

# NOVATO SANITARY DISTRICT

Meeting Date: January 8, 2018

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m., Monday, January 8, 2018, at the District Offices, 500 Davidson Street, Novato.**

*Materials related to items on this agenda that are public records, 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). Note: All times and/or order of consideration for agenda items are for reference only. The Board of Directors may consider item(s) in a different order than set forth herein.*

## AGENDA

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

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

4. **REVIEW OF MINUTES:**
  - a. Consider approval of minutes of the December 11, 2017 regular meeting.
5. **CONSENT CALENDAR:**

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

- a. Approve regular disbursements, December 11, 2017 – January 8, 2018.
  - b. Ratify payroll and payroll related disbursements, December 2017.
  - c. Receive deposit summary, December 2017.
  - d. Receive report - submittal of Financial Transactions Report (FTR) to the State Controller's Office (SCO).
  - e. Approve Policy No. 4096 - Harassment Prevention Training and Education for Board Members.
6. **SOLID WASTE – INFORMATIONAL ITEMS:**

*These items are for information only - no action will be taken by the Board on these items as a result of any discussion or any comments made.*

- a. Receive update on transition of Solid Waste Collection Services from Novato Disposal Service (NDS) to Recology Sonoma-Marín (RSM) – information only.

**7. WASTEWATER OPERATIONS:**

- a. Receive Wastewater Operations Reports, December 2017:
  - Collection Systems
  - Treatment Facilities
  - Reclamation Facilities

**8. CAPITAL PROJECTS:**

- a. *Admin Building Upgrade/Maint. Building, Account No. 73003:* Review bids received for the Maintenance Building Phase 3- Modular Building Project, reject all bids, and authorize the General Manager-Chief Engineer to so inform all bidders.

**9. ADMINISTRATION:**

- a. Receive preview of presentation titled “CalOSHA and Civil Liability When Using Contractors”, to be presented by the Administrative/Risk/Safety Services Officer at the California Sanitation Risk Management Authority (CSRMA) seminar during the California Association of Sanitation Agencies (CASA) Winter conference, Palm Springs, January 24-26, 2018.

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

- a. North Bay Watershed Association (NBWA) meeting, January 5, 2018.

**11. INFORMATIONAL ITEMS:**

*These items are for information only - no action will be taken on these items as a result of any discussion or any comments made.*

- a. City Of Novato – Notice of City Council Reorganization.
- b. Marin IJ article dated December 22, 2017: “State pension board decision could fuel tax increases”.

**12. GENERAL MANAGER’S REPORT AND ANNOUNCEMENTS:**

**13. ADJOURNMENT:**

Next Resolution No. 3117.

**Next regular meeting date: Monday, February 12, 2018, 5:30 PM, at the Novato Sanitary District office, 500 Davidson Street, Novato, CA.**

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

## NOVATO SANITARY DISTRICT

### Board Meeting Minutes

Meeting Date: December 11, 2017

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, December 11, 2017, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jerry Peters, Directors William Long, Jean Mariani, and Brant Miller. Director Carole Dillon-Knutson was absent (excused).

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, and Administrative Secretary Julie Hoover.

ALSO PRESENT: John Bailey, Project Manager, Veolia Water  
John O'Hare, Veolia Water  
Erik Brown, Technical Services Manager, Novato Sanitary District  
Dale Thrasher, Admin. Services/Safety Officer, Novato Sanitary District  
Laura Creamer, Finance Officer, Novato Sanitary District  
David Alvey, Audit Partner and Vice President, Maze and Associates  
Andrew Brown, Director of Investments, HighMark Capital  
Management  
Mitch Barker, Executive Vice President, PARS  
Rich Souza, CSW  
Susan Stompe, Co-Chairman, 'Novato Clean and Green Day'

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

The General Manager stated that Director Dillon-Knutson would not be present at the meeting (excused absence).

REVIEW OF MINUTES:

Consider approval of minutes of the November 13, 2017 meeting.

Director Miller stated that after discussion with the Board recorder, he would like to revise the meeting minutes of November 13, 2017, page two, paragraph four as follows: "Director Miller stated that he would like the Board to know that the District is not insured against possible losses due to participation in Flood Control activities which this item enters the District into. He stated that he believed that the contract has been drafted in such a way that the contract provisions will protect the District, and he invited District Counsel to provide additional information if he deemed necessary."

*On motion of Director Miller, seconded by Director Long, and carried unanimously by those Directors present, the November 13, 2017 Board meeting minutes were approved as amended.*

SPECIAL ANNOUNCEMENT/RECOGNITION:

- Receive report – District receives two awards from the California Water Environment – Redwood Empire Section (CWEA-RES) for 2017 Collection System of the Year (Small), and Collection System Worker II PJ Siragusa as 2017 Collection System Person of the Year. The General Manager announced that the Novato Sanitary District had received two awards from CWEA. He congratulated the Collections System Department for their achievements and for a job well done, noting that the Department will now be in consideration for CWEA recognition at the State level. He noted that this was the third year in a row that Collections System personnel have received the Collection System Person of the year award.

CONSENT CALENDAR:

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

- a. Approve Board member disbursements in the amount of \$1,400.73, regular disbursements in the amount of \$74,810.02, and capital project disbursements in the amount of \$5,414,232.19. Ratify November's regular disbursements in the amount of \$368,350.07 and capital project disbursements in the amount of \$25,254.50.
- b. Ratify November's payroll and payroll related disbursements in the amount of \$233,775.10.
- c. Receive deposit summary, November 2017.
- d. Approve Director Long and the General Manager-Chief Engineer's attendance at the California Association of Sanitation Agencies (CASA) Annual Washington DC conference, February 26-28, 2018.
- e. Cancel the Board meetings of January 22<sup>nd</sup> and February 26<sup>th</sup>, 2018.
- f. Receive Fixed Asset Deletion Report for Fiscal Year (FY) 2016-17.
- g. Authorize the General Manager-Chief Engineer to approve Project Plans for Sewer Main Extension (SME); and adopt Resolution Nos. 3113 and 3114 authorizing acceptance of grant of sewer easements – Hamilton Parkway SME (Hamilton Cottages Subdivision).
- h. Authorize the General Manager-Chief Engineer to approve Project Plans for Sewer Main Extension (SME); and adopt Resolution Nos. 3115 and 3116 authorizing acceptance of grant of sewer easements – 571 McClay Road SME (Saratoga Fund II, LLC).

*On motion of Director Miller, seconded by Director Long, and carried unanimously by those Directors present, the above listed Consent Calendar items were approved.*

Susan Stompe, Co-Chair of Novato Clean and Green Day, requested approval to address the Board (she was not present during Public Comment), and President Peters agreed. Ms. Stompe stated that she was representing the Novato Streetscape Committee, and thanked the Novato Sanitary District for the assistance provided for past Clean and Green Day events. She stated that, at this time, the posters used to announce the Clean and Green Day event are worn and she would like to replace them before the April 2018 event. She

requested the Board approve an expenditure for two new posters, approximately 4ft by 6ft, at a cost of \$2,259.54.

President Peters expressed his appreciation to the Novato Streetscape Committee for hosting Clean and Green Day, noting that it was an admirable event.

The General Manager stated that the request for funds was within his signing authority, and stated that, if the Board had no objections, he would move forward with the request to pay for two new posters. There were no objections from the Board members.

#### FINANCE COMMITTEE:

##### - Receive report from the District's independent external auditor, Maze and Associates.

The General Manager stated the District's annual financial audit for the year ended June 30, 2017, had been completed by the District's independent external auditors, Maze and Associates. He introduced David Alvey, from Maze and Associates, and noted that Mr. Alvey would review the Draft Comprehensive Annual Financial Report for fiscal years ended June 30, 2017 and June 30, 2016 with the Board.

Mr. Alvey stated he would review the District's Comprehensive Annual Financial Report (CAFR) and the "Memorandum on Internal Control and Required Communications for Year ended June 30, 2017". He began with the CAFR, noting that Maze and Associates had rendered an unmodified (clean) audit opinion, which is the highest rating given. He discussed changes that affected the current audit, and would subsequently appear on the FY2018 audit. Mr. Alvey then discussed the Memorandum on Internal Control and Required Communications. He stated that Maze and Associates found no significant deficiencies, no other matters, and no material weaknesses when internal controls were reviewed. Mr. Alvey stated that District Finance Officer Laura Creamer was very accommodating throughout the audit process.

- Receive Finance Committee report and recommendation, and accept the Comprehensive Annual Financial Report (CAFR) for the years ended June 30, 2017 and 2016, including: Fiscal Year FY16-17 audit, and audited financial statements for the years ended June 30, 2017 and 2016. The General Manager stated that the Finance Committee (consisting of Directors Mariani and Long) held a meeting on December 4, 2017, and reviewed the CAFR and the Memorandum on Internal Control and Required Communications for Year ended June 30, 2017, with representatives from Maze and Associates. Director Long stated that the presentation to the Finance Committee was productive and that all questions were answered with clarity. Director Mariani thanked Maze and Associates for their efforts, noting that the audit process continues to improve every year.

- Receive and accept "Memorandum on Internal Control and Required Communications for Year ended June 30, 2017" from the District's independent outside auditor, Maze and Associates.

*On motion of Director Mariani, seconded by Director Long, and carried unanimously by those Directors present, the Board accepted the Comprehensive Annual Financial Report (CAFR) for the Years Ended June 30, 2017 and 2016, including Audited Financial*

*Statements, and accepted the Memorandum on Internal Control and Required Communications for Year ended June 30, 2017*

- Authorize staff to submit the District's CAFR to the Government Finance Officers Association (GFOA) for consideration of the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

*On motion of Director Mariani, seconded by Director Miller, and carried unanimously by those Directors present, the Board authorized staff to submit the District's CAFR to the Government Finance Officers Association (GFOA) for consideration of the GFOA's Certificate of Achievement for Excellence in Financial Reporting.*

#### ADMINISTRATION:

- Receive update on the District's combined Post-Employment Benefits Trust from Public Agency Retirement Services (PARS) representatives, and provide direction as needed.

The General Manager stated that at its November 14, 2016 meeting, the District Board approved implementing a combined Post-Employment Benefits Trust with Public Agency Retirement Services (PARS), to address the District's GASB 45 and 68 liabilities. He noted that the District has been investing money in the fund since inception and noted that it has done well, given the District's conservative stance within the portfolio. He noted that Mitch Barker of PARS and Andrew Brown of HighMark Capital Management were present and would review the District's Trust accounts and portfolio performance with the Board.

Mitch Barker, Executive Vice President of PARS, addressed the Board and provided an informational packet titled, "Novato Sanitary District: OPEB Prefunding Trust Program and Pension Rate Stabilization Program (PRSP) Client Review, December 11, 2017". Mr. Barker noted that the District's OPEB/Pension Program Team consisted of three partners: PARS, (Trust Administrator & Consultant), US Bank, (Trustee), and HighMark Capital Management, (Investment Manager). Mr. Barker then provided an overview of the District's OPEB & PSRP plans (accounts) within the Trust, including a summary of contribution amounts and earnings through October 31, 2017.

Andrew Brown, Senior Portfolio Manager and Director of Investments, HighMark Capital Management, provided an investment/allocation review of the District's current portfolio as of October 31, 2017. He noted that the District's investment objective has been conservative and provided details of portfolio performance since inception in January 2017. He suggested the District take additional risk due to the long-term nature of the District's goals, and recommended moving the District's PARS Trust funds from the current Conservative portfolio to the Moderately Conservative Portfolio. He outlined expectations for this Portfolio, noting its historic returns from 2008 through 2016, and encouraged the District to think in terms of long-term investment objectives.

The Board discussed the pros and cons of moving funds in the District's PARS Trust accounts from the Conservative portfolio to the Moderately Conservative Portfolio, with Mr. Brown offering further clarification. The General Manager noted that the District has received sound advice in the past from both Mitch Barker and Andrew Brown. He stated that he felt reasonably comfortable in recommending that the Board authorize the Plan Administrator to move the District's PARS Trust fund account from the Conservative

Portfolio to the Moderately Conservative Portfolio. Director Long stated that he preferred moving the OPEB account of the Trust fund to the Moderately Conservative Portfolio and retaining the PSRP (pension) account in the Conservative portfolio.

*On motion of Director Long, seconded by Director Mariani, and carried unanimously by those Directors present, the Board authorized the General Manager-Chief Engineer to move the District's OPEB Prefunding Trust Program account with HighMark Capital Management, from the Conservative Portfolio to the Moderately Conservative Portfolio.*

Mr. Barker suggested that he and Mr. Barker return in six months to provide an update to the Board on the accounts performance.

At 6:37 p.m., President Peters declared a ten-minute recess.

Mitch Barker, Andrew Brown, and David Alvey, left the meeting.

At 6:49 p.m., President Peters reconvened the meeting.

#### WASTEWATER OPERATIONS:

##### - Receive Wastewater Operations Reports, November 2017: Collection System; Treatment Facilities; Reclamation Facilities.

The Technical Services Manager provided the Collection Systems Report for November 2017. He stated that the Collections department cleaned 99,238 lineal feet of sewer pipelines and completed 363 maintenance work orders of the 382 that were generated. He stated that 490 feet of sewer main were televised, and that this work did not identify any areas that required spot repairs. He stated that CCTV work in connection with a sanitary sewer overflow that occurred in November, identified a grease accumulation in a portion of the line. Sewer cleaning frequency for that location was increased from every twelve months to every six months.

The Technical Services Manager outlined the specialized training staff attended in November. He stated that five Collections Department staff members along with the Collections System Superintendent and the Technical Services Manager attended the California Water Environment Association – Redwood Empire Section (CWEA-RES) Annual Awards Banquet. He stated that he was proud that the District's Collections Department received the CWEA-RES Collection System of the Year Award and also that CSW II Peter Siragusa received the CWEA-RES Collection System Worker of the Year Award. The General Manager noted that the awards reflected the hard work and high achievement efforts of the Collections Department and Mr. Siragusa.

The Technical Services Manager stated that there were no lost time accidents for 2,454 accident-free days. He stated that there was one (1) sanitary sewer overflow (SSOs) in November with an estimated loss of 4,200 gallons. He noted that grease accumulation was the probable cause of the overflow.

Veolia Project Manager John Bailey then provided an overview of the Treatment Facilities Monthly Operations Report for November. Mr. Bailey stated that page 152 in the report was

a duplicate of page 163, and he provided the Board with the correct page 152. He discussed the maintenance of the digester flare, and noted that the flare had brief malfunctions over the last year, resulting in excursions of the District's BAAQMD permit. He stated that he would provide a complete summary of details of these incidences in the 2017 Annual Operations and Maintenance report. He outlined the safety training that was completed in November, and stated that safety performance was excellent with a total of 2,746 accident-free days. He reviewed the period's key events, and monthly safety and training topics.

The Project Manager stated that he was pleased to announce two successful outreach efforts that took place in November. He noted that on November 2<sup>nd</sup>, Veolia employee Liz Falejczyk and District employee Julie Hoover attended the monthly Community Meeting at the Deer Park Retirement Community apartments. They provided demonstrations on 'What Not to Flush' and discussed other wastewater treatment topics. Further, he noted that on November 8<sup>th</sup>, the District and Veolia hosted 42 fourth graders from Olive Elementary School, with Liz Falejczyk facilitating the event. He stated that the students received an introduction to sewers, flushable vs. non-flushable wipes, as well as other educational topics. He commented that it was a very successful outreach event and commended Ms. Falejczyk for her skill and enthusiasm while working with the students. He stated that Veolia was interested in engaging in more outreach to the community.

The Technical Services Manager then summarized the Reclamation Facilities report for November 2017. He stated that the rancher was wrapping up operations for the season, moving all but about 35 head of cattle off site. He stated that District staff met with the rancher to discuss next year's operations and water availability for ranching operations. He noted that there were no irrigation or sludge handling activities in November.

#### CAPITAL PROJECTS:

- Collection System Improvements, Account No. 72706: Receive an update on the development of the District's Collection System Master Plan (CSMP) from District staff – Information only. The General Manager noted that this item was for informational purposes. Technical Services Manager Erik Brown stated that the District had contracted with RMC Water and Environment to provide the District with an up-to-date Collection System Master Plan. He then provided an overview of the CSMP, including the Plan's objectives, and the District's expectations of what the CSMP would provide to the District. He provided an update of RMC's progress to date, including a brief discussion of the data provided by the prior winter's flow monitoring study.

#### BOARD MEMBER REPORTS AND REQUESTS:

Director Miller discussed his attendance at the North Bay Watershed Association (NBWA) meeting, which met on December 1<sup>st</sup>, at the District office. He noted that most presentations focused on post-fire activities and those agencies involved in the fire events in Sonoma County. He stated that the meeting was very educational, and that no action was taken related to funding new programs.

Director Long discussed his attendance at the North Bay Water Reuse Authority (NBWRA) meeting, which met on December 4<sup>th</sup> at the District office. He commented on a presentation

that was provided by a Bureau of Reclamation representative, titled: "Reclamation, Managing Water in the West". Director Long stated that he would provide this presentation to the General Manager, and requested that he then forward it to all Board members.

INFORMATIONAL ITEMS:

- Novato Advance newspaper article (week of November 22, 1017) titled: "Sanitary District refinances, says it will save \$2.3 million".

The General Manager noted that the article appeared on the front page of the November 22, 2017 edition of the Novato Advance, and that the article reflected material presented in a press release prepared by Martin Rauch, the District's outreach consultant.

GENERAL MANAGER'S REPORTS AND ANNOUNCEMENTS:

- The General Manager stated that he has been nominated to the CA Sanitation Risk Management Authority (CSRMA) Executive Board of Directors. He stated that he has accepted the nomination, and said that a vote will take place at the California Association of Sanitary Agencies (CASA) Conference in Palm Springs in January 2018.
- The District had received an invitation from the Novato City Council for the Board President to make a presentation at their January 9<sup>th</sup>, 2018 Council meeting. President Peters stated that he had a scheduling conflict and requested that the General Manager seek to postpone the presentation for a later date.
- The California Association of Sanitary Agencies (CASA) Winter Conference is being held in Palm Springs, January 24-26, 2018. Directors were asked to confirm their attendance with the Administrative Secretary.
- The General Manager asked the Administrative Services Officer Dale Thrasher to provide information on upcoming training for the Board members. Mr. Thrasher stated that, due to a change in regulations, Harassment Prevention Training is now required for all Board members of public agencies. He stated that a CalChamber web-link would be provided to each Director via email, and requested that the training be completed by December 31, 2017.
- The next Regular Board meeting is scheduled for Monday, January 8, 2018 at 5:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 7:34 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Hoover, Recording

**Novato Sanitary District  
Board Fees - December 2017**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Jan 8, 18</b>			
01/08/2018	5278	Long, William C	521.57
01/08/2018	5279	Mariani, Jean M	489.57
01/08/2018	5281	Peters, Arthur Gerald	204.79
01/08/2018	5280	Miller, Brant	
<b>Jan 8, 18</b>			<u><u>1,215.93</u></u>

# Novato Sanitary District Operating Check Register

December 26, 2017

Date	Num	Name	Credit
<b>Dec 26, 17</b>			
12/26/2017	61379	Veolia Water North America, Inc.	173,574.83
12/26/2017	61372	Pacific, Gas & Electric	52,327.63
12/26/2017	61375	State Water Resources Control Bd...	48,779.00
12/26/2017	61380	Veolia Water North America, Lab	28,326.35
12/26/2017	61376	Stericycle	19,832.40
12/26/2017	61363	E & M Wonderware, Inc.	5,636.14
12/26/2017	61362	Citi Visa (Costco)	3,744.12
12/26/2017	61373	R3 Consulting Group, Inc.	2,050.00
12/26/2017	61370	North Marin Water District	1,954.60
12/26/2017	61360	Calcon Systems, Inc.	1,514.00
12/26/2017	61382	WECO	1,342.75
12/26/2017	61378	USA BlueBook	1,322.04
12/26/2017	61371	North Marin Water District Payroll	1,266.25
12/26/2017	61367	IEDA, INC	1,184.00
12/26/2017	61359	BoundTree Medical, LLC	602.19
12/26/2017	61364	Frontier California Inc EQ	574.53
12/26/2017	61374	Ray Morgan, formerly Ricoh	360.30
12/26/2017	61365	Frontier Communications of CA	235.60
12/26/2017	61366	Grainger	148.77
12/26/2017	61381	Water Components & Building, Inc.	146.68
12/26/2017	61361	CDW Government, Inc.	143.00
12/26/2017	61358	Bearings & Hydraulics	110.46
12/26/2017	61357	Batteries Plus Inc	84.92
12/26/2017	dd	Karkal, Sandeep	78.57
12/26/2017	61369	NAPA Auto Parts	51.47
12/26/2017	61368	Medical Center of Marin	40.00
12/26/2017	61377	United Parcel Service	15.00
12/26/2017	61356	American Express-21007	5.00
<b>Dec 26, 17</b>			<b>345,450.60</b>

# Novato Sanitary District Operating Check Register

January 8, 2018

Date	Num	Name	Credit
<b>Jan 8, 18</b>			
01/08/2018	61417	Veolia Water North America, Inc.	173,574.83
01/08/2018	61396	CSRMA-	151,299.00
01/08/2018	61418	Veolia Water North America, Lab	28,789.90
01/08/2018	61409	PARS-PSRP-Post Employment Be...	9,298.00
01/08/2018	61419	Veolia Water Recycled Water Oper.	7,469.55
01/08/2018	61408	PARS-OPEB-Post Employment Be...	6,782.75
01/08/2018	61402	Johnson, Dee	4,770.00
01/08/2018	61405	North Marin Water District	4,689.34
01/08/2018	61393	CASA	4,650.00
01/08/2018	61391	Caltest Analytical Lab Inc.	4,386.15
01/08/2018	61404	Liebert, Cassidy, Whitmore	2,300.00
01/08/2018	61398	Dearborn National	2,257.34
01/08/2018	61385	Alpha Analytical Lab, Inc.	1,603.00
01/08/2018	61412	SMART	1,532.18
01/08/2018	61411	Rauch Communication Consultant...	1,303.25
01/08/2018	61401	Jan-Pro Cleaning Systems	1,005.00
01/08/2018	61389	Beecher Engineering, Inc	975.00
01/08/2018	61403	Leonardi Automotive & Electric, Inc.	614.23
01/08/2018	61388	B.W.S. Distributors, Inc.	529.40
01/08/2018	61420	Vision Service Plan	499.26
01/08/2018	61394	Cintas Corporation	485.06
01/08/2018	61390	Cagwin & Dorward Inc.	448.00
01/08/2018	61399	Evoqua Water Technologies - Lab	423.75
01/08/2018	61406	Nute Engineering Inc.	273.00
01/08/2018	61421	VWR International Inc.	259.89
01/08/2018	61395	Claremont EAP, Inc.	250.00
01/08/2018	61410	Pini Hardware	230.12
01/08/2018	61392	Cantarutti Electric, Inc	188.00
01/08/2018	61397	CWEAmembers	180.00
01/08/2018	61407	Orkin Pest Control, Inc.	150.34
01/08/2018	61413	SRS Private Investigations, Inc	120.00
01/08/2018	61414	Staples Advantage	115.10
01/08/2018	61415	TNT Safety Enterprises, Inc.	105.00
01/08/2018	61387	AT&T Mobility	63.35
01/08/2018	61386	American Messaging	59.13
01/08/2018	61400	First Alarm	41.11
01/08/2018	61416	USA BlueBook	12.04
<b>Jan 8, 18</b>			<b><u>411,732.07</u></b>

# Novato Sanitary District Capital Projects Check Register

December 26, 2017

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Date	Num	Name	Credit
<b>Dec 26, 17</b>			
12/26/2017	3236	Lateral-Matos	2,000.00
12/26/2017	3237	Lateral-Rousseau	2,000.00
12/26/2017	3238	Marin Independent Journal - Subs	778.25
<b>Dec 26, 17</b>			<b><u>4,778.25</u></b>

# Novato Sanitary District Capital Projects Check Register

January 8, 2018

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Date	Num	Name	Credit
<b>Jan 8, 18</b>			
01/08/2018	3248	Woodard & Curran formerly RMC	6,759.45
01/08/2018	3246	Miksis Services Inc	6,045.00
01/08/2018	3247	Nute Engineering Inc.	2,941.00
01/08/2018	3245	Lateral-Smith, Donna	2,000.00
01/08/2018	3244	GHD Inc.	1,386.00
<b>Jan 8, 18</b>			<b><u>19,131.45</u></b>

**Novato Sanitary District**  
**Payroll and Payroll Related Disbursements**  
**December - 2017**

Date	Description	Amount
12/29/2017	December Payroll	100,960.99
12/29/2017	United States Treasury	21,535.81
12/29/2017	EDD	6,512.35
12/20/2017	CalPERS Health	29,453.13
12/20/2017	December - Retirees Health Benefits	17,375.56
12/20/2017	PARS-OPEB Contribution	6,782.75
12/20/2017	PARS-Pension Contribution	9,298.00
12/20/2017	CALPERS Retirement	9,780.09
12/20/2017	CALPERS Retirement	9,407.77
12/20/2017	CalPers Supplemental Income Plan	1,500.00
12/20/2017	Lincoln Financial Group 457	8,635.00
12/20/2017	Lincoln Financial Group 457 Roth	750.00
12/20/2017	Lincoln Financial Group-401a Plan	7,455.72
12/20/2017	Local Union 315	500.00
12/20/2017	ICMA-RC Retiree Health Program	982.89
		<b>230,930.06</b>

Type	Date	Name	Account	Amount
<b>Deposit</b>	<b>12/08/2017</b>		<b>11113 - Westamerica - Operations</b>	
		USCG-Finance Center	11200- Accounts Receivable	15,342.70
<b>TOTAL</b>				<b>15,342.70</b>
<b>Deposit</b>	<b>12/12/2017</b>		<b>11113 - Westamerica - Operations</b>	
		MISC-	66090 - Office Expense	35.00
		County of Marin	51015 - Property Taxes	53.00
		Rescue Rooter	41040 - Permit & Inspection Fee	40.00
		Allied Restoration Company	41090 - Non-domestic Permit Fees	85.00
		Sewer Connection	41040 - Permit & Inspection Fee	40.00
		County of Marin	51015 - Property Taxes	365.88
		Ben Franklin Plumbing	41040 - Permit & Inspection Fee	40.00
		Ben Franklin Plumbing	41040 - Permit & Inspection Fee	40.00
		North Marin Water District-	11200- Accounts Receivable	(1) 2,447.28
<b>TOTAL</b>				<b>3,146.16</b>
<b>Deposit</b>	<b>12/14/2017</b>		<b>11113 - Westamerica - Operations</b>	
		County of Marin	51015 - Property Taxes	393.72
		County of Marin	51015 - Property Taxes	2,155.46
		County of Marin	51015 - Property Taxes	1,512.25
		County of Marin	51015 - Property Taxes	35,785.91
		Veolia Water	11200- Accounts Receivable	(2) 5,473.98
<b>TOTAL</b>				<b>45,321.32</b>
<b>Deposit</b>	<b>12/18/2017</b>		<b>11113 - Westamerica - Operations</b>	
		County of Marin	41010 - Sewer Service Charges	5,172,215.39
			51010 - Sewer Service Charges	4,147,091.62
			51015 - Property Taxes	1,105,039.97
			21045 - Novato Heights Debt Service	88,682.79
			66202 - County Fees - Property Taxes	-15,876.58
			66203 - County Fees - Sewer Service Chg	-21,601.50
			21045 - Novato Heights Debt Service	-288.00
<b>TOTAL</b>				<b>(3) 10,475,263.69</b>
<b>Deposit</b>	<b>12/26/2017</b>		<b>11113 - Westamerica - Operations</b>	
		County of Marin	51015 - Property Taxes	5,820.26
		Reggie's Plumbing	41040 - Permit & Inspection Fee	40.00
		P,G & E	41090 - Non-domestic Permit Fees	175.00
		Golden Gate Bridge, Hwy & Trans -	11200- Accounts Receivable	(1) 1,300.86
<b>TOTAL</b>				<b>7,336.12</b>
<b>Deposit</b>	<b>12/29/2017</b>		<b>11113 - Westamerica - Operations</b>	
		Williams, Richard	41040 - Permit & Inspection Fee	60.00
		County of Marin	51015 - Property Taxes	64.28
		Marin Municipal Water District-	11200- Accounts Receivable	(1) 5,147.01
		Petaluma Septic	11200- Accounts Receivable	3,000.00
<b>TOTAL</b>				<b>8,271.29</b>
			<b>Total Deposits for December</b>	<b>10,554,681.28</b>
(1)	Collection of non-tax roll sewer service charges for first half of FY17-18.			
(2)	Collection of Veolia Water fourth quarter invoice for reimburseable expenses.			
(3)	First installment of property taxes and sewer services charges.			

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Submittal of Annual Financial Transactions Report (FTR) to the State Controller's Office (SCO).</b>	<b>MEETING DATE: January 8, 2018</b>  <b>AGENDA ITEM NO.: 5.d.</b>
<b>RECOMMENDED ACTION:</b> Receive report - submittal of Financial Transactions Report (FTR) to the State Controller's Office (SCO).	
<b>SUMMARY AND DISCUSSION:</b>  <p>Staff recently filed the District's Fiscal Year FY16-17 FTR with the SCO. Briefly, the FTR documents the District's financial position at year-end. It includes general information and financial information including the Consolidated Balance Sheet, Revenues, Expenses and Changes in Fund Equity, report on long-term debt, and footnotes if there were any significant changes from the District's prior year's FTR.</p> <p>Currently, the District files its FTR electronically. In years prior to FY15-16, an agency such as the District was required to file its FTR within 110 days after the end of its fiscal year per Government Code. However, Assembly Bill AB 341 (Achadjian) streamlined the SCO reporting process for special districts, cities, and counties, and extended the deadline for FTR submittal to the SCO from 110 days after the close of the fiscal year, to seven months. Staff timely filed the FTR to the SCO's website, and received confirmation of acceptance. More information and previous FTR filings can be found on the SCO's website: <a href="https://bythenumbers.sco.ca.gov/finance-explorer/view-by-special-district">https://bythenumbers.sco.ca.gov/finance-explorer/view-by-special-district</a>.</p>	
<b>ATTACHMENTS:</b> 1. Special Districts Financial Transactions Report Cover Page e-stamped with proof of Submittal for FY16-17.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence), Goal 3 (Alignment and Communications), and Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> lc, ssk	<b>GENERAL MANAGER:</b> SSK

# SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT COVER PAGE

## Special District of Novato Sanitary District (Marin)

Reporting Year: 2017

ID Number: 12302104400

**Certification:**

I hereby certify that, to the best of my knowledge and belief, the report forms fairly reflect the financial transactions of the special district in accordance with the requirements as prescribed by the California State Controller.

Special District Fiscal Officer

*L. Creamer*  
Signature

*Finance Officer*  
Title

*Laura Creamer*  
Name (Please Print)

*1/3/2018*  
Date

Per Government Code section 53891(a), this report is due within seven months after the close of the fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available.

Please complete, sign, and mail this cover page to either address below:

Mailing Address:  
State Controller's Office  
Local Government Programs and Services Division  
Local Government Reporting Section  
P.O. Box 942850  
Sacramento, CA 94250

Express Mailing Address:  
State Controller's Office  
Local Government Programs and Services Division  
Local Government Reporting Section  
3301 C Street, Suite 700  
Sacramento, CA 95816

The Financial Transactions Report was successfully submitted to the State Controller's Office on 1/3/2018 2:14:42 PM

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# Novato Sanitary District

## BOARD POLICY HANDBOOK

**POLICY TITLE:** Harassment Prevention Training

**POLICY NUMBER:** 4096

**4096** In addition to Ethics Training (see Policy No. 4095), all local agency officials (including elected officials) who receive any type of compensation or stipend are required to receive harassment prevention training and education within the first six (6) months of assuming office, and every two (2) years thereafter, pursuant to Government Code Section 53237.1(a).

**4096.1** All harassment prevention training must be presented by trainers with knowledge and expertise in the prevention of sexual harassment, discrimination, and retaliation.

**4096.2** Participants shall obtain proof of participation after completing the harassment prevention training.

**4096.3** District staff shall maintain records indicating both the dates that participants completed the harassment prevention training and the name of the entity that provided the training. These records shall be maintained for at least five years after the training is received, and are public records subject to disclosure under the California Public Records Act.

**4096.4** District staff shall provide the Board of Directors and other affected personnel with information on available training that meets the requirements of this policy.

**4096.5** Harassment prevention training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

**4096.6** Any director of Novato Sanitary District that serves on the board of another agency is only required to take the training once every two years, in compliance with State law. Separate Harassment Prevention Training is not required for each board.

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Solid Waste – Informational items.</b>	<b>MEETING DATE: January 8, 2018</b>  <b>AGENDA ITEM NO.: 6.a.</b>
<b>RECOMMENDED ACTION: Receive update on transition of Solid Waste Collection Services from Novato Disposal Service (NDS) to Recology Sonoma-Marin (RSM) - information only.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>In August 2017, Novato Disposal Service (NDS) formally notified the District that they were seeking to sell the company to Recology/Recology Sonoma-Marin (RSM). In order to process their transaction, both entities formally requested that the District Board assign the AMENDED AND RESTATED AGREEMENT BETWEEN NOVATO SANITARY DISTRICT AND NOVATO DISPOSAL SERVICE, INC. FOR SOLID WASTE COLLECTION, PROCESSING, DIVERSION AND DISPOSAL (2011) from NDS to RSM.</p> <p>The District Board retained R3 Consulting Group, Inc. (R3) of Sacramento, CA, and directed District Legal Counsel and staff (along with R3), to conduct a careful and detailed due diligence process of the assignment request. The Board’s Solid Waste Committee considered the assignment process at its meeting of November 1, 2017. Separately, the District Board received updates on the assignment process at its regularly scheduled meetings of September 11, 2017, October 9, 2017, and November 13, 2017. Subsequently, at its November 13, 2017 meeting, based on the results of the due diligence process as presented by District Legal Counsel, staff, and R3, the Board authorized assignment of the solid waste franchise from Novato Disposal Service to RSM.</p> <p>RSM has informed the District that the transaction has closed and that RSM is operating as of December 23, 2017. Subsequently, RSM has been going through the process of transitioning solid waste services operations from NDS to RSM. As is fairly common during such transitions, there have been initial issues relating to pick-up and customer services. RSM is aware of these issues and is working to resolve them. Staff anticipates that RSM has the ability and experience to be able to resolve these in a timely manner.</p> <p>Similarly, a billing issue has also arisen from the consolidation of the NDS billing software system and the RSM billing system. The issue has resulted in a number of customers being billed what appear to be incorrect amounts, and provides an incorrect reference to the City of Novato as the responsible entity for the approved rate increase for 2018. Recology has committed to correcting both items. Also, Recology discontinued a long-standing discount previously offered by NDS, where NDS essentially offered twelve months of service for a single, upfront pre-payment of eleven months of fees. Note that this discount is not addressed in the Franchise Agreement, and the District cannot compel Recology to offer it. However, on further discussion, Recology has indicated that they will offer a five percent discount in 2018 (as opposed to the approximately eight percent discount traditionally offered by NDS), before phasing it out in subsequent years.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> ssk	<b>GENERAL MANAGER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE:** Wastewater Operations Report, December 2017.

**MEETING DATE:** January 8, 2017

**AGENDA ITEM NO.:** 7.a.

**RECOMMENDED ACTION:** Receive Wastewater Operations Reports for December 2017:

- Collection Systems
- Treatment Facilities Operations
- Reclamation Facilities

**SUMMARY AND DISCUSSION:**

The December 2017 Wastewater Operations Report incorporating operations reports for collections systems, wastewater treatment operations, and the reclamation facilities is attached.

District and Veolia staff will be present at the meeting to provide overviews of the reports for their operational areas, and be available to discuss the reports or respond to any questions.

**ATTACHMENTS:** 1. Wastewater Operations Reports for the month of December 2017.

**STRATEGIC PLAN INFORMATION:** This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.

**DEPT. MGR.:** JB (Veolia), DD, EB

**GENERAL MANAGER:** SSK

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
December 2017**

Item 7.a.  
Attachment 1  
(Pages 22 to 27)

### 1.0 General:

The equivalent of about seven (7) full time employees (FTE) worked in the Collection System Department during the month. The breakdown of staff time for the month in terms of equivalent full-time employee hours utilized, works out approximately as follows:

- 2.2 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.3 FTE field workers for Pump Station Maintenance
- 0.0 FTE field workers for Closed Circuit Television (CCTV) work
- 1.9 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to the activities listed above, or special activities (for e.g. smoke testing of mainlines), and
- An equivalent of 1.6 FTE field workers for vacation, holiday or sick leave.

### 2.0 Collection System Maintenance:

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

#### Line Cleaning Performance

The sewer system ICOM3 Computerized Maintenance Management System (CMMS) generated 449 work orders for the month, which included 19 outstanding work orders from November. Collections staff completed 449 work orders, leaving 0 work orders outstanding. The completed work orders resulted in 91,945 feet of sewer pipelines cleaned by staff.

#### CCTV Performance:

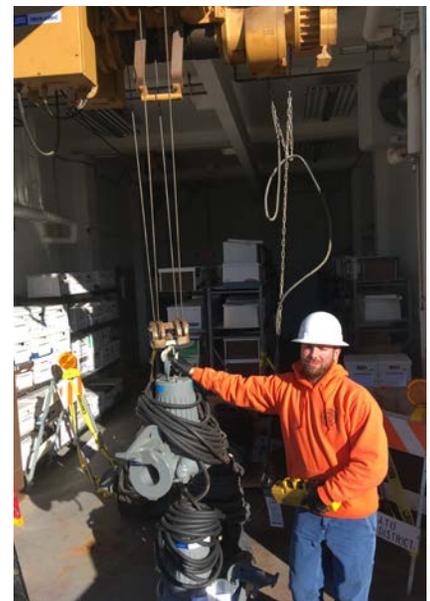
The District's CCTV van was in the field for one working day and televised a total of 132 feet of sewer main. Additionally, a private contractor completed cctv of 909 feet of 18" sewer main in connection with a warranty inspection for the Bel Marin Keys Trunk Sewer Rehab Project. No notable defects were observed.

#### CCTV Findings:

- Infrastructure related: CCTV work did not identify any areas that require spot repairs.
- O&M related: CCTV work did not identify any area that would require a change in sewer line maintenance operations.

### 3.0 Pump Station Maintenance:

The Collection System Department conducted 211 lift station inspections this month. 87 of the inspection visits were generated through the District's JobsCal Plus CMMS system. There is one (1) outstanding work order for the month. A Collection Systems (Pump Stations) Work Order Statistics summary is attached.



CSW II Aaron Hendricks performs monthly maintenance on District's spare pumps

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
December 2017**

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

Staff completed maintenance inspections on four (4) air relief/vacuum valves this month.

**5.0 Safety and Training:**

General:

Collection System staff attended three (3) safety tailgate meetings in December.

Specialized Training:

One Collections Department staff member attended Traffic Control Training hosted by East Bay MUD and presented by TNT Safety Enterprises.

Two Collections Department staff members, along with Russell Farmery (Electrical Instrumentation Tech. I) traveled to Modesto to pick up the District's new portable generator and receive training.

Safety performance:

There were no lost time accidents this month for a total of 2,485 accident free days since the last lost time accident.

**6.0 Miscellaneous Projects:**

Collections Department staff assisted a contractor with flow meter calibrations. Collections staff also assisted with the removal and replacement of the "Channel Monster" at the Ignacio Transfer Pump Station.

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

There were no sanitary sewer overflows in December.



District staff receive training on a new portable generator.

\*\*\*\*\*

Novato Sanitary District  
Collection System Monthly Report For December 2017 (as of December 31, 2017)

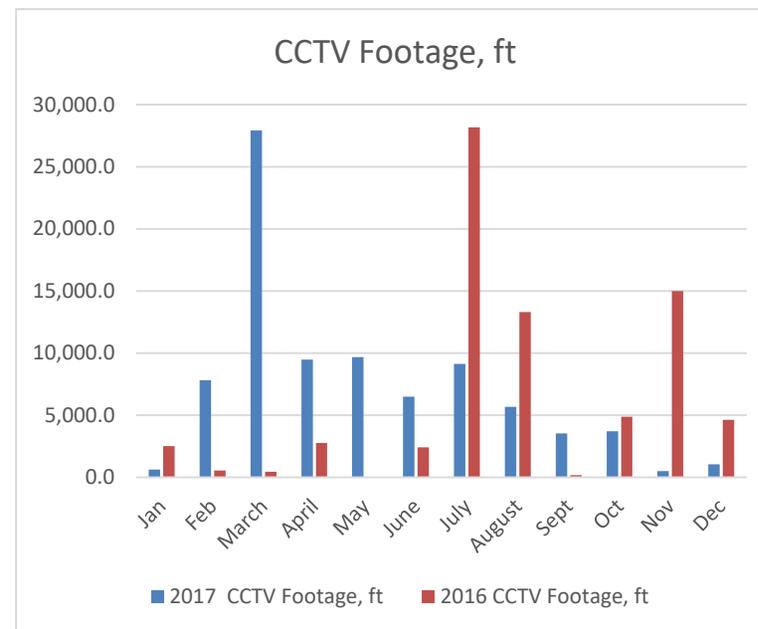
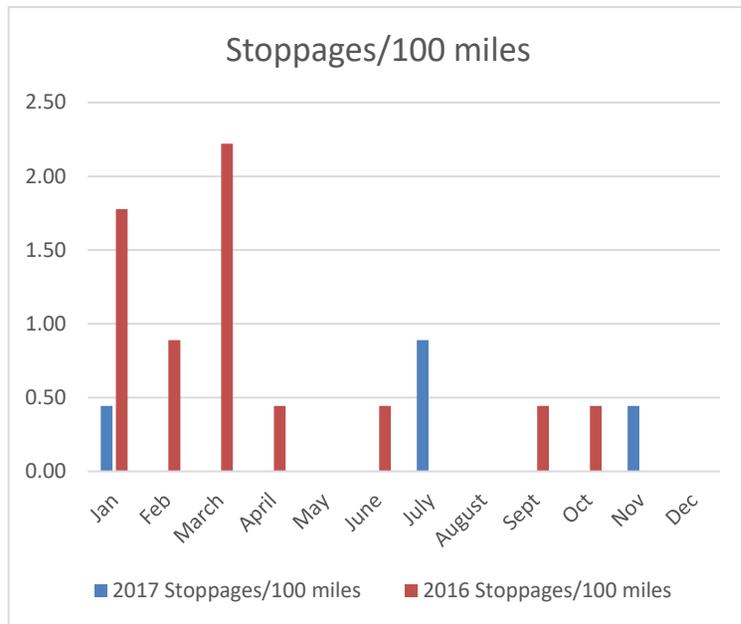
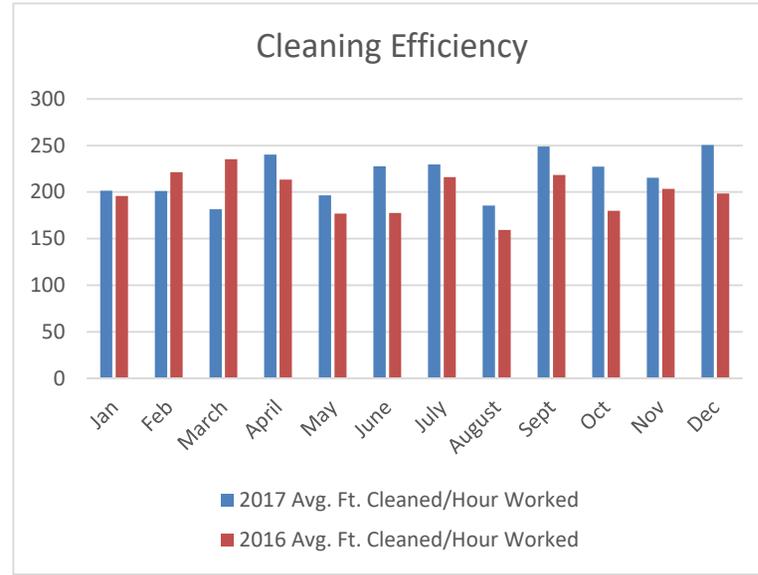
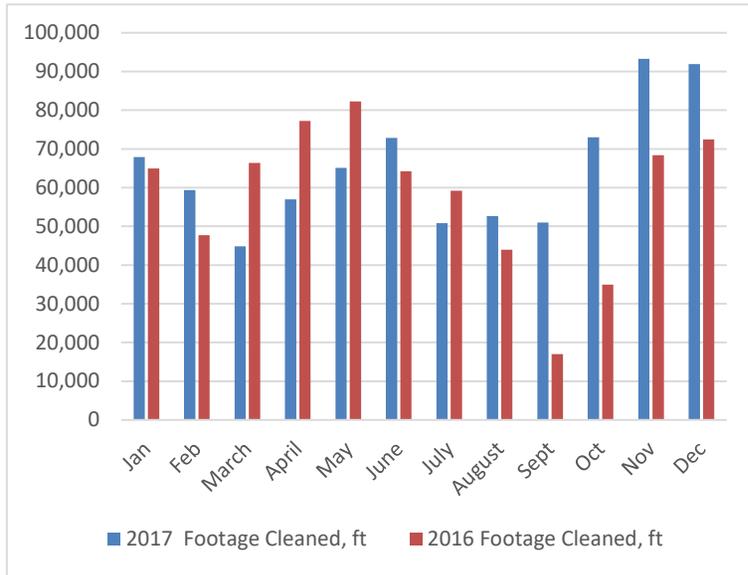
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning), hrs.	1.9	1.8	1.4	1.5	1.8	1.9	1.3	1.5	1.2	1.8	2.7	2.2	NA	1.8
Number of FTEs (other)	2.0	1.7	2.0	1.5	2.2	1.9	1.8	1.6	1.6	2.2	2.5	1.9	NA	1.9
Number of FTEs (CCTV)	0.0	0.4	1.0	0.5	0.3	0.2	0.3	0.1	0.0	0.1	0.1	0.0	NA	0.2
Total, FTEs	3.9	3.9	4.3	3.5	4.3	4.0	3.4	3.2	2.9	4.0	5.3	4.1	NA	3.9
Regular Time Worked, (main line cleaning), hrs	337	295	247	237	331	320	221	284	205	321	433	367		
Regular Time Worked on Other, hrs (1)	360	270	362	247	415	331	301	297	271	388	396	307		
Regular Time Worked on CCTV (2)	2	57	182	75	58	41	46	4	2	11	16	5		
Total Regular time, worked, hrs	699	622	791	559	804	692	568	585	478	720	845	678	8,040	670
Total Vacation/Sick Leave/Holiday, hrs	359	295	254	391	300	310	442	511	522	335	246	261	4,226	352
Vacation/Sick Leave/Holiday, FTEs	2.0	1.8	1.4	2.4	1.6	1.8	2.4	2.7	3.2	1.8	1.5	1.6	24.4	2.0
Overtime Worked on Coll. Sys., hrs	0	0	0	0	0	0	0	0	0	0	4	6	10	1
Overtime Worked on Other, hrs (1)	74	11	4	4	20	20	30	19	17	3	15	2	218	18
Overtime Worked on CCTV (2)	0	5	0	0	0	0	0	0	0	0	4	0	9	1
Total Overtime, hrs	74	16	4	4	20	20	30	19	17	3	23	8	237	20
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	39	28	6	15	66	34	22	63	31	96	51	80	531	44
Rodder 3208 ft. cleaned	8,884	5,385	1,145	3,310	11,176	6,466	4,356	10,492	6,034	18,173	9,357	14,800	99,578	8,298
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Flusher Work Orders generated	277	278	214	266	280	346	243	240	358	503	528	369	3,902	325
Truck 3205V ft. cleaned	8,395	12,037	512	776	4,349	7,096	1,304	2,340	25,672	12,621	22,104	20,049	117,255	9,771
Truck 3206V ft. cleaned	50,644	41,951	43,188	52,869	49,549	59,020	45,128	39,821	19,305	42,219	61,777	57,096	562,567	46,881
Flusher - outside services, ft. cleaned	0	0	0	0	0	284	0	0	0	0	0	0	284	0
Total Footage cleaned(3)	67,923	59,373	44,845	56,955	65,074	72,866	50,788	52,653	51,011	73,013	93,238	91,945	779,684	64,974
Work Orders completed	316	306	220	281	346	380	265	303	299	389	560	449	3,665	333
Work Orders backlog	0	0	0	0	0	0	0	0	90	210	19	0	768	154
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CCTV Truck 3126T, ft. videoed	0	7,055	27,927	8,727	9,682	5,414	6,808	541	0	539	490	132	67,315	5,610
CCTV (hand cam), ft. videoed	612	757	0	749	0	822	2,320	5,123	3,521	3,176	0	0	17,080	0
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	250	0	0	0	0	0	909	1,159	0
Total CCTV footage(3)	612	7,812	27,927	9,476	9,682	6,486	9,128	5,664	3,521	3,715	490	1,041	85,554	0
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category III)	1	0	0	0	0	0	2	0	0	0	1	0	4	NA
Major (Category II)	1	0	0	0	0	0	1	0	0	0	0	0	2	NA
Major (Category I)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category I)	0	0	0	0	0	0	1	0	0	0	1	0	2	NA
Overflow Gallons	90	0	0	0	0	0	4,826	0	0	0	4,200	0	9,116	NA
Volume Recovered	0	0	0	0	0	0	600	0	0	0	50	0	650	NA
Percent Recovered	0%	NA	NA	NA	NA	NA	12%	NA	NA	NA	1%	NA	7%	NA
<b>D. Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	9	9	6	3	2	3	6	1	2	3	4	5	47	4
Normal hours S.C. response time, mins (avg.)	10	12	18	15	23	10	25	40	29	18	25	27	252	21
Service Callouts, after hours, #	0	1	0	0	0	0	1	0	0	0	0	1	3	0
After Hours S.C. response time, mins (avg.)	NA	30	NA	NA	NA	NA	30	NA	NA	NA	N/A	12	72	24
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	202	201	182	240	197	228	230	185	249	227	215	251	NA	217
Total Stoppages/100 Miles	0.4	0.0	0.0	0.0	0.0	0.0	0.9	0.0	0.0	0.0	0.4	0.0	1.7	NA
Average spill response time (mins)	0	NA	NA	NA	NA	NA	15	NA	NA	NA	10	NA	NA	8
Callouts/100 Miles	0.0	0.4	0.0	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.4	1.3	0.1
Overtime hours/100 Miles	0	0	0	0	0	0	0	0	0	0	2	3	4.44	0
Overflow Gallons/100 Miles	39	0	0	0	0	0	2,098	0	0	0	1826	-	3,963	330

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

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

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

# Collection System: 2017 & 2016 Graphs



Novato Sanitary District

Pump Station Monthly Report For December 2017 (as of December 31, 2017)

	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>	218	239	276	205	246	239	212	251	185	236	184	250	2,740	
Number of Employees (FTEs)	1.2	1.3	1.3	1.1	1.1	1.2	1.0	1.1	1.0	1.1	0.9	1.3		1.1
Regular Time Worked on Pump Sta	190	203	235	172	206	205	174	211	157	191	152	209	2,304	
Overtime Worked on Pump Sta	28	36	41	33	40	34	38	40	28	45	32	41	436	
After Hours Callouts	3	3	6	4	5	2	4	4	1	5	2	4	43	
Average Callout response time (mins)	23	28	30	13	24	17	26	24	28	27	37	32	309	26
<b>Work Orders</b>														
Number generated in month	99	95	87	91	117	98	106	90	93	112	80	86	1154	96
Number closed in month	99	95	87	91	115	98	106	90	93	112	80	86	1152	96
Backlog	0	0	0	0	2	0	0	0	0	0	0	0	2	0

**PUMP STATIONS  
WORK ORDER STATISTICS  
December 1, 2017-December 31, 2017**

	<b>Open Work Orders Due Prior to 12/1/2017</b>	<b>Open Work Orders 12/1/2017-1/31/2017</b>	<b>Total Open Work Orders</b>
Preventive	0	87	87
Corrective	0	0	0
Total	0	87	87

	<b>Closed Work Orders 12/1/2017 - 12/31/2017</b>
Preventive	86
Corrective	0
Total	86

<b>Total Outstanding Work Orders as of 12/31/2017</b>	<b>1</b>
---	----------



January 3, 2018

Mr. Sandeep Karkal  
General Manager – Chief Engineer  
Novato Sanitary District  
500 Davidson Street  
Novato, CA 94545

**Subject: Veolia Water Operations Report – December 2017**

Dear Mr. Karkal:

I am pleased to provide the Monthly Operations report for December 2017.

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

Best regards,

A handwritten signature in blue ink, appearing to read "John Bailey", written over a circular stamp.

John Bailey  
Project Manager, Veolia

# Veolia Water Operations Report

## MONTHLY OPERATIONS REPORT December 2017

Prepared for

NOVATO SANITARY DISTRICT (NSD)  
WASTEWATER TREATMENT PLANT  
500 Davidson Street  
Novato, CA 94945

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

### TABLE OF CONTENTS

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- A: TREATMENT PLANT PERFORMANCE SUMMARY
- B: SAFETY AND TRAINING
- C: OPERATIONS AND MAINTENANCE STATUS / REVIEW
- D: LABORATORY ACTIVITIES SUMMARY
- E: ADMINISTRATION
- F: ODORS & LANDSCAPING
- G: MISCELLANEOUS

### ATTACHMENTS

- 1) Photos
  - 2) Laboratory Data
  - 3) Recycled Water Report
  - 4) Annual Performance Graphs
  - 5) Process Control Data / Graphs
  - 6) Neighborhood Contacts (Odor / Noise)
  - 7) Jerome Meter Readings and Locations
-

**A: TREATMENT PLANT PERFORMANCE SUMMARY: December 2017:**

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	3.69	4.28	N/A	N/A
<b>Influent</b>				
BOD <sub>5</sub> , lb/day (month ave/max)	11,884	14,371	N/A	N/A
TSS, lb/day (monthly ave/max)	10,671	10,928	N/A	N/A
<b>Effluent</b>				
*BOD <sub>5</sub> , mg/L (monthly ave/max weekly ave)	5	6	30	45
TSS, mg/L (monthly ave/max weekly ave)	6	8	30	45
BOD <sub>5</sub> - % Removal, Average	99	N/A	85	N/A
TSS - % Removal, Average	98	N/A	85	N/A
Ammonia, mg/L – (monthly ave/daily max)	0.22	0.22	5.9	21
pH, su (min / max)	6.9	7.0	6.0	9.0
Enterococcus, MPN/100 ml (30 day geo mean)	1.73	4.1	35	N/A
Fecal Coliform, MPN/100 ml (monthly median)	N/A	N/A	140	N/A
Fecal Coliform, MPN/100 ml (90 <sup>th</sup> %ile)	N/A	N/A	430	N/A
<b>Total Permit Exceedances (NPDES)</b>	0			

**Title 22 - Recycled Water Production and Quality**

Description	Units	Value	Limit
Volume Produced	Million Gallons	0.583	N/A
Average Turbidity	NTU	1.5	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	0	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	6.7	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	<1	240
Maximum Total Coliform 2 Samples 30 d	MPN/100 ml	<1	23
Total Coliform 7 Sample Median	MPN/100 ml	<1	2.2

**Discussion of Violations / Excursions**

- Bay Discharge (NPDES Limits) – None
- Recycled Water – None

## **B: SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTP and Ignacio Transfer Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of December
- Accident Free: 6/1/10 – 12/31/17: 2,777 days
- West Region Monthly Health and Safety Webinar
- Monthly Safety Topics and Training:
  - Bloodborne Pathogens
  - Spill Prevention Control and Countermeasures (SPCC) Plan – Novato – Annual
  - SPCC Plan – Ignacio – Annual

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

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

#### **Novato**

- Routine rounds, readings and maintenance
- Wet Weather Pump #1 – Replaced Fuel Injector
- Ultra Violet System Transformer – Main control panel circuit relocation
- Plant clean up
- Replaced Blower #2 Uninterruptible Power Supply

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

- Aeration basin #1 & #3 (standby)
- Primary clarifier #1 (standby)
- Dry Weather Pump #4 (repair)

#### **Ignacio Transfer Pump Station**

- Routine rounds, readings and maintenance
- Cleaned grinder channel
- Assisted with video line inspection of main line – MSI
- Emergency Generator – replaced water pump

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

- None

#### Recycled Water Plant (RWP)

- Recycled Water Plant online two days this month
- Attended Pre-construction meeting for Recycled Water Plant Improvements

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

- None

#### Sludge Lagoons (and Reclamation Area)

- Performed routine rounds and inspection
- Flushed Decant return line with water (from storage pond)

### D: LABORATORY ACTIVITIES SUMMARY:

#### Discharge to the Bay

#### Wildlife Pond and Reclamation Activities

##### Wildlife Pond

Samples and weekly/monthly observations at the Wildlife pond were taken according to the WDR (Order No. 92-065).

#### Total Coliforms

When effluent is discharged to the Bay, there is no requirement for Total Coliform.

#### Enterococcus

When effluent is discharged to the Bay, the bacteriological requirement is for *Enterococcus*. Three samples were analyzed each week in December and all were well under the regulatory limits.

#### Fecal Coliforms

Fecal Coliform sampling is required once per quarter during Bay discharge. No fecal samples were taken / analyzed in December.

#### Training

Liz Falejczyk attended a two day Hach WIMS training event at Central Marin Sanitation Agency.

#### Public Education/Outreach

No Public Outreach in December

#### Pretreatment

##### Permits

- Renewed one industrial user discharge permit

##### Inspections and Sampling

- Inspected and sampled two industrial users

**E: ADMINISTRATION:**

- November Electronic Self-Monitoring Report (eSMR) submitted on December 28, 2017
- November Electronic Discharge Monitoring Report (DMR) submitted on December 28, 2017

**F: ODORS & LANDSCAPING:**

- Three Odor Contacts in December
- Jerome meter (H<sub>2</sub>S) readings performed in neighborhood and within treatment plant.
- All readings in neighborhood were at the minimum detection threshold of the Jerome meter.

**G: MISCELLANEOUS**

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

Veolia Support Staff On/Off Site (Various Times)

John O'Hare (Veolia Corporate)

Technical Support, Pretreatment & Laboratory

# ***PHOTOS***

INSPECTION OF BIOFILTER (ODOR CONTROL)  
DECEMBER 2017



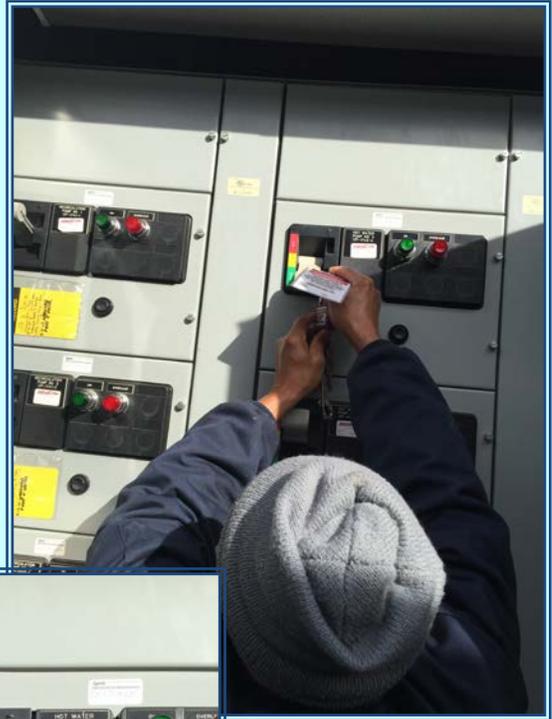
John O'Hare Inspects Biofilter #2 used for odor control.

REPAIR *CHANNEL MONSTER* GRINDER  
DECEMBER 2017



Jeff Hendricks cleans and inspects "Channel Monster" Grinder from Ignacio Transfer Pump Station

# LOCK OUT – TAG OUT DECEMBER 2017



Alejo Cuntapay – Lock Out – Tag Out hot water recirculation pump for repair.

CLOSED CIRCUIT TV INSPECTION OF PIPELINE AT IGNACIO  
TRANSFER PUMP STATION  
DECEMBER 2017



Contractor performs CCTV inspection of pipeline repaired last year

# ***LABORATORY DATA***

Novato Sanitary District  
BOD/TSS Report



December, 2017

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
12/01/17	3.75										
12/02/17	3.86										
12/03/17	3.93										
12/04/17	3.64										
12/05/17	3.67										
12/06/17	3.62										
12/07/17	3.63	340	10,293	354	10,717	6		5		98.2	98.6
12/08/17	3.68										
12/09/17	3.70										
12/10/17	3.73										
12/11/17	3.66	360	10,989	342	10,439	5		6		98.5	98.2
12/12/17	3.77							5			
12/13/17	3.63										
12/14/17	3.69										
12/15/17	3.55										
12/16/17	3.64										
12/17/17	3.75										
12/18/17	3.75										
12/19/17	3.69										
12/20/17	3.72										
12/21/17	3.59	480	14,371	354	10,599	4		6		99.2	98.3
12/22/17	4.28										
12/23/17	3.16										
12/24/17	3.81										
12/25/17	3.72										
12/26/17	3.62										
12/27/17	3.68										
12/28/17	3.65			359	10,928			8			97.8
12/29/17	3.57										
12/30/17	3.57										
12/31/17	3.69										
<b>Weekly Averages</b>											
12/02/17	Week 1	330	11,201	296	10,047	5	170	5	170		
12/09/17	Week 2	340	10,293	354	10,717	6		5			
12/16/17	Week 3	360	10,989	342	10,439	5		6			
12/23/17	Week 4	480	14,371	354	10,599	4		6			
12/30/17	Week 5			359	10,928			8			
<b>Monthly</b>											
Minimum	3.16	340	10,293	342	10,439	4		5		98	98
Maximum	4.28	480	14,371	359	10,928	6		8		99	99
Total	114.40										
Average	3.69	393	11,884	352	10,671	5		6		99	98

Novato Sanitary District  
Conventional Pollutants Report



December, 2017

Date	INFLUENT - A001			Effluent - E002							
	Flow	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Oil & Grease	Temp	Rainfall
	Total			Fecal	Entero	Total					
MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L	Deg C	Inches	
12/01/17	3.75						7.0			19.5	
12/02/17	3.86										
12/03/17	3.93										
12/04/17	3.64						7.0			20.2	
12/05/17	3.67					3.1	6.9			20.0	
12/06/17	3.62					2.0	7.0			19.8	
12/07/17	3.63					<1.0	7.0			19.9	
12/08/17	3.68	7.7					7.0			20.2	
12/09/17	3.70										
12/10/17	3.73										
12/11/17	3.66					3.0	7.0			19.7	
12/12/17	3.77					3.1	7.0	0.22	<1.4	19.3	
12/13/17	3.63					1.0	7.0			19.2	
12/14/17	3.69						7.0			19.1	
12/15/17	3.55						7.0			19.7	
12/16/17	3.64										
12/17/17	3.75										
12/18/17	3.75						6.9			19.3	
12/19/17	3.69					4.1	6.9			19.2	
12/20/17	3.72					1.0	7.0			19.2	
12/21/17	3.59					3.0	7.0			18.8	
12/22/17	4.28						7.0			19.4	
12/23/17	3.16										
12/24/17	3.81										
12/25/17	3.72						6.9			19.4	
12/26/17	3.62	7.4				<1.0	6.9			18.7	
12/27/17	3.68					1.0	7.0			18.4	
12/28/17	3.65					<1.0	6.9			18.5	
12/29/17	3.57						7.0			19.1	
12/30/17	3.57										
12/31/17	3.69										
<b>Monthly</b>											
Minimum	3.16	7.4				<1.0	6.9	0.22		18.4	
Maximum	4.28	7.7				4.1	7.0	0.22	<1.4	20.2	
Total	114.40										
Average	3.69	7.6					7.0	0.22	<1.4	19.4	
Geo Mean						1.73					

# ***RECYCLED WATER REPORT***

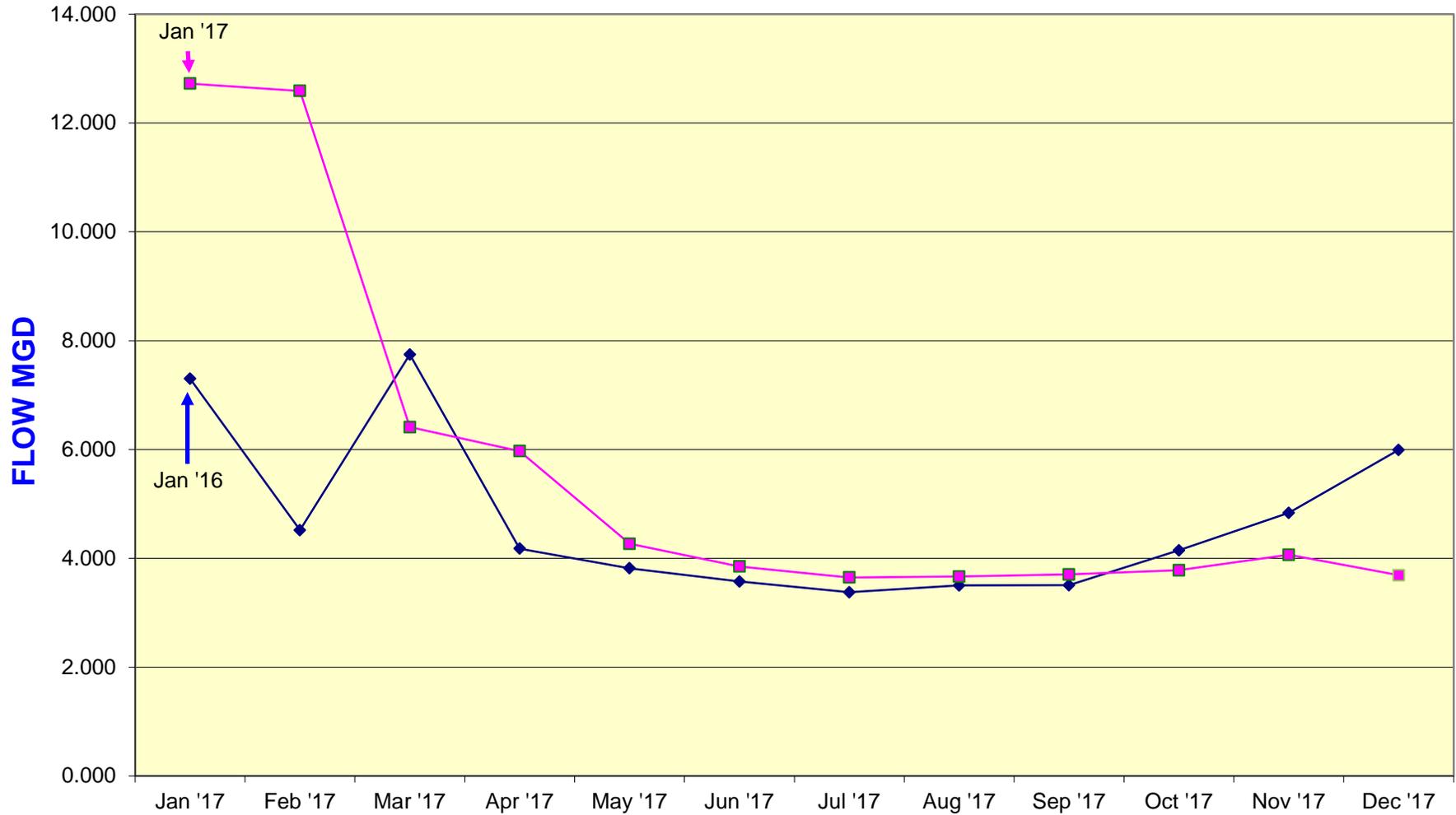
# NOVATO SANITARY DISTRICT RECYCLED WATER COMPLIANCE SUMMARY REPORT

Filter Influent Flow	Recycled Water Flow to Plum St.	Recycled Water Banked	Banked Water To Plum Street Tank	Potable Water To Plum St Tank	Recycled Water Influent Turbidity Max	Recycled Water Influent Turbidity Ave.	Minutes Over 5 NTU Turbidity	Filter Effluent 24 Hr Average Turbidity	Recycled Water Inf Chlorine Dose	Filter Effluent Dissolved Oxygen	Filter Effluent Total Coliform	Chlorine Contact Time
----------------------------	--	-----------------------------	--	--	---	--	---------------------------------------	---	---	---	---	-----------------------------

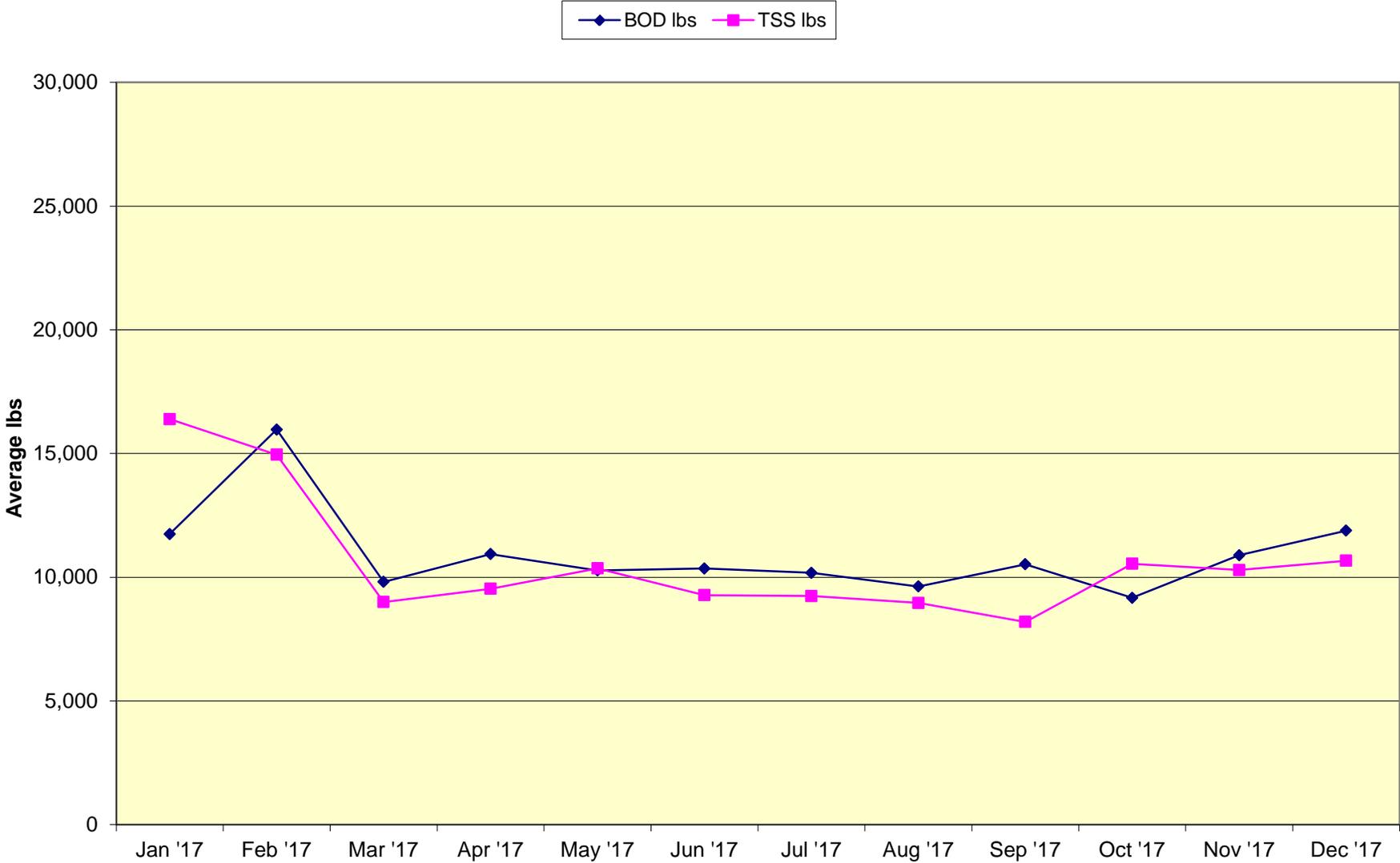
Date	MGD	MGD	MG	MGD	NTU	NTU	(m)	NTU	(mg/l)	(mg/l)	MPN/100m	Minutes
12/1/2017												
12/2/2017												
12/3/2017												
12/4/2017												
12/5/2017												
12/6/2017												
12/7/2017												
12/8/2017												
12/9/2017												
12/10/2017												
12/11/2017												
12/12/2017												
12/13/2017												
12/14/2017												
12/15/2017												
12/16/2017												
12/17/2017												
12/18/2017	0.350	0.293				2.6	0	0.9		6.7	<1	>450.000
12/19/2017												
12/20/2017												
12/21/2017												
12/22/2017												
12/23/2017												
12/24/2017												
12/25/2017												
12/26/2017	0.710	0.290				2.7	0	2.0		8.5	<1	>450.000
12/27/2017												
12/28/2017												
12/29/2017												
12/30/2017												
12/31/2017												
<b>Total</b>	1.060	0.583										
<b>Minimum</b>	0.350	0.290				2.6	0	0.9		6.7	<1	>450.0
<b>Maximum</b>	0.710	0.293				2.7	0	2.0		8.5	<1	>450.0
<b>Average</b>	0.530	0.292				2.7	0	1.5		7.6	<1	>450.0

# ***ANNUAL COMPLIANCE SUMMARY – GRAPHS***

## WASTEWATER INFLUENT FLOW COMPARISON

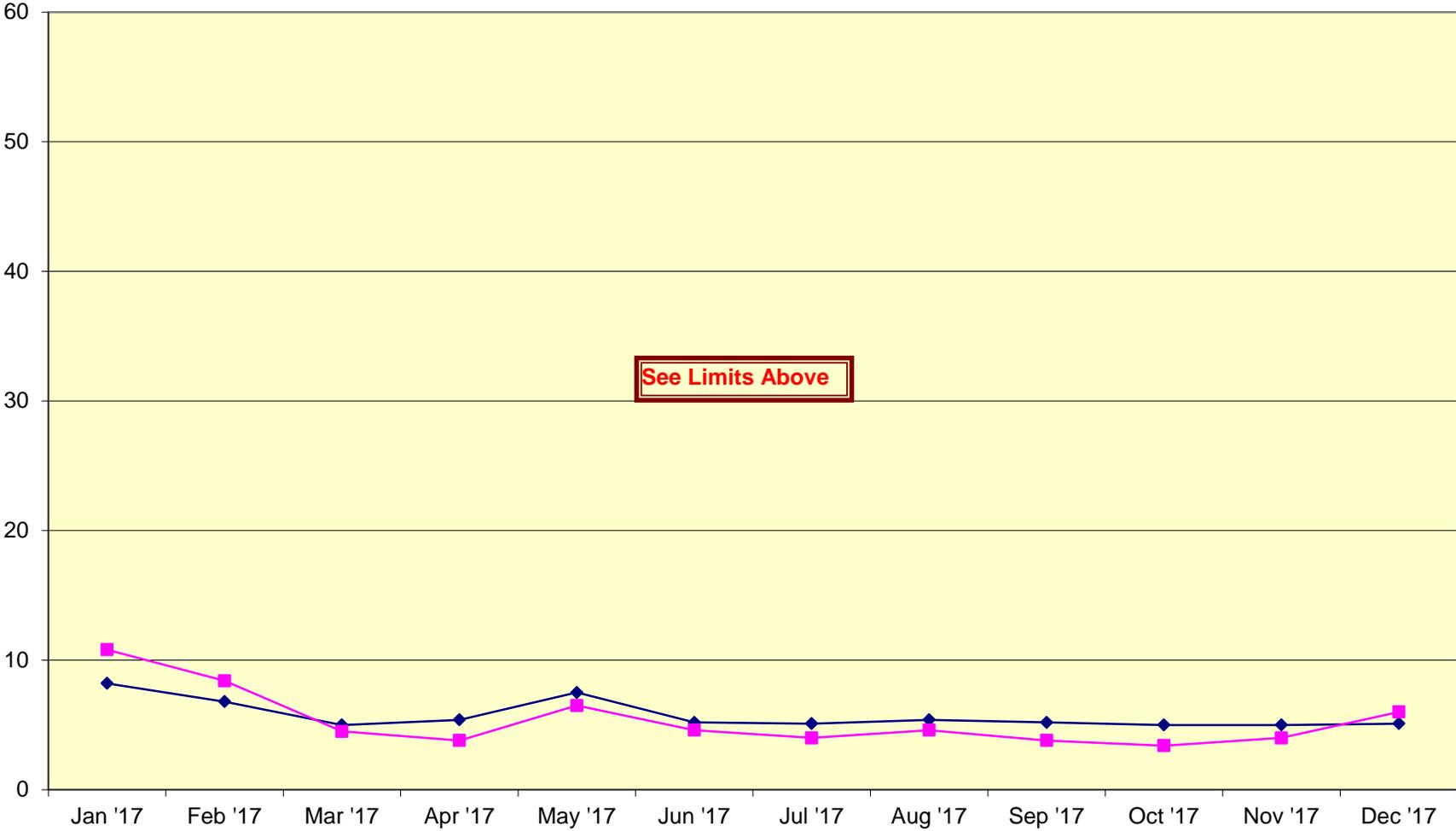


### Influent Load BOD / TSS lbs



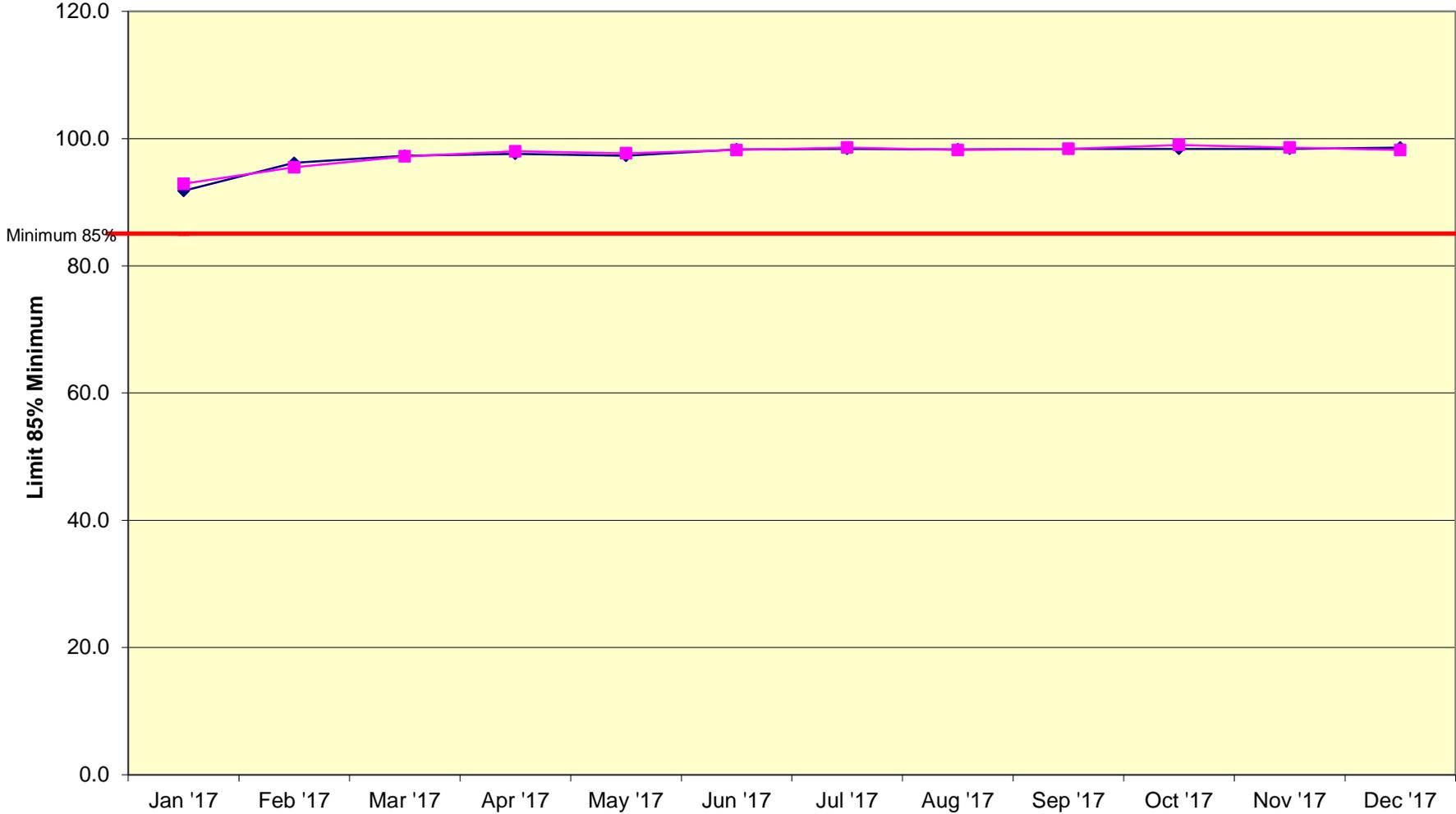
# Effluent BOD / TSS Concentration

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

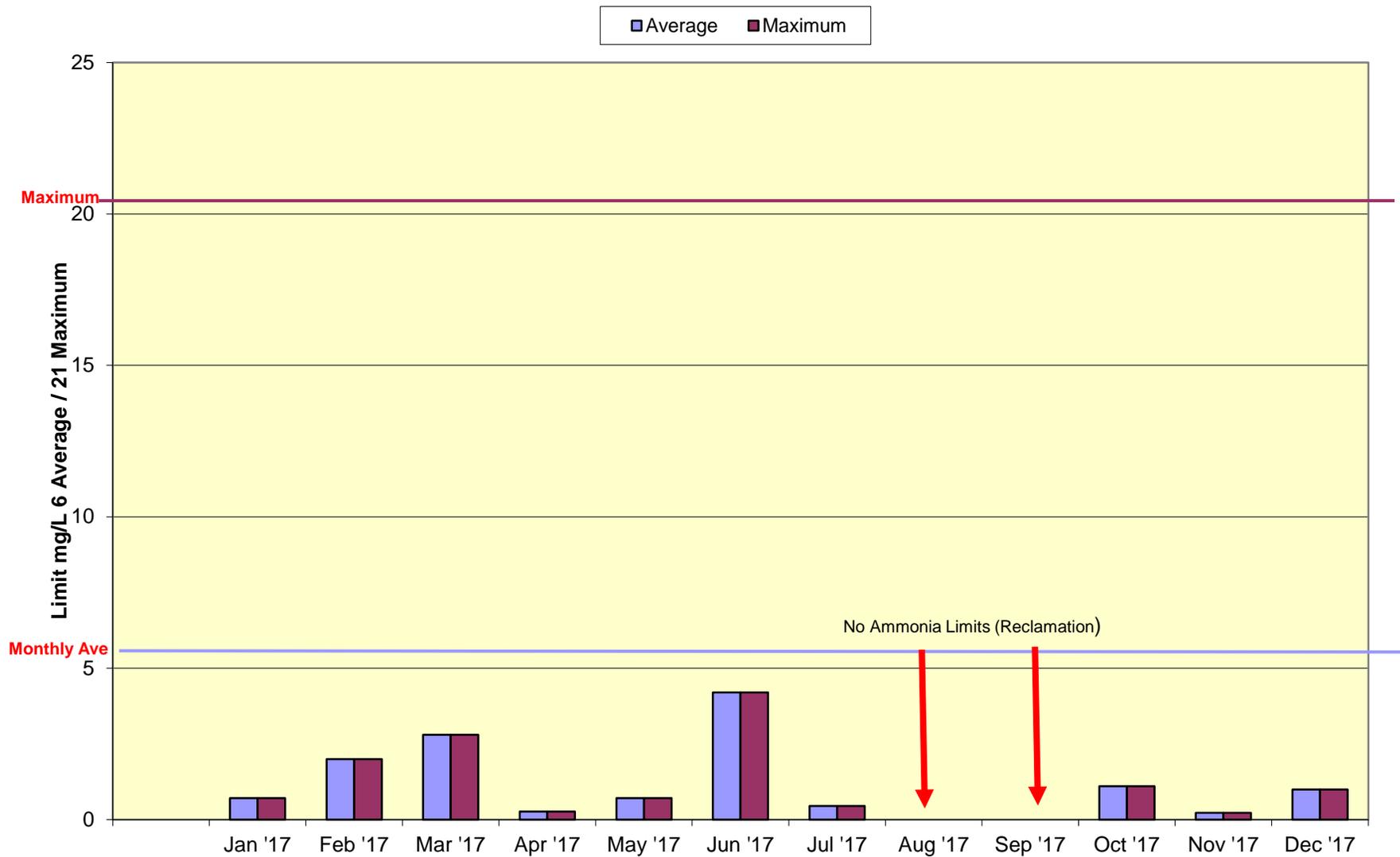


# BOD / TSS Percent Removal

◆ BOD    ■ TSS

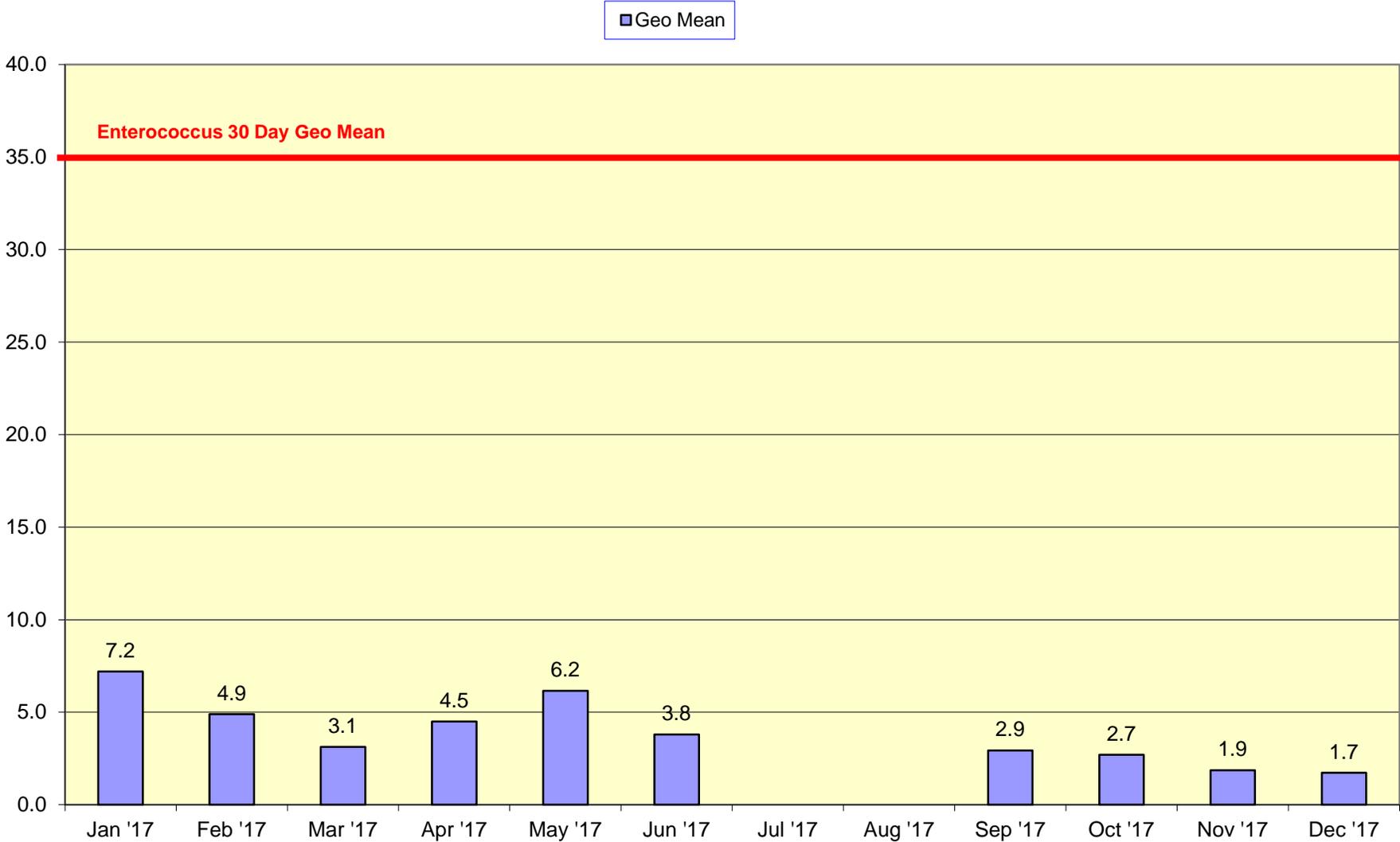


# Effluent Ammonia

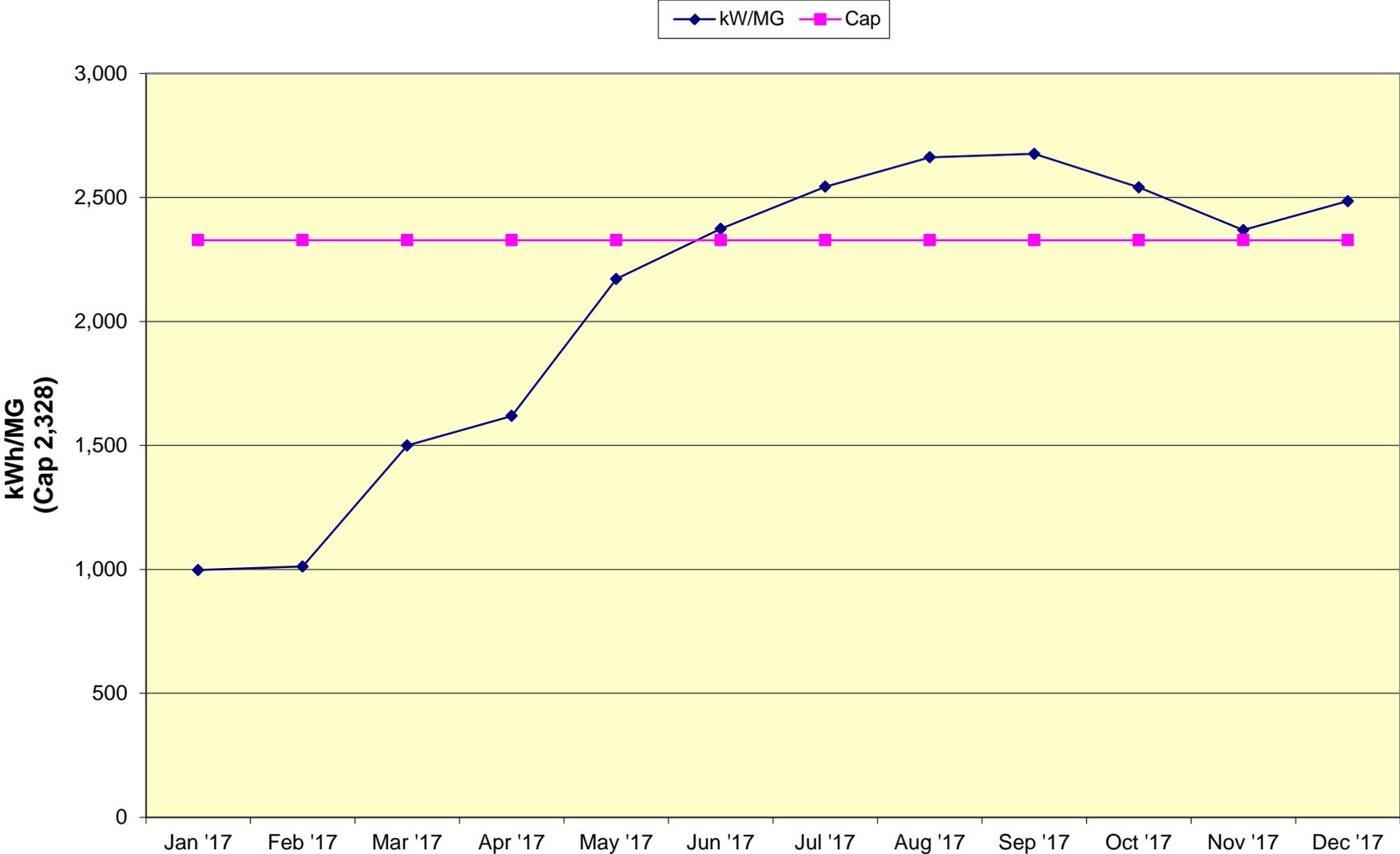


# Disinfection - Enterococcus

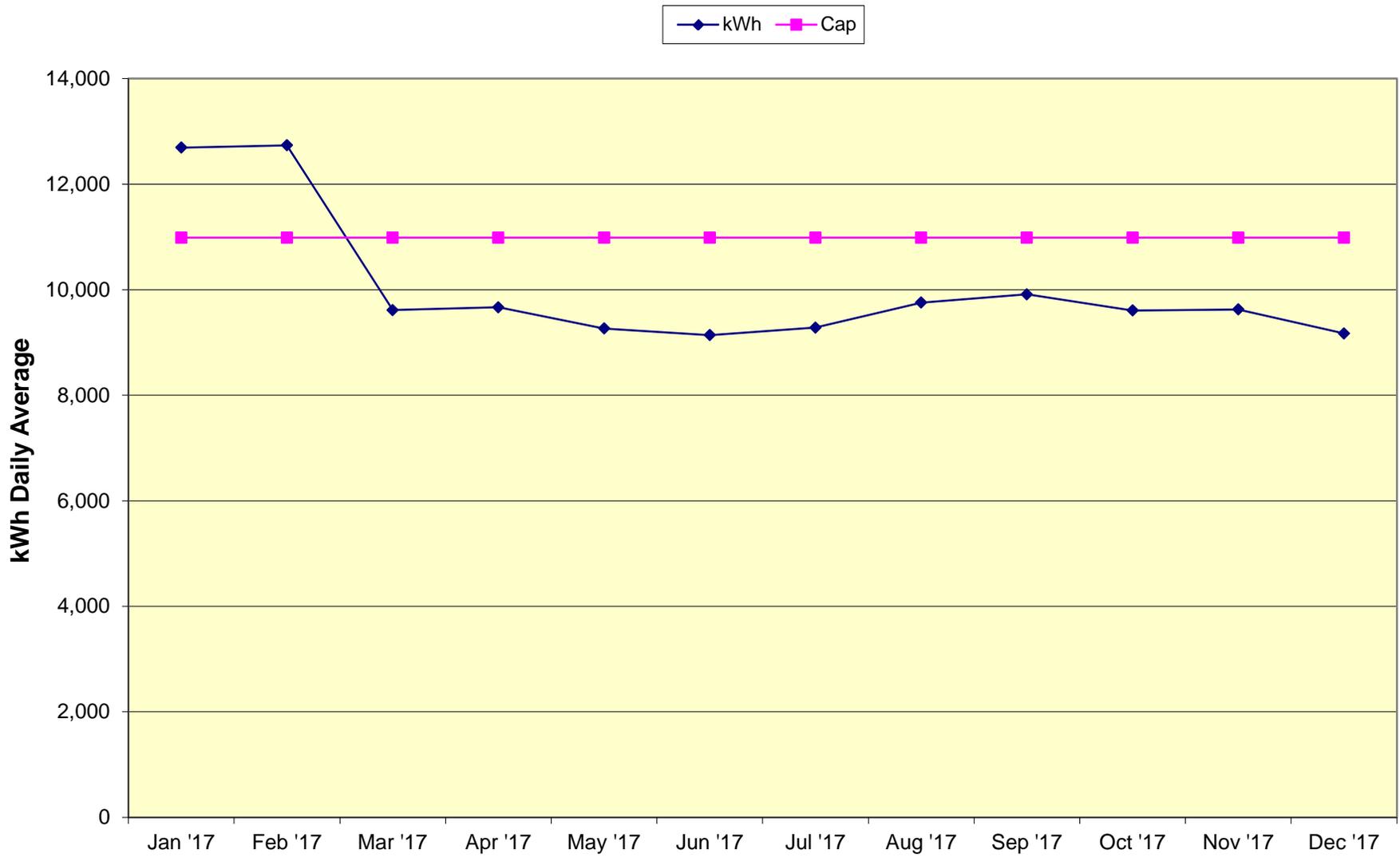
LIMITS - NPDES  
Enterococcus 30 day geo mean 35 mpn /100ml



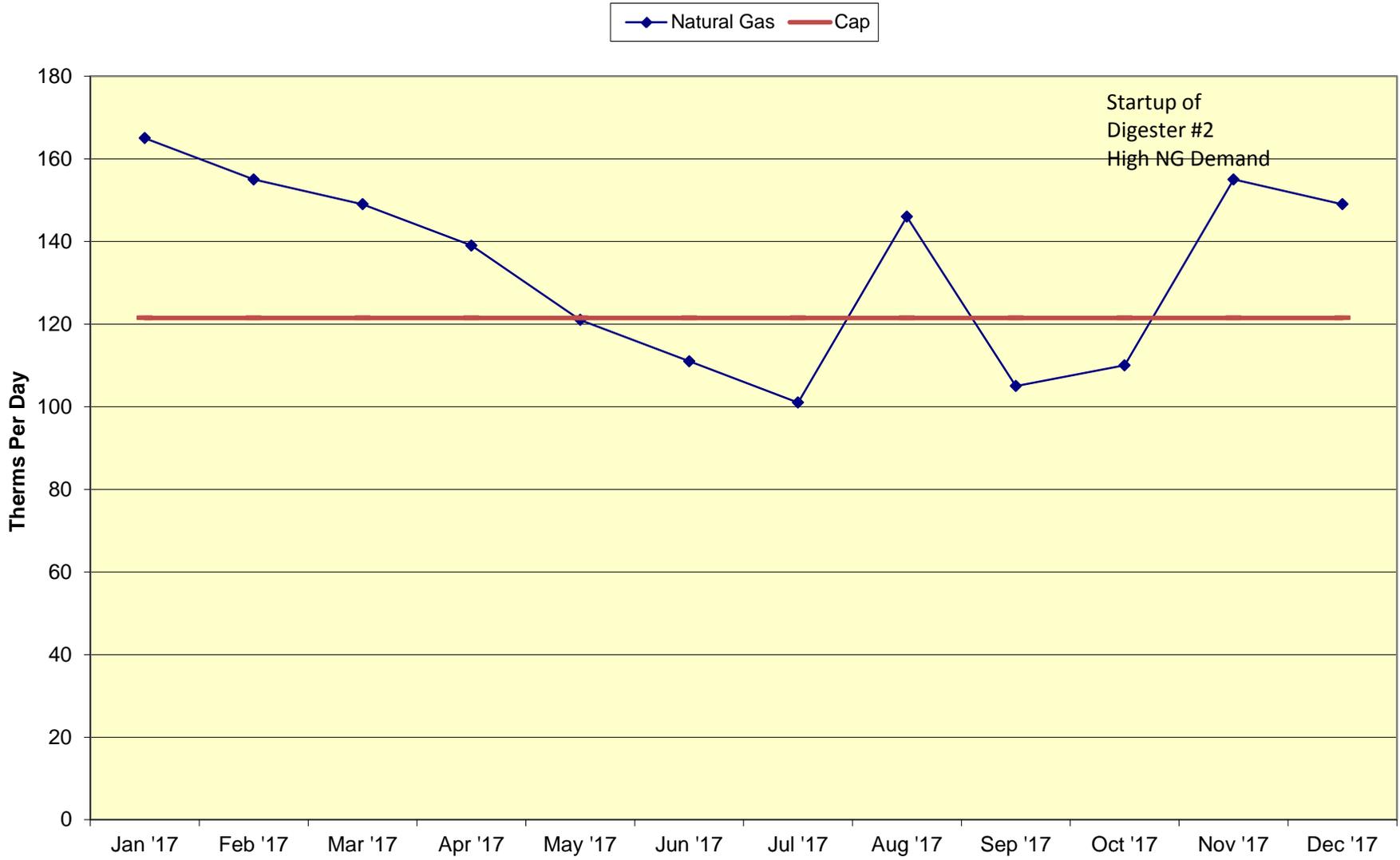
### Energy kWh/MG



# Energy kWh

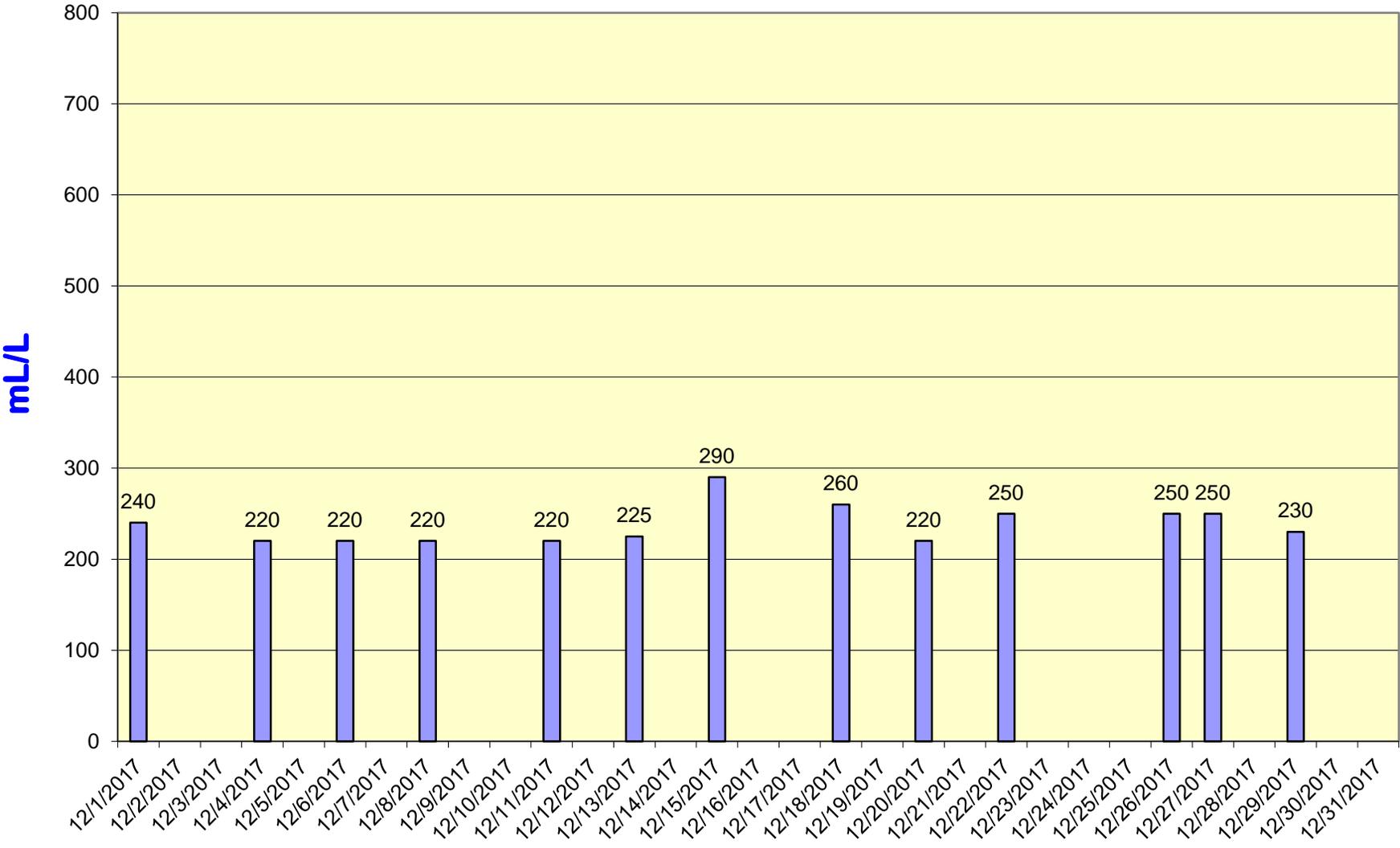


### Natural Gas Use

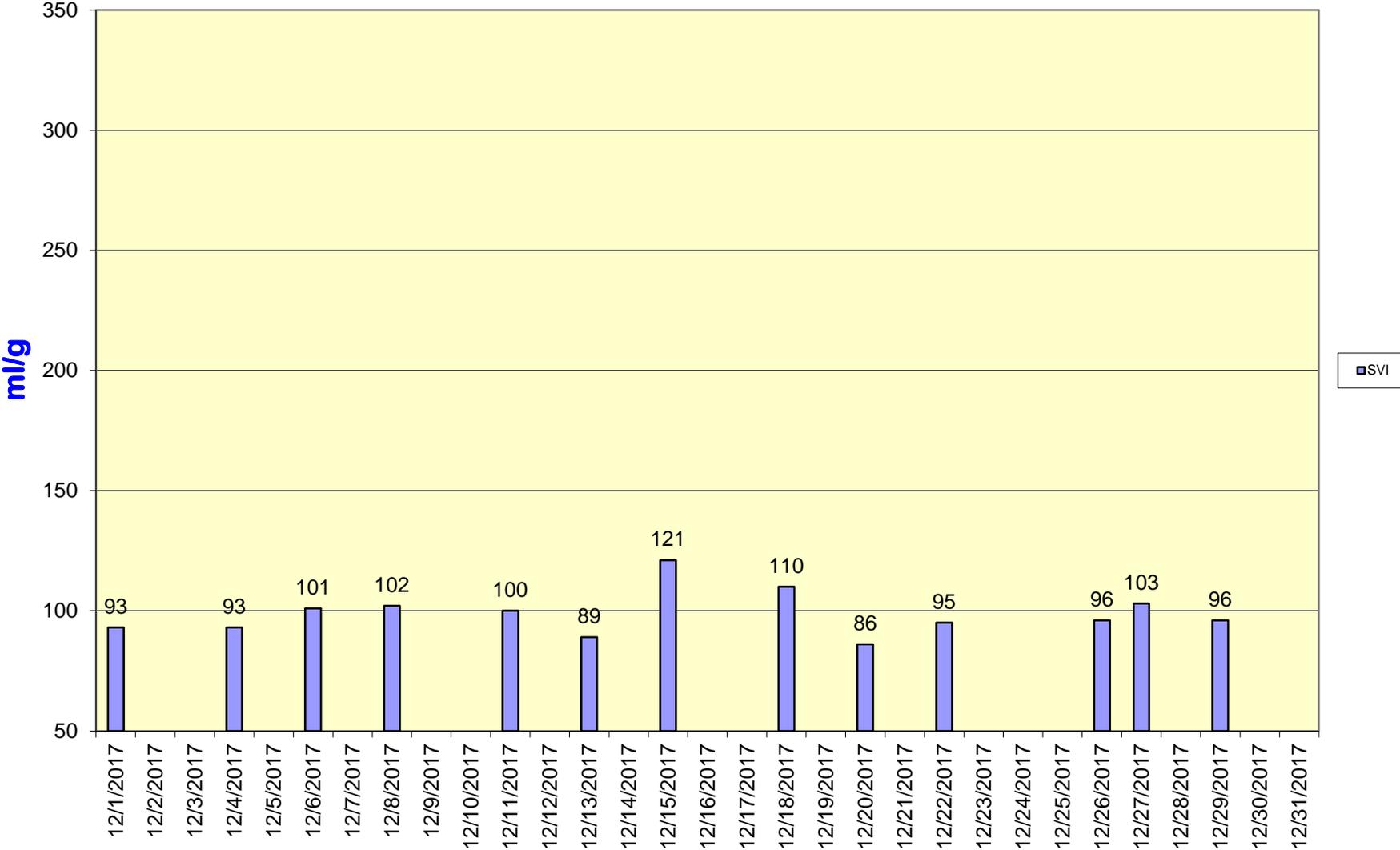


# ***PROCESS CONTROL DATA / GRAPHS***

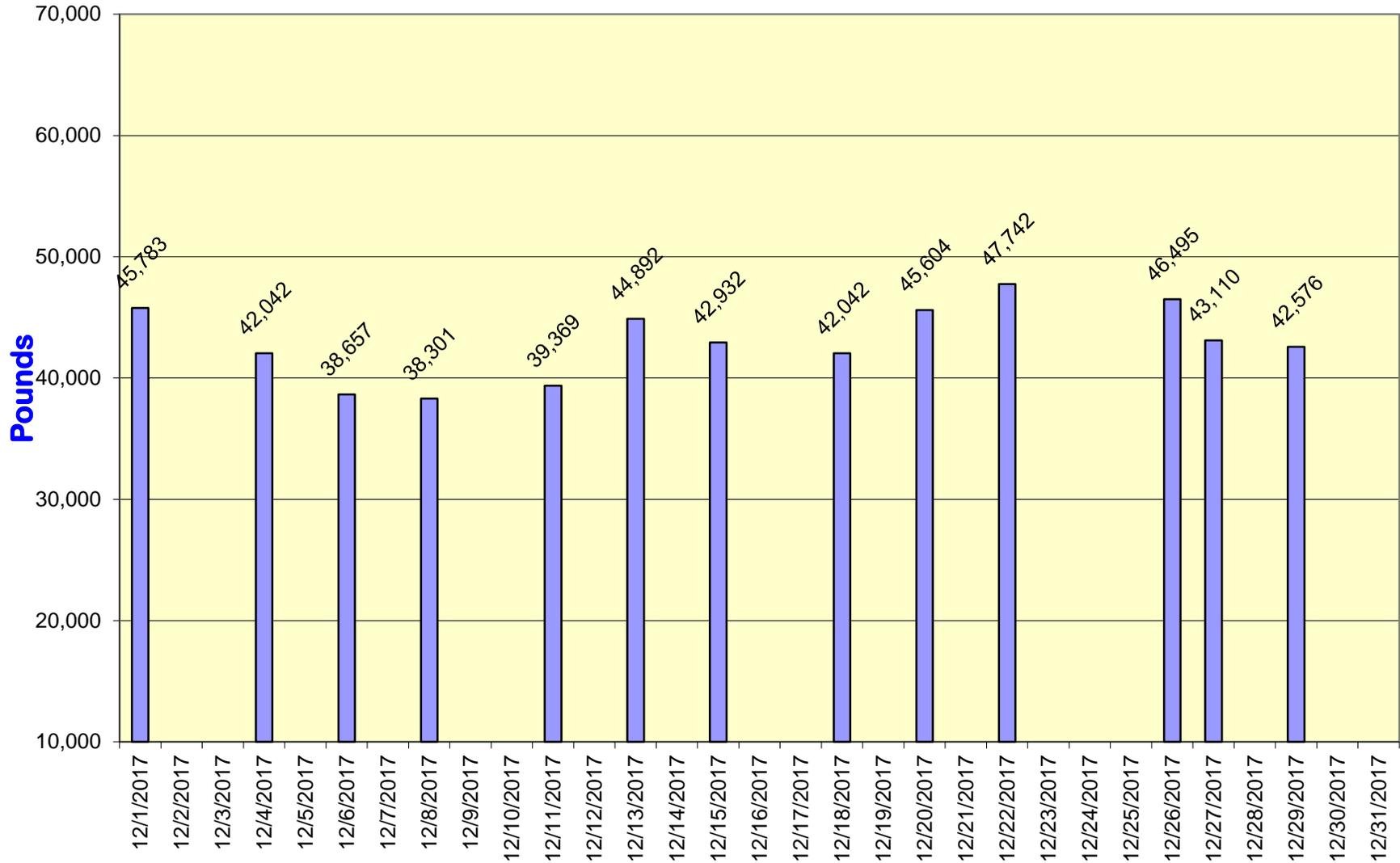
# Settleability



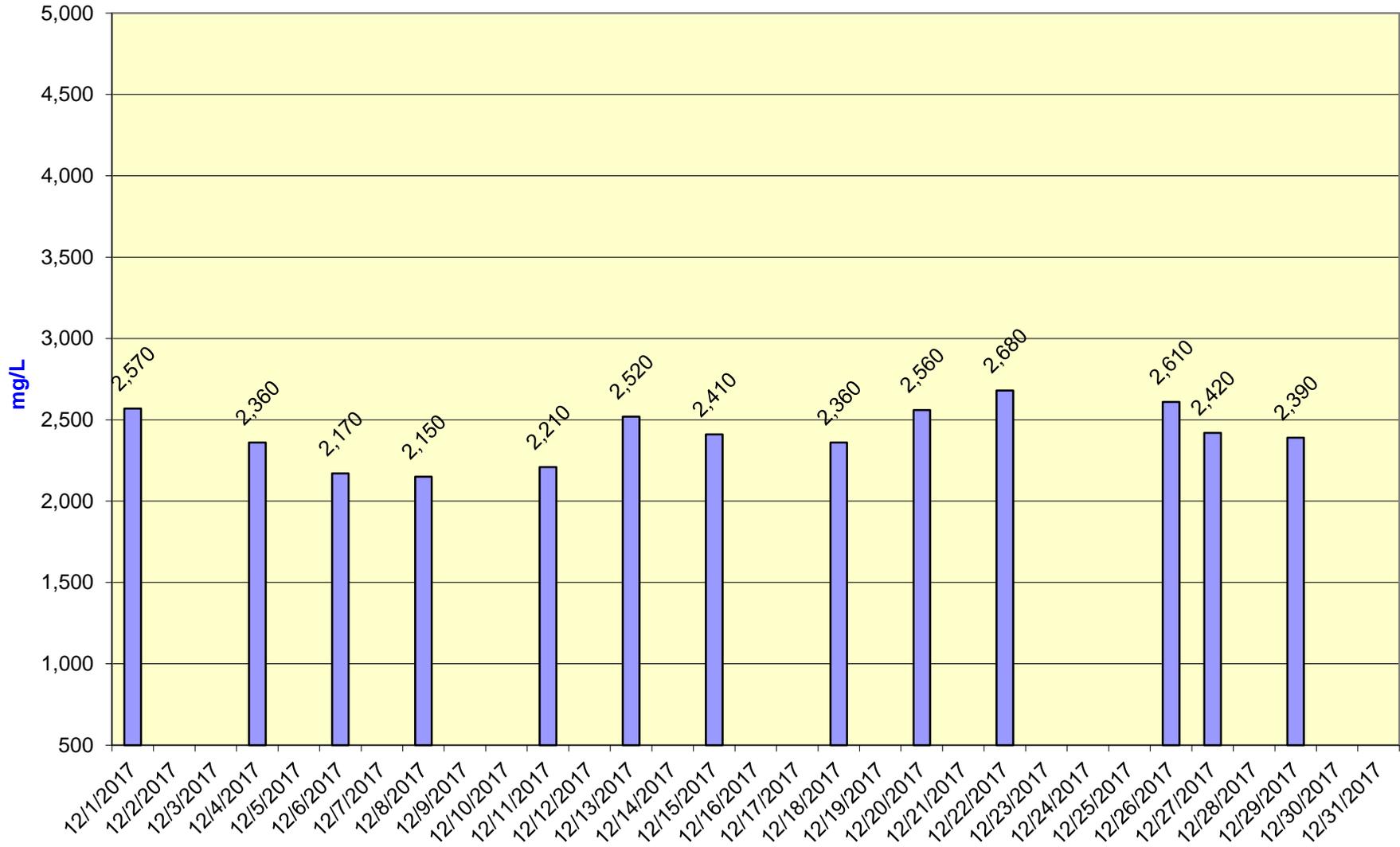
# Sludge Volume Index



# MLSS Inventory



### MLSS Concentration

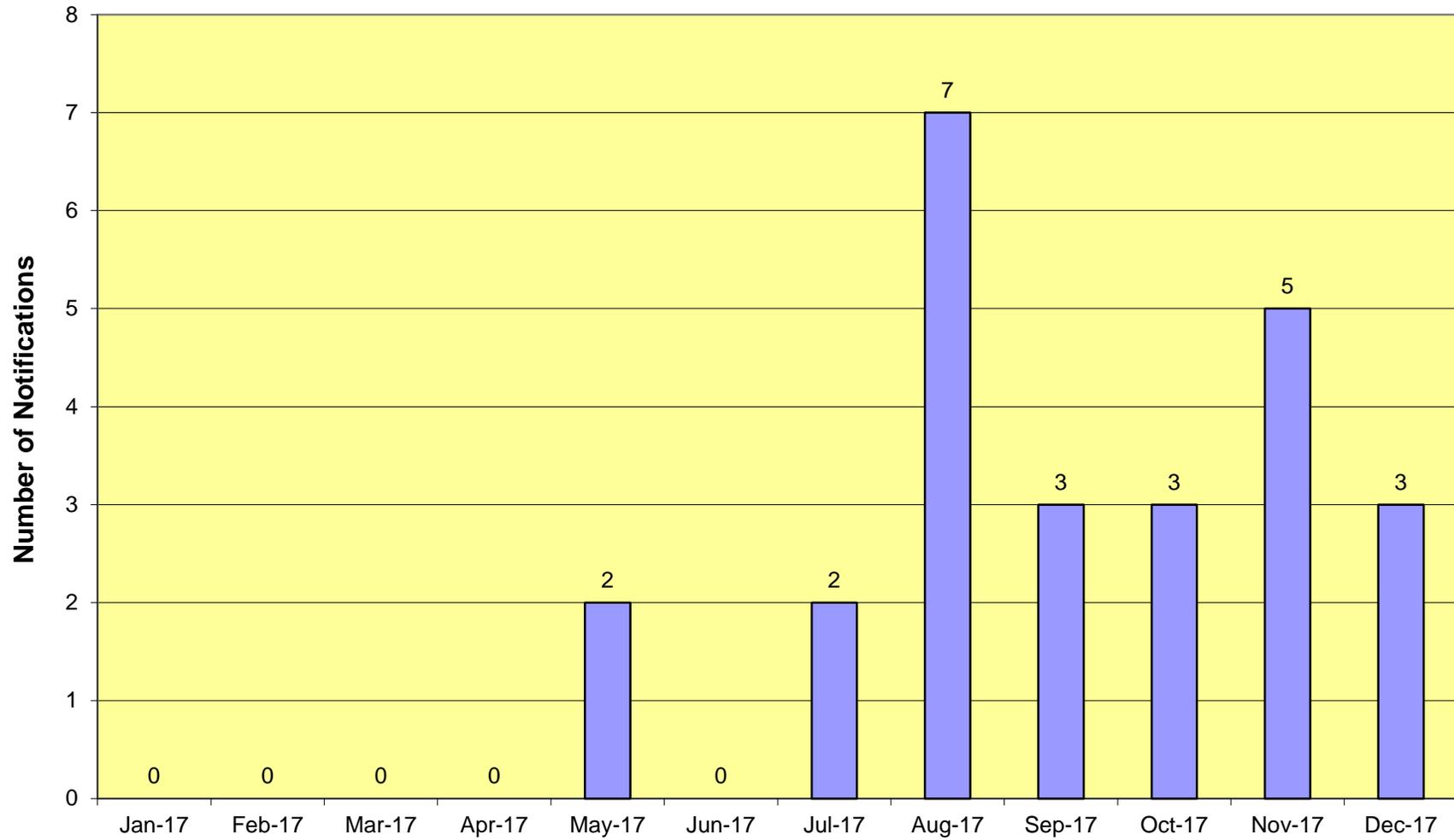


## Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
12/1/2017	3.75	240	2,570	45,783			93
12/2/2017	3.86						
12/3/2017	3.93						
12/4/2017	3.64	220	2,360	42,042			93
12/5/2017	3.67						
12/6/2017	3.62	220	2,170	38,657			101
12/7/2017	3.63						
12/8/2017	3.68	220	2,150	38,301			102
12/9/2017	3.70						
12/10/2017	3.73						
12/11/2017	3.66	220	2,210	39,369			100
12/12/2017	3.77						
12/13/2017	3.63	225	2,520	44,892			89
12/14/2017	3.69						
12/15/2017	3.55	290	2,410	42,932			121
12/16/2017	3.64						
12/17/2017	3.75						
12/18/2017	3.75	260	2,360	42,042			110
12/19/2017	3.69						
12/20/2017	3.72	220	2,560	45,604			86
12/21/2017	3.59						
12/22/2017	4.28	250	2,680	47,742			95
12/23/2017	3.16						
12/24/2017	3.81						
12/25/2017	3.72						
12/26/2017	3.62	250	2,610	46,495			96
12/27/2017	3.68	250	2,420	43,110			103
12/28/2017	3.65						
12/29/2017	3.57	230	2,390	42,576			96
12/30/2017	3.57						
12/31/2017	3.69						
Minimum	3.16	220	2,150	38,301	0.00	0.0	86
Maximum	4.28	290	2,680	47,742	0.00	0.0	121
Total	114.40						
Average	3.69	238	2,416	43,042	#DIV/0!	#DIV/0!	99

# ***NEIGHBORHOOD CONTACTS***

## Neighborhood Contacts Received





WEEKLY NEIGHBOR CONTACT LOG												
December 18, 2017	December 18, 2017 - December 24, 2017											
NEIGHBOR	Mon 18-Dec	Tue 19-Dec	Wed 20-Dec	Thu 21-Dec	Fri 22-Dec	Sat 23-Dec	Sun 24-Dec					
	Time	Time	Time	Time	Time	Time	Time	Notes				
Neighbor #1												
Neighbor #2												
Neighbor #3						2 8	10:40					Text from Neighbor - Investigated by staff, increased sodium hypochlorite feed to influent pump station.
Neighbor #4												
Total												

Legend	
Description	
Aeration Basins	1
Raw Sewage	2
H2S	3
Aeration + Sewage	4
Aeration, Sewage, H2S	5
Sewage + H2S	6
Other (see notes)	7
Not Specified / Unknown	8
Intensity	
Mild Intermittent	1
Mild Persistent	2
Moderate Intermittent	3
Moderate Persistent	4
Strong Intermittent	5
Strong Persistent	6
Other (see notes)	7
Not Specified / Unknown	8

"FYI...been getting headworks odors since Friday mid afternoon and again all am".

WEEKLY NEIGHBOR CONTACT LOG													
December 25, 2017	December 25, 2017 - December 31, 2017												
NEIGHBOR	Mon 25-Dec	Tue 26-Dec	Wed 27-Dec	Thu 28-Dec	Fri 29-Dec	Sat 30-Dec	Sun 31-Dec						Notes
	Time	Time	Time	Time	Time	Time	Time						
Neighbor #1													
Neighbor #2													
Neighbor #3					2 6	13:51							Notified by Text - John O'Hare responded to location, wind had shifted nothing substantial noted.
Neighbor #4													
Total													

**Legend**

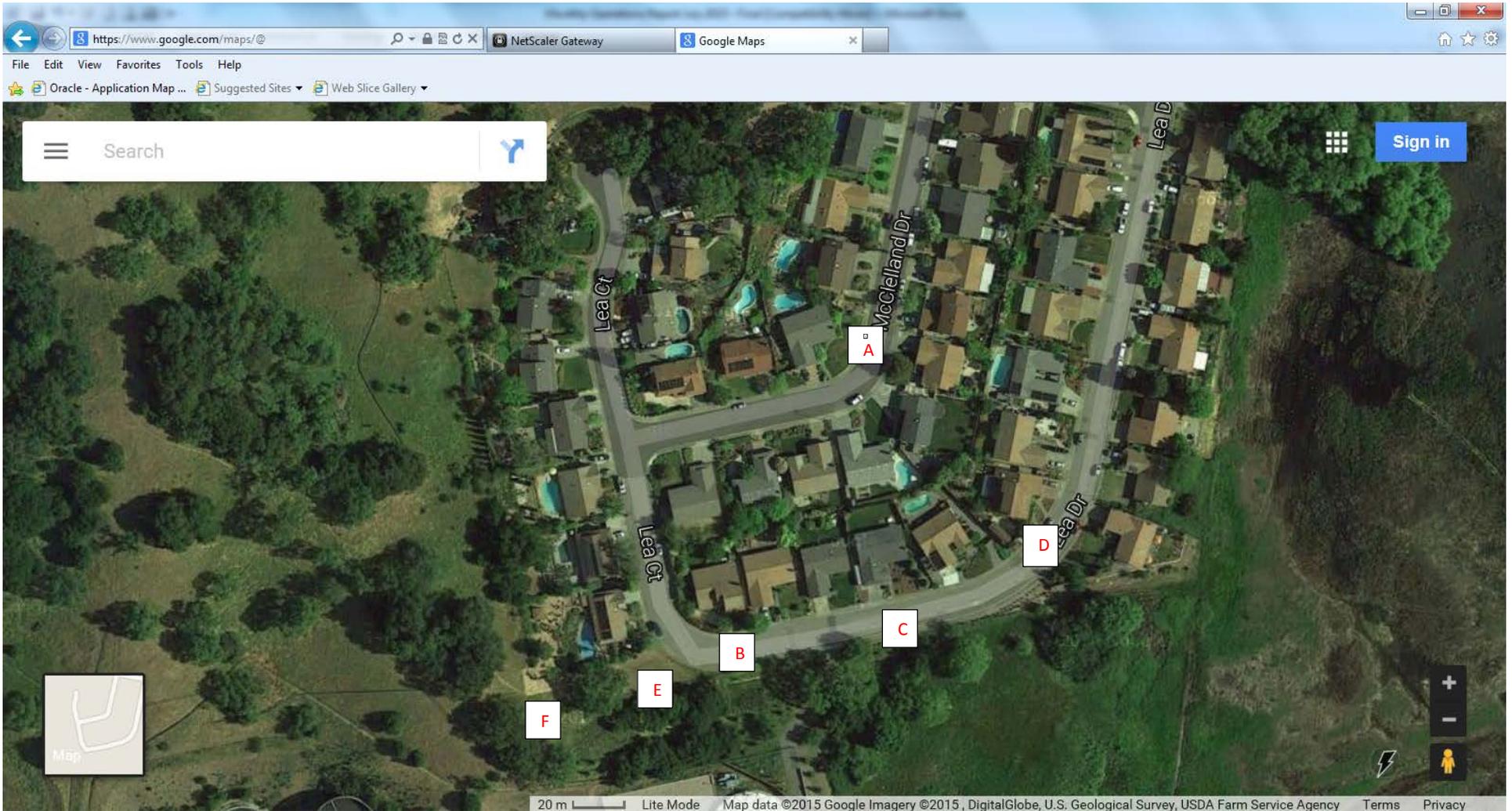
Description	
Aeration Basins	1
Raw Sewage	2
H2S	3
Aeration + Sewage	4
Aeration, Sewage, H2S	5
Sewage + H2S	6
Other (see notes)	7
Not Specified / Unknown	8
Intensity	
Mild Intermittent	1
Mild Persistent	2
Moderate Intermittent	3
Moderate Persistent	4
Strong Intermittent	5
Strong Persistent	6
Other (see notes)	7
Not Specified / Unknown	8

"Very very stinky poopy odors right now".

0

# ***JEROME METER READINGS & LOCATIONS***

# NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



**JEROME METER READINGS - DECEMBER 2017**

Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: McLelland	0.000	0.001	0.000	Neighborhood
B: Lea 1	0.001	0.130	0.006	Neighborhood
C: Lea 2	0.000	0.002	0.001	Neighborhood
D: Lea 3	0.000	0.001	0.000	Neighborhood
E: Lea 4	0.000	0.001	0.000	Neighborhood
F: Lea 5	0.000	0.002	0.001	Neighborhood

**NOVATO SANITARY DISTRICT**  
**Wastewater Operations - Reclamation Facilities Report**  
**December 2017**

**1.0 Summary:**

The rancher moved the remaining cattle off site in December. There were no irrigation activities this month.

**2.0 Ranch Operations:**

The rancher moved the remaining cattle off site in December.

**3.0 Irrigation Parcels:**

There were no irrigation activities this month.

District staff met with the rancher and the facilities manager for Stone Tree Golf Course to discuss strategies for keeping cows out of the new driving range area. An agreeable solution was reached; the rancher will build a section of fence along the southern edge of the driving range and the golf course will relocate the entrance gate and extend some fencing to isolate the golf course operations from the ranching operations.

**4.0 Irrigation Pump Station:**

There were no irrigation activities this month.

Drainage Pump Stations No. 3 and No. 7 did not pump any stormwater this month.

**5.0 Sludge Handling & Disposal:**

There were no sludge handling activities this month.

**6.0 Miscellaneous:**

The District hosted the annual Thanksgiving Bird Count conducted by Blue Point Conservation and the Marin Audubon “Cheep Thrills” Christmas Bird Count in December. 48 species of birds including Snow Geese, Merlin, many ducks and shorebirds were observed by the two groups.



**Marin Audubon Christmas Bird Count**

\*\*\*\*\*

**NOVATO SANITARY DISTRICT**  
**Reclamation Facility - Monthly Statistics for Calendar Year 2017, as of December 2017**

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
<b>Irrigation Pump Station</b>														
Plant flow to ponds (MG)	0	0	0	0	0	0	93.41	96.18	0	0	0	0	189.6	15.80
Irrigation (MG)	0	0	0.0	0	0	88.62	31.45	83.42	37.23	0	0	0	240.7	20.06
Irrigation Pump 1 Hours						131.2	46.6	123.7	70.1	0	0	0	371.6	30.97
Irrigation Pump 2 Hours						124.9	54.7	133.6	76.6	0	0	0	389.8	32.48
Irrigation Pump 3 Hours						122.2	44.3	119.1	78.6	0	0	0	364.2	30.35
Washdown Water Pump Hours													-	0.00
Wildlife Feed Pump Hours	0	0	0	0	734	601.1	746.1	720.2	613.1	0	0	0	3,414.5	284.54
Water Circulated through Wildlife Pond (MG)	0	0	0	0	46	38	47	45	38.63	0	0	0	215.1	17.93
Strainer No. 1 Hours						46.7	18.1	46.2	27.4	0	0	0	138.4	11.53
Strainer No. 2 Hours						47.5	18.2	46.6	27.7	0	0	0	140.0	11.67
Pond 1 Gauge @ Beginning of Month	8.1	9.5	9.4	9	9	8.6	3.2	7.6	4.8	3	3	3		
Pond 1 Gauge @ End of Month	9.5	9.4	9	9	8.6	3.2	7.6	4.8	3	3	3	2.5		
Pond 1 Gallons Stored @ End of Month(MG)	74	73	70	70	65	21.6	57.8	34.4	20					
Pond 2 Gauge @ Beginning of Month	8.1	9.5	9.4	9	9	8.6	3.2	3.6	4.9	3	3	3		
Pond 2 Gauge @ End of Month	9.5	9.4	9	9	8.6	3.2	3.6	4.9	3	3	3	2.5		
Pond 2 Gallons Stored @ End of Month(MG)	95	94	90	90	85	27.4	32	45.9	25					
Total Irrigation Water Stored	169	167	160	160	150	49	89.8	80.3	45	0	0	0		
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	427.9	315.2	312.9	0	0.1	0	0	0	0	0	0	0		
Drainage Pump No. 2 Hours	69.3	123.5	0	0	9.8	0	0	0	12.6	0	0.6	0		
Drainage Pump No. 3 Hours	226.5	0	70.8	192.7	0	0	0	0	2.2	0	0	0		
Total Gallons Stormwater Pumped (MG)	217.11	131.61	115.11	57.81	2.97	0	0	0	4.44	0	0.18	0	529.23	44.10
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	50.6	230.1	117.8	0	0	0	0	0	0	0	0	0		
Drainage Pump No. 2 Hours	380.8	532.8	0	0	17.7	0	0	0	1.2	0	1.3	0		
Drainage Pump No. 3 Hours	345.9	0	0	143.3	0.1	0	0	0	2.8	0	0	0		
Total Gallons Stormwater Pumped (MG)	349.79	343	53	64.49	8.01	0	0	0	1.8	0	0.585	0	820.98	68.42

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Admin Building Upgrades/Maintenance Building; Project 73003, Maintenance Building Phase 3- Modular Building Project</b>	<b>MEETING DATE: January 8, 2018</b>  <b>AGENDA ITEM NO.: 8.a.</b>				
<b>RECOMMENDED ACTION: Review bids received for the Maintenance Building Phase 3- Modular Building Project, reject all bids, and authorize the General Manager-Chief Engineer to so inform all bidders.</b>					
<b>SUMMARY AND DISCUSSION:</b>  <p>At its November 13, 2017 regularly scheduled meeting, the Board of Directors authorized the General Manager-Chief Engineer to accept the plans and specifications for the Maintenance Building Phase 3- Modular Building Project, and advertise for bids. On December 19, 2017, two (2) bids were received as follows:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">1. CWS Construction Group, Inc.:</td> <td>\$455,000</td> </tr> <tr> <td>2. Design Space Modular Buildings:</td> <td>\$474,665</td> </tr> </table> <p>Staff has reviewed the bids and recommends that the Board of Directors reject the bids as allowed by Section 20166 of the State Public Contract Code which states: "In its discretion, the legislative body may reject any bids presented and readvertise" so staff can reassess the project scope and timing.</p> <p>Although clearly not required by law to provide any reasoning for rejecting bids, in this <u>specific</u> instance only, it is worth noting that:</p> <ol style="list-style-type: none"> <li>Subsequent to receiving bids, one of the bidders, CWS Construction Group, Inc., withdrew their bid.</li> <li>The Engineer's Estimate for the Project was \$255,000. The FY 17/18 budget for the Project is \$350,000 of which about \$21,400 has been spent as of December 31, 2017. Demand for local contractor services due to the Northern California fires and an increased demand for modular buildings of this type due to the hurricanes in Texas and Florida were contributing factors to the wide margin between the Engineer's Estimate and the bids.</li> </ol> <p>Therefore, it is recommended that the Board reject all current bids for the Maintenance Building Phase 3- Modular Building Project, and authorize the General Manager-Chief Engineer to so inform all bidders.</p>		1. CWS Construction Group, Inc.:	\$455,000	2. Design Space Modular Buildings:	\$474,665
1. CWS Construction Group, Inc.:	\$455,000				
2. Design Space Modular Buildings:	\$474,665				
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.					
<b>BUDGET INFORMATION:</b> The FY2017-18 budget for Project No. 73003 includes a budget amount of \$350,000, of which about \$21,400 has been spent as of December 31, 2017.					
<b>DEPT.MGR.: EB</b>	<b>GENERAL MANAGER: SSK</b>				

**Multi-Employer Worksite Liability**

*What Can You Do?*

Dale Thrasher  
Administrative Services Officer  
Novato Sanitary District

415-892-1694  
dalet@novatosan.com

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**Multi-Employer Worksite Liability**

Regulations provide that on multi employer worksites, citations may be issued to employers whose actions or **lack of actions** resulted in the exposure of employees to a work place hazard,

*...regardless of whether the employer's own employees were exposed to the hazard*

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**Multi-Employer Worksite**

- **Exposing Employer** - The employer whose employees were exposed to the hazard
- **Creating Employer** - The employer who actually created the hazard
- **Controlling Employer** - The employer who was responsible by contract or actual practice for the safety of the site
- **Correcting Employer** - The employer who had the responsibility for actually correcting the hazard

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**Conditions for a Legitimate Defense**

1. Your employees were not exposed
2. You did not create the hazard
3. You did not have the responsibility, authority or ability to have the hazard corrected
4. The controlling and creating employers were specifically notified and made aware of the exposures

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**Imminent Endangerment**

The exception...

- If actions continue, substantial harm to human health, the environment or Agency assets may likely occur
- Agency has the right and *obligation* to immediately stop work until corrected

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**Contractor Safety Program**

- Establish requirements for all programs or projects where non-Agency labor is used to perform work on the Agency's property or assets
- Include in bid specifications and contracts
- Ensure requirements are adhered to as with any contract requirement

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### Hire Safe Contractors

- Good place to start
- If we can't be responsible for a contractor's safety, *then the contractor needs to be*
    - Past history is likely a good predictor
  - Determining whether a contractor is considered, with regards to their safety record, to be a **responsible bidder**
    - Assess contractor prior to executing agreement

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### Contractor Pre-Qualification

- Three year average experience modification rate (EMR) less than 100% **or**
- Three year average total recordable injury rate (TRIR) less than their industry average **AND** three year average days away, restricted, transferred (DART) is less than the contractor's industry average **or**
- Hire qualified safety professional to develop and implement a project-specific safety program.

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### Make it Simple

Year	EMR (Workers' Comp Carrier)	Fatalities (OSHA 300A form column G)	Environmental Citations *	Safety Citations *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total recordable incidents from OSHA 300A form columns G+H+I+J		Total hours worked from OSHA 300A		Total Recordable Incident Rate (TRIR)
<input type="text"/>		x 200,000 ÷		<input type="text"/>
Incidents with Days Away, Restricted or Transferred from OSHA 300A form columns H+I		Total hours worked from OSHA 300A		Days Away, Restricted or Transferred rate (DART)
<input type="text"/>		x 200,000 ÷		<input type="text"/>

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### Good Communications

#### Contractor Safety Orientation

- After execution of contract but before work is started
  - Review checklist to ensure all hazards are identified (amend checklist if necessary)
  - Explain any safety policies or procedures relevant to the project and how to access that information (SDS, Hot Work permits, etc.)
  - Ensure contractor understands the hazards and expectations
  - Review site emergency protocol including methods of communicating to personnel

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### Safety Assessments

- Using the completed Hazards Checklist, the *Contractor* must perform regular documented assessments to ensure continued site safety as project progresses
- Agency Project Manager to include safety in their assessments to identify unmitigated risks to Agency personnel, assets or the project

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### Summary

- Pre-qualify contractors as responsible bidders with regards to their safety record
- Provide a process for identification and disclosure of the potential hazards
- Ensure risks are minimized through the application of appropriate best management practices



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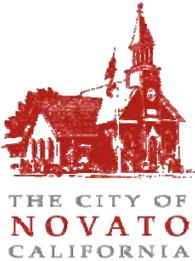
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**From:** Public Info <publicinfo@novato.org>  
**Sent:** Wednesday, December 13, 2017 11:23 AM  
**To:** Public Info  
**Subject:** Novato Councils Appoints New Mayor and Mayor Pro Tem



# NEWS RELEASE

**For Immediate Release:**  
December 13, 2017

**Contact:** Sherin Olivero, 415.899.8957

## New Mayor and Mayor Pro Tem Appointed

Council selects Fryday and Drew to serve one-year posts, Athas honored

*NOVATO, Calif*— On Tuesday, the Novato City Council appointed Mayor Pro Tem Josh Fryday as the new Mayor, and Councilmember Pam Drew as Mayor Pro Tem. Each will serve in that capacity for one year. Recently re-elected Councilmembers Denise Athas and Pat Eklund were also officially sworn in.

Outgoing Mayor Denise Athas passed the Mayoral Gavel to Mayor Pro Tem Josh Fryday during the Council’s reorganization meeting.

Elected to the Council in 2015, this will be Fryday's first term as Mayor.

“I'm so honored and humbled by this opportunity,” said newly-appointed Mayor Fryday, “and I look forward to rolling up my sleeves and working with every single one of you to continue to make Novato a wonderful place to both raise a family and retire.”

Novato is a “general law” city, which means its governance structure is specified by state law, and its Council selects the Mayor and Mayor Pro Tem (or Vice Mayor) for one-year terms. The Mayor signs official documents, presides at Council meetings, and acts as the official head of the City at public and ceremonial occasions, but has no additional power on the Council.

“Over the last two years, we have done the business of the City, and we have done it together” said Drew. “It is a great honor to be your Mayor Pro Tem.”

Outgoing Mayor Denise Athas, who completed her second term as Mayor, was presented with the “Gavel Plaque” by incoming Mayor Fryday, and stated, “I want to thank my colleagues for giving me the opportunity, for the second time, to serve as Mayor this past year. What I've learned is that our city is resilient, caring, resourceful and is ready for anything.”

Athas added “I am humbled by being able to work with such great people.”

Following councilmember comments regarding the accomplishments of the past year and aspirations for the upcoming year, the community was invited to join the new Council for cake and refreshments.

The first meeting of the new council will be January 9, 2018.

Video of the reorganization will be available at [novato.org/watchmeetings](http://novato.org/watchmeetings).

For more information on the City Council, please visit [novato.org/citycouncil](http://novato.org/citycouncil).

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## Bay Area Voice

*State pension board decision could fuel tax increases*

By Daniel Borenstein

Brace yourself taxpayers: CalPERS is about to bury you deeper in debt.

The nation's largest pension system is expected to adopt a funding plan that anticipates shortfalls during the next decade and then banks on exceptional investment returns over the following half century to make up the difference.

It's an absurd strategy designed to placate labor unions, who want more public money available now for raises, and local government officials who are struggling to make annual installment payments on past debt CalPERS has rung up.

And it highlights why the California Supreme Court, which is currently considering a key case on pension rights, and state lawmakers must do more to rein in public employee retirement costs.

We can't afford the current system.

That doesn't mean that traditional pensions should be eliminated; it means future benefit accruals should be reduced to affordable levels that don't con-

tinue saddling current and future generations with debt.

The California Public Employees' Retirement System currently has a \$153 billion unfunded liability, with only 68 percent of the assets it should have, largely because of similar, past hubris about investment returns.

The action will affect pensions for state workers, and hence all California taxpayers. In the Bay Area, it affects pensions for most of the local public agencies.

Specifically, the CalPERS board will re-allocate its portfolio and make a critical forecast of the return on those investments. The higher the expected return, the lower the contributions required from employers and employees. But if the prediction doesn't pan out, taxpayers must cover the shortfall.

CalPERS staff predicts the investment mix it's recommending will earn 7 percent annual returns. That just happens to match the earnings forecast that CalPERS is already phasing in. Thus, the staff suggests the rate should not be lowered, and contributions should not be further increased.

**The escalating payments are already requiring cutbacks in government services and/or higher taxes.**

But that 7 percent forecast is problematic. Ted Eliopoulos, CalPERS chief investment officer, estimates CalPERS will only earn 6.1 percent annually over the next 10 years. To reach 7 percent, the system's actuaries "blended" the 10-year estimate with a projection for the subsequent 50 years of 8.3 percent annual returns.

That's right. CalPERS, like many retirement systems, makes decisions about funding pensions today based on estimates of what market returns will be for the next six decades.

To do that, CalPERS assumes the future economy will eventually mirror the past. "But the future economy will be a lot different than the past," says Bob Stein, a retired Ernst & Young managing partner and chairman of the national Society of Actuaries Blue Ribbon Panel on Public Pension Funding.

"It requires a belief that equity returns are going to jump

back up to the 8 percent level or even higher in the out years here. I don't think anybody expects (that)."

Asked whether he thinks CalPERS' portfolio can earn an average 8.3 percent annual earnings over a half century, Eliopoulos told me, "I don't have a crystal ball. I think the projection for the next 10 years is reasonable."

Exactly. He doesn't have a crystal ball. Nor does anyone else at CalPERS.

Board members with a fiduciary duty to responsibly administer the pension system shouldn't use highly questionable half-century forecasts to justify underfunding pensions for the next decade.

In the shorter term, if CalPERS sets contribution rates assuming 7 percent annual returns and Eliopoulos' 6.1 percent 10-year forecast proves right, the pension system for the next decade will under-col-

lect from employers and employees.

Whereas workers and employers share the upfront pension contributions, government agencies, and ultimately taxpayers, must cover the shortfalls.

The escalating payments are already requiring cutbacks in government services and/or higher taxes. CalPERS' expected action is designed to avoid additional immediate payment increases. But it adds to the shortfall that must eventually be paid.

Political pressure from unions and local governments makes it likely the CalPERS board this week will keep the earnings assumption at 7 percent. But if that's the plan, board members should at least admit that easing the pain now will require piling on debt for taxpayers to cover in the future.

They shouldn't claim that wishful speculation about market returns decades from now makes it all right.

*Daniel Borenstein is the East Bay Times' editorial page editor. Reach him at [dborenstein@bayareanewsgroup.com](mailto:dborenstein@bayareanewsgroup.com).*

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**MSD Board Agenda**  
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