

# NOVATO SANITARY DISTRICT

December 27, 2010

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:30 P.M., Monday, December 27, 2010, 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. BOARD MEMBER REPORTS:**

**5. REVIEW OF MINUTES:**

- a. Consider approval of minutes of the November 8 and December 13, 2010 meetings.

**6. PUBLIC HEARING – CONSIDER RECOMMENDATIONS OF THE BOARD'S AD HOC RATE REVIEW COMMITTEE FOR MODIFICATIONS TO REFUSE COLLECTION RATES.**

- a. Open public hearing.
- b. Review of Committee's recommendations.
- c. Public comments.
- d. Board comments.
- e. Close public hearing.

Consider action on:

- f. Consider adoption of a Resolution setting the maximum allowable solid waste rates.

**7. BOARD MEMBER REPORTS:**

**8. CONSENT CALENDAR:**

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

- a. Approval of disbursements.
- b. Meeting schedule – January 10<sup>th</sup> and 24<sup>th</sup>, February 14<sup>th</sup> and 28<sup>th</sup>, March 14<sup>th</sup> and 28<sup>th</sup>.

**9. WASTEWATER OPERATIONS:**

- a. Report from the Wastewater Operations Committee December meeting.

**10. NORTH BAY WATER REUSE AUTHORITY (NBWRA)**

- a. Appoint the District representative and alternate to the Board of Directors of NBWRA.
- b. Consider approval of participation in Phase II of the NBWRA project.

**11. STAFF REPORTS:**

- a. Health and dental plan premium modifications.

**12. MANAGER'S ANNOUNCEMENTS:**

**13. ADJOURN**

Next resolution no. 3028

***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.***

November 8, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, November 8, 2010, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members James D. Fritz, Michael Di Giorgio, George C. Quesada and Dennis Welsh.

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

ALSO PRESENT: Jo Heffelfinger, Novato resident  
Dean Heffelfinger, Novato resident  
Brant Miller, Novato resident  
Delyn Kies, Novato resident  
William Schoen, R3 Consulting Group  
Steve McCaffrey, Novato Disposal

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

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

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS:

Member Welsh stated that the Board has not been given a Wastewater Operations Committee report since September. He requested the reports be presented at the next Board meeting.

Member Welsh questioned if District employees could be paid for working on political campaigns.

District Counsel Kent Alm clarified with Member Welsh that his question related to the employees who were present at the election recount for Measure F. Mr. Alm stated the employees were present on behalf of the District as observers/recorders for the recount procedure and were within legal parameters to do so.

President Long discussed his participation in a breakfast meeting sponsored by the Marin Conservation League. The League discussed food in the waste stream and emphasized the need to reduce solid waste in Marin County.

REVIEW OF MINUTES:

*On motion of Member Quesada, seconded by Member Di Giorgio and carried unanimously, the October 26, 2010 Board meeting minutes were approved.*

CONSENT CALENDAR:

Member Welsh discussed the District's approval of a contract with Aerotek in January, 2010 and noted the contract was for a period not to exceed six months. The Manager discussed employee transitions and explained that the Aerotek contract was for an employee currently working in the Collection Systems Department.

After further Board discussion, Member Fritz suggested the Aerotek payment be withheld from the Consent Calendar until the next Board meeting.

*On motion of Member Fritz, seconded by Member Welsh and carried unanimously, the Board approved the following Consent Calendar item:*

- a. Approval of regular disbursements (less the Aerotek disbursement of \$3,259.50) in the amount of \$891,590.91, project account disbursements in the amount of \$1,075,310.16, Board member disbursements in the amount of \$4,004.97 and ratification of October's payroll and payroll related disbursements in the amount of \$241,154.51.

SOLID WASTE:

Joint City District Solid Waste Committee Report: The Manager noted that Dee Johnson, Household Hazardous Waste Coordinator, will be at the December 13<sup>th</sup> Board meeting with more information on the Joint City District Solid Waste Committee Report. The Manager discussed a recent E-Waste Event, noting that it was very successful. She stated that Dee Johnson is working on a Zero-Waste Plan and that the District will be working with her to facilitate the plan.

President Long requested an item be placed on the December 13<sup>th</sup> Board meeting agenda to discuss and consider the District's participation in the County's Joint Powers Authority Zero-Waste Program.

Report on solid waste rate review: William Schoen, Principal, R3 Consulting Group, discussed the Final Letter Report – Review of Novato Disposal Services Requested Rate Adjustment for Calendar Year 2011. He stated that R3 recommended a calculated rate increase to Novato Disposal Services of 3.34%.

Appointment of Ad Hoc Solid Waste Franchise Update Committee: The Manager discussed the Franchise Agreement and recommended that an Adhoc Committee be

appointed to review the proposed rates and franchise agreement. She stated this committee would then make recommendations to the Board of Directors prior to setting a public hearing.

President Long appointed himself and Member Di Giorgio to the Ad Hoc Solid Waste Franchise Update Committee.

#### DISTRICT COUNSEL:

Update on legal expenses and procedures with regard to special meetings. District Counsel Kent Alm discussed the calculation of legal fees in regards to the EPA investigation. He discussed the three components of the District authorized defense: 1) defense of individually targeted employees; 2) the Board's request for counsel to represent the District as a whole; 3) legal costs reimbursable by the District's insurance. Mr. Alm reviewed the legal fees in detail with the Board.

Member Welsh questioned legal fees/charges after the April date in which the Board directed the legal team, Barg Coffin, to minimize costs, "pencils down", pending a final decision by the EPA. Member Di Giorgio pointed out that this discussion of "pencils down" was part of a closed session dialogue. Member Welsh responded that this topic has subsequently been discussed in open session after District Counsel declared the EPA investigation closed.

President Long noted that after the Board directed Barg, Coffin to cease working on the District's behalf, the EPA contacted the law firm and reopened the issue; Barg, Coffin in-turn responded to the EPA. In addition, District employees were never told to cease contact with their attorneys so costs for their representation continued to incur.

Kent Alm discussed with a member in the audience Meyers Nave fees and the District's insurance deductible costs.

Mr. Alm discussed the District's Special Board Meeting which took place on October 26<sup>th</sup> at 1:00 p.m. to coincide with the District's Ribbon Cutting Ceremony. He clarified the definition of a regular meeting and noted that it is fairly typical for a District to move a regular meeting to a different day/time after properly canceling the regular meeting. He discussed the proper methods for canceling a regular meeting to schedule a special meeting and who has the authority to do so. Mr. Alm suggested the District establish a policy to outline the procedures to hold a special meeting in place of a regular meeting.

Dean Heffelfinger, Novato resident, stated the public requested the Board meetings be held at 6:30 p.m. so the public could attend. He stated he expects the Board to continue to meet at 6:30 p.m. as previously established.

#### ADMINISTRATION:

Report on Fixed Asset Deletion. The Manager reported that as part of the District's annual audit process, staff has prepared a fixed asset report which includes reports of items added or deleted during the fiscal year.

Discussion of Audited Financial Statements for fiscal year ended June 30, 2010. The Manager noted that the auditor was not present but was possibly available by phone if any of the Directors had questions for him.

Member Welsh pointed out an outstanding invoice from one of the ranchers to whom the District leases property. The Manager discussed the rancher's participation in the lease and his financial responsibilities.

The Manager discussed how the audit process works and how the auditor determines which areas of the District's finances will be investigated.

President Long stated he felt it was appropriate for the Board to endorse management's acceptance of the auditor's recommendations.

*On motion of Member Di Giorgio, seconded by Member Fritz and carried unanimously, the Board endorsed management's acceptance of the auditor's recommendations.*

#### STAFF REPORTS:

Bahia Pump Station overflow. The Manager discussed an incident in which a Bahia Pump Station overflowed approximately 17,000 gallons into a small pond adjacent to the pump station. The Manager discussed the actions the District took in regards to the overflow and the subsequent monitoring of the spill site.

Member Welsh requested a copy of the full spill report, excluding employee names, after it is completed.

Kathleen Russ, Vice President of the Bahia Homeowners Association, requested the District release full details of the spill to her. She suggested all Directors visit the Bahia ponds and stressed the importance that the Bahia homeowners be notified whenever there is an overflow in that area. She requested a District liaison be appointed to address the Bahia Board meeting in two weeks to discuss the overflow in full detail.

Member Welsh requested the District have on hand the names of all the homeowners associations for notification purposes for any future sewage overflows. The Board discussed a phone notification system.

North Bay Watershed Association Meeting. The Manager noted that the North Bay Watershed Association met on November 5<sup>th</sup> in the District board room. Member Di Giorgio, representative for the District, discussed the presentations.

MANAGER'S ANNOUNCEMENTS:

- Wastewater Operations Committee meeting on Monday, November 15<sup>th</sup>, at the District office at 2:30 p.m.

ADJOURNMENT:

There being no further business to come before the Board, President Long declared the meeting adjourned at 8:11 p.m.

Respectfully submitted,

Beverly B. James  
Manager Engineer

Julie Borda, Recording

DRAFT

December 13, 2010

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, December 13, 2010, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members James D. Fritz, Michael Di Giorgio, George C. Quesada and Dennis Welsh.

STAFF PRESENT: Manager-Engineer Beverly James and Administrative Secretary Julie Borda.

ALSO PRESENT: Jo Heffelfinger, Novato resident  
Dean Heffelfinger, Novato resident  
Steve McCaffrey, Novato Disposal  
Suzanne Crow  
Delyn Kies, Novato resident  
Steve Clary, RMC  
Dee Johnson, HHW Facility Coordinator  
James Ratto, Owner, Novato Disposal  
Joan Irwin, Mill Valley resident  
Jerry Peters

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

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

PUBLIC COMMENT: None.

BOARD MEMBER REPORTS:

Member Quesada commented on a recent news article regarding mandatory health insurance.

REVIEW OF MINUTES:

- Consider approval of minutes of the November 8<sup>th</sup> and November 22<sup>nd</sup> Board meetings. Member Welsh requested an addition be made to the November 8<sup>th</sup> minutes as follows: *Member Di Giorgio pointed out that this discussion of "pencils down" was part of a closed session dialogue. The Member Welsh responded that this topic has subsequently been discussed in open session after District Counsel declared the EPA investigation closed. November 8<sup>th</sup> minutes will be corrected and presented for Board*

approval at the December 27<sup>th</sup> Board meeting. Member Welsh commented that he could not verify and approve the November 22<sup>nd</sup> meeting minutes due to an audio copy of the meeting not being available.

*On motion of Member Fritz, seconded by Member Di Giorgio and carried with the following vote, the minutes of the November 22<sup>nd</sup> Board meeting was approved. Ayes: Long, Di Giorgio, Fritz, Quesada. Noes: Welsh.*

CONSENT CALENDAR:

*On motion of Member Di Giorgio, seconded by Member Quesada and carried unanimously, the Board approved the following Consent Calendar item:*

- a. Approval of regular disbursements in the amount of \$1,689,538.08, project account disbursements in the amount of \$572,068.98, payroll and payroll related disbursements in the amount of \$251,254.35 and Board member disbursements in the amount of \$3,329.97.

Suzanne Crow questioned the invoice to Veolia Water. The Manager explained that the Veolia disbursement was payment for four months of services.

SOLID AND HAZARDOUS WASTE:

- Update on Solid and Hazardous Waste Programs. Dee Johnson, Household Hazardous Waste Facility Coordinator, discussed the program's 2010 accomplishments and the 2011 program projections. She gave an overview of the E-Waste Collection Events in 2010, noting that 2,332 Novato residents participated in 2010 with a total of 149,046 pounds of e-waste being collected.

- Update on Food Waste recycling. Steve McCaffrey, Novato Disposal, discussed the recycled food waste pilot program and noted that approximately 25% of Novato residents had participated in the program. He discussed outreach efforts and the initial collection result numbers which demonstrated the program's success. He encouraged the Board to implement this program to all of the residents served by Novato Disposal.

Member Quesada questioned the inclusion of commercial food waste into the program and the effect it would have on the composting cycle. Mr. McCaffrey replied that at this time, the program is strictly for residential customers.

Ed Mainland, Sustainable Novato/Marin, stated he was very encouraged that this program will be implemented in Novato. He stated that in other cities, a majority of the food waste is from commercial sources and asked how these large food waste producing sources would be handled. Mr. McCaffrey gave an overview of the current process of composting a commercial food waste stream and the issues associated with it.

Joan Irwin, Chair of Marin Food Scrap Recycling Taskforce, gave an overview of the taskforce and the efforts they hope to achieve through food scrap recycling.

- Consider setting the date for a public hearing on amending the Agreement on Solid Waste Collection, Processing, Diversion, and Disposal. The Manager noted that the Board discussed the "Agreement between Novato Sanitary District and Novato Disposal Service, Inc. for Solid Waste Collection, Processing, Diversion, and Disposal" (Agreement) at their November 22<sup>nd</sup> Board meeting. At that time, a revision to the Agreement was requested to incorporate language for a Zero-Waste Program and also to grant a 10-year extension. She noted that more time for public input was needed and has now been provided. She discussed the significant benefits of a Zero-Waste program which incorporates food waste composting into the debris collection cycle.

The Manager stated that a revision to the Agreement requires a public hearing and requested the date for the hearing be set for January 24, 2011.

Delyn Kies requested the Board consider more public input opportunities and discussed the Zero-Waste program and the franchise agreement modification.

Ed Mainland stated that franchise agreements are a key component to establish a successful zero-waste program. He suggested the Board provide an opportunity for individuals to discuss the zero-waste and solid waste franchise agreement extension.

The Manager suggested that a workshop format discussion be arranged.

Dean Heffelfinger, Sr., Novato resident, noted that the date set for the hearing, January 24<sup>th</sup>, is also the date for the regularly scheduled Board meeting. He questioned if there would be ample time for discussion of this issue at a regular meeting.

The Manager stated that the date was chosen because public attendance is generally anticipated at the regular board meetings to discuss community issues and there would be ample time to discuss an amendment to the Agreement.

*On motion of Member Di Giorgio, seconded by Member Fritz and carried unanimously, the date of January 24, 2011 was set for a public hearing on amending the Agreement on Solid Waste Collection, Processing, Diversion, and Disposal.*

- Consider approval of letter to Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA). The Manager discussed a draft letter which will be presented to the Board Members of the JPA. President Long made a change to the letter as follows: "...which includes the City of Novato as well as **the surrounding unincorporated area.**"

*On motion of Member Di Giorgio, seconded by Member Fritz and carried unanimously, the letter to Marin County Hazardous and Solid Waste Management Joint Powers Authority was approved with changes as noted above.*

Steve McCaffrey and Dee Johnson left the meeting at 7:50 p.m.

SPECIAL DISTRICT REPRESENTATION ON MARIN LOCAL AGENCY FORMATION COMMISSION:

- Consider selection of candidate for Alternate Special District Representation on LAFCO. The Manager briefly outlined the three candidates: Kevin Reilly - Almonte Sanitary District, Pamela Meigs - Ross Valley Sanitary District, and Craig Murray – Las Gallinas Valley Sanitary District. The Board discussed the candidate's qualifications.

*On motion of Member Fritz, seconded by Member Di Giorgio and carried with the following vote, the Board selected Craig Murray – Las Gallinas Valley Sanitary District as the first candidate. Ayes: Long, Fritz, Di Giorgio, Welsh. Noes: Welsh.*

*On motion of Member Welsh, seconded by Member Fritz and carried unanimously, the Board selected Pamela Meigs – Ross Valley Sanitary District as the second candidate.*

BOARD OF DIRECTORS – DISCUSSION OF BOARD POLICY:

- Report on Marin County Council of Mayors and Councilmembers Ad-hoc Committee on Pension and other Post-Employment Benefits Reform, approve District participation and appoint a representative to the Committee.

Member Di Giorgio discussed his and President Long's participation at the meeting and gave an overview of the Committee's goals for pension reform.

President Long discussed the overall premise of the Committee and discussed the benefits to the District through their participation.

President Long appointed himself and Member Di Giorgio as District representatives.

*On motion of Member Di Giorgio, seconded by Member Fritz and carried unanimously, the Board approved participation in the Committee and approved the per diem for committee attendance.*

Suzanne Crow questioned if there was a cap on Director's compensation for committee attendance.

The Manager stated that there is a State mandated cap of six paid meetings per month, per Director.

- Consider Board Policy 4050: Members of the Board of Directors. President Long outlined Board Policy #4050 and noted particularly 4050.7: *Any request by an individual director that will take more than one hour of staff time shall be reported to the Board.* The Board discussed and questioned the appropriateness of individual Director's tasking a District employee for any item that will take more than one hour of staff time and the requirement to report this request to the Board. The Board discussed having this item reviewed by District Counsel.

#### STAFF REPORTS:

December 3<sup>rd</sup> North Bay Watershed Association meeting. Member DiGiorgio stated he attended this meeting and discussed the presentations given.

CalPERS Employer Contribution Rates for 2011/12. The Manager noted that the District's employer contribution rate for 2011-12 will increase from 12.937% to 14.028%. She stated that the total CalPERS retirement contribution will be 21.028% of salary including the District-paid employee share.

- Report on special committee meeting with Lea Drive neighborhood. The Manager stated that the Wastewater Operation Committee held a special meeting on December 9<sup>th</sup> to address the odor issues being experienced by the Lea Drive neighborhood. She noted that the meeting was well attended by residents on Lea Drive. The Manager gave an overview of the PowerPoint presentations given, discussed areas where the fugitive odors are believed to be escaping, and outlined remedies the District is taking.

Suzanne Crow questioned what the total costs are to make the repairs for the odor problems. She requested the District provide the total cost of the Wastewater Operation Committee meeting including the amount paid to RMC Water for their participation at the meeting.

- North Bay Water Reuse Authority update. The Manager gave a detailed report of the December 13<sup>th</sup> meeting. She noted that Phase 2 of the Recycled Water Project will be discussed at the January Board meeting.

- Local Government 2009 Compensation Report. The Manager noted that the CA State Controller's office has required all local government entities to provide a report detailing the 2009 salaries, retirement, and health benefits. A copy of the District's report was provided.

#### MANAGER'S ANNOUNCEMENT.

- Novato Disposal Service's Christmas tree disposal options were outlined.
- The Waste Water Operations Committee will hold their regular meeting on Monday, December 20<sup>th</sup> at 2 p.m. at the District office.
- The District offices will be closed on December 24<sup>th</sup> and December 31<sup>st</sup>.

- The next Regular Board Meeting will be held on December 27<sup>th</sup> at 6:30 p.m. at the District office.

ADJOURNMENT:

There being no further business to come before the Board, President Long declared the meeting adjourned at 9:10 p.m.

Respectfully submitted,

Beverly B. James  
Manager Engineer

Julie Borda, Recording

DRAFT

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Solid Waste Rates: Resolution Setting Maximum Rates for 2011</b>	<b>MEETING DATE: 12/27/10</b>  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Adopt Resolution 3028 setting the maximum fees that the Franchisee, Novato Disposal, may charge for refuse collection services as of January 1, 2011.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The Franchise Agreement with Novato Disposal provides for an annual rate adjustment based on the Refuse Rate Index. Novato Disposal submitted a rate review request and the District retained R3 Consulting Group, Inc. to assist with the rate review.</p> <p>The District Board reviewed the report from R3 Consulting Group at their meeting on November 8, 2010. They set the date for the public hearing for December 27, 2010 at their meeting on November 22, 2010. The District published notice of the proposed rate increase and hearing in the Marin IJ on December 3<sup>rd</sup> and 10<sup>th</sup>.</p> <p>The proposed rate increase of 3.34% includes an amount to expand food waste composting to all of the residential customers. Even with the rate increase a comparison of the current and proposed rates with those of other Marin County agencies shows that Novato rates remain the lowest.</p> <p>A copy of the proposed resolution is attached along with current and proposed rates and the comparative rates for the other jurisdictions in Marin County.</p>	
<b>ALTERNATIVES: NA</b>	
<b>BUDGET INFORMATION: No impact</b>	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

**RESOLUTION NO. 3028**

**A RESOLUTION SETTING  
MAXIMUM REFUSE FEES  
FOR  
NOVATO DISPOSAL COMPANY  
IN  
NOVATO SANITARY DISTRICT**

**WHEREAS**, pursuant to A.B. 939 and the District's enabling act (California Health and Safety Code Sections 6400 and following) the District has authority to manage, control and supervise the solid waste stream originating from and/or being disposed of within its jurisdictional boundaries; and

**WHEREAS**, the District adopted Ordinance No 110 repealing Ordinance No. 27 and amendments thereto; and

**WHEREAS**, pursuant to Section 27.210 of Ordinance No. 110, the District may set the maximum fees to be charged by the Franchisee; and

**WHEREAS**, the District published a notice of their intention to consider modifications to the maximum solid waste service charges on December 3<sup>rd</sup> and 10<sup>th</sup>, 2010, in the Marin Independent Journal; and

**WHEREAS**, the District held a Public Hearing at 6:30 PM on December 27, 2010 to hear all persons desiring to be heard;

**WHEREAS**, the District Board finds that an increase in the maximum rates to be charged by the Franchisee should be adjusted pursuant to the terms of the Franchise agreement and the rates listed on Table 1 are justified and appropriate under the Franchise methodology and the facts presented.

**BE IT RESOLVED**, by the Board of Directors of the Novato Sanitary District, Marin County, California, that the maximum fees that the Franchisee, Novato Disposal, may charge for refuse collection services as of January 1, 2011, are limited to maximum rates as listed in Table 1.

**BE IT FURTHER RESOLVED**, that these maximum rates shall remain in effect until further action by the Board of Directors.

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of the Novato Sanitary District, Marin County, California, at a meeting thereof duly held on the 27<sup>th</sup> day of December, 2010, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

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President, Board of Directors  
Novato Sanitary District

ATTEST:

(SEAL)

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Secretary

**TABLE 1: REFUSE COLLECTION RATES EFFECTIVE JANUARY 1, 2011**

<u>RATE CLASSIFICATION</u>	<u>Maximum Monthly Fees Effective 1/1/09</u>	<u>Maximum Monthly Fees Effective 1/1/11</u>
<i>Single Family residential:</i>		
1 20 Gal. can collected weekly	\$10.76	\$11.12
1 32 Gal. can collected weekly	\$17.22	\$17.79
1 68 Gal. can collected weekly	\$34.42	\$35.57
1 95 Gal. can collected weekly	\$51.63	\$53.36
Special Trips - Can not set out	\$10.74	\$11.09
Special Rate - Containers more than 50 feet from street (each 50 feet)	\$4.97	\$5.13
<i>Multi-family, mobile home parks, commercial/industrial:</i>		
<u>32 Gallon</u>		
1 x week	\$18.65	\$19.27
2 x week	\$39.78	\$41.10
3 x week	\$60.83	\$62.86
6 x week	\$124.09	\$128.24
<u>68 Gallon</u>		
1 x week	\$35.78	\$36.98
2 x week	\$76.29	\$78.84
3 x week	\$116.67	\$120.57
6 x week	\$238.03	\$245.98
<u>95 Gallon</u>		
1 x week	\$53.68	\$55.47
2 x week	\$114.44	\$118.26
3 x week	\$175.00	\$180.85
6 x week	\$357.06	\$368.98
<i>Debris Box Service:</i>		

<u>RATE CLASSIFICATION</u>	<u>Maximum Monthly Fees Effective 1/1/09</u>	<u>Maximum Monthly Fees Effective 1/1/11</u>
<u>3 Cu. Yd. Containers</u>		
1 x week	\$224.33	\$231.82
2 x week	\$390.37	\$403.40
3 x week	\$556.61	\$575.20
4 x week	\$722.64	\$746.77
5 x week	\$888.84	\$918.53
6 x week	\$1,054.93	\$1,090.17
The above rates include an allowance for container rental as follows:	\$58.23	\$60.18
15 - yd. debris box up to 3 T	\$433.08	\$447.54
Additional/ton charge	\$52.48	\$54.23
20 - yd debris box up to 3 T	\$486.00	\$502.23
Additional/ton charge	\$52.48	\$54.23
Occasional or irregular collections per 5 cubic feet	\$5.28	\$5.46
Special collections other than debris box - plus regular rate	\$22.37	\$23.11
Special collections for debris boxes - plus regular rate	\$48.59	\$50.21
Monthly charge for special collection conditions	\$10.54	\$10.89

TABLE 1: RESIDENTIAL & COMMERCIAL COLLECTION RATES – November 2010  
RATE COMPARISON WITH OTHER AGENCIES

Agency	Franchise Fee, %	Type	Residential 32 gal can/wk (1) (2)	20 yd Debris Box	2 yd Bin Weekly Dump	3 yd Bin 1/wk
Corte Madera	14	Level Hill	25.53 27.47	526.53	238.80/month	
Fairfax	10	Level Hill	22.53 26.31	594.00 (3) 25 yd box	221.35/month	310.45
Larkspur	10	Level Hill	25.22 27.16	540.00 (3) 25 yd box	246.13	321.61
Las Gallinas (County/Novato Portion – City now included in San Rafael)	\$25,000		22.17	540.00 (3) 25 yd box	n/a	321.22
Mill Valley	20	Level Hill	32.16 36.90	519.00 (4T)	284.99/month	
San Anselmo	10		24.97	540.00 (3) 25 yd box	284.48	409.76
San Rafael	10	Level Hill	24.95 28.26	540.00 (3) 25 yd box	236.18	308.24
Sausalito	15		32.10	577.50	253.15	
Tiburon	10	Level Hill	30.26 36.03	457.00	288.02	
<b>Novato (current) (proposed)</b>	<b>\$45,000</b>		<b>17.21 (32 gal) 17.80 (32 gal)</b>	<b>486.00 502.52(3T)</b>	<b>177.84 183.89</b>	<b>224.33 231.96</b>

Notes: stoppage

1. All rates include a charge for recycling, hazardous waste, and curbside green waste collection.
2. Sausalito rates include street sweeping, 2 clean-ups/yr, and City services. Corte Madera has quarterly clean-ups. Tiburon rates include street sweeping and 2 clean-ups/yr. Mill Valley has 2 clean-ups/yr.
3. Debris Box rates are not included in the Franchise.

# Novato Sanitary District Check Register - Operating Account

December 14 - 27, 2010

Date	Num	Name	Credit
<b>Dec 14 - 27, 10</b>			
12/27/2010	52153	Veolia Water North America	154,462.00
12/27/2010	52147	Pacific, Gas & Electric	50,623.28
12/27/2010	52143	Meyers, Nave, Riback, Silver & Wilson	42,854.71
12/27/2010	52149	PSC	16,439.31
12/27/2010	52133	CASA	12,000.00
12/14/2010	52126	Johnson, Dee	5,944.82
12/27/2010	52150	Rauch Communication Consultants. Inc.	5,800.81
12/27/2010	52129	Aqua Science	3,400.00
12/27/2010	52144	North Marin Water District	3,283.57
12/27/2010	52128	Aerotek	2,835.50
12/27/2010	1-ACH	Bowens, Kenneth	2,580.00
12/27/2010	52135	Cintas Corporation	1,840.37
12/27/2010	52142	Marin Mechanical II, Inc.	1,399.86
12/27/2010	52137	HACH/American Sigma Inc	1,195.45
12/27/2010	52140	Kaiser Permanente	1,157.78
12/27/2010	52146	Pacific EcoRisk	1,140.00
12/27/2010	52127	American Express-22062	990.31
12/27/2010	52132	Cantarutti Electric, Inc	628.66
12/27/2010	52130	BoundTree Medical, LLC	547.19
12/27/2010	52134	CDW Government, Inc.	444.14
12/27/2010	52152	SWRCB-fees	433.00
12/27/2010	52136	Foster Flow Control	424.01
12/27/2010	52141	Labworks Equipment, Inc.	420.09
12/27/2010	52155	Water Components & Building	360.67
12/27/2010	52131	CalChamber	139.16
12/27/2010	52148	Petty Cash	135.99
12/27/2010	52154	VWR International Inc.	114.14
12/27/2010	52151	Stevenson, Jeffrey MD	85.00
12/27/2010	52139	Independent Journal	69.27
12/27/2010	52138	IDEXX Distributing Corp.	26.19
12/27/2010	52145	Novato Car Wash	23.99
<b>Dec 14 - 27, 10</b>			<b><u>311,799.27</u></b>

12/22/10

# Novato Sanitary District Check Register

December 27, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Dec 27, 10</b>			
12/27/2010	2127	HDR EngineeringInc	8,647.96
12/27/2010	2129	W.R. Forde	8,530.30
12/27/2010	2128	Maggiora & Ghilotti Inc.	8,124.99
12/27/2010	2126	Empire Mini Storage - Novato	730.00
12/27/2010	2125	Bartle Wells Assoc, Inc	675.00
12/27/2010	2124	Barber Sign Company, Inc.	63.94
<b>Dec 27, 10</b>			<b><u>26,772.19</u></b>

# Wastewater Operations Committee Report

November 2010

## Treatment Plant Operations

The treatment plant met all of its effluent water quality requirements in November. The chronic toxicity test exhibited toxicity triggering accelerated monitoring. It is not unusual to get false positives on the chronic toxicity test so the requirement is for three tests to register toxicity before an in depth investigation of the issue. The second test in December was normal. The top priority in November was locating the source and correcting the source of the odors affecting the Lea Drive neighborhood. The Wastewater Operations Committee held a special meeting on December 9<sup>th</sup> with the Lea Drive neighborhood to address the issue and it was also discussed at the Board meeting on December 13<sup>th</sup>. The following steps have been completed to reduce the odors:

- Air balancing of the ventilation system
- Air sampling analysis
- Grout around cleanouts at all soil beds
- Introduce new bacteria to headworks soil bed
- Adjust weirs in primary clarifier
- Weekly Grit bin disposal and cleaning
- Turned off headworks channel aeration
- Seal small openings in headworks with gaskets
- Chemical addition to influent wastewater

The remaining task is to seal the odor control beds. Supplies have been ordered and construction is anticipated for early January. The District is also investigating purchasing sensors to monitor for odor-causing compounds.

## Water Quality Results for November 2010:

Parameter	Monthly Performance November 2010	
	Value	Limit
Flow, MGD (monthly average)	4.79	N/A
Influent BOD <sub>5</sub> , mg/L (monthly average)	241	N/A
Influent TSS, mg/L (monthly average)	308	N/A
Effluent BOD <sub>5</sub> , mg/L (monthly average)	7	30
Effluent TSS, mg/L (monthly average)	5	30
Effluent BOD <sub>5</sub> - % Removal	97.3	85
Effluent TSS - % Removal	98.2	85
Ammonia mg/L (monthly average)	0.28	
Fecal Coliform, mpn (30 Day Median)	13	140
Fecal Coliform, mpn (90 <sup>th</sup> Percentile)	210	430
Enterococcus, mpn (Geometric Mean)	8.17	35
<b>Total Permit Exceedances (NPDES)</b>	0	0

Graphs are attached showing the key water quality parameters for this discharge year, which began in October. It shows that the treatment plant is comfortably meeting the water quality requirements.

### **Safety and Training**

- Monthly plant safety inspections for Novato WWTF completed on November 9, 2010
- Five Minute Tailgate training is held daily with the O&M staff.
- Standard Operating Procedures are reviewed weekly with staff for both staff training and proofing the procedure
- Arc Flash training was conducted on November 3<sup>rd</sup> & 4<sup>th</sup>, 2010. Rock Rayl, Veolia – Billings Montana, led the training.

### **Standard Operating Procedure Development and Review**

Standard Operating Procedures (SOPs) continue to be developed and undergo field testing and review. They are also used in weekly training as noted above. A list of the SOPs completed and under development is attached.

### **Collection System Report**

#### **Operations**

The Collection System department maintains both the sewers and the pump stations with the exception of the Ignacio Pump Station. A summary of the work completed is included in Table 1. After accounting for vacations, holidays, sick leave, and industrial injury leave, the Collection System had the equivalent of 5 full time field workers plus the Collection System Superintendent for the month of November. At full strength, the department has eight workers plus the Superintendent. They spent about 55% of their time on sewer maintenance and 45% of their time on pump station maintenance. They cleaned almost 38,000 feet of sewer, which is within the target footage for meeting the District goals of both hot spot and system wide routine cleaning. Lack of staff did affect their ability to televise the sewers. Graphs showing the length of line cleaned/month and the footage cleaned/hour worked along with the overflows/month is attached.

#### **Overflows**

There were three overflows in November. The first was caused by a partial blockage of a manhole by roots on Stone drive resulting in approximately 700 gallons lost. The second was due to grease blocking the sewer resulting in approximately 3000 gallons overflowing of which 2,250 gallons was recovered. The third was a small overflow caused by a partial grease blockage on Yukon Way. None of the overflows reached the creeks or bay.

## **Reclamation System Report**

Ranching operations were ended this month and all cattle were removed from the Sites. Irrigation operations were activated for one week prior to seasonal shutdown on November 15th.

The irrigation system was turned back on November 8<sup>th</sup> after rains had subsided and warm weather arrived and the parcels dried up. Minimal irrigation was done for a week when they were turned off and locked out for the season on November 15<sup>th</sup>. Only 2,943,000 million gallons) of irrigation water was applied to the parcels in November. The two storage pond levels were at 6.7 feet at the end of the month. The ponds contained approximately 111 million gallons

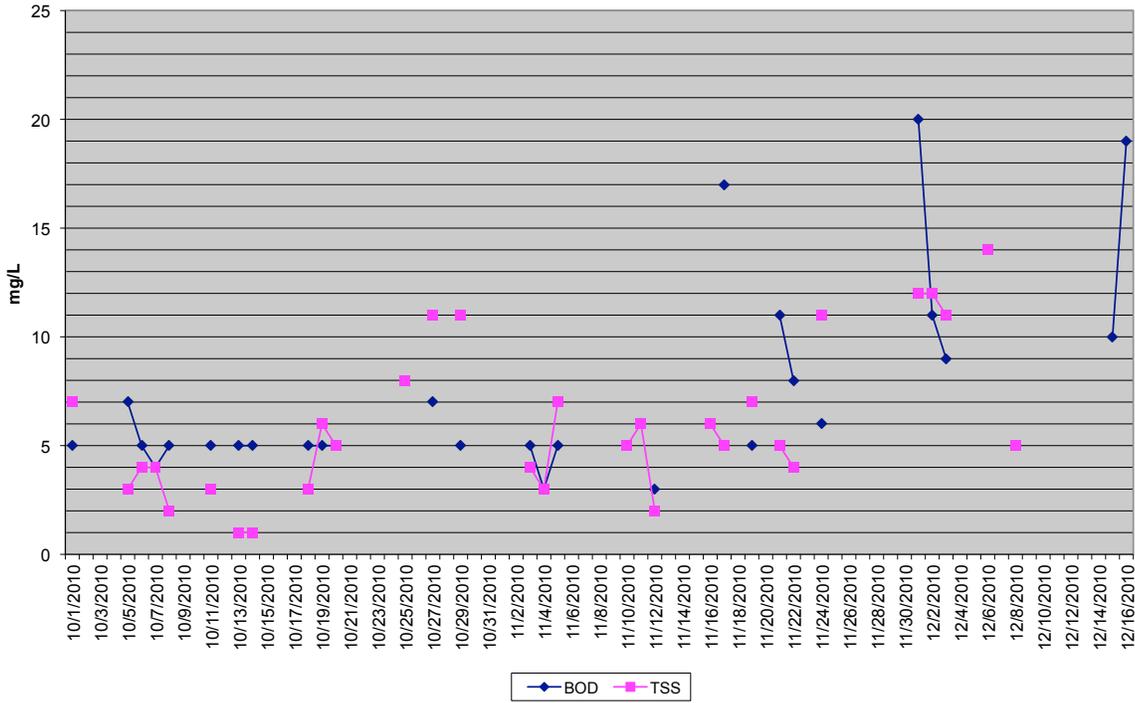
The Marin Sonoma Mosquito Abatement District did not report any problems this month and even sent a letter commending the District and Steve Krautheim, in particular, saying, "To our knowledge the 2010 irrigation season involved the highest level of communication, collaboration and mosquito source reduction in the history of our agencies relationship." A copy of the letter is attached.

No activities occurred in the Dedicated Land Disposal Area this month

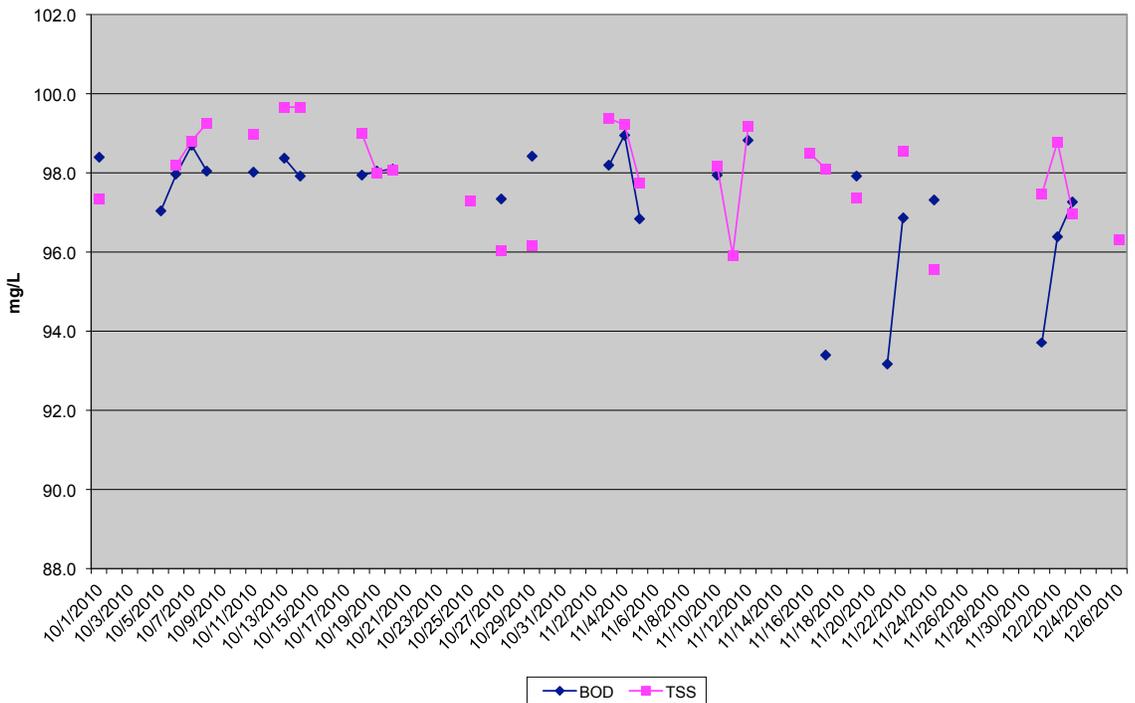
Drainage Pump Stations were put into service after the irrigation control system was taken out of service.

**Novato Wastewater Treatment Plant Influent and Effluent BOD October - December 2010**

**Effluent - BOD TSS**

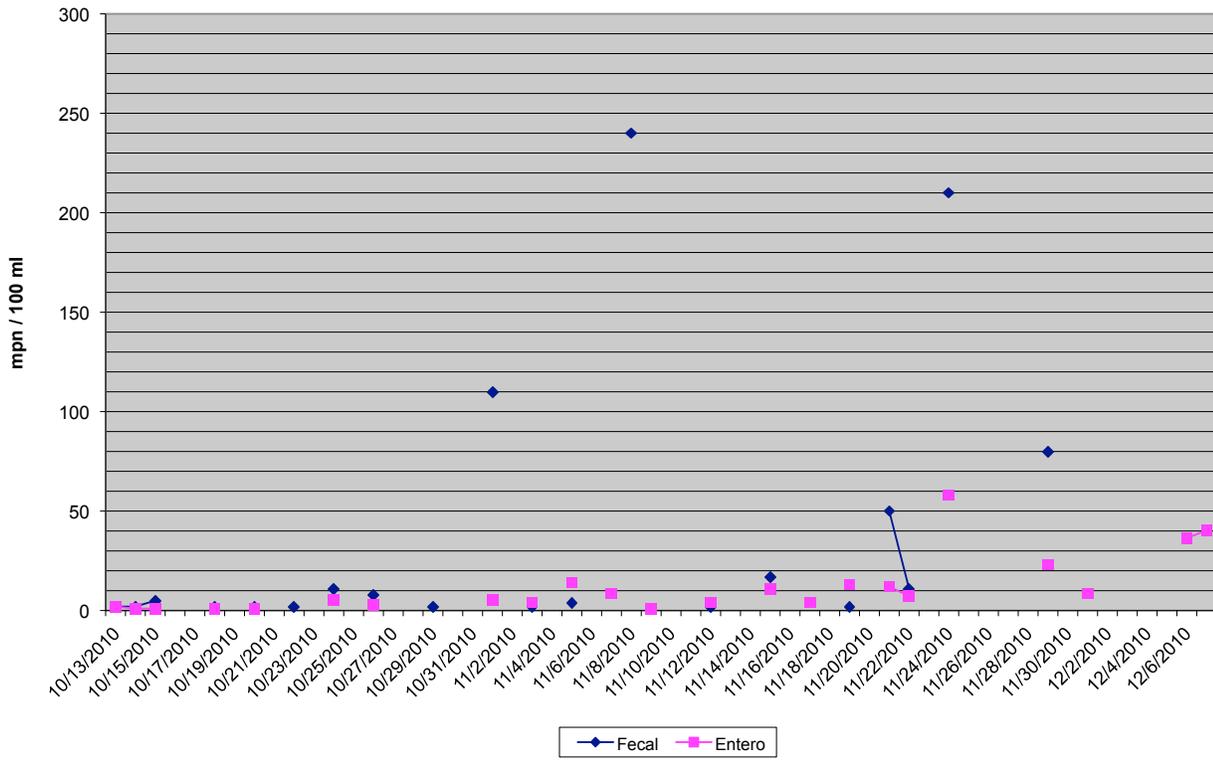


**BOD TSS - Percent Removal**

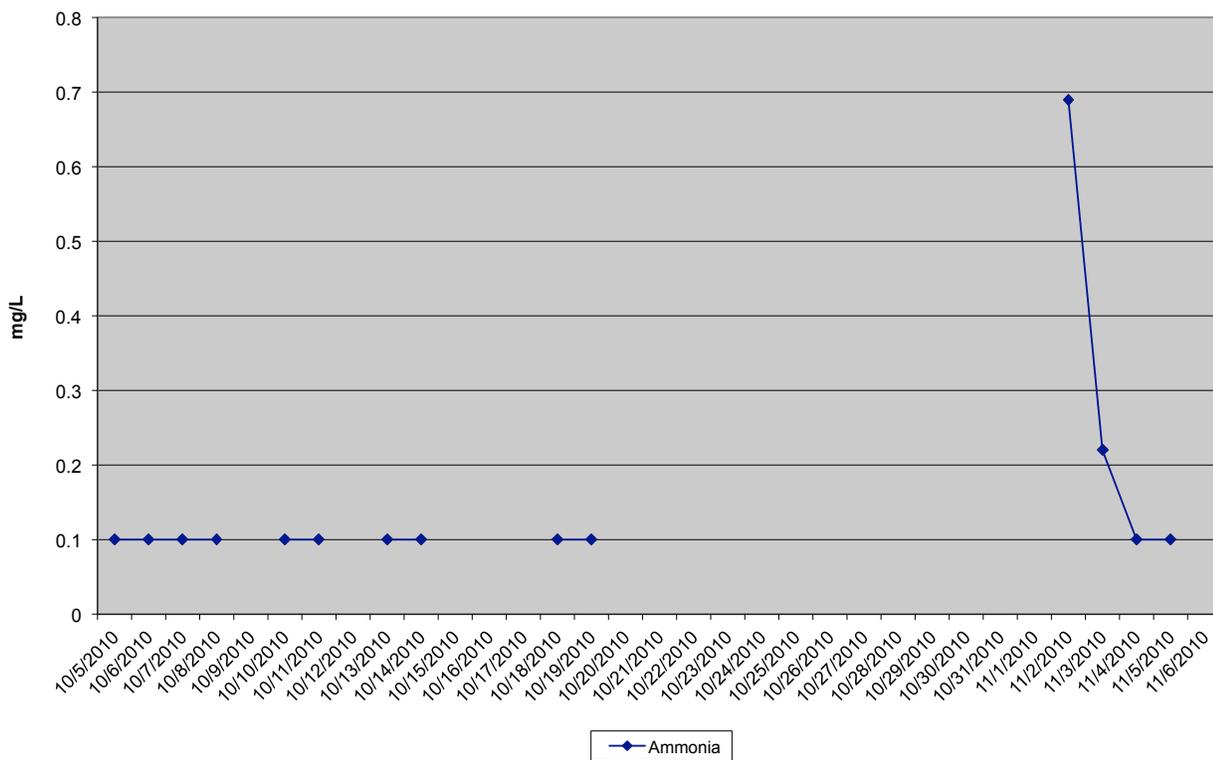


Novato Wastewater Treatment Plant Coliform and Ammonia Results October through December 2010

Bacteriological / Coliform



Effluent - Ammonia



## Table of Contents

On file	TAB #	Process Standard Operating Procedure	Revision Date
		<b>Novato Influent Pump Station</b>	
	A-1	Dry and Wet Weather Operations	
	A-2	Draining a Force Main	
	A-3	Wet Well Cleaning (scour)	
✓	A-3.1	Influent Pump Station Wet Well Manual Cleaning	11/10/2009
	A-4	Odor Control Procedures	
✓	A-5	Influent Pump Station Daily Inspections	7/1/2010
✓	A-6	Influent Flow Metering Check and Calibration	7/20/2010
		<b>Septage Handling</b>	
✓	A-6	Septage Receiving System	7/19/2010
	A-7	Waste Monitoring and Control	
	A-8	Odor Control Procedures	
		<b>Ignacio Pump Station</b>	
	A-8	Odor Control	
✓	A-9	Equalization Basin Operations	6/30/2010
✓	A-10	Pump Station Daily Checks	6/22/2010
✓	A-11	Ignacio Transfer Pump Station	SOP not dated
✓	A-12	Interim Standard Operating Procedures	8/1/2008
✓	A-13	Monthly Valve Exercise	11/15/2010
✓	A-14	Wet Well Scouring	11/1/2010
		<b>Influent Screening / Transfer</b>	
	B-1	Screenings Removal	
		<b>Screenings Handling / Disposal</b>	
	B-2	Compactor Operations	
		<b>Grit Removal / Pumping / Classifiers</b>	
	B-3	Cyclone Separator and Grit Classifier Operations	
✓	B-4	Grit/Screenings Building Daily Inspection Sheet	6/7/2010
✓	B4.1	Screening and Grit Roll-Off Bin Hauling	8/30/2010
		<b>Influent Flow Measurement</b>	
	B-5	Flow Recording and QA / QC	
		<b>Headwork's (grit &amp; screenings) Odor Control</b>	
	B-6	Dry and Wet Weather Operations	
✓	B-7	Headwork's System Daily Inspection	6/7/2010
	B-8	Odor Control	
✓	B-9	Headwork's Automatic Startup and Shutdown	11/10/2009
✓	B-10	Switching In Service Headwork's Channel	10/2/2009
		<b>Primary Clarifiers</b>	
✓	C-0	Primary Clarifiers Operations	7/20/2010
✓	C-1	Primary Clarifier #1 Startup and Shutdown	10/2/2009

✓	C1.1	Primary Clarifier #2 Startup and Shutdown	10/2/2009
	C-2	Clarifier Weir Cleaning	
✓	C-3	Primary Clarifier Daily Inspection	6/25/2010
	C-4	Odor Control	
✓	C-5	Primary Clarifier Sludge Judge Sampling Procedure	11/10/2009
<b>Primary Sludge/Scum Pumping</b>			
	C-5	Configuring a Scum / Sludge Pump for Scum Service	
	C-6	Configuring a Scum / Sludge Pump for Sludge Service	
✓	C-7	Switching Primary Clarifier Duty Sludge and Scum Pumps	10/2/2009
<b>Aeration Basins</b>			
	D-1	Flow Monitoring and Control	
✓	D-2	Dissolved Oxygen Control System	7/21/2010
✓	D-2.1	Dissolved Oxygen Sensor Calibration	7/21/2010
	D-3	Configuring an Aeration Basin for Nitrification / Denitrification / BOD Removal	
✓	D-4	Configuring an Aeration Basin for High Flow Conditions: Changing to Contact Stabilization Mode	6/29/2010
	D-5	Seasonal Process Control Strategies (Starting and Stopping an Anoxic Zone Mixer, Starting and Stopping a Mixed Liquor Recycle Pump, Starting and Stopping the Channel Air Blower)	
	D-6	Aeration System Inspection / Tank Draining / Cleaning	
✓	D-7	Diffuser System Draining and Flushing	7/21/2010
✓	D-8	Aeration System Daily Inspection	6/29/2010
<b>Blower Building</b>			
	D-9	Blower Modes (Placing a Turblex Blower Into Service in Automatic Mode, Placing the Multi-stage Centrifugal Blower Into Service in Automatic Mode)	
✓	D-10	Blower System Daily Inspections	6/25/2010
	D-11	SCADA Control of Air Flow to an Aeration Grid ( Using a Valve Position Set point, Using an Air Flow Set point, Using a D.O.. Set point)	
	D-12	Seasonal Adjustments to Blower Operations	
✓	D-13	Aeration Basin System Blower Start Up / Shut Down	6/29/2010
<b>Secondary Clarifiers</b>			
	E-1	Placing a Secondary Clarifier Into Service	
✓	E-2	Taking a Secondary Clarifier Out of Service	7/21/2010
✓	E-3	Inspection of Launderers / Weirs	7/21/2010
	E-4	Seasonal Modes	
	E-5	Sludge Depth Measurements (sludge judge & sounder)	
	E-6	Effluent Weir Cleaning Procedure	
	E-7	Scum and Sludge Removal	
	E-8	Area Checks	
<b>Return Activated Sludge Pumping</b>			
	E-9	SCADA Manual Control of Clarifier RAS Flow Using a Valve Position Set point, Using a Flow Set point, Flow-paced Control of Clarifier RAS Flow, Ratio Control of Clarifier RAS Flow )	
<b>Waste Activated Sludge Pumping</b>			
✓	E9.1	Activated Sludge Process	7/20/2010
	E-10	Placing a WAS Pump Into and Out of Service	

E-11 SCADA Automatic Control of WAS Flow Using a Flow Set point, Using a Speed Set point

**Disinfection System**

- F-1 System Troubleshooting Guide
- F-2 UV - Bulb, Sleeve, Ballast Replacement
- ✓ F-3 UV Lamp Sleeve Cleaning 7/10/2010
- ✓ F-4 UV Transmittance Meter Cleaning / Calibration 7/10/2010
- ✓ F-5 UV System Daily inspection 6/29/2010

**Effluent Pumping**

- F-5 Placing a Pump Into and Out of Service

**Gravity Belt Thickening**

- G-1 WAS Thickening - Polymer System
- G-2 Wash water Pumps, Filtrate Pumping, TWAS Pumping
- ✓ G-3 GBT Odor Control 7/21/2010
- ✓ G-4 GBT System Daily Inspections 6/25/2010
- ✓ G-4.1 GBT Automatic Startup and Shutdown 10/2/2009
- ✓ G-4.2 GBT Polymer Operation and Troubleshooting 10/2/2009

**Anaerobic Digestion**

- ✓ G-5 Anaerobic Digester Operations 7/21/2010
- G-6 Feeding Systems, Mixing Systems, Heating Systems, Digested Sludge Pumping
- ✓ G-7 Flare Daily Inspections 6/29/2010
- ✓ G-7.1 Digester Waste Gas Flare/Gas Handling 7/21/2010
- G-8 Chemical Addition
- G-9 Odor Control
- ✓ G-10 Digester Daily Inspections 6/30/2010
- ✓ G-10.1 Anaerobic Digester Gas Sulfide Test 11/10/2010

**Sludge Transfer to Aerobic Sludge Lagoons**

- G-11 Sampling
- G-12 Operation

**Biosolids**

- G-13 Land Application / Disposal
- G-14 Sampling

**Utility Water Pumping**

- ✓ H-0 Utility Water Pumping System 7/20/2010
- H-1 Placing a Pump Into and Out of Service
- H-2 Hypo Addition
- H-3 Bypassing the Automatic Strainer

**Standby Generators**

- ✓ I-1 Ignacio Generator Daily Inspection 6/25/2010
- ✓ I-2 Novato Generators Daily Inspections 6/30/2010
- I-4 Novato Operating Standby Generator 3 (UV/effluent area)
- I-5 Novato Operating Standby Generator 4 (office building)

✓	I-6	Power Outage Checklist and Procedures	7/21/2010
✓	I-7	Headwork's Tie Breaker Procedure	12/6/2010
<b>Sampling</b>			
	J-1	Influent	
	J-2	Sample Site Documentation	
✓	J-3	Effluent Sampling	6/30/2010
✓	J-4	Coliform Sampling	6/29/2010
	J-5	Process Control - Sample Sites and Collection	
	J-6	Odor Control Bed Moisture	
<b>Process Contingency Plans</b>			
	K-1		
	K-2		
	K-3		
	K-4		
	K-5		
	K-6		
	K-7		
	K-8		
	K-9		
	K-10		
<b>Weather Station monitoring</b>			
	L-1	Wet Weather Monitoring	
<b>Security Systems</b>			
	M-1	Facility Monitoring and Control Systems	
<b>Storm water</b>			
	N-1	Facility Drainage System Operations	
<b>Monitoring Records</b>			
	O-1	Rounds Sheets	
✓	O-2	Log Book Entries	7/21/2010
	O-3	Circular Charts	
	O-4	SCADA Monitoring	
✓	O-5	Novato Daily Meter Inspections	6/29/2010
✓	O-6	Odor Reporting / Investigation / Tracking	9/1/2009
<b>Process Control Tests</b>			
	P-1	Microscopic Exam of Activated Sludge	
✓	P-2	SOUR - specific Oxygen Uptake Rate	7/21/2010
	P-3	Settleometer	
	P-4	Spins	
	P-5	Sample Collection	
	P-6	Primary Effluent	
	P-7	Activated Sludge (mixed liquor, RAS, WAS )	
	P-8	Digester (TS, TVS, methane, CO2, alkalinity, VA)	
	P-9	Primary Sludge	
	P-10	Grit and Screenings	

<b>Pond</b>		
	P-11	Sludge Depths
	P-12	D.O., pH, Observations, Various Other
	P-13	Well Sampling
✓	P-14	Sludge Lagoon Operations 7/20/2010
✓	P-15	Reclamation and Storage Ponds Operations 7/20/2010

<b>Co-Generation</b>		
	Q-1	System Checks

<b>Safety</b>		
	S-1	Hazardous Materials (UV lamps, etc...)
	S-2	Confined Space Entry Site Identification
	S-3	Lockout Tagout
	S-4	Gas Meter Calibration and Use

<b>Chemicals Handling</b>		
	S-5	Sodium Hypochlorite
	S-6	Citric Acid
	S-7	Polymer
✓	S-7.1	Polymer Check Valve Cleaning 3/16/2010
✓	S-8	Ferric Chloride - Chemical Handling 7/21/2010
✓	S-9	Bulk Chemical Receiving and Off-Loading 9/11/2009
✓	S-10	Reuse of Containers 9/11/2010

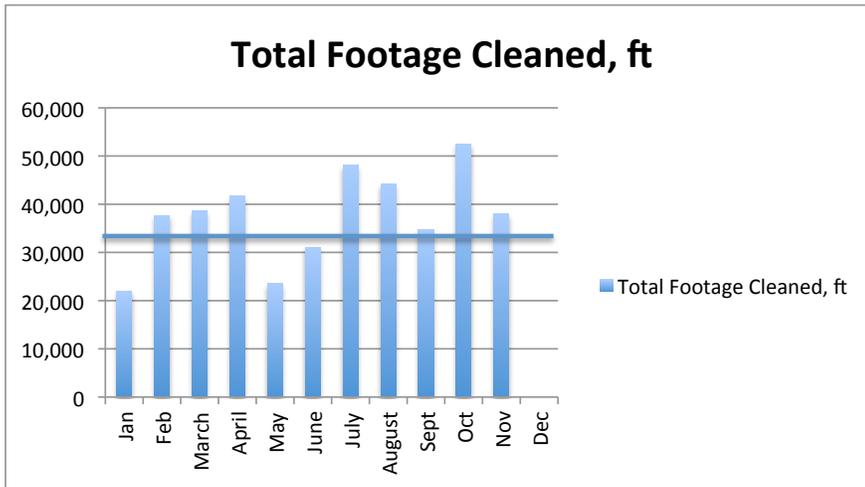
<b>Odor Control Systems</b>		
✓	T-1	Odor Control Bed Startup and Shut down 11/10/2009
✓	T-2	Facility Odor Control Monitoring Equipment 7/19/2010

<b>Electrical</b>		
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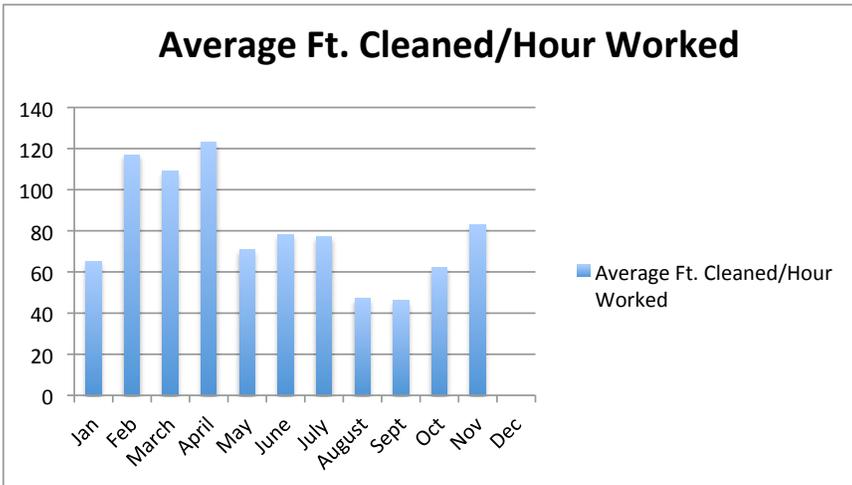
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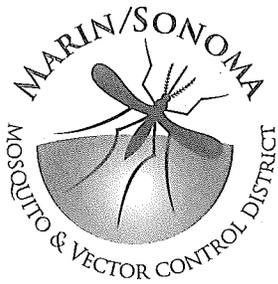
Novato Sanitary District														
Collection System Monthly Report For 2010														
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>														
Number of Employees	7	7	7	5	5	6	6	5	6	6	6			
Regular Time Worked on Coll. Sys.	664	586	683	571	533	650	592	559	669	490	407		6,403	
Regular Time Worked on Pump Sta	332	253	266	277	210	183	266	346	279	280	337		3,028	
Regular Time Worked on Other	6	25	56	5	13	0	28	12	17	66	10		238	
Vacation/Sick Leave/Holiday	356	354	481	24	106	122	133	151	370	493	586		3,175	
Overtime Worked on Coll. Sys.	16	15	22	29	46	47	37	15	49	49	47		371	
Overtime Worked on Pump Sta	50	22	42	40	50	28	43	48	31	36	96		485	
Overtime Worked on Other	0	8	17	0	0	0	1	0	8	0	9		42	
After Hours Callouts	1	0	0	0	0	0	0	0	0	0			1	
Service calls, normal hours	10	6	11	4	2	5	14	3	8	2			65	
Average S.C. response time (mins)	28	18	51	18	18	28	21	10	15	30			237	
<b>Productivity</b>														
Rodder 3203 Ft. Cleaned	1,071	9,426	941	4,041	1,418	4,000	1,706	2,182	0	1,238	2,287		28,310	2,574
Truck 3205V Ft. Cleaned	319	8,461	11,393	33,542	12,054	12,762	23,545	23,109	14,663	7,308	6,923		154,079	14,007
Truck 3206V Ft. Cleaned	20,640	19,807	26,325	4,128	10,037	14,238	22,832	18,923	20,040	44,014	28,745		229,729	20,884
Camera Ft. Videoed														
Work Orders Completed	106	206	222	224	121	147	234	225	175	253	200		2,113	
Total Footage Cleaned	22,031	37,693	38,658	41,711	23,509	31,103	48,083	44,214	34,703	52,560	37,955	0	412,220	34,352
<b>Stoppages</b>														
Minor	3	3	2	1	3	2	2	3	2	4	3		28	
Major	0	0	1	1	3	1	2	2	0	2	1		13	
Overflow Gallons	3	3	1	0	0	1	0	1	2	2	2		15	
Volume Recovered	5,675	9,380	109	50	35	10,000	85	2,590	2,412	17,830	3,940		52,106	
Percent Recovered	250	278	42	50	35	4,975	60	2,008	814	245	2,250		11,007	
	4%	3%	39%	100%	100%	50%	71%	78%	34%	1%	57%		5	
<b>Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	65	117	109	123	71	78	77	47	46	62	83			
Total Stoppages/100 Miles	1.3	1.3	0.8	0.4	1.3	0.8	0.8	1.3	0.8	1.8	1			
Average spill response time (mins)	5	18	11	0	16	33	20	15	8	25	39		17	
Callouts/100 Miles	5.0	3	5	1.7	0.8	2	3.6	1.3	3.5	0.9			3	
Overtime/100 Miles	29	7	10	13	43	21	16	7	22.0	22	21		211	
Overflow Gallons/100 Miles	2522	4169	48	22	16	4444	38	1151	1072	7924	1751		23157.10	

# Collection System Summary



ted





November 22, 2010

Ms. Beverly James  
General Manager  
Novato Sanitary District  
500 Davidson Street  
Novato, CA. 94945

Dear Beverly:

As you are aware, the Novato Sanitary District (NSD) and the Marin/Sonoma Mosquito and Vector Control District (MSMVCD) have worked together for many years to manage recycled water irrigation and mosquito production with respect to the irrigation fields on NSD sites two, three and seven. On May 26, 2010 we held a meeting to discuss the future of recycled water irrigation and mosquito control on NSD lands and ways to improve mosquito source reduction during the 2010 irrigation season.

MSMVCD would like to thank you and your staff and express appreciation for your efforts and cooperation during the 2010 irrigation season.

To our knowledge the 2010 irrigation season involved the highest level of communication, collaboration and mosquito source reduction in the history of our agencies relationship. It was a pleasure working with Steve Krautheim in the field this past season. Having Steve directly involved in the irrigation field operations was highly productive, efficient, provided excellent communication and timely adjustments to irrigation practices in the interest of mosquito source reduction. Specifically, beginning the process of cattail management in the field recovery ditches was especially helpful toward efficient and effective mosquito surveillance and control.

MSMVCD appreciates the NSD's recognition of the importance of recycled water irrigation management as it relates to mosquito production, control and public health. We look forward to working with you and NSD staff in the 2011 irrigation season and trust that we can continue our collaborative efforts and build upon the successes of the 2010 irrigation season. If you should have any questions please contact us at 707-285-2209.

Respectfully,

Erik Hawk  
Special Projects Supervisor/Biologist

Bruce Ohlinger  
Vector Control Technician

RECEIVED  
NOV 24 2010

NOVATO SANITARY DISTRICT

595 Helman Lane  
Cotati, CA 94931  
.800.231.3236 or 707.285.2200  
707.285.2210 fax  
www.msamosquito.com

Jim Wanderscheid  
District Manager

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> North Bay Water Reuse Authority	<b>MEETING DATE:</b> 12/27/10 <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> <ul style="list-style-type: none"> <li>a. President appoints District representative and alternate to Board of Directors of NBWRA</li> <li>b. Approve participation in Phase II of the NBWRA project</li> </ul>	
<b>SUMMARY AND DISCUSSION:</b> <ul style="list-style-type: none"> <li>a. The District along with the other member agencies approved a revision to the Memorandum of Agreement for North Bay Water Reuse Authority establishing a Board of Directors for the NBWRA that will consist of members of the Boards of Directors of the member agencies. The first meeting of this Board is scheduled for February 2011. The President needs to appoint a representative from the Board of Directors along with an alternate.</li> <li>b. The NBWRA project was originally divided into two phases. The first phase now has a completed project-level EIR and authorized federal funding. The second phase was developed in more general terms as part of the original feasibility study and EIR. NBWRA has authorized and appropriated 50% federal funding for a Phase II scoping study. The scope would include:           <ul style="list-style-type: none"> <li>* identify potential new members for the Authority</li> <li>* review of proposed Phase II projects from previous work</li> <li>* identification of new or alternate projects</li> <li>* update Federal and State funding requirements</li> </ul> <p>The deliverable would be a detailed scope, schedule, and budget for a Phase II feasibility study.</p> <p>The advantage to proceeding with Phase II at this time is to build on the momentum for continued funding of recycled water projects in the North Bay from the USBR, which has a very long lead time for funding. It is easier to maintain federal funding than to start over. Previously Phase II projects focused on agricultural users in Sonoma and Napa County. More recently, increased interest is being shown in Marin County. The District could benefit from increasing storage at the existing storage ponds and identifying additional recycled water users in Marin County.</p> <p>The work would commence in February and be completed by June 2011. The total project cost would be \$225,000. The District's share of the cost would be approximately \$15,000 to \$22,500, depending on the participation of other agencies. If a majority of the agencies choose not to participate the project would not go forward.</p> </li> </ul>	
<b>ALTERNATIVES:</b> Do not participate in Phase II	
<b>BUDGET INFORMATION:</b> This would be funded from the Capital Budget for NBWRA of \$90,000.	
<b>DEPT.MGR.:</b>	<b>MANAGER'S APPROVAL:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Staff Report: Health and Dental Plan Premium Modifications</b>	<b>MEETING DATE: 12/27/10</b>	
<b>AGENDA ITEM NO.:</b>		
<b>RECOMMENDED ACTION: Information Only</b>		
<b>SUMMARY AND DISCUSSION:</b>		
Notification of 2011 health and dental plan premiums for the following District policies:		
Delta Dental Plan (sub-group of the County of Marin):		
	2010 Rates	2011 Rates
Subscriber Only	64.41/mo.	66.39/mo.
Family Rate	159.61/mo.	164.55/mo.
3.1% increase over last year. 10% increase was projected in the 2010-11 budget.		
Board Member Kaiser Health Plan (sub-group of the County of Marin):		
	<b>2010 Rates</b>	<b>2011 Rates</b>
Subscriber Only	571.28/mo.	578.89/mo.
Subscriber + 1	1,142.55/mo.	1,157.78/mo.
Family Rate	1,519.60/mo.	1,539.86/mo.
An increase of 1.3% over last year. The 2010-11 budget projected an increase of 10%.		
CalPERS Health Plan (Kaiser North rates):		
	<b>2010 Rates</b>	<b>2011 Rates</b>
Subscriber	532.56/mo.	568.99/mo.
Subscriber + 1	1,065.12/mo.	1,137.98/mo.
Family Rate	1,384.66/mo.	1,479.37/mo.
Medicare Eligible Retiree		
Single Supplemental Medicare	280.16/mo.	\$282.30/mo.
2-Party Supplemental Medicare	560.32/mo.	\$564.40/mo.
This represents an increase of approximately 6.8%. 5% increase was projected in the fiscal year 2010-11 budget.		
<b>ALTERNATIVES: Information Only</b>		
<b>BUDGET INFORMATION:</b> The 2010-11 budget for health and dental plan premiums will be approximately \$1,550 higher than budgeted.		
<b>DEPT.MGR.:</b>	<b>MANAGER'S APPROVAL:</b>	