

# NOVATO SANITARY DISTRICT

November 22, 2010

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:30 P.M., Monday, November 22, 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. WASTEWATER UPGRADE PROJECT 72609:**

- a. Report on odor control investigation.
- b. Report on landscaping plans for eastside of plant.
- c. Give direction to staff.
- d. Consider acceptance of work and authorize staff to file Notice of Completion for work completed on Junction Box 2 & 3.

### **4. 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.

### **5. BOARD MEMBER REPORTS:**

### **6. 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 and ratification of payroll and payroll-related disbursements.
- b. Accept the quarterly investment report for the quarter ending September 30, 2010.

**7. BOARD OF DIRECTORS:**

- a. Consider Meeting policy

**8. SOLID WASTE:**

- a. Report from Ad hoc Solid Waste Franchise Update Committee.
- b. Consider setting the date for the public hearing for establishing the maximum charges for refuse collection and disposal services.
- c. Consider setting the date for a public hearing on amending the Franchise Agreement to include Zero Waste goals and a time extension.

**9. WASTEWATER OPERATIONS:**

- a. Report from the Wastewater Operations Committee October and November meetings.
- b. Consider ratifying the extension of the contract for Aerotek to provide a temporary collection system worker to fill in for a worker out on workers compensation injury.

**10. STAFF REPORTS:**

- a. North Bay Water Reuse Authority meeting.

**11. MANAGER'S ANNOUNCEMENTS:**

**12. ADJOURN**

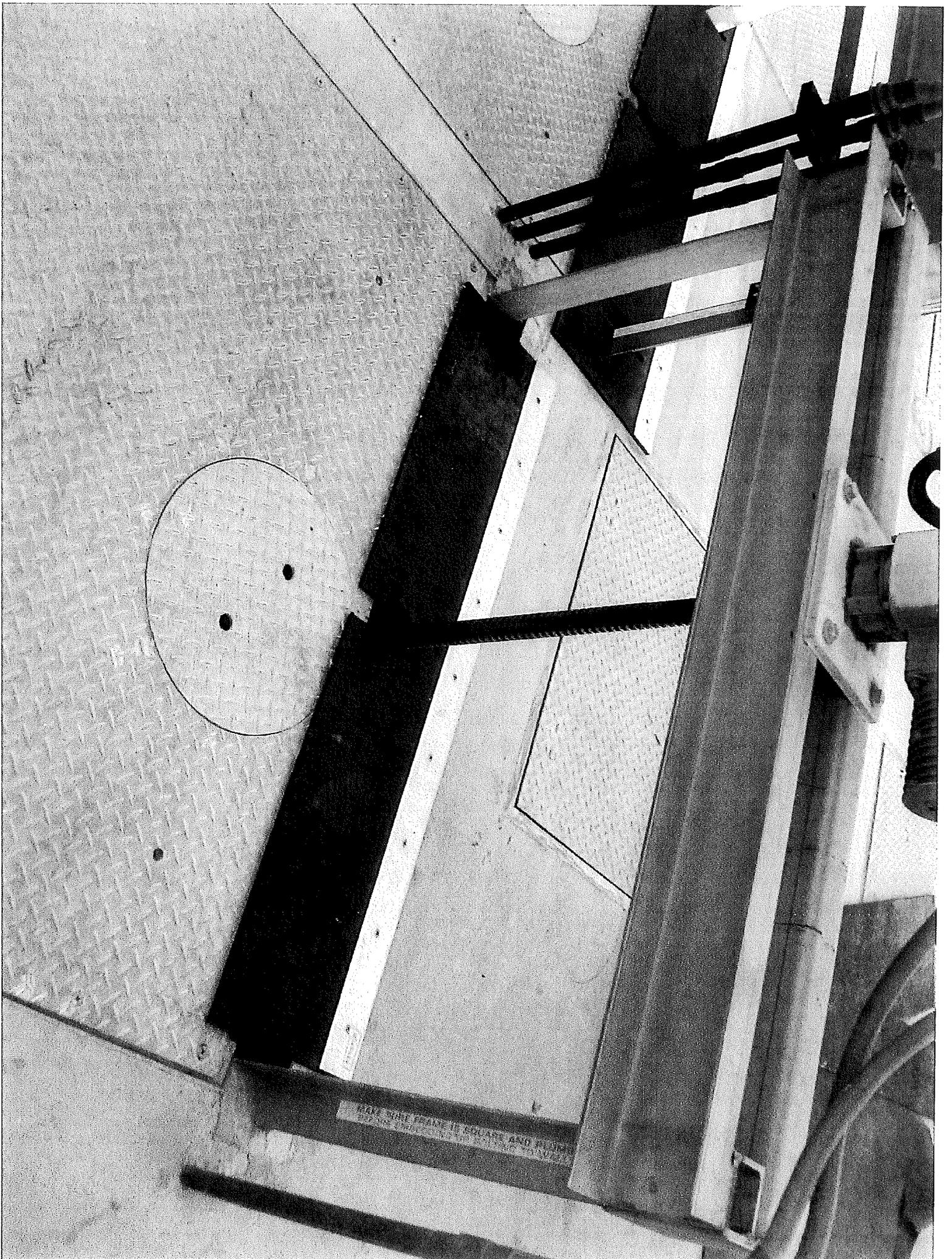
Next resolution no. 3028

***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.***

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Wastewater Treatment Plant Upgrade Project 72609</b>	<b>MEETING DATE: November 22, 2010</b> <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Give direction to staff.	
<b>SUMMARY AND DISCUSSION:</b> <p>Odor control and air quality have been an emphasis of project design from the beginning. The design includes containment and treatment of the primary sources of noxious odors. Despite that, starting in later summer early fall, the District began receiving a significant number of odor complaints from the residents on Lea and McClelland Drive. In response a number of operational and design/construction steps were taken to address the issue:</p> <ul style="list-style-type: none"> <li>• Cleanouts on the foul air pipes were missing. These were installed.</li> <li>• A gap behind the air treatment bed was filled in to prevent escape of untreated air.</li> <li>• Emptied grit bin weekly instead of every three weeks.</li> <li>• Clean grit bin with hypochlorite</li> <li>• Grouted around clean outs where foul air was escaping (completed 11/20/10)</li> <li>• Ensured that covers were not left off of headworks or primary clarifier except when work was actually happening.</li> <li>• Balanced the foul air handling system (11/17/10)</li> <li>• Halted aeration of the headworks channel on (11/16/10)</li> <li>• Placed temporary plastic covers around headworks screens (11/15/10, see attached pictures)</li> <li>• Conducted air sampling to identify source of odors causing problems (10/19/10 and 11/18/10)</li> <li>• Conducted sampling of odor control beds to determine if functioning as designed.</li> </ul> <p>The first round of air sampling did not identify a “smoking gun” with respect to matching odorous compounds found off site with odors from specific areas at the plant. The most likely sources of odors being experienced off site based on the information we have gathered to date include fugitive emissions from the screening area of the headworks, fugitive emissions of untreated ventilation air from around the soil beds, and possibly the aeration basins. The second round of air sampling is focused to make stronger connections between off site odors and on site sources, and to address fugitive emissions from the headworks and soil beds. Odor control was complicated when the Regional Board directed the District to stop chlorination of the influent sewage on October 27<sup>th</sup>.</p> <p>The Chief Plant Operator has been meeting regularly with the residents and taking them on tours of the facility to determine the source of the odors. RMC Water and Winzler &amp; Kelly are conducting technical investigations into odor sources and odor bed performance. Steve Clary from RMC Water and Ted Whiton from Winzler &amp; Kelly will be at the board meeting to explain the issue in more detail and answer questions.</p> <p>Staff recognizes that resolving the odors is a critical function and is making it the top priority.</p>	
<b>ALTERNATIVES:</b> NA	
<b>BUDGET INFORMATION:</b> This work is being funded under Capital Improvements Budget item 72609, Wastewater Treatment Plant Upgrade, which has a budget of \$6,000,000.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

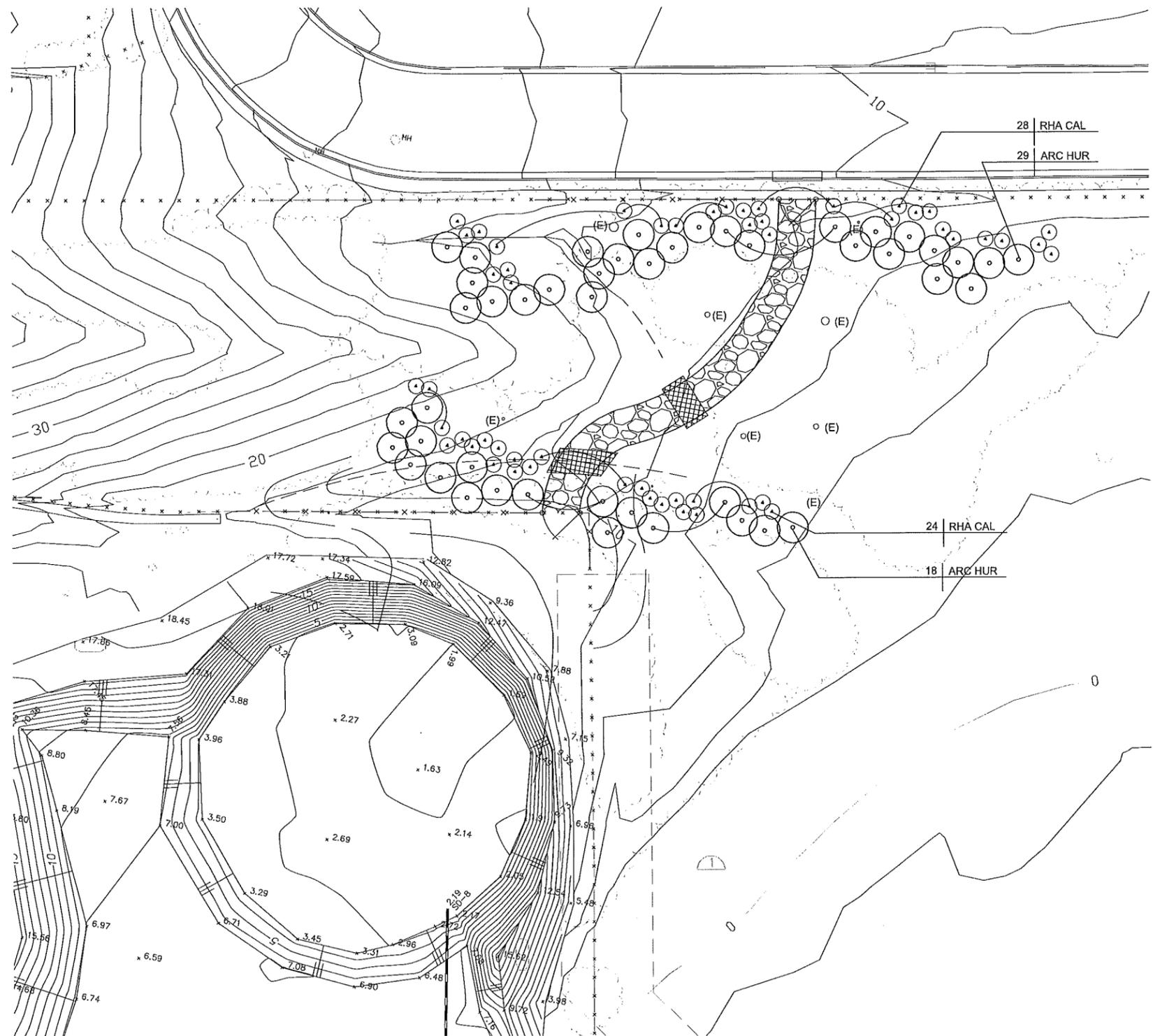




# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

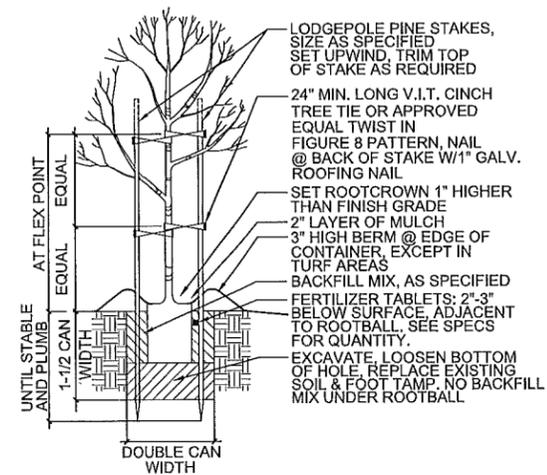
<b>TITLE: Wastewater Treatment Plant Upgrade Project 72609</b>	<b>MEETING DATE: November 22, 2010</b> <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Give direction to staff.	
<b>SUMMARY AND DISCUSSION:</b> <p>A landscape architect (Vallier Design Associates) designed the screening facilities along the District's property border to provide a visual barrier of the treatment plant from the residential area (Lea Drive) that is adjacent to the District's northeast property line. The landscape architect developed a two-tier screening system (Appendix A). The first tier consists of planting Manzanita trees together with California Coffeeberry shrubs along the fence line which separates District property from private property and/or City of Novato property. The second tier consists of planting the same combination of Manzanita trees and California Coffeeberry shrubs, but the second tier would be located south of the first tier, in front of the new primary clarifier. It is staff's intention to obtain input from the neighbors before approving a final design for the landscaping.</p> <p>The new secondary road will provide access to the District's treatment plant via Lea Drive, which is a City of Novato street. A driveway will be constructed from Lea Drive to the District's property line. Grading in the area will also be performed as indicated in Figure 1 for the purposes of providing adequate stormwater drainage. Currently there are two fences in the area. One fence is located along the District's property line, and the second fence surrounds the wastewater treatment facilities. The area between these fencelines is District property and serves as buffer land between the treatment plant and other property owners.</p> <p>The access road was aligned to minimize removal of larger oak trees in the area. Prior to finalizing the design and location of the access road, a tree survey was performed by Winzler and Kelly. The survey identified the location and size (diameter at breast height) of native and sensitive tree species as defined in the Marin County Tree Ordinance and in the City of Novato Tree Removal Guidance. The existing tree locations were added to the site plan (Figure 1), and the access road was located to avoid removal and adverse impact to the native and sensitive tree species.</p> <p>An Addendum to the EIR was completed to account for the regarding required. The District will need to obtain permits from the City of Novato to complete the work. It would also be good to coordinate the work with the construction of the recycled water pipeline for North Marin Water District.</p> <p>Steve Clary from RMC Water will be present at the Board meeting to present the plans and answer questions. A copy of the landscape plan is attached.</p>	
<b>ALTERNATIVES:</b> NA	
<b>BUDGET INFORMATION:</b> This work is being funded under Capital Improvements Budget item 72609, Wastewater Treatment Plant Upgrade, which has a budget of \$6,000,000.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

FILENAME: VDA P-Novato Sanitary District 10-23-09 09:17am Christian II XREFS: VDA X-Novato Sanitary District C-100-2.Changes I 02/20/07/00 - Igmagic IV Topo I 2972 TOPD I X-NTP TOPD I D-SHRUB I D-TREE I 15 GALLON I X-SITE-N KCC-

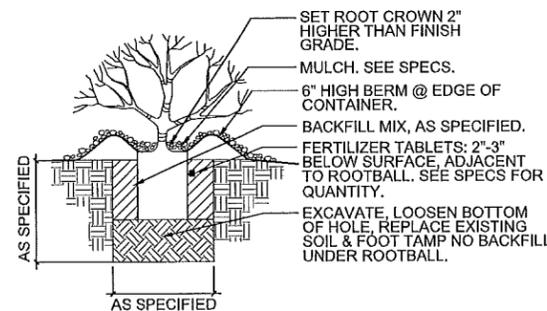


PRELIMINARY PLANT LIST				
ABBREV.	QTY	SCIENTIFIC NAME / COMMON NAME	SIZE	REMARKS
TREE: ARC HUR	20	Arctostaphylos 'Dr. Hurd' / manzanita	15 gal.	10'-0" o.c.
SHRUB: RHA CAL	14	Rhamnus californica / California coffeeberry	5 gal.	5'-0" o.c.

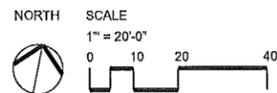
o.c. ON CENTER



**1 TREE PLANTING AND STAKING - 15 GALLON**  
NOT TO SCALE



**2 SHRUB PLANTING**  
NOT TO SCALE



0" = 1" VERIFY SCALES  
 BAR IS ONE INCH LONG ON FULL SIZE DRAWING. IF NOT ONE INCH LONG ON THIS DRAWING, ADJUST SCALES ACCORDINGLY.



REV	DATE	BY	APVD	DESCRIPTION

DESIGNED	SUBMITTED:
DRAWN	RMC PROJ ENGR C
CHECKED	APPROVED:
	RMC ENGR C

NOVATO WASTEWATER FACILITY UPGRADE	
PLANTING PLAN	
DWG NO	L1.0
SHEET NO	OF .
PROJ NO	0000-000
DATE	JULY 2009

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Wastewater Treatment Plant Upgrade Project 72609</b>	<b>MEETING DATE: November 22, 2010</b> <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Consider acceptance of work and authorize staff to file Notice of Completion for work completed on Junction Box 2 & 3.	
<b>SUMMARY AND DISCUSSION:</b> <p>On August 9, 2010 the Board of Directors authorized staff to proceed with the construction necessary to strengthen Junction Box 2 &amp; 3 using the change order process or through bids received under the District's informal bid process. The District solicited bids from four contractors on its informal bidder's list for the work and received low bids of \$74,447.00 from Maggiora &amp; Ghilotti for Junction Box 2 and \$76,500.00 from WR Forde for Junction Box 3 for a total cost of \$150,947.00. Monterey Mechanical's proposal to complete the work on both structures under a change order was around \$300,000.00.</p> <p>District staff issued contracts to Maggiora &amp; Ghilotti and WR Forde to perform the work at each Junction Box and now the work is complete and ready for acceptance. The total cost to complete the work including change orders was \$78,740.23 for Junction Box No. 2 and \$85,303.00 for Junction Box No. 3. Staff recommends accepting the work and filing the Notice of Completion.</p>	
<b>ALTERNATIVES:</b> NA	
<b>BUDGET INFORMATION:</b> This work will be funded under Capital Improvements Budget item 72609, Wastewater Treatment Plant Upgrade which has a budget of \$6,000,000.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

11/19/10

# Novato Sanitary District Check Register

November 22, 2010

Date	Num	Name	Credit
<b>Nov 22, 10</b>			
11/22/2010	52007	Team Ghilotti	76,589.10
11/22/2010	51967	Covello Group, The	45,097.30
11/22/2010	51987	Meyers, Nave, Riback, Silver &...	27,491.21
11/22/2010	51978	Ghilotti Bros. Inc.	21,989.00
11/22/2010	51958	Barg, Coffin, Lewis & Trapp	17,788.60
11/22/2010	51970	Denbeste Transportation Inc.	12,292.50
11/22/2010	51976	EDD	7,876.00
11/22/2010	52003	Royal Petroleum Company	7,324.92
11/22/2010	52016	Willis Professional Land Surve...	6,931.50
11/22/2010	51962	Cantarutti Electric, Inc	5,592.00
11/22/2010	52009	U.S. Bank Card (2)(June)	4,401.92
11/22/2010	52002	Roy's Sewer Service, Inc.	4,277.50
11/22/2010	52001	R3 Consulting Group	4,163.75
11/22/2010	51975	E & M Electric & Machinery, Inc.	4,054.17
11/22/2010	51949	Aerotek	3,418.50
11/22/2010	51955	Aqua Science	3,403.62
11/22/2010	51986	Marin/Sonoma Mosquito Dist	3,263.66
11/22/2010	51985	Leonardi Automotive & Electric	2,864.25
11/22/2010	52018	Bowens, Kenneth	2,400.00
11/22/2010	51951	American Express-22062	2,199.04
11/22/2010	51993	North Marin Water District	2,120.00
11/22/2010	51957	Barber Sign Company, Inc.	1,690.65
11/22/2010	51954	Applied Technology Group, Inc.	1,636.85
11/22/2010	51977	Frank Olsen Company	1,572.91
11/22/2010	51984	Lateral-Schaumleffel, John & ...	1,500.00
11/22/2010	52015	VWR International Inc.	1,382.15
11/22/2010	51998	Pacific EcoRisk	1,225.00
11/22/2010	51964	Cintas Corporation	1,220.22
11/22/2010	51983	Kaiser Permanente	1,142.55
11/22/2010	51982	Independent Journal	1,140.00
11/22/2010	51969	Daniel Macdonald AIA Architec...	1,053.80
11/22/2010	51981	IEDA, INC	1,020.00
11/22/2010	52011	USA BlueBook	949.31
11/22/2010	51988	Millipore Corp, Lab H2O Division	926.87
11/22/2010	51963	CED Santa Rosa, Inc	821.57
11/22/2010	51961	Cagwin & Dorward Inc.	770.00
11/22/2010	51996	Novato Disposal-	545.78
11/22/2010	51952	American Society of Civil Engi...	540.00
11/22/2010	51974	Du-All Safety, LLC	450.00
11/22/2010	52000	Pitney Bowes Reserve Account	400.00
11/22/2010	52012	Verizon	383.79
11/22/2010	51960	BoundTree Medical, LLC	375.84
11/22/2010	51992	North Marin Auto Parts	359.35
11/22/2010	51956	AT&T-SAC	338.99
11/22/2010	52004	Sideman & Bancroft, LLP	328.50
11/22/2010	52014	Verizon California	314.57
11/22/2010	51980	Home Depot	304.38
11/22/2010	51979	HACH/American Sigma Inc	295.44
11/22/2010	51950	Alhambra	268.45
11/22/2010	51965	ControlCo Automation	265.32
11/22/2010	52005	Sport & Spine Therapy of Mari...	222.75
11/22/2010	52017	Orkin Pest Control	185.90
11/22/2010	52006	Staples Business Adv Inc.	172.17
11/22/2010	52013	Verizon Business	141.90
11/22/2010	51990	North Bay Gas & Weld	108.27
11/22/2010	51948	Able Tire & Brake Inc.	102.84
11/22/2010	51994	Novato Builders Supply	92.61
11/22/2010	52010	United Parcel Service	92.06
11/22/2010	52008	U.S. Bank Card (1)(Bev)	91.68
11/22/2010	51991	North Bay Portables, Inc.	89.70
11/22/2010	51968	CWEAmembers	81.00
11/22/2010	51959	Barnett Medical LLC	80.00
11/22/2010	51966	Cook Paging	57.73
11/22/2010	51953	American Water Works Associ...	55.00
11/22/2010	51989	National Notary Association	52.00
11/22/2010	51972	Dept of Housing & Comm Dev...	40.00

11/19/10

# Novato Sanitary District Check Register

November 22, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
11/22/2010	51995	Novato Car Wash	36.78
11/22/2010	51971	Department Of Motor Vehicles	23.00
11/22/2010	51999	Pacific, Gas & Electric	14.78
11/22/2010	51973	Don Johnsons Pool Service	10.89
11/22/2010	51947	3T Equipment Company Inc.	7.79
11/22/2010	51997	void	
<b>Nov 22, 10</b>			<b><u><u>290,519.68</u></u></b>

11/19/10

# Novato Sanitary District Check Register

November 22, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Nov 22, 10</b>			
11/22/2010	2110	Covello Group, The	138,741.44
11/22/2010	2116	W.R. Forde	51,572.70
11/22/2010	2113	Maggiora & Ghilotti Inc.	13,118.74
11/22/2010	2115	Verizon Inc	6,600.00
11/22/2010	2112	HDR EngineeringInc	2,044.80
11/22/2010	2111	Empire Mini Storage - Novato	730.00
11/22/2010	2114	ModSpace Corporation	411.50
<b>Nov 22, 10</b>			<b><u>213,219.18</u></b>

QUARTERLY INVESTMENT REPORT -- For Quarter Ended September 2010

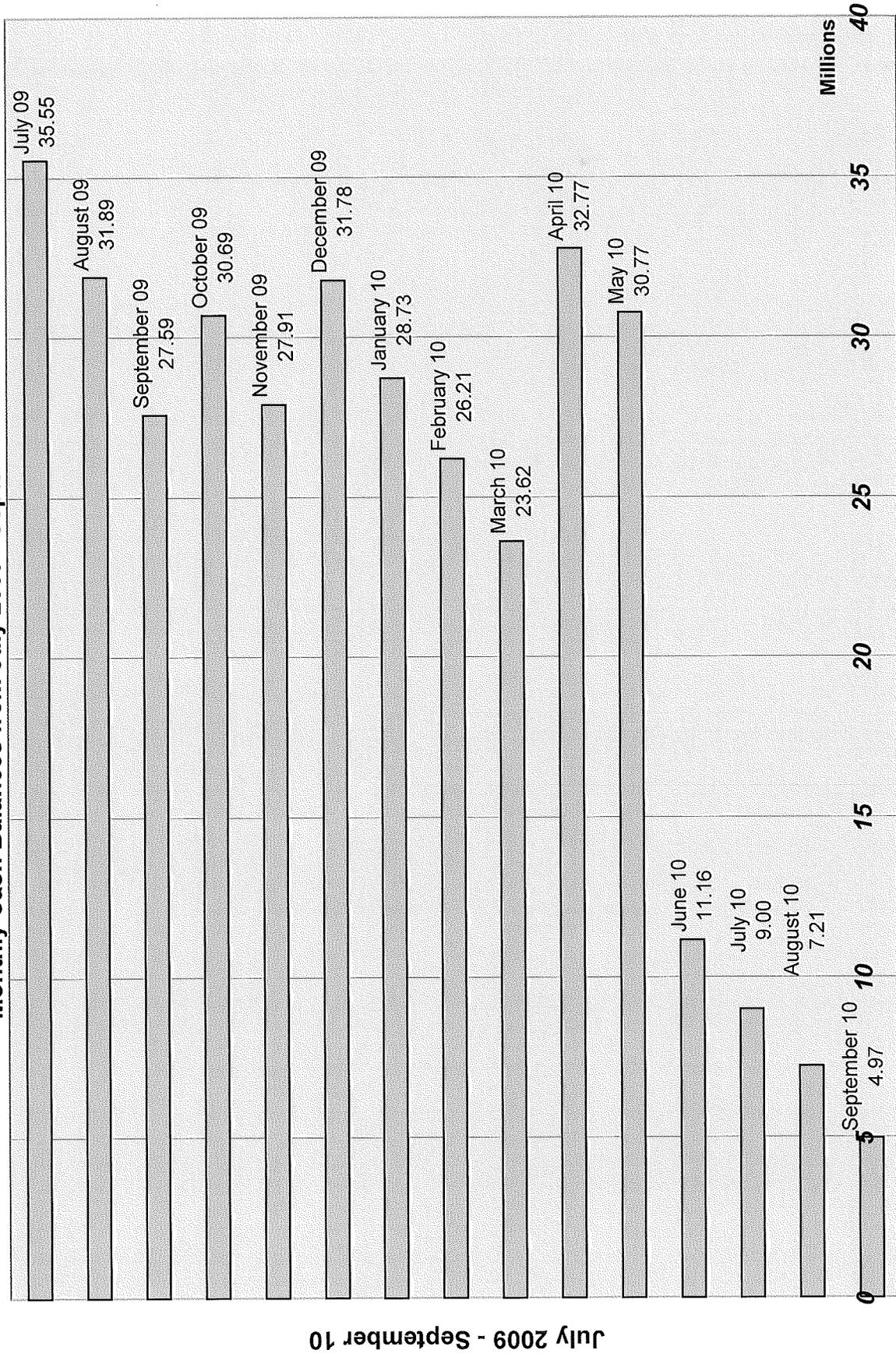
INVESTMENT	ACTIVITY	July	Aug	Sep	QTR TOTAL
STATE TREASURER'S INVESTMENT FUND	Total deposits/transfers in	210,000	0	0	210,000
	Total transfers out	2,417,000	1,806,000	2,290,000	6,513,000
	Minimum daily balance	8,989,170	7,183,170	4,893,170	4,893,170
Current Yield 0.48%	Maximum daily balance	11,157,706	8,989,170	7,183,170	8,989,170
	Interest earned	0	0	10,524	10,524
<p>The LAIF Pooled Money Investment Account Report is attached as specified in California Government Code Section 53646(e)</p>					
<b>CHECKING ACCOUNTS</b>					
Interest Rate 0.05%	<u>Regular Warrants Account</u>				
	Total deposits & transfers in	2,662,007	2,071,842	2,716,045	7,449,894
	Total checks & transfers out	2,610,630	2,156,306	2,561,416	7,328,352
	Minimum daily balance	50,556	181,314	66,252	66,252
	Maximum daily balance	773,531	849,400	834,133	773,531
	Interest earned	10	15	12	37
	<u>Payroll Account</u>				
	Total transfers in	160,200	151,000	135,200	446,400
	Total checks & transfers out	157,919	153,268	137,896	449,083
	Minimum daily balance	0	130	108	108
	Maximum daily balance	157,040	139,860	121,515	139,860
	Interest Earned	0	0	0	0
	<u>Project Account</u>				
	Total transfers in	1,154,700	855,150	1,341,300	3,351,150
	Total checks & transfers out	1,291,913	855,691	1,225,045	3,372,649
	Minimum daily balance	5,293	5,015	5,030	5,015
	Maximum daily balance	1,036,293	711,690	1,229,344	1,229,344
	Interest earned	3	3	5	11

NOTES: (1) The above investments are consistent with the annual Statement of Investment Policy submitted to the District Board of Directors on June 11, 2010.

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

(2) LAIF interest rate is currently .48% which is a significant decrease from .56% in June and March of 2010, .60% in December 2009 and .90% in September of 2009.

**Novato Sanitary District  
Monthly Cash Balances from July 2009 - September 2010**



Cash Balances in Millions

# Bill Lockyer, State Treasurer

Inside the State Treasurer's Office

Local Agency Investment Fund (LAIF)



## PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
10/27/2010	0.48	0.49	185
10/28/2010	0.46	0.48	184
10/29/2010	0.45	0.48	191
10/30/2010	0.45	0.48	191
10/31/2010	0.45	0.48	191
11/1/2010	0.46	0.48	192
11/2/2010	0.46	0.48	193
11/3/2010	0.46	0.48	192
11/4/2010	0.45	0.48	192
11/5/2010	0.45	0.48	193
11/6/2010	0.45	0.48	193
11/7/2010	0.45	0.48	193
11/8/2010	0.46	0.48	192
11/9/2010	0.46	0.47	193
11/10/2010	0.46	0.47	193

## LAIF Performance Report

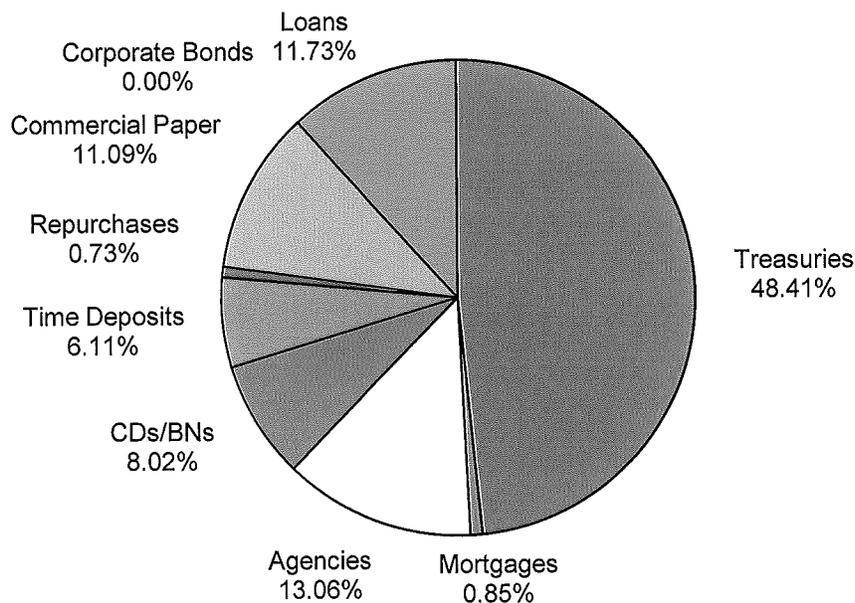
Quarter end 09/30/2010

Apportionment Rate: 0.51%  
 Earnings Ratio: .00001404107774697  
 Fair Value Factor: 1.001914850  
 Daily: 0.47%  
 Quarter To Date: 0.51%  
 Average Life: 185

## PMIA Average Monthly Effective Yields

OCT 2010 0.480%  
 SEP 2010 0.500%  
 AUG 2010 0.513%

Pooled Money Investment Account  
 Portfolio Composition  
 \$68.6 Billion  
 10/31/10



**State of California  
Pooled Money Investment Account  
Market Valuation  
9/30/2010**

Description	Carrying Cost Plus Accrued Interest Purch.	Amortized Cost	Fair Value	Accrued Interest
United States Treasury:				
Bills	\$ 24,816,931,118.17	\$ 24,858,325,694.52	\$ 24,874,766,500.00	NA
Notes	\$ 6,650,737,268.34	\$ 6,650,737,268.34	\$ 6,713,763,000.00	\$ 20,297,606.50
Federal Agency:				
SBA	\$ 536,095,922.14	\$ 536,095,922.14	\$ 534,807,383.32	\$ 582,741.65
MBS-REMICs	\$ 600,821,430.62	\$ 600,821,430.62	\$ 639,701,411.07	\$ 2,837,845.26
Debentures	\$ 349,964,845.47	\$ 349,964,845.47	\$ 351,390,000.00	\$ 1,645,424.50
Debentures FR	\$ 200,000,000.00	\$ 200,000,000.00	\$ 200,094,000.00	\$ 114,289.00
Discount Notes	\$ 5,731,358,943.02	\$ 5,738,936,818.03	\$ 5,749,019,200.00	NA
GNMA	\$ 65,019.56	\$ 65,019.56	\$ 66,655.24	\$ 643.17
IBRD Deb FR	\$ 300,000,000.00	\$ 300,000,000.00	\$ 300,786,000.00	\$ 403,568.92
CDs and YCDs FR	\$ 600,000,000.00	\$ 600,000,000.00	\$ 600,000,000.00	\$ 425,990.11
Bank Notes	\$ 200,000,000.00	\$ 200,000,000.00	\$ 200,001,332.02	\$ 6,750.00
CDs and YCDs	\$ 6,590,000,000.00	\$ 6,590,000,000.00	\$ 6,589,992,339.44	\$ 683,569.45
Commercial Paper	\$ 6,571,530,470.81	\$ 6,573,108,985.25	\$ 6,573,127,226.10	NA
Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -	NA
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 4,226,650,000.00	\$ 4,226,650,000.00	\$ 4,226,650,000.00	NA
AB 55 & GF Loans	\$ 10,183,216,588.52	\$ 10,183,216,588.52	\$ 10,183,216,588.52	NA
<b>TOTAL</b>	<b>\$ 67,557,371,606.65</b>	<b>\$ 67,607,922,572.45</b>	<b>\$ 67,737,381,635.71</b>	<b>\$ 26,998,428.56</b>

Fair Value Including Accrued Interest

\$ 67,764,380,064.27

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

The value of each participating dollar equals the fair value divided by the amortized cost (**1.001914850**). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,038,297.01 or \$20,000,000.00 x **1.001914850**.

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

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out
TREASURY	\$ 950	\$ 1,200	\$ 3,200	\$ 2,700	\$ 2,500	\$ 2,450	\$ 3,650	\$ 4,575	\$ 7,775	\$ 750	\$ 1,800		
REPO													
TDS	\$ 1,903	\$ 813	\$ 1,357	\$ 100	\$ 2	\$ 53							
AGENCY	\$ 736				\$ 303			\$ 5,157	\$ 1,239	\$ 450	\$ 1,108		\$ 0
BAS													
CP	\$ 4,849	\$ 1,025	\$ 700										
CDs + BNS	\$ 4,040	\$ 2,250	\$ 500					\$ 200	\$ 400				
CORP BND													
TOTAL	\$ 12,478	\$ 5,288	\$ 5,757	\$ 2,800	\$ 2,805	\$ 2,503	\$ 3,650	\$ 9,732	\$ 9,214	\$ 1,600	\$ 2,908		\$ 0
PERCENT	21.2%	9.0%	9.8%	4.8%	4.8%	4.3%	6.2%	16.6%	15.7%	2.7%	5.0%	0.0%	0.0%

Notes:

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

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> District Policy re. Time of Regular Board Meetings	<b>MEETING DATE:</b> November 22, 2010																						
<b>AGENDA ITEM NO.:</b>																							
<b>RECOMMENDED ACTION:</b> Consider modifying time of regular Board meetings. Direct staff to prepare the necessary resolution and Policy revision if time is changed.																							
<b>SUMMARY AND DISCUSSION:</b>																							
<p>On August 24, 2009, the Board adopted Resolution No. 3007 and District Policy No. 5010 to change the regular time of District Board meetings from 4:30 to 6:30 p.m. The minute action to authorize the modification included language that the change would be in effect from August 25, 2009 until February 25, 2010.</p> <p>Since the new policy has been in effect for some time now, staff is bringing the matter back to the Board for reconsideration.</p> <p>Following are meeting times for other Marin County sanitary districts and sanitation agencies:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Almonte S.D., Mill Valley. 4<sup>th</sup> Monday monthly.</td> <td style="text-align: right; padding: 2px;">7:00 p.m.</td> </tr> <tr> <td style="padding: 2px;">Alto S.D., Mill Valley. 4<sup>th</sup> Wednesday monthly.</td> <td style="text-align: right; padding: 2px;">7:30 p.m.</td> </tr> <tr> <td style="padding: 2px;">Central Marin S.D., San Rafael. 2<sup>nd</sup> Tuesday monthly.</td> <td style="text-align: right; padding: 2px;">7:00 p.m.</td> </tr> <tr> <td style="padding: 2px;">Homestead Valley S.D., Mill Valley. 4<sup>th</sup> Tuesday monthly.</td> <td style="text-align: right; padding: 2px;">7:30 p.m.</td> </tr> <tr> <td style="padding: 2px;">Las Gallinas Valley S.D., San Rafael. 2<sup>nd</sup> and 4<sup>th</sup> Thursday.</td> <td style="text-align: right; padding: 2px;">4:30 p.m.</td> </tr> <tr> <td style="padding: 2px;">Richardson Bay S.D., Tiburon. 3<sup>rd</sup> Tuesday monthly.</td> <td style="text-align: right; padding: 2px;">7:00 p.m.</td> </tr> <tr> <td style="padding: 2px;">San Rafael S.D., 1<sup>st</sup> Wednesday monthly.</td> <td style="text-align: right; padding: 2px;">8:00 a.m.</td> </tr> <tr> <td style="padding: 2px;">S.D. #1 (Ross Valley). 2<sup>nd</sup> to last Wednesday monthly.</td> <td style="text-align: right; padding: 2px;">6:45 p.m.</td> </tr> <tr> <td style="padding: 2px;">S.D. #2 (Corte Madera). 1<sup>st</sup> and 3<sup>rd</sup> Tuesday.</td> <td style="text-align: right; padding: 2px;">7:30 p.m.</td> </tr> <tr> <td style="padding: 2px;">S.D. #5 (Tiburon). 2<sup>nd</sup> Tuesday monthly.</td> <td style="text-align: right; padding: 2px;">6:30 p.m.</td> </tr> <tr> <td style="padding: 2px;">Sausalito-Marín City S.D. 1<sup>st</sup> Monday monthly.</td> <td style="text-align: right; padding: 2px;">7:30 p.m.</td> </tr> </table> <p>If the Board desires to change the current meeting time, staff will prepare the necessary resolution and policy revision for adoption at the next meeting.</p>		Almonte S.D., Mill Valley. 4 <sup>th</sup> Monday monthly.	7:00 p.m.	Alto S.D., Mill Valley. 4 <sup>th</sup> Wednesday monthly.	7:30 p.m.	Central Marin S.D., San Rafael. 2 <sup>nd</sup> Tuesday monthly.	7:00 p.m.	Homestead Valley S.D., Mill Valley. 4 <sup>th</sup> Tuesday monthly.	7:30 p.m.	Las Gallinas Valley S.D., San Rafael. 2 <sup>nd</sup> and 4 <sup>th</sup> Thursday.	4:30 p.m.	Richardson Bay S.D., Tiburon. 3 <sup>rd</sup> Tuesday monthly.	7:00 p.m.	San Rafael S.D., 1 <sup>st</sup> Wednesday monthly.	8:00 a.m.	S.D. #1 (Ross Valley). 2 <sup>nd</sup> to last Wednesday monthly.	6:45 p.m.	S.D. #2 (Corte Madera). 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday.	7:30 p.m.	S.D. #5 (Tiburon). 2 <sup>nd</sup> Tuesday monthly.	6:30 p.m.	Sausalito-Marín City S.D. 1 <sup>st</sup> Monday monthly.	7:30 p.m.
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<b>ALTERNATIVES:</b> N/A																							
<b>BUDGET INFORMATION:</b> N/A																							
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>																						

November 19, 2010

Memo to: Board of Directors –

From: Adhoc Solid Waste Rate Review Committee  
Michael DiGiorgio  
William C. Long

Subject: 2011 Rate Review and Franchise Update

### **2011 Rate Review**

Novato Disposal Service Company has requested an adjustment of the maximum allowable solid waste collection rates to reflect the following changes:

1. The adjusted fleet replacement rate adjustment of 1.20%,
2. The projected rate impact of the Residential Food Waste Program (1.19%)
3. A net increase of approximately \$25,000 in pass-through costs at the landfill.
4. An increase in the Refuse Rate Index of 0.96%.

The District retained R3 Consulting Group to review the Novato Disposal request. Their final report, which was provided to the Board at their meeting on November 8, 2011, confirmed that a maximum rate increase of 3.34% is appropriate. The attached Table 1 shows the detail for the rate adjustment. Novato Disposal did not request a rate increase for 2010 so the 3.34% increase represents only 1.17%/year increase.

### **Comparable Rates**

Novato solid waste collection rates for residential and commercial refuse continue to be competitive with rates charged in other Marin County communities as shown in Table 2.

### **Committee Recommendation on Maximum Rates**

District staff has reviewed the rate request and recommends that the District Board approve a maximum rate increase of 3.34% effective January 1, 2011 and requests that the Board set the hearing date for the regular meeting on December 27, 2011 at 6:30 PM and direct staff to advertise the hearing in the newspaper.

**Franchise Agreement Amendment**

Novato Disposal Service Company has requested that the District consider amending the Solid Waste Franchise Agreement to incorporate Zero Waste goals and in recognition of the capital investment required to make this happen to extend the Franchise Agreement by ten years to December 31, 2025. A copy of the Novato Disposal Service letter is attached. The Franchise Agreement currently contains provision for extension.

District staff recommends that the Board set the hearing date on the Franchise amendments for the regular meeting on December 27, 2010 and direct staff to engage R3 Consultants to help prepare the revisions to the Franchise Agreement so that they may be reviewed and discussed at the Board meeting on December 13, 2010.

TABLE 1  
**RATE YEAR 2011**  
**RECOMMENDED RRI**  
**RATE ADJUSTMENT CALCULATION**

Cost Component	1-1-10 Rate Rev Base Breakdown	7-01-09 to 6-30-10 BLS Change	RRI Rate Increase	Actual RRI New "Base Breakdown"	Rate Adjustment Impact
Labor related costs	\$3,615,117	1.60%	\$57,842	\$3,672,959	0.61%
Fuel	\$996,269	-7.70%	(\$76,713)	\$919,556	-0.81%
Vehicle Replacement Costs	\$467,354	0.20%	\$935	\$468,289	0.01%
Vehicle Repair Costs	\$371,856	1.90%	\$7,065	\$378,921	0.07%
Other operating costs	\$1,647,641	1.20%	\$19,772	\$1,667,413	0.21%
Total allowed operating costs	\$7,098,239		\$8,901	\$7,107,140	0.09%
Allowed profit *	\$788,693		\$989	\$789,682	0.01%
Total Operating Costs and profit	\$7,886,932		\$9,890	\$7,896,822	0.10%
Change in total pass-through costs				\$81,405	0.86%
<b>Total Change in Revenue Requirement</b>				<b>\$91,295</b>	<b>0.96%</b>
<b>Increase from RRI Effective 1-1-2011</b>				<b>0.96%</b>	
<b>Residential Food Waste Program</b>				<b>1.18%</b>	
<b>Fleet Replacement Rate Impact</b>				<b>1.20%</b>	
<b>Total Increase Effective 1-1-2011</b>				<b>3.34%</b>	
Rate Revenue Per 2009 Financial Statement				\$9,467,675	

PASS-THROUGH COSTS CHANGE				
Cost Component	2009 Tonnage	2009/10	2010/11	Change
County JPS Fees		\$49,714	\$33,466	(\$16,248)
Sanitary District Hazardous Waste Program fees		\$277,299	\$280,493	\$3,194
Franchise Fees		\$45,000	\$45,000	\$0
Disposal gate fees		Gate Fees	Gate Fees	
Refuse	29,532	\$51.46	\$52.09	\$18,605
Debris	1,599	\$45.19	\$45.65	\$736
Construction & Demolition Boxes	3,771	\$45.19	\$65.11	\$75,118
<b>Total Change in Pass Through Costs</b>				<b>\$81,405</b>

\*Allowed profit is based on operating ratio of 90.0%

TABLE 2

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

Agency	Date	Type	Residential 32 gal can/wk (1) (2)	20 yd Debris Box	2 yd Bin Weekly Dump	3 yd Bin 1/wk
Corte Madera	7/1/10	Level Hill	25.53 27.47	526.53	238.80/month	
Fairfax	5/01/10	Level Hill	22.53 26.31	594.00 (3) 25 yd box	221.35/month	310.45
Larkspur	1/1/10	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)	1/1/10		22.17	540.00 (3) 25 yd box	n/a	321.22
Mill Valley	7/1/10	Level Hill	32.16 36.90	519.00 (4T)	284.99/month	
San Anselmo	1/1/10		24.97	540.00 (3) 25 yd box	284.48	409.76
San Rafael	1/1/10	Level Hill	24.95 28.26	540.00 (3) 25 yd box	236.18	308.24
Sausalito	1/1/10		32.10	577.50	253.15	
Tiburon	7/1/10	Level Hill	30.26 36.03	457.00	288.02	
<b>Novato (current) (proposed)</b>	<b>1/1/09 1/1/11</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:

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.

# North Bay

Corporation

## Redwood Empire

Disposal, Inc.

PO Box 1916 Santa Rosa CA 95402

800 243-0291 tel - 707 586-5543 fax

[www.unicycler.com](http://www.unicycler.com)



November 18, 2010

Ms. Beverly James  
Novato Sanitary District  
500 Davidson Street  
Novato, CA 94545

RE: Request for Contract Extension

Dear Ms. James:

As you are aware, the Novato Disposal Service (NDS) agreement with the Novato Sanitary District expires December 31, 2015. We are very proud of our long tradition of providing good service at a fair price to the Novato community. As the partner with the Sanitary District, we have always tried to be in the forefront of expanding our service to address our customer's demand of greater diversion of the solid waste from the landfill.

We have addressed these demands with many of our programs. NDS was the first to provide curbside recycling service in Marin. We introduced single-stream recycling and split body collection vehicles to enhance this service to the residents. We were also the first service provider to offer residential foodwaste collection in Marin with our pilot program introduced last Spring.

The next challenge facing the solid waste and recycling community is achieving Zero Waste. Novato Sanitary, NDS, and the City of Novato has all committed to working together to meet this challenge. NDS is ready to take two significant steps on the road to Zero Waste:

- Introducing a service area wide foodwaste collection program for the single family customers using yard waste carts.
- Expanding and updating the NDS recycling facility. This state-of-the-art facility will enhance the current recycling program, allow us to recover additional material for recycling, reduce the residual waste not being captured, and provide a C&D recycling facility.

In order to make this economically feasible, NDS is requesting a 10 year extension to the current term of our agreement. This will extend the agreement to December 31, 2025. This allows NDS to generate the necessary financing to move forward with these ambitious plans.

The Novato community has always been proud to be in the leaders in for environmental awareness and action. With the leadership provide by the Novato sanitary District, NDS has provided the services to our customers. We feel this request is necessary to continue to be the cutting edge service provider to the Novato Community.

Thank you for your attention on this matter. Please give me a call with any questions or concerns.

Sincerely,

  
Steve McCaffrey  
Director of Government Affairs

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Wastewater Operations Committee Report</b>	<b>MEETING DATE: November 22, 2010</b> <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Information only	
<b>SUMMARY AND DISCUSSION:</b> The Wastewater Operations Committee met on October 17 <sup>th</sup> and November 15 <sup>th</sup> . The reports presented for September and October are attached.	
<b>ALTERNATIVES:</b> NA	
<b>BUDGET INFORMATION:</b> NA	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>



November 15, 2010

Ms. Beverly James  
Manager - Engineer  
Novato Sanitary District  
500 Davidson Street  
Novato, CA 94545

**Subject: Veolia Water Operations Report – October 2010**

Dear Ms. James:

We are pleased to provide this updated activity report for October 2010.

As always, please give me a call at 415-798-6075 should you have any questions.

Regards,

A handwritten signature in cursive script that reads "John Bailey".

John Bailey  
Project Manager

**MONTHLY OPERATIONS REPORT**

**October 2010**

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:**

**October 2010:**

Parameter	Monthly Performance October 2010	
	Novato WWTP	Ignacio WWTP
Flow, MGD (monthly average)	4.38	
Influent BOD <sub>5</sub> , mg/L (monthly average)	269	
Influent TSS, mg/L (monthly average)	284	
Effluent BOD <sub>5</sub> , mg/L (monthly average)	5	
Effluent TSS, mg/L (monthly average)	5	
Effluent BOD <sub>5</sub> - % Removal	98	
Effluent TSS - % Removal	98	
Ammonia mg/L (monthly average)	0.1	
Total Coliform, mpn (Maximum)	5	
Enterococcus, mpn (Maximum)	11	
<b>Total Permit Exceedances (WDR)</b>	<b>0</b>	

WDR EXCEEDANCE (RECLAMATION)	PARAMETER	RESULT	DATE
E007	pH	9.6	10/06/2010
E008	pH	9.5	10/06/2010
E004	pH	9.3	10/06/2010
E005	pH	9.3	10/06/2010
E004	pH	9.3	10/11/2010
E005	pH	9.1	10/11/2010

**Discussion of Violations / Excursions:**

**pH - E-004 – E-008:** A wide fluctuation in pH is normal for pond operations. This is a naturally occurring condition due primarily to photosynthesis and the oxygen / carbon dioxide cycle.

Note - An online technical article describing this cycle can be found at:

[http://aquanac.org/publicat/usda\\_rac/efs/srac/464fs.pdf](http://aquanac.org/publicat/usda_rac/efs/srac/464fs.pdf) . **No discharge from this location occurs.**

## **OPERATIONS & MAINTENANCE STATUS / REVIEW:**

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

#### **General:**

- Begin Bay Discharge October 12, 2010, NPDES Standard
- NPDES Annual Inspection, October 12, 2010
- Met with odor control system designer to discuss odor issues
- Odor Bed sampling
- October 21, 2010, Boiler down @ Novato (returned to service November 2, 2010)
- October 26, 2010, Ribbon Cutting
- Drained/cleaned secondary clarifier @ Ignacio
- Drained Primary Clarifier @ Ignacio

## **CONSTRUCTION UPDATE:**

- Punch list
- Paving completed (except flare area)
- Front gate completed
- New motor for PC #1 ordered
- Flare Industries worked on Flare

## **ADMINISTRATION:**

- October 2010 O&M Services Invoice – pending, CPI Adjustment in progress

## **SAFETY AND TRAINING:**

### Safety & Regulatory Training

- Monthly plant safety inspections for Novato WWTF completed on October 13, 2010
- Five Minute Tailgate training is held daily with the O&M staff.
- Emergency Evacuation Plan October 19, 2010
- Great Shakeout – Earthquake Drill October 21, 2010

### Skills & Technical Training

- Tony Silva to Microsoft Excel Class

**PUBLIC RELATIONS:**

- Odor complaints in October

**VWVOS CONTRACT:**

- Operating under the O&M Contract

**MISCELLANEOUS**

- SOP Field Reviews ongoing

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

John O'Hare

Technical Support

Aaron Winer

Management and Administration

**WORK ORDER STATISTICS**  
**October 1, 2010 - October 30, 2010**

	Open Work Orders Due Prior to 10/1/10	Open Work Orders 10/1/10 - 10/30/10	Total Open Work Orders
Preventative	7	212	219
Corrective	16	24	40
<b>Total</b>	<b>23</b>	<b>236</b>	<b>259</b>

	Closed Work Orders 10/1/10 - 10/30/10
Preventative	170
Corrective	18
<b>Total</b>	<b>188</b>

<b>Total Outstanding Work Orders as of September 1, 2010</b>	<b>71</b>
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Novato Sanitary District

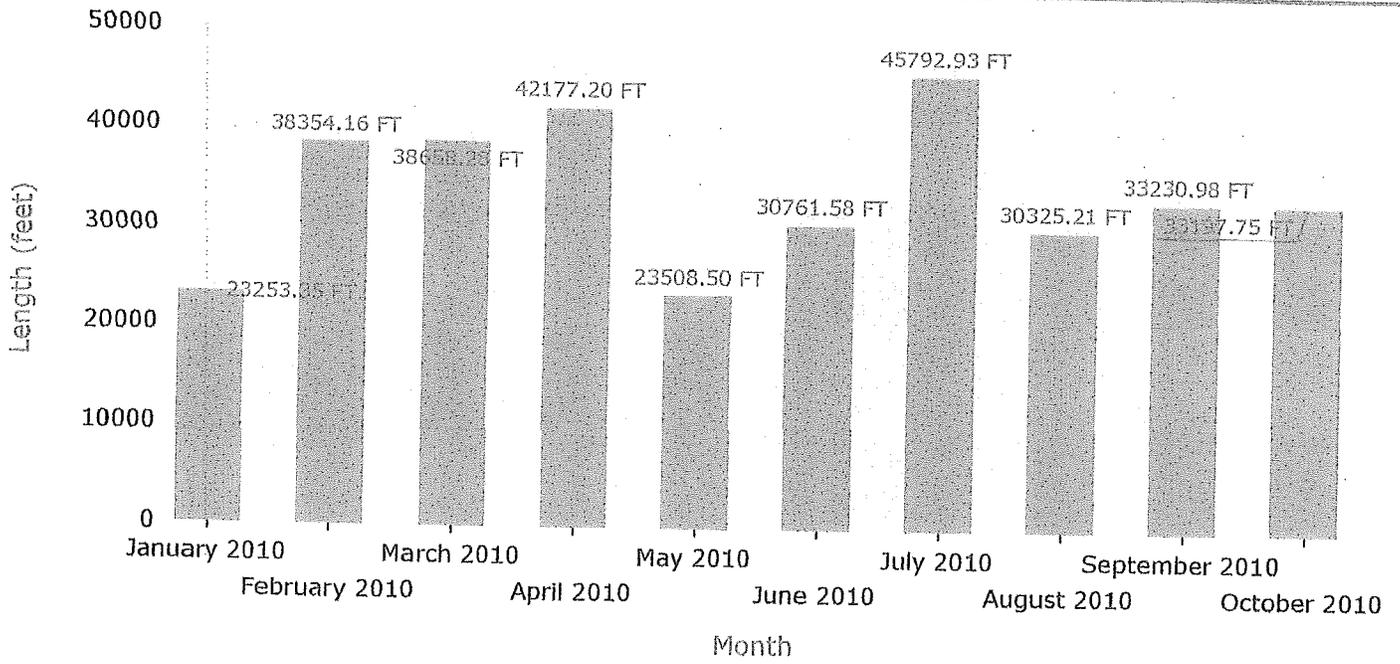
Collection System Monthly Report For 2010

	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				
Regular Time Worked on Coll. Sys.	664	586	683	571	533	650	592	559	669	490			5,996	
Regular Time Worked on Pump Sta	332	253	266	277	210	183	266	346	279	280			2,691	
Regular Time Worked on Other	6	25	56	5	13	0	28	12	17	66			228	
Vacation/Sick Leave/Holiday	356	354	481	24	106	122	133	151	370	493			2,589	
Overtime Worked on Coll. Sys.	16	15	22	29	46	47	37	15	49	49			324	
Overtime Worked on Pump Sta	50	22	42	40	50	28	43	48	31	36			389	
Overtime Worked on Other	0	8	17	0	0	0	1	0	8	0			33	
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	4,781	13,489	1,757	4,311	1,749	6,346	1,706	2,182	0	1,080			37,401	3,740
Truck 3205V Ft. Cleaned	638	16,422	22,889	61,242	23,116	24,276	22,041	14,551	13,454	6,137			204,766	20,477
Truck 3206V Ft. Cleaned	38,870	39,448	51,850	8,051	16,341	20,086	22,047	9,936	19,694	25,980			252,303	25,230
Camera Ft. Videored														
Work Orders Completed	133	267	230	219	119	145	225	138	164	159			1,799	
Total Footage Cleaned	44,290	70,218	76,496	73,604	41,206	50,708	45,794	26,669	33,148	33,197	0	0	495,330	41,278
<b>Stoppages</b>														
Minor	3	3	2	1	3	2	2	3	2	4			25	
Major	0	0	1	1	3	1	2	2	0	2			12	
Overflow Gallons	5,675	9,360	109	50	35	10,000	85	2,590	2,412	17,830			48,166	
Volume Recovered	250	278	42	50	35	4,975	60	2,008	814	245			8,757	
Percent Recovered	4%	3%	39%	100%	100%	50%	71%	78%	34%	1%			5	
<b>Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	65	117	109	123	71	78	77	47	46	62				
Total Stoppages/100 Miles	1.3	1.3	0.8	0.4	1.3	0.8	0.8	1.3	0.8	1.8				
Average spill response time (mins)	5	18	11	0	16	33	20	15	8	25			15	
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			190	
Overflow Gallons/100 Miles	2522	4169	48	22	16	4444	38	1151	1072	7924			21406.10	



# Cleaning Chart

January 01, 2010 to October 31, 2010



# NOVATO SANITARY DISTRICT

## Reclamation Facilities

Monthly Report for October, 2010

### Summary

Ranching operations this month were normal with nothing significant to report. Irrigation operations were normal and were discontinued at the end of the month due to the arrival of this winter's first rains. Drainage Pump Station 3 & 7 were put into service in anticipation of the rains. Sludge disposal to the Dedicated Land Disposal was completed this month.

### Rancher Operations

The rancher focused on tending to his cattle and continued minor sprinkler system and freshwater system repairs and replacing failed sprinkler heads. Most of the operations at this point are considered normal, moving cattle every few days as scheduled. The rancher began sorting cattle in preparation for moving them off site at the end of the month. The rancher completed moving haystacks out of all storage areas.

### Irrigation Systems

Parcels being irrigated are absorbing the water being applied except for some minor ponding. The Marin Sonoma Mosquito Abatement District did not report any problems this month. Irrigation times were increased near the midpoint of the month due to the lack of rain during the first part of the month. Irrigation timers were turned off on October 22<sup>nd</sup> prior to the first significant rains of the season.

At Site 2 all parcels available to irrigate have irrigated without any problems this month. All parcels are irrigating on a regular schedule except for Parcels 1, 5 & 8. Parcels 1 & 5 are not in service due to plans to rehabilitate them later this season. One zone in Parcel 2 is out of service due to control issues. Valves and actuators have failed in Parcel 8 and must be replaced.

At Site 3 only Parcels 5, 6 & 7 are functioning automatically. Parcel 4 & 8 are out of service due to plans to rehabilitate them later this year. Parcels 1, 2 & 3 are being manually operated until staff can secure additional control boards for the irrigation zones.

At Site 7 all parcels available to irrigate have irrigated without any problems this month. All parcels are irrigating on a regular schedule except for Parcel 3 & 8. Parcel 8 is out of service because this parcel has the most issues with mosquito production. One major leak was found in Parcel 73 but has not been repaired to

# NOVATO SANITARY DISTRICT

## Reclamation Facilities

Monthly Report for October, 2010

this date. The parcel was taken out of service to prevent flooding. One zone each in Parcel 2 & 3 is out of service due to bad valves or actuators.

### Irrigation Pump Station

36,852,000 million gallons (1.75 million gallons per day) of irrigation water was applied to the parcels in October. The two storage pond level was at 6.7 feet at the end of the month containing approximately 111 million gallons.

### Dedicated Land Disposal

The District's contractor pumped sludge from Sludge Lagoons No. 1 & 2 this month. A total of 770,509 gallons of sludge was removed from Lagoons 1 & 2 and deposited in the Dedicated Land Disposal (DLD) area at Site 2. The Lagoons were not completely empty due to ragging problems in Lagoon 1 and budget constraints to finish Lagoon 2. The Agreement to pump sludge was for 2 million gallons. The total amount of sludge pumped out of all lagoons was 2,005,475 gallons.

In addition sludge from the Ignacio Treatment Plant was transported to the DLD. The total quantity hauled was not available at the time this report was prepared and will be reported on the next report.

### Drainage Pump Stations

Drainage Pump Stations were put into service after the irrigation control system was taken out of service in anticipation of the rains at the end of the month.



October 17, 2010

Ms. Beverly James  
Manager - Engineer  
Novato Sanitary District  
500 Davidson Street  
Novato, CA 94545

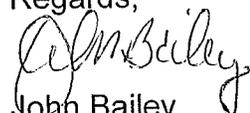
**Subject: Veolia Water Operations Report – September 2010**

Dear Ms. James:

We are pleased to provide this updated activity report for September 2010.

As always, please give me a call at 415-798-6075 should you have any questions.

Regards,

  
John Bailey  
Project Manager

**MONTHLY OPERATIONS REPORT  
September 2010**

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:****September 2010:**

Parameter	Monthly Performance September 2010	
	Novato WWTP	Ignacio WWTP
Flow, MGD (monthly average)	4.27	
Influent BOD <sub>5</sub> , mg/L (monthly average)	293	208
Influent TSS, mg/L (monthly average)	358	293
Effluent BOD <sub>5</sub> , mg/L (monthly average)	19	
Effluent TSS, mg/L (monthly average)	8	
Effluent BOD <sub>5</sub> - % Removal	94	
Effluent TSS - % Removal	98	
Ammonia mg/L (monthly average)	10.5	
Total Coliform, mpn (Maximum)	900	
<b>Total Permit Exceedances (WDR)</b>	1	

WDR EXCEEDANCE (RECLAMATION)	PARAMETER	RESULT	DATE
E002	Total Coliform	300 mpn/100 mL	9/1/2010
E004	pH	9.7	9/29/2010
E005	pH	9.6	9/29/2010
E007	pH	9.6	9/10/2010
E008	pH	9.9	9/10/2010

**Discussion of Violations / Excursions:**

**Total Coliform** – As a result of high coliform values on August 24<sup>th</sup>, 25<sup>th</sup> and 31<sup>st</sup>, our 5 sample median limit of 240 mpn/100 ml was exceeded on September 1<sup>st</sup>.

Working in conjunction with the design engineer, RMC Water Environmental, Inc, three potential causes of the high total coliform results have been identified:

- Airborne contamination due to dust from construction activities in the area (grading)
- An outbreak of nuisance organisms (snails) which contribute to fouling of the ultra violet (UV) disinfection system sleeves.
- Fouling of the UV sleeves by iron salts from ferric chloride application. Ferric is added to the influent, primarily for hydrogen sulfide control in the digester.

In response to high coliform values the following corrective measures were taken.

- ultra violet (UV) dose was increased from 35,000 to 60,000 uW/sec/cm<sup>2</sup>
- mats were installed over UV channel grating to prevent possible airborne contamination
- Frequency and methods for UV lamp cleaning has been modified.

- 
- Ferric chloride feed to influent has been reassigned to the digester to prevent possible iron scaling of the UV sleeves

**pH** - E-004 – E-008: A wide fluctuation in pH is normal for pond operations. This is a naturally occurring condition due primarily to photosynthesis and the oxygen / carbon dioxide cycle.

Note - An online technical article describing this cycle can be found at:

[http://aquanic.org/publicat/usda\\_rac/efs/srac/464fs.pdf](http://aquanic.org/publicat/usda_rac/efs/srac/464fs.pdf) . **No discharge from this location occurs.**

## **OPERATIONS & MAINTENANCE STATUS / REVIEW:**

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

#### **General:**

- Ignacio Wastewater Treatment Plant removed from service September 7, 2010.
- Notification of Ignacio Treatment Plant decommissioning was made to Regional Water Quality Control Board and State Water Resources Control Board, Office of Operator Certification. Decommissioning Plan was provided to both agencies.
- Digester #1 operating at 100% capacity.
- Final review of Electronic Operations & Maintenance Manual underway.
- Criticality Assessment by Veolia's Asset Management Group is underway.

## **CONSTRUCTION UPDATE:**

- Attending weekly construction meetings
- Grading and paving throughout September
- Installation of Aeration Basin 3 & 4 piping, diffusers, and hardware
- Retrofit of new influent pumps #1, #2, #3, & #6 complete
- Reinforcement and rehabilitation of outfall Junction Boxes #2 & #3
- Aeration Basins #3 & #4 in service 9/20/2010. Regional Board notified, startup waiver granted, and received.

## **ADMINISTRATION:**

- August 2010 Consulting Services Invoice submitted on August 12, 2010
- August 2010 Technical Services Invoice submitted on August 23, 2010
- August 2010 O&M Services Invoice – pending, CPI Adjustment in progress

**SAFETY AND TRAINING:**

Safety & Regulatory Training

- Monthly plant safety inspections for Novato WWTF completed on September 8, 2010
- Five Minute Tailgate training is held daily with the O&M staff.
- September 2, 2010, Injury and Illness Prevention Plan review

Skills & Technical Training

- Dean Heffelfinger – Operator Certification Training, two days.
- Veolia working on NFPA 70e, Arc Flash standard operating procedures and training.

**PUBLIC RELATIONS:**

- Several Odor Complaints Lea Drive & McClelland Drive. Investigation is ongoing.

**VWVOS CONTRACT:**

- Transitioned from Emergency Services Agreement to Full Service Operations and Maintenance Contract on August 9, 2010

**MISCELLANEOUS**

- SOP Field Reviews ongoing

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

John O'Hare	Technical Support
Aaron Winer	Management and Administration
Melissa Dempsy	Criticality Assessment

**WORK ORDER STATISTICS**

**September 1, 2010 - September 30, 2010**

	<b>Open Work Orders Due Prior to 9/1/10</b>	<b>Open Work Orders 9/1/10 - 9/30/10</b>	<b>Total Open Work Orders</b>
Preventative	33	188	221
Corrective	18	11	29
<b>Total</b>	<b>51</b>	<b>199</b>	<b>250</b>

	<b>Closed Work Orders 9/1/10 - 9/30/10</b>
Preventative	153
Corrective	9
<b>Total</b>	<b>162</b>

<b>Total Outstanding Work Orders as of September 1, 2010</b>	<b>88</b>
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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					
Regular Time Worked on Coll. Sys.	664	586	683	571	533	650	592	559	669				5,507	
Regular Time Worked on Pump Sta	332	253	266	277	210	183	266	346	279				2,412	
Regular Time Worked on Other	6	25	56	5	13	0	28	12	17				162	
Vacation/Sick Leave/Holiday	356	354	481	24	106	122	133	151	370				2,096	
Overtime Worked on Coll. Sys.	16	15	22	29	46	47	37	15	49				275	
Overtime Worked on Pump Sta	50	22	42	40	50	28	43	48	31				354	
Overtime Worked on Other	0	8	17	0	0	0	1	0	8				33	
After Hours Callouts	1	0	0	0	0	0	0	0	0				1	
Service calls, normal hours	10	6	11	4	2	5	14	3	8				63	
Average S. C. response time (mins)	28	18	51	18	18	28	21	10	15				207	
<b>Productivity</b>														
Rodder 3203 Ft. Cleaned	4,781	13,489	1,757	4,311	1,749	6,346	1,706	2,182	0				36,321	4,036
Truck 3205V Ft. Cleaned	638	16,422	22,889	61,242	23,116	24,276	22,041	14,551	13,454				198,629	22,070
Truck 3206V Ft. Cleaned	38,870	39,448	51,850	8,051	16,341	20,086	22,047	9,936	19,694				226,323	25,147
Camera Ft. Videod														
Work Orders Completed	133	267	230	219	119	145	225	138	164				1,640	
Total Footage Cleaned	44,290	70,218	76,496	73,604	41,206	50,708	45,794	26,669	33,148	0	0	0	462,133	38,511
<b>Stoppages</b>														
Minor	3	3	2	1	3	2	2	3	2				21	
Major	0	0	1	1	3	1	2	2	0				10	
Overflow Gallons	3	3	1	0	0	1	0	1	2				11	
Volume Recovered	5,675	9,380	109	50	35	10,000	85	2,590	2,412				30,336	
Percent Recovered	250	278	42	50	35	4,975	60	2,008	814				8,512	
	4%	3%	39%	100%	100%	50%	71%	78%	34%				5	
<b>Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	65	117	109	123	71	78	77	47	46					
Total Stoppages/100 Miles	1.3	1.3	0.8	0.4	1.3	0.8	0.8	1.3	0.8				14	
Average spill response time (mins)	5	18	11	0	16	33	20	15	8				3	
Callouts/100 Miles	5.0	3	5	1.7	0.8	2	3.6	1.3	3.5				168	
Overtime/100 Miles	29	7	10	13	43	21	16	7	22.0					
Overflow Gallons/100 Miles	2522	4169	48	22	16	4444	38	1151	1072				13482.10	



# Vehicle Activity Summary

Cleaning and CCTV from 09/01/2010 to 09/30/2010

Flushing	Work Orders	Footage
3206V(Vector Truck)	90	19,777 ft
3205V(Vector Truck)	75	13,454 ft
	165	33,231 ft
<b>Total:</b>	<b>165</b>	<b>33,231 ft</b>

# NOVATO SANITARY DISTRICT

## Reclamation Facilities

Monthly Report for September, 2010

### Summary

Ranching operations this month were normal with nothing significant to report. Irrigation operations were normal. Sludge disposal to the Dedicated Land Disposal continued this month.

### Rancher Operations

The rancher focused on tending to his cattle and continued minor sprinkler system and freshwater system repairs and replacing failed sprinkler heads. Most of the operations at this point are considered normal, moving cattle every few days as scheduled. The rancher was moving haystacks out of all storage areas.

### Irrigation Systems

No significant problems were found on the irrigation system this month. Parcels being irrigated are absorbing the water being applied except for some minor ponding. The Marin Sonoma Mosquito Abatement District treated a total of 5 acres to prevent mosquito production and reported back that they are not concerned with this small area. Irrigation times were scaled back to lessen the amount of irrigation water applied.

At Site 2 all parcels available to irrigate have irrigated without any problems this month. All parcels are irrigating on a regular schedule except for Parcels 1, 5 & 8. Parcels 1 & 5 are not in service due to plans to rehabilitate them later this season. One zone in Parcel 2 is out of service due to control issues. Valves and actuators have failed in Parcel 8 and must be replaced.

At Site 3 only Parcels 5, 6 & 7 are functioning automatically. Parcel 4 & 8 are out of service due to plans to rehabilitate them later this year. Parcels 1, 2 & 3 are being manually operated until staff can secure additional control boards for the irrigation zones. These control boards were removed in years past and used elsewhere. New control boards are currently in production. One zone in Parcel 5 is not functioning due to a bad valve. Parcel 2's irrigation was stopped due to work being completed on Junction Box No. 3 as part of the Treatment Plant Project. The entire control system shut down for one day due to a control panel failure caused by water in the control box.

At Site 7 all parcels available to irrigate have irrigated without any problems this month. All parcels are irrigating on a regular schedule except for Parcel 8. Parcel 8 is out of service because this parcel has the most issues with mosquito production. Pasture grass on a large portion of this parcel has been destroyed

# NOVATO SANITARY DISTRICT

## Reclamation Facilities

Monthly Report for September, 2010

over the years due to over irrigation and salt water intrusion. Staff may request this parcel be rehabilitated in the coming year. One zone each in Parcel 2 & 3 is out of service due to bad valves or actuators. One zone in Parcel 1 was off due to ponding issues along the levee for Simond's Slough. This area was regarded and the Zone was placed back in service.

### Irrigation Pump Station

87,370,000 million gallons (2.91 million gallons per day) of irrigation water was applied to the parcels in September.

### Dedicated Land Disposal

The District's contractor excavated solids from Sludge Lagoons No. 3 & 4 this month. A total of 6,500 yards of solids were removed and spread in the Dedicated Land Disposal (DLD) area at Site 2.