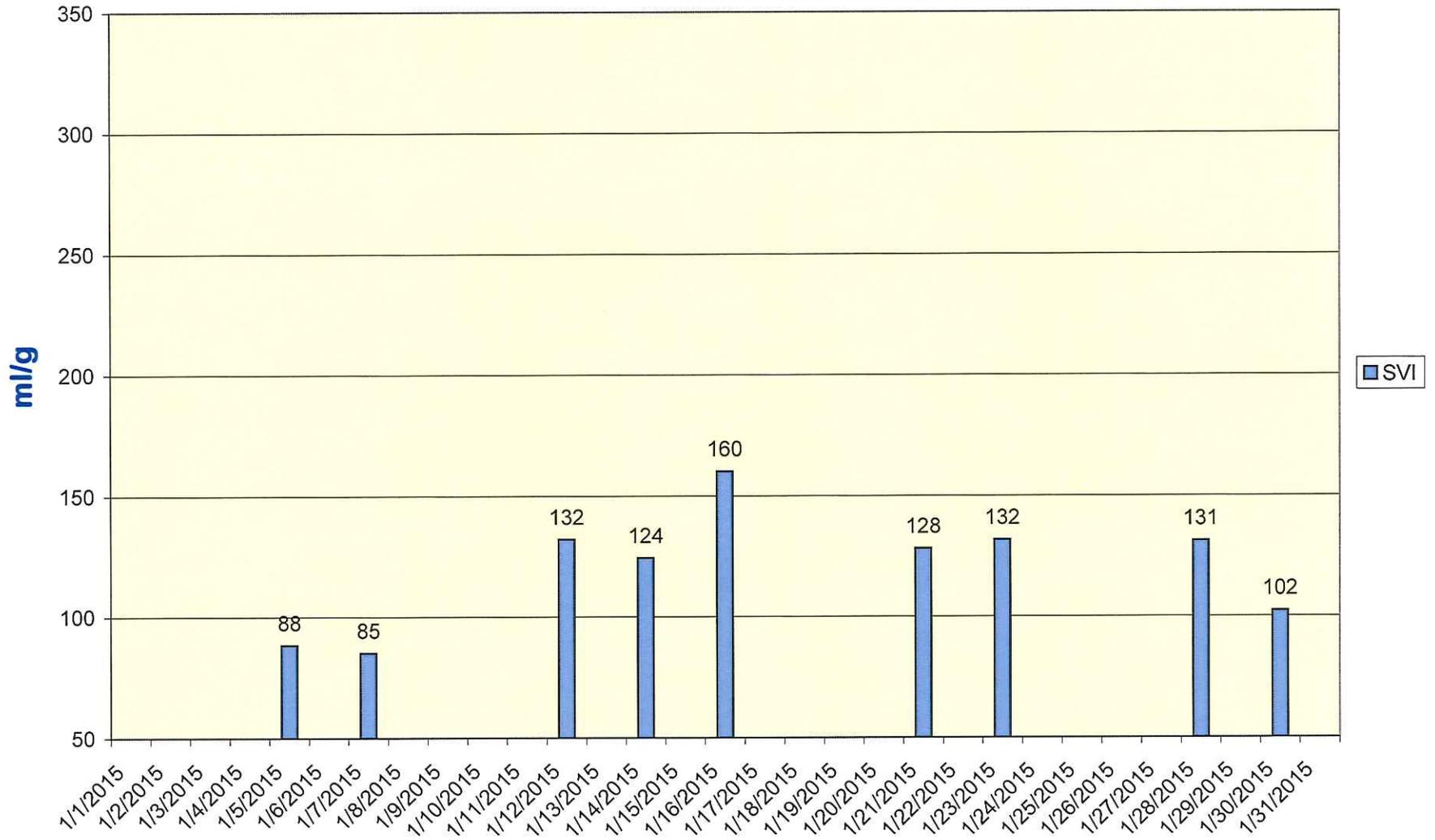
## Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
1/1/2015	4.53						
1/2/2015	4.72						
1/3/2015	4.63						
1/4/2015	4.68						
1/5/2015	4.82	140	1,592	42,540	0.12	7.7	88
1/6/2015	4.68						
1/7/2015	4.71	120	1,418	37,891	0.10	7.5	85
1/8/2015	4.68						
1/9/2015	4.54	160					
1/10/2015	4.68						
1/11/2015	4.86						
1/12/2015	4.32	200	1,524	27,140		4.5	132
1/13/2015	4.71						
1/14/2015	4.18	230	1,852	32,983		7.1	124
1/15/2015	4.06						
1/16/2015	4.02	250	1,566	27,897		5.6	160
1/17/2015	4.10						
1/18/2015	3.99						
1/19/2015	4.66						
1/20/2015	4.53						
1/21/2015	4.18	220	1,725	30,730		7.1	128
1/22/2015	4.59						
1/23/2015	4.43	230	1,747	31,121		6.4	132
1/24/2015	4.43						
1/25/2015	4.59						
1/26/2015	4.36						
1/27/2015	3.97						
1/28/2015	3.87	260	1,981	35,290		7.5	131
1/29/2015	3.72						
1/30/2015	3.78	220	2,180	38,835		9.8	102
1/31/2015	3.88						
Minimum	3.72	120.00	1,418.00	27,140	0.10	4.5	85
Maximum	4.86	260	1,981	42,540	0.12	7.7	160
Total	128.24	1,810	13,404	265,593	0.22	53.4	981
Average	4.42	201	1,676	33,199	0.11	6.7	123

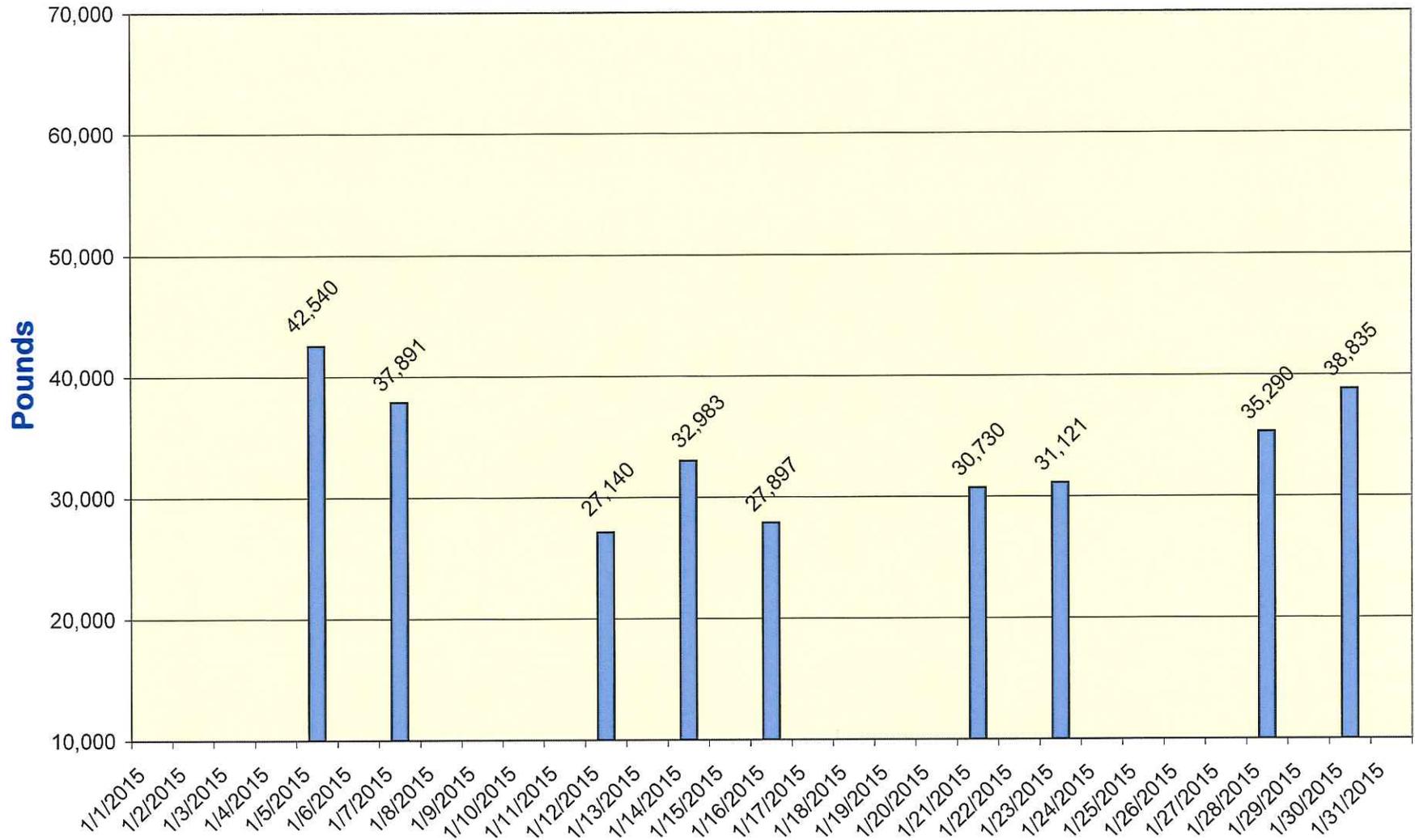
## Settleability



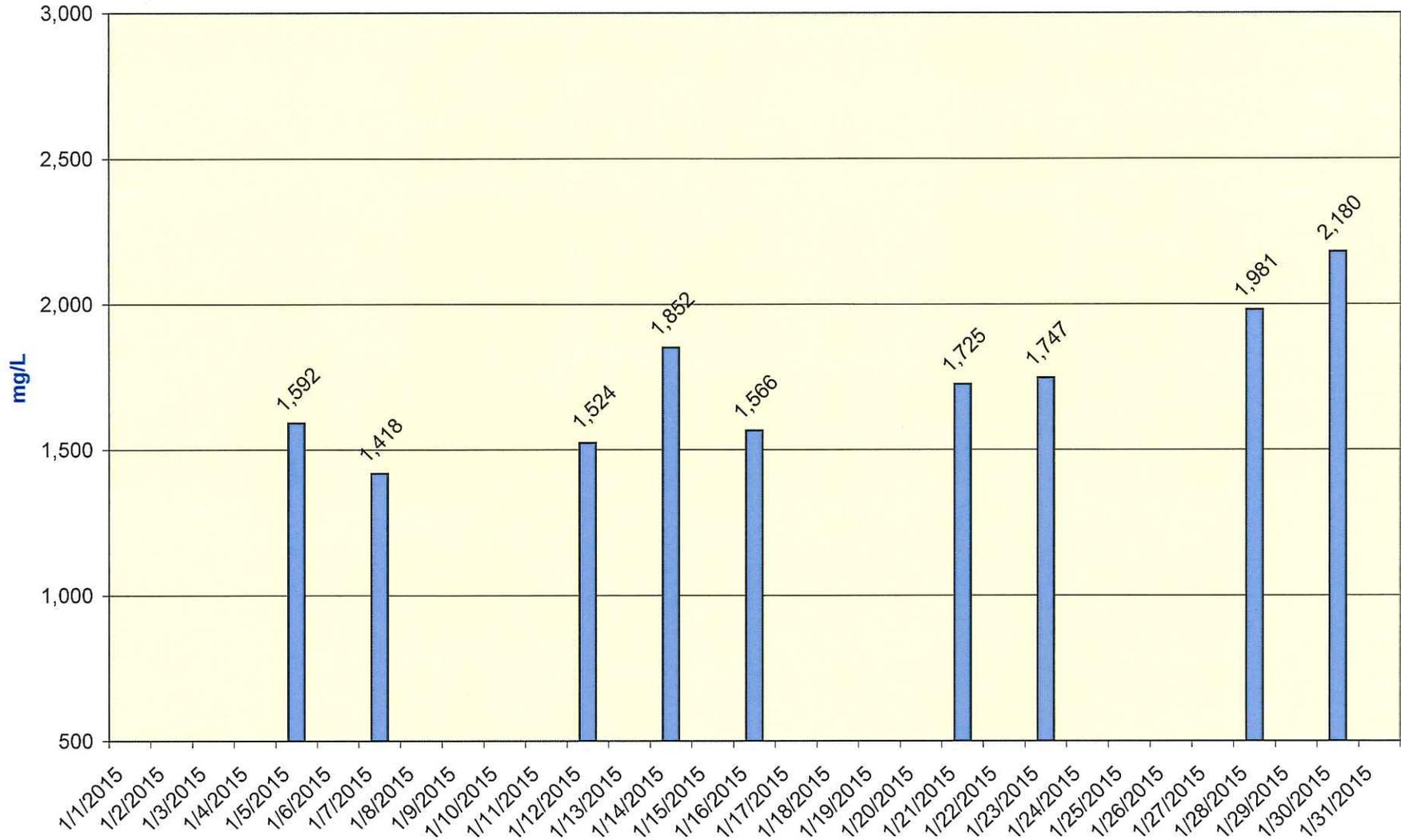
## Sludge Volume Index



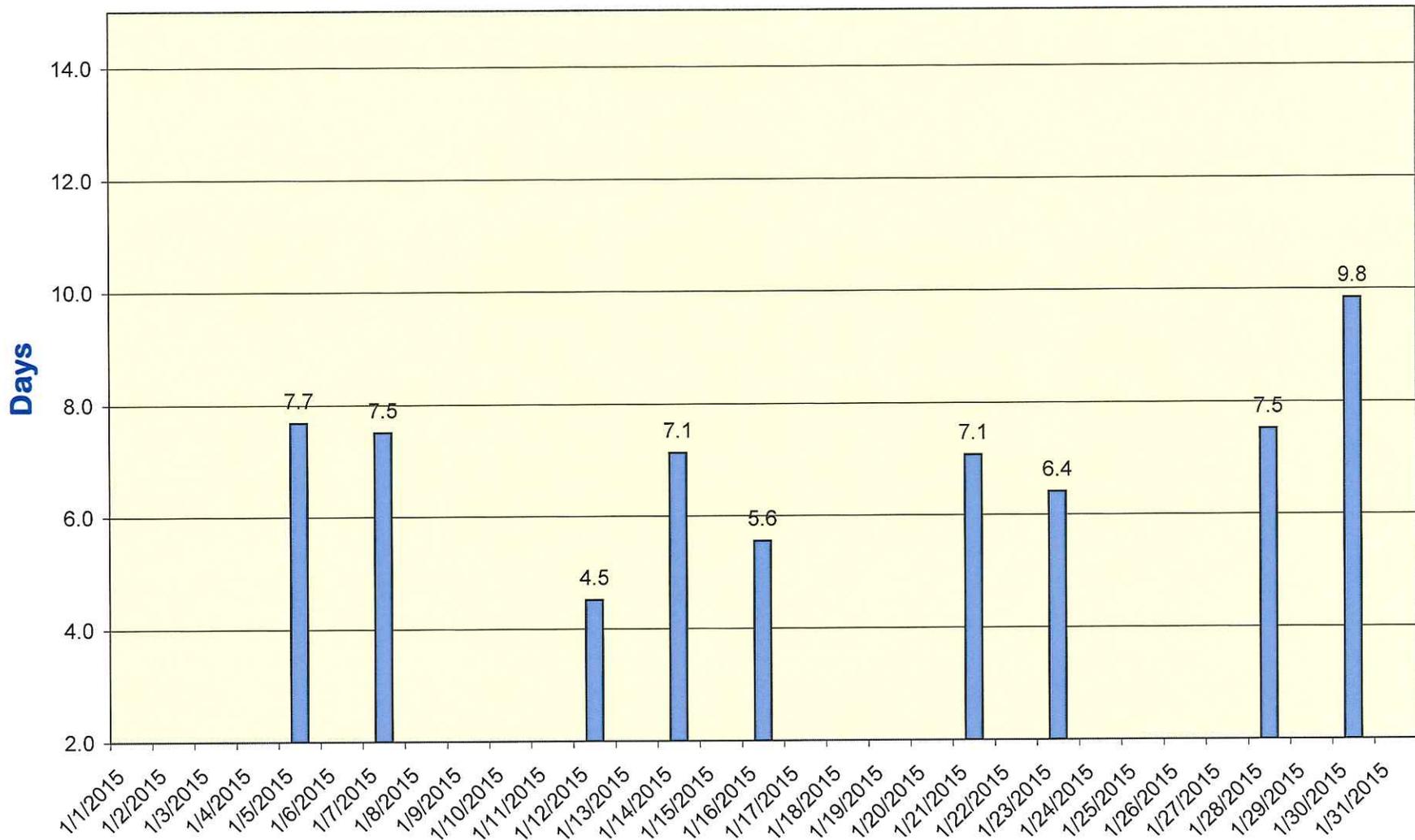
# MLSS Inventory



### MLSS Concentration

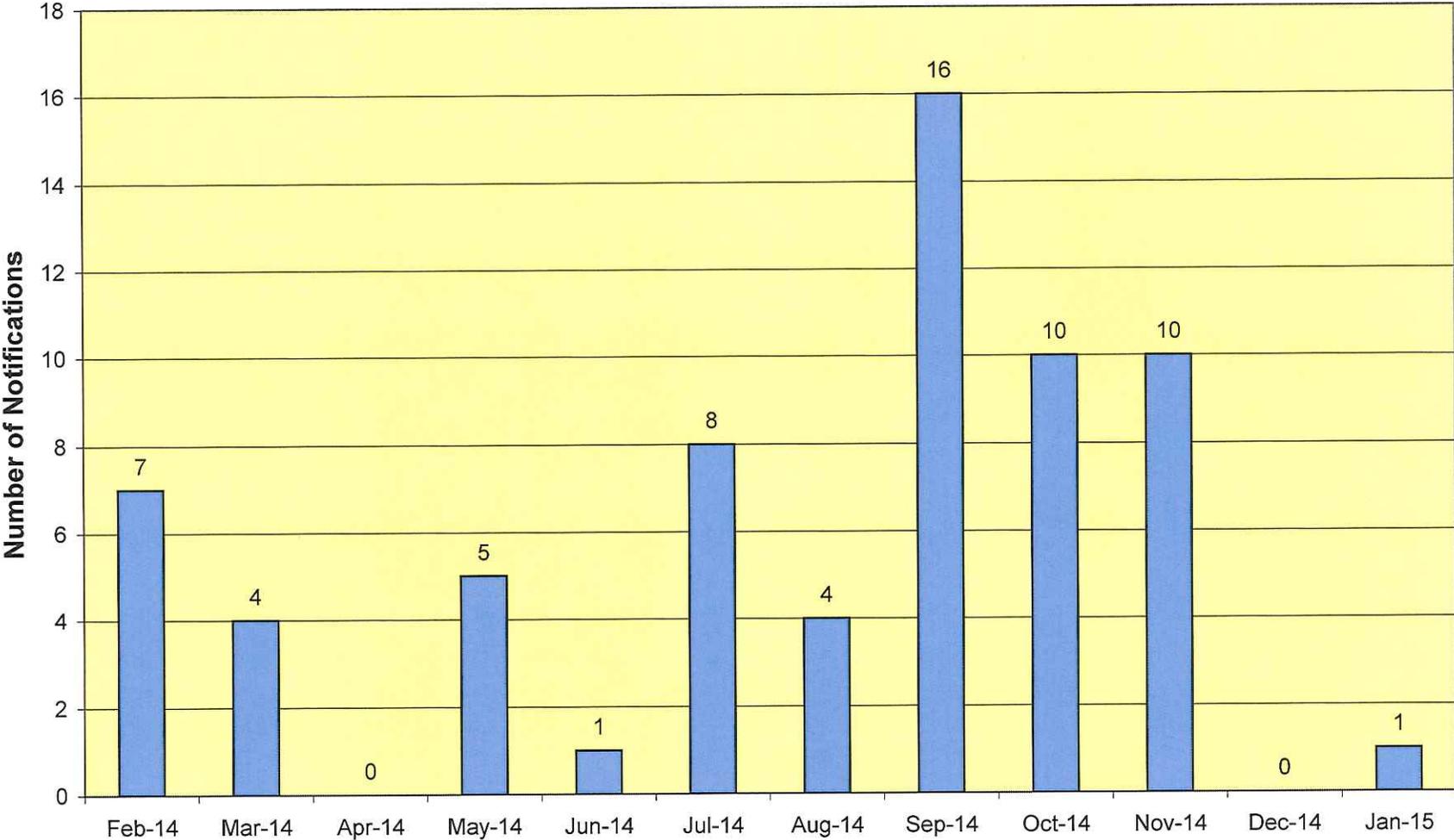


## Mean Cell Residence Time





# Complaints / Contacts Received



**NOVATO SANITARY DISTRICT**  
**Wastewater Operations Committee Meeting**  
**Odor Control and Landscaping Report**  
**January 2015**

**1.0 Background**

The District continues to work on odor control and landscaping, specifically at the fence-line area next to the Lea Drive neighborhood, and at the northeast portion of the Novato Treatment Plant (NTP) site. As mentioned in prior reports, the District has already invested significant amounts beyond the substantial 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.

**2.0 Odor control**

At their regular Board meeting of January 26, 2015, the District Board of Directors conducted a detailed tour of the entire wastewater treatment plant, with an emphasis on odor and odor control and management systems. The tour was facilitated by District and Veolia staff and included a review of the treatment processes in the plant and the various odor management techniques and systems.

Odor control related activities in January included:

- Trial installation of a new odor counteractant technique that broadcasts a water based non-toxic odor neutralizer (the Aqua-Fog system) in the vicinity of the aeration basins.
- Monitoring the performance of the media in the large odor control bed between primary clarifiers #1 & #2. The media was topped off in November, and appears to be performing very well.
- Operations staff continued to work to tweak the air flow input to the converted anoxic zones in the aeration basins, based on the prior testing by Dave McEwen of Brown and Caldwell (B&C), the District's odor consultant. The concept is to achieve optimum operating range(s) where odor causing compounds can be oxidized.
- Continued addition of an oxidizing agent, sodium hypochlorite, to the influent flow as needed with staff monitoring performance.

**3.0 Landscaping**

Staff continues to work with the District's landscaping contractor Cagwin and Dorward (C&D) on vegetation at the District's fence-line on Lea Drive and at the northeast corner area of the NTP. Staff also solicited bids to relocate the redwood trees in planter boxes along the eastern fence line of the plant site to the northeast corner of the plant site. Three bids were received and the contract was awarded to the low bidder Doughty Landscaping of Novato, CA in January. Depending on weather, the redwood re-plantings will occur in February.

\*\*\*\*\*

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
January 2015**

**1.0 General:**

The breakdown of Collection System department staff time for January 2015, in terms of equivalent full-time employee (FTE) hours utilized, works out approximately as follows:

- 1.9 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.2 FTE field workers for Pump Station Maintenance
- 0.1 FTE field workers for Closed Circuit Television (CCTV) work
- 1.6 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to main line cleaning, CCTV work or pump station maintenance, and
- 2.3 FTE field workers Vacation/Sick Leave/Holiday

**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 430 work orders were generated for January by the ICOM3 Computerized Maintenance Management System (CMMS). Staff completed 416 work orders leaving 14 work orders outstanding. The 416 maintenance work orders completed in December resulted in 78,863 feet of sewer pipelines cleaned by staff. The 14 outstanding work orders are all work orders for rodding which will be completed in February. Outside contractors also cleaned 1,349 feet of trunk sewer main line during the month.

For rodding work orders in easement areas, the crew inspected 32 line segments (6,378 feet) using the push camera in lieu of hand rodding, a more efficient, effective and less labor intensive method to insure that the sewer main is clear.

CCTV Performance:

The District's CCTV van was in the field for 2 working days, inspecting 24 line segments totaling 3,998 feet. Staff also televised 6,378 feet using the Push Cam. Outside contractors televised 1,349 feet of trunk sewer main line during the month.

CCTV production was low this month due to mechanical/electrical issues with the truck as well as staff availability for this activity.

CCTV Findings:

- Infrastructure related: The January CCTV work found one area (55 Frosty Lane) that will require repair. The repair work was completed in January.

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
January 2015**

- O&M related: The January CCTV work did not identify any areas that require a change in sewer line operations.

**3.0 Pump Station Maintenance:**

The Collection System Department conducted 249 lift station inspections this month. 121 of the inspection visits were generated through the District's JobsCal Plus CMMS system. There are 7 outstanding work orders for the month that will be completed in February.

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

**4.0 Air Relief/Vacuum Valves (ARVs):**

Staff completed maintenance inspections on 5 air relief/vacuum valves.

**5.0 Safety and Training:**

General: Collection System staff attended four safety tailgate meetings.

Specialized training: Collection System staff attended Crane and Rigging Safety training during the month of January

Safety performance: There were no lost time accidents this month for a total of 1,418 accident free days since the last lost time accident.

**6.0 Minor Projects:**

The District completed three repair projects under the informal contract provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA), as follows:

14 Angelica Court: Replaced 12.5 feet of 6-inch sewer main in an easement in the backyard of 14 Angelica Court (Figure 1).



*Figure 1- Tight working area at 14 Angelica Court*

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
January 2015**

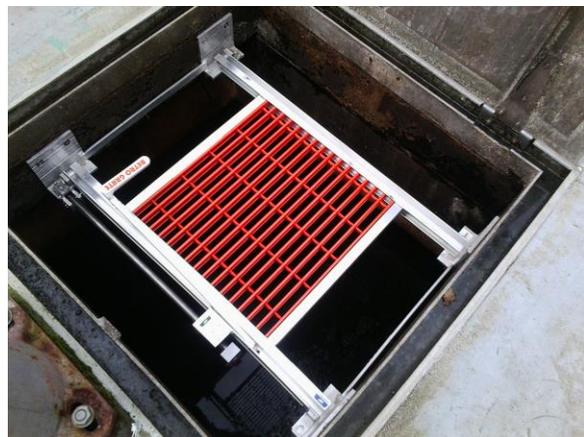
55 Frosty Lane: Placed a temporary repair on the 21” trunk sewer in an easement behind 55 Frosty Lane (Figure 2). As reported in January, on December 26<sup>th</sup> the District received a call reporting a sinkhole at the rear of 55 Frosty Lane. District staff inspected the site and determined that it was in close proximity to the District’s 21” trunk sewer serving the Ignacio area to the south. Staff also discovered that the trunk sewer was constructed of corrugated metal pipe (CMP). The District contracted with Roy’s Sewer Service to inspect the line by video camera without cleaning the line because cleaning might damage the CMP. The initial attempt to inspect the line by video camera was unsuccessful because the trunk sewer was full of rock and other debris (Figure 1), probably from the sinkhole. Since the sinkhole was in close proximity to the trunk sewer and the trunk sewer was full of rock and debris, staff scheduled an exploratory excavation and repair, if necessary, of the trunk sewer during the first week of January.

The District contracted with Maggiora & Ghilotti to excavate down to the trunk sewer and determine if there was a problem and if so, make the repair. Work commenced and after excavating down to the trunk sewer they found several large holes in the top of the trunk sewer. This section of trunk sewer was very brittle and the contractor and staff determined that it would be best to leave what remained of the pipe in place and fabricate a cover out of a piece of ribbed HDPE pipe to bridge over the brittle section (Figure 2). After securing the cover in place lightweight fill was placed over the repair.



*Figure 2- Placing structural cover over trunk sewer*

After the repair was complete, Roy’s Sewer Service came back to the site to gingerly clean and CCTV the entire 900 feet of corrugated metal pipe trunk sewer. Roy’s completed the work and ended up removing approximately 5 yards of debris from the trunk sewer including two volleyball size rocks. As a result of these findings, staff requested a proposal from Nute Engineering to prepare plans and specification to either pipeburst or replace the 900 feet of trunk sewer next summer.



*Figure 3 - Safety Grating in Wet Well Opening*

Bahia Main Pump Station: Installed safety grating over the wet well opening at the Bahia Main Pump Station (Figure 3).

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
January 2015**

**7.0 Standard Operating Procedures (SOPs):**

Department staff generated two (2) SOPs during the month of January. In addition, a revised matrix tracking SOP development was created.

**8.0 Sanitary Sewer Overflows (SSOs):**

In January, there was one (1) SSO:

No.	Date	Location	Amount, gal	Cause/Probable Cause
1.	1/31/2015	5 Pivato Ct	126	Roots/Debris

1. SSO at 5 Pivato Ct.: This event was determined to be a Category III event since it was less than 1,000 gallons, fully contained, and did not reach a storm drain. As District staff did not observe this event, reporting party/local resident interviews and volumetric calculation were used to determine the volume and duration of this event. Total estimated discharge for this event is 126 gallons. District staff was not able to recover any of the discharge.

Staff concluded that the cause of this discharge was the result of root intrusion and debris in the line segment just below the discharge rodding inlet.

All reporting requirements were met for this event.

As part of the standard protocol for overflow events,



*Figure 5- 5 Pivato Court Parking Lot*

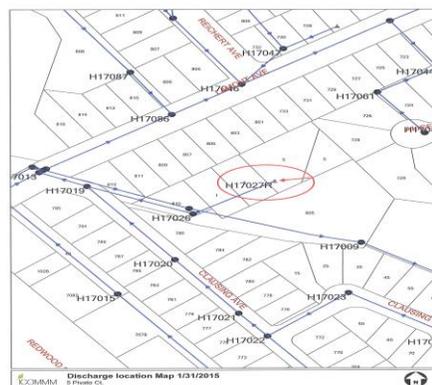
staff checked the records of the ICOMM CMMS Program to

determine when the last time the sewer mains were cleaned and the frequency of the cleaning. This line segment was last cleaned on schedule on July 5, 2012 using a hydro-flusher and was on a thirty-six (36) month cleaning frequency. The cleaning schedule has been changed to a 12 month cleaning frequency as a precautionary measure. CCTV inspection following the discharge event showed the line segment to have root intrusion at several points

in the line segment. The line segment will be added to the 2014/15 root abatement schedule.

This event was reported into the CIWQS database on February 10, 2015 as a Category III event, SSO Event ID # 813019 and was certified in CIWQS on February 10, 2015, Certification ID # 452039.

\*\*\*\*\*



*Figure 4 - 5 Pivato Court location map*

Novato Sanitary District  
Collection System Monthly Report For January 2015 (as of January 31, 2015)

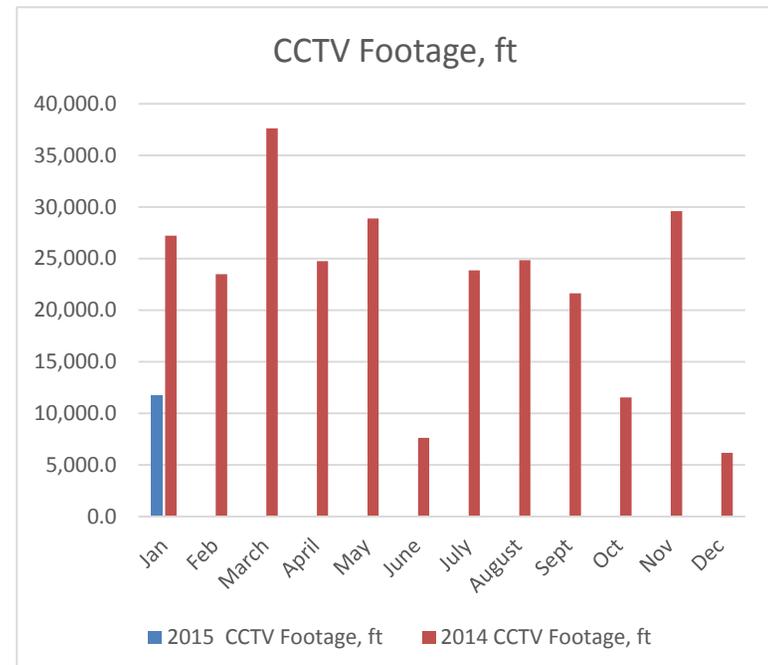
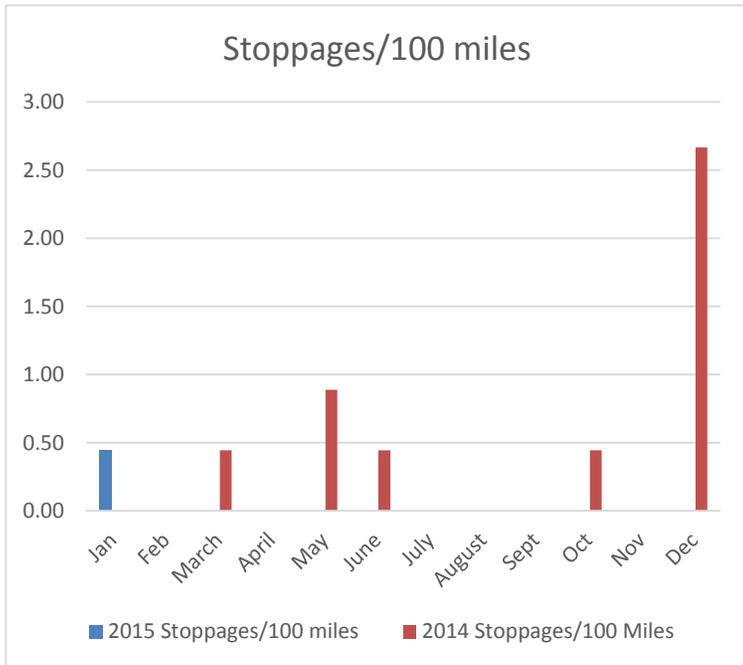
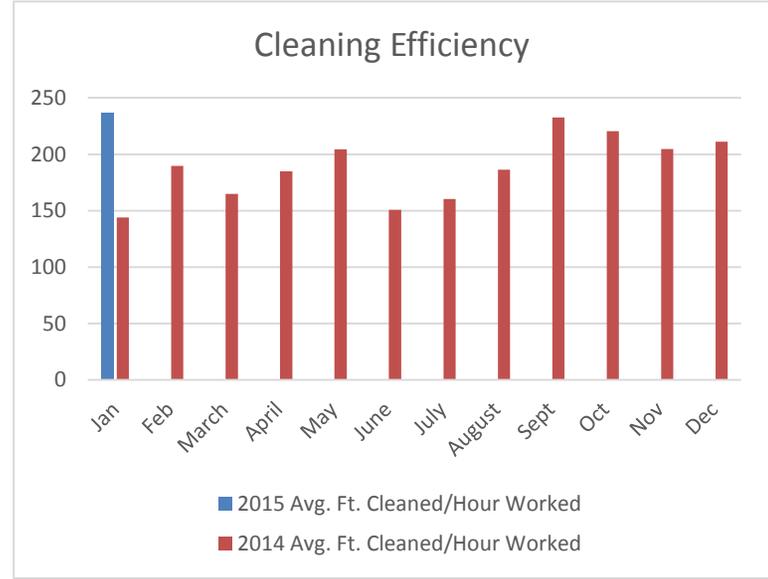
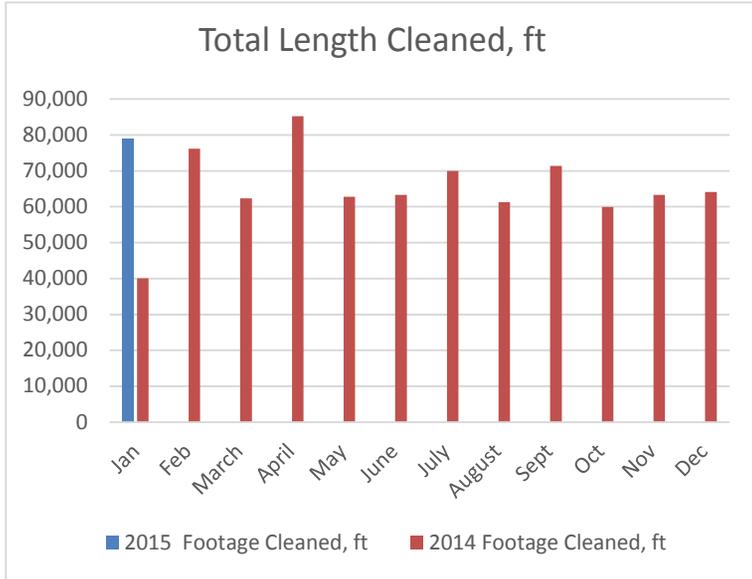
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning), hrs.	1.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.2
Number of FTEs (other)	1.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.1
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	3.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.3
Regular Time Worked, (main line cleaning), hrs	333													
Regular Time Worked on Other, hrs (1)	281													
Regular Time Worked on CCTV (2)	15													
Total Regular time, worked, hrs	628	0	0	0	0	0	0	0	0	0	0	0	628	52
Total Vacation/Sick Leave/Holiday, hrs	403												403	403
Vacation/Sick Leave/Holiday, FTEs	2.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.3	0.2
Overtime Worked on Coll. Sys., hrs	3												3	3
Overtime Worked on Other, hrs (1)	14												14	14
Overtime Worked on CCTV (2)	0												0	0
Total Overtime, hrs	17	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	17	17
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	90												90	90
Rodder 3208 ft. cleaned	15,611												15,611	15,611
Rodder - outside services, ft cleaned	0												0	0
Flusher Work Orders generated	340												340	340
Truck 3205V ft. cleaned	107												107	107
Truck 3206V ft. cleaned	63,145												63,145	63,145
Flusher - outside services, ft. cleaned	1,349												1,349	
Total Footage cleaned(3)	78,863	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	78,863	78,863
Work Orders completed	416												416	416
Work Orders backlog	14	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	14	14
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0												0	
CCTV Truck 3126T, ft. videoed	3,998												3,998	3,998
CCTV (hand cam), ft. videoed	6,378												6,378	
CCTV Inspection - outside services, ft. videoed	1,349												1,349	
Total CCTV footage(3)	11,725	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	11,725	
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category III)	1												1	NA
Major (Category II)	0												0	NA
Major (Category I)	0												0	NA
Overflow Gallons	126												126	NA
Volume Recovered	0												0	NA
Percent Recovered	0%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0%	NA
<b>D. Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	10												10	10
Normal hours S.C. response time, mins (avg.)	22												22	22
Service Callouts, after hours, #	1												1	1
After Hours S.C. response time, mins (avg.)	33												33	33
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	237	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	237
Total Stoppages/100 Miles	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4	NA
Average spill response time (mins)	28												NA	28
Callouts/100 Miles	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0
Overtime hours/100 Miles	1	0	0	0	0	0	0	0	0	0	0	0	1.11	0
Overflow Gallons/100 Miles	55	0	0	0	0	0	0	0	0	0	0	-	55	5

(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 2014-15 Graphs





**COLLECTION SYSTEM (Pump Stations)  
WORK ORDER STATISTICS  
January 1, 2015 - January 31, 2015**

	<b>Open Work Orders Due Prior to 1/1/2015</b>	<b>Open Work Orders 1/1/2015 - 1/31/2015</b>	<b>Total Open Work Orders</b>
Preventive	4	121	125
Corrective	0	0	0
<b>Total</b>	<b>4</b>	<b>121</b>	<b>125</b>

	<b>Closed Work Orders 1/1/2015 - 1/31/2015</b>
Preventive	121
Corrective	0
<b>Total</b>	<b>121</b>

<b>Total Outstanding Work Orders as of 1/31/2015</b>	<b>4</b>
--	----------

**NOVATO SANITARY DISTRICT**  
**Wastewater Operations Committee Meeting**  
**Reclamation Facilities Report**  
**January 2015**

---

**1.0 Summary:**

The rancher applied weed suppressant around sprinkler heads on some Parcels in the Reclamation area. The contractor for the Drainage Pump Station Improvement Project began on site work this month. There were no irrigation or sludge handling activities.

**2.0 Ranch Operations:**

The rancher applied weed suppressant around sprinkler heads on various Parcels throughout Reclamation. There were no other ranching activities.

**3.0 Irrigation Parcels:**

The remainder of rainwater from the December rain events that accumulated on the Parcels in Site 2 was pumped out of Reclamation. After the water levels subsided, staff



Figure 1. – Rain water pumping at Site 2



Figure 2 – Typical Pipe Support at Drainage Pump Stations

found a culvert which is either plugged or collapsed, and is causing rainwater to accumulate in the ditch along the line of eucalyptus trees on Site 2. This water was backing up and flowing across an access road and into Parcel 1. Staff set up a temporary portable pump to move the rain water around the culvert (Figure 1). The Drainage Pump Stations pumped approximately 179 MG of rainwater in January despite no rain in January.

The Drainage Pump Station Improvement Project contractor began on-site work and installed a majority of the structural steel for the new pipe supports (Figure 2). New flap gates and debris fencing around the pump wells at each station remain to be installed.

**4.0 Irrigation Pump Station:**

There was no irrigation activity this month.

**5.0 Sludge Handling & Disposal:**

There was no sludge handling activity this month.

\*\*\*

**NOVATO SANITARY DISTRICT**  
**Reclamation Facility - Monthly Statistics for Calendar Year 2015, as of January 2015**

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
<b>Irrigation Pump Station</b>														
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													-	0.00
Water Circulated through Wildlife Pond (MG)	0	0	0	0	0	0	0	0	0	0	0	0	-	0.00
Strainer No. 1 Hours													-	0.00
Strainer No. 2 Hours													-	0.00
Pond 1 Gauge @ Beginning of Month	5.4													
Pond 1 Gauge @ End of Month	5.4													
Pond 1 Gallons Stored @ End of Month(MG)	39.2													
Pond 2 Gauge @ Beginning of Month	5.5													
Pond 2 Gauge @ End of Month	5.5													
Pond 2 Gallons Stored @ End of Month(MG)	52													
Total Irrigation Water Stored	91.2	0	0	0	0	0	0	0	0	0	0	0		
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	0													
Drainage Pump No. 2 Hours	0													
Drainage Pump No. 3 Hours	100.3													
Total Gallons Stormwater Pumped (MG)	30.09	0	0	0	0	0	0	0	0	0	0	0	30.09	2.51
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	331.6													
Drainage Pump No. 2 Hours	0													
Drainage Pump No. 3 Hours	0													
Total Gallons Stormwater Pumped (MG)	149.22	0	0	0	0	0	0	0	0	0	0	0	149.22	12.44

**NOVATO SANITARY DISTRICT  
BOARD AGENDA ITEM SUMMARY**

<p><b>TITLE: Pump Station Improvement Project, Account No. 72403: Unit 5 - Digital Drive Pump Station and Los Robles Pump Station, Project No. 72403-05</b></p>	<p><b>MEETING DATE: March 9, 2015</b></p> <p><b>AGENDA ITEM NO.: 7.a.</b></p>
<p><b>RECOMMENDED ACTION:</b> Grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion.</p>	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>On January 13, 2014 the District’s Board of Directors awarded the Contract for the Unit 5 Digital Drive and Los Robles Pump Station Improvement Project to Valentine Corporation, Inc. for a low bid amount of \$1,209,295. The work began on the project on March 31, 2014 and substantial completion was granted on September 24, 2014.</p> <p>The final cost of the project is \$1,209,630 or \$335 (or 0.02%) above the bid amount.</p> <p>An amount of \$10,000 is being withheld from the final Payment. There is an outstanding issue with the Digital Drive PS level indicator which the Contractor must resolve. The Contractor must also provide final copies of the Pump O&amp;M Manuals. The withheld amount will be released when these tasks is satisfactorily complete. In the event this item is not completed, the District may use withheld amounts to complete the work as defined in the Contract.</p> <p>It is recommended that final acceptance be granted and staff authorized to file the Notice of Completion (NOC).</p>	
<p><b>BUDGET INFORMATION:</b> As of March 1<sup>st</sup>, Account 72403 has a budget balance of \$632,865.00.</p>	
<p><b>DEPT. MGR.:</b> srk, ssk</p>	<p><b>MANAGER-ENGINEER:</b> SSK</p>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Capital Projects: Administration Building Upgrade/Maintenance Building; Account No. 73003.</b>	<b>MEETING DATE: March 9, 2015</b>  <b>AGENDA ITEMS NO.: 7.b.</b>
<b>RECOMMENDED ACTION:</b> Approve plans and specifications, and authorize Manager-Engineer to advertise for bids – Maintenance Building, Phase 1, Site Demolition; Account 73003.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District has been constructing the Wastewater Treatment Facility Improvements in phases over the past several years. RMC Water &amp; Environment has completed the plans and specifications for the next phase of these improvements and the work is ready for bid. The project work consists of demolishing decommissioned facilities as follows: three Aeration Tanks, Odor Control Facility, and the Wet Weather Overflow Box, and filling the excavations with imported fill. In addition, the decommissioned pumps, motors, piping and appurtenances will be removed from the decommissioned Influent Pump Station and the below grade structure filled with sand. The purpose of this project is to prepare for the construction of the new Maintenance Building in addition to reducing or eliminating maintenance costs of other decommissioned structures.</p> <p>The Engineer's Estimate for this work is \$400,000. Staff recommends that the Board approve the plans and specifications, and authorize the Manager-Engineer to advertise for bids. Bids are expected to be received on April 7, 2015 and will be presented to the Board at a subsequent meeting.</p>	
<b>BUDGET INFORMATION:</b> This work will be funded from the budget for Account No. 73003, which has a budget balance of \$960,382 as of February 28, 2015.	
<b>DEPT. MGR.:</b> srk, ssk	<b>MANAGER-ENGINEER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE:** California Special District Association (CSDA) Board of Directors Call for Nominations Seat A.

**MEETING DATE:** March 9, 2015

**AGENDA ITEM NO.:** 8.a.

**RECOMMENDED ACTION:** Receive correspondence, and provide direction.

**SUMMARY AND DISCUSSION:**

At its February 9, 2015 meeting, the District Board received a Call for Nominations to the CSDA Board of Directors as an informational item. That correspondence was for nominations to an appointed seat.

On February 23, 2015 the District received another Call for Nominations, this one being for an elected ("at large") seat. This recent correspondence is also being provided as an informational item.

Staff recommends that the Board review the correspondence, and provide direction.

**DEPT. MGR.:** ssk

**MANAGER-ENGINEER:** SSK



**California Special  
Districts Association**

*Districts Stronger Together*

**DATE:** February 20, 2015  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2016 - 2018 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic network that they seek to represent. (See attached Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**  
*(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).*

RECEIVED  
FEB 23 2015

NOVATO SANITARY DISTRICT

**Nomination Procedures:** Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 22, 2015.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 5<sup>th</sup>. The ballots must be received by CSDA no later than 5:00 p.m. August 7, 2015 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 10<sup>th</sup>. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September.

### **Expiring Terms**

(See enclosed map for regional breakdown)

<b>Northern Network</b>	Seat A John Woolley, Manila Community Services District
<b>Sierra Network</b>	Seat A Noelle Mattock, El Dorado Hills Community Services District*
<b>Bay Area Network</b>	Seat A <i>Currently vacant</i>
<b>Central Network</b>	Seat A Joel Bauer, West Side Cemetery District*
<b>Coastal Network</b>	Seat A Elaine Freeman, Rancho Simi Recreation & Park District
<b>Southern Network</b>	Seat A Jo MacKenzie, Vista Irrigation District*

(\* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or [charlottel@csda.net](mailto:charlottel@csda.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

**BOARD OF DIRECTORS NOMINATION FORM**

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Network: \_\_\_\_\_ (see map on back)

Telephone: \_\_\_\_\_  
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Return this **form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet** by fax or mail to:

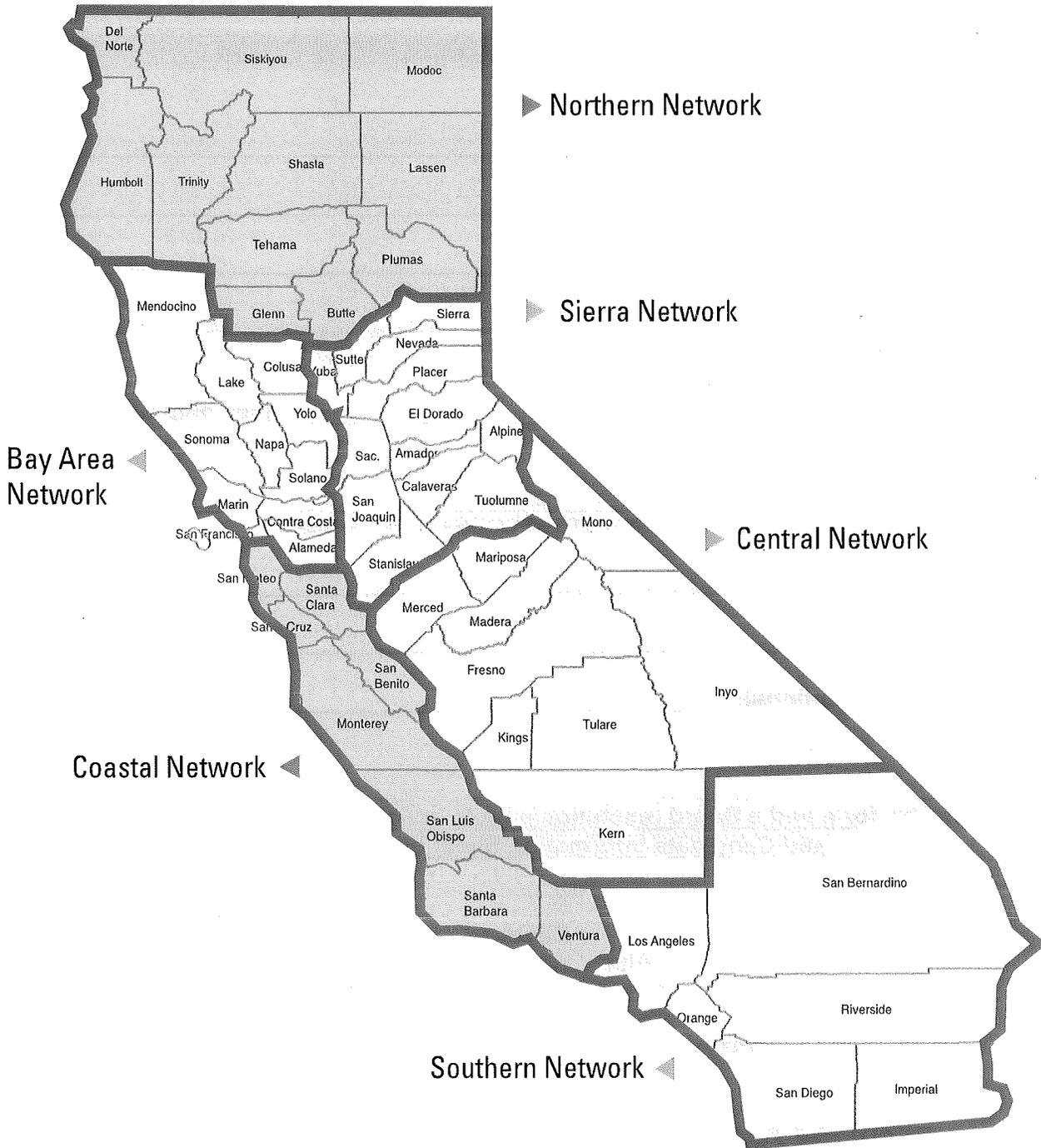
CSDA  
Attn: Charlotte Lowe  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732 (916) 442-7889 fax

***DEADLINE FOR RECEIVING NOMINATIONS – May 22, 2015***



California Special Districts Association

# DISTRICT NETWORKS





**California Special  
Districts Association**  
*Districts Stronger Together*

## CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

\_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

\_\_\_\_\_  
\_\_\_\_\_

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

\_\_\_\_\_  
\_\_\_\_\_

4. List civic organization involvement:

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 4, 2015 will not be included with the ballot mailing.**

**DATE:** February 18, 2015  
**TO:** Presiding Officers, Marin Independent Special Districts  
**FROM:** Candice Bozzard, Clerk to the Commission  
**RE:** Election for LAFCO Alternate Special District Member

The nomination period for special district member election to the Marin Local Agency Formation Commission closed on February 13, 2015. LAFCO staff received five nominations for the seat currently held by Jack Baker. This term of office will end in May of this year. A mail ballot election must be held to select a member for this position, serving a four-year term ending in May 2019. The nominees for regular member are Lew Kious, Almonte Sanitary District; Justin Kai, Marinwood Community Services District; Brad Beedle, Novato Fire Protection District; Jack Baker, North Marin Water District; Ron Kosciusko, Richardson Bay Sanitary District.

Enclosed are the ballot and candidate qualification forms for participation in the selection process. Please rank your first, second and third choices on the ballot form to enable an “instant runoff”. **Your ranking of second and third choices for use in the instant runoff process is required in elections such as this, where there are more than two nominees.** If ballots are received without rankings for first, second and third choices the ballot will be deemed invalid.

### Selection Schedule

The final date the LAFCO office will receive ballots will be **5:00pm on Monday, April 18, 2015**. Ballots will be accepted by mail to the LAFCO office, fax to (415) 446-4410 or by email to [staff@marinlafco.org](mailto:staff@marinlafco.org). The newly-elected special district member will be seated at the June 2015 LAFCO meeting.

If your district has questions or comments, please contact the Marin LAFCO office at (415) 446-4409.

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

## Marin Local Agency Formation Commission

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

**BALLOT FORM**

**MARIN LAFCO AGENCY FORMATION COMMISSION**

**SPECIAL DISTRICT REPRESENTATIVE**

**ALTERNATE**

Purpose of Election: Selection of **Alternate Special District Member** to serve until May 2019. Seat currently left vacant.

Voting Procedure: Vote shall be one per district. Ballot may be signed by the District Presiding Officer or a designee appointed by the Board of the District.

Choice of Candidate:

**(AS THERE ARE SEVERAL CANDIDATES - PLEASE INDICATE FIRST, SECOND AND THIRD CHOICE TO ENABLE AN "INSTANT RUNOFF" IF NECESSARY.)**

- Ron Kosciusko – Richardson Bay Sanitary District
- Lew Kious – Almonte Sanitary District
- Justin Kai – Marinwood Community Services District
- Brad Beedle – Novato Fire Protection District
- Jack Baker – North Marin Water District

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District

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Signature

**RETURN FORM TO MARIN LAFCO AFTER THE DISTRICT'S VOTE,  
NO LATER THAN APRIL 18, 2015**

Ballot may be transmitted by facsimile to (415) 446-4410 or  
Emailed to [staff@marinlafco.org](mailto:staff@marinlafco.org)

**MARIN LOCAL AGENCY FORMATION COMMISSION**

**NOMINATION FORM**

**ALTERNATE SPECIAL DISTRICT MEMBER**

Name of District: Richardson Bay Sanitary District

1. Board voted to nominate the following current member of its own or another independent special district.

\*Name of Nominee:  
Ron Kosciusko

\*District of Nominee:  
Richardson Bay Sanitary District

2. Board did not act.

\*Attach completed qualification form.

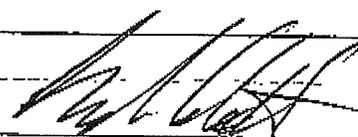
**BOARD ACTION:**

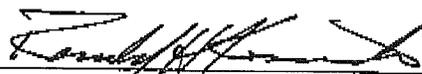
Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

  
\_\_\_\_\_  
Board President

Attest:  
  
\_\_\_\_\_  
Board Secretary

Date: 1/15/15

**MUST BE RETURNED TO LAFCO BY 5:00PM on February 12, 2015.**  
Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to [staff@marinlafco.org](mailto:staff@marinlafco.org).

**MARIN LOCAL AGENCY FORMATION COMMISSION****NOMINEE STATEMENT OF QUALIFICATIONS****ALTERNATE SPECIAL DISTRICT MEMBER**

Nominated for: Alternate Special District Representative

Name: Ron KosciuskoName of Special District: Richardson Bay Sanitary DistrictTelephone: (Home) 415 435 0650 (Work) N/AEmail Address: ronkoz@sonic.netHome Address: 402 Hilary Drive Tiburon CA 94920Work Address: N/APresent Occupation: Retired

## ➤ Summary of Qualifications for Position:

Retired Senior Project Manager for major regional bank specializing in Information Technology; Data Center moves call centers and associated networks

## ➤ Reasons for Applying:

To provide special district knowledge to the LAFCO Board and apply project management expertise to the LAFCO function.

## ➤ Please list any organizations of which you are an officer or an employee:

Secretary Richardson Bay Sanitary District, Member Marin County Office of Emergency Services (RACES) Webmaster Sons in Retirement Branch 47, Golden Gate Computer Society School Project

Please return to: Marin LAFCO  
555 Northgate Drive, Suite 230  
San Rafael, CA 94903  
Fax: (415) 446-4410  
Email: [staff@marilafco.org](mailto:staff@marilafco.org)

\*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: ALMONTE SANITARY DISTRICT

X 1. Board voted to nominate the following current member of its own or another independent special district.

\*Name of Nominee:  
LEW KLOUS

\*District of Nominee:  
ALMONTE SANITARY DISTRICT

\_\_\_\_\_ 2. Board did not act.

\*Attach completed qualification form.

BOARD ACTION:

Ayes: 5

Noes: 0

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

[Signature]  
Board President

Attest: [Signature]  
Board Secretary

Date: 1/26/15

**MUST BE RETURNED TO LAFCO BY 5:00PM on February 12, 2015.**  
Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to [staff@marinlafco.org](mailto:staff@marinlafco.org).

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: HOMESTEAD VALLEY SANITARY DISTRICT

X 1. Board voted to nominate the following current member of its own or another independent special district.

\*Name of Nominee:  
LEW KIOUS

\*District of Nominee:  
ALMONTE SANITARY DISTRICT

     2. Board did not act.

\*Attach completed qualification form.

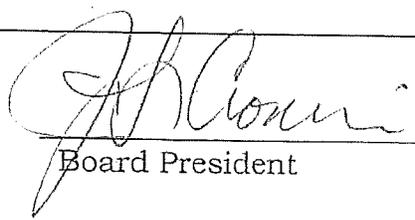
BOARD ACTION:

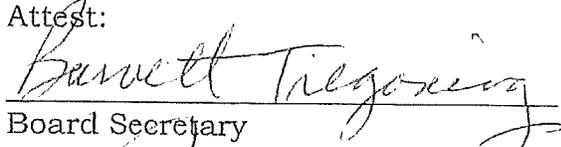
Ayes: 5

Noes: 0

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

  
Board President

Attest:  
  
Board Secretary

Date: January 27, 2015

**MUST BE RETURNED TO LAFCO BY 5:00PM on February 12, 2015.**  
Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to [staff@marinlafco.org](mailto:staff@marinlafco.org).

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: LEW KIONS

Name of Special District: ALMONTE SANITARY DISTRICT

Telephone: (Home) 415-383-8750 (Work) 415-389-6112

Email Address: LKIONS@SBCGLOBAL.NET

Home Address: 233 PRINCETON AVE.

MILL VALLEY, CA 94941

Work Address: 900 DOWLITTLE DR., STE 8A

SAN LEANDRO, CA 94577

Present Occupation: \_\_\_\_\_

➤ Summary of Qualifications for Position:

SEE ATTACHED

➤ Reasons for Applying:

SEE ATTACHED

➤ Please list any organizations of which you are an officer or an employee:

SEE ATTACHED

Please return to: Marin LAFCO  
555 Northgate Drive, Suite 230  
San Rafael, CA 94903  
Fax: (415) 446-4410  
Email: [staff@marilafco.org](mailto:staff@marilafco.org)

\*Additional information may be attached.

Marin Local Area Formation Commission

Nominee Qualifications- Lew Kiou

Alternate Special District Member

- As the President of the SASM Board of Commissioners since 2011 (elected in the last 4 annual elections), member of the Almonte Sanitary District Board since 2008, and resident of Mill Valley since 1983, I am confident in my ability to represent the constituents and issues affecting Southern Marin. I have spoken before the LAFCO Board, and met with its members on many occasions. I strongly feel that Southern Marin needs a voice on LAFCO, a board on which Southern Marin is currently un-represented.

Summary of qualifications for Position:

- President of Board of Commissioners for Sewerage Agency of Southern Marin (SASM) since 2011. In this position, I am focused on the responsible management of SASM's resources to meet the needs of its constituents (residents). As President, I seek the responsible input from all parties and then encourage the Board and SASM toward taking meaningful steps forward. I directly negotiated with the City of Mill Valley an extension of the Operations and Management Agreement by which Mill Valley operates the water treatment plant on behalf of SASM.
- Secretary/Treasurer and Board member of Almonte Sanitary District. I implemented the District's website and expanded our outbound communication. I worked to update and automate our District's operations, such as the digitizing of the District's maps and sewer system records. I have consistently pursued a policy of fiscal conservatism to maintain low, and responsible, rates for our residents.
- Resident of Mill Valley for 30+ years. Lifelong Bay Area resident.
- Successful businessman with experience in achieving consensus and getting results.

Reasons for Applying:

- I believe that with my election to LAFCO, I will be the only representative from Southern Marin, and I believe that representation is critical and vitally important.
- I have seen Marin LAFCO in action, and am aware of its potential value to Marin residents. I am also aware of the challenge to keep LAFCO focused on beneficial actions, as opposed to actions that may be viewed by its Board as a legislative mandate. I believe that I can help to maintain that balance to the benefit of all of Marin.
- I have worked with LAFCO's staff and Board and believe I can develop good relationships within LAFCO to immediately provide positive results.
- I believe I have the perspective, experience, and knowledge to provide value as a member of LAFCO, and to provide value to Marin residents, and specifically the Special Districts of Marin.

Please list any organizations of which you are an officer or an employee:

- Secretary/Treasurer- Almonte Sanitary District
- President: Board of Commissioners- Sewerage Agency of Southern Marin (SASM)

NOTE: While my preference and focus is on becoming the Regular Special District Member of LAFCO, I have been nominated for both the Regular and Alternate positions so that in the event that I am not elected as the Regular Member I would still have an opportunity to represent Southern Marin in the Alternate position. This is completely within the election guidelines. Should I be elected as the Regular member, I would be removed as a candidate for the Alternate position.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: MARINWOOD COMMUNITY SERVICES DISTRICT

1. Board voted to nominate the following current member of its own or another independent special district.

\*Name of Nominee: JUSTIN KAI

\*District of Nominee: MARINWOOD COMMUNITY SERVICES DISTRICT

2. Board did not act.

\*Attach completed qualification form.

BOARD ACTION:

Ayes: LEAD, SHEA, HANSELL, KAI

Noes: \_\_\_\_\_

Absent: DEARBORN

Abstain: \_\_\_\_\_

Tony Lead  
Board President

Attest:

Carolyn Sullivan  
Board Secretary

Date: 2.11.2015

**MUST BE RETURNED TO LAFCO BY 5:00PM on February 12, 2015.**  
Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to [staff@marinlafco.org](mailto:staff@marinlafco.org).

**MARIN LOCAL AGENCY FORMATION COMMISSION**

**NOMINEE STATEMENT OF QUALIFICATIONS**

**ALTERNATE SPECIAL DISTRICT MEMBER**

Nominated for: Alternate Special District Representative

Name: Justin Kai

Name of Special District: Marinwood Community Services District

Telephone: (Home) 415.215.7865 (Work) Same as home

Email Address: kai.justin@gmail.com

Home Address: 240 Cobblestone Drive  
San Rafael, CA 94903

Work Address: Same as home

Present Occupation: Real Estate Agent

➤ **Summary of Qualifications for Position:**

Through my interactions with various county residents, my community involvement and time as an elected official, I've developed an understanding that what's best for the public majority isn't always easy to implement, but it is necessary that it is done. These are often the hard choices LAFCO deals with, to execute difficult decisions responsibly for the best interests of the public, which I'm prepared to do.

➤ **Reasons for Applying:**

After attending a recent LAFCO primer workshop, I gained a greater understanding of LAFCO's purpose to promote orderly growth, while ensuring the preservation of Marin's prime agricultural lands. As a resident and local official, I have a strong interest in LAFCO and would be honored to offer my time and serve as the alternate special district member.

➤ **Please list any organizations of which you are an officer or an employee:**

N/A

Please return to: **Marin LAFCO**  
**555 Northgate Drive, Suite 230**  
**San Rafael, CA 94903**  
**Fax: (415) 446-4410**  
**Email: [staff@marilafco.org](mailto:staff@marilafco.org)**

\*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: Novato Fire Protection District

X 1. Board voted to nominate the following current member of its own or another independent special district.

\*Name of Nominee:  
Brad Beedle

\*District of Nominee:  
Novato Fire Protection District

       2. Board did not act.

\*Attach completed qualification form.

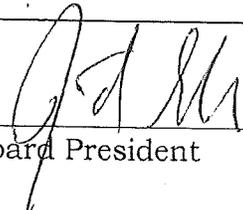
BOARD ACTION:

Ayes: Directors Galli, Fenner, Jr., and Silverman

Noes: Director Kaselionis

Absent: President Beedle

Abstain: None

  
\_\_\_\_\_  
Board President

Attest:  
  
\_\_\_\_\_  
Board Secretary

Date: 1/7/15

**MUST BE RETURNED TO LAFCO BY 5:00PM on February 12, 2015.**  
Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to [staff@marinlafco.org](mailto:staff@marinlafco.org).

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: BRAD BEEDLE

Name of Special District: NOVATO FIRE PROTECTION DISTRICT

Telephone: (Home) 415 898-1843 (Work) 415 309-7447

Email Address: BRADBEEDE@aol.com

Home Address: 59 ORCHARD WAY  
NOVATO CA 94947-3071

Work Address: 936 B 7TH STREET SUITE 246  
NOVATO CA 94945

Present Occupation: BUSINESS OWNER - EVENT MEDICAL SERVICES - FIRST AID / SAFETY PRODUCTS RESALE

> Summary of Qualifications for Position:

- SERVE ON THE NOVATO FIRE DISTRICT BOARD STARTING MY 4TH TERM
- COMMUNITY INVOLVEMENT
- BOAN AND RAISED IN MARIN WITH A CLEAR UNDERSTANDING OF THE COUNTY'S POLITICS AND ARTS

> Reasons for Applying:

- CURRENT LAFCO BOARD LACKS FIRE DISTRICT REPRESENTATION

> Please list any organizations of which you are an officer or an employee:

- BOARD MEMBER CURRENT PRESIDENT 2015  
NOVATO FIRE PROTECTION DISTRICT

Please return to: Marin LAFCO  
555 Northgate Drive, Suite 230  
San Rafael, CA 94903  
Fax: (415) 446-4410  
Email: [staff@marilafco.org](mailto:staff@marilafco.org)

\*Additional information may be attached.

**MARIN LOCAL AGENCY FORMATION COMMISSION**

**NOMINATION FORM**

**ALTERNATE SPECIAL DISTRICT MEMBER**

Name of District: Novato Sanitary District

XXXX 1. Board voted to nominate the following current member of its own or another independent special district.

\*Name of Nominee:  
Jack Baker

\*District of Nominee:  
North Marin Water District

       2. Board did not act.

\*Attach completed qualification form.

**BOARD ACTION:**

Ayes: President Mariani, Directors Butler, Long, Miller

Noes: None

Absent: Director Peters

Abstain: None

Jean M Mariani  
Board President

Attest:  
Sandeep S. Karkar  
Board Secretary

Date: 2/10/2015

**MUST BE RETURNED TO LAFCO BY 5:00PM on February 12, 2015.**  
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**MARIN LOCAL AGENCY FORMATION COMMISSION**

**NOMINATION FORM**

**ALTERNATE SPECIAL DISTRICT MEMBER**

Name of District: Bel Marin Keys CSD

1. Board voted to nominate the following current member of its own or another independent special district.

\*Name of Nominee: JACK BAKER

\*District of Nominee: No. Marin Water District

2. Board did not act.

\*Attach completed qualification form.

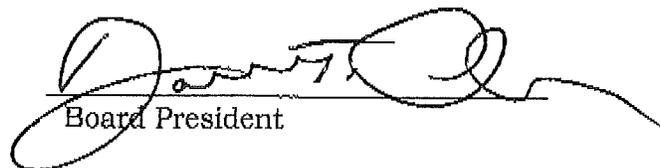
**BOARD ACTION:**

Ayes: 5

Noes: 0

Absent: 0

Abstain: 0

  
Board President

Attest:  
  
Board Secretary

Date: 1/13/2015

**MUST BE RETURNED TO LAFCO BY 5:00PM on February 12, 2015.**

Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to [staff@marinlafco.org](mailto:staff@marinlafco.org).

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: North Marin Water District

X 1. Board voted to nominate the following current member of its own or another independent special district.

\*Name of Nominee: John (Jack) Baker

\*District of Nominee: North Marin Water District

     2. Board did not act.

\*Attach completed qualification form.

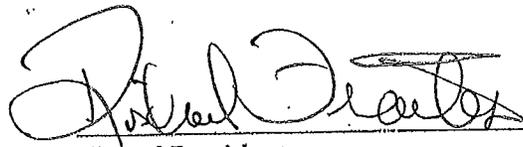
BOARD ACTION:

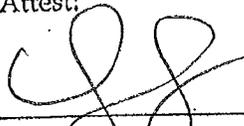
Ayes: Directors Baker, Fraites, Petterle, Schoonover & Rodoni

Noes:

Absent:

Abstain:

  
Board President

Attest:  
  
Board Secretary

Date: 6/19/13

MUST BE RETURNED TO LAFCO BY JULY 24, 2013.  
Forms may be faxed to (415) 446-4410 or emailed to [staff@marinlafco.org](mailto:staff@marinlafco.org).

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: John (Jack) Baker

Name of Special District: North Marin Water District

Telephone: (Home) (415) 382-3332

(Work) \_\_\_\_\_

Email Address: jckbaker@gmail.com

Home Address:

Employer's Name and Address:

425 Corte Norte

Novato, CA 94949

Present Occupation: Registered Civil Engineer (Retired)

➤ Summary of Qualifications for Position:

- Over 40 years of engineering experience (6 1/2 with the State of California, 35+ years with County of Marin) with design and construction of public facilities.
- Served one term as Director for Novato Sanitary District (1978 - 1982).

➤ Reasons for Applying:

During the course of employment with County of Marin Department of Public Works (DPW) I have had frequent interactions with Marin County Special Districts as well as the eleven municipalities. Familiarity with these entities and their respective services and jurisdictions would enable me to effectively contribute as a member of the LAFCO decision making process.

➤ Please list any organizations of which you are an officer or an employee:

North Marin Water District (Director) 1983 - Present.

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San Rafael, CA 94903  
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Email: staff@marilafco.org

\*Additional information may be attached.