

NOVATO SANITARY DISTRICT

Meeting Date: January 26, 2015

NOTE REVISED TIME

The Board of Directors of Novato Sanitary District will hold a regular meeting at 4:30 p.m., **(note revised time*)**, Monday, January 26, 2015, at the District Offices, 500 Davidson Street, Novato.

**Revised time to accommodate treatment facilities tour by the Board (see item 6.a.)*

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

AGENDA

1. PLEDGE OF ALLEGIANCE:

2. AGENDA APPROVAL:

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

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

4. REVIEW OF MINUTES:

- a. Consider approval of minutes of the January 12, 2015 meeting.

5. CONSENT CALENDAR:

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

- a. Approve regular disbursements.
- b. Approve January payroll and payroll related disbursements.

6. WASTEWATER OPERATIONS:

- a. Tour of wastewater treatment plant with emphasis on odor control systems. *(Adjourn from Board Room, reconvene at plant headworks area, and receive a staff-conducted plant tour).*

- b. Receive Wastewater Operations Committee Report (*Reconvene in Board Room following plant tour, and continue the meeting*).

7. ADMINISTRATION:

- a. Approve travel by Board Member Long and Manager-Engineer Karkal to Washington DC for California Association of Sanitation Agencies (CASA) Annual Washington DC conference attendance, February 23-25, 2015.
- b. Consider cancelling the Board meeting of February 23, 2015.

8. BOARD OF DIRECTORS:

- a. Nominate candidates for the Special District member and alternate member positions, Marin County Local Agency Formation Commission (LAFCO).
- b. Receive correspondence from City of Novato Mayor Jeanne MacLeamy regarding Junior Accessory Dwelling Units.

9. BOARD MEMBER REPORTS AND REQUESTS:

- a. California Association of Sanitation Agencies (CASA) Winter Conference.
- b. North Bay Water Reuse Authority (NBWRA).

10. MANAGER'S ANNOUNCEMENTS:

11. ADJOURNMENT:

Next resolution no. 3083

Next regular meeting date: Monday, February 9, 2015, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

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

January 12, 2015

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, January 12, 2015, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Members Jerry Peters, Gary Butler, and William Long. Director Brant Miller was absent.

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal, Finance Officer Laura Creamer, and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Project Manager, Veolia Water
John O'Hare, Pretreatment Programs Manager, Veolia Water
Vikki Rodriguez, Vice President (Tax/Audit), Maze and Associates

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the December 8, 2014 meeting.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the December 8, 2014 Board meeting minutes were approved.

CONSENT CALENDAR:

On motion of Director Peters, seconded by Director Long, and carried unanimously, the following Consent Calendar items were approved:

- a. Approval of regular disbursements in the amount of \$333,974.86, and capital project disbursements in the amount of \$15,626.30. Ratification of December's disbursements as follows: regular disbursements in the amount of \$91,027.35, capital project disbursements in the amount of \$35,639.28, and Board member fees in the amount of \$2,332.63.
- b. Approval of December payroll and payroll related disbursements in the amount of \$219,096.28.
- c. Received Fixed Asset Deletion Report for Fiscal Year (FY) 2013-14.

FINANCE COMMITTEE

- Receive report from independent auditor, Maze and Associates: The Manager-Engineer introduced Ms. Vikki Rodriguez of Maze and Associates and noted that she had previously attended the December 16, 2014 Finance Committee meeting where she had presented the draft audit report.

Ms. Rodriguez stated that Maze and Associates had concluded, based on their audit, that there was a reasonable basis for rendering an unmodified opinion and that the District's financial statements for the fiscal year ended June 30, 2014 are fairly presented, and conform to Generally Accepted Accounting Principles (GAAP). Ms. Rodriguez noted that this opinion is the highest rating given. She stated that there were no major reporting changes, no new pronouncements, and no material weaknesses when internal controls were reviewed. She noted that internal controls are solid in comparison with other entities, in part because the District uses the enterprise version of QuickBooks as its accounting software, which provides a reliable audit trail. In addition, she stated that considering the limited number of staff, the District practices good segregation of duties and has a good review process.

Ms. Rodriguez then discussed provisions of Government Accounting Standards Board (GASB) Statements 45 and 68. She noted that GASB 45 (post-employment benefits other than pensions) recognizes a 30 year amortization period. However, GASB 68 (Pension Liability) does not provide for an amortization period, and requires that an entity such as the District recognize total pension liability on its annual financial statements. She acknowledged that the District was already complying with GASB 45 requirements and noted that the District will have to comply with GASB 68 provisions beginning with the current fiscal year ending June 30, 2015. She stated that the information on pension liability and cost would be determined by CalPERS. Separately, Finance Officer Creamer and the Manager-Engineer noted that the District had already received and responded to the October 22, 2014 Circular Letter from CalPERS, and asked CalPERS to provide the District with its GASB 68 reporting information. Ms. Rodriguez noted that this information would then be used to prepare the 2015 financial statements and audits.

- Receive Finance Committee report and recommendation, and accept the Comprehensive Annual Financial Report (CAFR) for the years ended June 30, 2014 and 2013, including audited financial statements. The Manager-Engineer stated that the agenda materials from the Finance Committee meeting on December 16, 2014 were included in the Board packet materials. There was no discussion.

On motion of Director Peters, seconded by Director Butler, and carried unanimously, the Board accepted the Comprehensive Annual Financial Report (CAFR) for the years ended June 30, 2014 and 2013, including audited financial statements.

- Receive Finance Committee recommendation, and ratify District Statement of Investment Policy, Policy 3120 – Investment of Public Funds. The Manager-Engineer

stated that this policy was adopted in December 2012 and updated in April 2014. He stated that there are no proposed changes at this time but noted that the District Board periodically reviews and adopts or ratifies the Statement of Investment Policy in accordance with Government Code Section 53600. The Manager-Engineer stated that this item was reviewed by the Finance Committee at its December 16, 2014 meeting, and it was being recommended that the Board ratify the policy.

On motion of Director Butler, seconded by Director Long, and carried unanimously, the Board ratified District Statement of Investment Policy, Policy 3120 – Investment of Public Funds.

WASTEWATER OPERATIONS COMMITTEE:

- Receive Wastewater Operations Committee Report. The Manager-Engineer stated that the Wastewater Operations Committee met on December 15, 2014 at 2:00 p.m. at the District office. He introduced Veolia Plant Manager John Bailey. The Plant Manager gave an overview of the Monthly Operations Report for November 2014 as presented to the Wastewater Operations Committee. He pointed out a correction on page one of the Treatment Plant Performance Summary, Title 22 – Recycled Water Production and Quality: Minimum CT (disinfection) ~~ml-min/L < 450~~ *mg-min/L > 450*.

The Plant Manager stated that the water quality performance was excellent and he discussed the routine maintenance activities performed at the NTP and the Ignacio Transfer Pump Station. He outlined the monthly safety and training activities and stated that 10 complaints/contacts were received in November.

The Manager-Engineer provided a summary of the odor control and landscaping report. He stated that the top layer of the main odor control bed was replenished with additional bio-filter material (media) in November. He discussed ongoing landscaping efforts and stated that the redwood trees currently in planter boxes along the eastern portion of the treatment facility will be planted in the ground in early 2015. He stated that more information will follow at the Wastewater Operations Committee meeting in January.

The Manager-Engineer provided a summary of the Collection System Operations report. He reviewed the department's performance, and noted that there were no sanitary sewer overflows in November. He also noted that all Emergency Operating Procedures (EOPs) for the pump stations had been completed.

The Manager-Engineer provided a summary of the Reclamation Facilities report. He stated that rehabilitation work had been scheduled but that it was not able to be completed due to wet weather conditions in December.

AD-HOC RECYCLED WATER COMMITTEE:

- Receive report on Joint meeting with North Marin Water District (NMWD) Recycled Water Sub-Committee. The Manager-Engineer stated that the District's Ad Hoc

Recycled Water Committee held a joint meeting with the North Marin Water District Recycled Water Sub-Committee on Wednesday, December 17, 2014. He reviewed information from the meeting, and provided an overview of NMWD's realigned Central Area distribution system. The Board and the Manager-Engineer discussed the Interagency Agreement with NMWD and future projects, including Phase 2 of the North Bay Water Reuse Authority project.

ADMINISTRATION:

- Consider adoption of resolution for Ken Besnia, retired Environmental Compliance Analyst.

On motion of Director Long, seconded by Director Peters and carried unanimously, the Board adopted Resolution No. 3082, A Resolution Commending Kenneth Besnia for Distinguished Service to Novato Sanitary District.

BOARD OF DIRECTORS:

- Receive information – Call for Nominations, Special District Member elections, Marin County Local Agency Formation Commission (LAFCO). The Manager-Engineer stated that this item was being presented to the Board for informational purposes only at this meeting. He stated that this item would also be agendized for the January 26th Board meeting.

BOARD MEMBER REPORTS:

- North Bay Watershed Association (NBWA) meeting. The Manager-Engineer stated that delegate Brant Miller was not able to attend the NBWA meeting on January 9th so he attended as alternate. The Manager-Engineer stated that presentations were given by Judy Kelly, Executive Director of the San Francisco Estuary Program (SFEP), and by Heather Cooley, Pacific Institute.

MANAGER'S ANNOUNCEMENTS:

- The Manager-Engineer discussed an informational article from the Marin Voice: "New accounting rules open door on public pension debts".
- The Manager-Engineer discussed a presentation he made to the Novato Democratic Club on Saturday, January 10th. He stated that the presentation appeared to have been well received.
- The next Board meeting will be held on January 26th at 4:30 p.m. instead of the usual 6:00 p.m. time to accommodate a treatment facilities tour.
- The next Wastewater Operations Committee meeting will be held on Tuesday, January 20th at 9 a.m.
- The California Association of Sanitation Agencies (CASA) Winter Conference will be held in Palm Springs from January 21 – 23, 2015.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:38 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording

DRAFT

Novato Sanitary District Operating Check Register

For January 26, 2015

Date	Num	Name	Credit
Jan 26, 15			
01/26/2015	57816	Pacific, Gas & Electric	74,382.14
01/26/2015	57795	CSRMA-	71,739.00
01/26/2015	57792	Central Marin Sanitation District	31,226.15
01/26/2015	57785	American Express-21007	3,604.91
01/26/2015	57818	Regional Government Services	3,507.50
01/26/2015	57806	Maze & Associates	3,430.00
01/26/2015	57820	RMC Water & Environment, Inc.	2,874.25
01/26/2015	57817	Rauch Communication Consultan...	2,715.60
01/26/2015	57812	North Marin Water District Payroll	2,325.00
01/26/2015	57800	Frontier Analytical Laboratory, Inc.	1,650.00
01/26/2015	57789	Carl Warren & Company	1,608.90
01/26/2015	57810	North Marin Water District - Lab	1,320.00
01/26/2015	57793	Cintas Corporation	1,136.35
01/26/2015	57822	Telstar Instruments Inc	1,094.00
01/26/2015	57803	IEDA, INC	1,072.00
01/26/2015	57802	HACH/American Sigma Inc	948.00
01/26/2015	57783	AirGas USA, LLC.	926.50
01/26/2015	57804	Johnson Controls, Inc.	663.25
01/26/2015	57814	Novato Disposal-	607.00
01/26/2015	57824	Verizon EQ	585.59
01/26/2015	57811	North Marin Water District Jobsite	570.00
01/26/2015	57791	CED Santa Rosa, Inc	492.29
01/26/2015	57787	B.W.S. Distributors, Inc.	381.32
01/26/2015	57805	Leak Detection Pros Inc	350.00
01/26/2015	57819	Ricoh USA, Inc.	315.44
01/26/2015	57794	Claremont EAP, Inc.	295.00
01/26/2015	57797	Evoqua Water Technologies - Lab	272.00
01/26/2015	57821	Stevenson, Jeffrey MD	255.00
01/26/2015	57790	CDW Government, Inc.	249.37
01/26/2015	57788	BoundTree Medical, LLC	189.01
01/26/2015	57825	Verizon Wireless-	160.46
01/26/2015	57796	Datco Billing Inc.	154.70
01/26/2015	57815	Orkin Pest Control, Inc.	131.42
01/26/2015	57809	North Marin Water District	116.00
01/26/2015	57808	North Marin Auto Parts	114.51
01/26/2015	57807	North Bay Portables, Inc.	92.20
01/26/2015	57813	Novato Chevrolet	91.76
01/26/2015	57801	Grainger	86.33
01/26/2015	57786	American Messaging	68.09
01/26/2015	57826	Water Components & Building, Inc.	40.68
01/26/2015	57799	First Alarm	38.74
01/26/2015	57798	Federal Express	22.90
01/26/2015	57784	All Star Rents LLP	7.72
01/26/2015	57823	United Parcel Service	1.98
Jan 26, 15			211,913.06

Novato Sanitary District Capital Projects Check Register

January 26, 2015

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Jan 26, 15			
01/26/2015	2810	Bank of New York Mellon	1,273,398.75
01/26/2015	2816	W.R. Forde	115,542.80
01/26/2015	2813	Nute Engineering Inc.	12,112.85
01/26/2015	2811	Control Systems West, Inc.	10,000.60
01/26/2015	2812	Linscott Engineering Contract...	9,963.48
01/26/2015	2815	Shape Incorporated	1,125.87
01/26/2015	2814	RMC Water & Environment, Inc.	797.50
Jan 26, 15			<u>1,422,941.85</u>

Novato Sanitary District
Payroll and Payroll Related Check Register
January - 2015

<u>Date</u>	<u>Description</u>	<u>Amount</u>
01/31/2015	January - Payroll	97,004.26
01/23/2015	January - Retirees Health Benefits	14,551.02
01/23/2015	CALPers Health	26,757.78
01/23/2015	CALPERS Retirement	5,978.62
01/23/2015	United States Treasury	19,233.17
01/23/2015	CalPers Supplemental Income Plan	2,500.00
01/23/2015	EDD	5,299.72
01/23/2015	Lincoln Financial Group	7,080.00
01/23/2015	Lincoln Financial Group-401a Plan	2,399.70
01/23/2015	Lincoln Financial Group-401a Plan	3,193.50
01/23/2015	CALPERS Retirement	16,805.55
01/23/2015	Delta Dental	2,629.87
01/23/2015	Local Union 315	400.00
01/23/2015	Operating Engineers Trust	282.53
		<u>204,115.72</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Receive Wastewater Operations Committee Meeting Report, December 2014	MEETING DATE: January 26, 2015 AGENDA ITEM NO.: 6.b.
RECOMMENDED ACTION: Information. Receive report.	
SUMMARY AND DISCUSSION: <p>The December 2014 reports for wastewater treatment operations, collection system operations, and reclamation facilities are attached.</p> <p>Wastewater Treatment Facility</p> <p>Novato Treatment Plant (NTP) water quality performance was excellent with all parameters well within effluent standards, even with two significant storm events during the month, and there were no NPDES violations. The Recycled Water Facility produced 0.78 MG of recycled water in December. Safety performance was excellent with another accident-free month for a total of 1,672 accident-free days at the end of December. Routine maintenance activities were performed at the NTP and the Ignacio Transfer Pump Station (ITPS). The Discharge Monitoring Report (DMR) and the Electronic Self-Monitoring Report (e-SMR) for November 2014 were submitted on December 30, 2014.</p> <p>Odor Control and Landscaping</p> <p>Odor control activities in December were limited due to the weather, with heavy storms hitting the area. The media in the large odor control bed between primary clarifiers #1 & #2 was topped off in November and appears to be performing satisfactorily. Operations staff continued to adjust the air flow input to the converted anoxic zones in the aeration basins to optimize the operating range(s) where odor causing compounds can be oxidized. Also, operations staff continued to add sodium hypochlorite to the influent flow. Landscaping activity was light due to the wet weather. Staff solicited bids to relocate the redwood trees in planter boxes along the eastern fence line of the plant site to the northeast corner of the plant site. Depending on weather, it is anticipated that the redwood re-planting work will occur by February.</p> <p>Collection System and Pump Stations</p> <p>Staff cleaned a total of 64,110 ft of sewer lines. Staff also televised 2,329 ft of sewer lines with the CCTV truck, hand televised 2,759 ft with the Push Cam, and conducted 275 lift station inspections. In addition, outside contractors cleaned and televised 1,088 ft of trunk sewers.</p> <p><u>Safety:</u> No lost time accidents in December 2014 for a total of 1,387 accident-free days.</p> <p><u>Standard and Emergency Operating Procedures (SOPs & EOPs):</u> No SOPs were generated in December.</p> <p><u>Sanitary Sewer Overflows (SSOs):</u> There were six (6) SSOs in December 2014 as discussed in the attached Collections System Operations Report.</p> <p>Reclamation Facility</p> <p>The rancher prepared to move his operation off site for the season. Pump No. 2 at Drainage Pump Station No. 7 was inspected at the repair shop and no problems were found. There were no irrigation or sludge handling activities this month.</p>	
DEPT.MGR.: JB (Veolia), SRK, TMO	MANAGER-ENGINEER: SSK

NOVATO SANITARY DISTRICT

Meeting Date: January 20, 2015

NOTE REVISED DATE AND TIME

The Wastewater Operations Committee of the Novato Sanitary District will hold a meeting at 9:00 AM, Tuesday, January 20, 2015* at the District offices, 500 Davidson Street, Novato.

AGENDA

1. AGENDA APPROVAL:

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

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

3. APPROVE MINUTES OF DECEMBER 15, 2014 MEETING

4. WASTEWATER TREATMENT FACILITIES REPORT FOR DECEMBER 2014:

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

5. COLLECTION SYSTEM REPORT FOR DECEMBER 2014:

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

6. RECLAMATION FACILITY REPORT FOR DECEMBER 2014

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

7. ADJOURNMENT:

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

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

***Time and date revised from regularly scheduled time and date of 2:00 pm, 3rd Monday of the month due to the Martin Luther King holiday on January 19, 2015.**

December 15, 2014

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 2:00 p.m., Monday, December 15, 2014, at the District Office, 500 Davidson Street, Novato.

MEMBERS PRESENT: Committee Members Jerry Peters and Brant Miller.

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

OTHERS PRESENT: None.

AGENDA APPROVAL: Approved as presented.

PUBLIC COMMENT: None.

APPROVAL OF MEETING MINUTES FOR NOVEMBER 17, 2014: The November 17, 2014 meeting minutes were approved as written.

WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR NOVEMBER 2014:

- Treatment Plant Performance Report, Maintenance Report and Safety & Training:

Veolia Project Manager John Bailey gave an overview of treatment plant operations for the month of November and stated that there were no permit exceedances, violations or excursions. He discussed the key operations and maintenance events at the Novato facility, the Ignacio Transfer Pump Station, the Recycled Water Plant, and the Sludge Lagoons. He discussed training events completed in November and stated that as of November 30th, Veolia employees have been accident free for a total of 1,641 days / 74,830 hours. He discussed the training Veolia employees participated in during November. He reviewed the operations and maintenance report and stated that 1.34 million gallons of recycled water were produced.

The Project Manager stated that Jerome Meter (H₂S) readings continue to be taken within the treatment plant as well as in the Lea Drive neighborhood area and that ten (10) odor notifications were received in November. He reviewed a diagram which illustrated where odor samples are taken within the treatment facility and within the Lea Drive neighborhood.

- Odor control, noise, and landscaping report: The Manager-Engineer stated that in November, the odor control bed between primary clarifiers #1 and #2 was topped off with additional media to enhance odor removal. He stated that after an initial acclimation and stabilization period, the media beds appear to be performing satisfactorily.

The Manager-Engineer discussed the landscaping in the northeast area of the plant site. He stated that there was only light activity in the area in November but that staff continues to work with District landscape contractor Cagwin and Dorward. He stated that depending on the weather, all of the anticipated plantings will occur in December or early January.

COLLECTION SYSTEMS OPERATION AND MAINTENANCE REPORT FOR NOVEMBER 2014:

The Collections System Superintendent gave the Collection Systems Monthly Report for November 2014. He reported that the Collection Systems crew cleaned a total of 63,279 feet of sewer pipeline and that the department completed 383 maintenance work orders which were generated in November. He stated that the District's CCTV van (Closed Circuit TV) televised 39 line segments for 5,636 feet of production and he outlined the areas identified as needing repairs or further evaluation. He reported on the current Collection System Projects and outlined the specialized training that his department completed.

The Collections System Superintendent stated that there were zero sanitary sewer overflows in the month of November. He stated that as of November 30, 2015, the Collections Department and the District have worked accident free for a total of 1,625 days.

RECLAMATION FACILITY REPORT FOR NOVEMBER 2014:

The Field Services Manager gave the Reclamation Facilities report for November. He stated that the rancher prepared to move his operation off site for the season. He stated that Pump No. 2 at Drainage Pump Station No. 7 was inspected and no problems were found. He noted that there was no irrigation or sludge handling activities in November.

ADJOURNMENT: There being no further business to come before the Committee, the meeting adjourned at 2:39 p.m. The next Wastewater Operations Committee meeting will be held on Tuesday, January 20th, 2015, as Monday, January 19th is a District holiday (Martin Luther King Day). The February 2015 meeting will be held on Tuesday, February 17th, as Monday, February 16th is a District holiday (President's Day).

Respectfully submitted,

Sandeep Karkal
Manager-Engineer

Julie Swoboda, Recording



January 13, 2015

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

Subject: Veolia Water Operations Report – December 2014

Dear Mr. Karkal:

I am pleased to provide the Monthly Operation Report for December 2014.

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

Best regards,

A handwritten signature in blue ink that reads "John Bailey". The signature is fluid and cursive, with the first name "John" being more prominent than the last name "Bailey".

John Bailey
Project Manager, Veolia



**MONTHLY OPERATIONS REPORT
December 2014**

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

TABLE OF CONTENTS

TREATMENT PLANT PERFORMANCE SUMMARY	1
SAFETY AND TRAINING	2
OPERATIONS AND MAINTENANCE STATUS / REVIEW	2-3
ADMINISTRATION	3
ODORS	3
MISCELLANEOUS	3
ATTACHMENTS	
• Photos / Graphs	
○ Storm Events 12/10 & 12/11/2014 (3)	
○ Decant Line Flushing	
○ High Flow Graphs 12/10 & 12/11/2014 (2)	
• Laboratory Data	
• Recycled Water Report	
• Annual Performance Graphs	
• Process Control Data / Graphs	
• Customer Notifications (Odor)	

TREATMENT PLANT PERFORMANCE SUMMARY: December 2014:

Bay Discharge – NPDES Limits

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	11.08	28.04	N/A	N/A
Max Peak Hour, MGD – 12/11/14, 0815 Hours	N/A	35	N/A	N/A
Influent BOD ₅ , lb/day (month ave/max)	12,111	19,799	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	19,521	47,304	N/A	N/A
Effluent BOD ₅ , mg/L (monthly ave/weekly max)	<6	8	30	45
Effluent TSS, mg/L (monthly ave/weekly max)	<5	9	30	45
Effluent BOD ₅ - % Removal, Minimum	95	N/A	85	N/A
Effluent TSS - % Removal, Minimum	97	N/A	85	N/A
Ammonia, mg/L – (monthly ave/daily max)	0.17	0.43	6	21
pH, su (min / max)	6.9	7.1	6.5	8.5
Enterococcus, mpn (30 day geo mean)	12.2	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	13	N/A	140	N/A
Fecal Coliform, mpn (90 th percentile)	220	N/A	430	N/A
Total Coliform, mpn (5 Sample Median / Max)	N/A	N/A	240	10,000
Total Permit Exceedances (NPDES)	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	0.78	N/A
Average Turbidity	NTU	1.4	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	0	72
Minimum CT (disinfection)	mg-min/L	>450	450
Minimum Dissolved Oxygen (DO)	mg/L	8.8	1.0
Maximum Total Coliform	mpn/100 ml	<2	2

Total Rainfall. – 16.68 inches

Daily Max 12/11/14 – 4.13 inches

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

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTP and Ignacio Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of December.
- Accident Free: 6/1/10 – 12/31/14: 1,672 days / 76,243 hours
- Monthly Safety Topic and Training – SPCC Plan – Novato & SPCC Plan – Ignacio (Spill Prevention Control and Countermeasures Plan)
- Forklift Training/Certification
- Reviewed Wet Weather Operating Procedures (table top + hands-on)

OPERATIONS & MAINTENANCE STATUS / REVIEW:

Key events for the period:

Novato

- Routine rounds, readings and maintenance
- Replaced door handles on Digested Sludge Building (lever handles)
- Replaced tension chain guide on Filter Screen #2
- Flushed and cleared decant line
- Replaced motor starter contact on Grinder
- Secondary Clarifier #2 put into service – Wet Weather / High Flow
- Aeration Basin #2 put into service – Wet Weather / High Flow
- Primary Clarifier #1 put into service – Wet Weather / High Flow
- Repaired water line on Grit Vortex
- Replaced UPS batteries in Blower Room

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

- Aeration Basins 1 (not needed at current flows)

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance
- Installed power cable on Conveyance Pump #2
- Repaired EIM valve actuators

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

- None

Recycled Water Plant (RWP)

- Performed plant rounds and maintenance

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

- None

Sludge Lagoons

- Performed routine rounds and inspection

ADMINISTRATION:

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

ODORS:

- Jerome Meter (H2S) readings performed in neighborhood and within treatment plant.

MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held weekly.
- Regional Water Board Tour

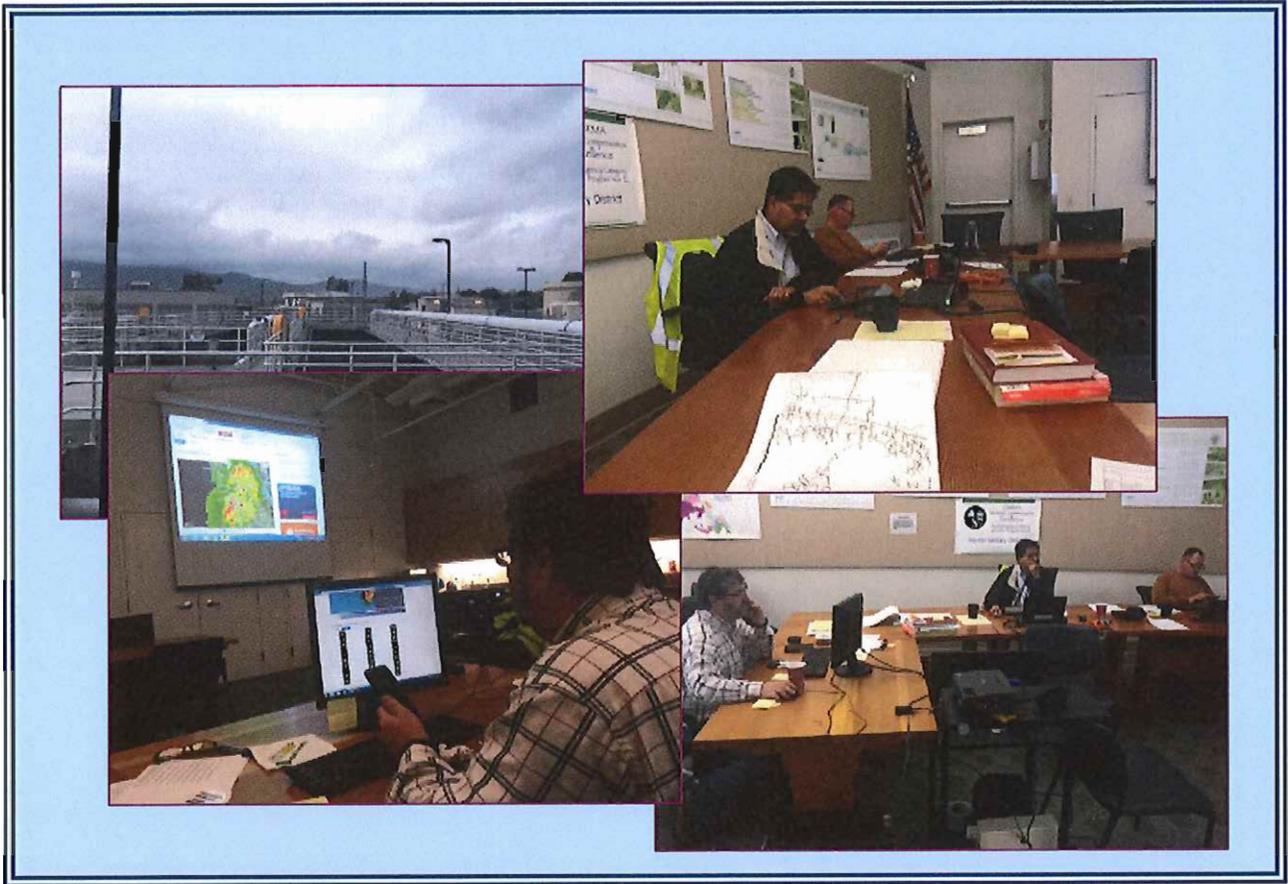
Veolia Support Staff On/Off Site (Various Times)

John O'Hare Technical Support

Ed Dix Technical Support

DECEMBER 10TH PREPARING FOR THE STORM

Over Five Inches of Rain on December 10th & 11th.



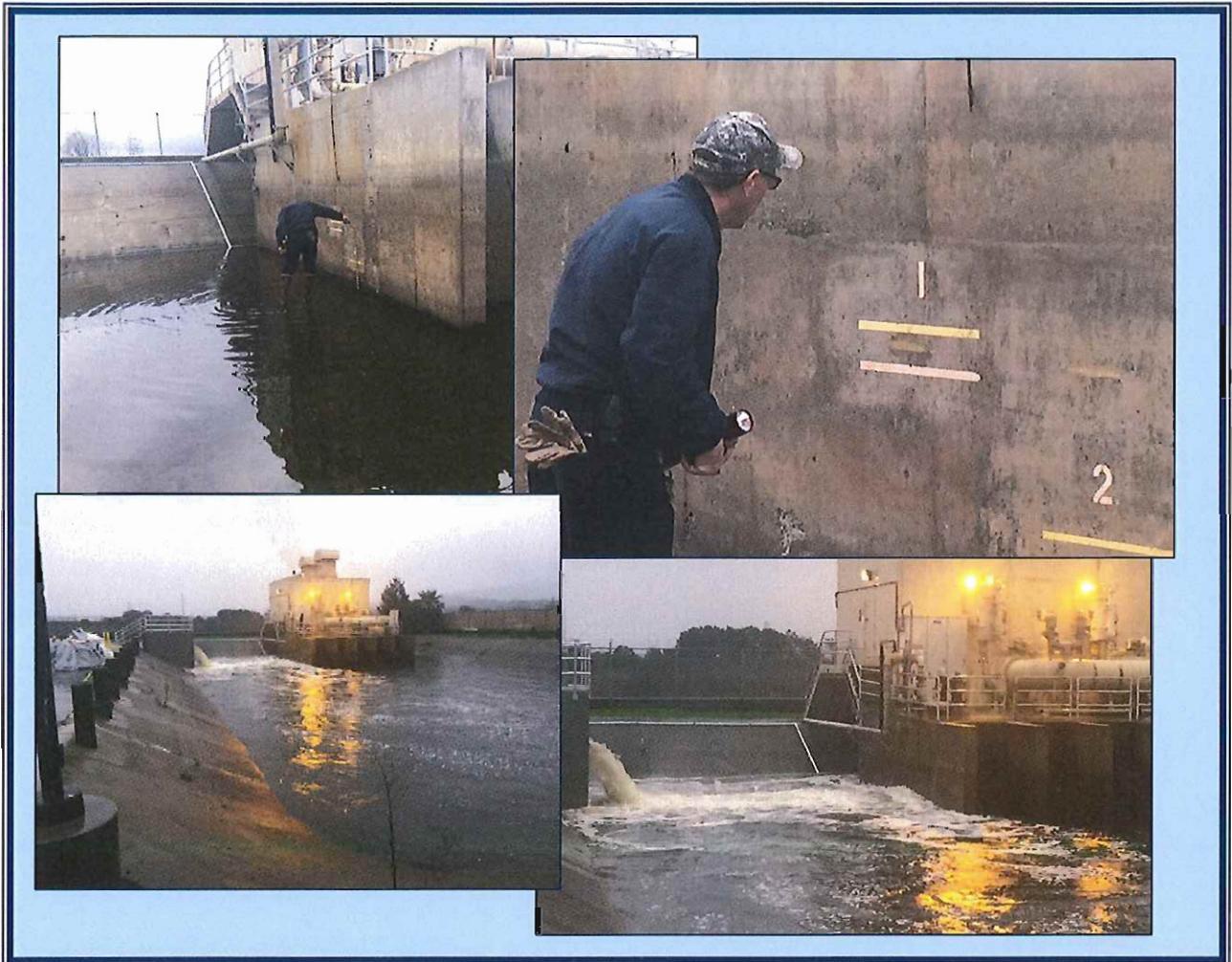
Top Left – December, 10th - Stormy Skies Looming

Top Right – Emergency Operations Center (EOC)

Bottom Left – Craig Deasy Tracking the Storm

Bottom Right – EOC Team – Craig Deasy, Sandeep Karkal, Steve Krautheim

DECEMBER 10th & 11th 2014
WET WEATHER / HIGH FLOW - PUMPING



Top Left – Measuring Water Levels in Wet Weather Pump Wet Well
Top Right – Preston Ingram Confirms Operating Levels Prior to Storm
Bottom Left & Right – Flow Greater Than 24 mgd to Wet Weather Pumps

DECEMBER 2014
STORM – HEAVY RAIN / HIGH FLOW



Top Left – Portable Pumping at Ignacio Transfer Pump Station
Top Right – Preston Ingram, Wet Weather Pumping
Bottom Left & Right – Setting up Portable Pump at Ignacio

DECEMBER 2014
FLUSHING DECANT LINES



Top Left – Brian Exberger, removing cleanout cap, Deer Island, sludge lagoons

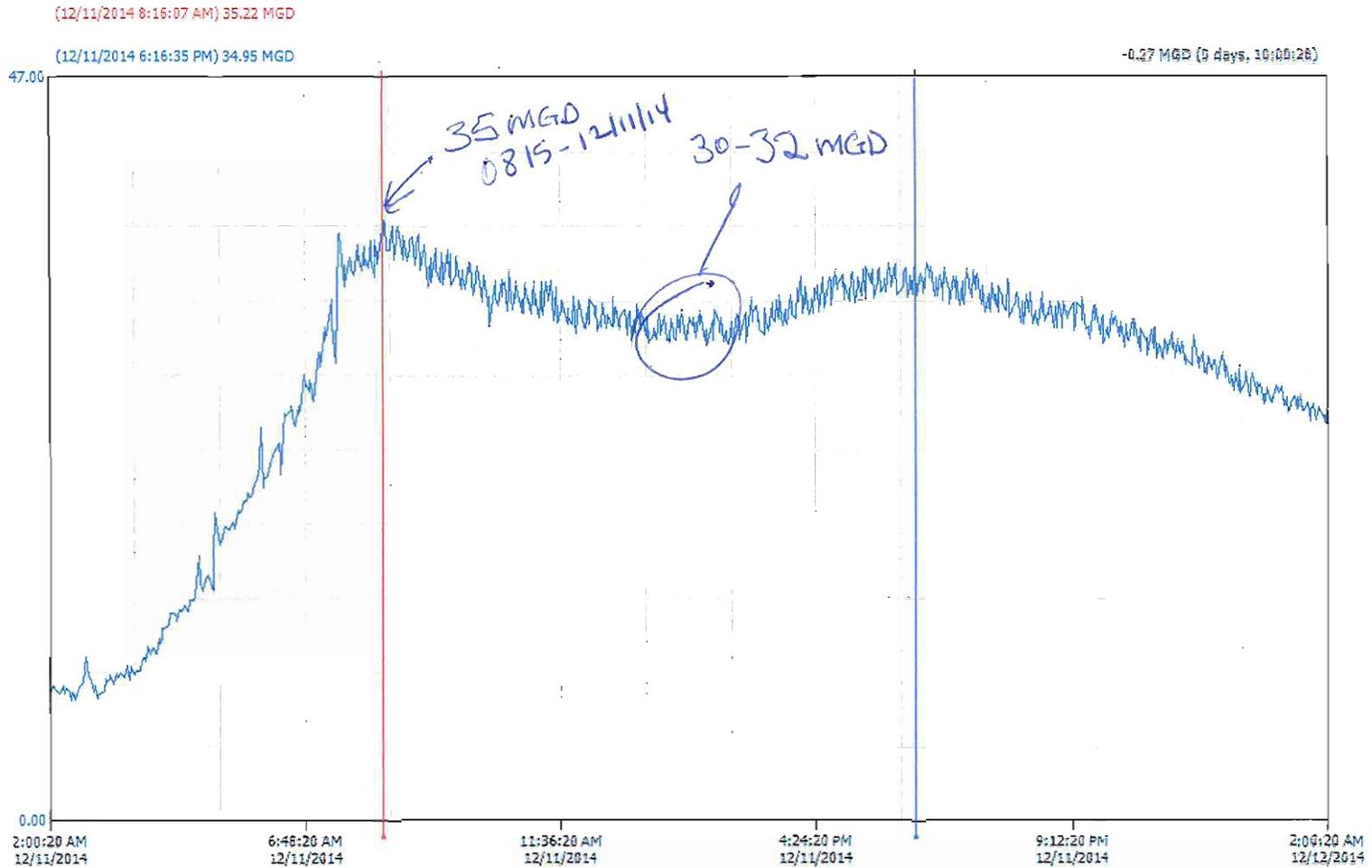
Top Right – Decant flushing set up at Deer Island Lane

Bottom Left & Right – Contractor flushing decant line at Deer Island

Novato Influent Flow

12/11/14

Flow - Level IPS



HISTORIAN1:AI84_1070_0000_ME_F_AO [BestFit - 00 00:07:24.383]

Tag Name	Description	Server	Color	Units	Minimum	Maximum	IO Address	Time Off...
<input type="checkbox"/> AI81_1011...	Infl WetWell #1-Level	HISTORI...	Green	ft	0	19	\\SCADASVR1\DASMBT...	0:00:00....
<input type="checkbox"/> AI81_1012...	Infl WetWell #2-Level	HISTORI...	Red	ft	0	19	\\SCADASVR1\DASMBT...	0:00:00....
<input checked="" type="checkbox"/> AI84_1070...	HdWrks-Plant Flow Ana...	HISTORI...	Blue	MGD	0.00	47.00	\\SCADASVR1\DASMBT...	0:00:00....

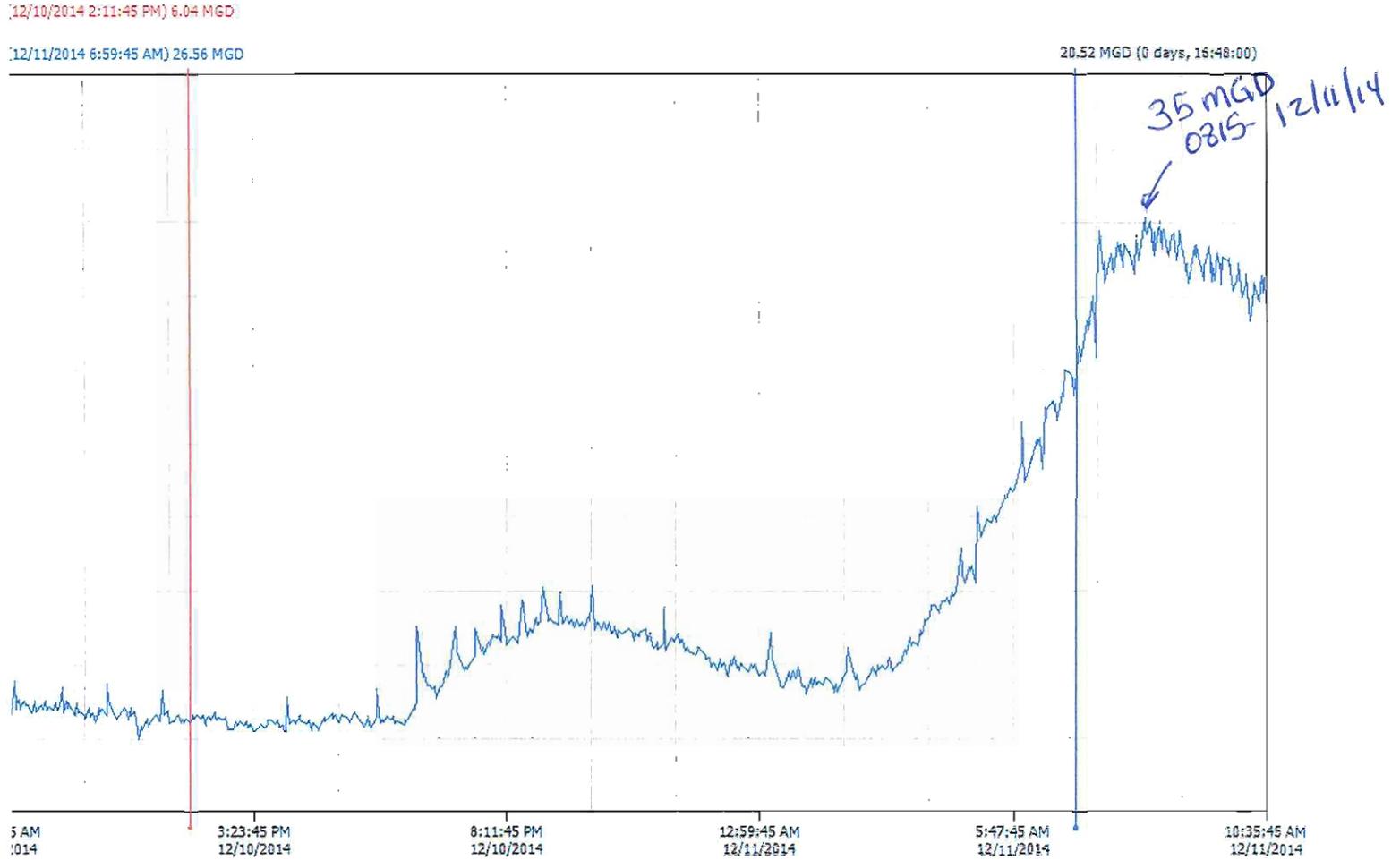
1/13/2015 10:42:13 AM

C:\Documents and Settings\Scada\My Documents\Influent Flow & Level\Flow - Level IPS.aaTrend

Noveto Influent Flow

12/10 & 12/11

Flow - Level IPS



HISTORIAN1:AI84_1070_0000_ME_F_AO [BestFit - 00 00:09:26.725]

Description	Server	Color	Units	Minimum	Maximum	IO Address	Time Off...
1... Infl WetWell #1-Level	HISTORI...	Green	ft	0	19	\\SCADASVR1\ DASMBT...	0:00:00....
2... Infl WetWell #2-Level	HISTORI...	Red	ft	0	19	\\SCADASVR1\ DASMBT...	0:00:00....
0... HdWrks-Plant Flow Ana...	HISTORI...	Blue	MGD	0.00	47.00	\\SCADASVR1\ DASMBT...	0:00:00....

11:36:24 AM

s and Settings\Scada\My Documents\Influent Flow & Level\Flow - Level IPS.aaTrend

Novato Sanitary District
BOD/TSS Report



December, 2014

Date	Flow MGD	Influent				Effluent				BOD % Removal	TSS % Removal
		BOD		TSS		BOD		TSS		PERCENT	PERCENT
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
12/01/14	5.59	228	10,629	317	14,779	8	373	5	233	96.5	98.4
12/02/14	13.84										
12/03/14	17.24	135	19,411	329	47,304	12	1,725	16	2,301	91.1	95.1
12/04/14	10.92										
12/05/14	10.70	86	7,674	144	12,850	5	446	5	446	94.2	96.5
12/06/14	9.52										
12/07/14	7.62										
12/08/14	6.30										
12/09/14	5.87	160	7,833	222	10,868	<5	<245	8	392	96.9	96.4
12/10/14	11.99	198	19,799	295	29,499	<5	<500	3	300	97.5	99.0
12/11/14	28.04										
12/12/14	18.19	97	14,715	289	43,843	6	910	13	1,972	93.8	95.5
12/13/14	13.20										
12/14/14	10.76										
12/15/14	21.53	108	19,393	165	29,627	<5	<898	3	539	95.4	98.2
12/16/14	19.73										
12/17/14	15.38	54	6,927	83	10,646	<5	<641	5	641	90.7	94.0
12/18/14	12.16										
12/19/14	18.19	79	11,985	128	19,418	<5	<759	<3	<455	93.7	97.7
12/20/14	12.32										
12/21/14	10.22	96	8,183	132	11,251	<5	<426	<3	<256	94.8	97.7
12/22/14	8.61	95	6,822	133	9,550	<5	<359	<3	<215	94.7	97.7
12/23/14	7.53	144	9,043	167	10,488	<5	<314	<3	<188	96.5	98.2
12/24/14	7.46										
12/25/14	6.57										
12/26/14	6.43										
12/27/14	6.02										
12/28/14	6.05										
12/29/14	5.23	268	11,690	266	11,602	6	262	3	131	97.8	98.9
12/30/14	5.36	320	14,305	386	17,255	5	224	3	134	98.4	99.2
12/31/14	4.92	323	13,254	337	13,828	<5	<205	3	123	98.5	99.1
Weekly Averages											
12/06/14	Week 1	150	12,571	263	24,978	8	848	9	993		
12/13/14	Week 2	152	14,116	269	28,070	5	552	8	888		
12/20/14	Week 3	80	12,768	125	19,897	5	766	4	545		
12/27/14	Week 4	112	8,016	144	10,430	5	366	3	220		
	Week 5										
Monthly											
Minimum	4.92	54	6,822	83	9,550	<5	<205	<3	123	91	94
Maximum	28.04	323	19,799	386	47,304	12	1,725	16	2,301	98	99
Total	343.49										
Average	11.08	159	12,111	226	19,521	<6	<552	<5	<555	95	97

Novato Sanitary District
Conventional Pollutants Report



December, 2014

Date	INFLUENT - A001			Effluent - E002							
	Flow	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Unionized Ammonia	Oil & Grease	Temp
	Total			Fecal	Entero	Total					
	MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L		Deg C
12/01/14	5.59	7.2		50.0	7.5		7.0				20.6
12/02/14	13.84						7.0				20.4
12/03/14	17.24			900.0	156.5		7.0				17.7
12/04/14	10.92						7.1				19.4
12/05/14	10.70	7.0		900.0	8.5		7.0				19.7
12/06/14	9.52										
12/07/14	7.62										
12/08/14	6.30	7.1		13.0			7.1				20.0
12/09/14	5.87			13.0	4.1		7.1	0.08		<1.4	20.0
12/10/14	11.99			8.0	3.1		7.1	0.08	0.00042		21.1
12/11/14	28.04			220.0			7.0	0.07			18.6
12/12/14	18.19	6.6		60.0	48.7		7.0	0.43			17.8
12/13/14	13.20			17.0							
12/14/14	10.76			8.0							
12/15/14	21.53	6.5		13.0	14.8		7.0				17.5
12/16/14	19.73			50.0			7.1				17.7
12/17/14	15.38			22.0	18.9		7.0				17.5
12/18/14	12.16			4.0			7.1				17.9
12/19/14	18.19	6.7		11.0	19.9		7.1				18.2
12/20/14	12.32			8.0							
12/21/14	10.22			13.0	13.1						
12/22/14	8.61	7.0		2.0	7.4		7.1				19.0
12/23/14	7.53			4.0	8.4		7.0				19.3
12/24/14	7.46	7.1					7.0				19.0
12/25/14	6.57						7.0				18.2
12/26/14	6.43						6.9				18.8
12/27/14	6.02										
12/28/14	6.05										
12/29/14	5.23	6.8		8.0	5.2		6.9				18.5
12/30/14	5.36			2.0	7.4		7.0				18.3
12/31/14	4.92	7.0		2.0	5.2		7.0				18.1
Monthly											
Minimum	4.92	6.5		2.0	3.1		6.9	0.07		<1.4	17.5
Maximum	28.04	7.2		900.0	156.5		7.1	0.43	0.00042	<1.4	21.1
Total	343.49										
Average	11.08	6.9					7.0	0.17	0.00042	<1.4	18.8

Novato Plant : Bacterial Results

EFFLUENT: E-002 Station

Dec-14

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

Date	Fecal Coliform	90th Percentile	Ranking
December 1, 2014	50		
December 2, 2014			Sample #1: 2
December 3, 2014	900		Sample #2: 2
December 4, 2014			Sample #3: 2
December 5, 2014	900		Sample #4: 4
December 6, 2014			Sample #5: 4
December 7, 2014			Sample #6: 8
December 8, 2014	13		Sample #7: 8
December 9, 2014	30		Sample #8: 11
December 10, 2014	13		Sample #9: 13
December 11, 2014	220		Sample #10: 13
December 12, 2014	60		Sample #11: 13
December 13, 2014	17		Sample #12: 13
December 14, 2014	8		Sample #13: 17
December 15, 2014	13		Sample #14: 22
December 16, 2014	50		Sample #15: 30
December 17, 2014	22		Sample #16: 50
December 18, 2014	4		Sample #17: 50
December 19, 2014	11		Sample #18: 60
December 20, 2014	2		Sample #19: 220
December 21, 2014	13		Sample #20: 900
December 22, 2014	2		Sample #21: 900
December 23, 2014	4		
December 24, 2014			
December 25, 2014			
December 26, 2014			
December 27, 2014			
December 28, 2014			
December 29, 2014	8		
December 30, 2014	2		
December 31, 2014			

Max	900
Min	2.0
Avg	111.52
30-Day Median	13

90th Percentile Value **220**

Date	Enterococcus
December 1, 2014	7.5
December 2, 2014	
December 3, 2014	156.5
December 4, 2014	
December 5, 2014	8.1
December 6, 2014	
December 7, 2014	
December 8, 2014	
December 9, 2014	4.1
December 10, 2014	3.1
December 11, 2014	
December 12, 2014	48.7
December 13, 2014	
December 14, 2014	
December 15, 2014	14.8
December 16, 2014	
December 17, 2014	18.9
December 18, 2014	
December 19, 2014	19.9
December 20, 2014	
December 21, 2014	13.1
December 22, 2014	7.4
December 23, 2014	8.4
December 24, 2014	
December 25, 2014	
December 26, 2014	
December 27, 2014	
December 28, 2014	
December 29, 2014	5.2
December 30, 2014	
December 31, 2014	

Max	156.5
Min	3.1
Avg	24.3
30 Day Geo. Mean	12.2

December 2014 Monthly Summary Report Station= Novato WWTP

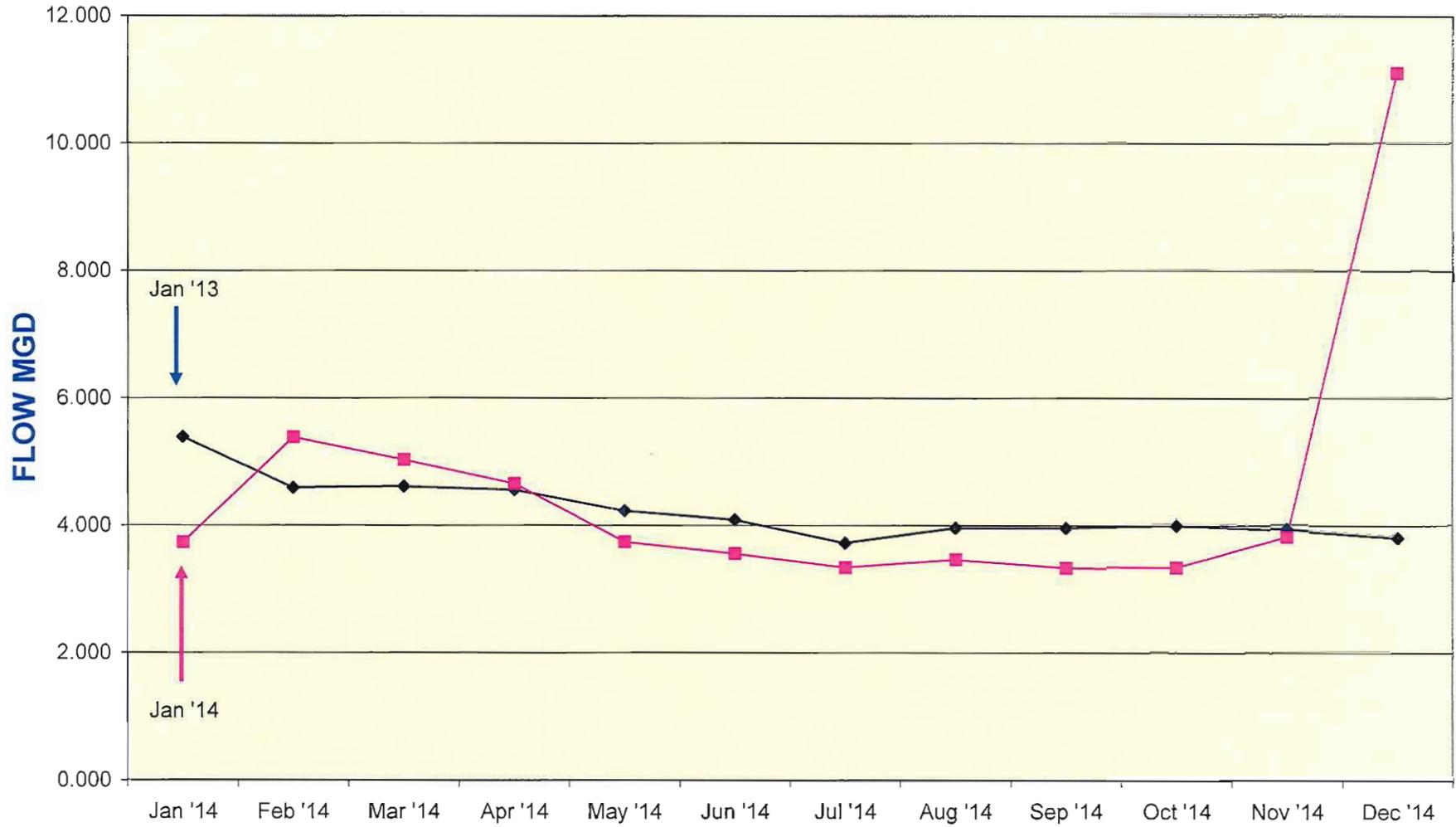
Date	O Temp Max	O Temp Min	Press Max	Press Min	Rain Max	Speed Max
1	62	54	30.60	30.42	0.10	11
2	58	54	30.44	30.14	2.12	20
3	63	53	30.36	30.13	2.79	18
4	66	52	30.49	30.33	0.33	7
5	64	55	30.51	30.40	0.47	10
6	66	55	30.69	30.51	0.35	7
7	61	53	30.69	30.57	0.01	7
8	63	54	30.64	30.55	0.00	0
9	61	54	30.66	30.54	0.00	0
10	63	54	30.55	30.12	0.91	0
11	64	50	30.16	29.93	4.13	0
12	54	44	30.60	30.13	0.21	0
13	55	43	30.73	30.59	0.01	0
14	54	44	30.67	30.47	0.12	0
15	53	48	30.48	30.31	2.29	17
16	59	46	30.43	30.26	1.14	6
17	58	47	30.56	30.42	0.24	7
18	57	50	30.66	30.54	0.08	5
19	56	53	30.63	30.58	0.80	0
20	60	51	30.70	30.61	0.00	0
21	66	56	30.75	30.65	0.00	10
22	67	51	30.77	30.57	0.00	4
23	65	49	30.70	30.54	0.00	2
24	60	46	30.61	30.37	0.03	27
25	59	43	30.65	30.50	0.00	14
26	62	40	30.80	30.56	0.00	9
27	54	32	30.91	30.77	0.00	1
28	56	36	30.90	30.67	0.00	1
29	57	34	30.77	30.55	0.00	3
30	55	38	30.82	30.61	0.01	24
31	64	37	30.80	30.49	0.00	8
Month	67	32	30.91	29.93	16.14	27
	°F	°F	InHg	InHg	In	mph

DD Heat=

DD Cool=

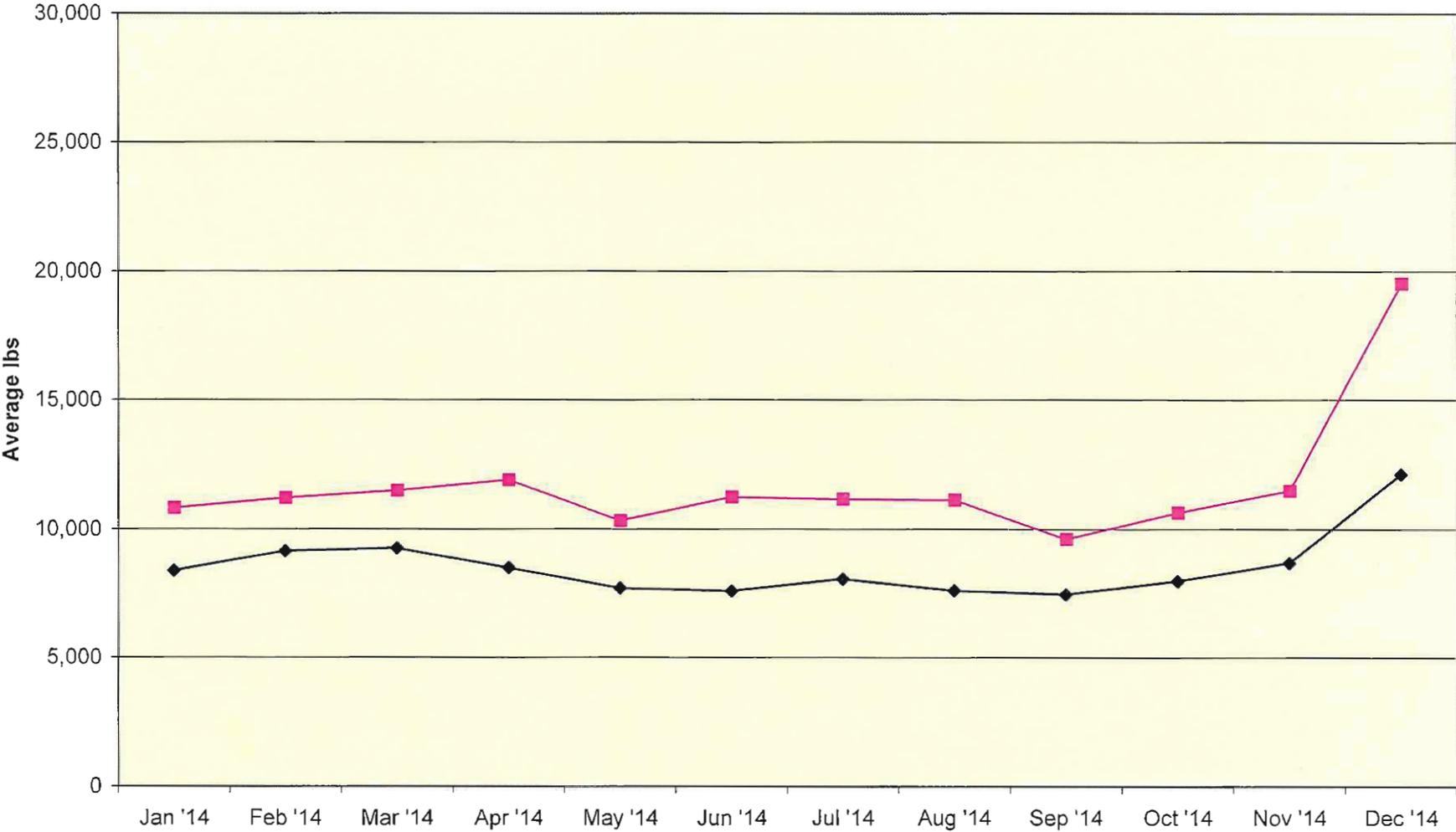
FLOW COMPARISON

—◆— 2013 —■— 2014



Influent Load BOD / TSS lbs

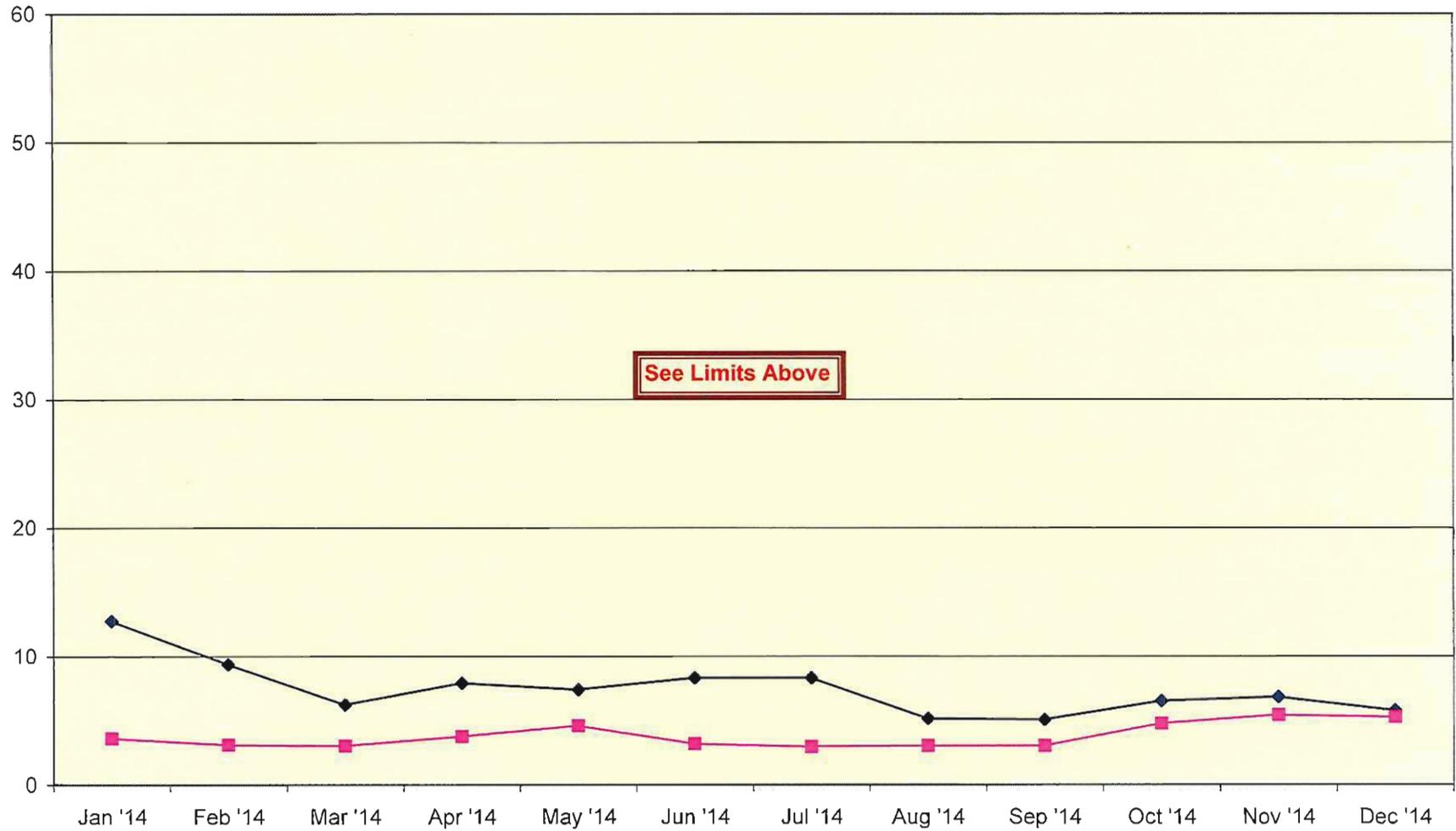
◆ BOD lbs ■ TSS lbs



Effluent BOD / TSS Concentration

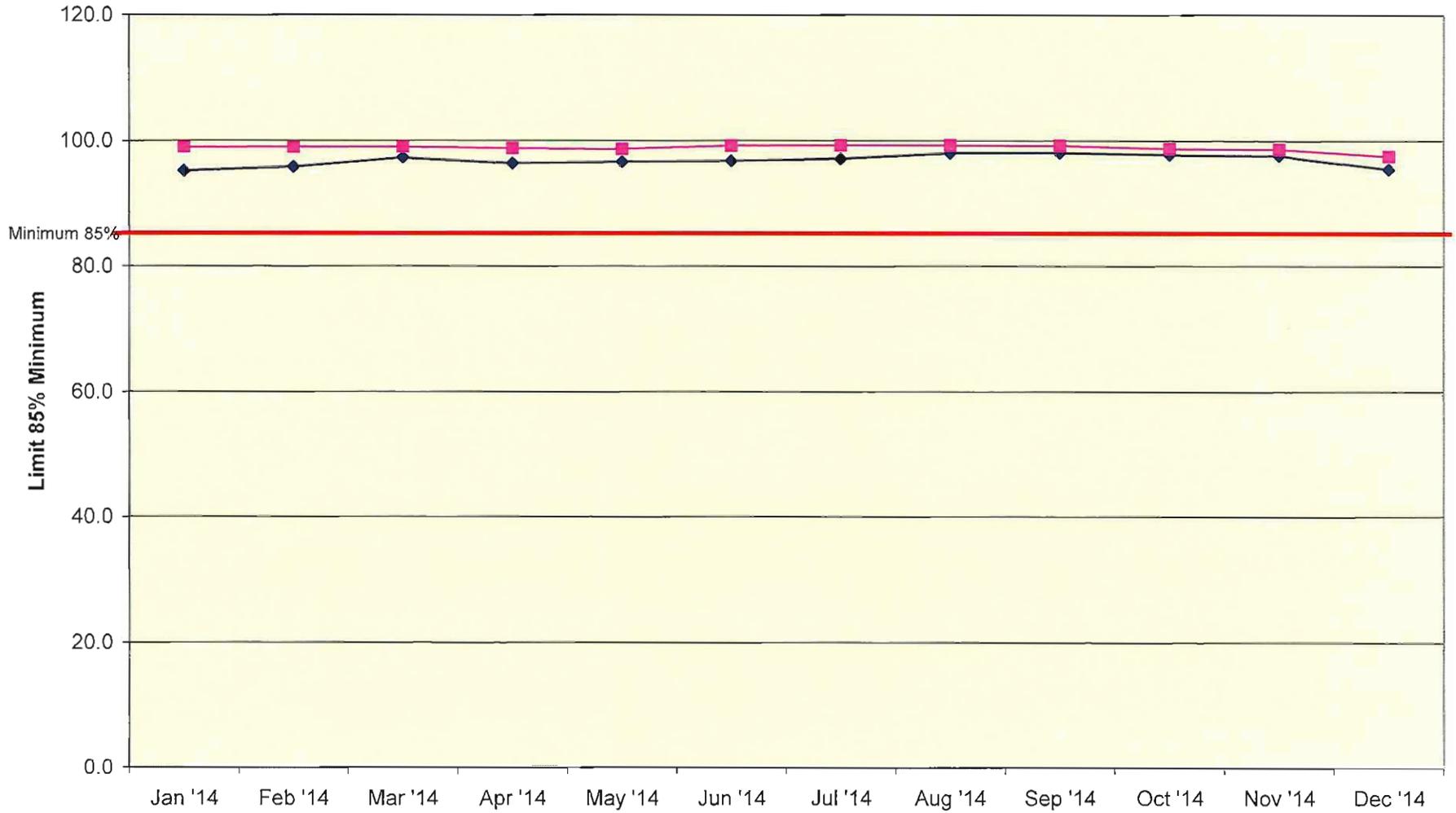
NPDES LIMITS WET SEASON
BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave
NPDES LIMITS DRY SEASON
BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave
TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave
WDR (Waste Discharge Requirements) RECLAMATION
BOD - 40 mg/L

—◆— BOD —■— TSS



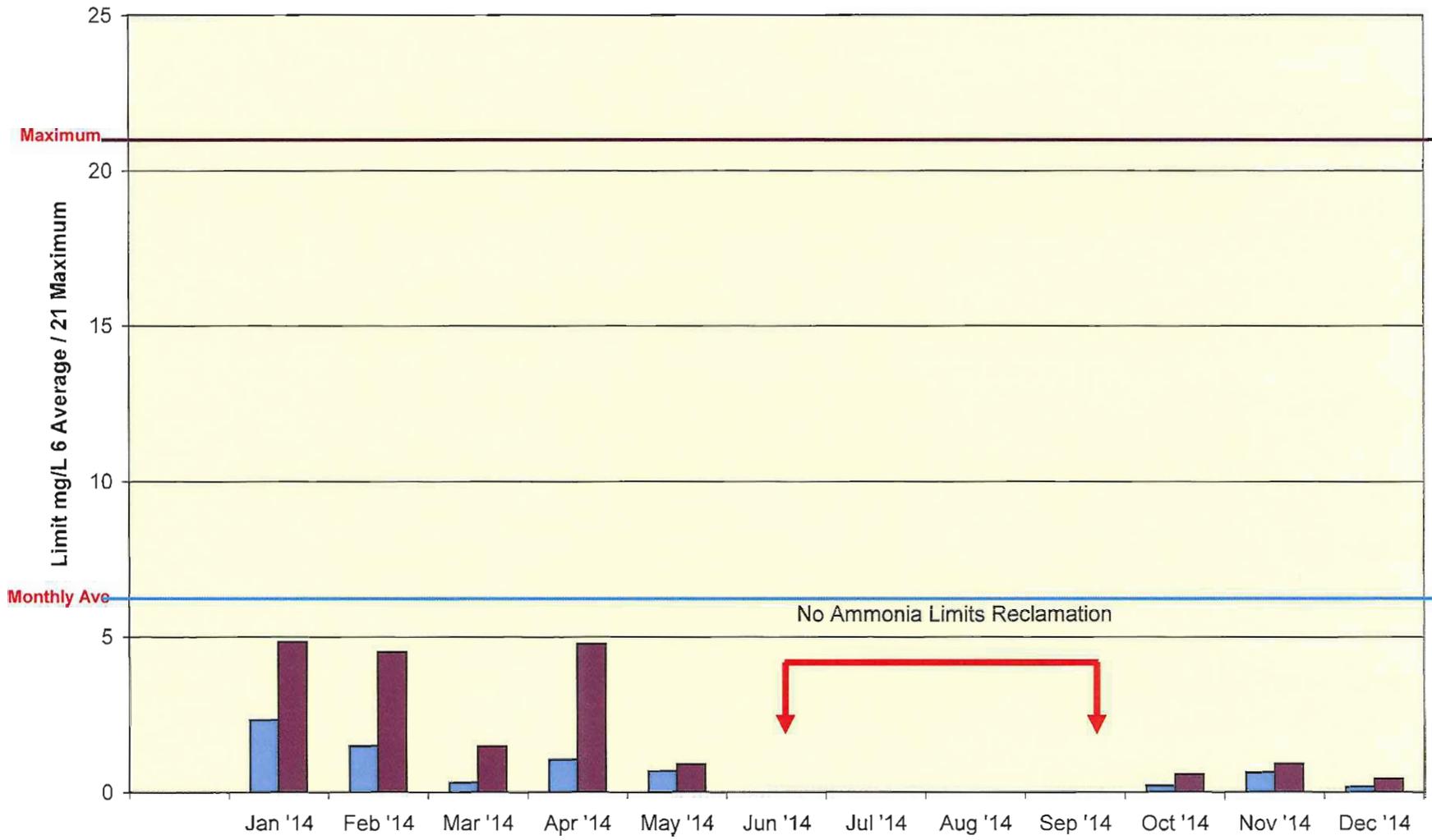
BOD / TSS Percent Removal

◆ BOD ■ TSS



Effluent Ammonia

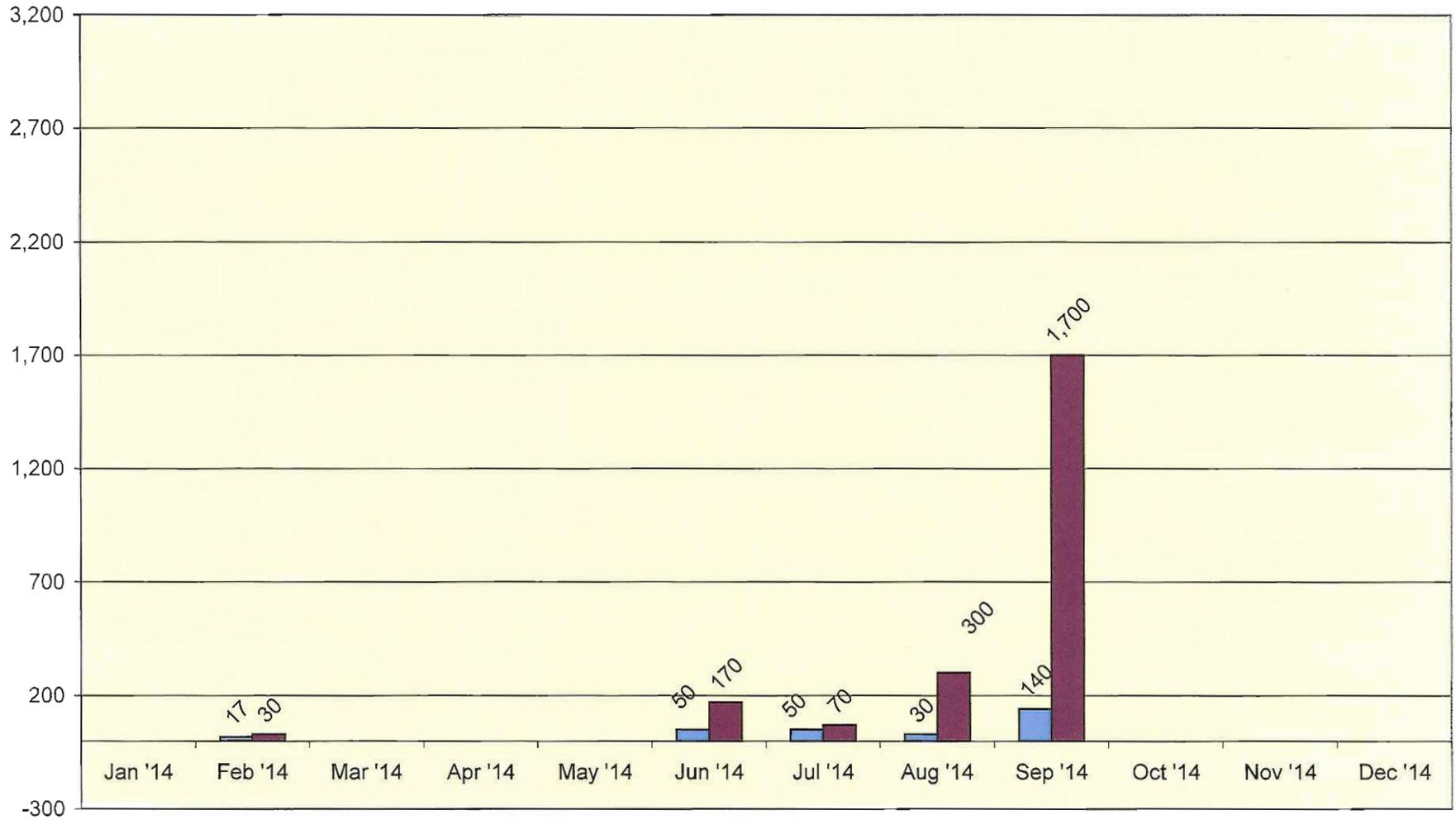
Average Maximum



Disinfection - Total Coliform

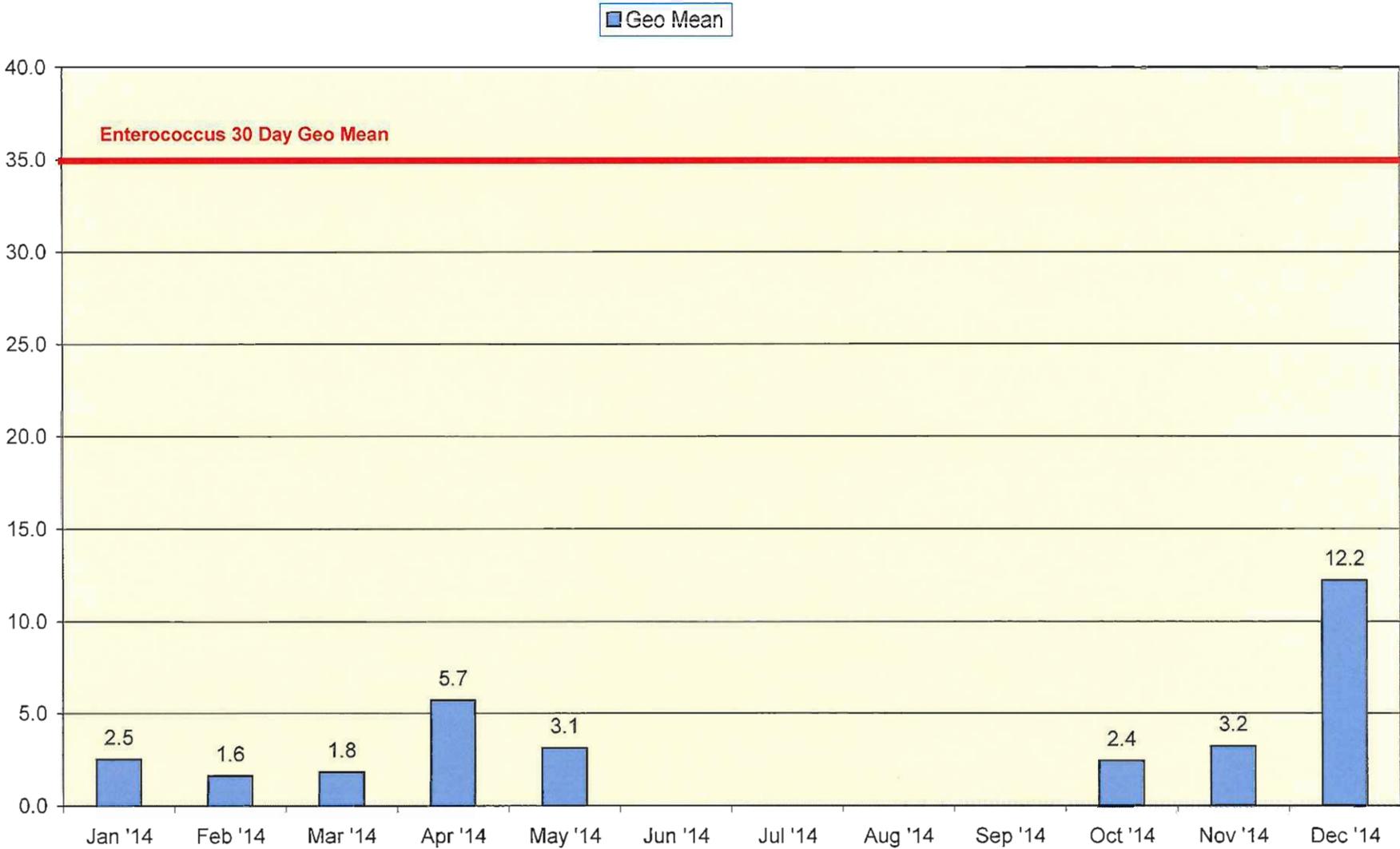
TOTAL COLIFORM LIMITS - WDR
5 Sample Median - 240 mpn /100 ml
Maximum - 10,000 mpn/100 ml

5 Sampl Med Monthly Max



Disinfection - Enterococcus

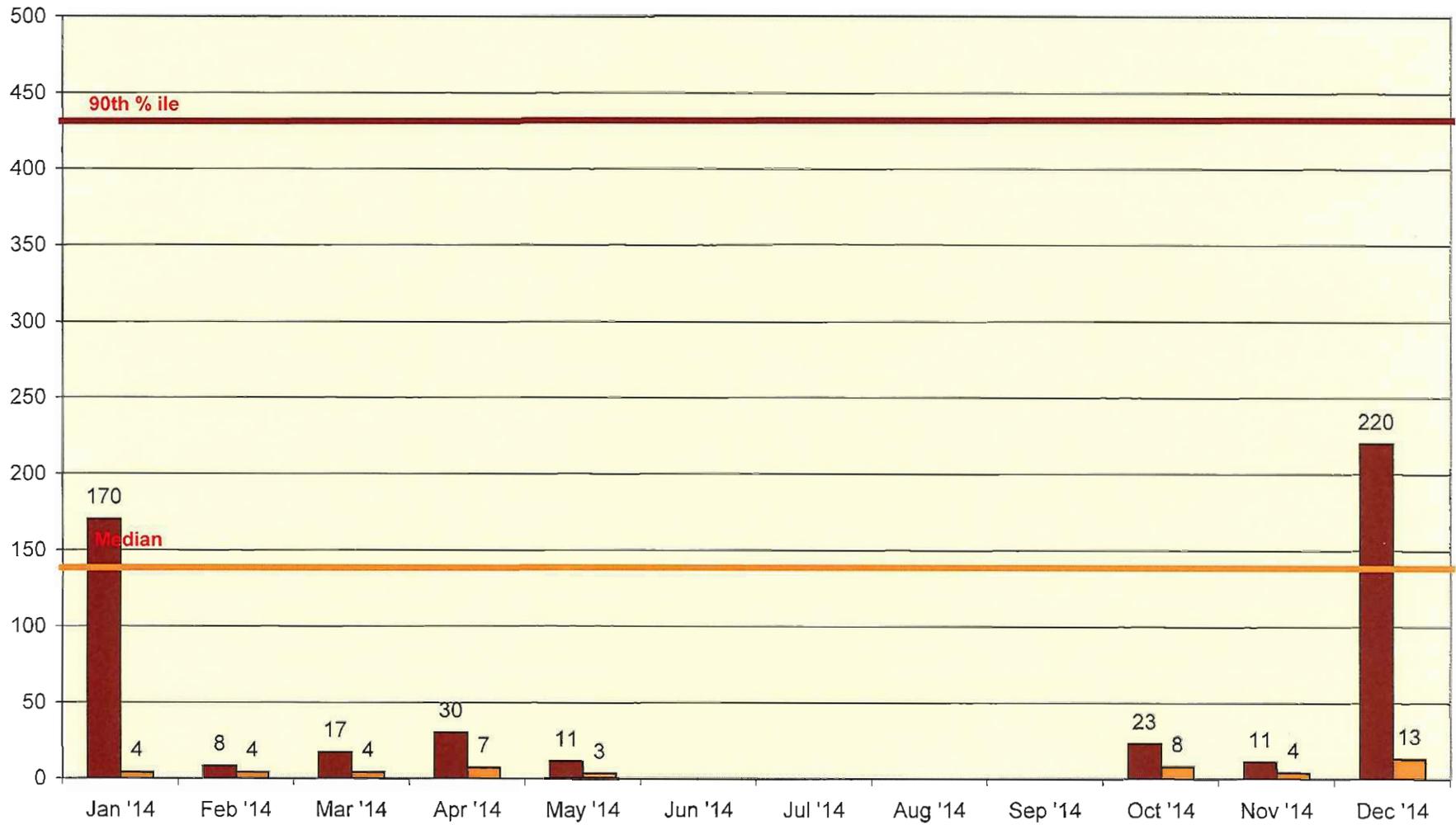
LIMITS - NPDES
Entero 30 day geo mean 35 mpn /100ml



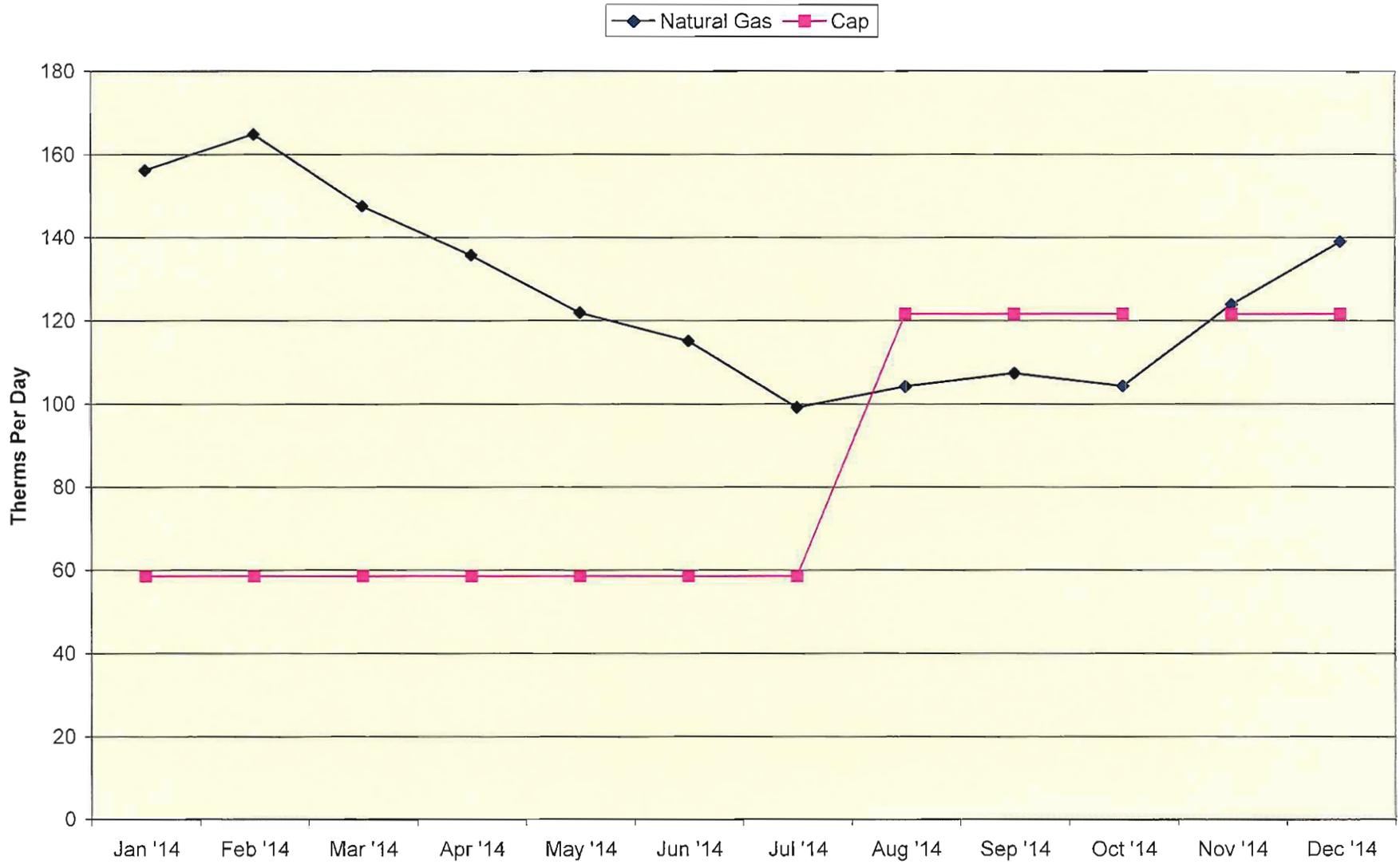
Disinfection - Fecal Coliform

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

90th % ile 30 day med

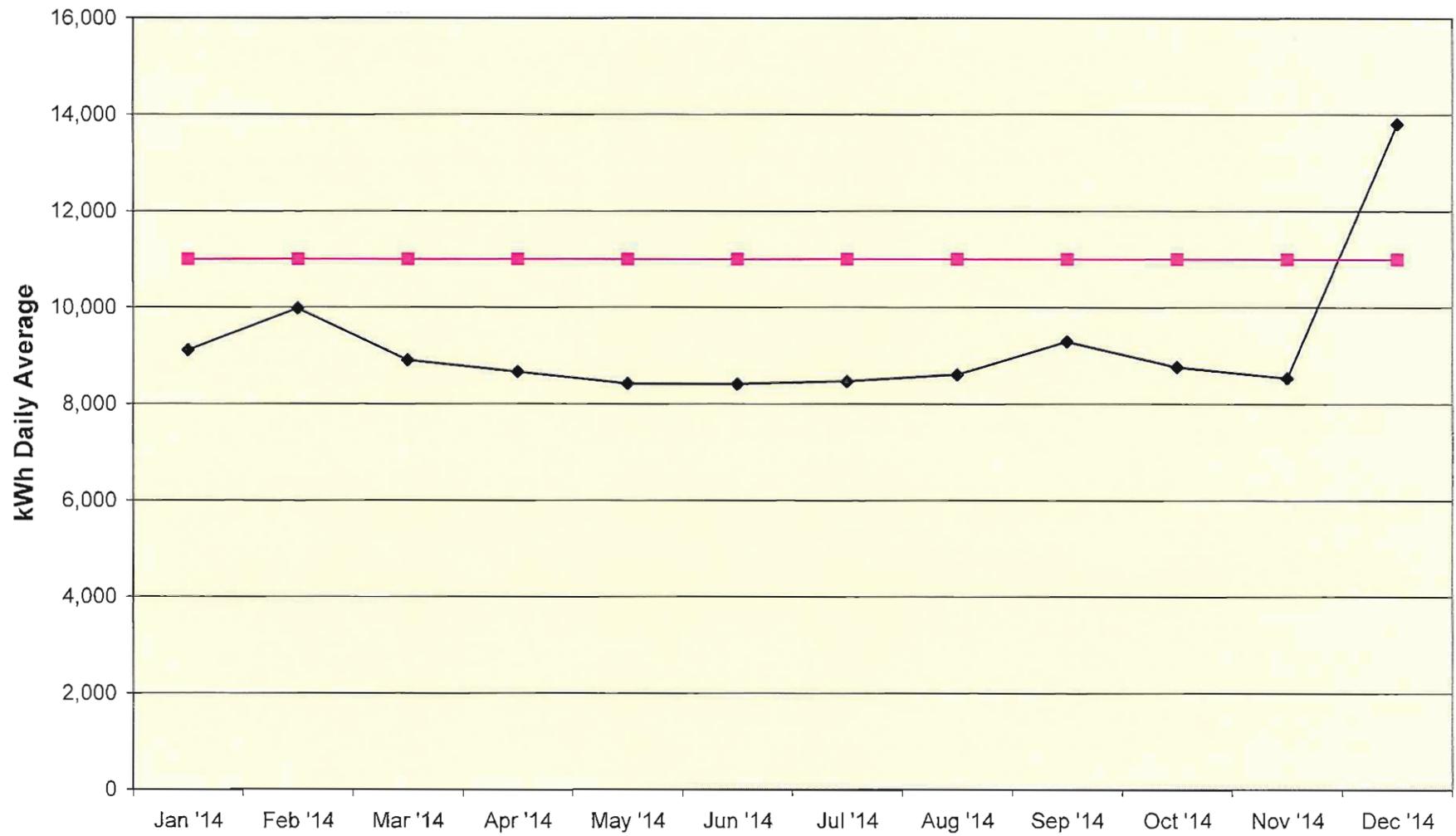


Natural Gas Use



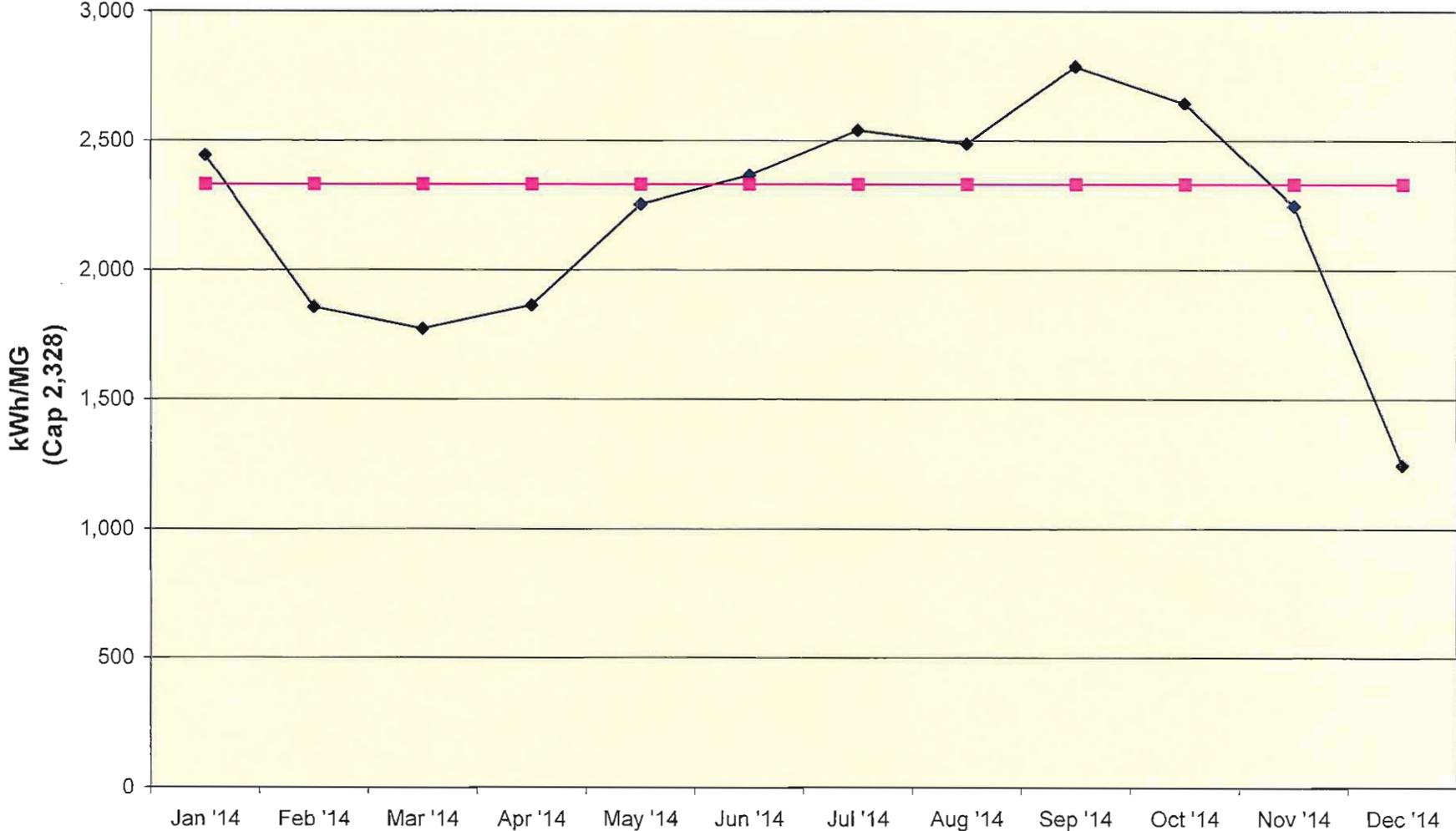
Energy kWh

◆ kWh ■ Cap

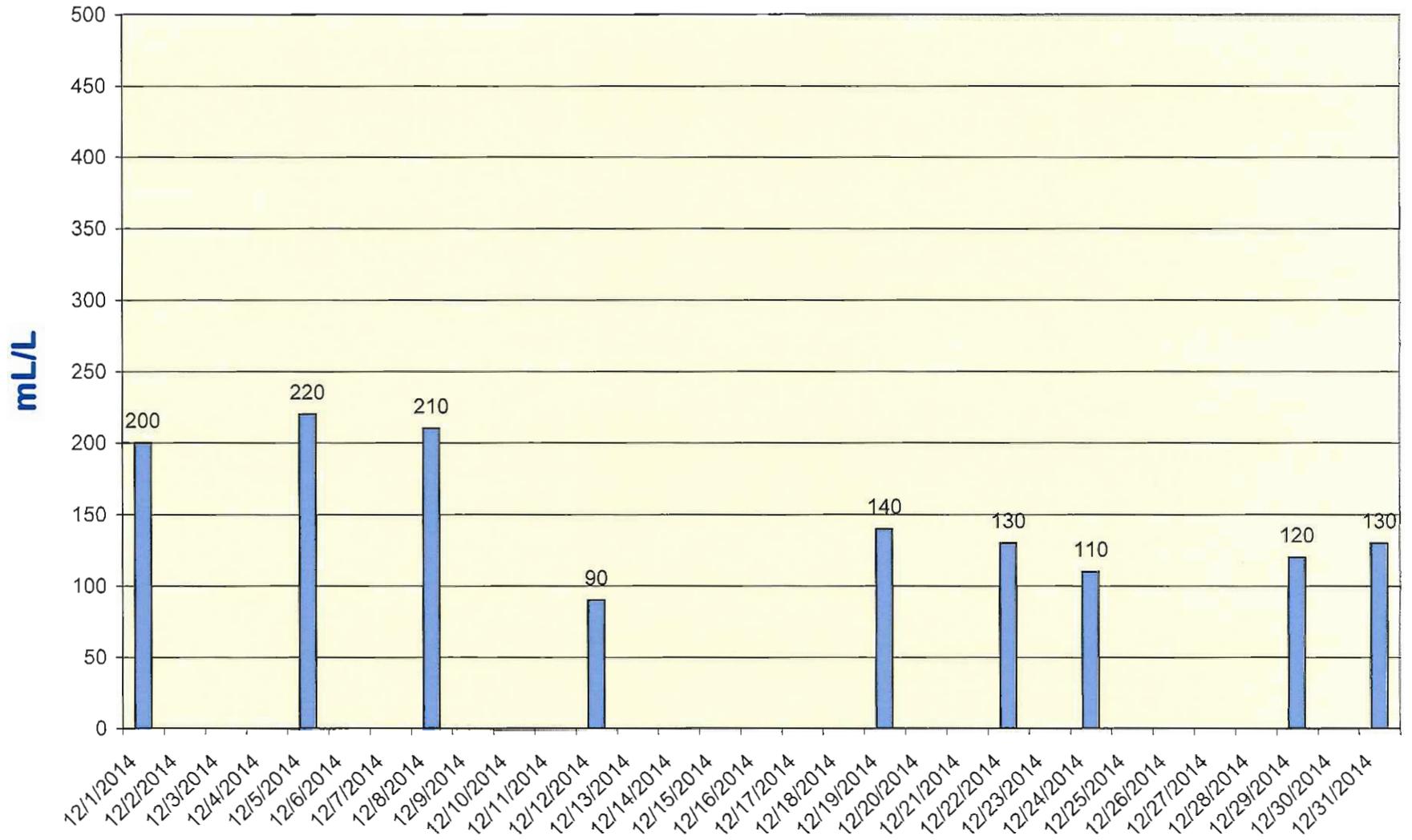


Energy kWh/MG

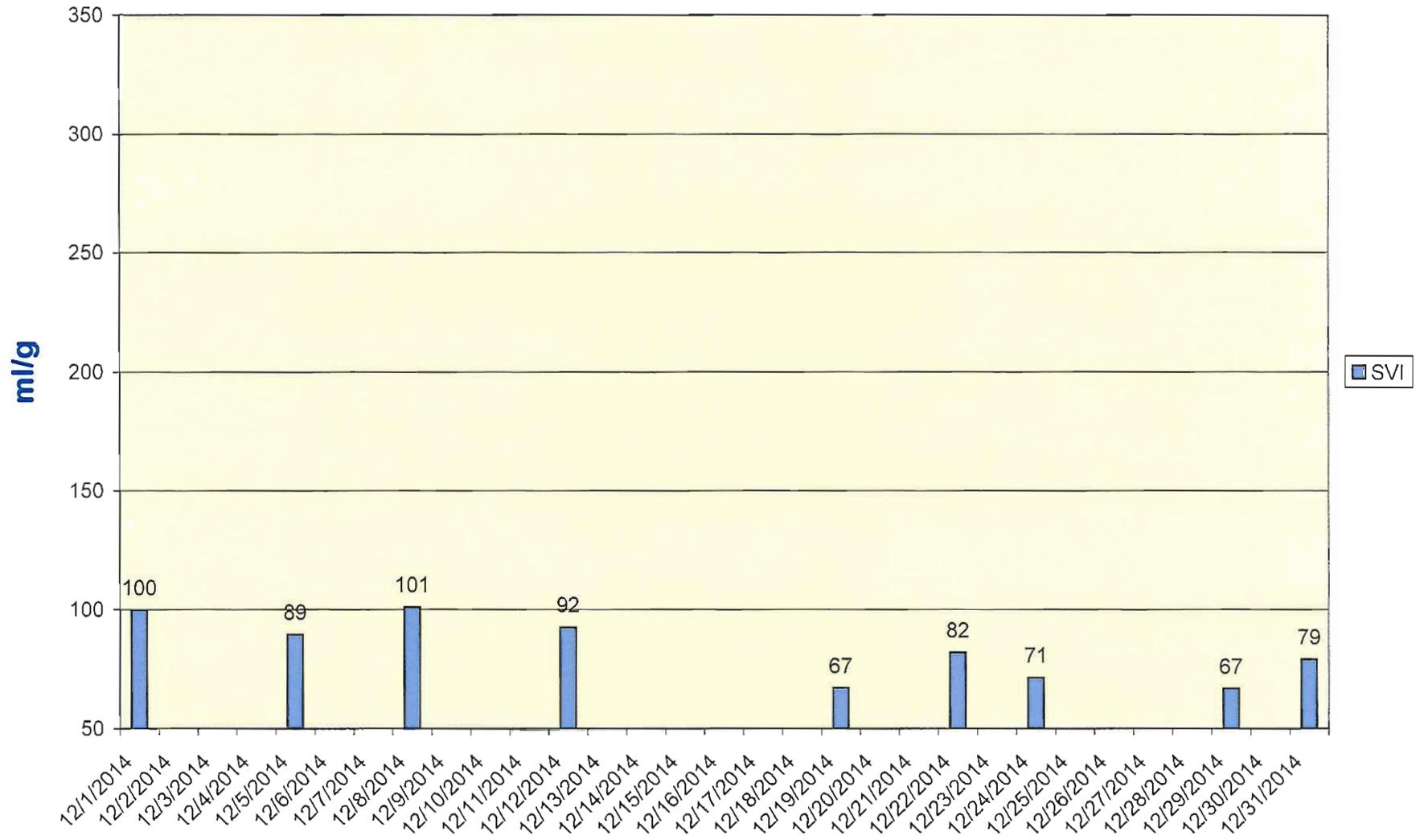
—◆— kW/MG —■— Cap



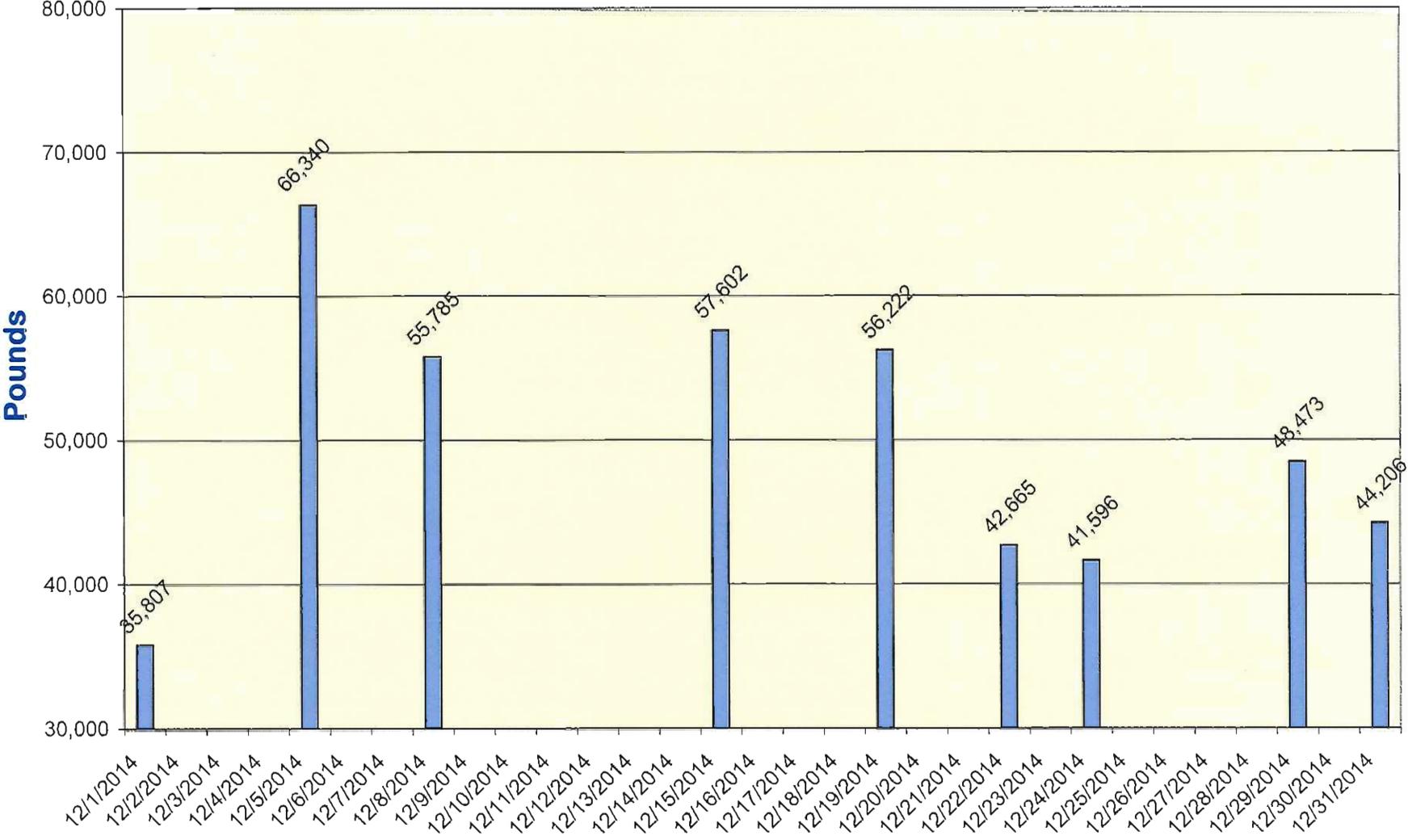
Settleability



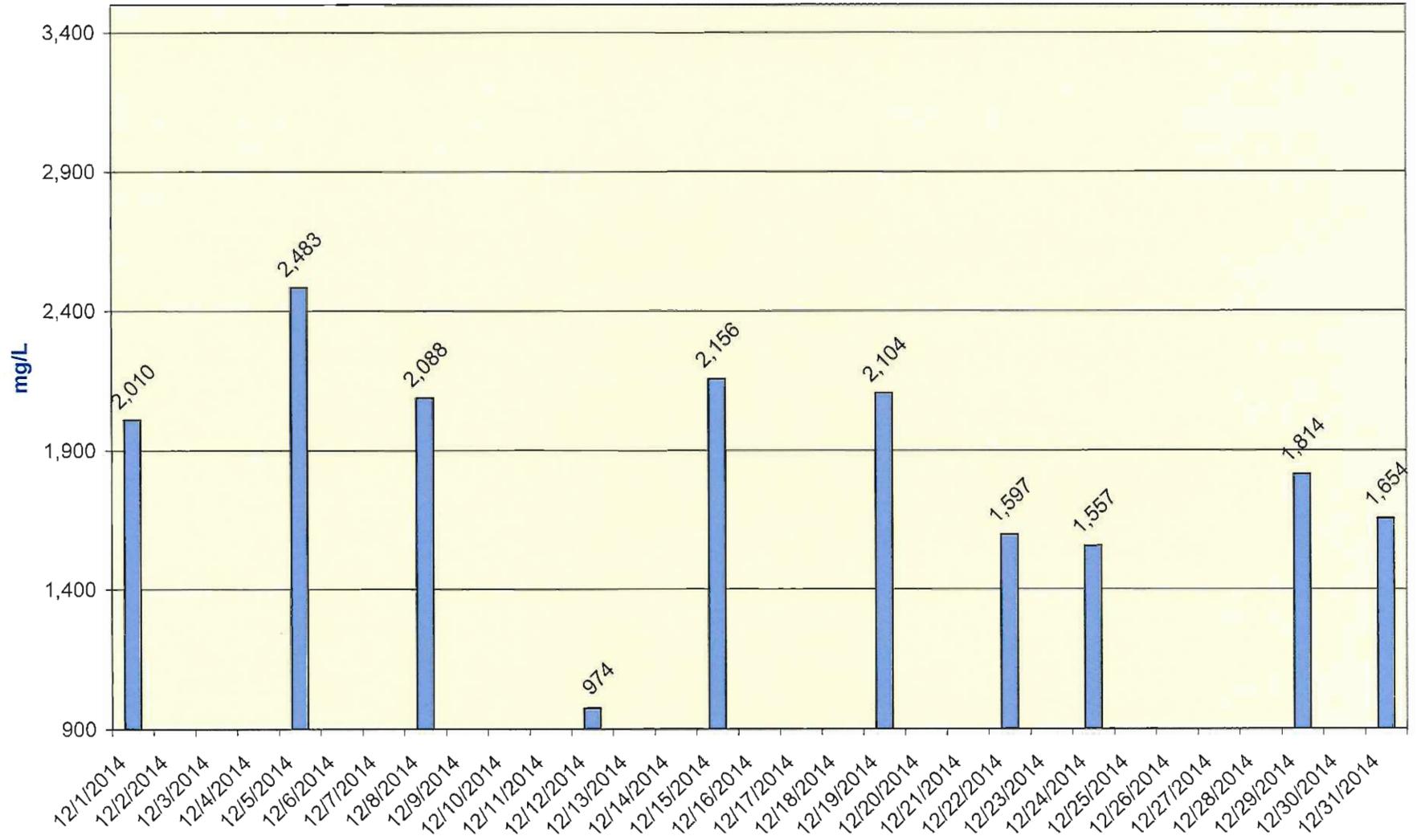
Sludge Volume Index



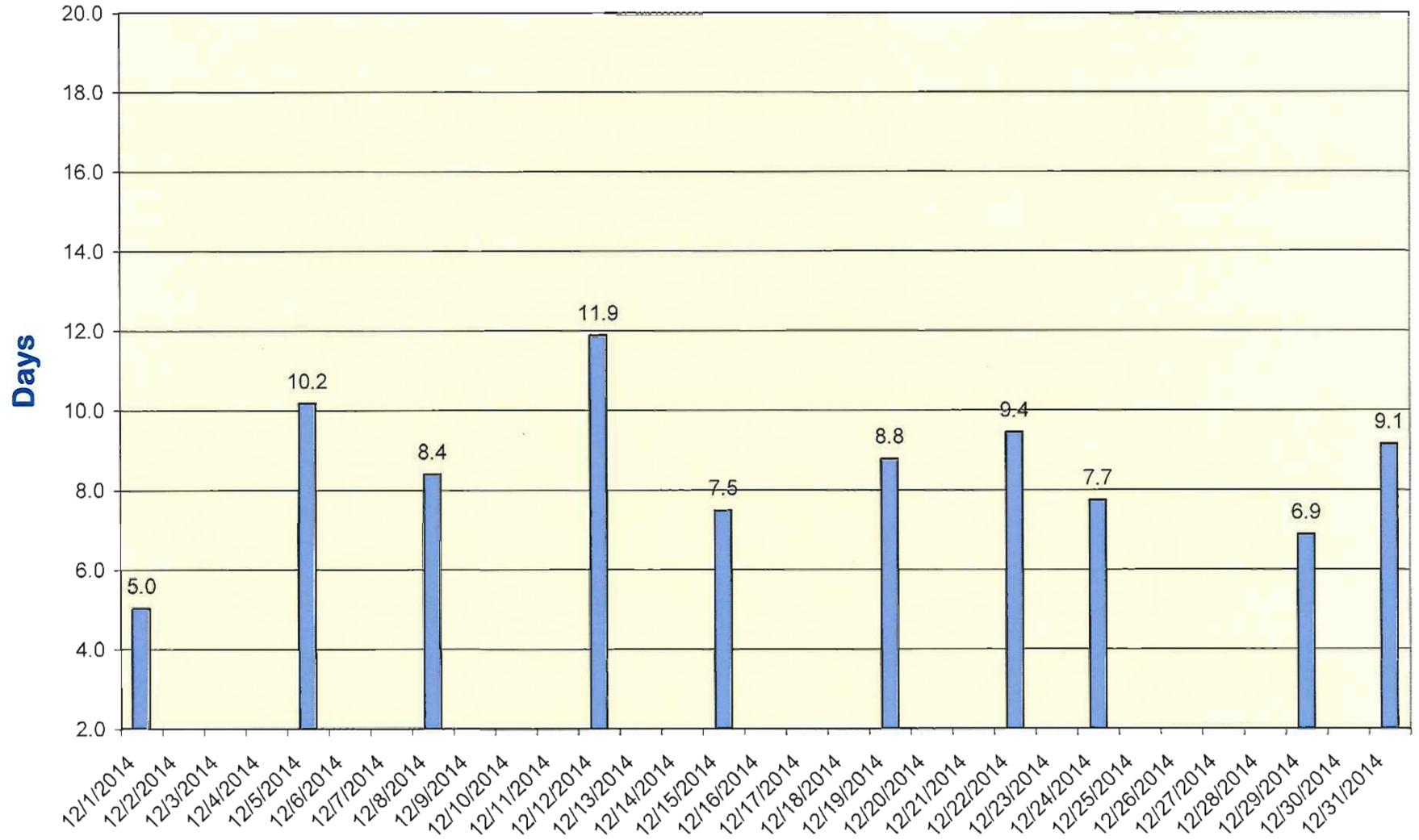
MLSS Inventory



MLSS Concentration



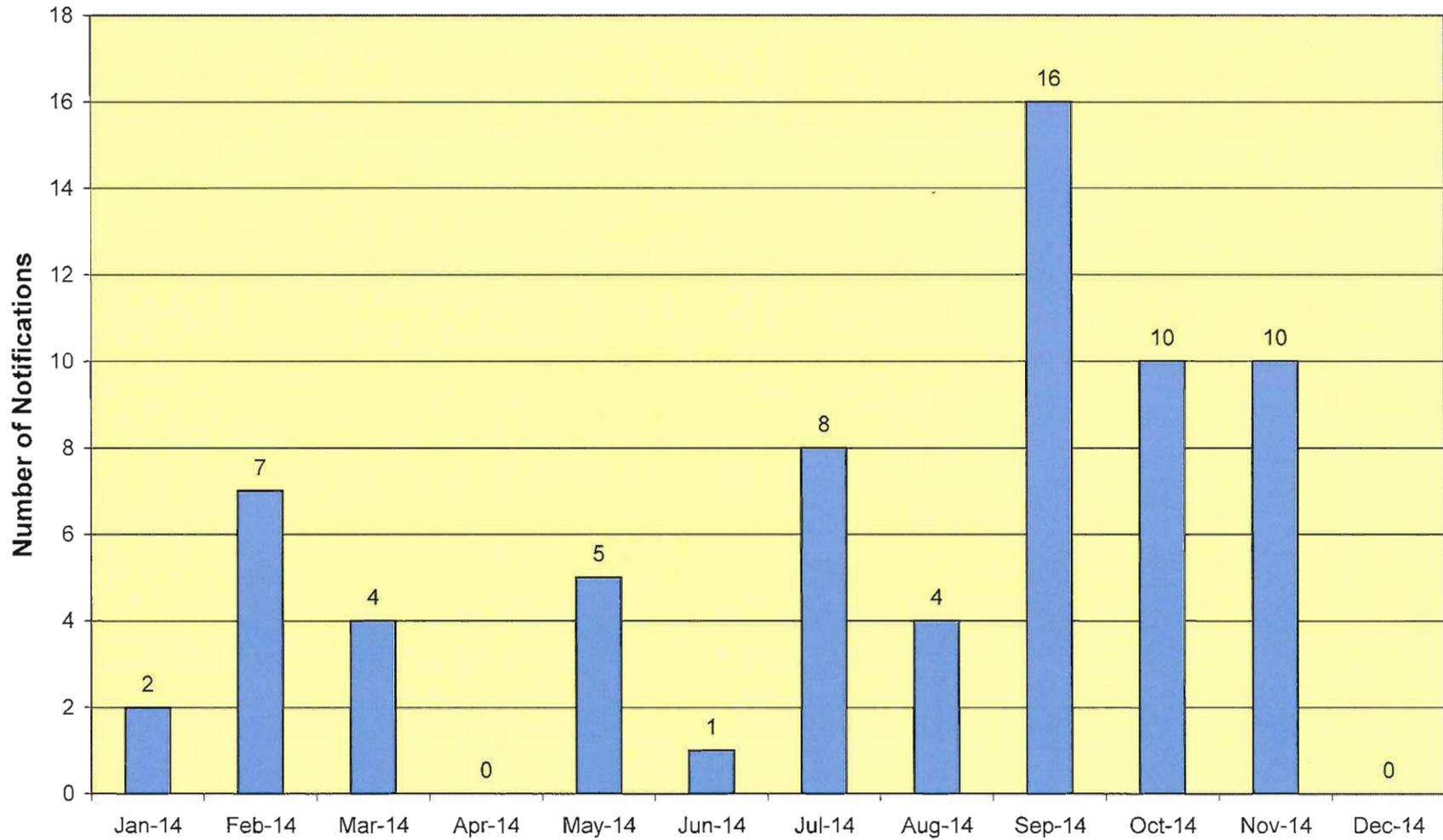
Mean Cell Residence Time

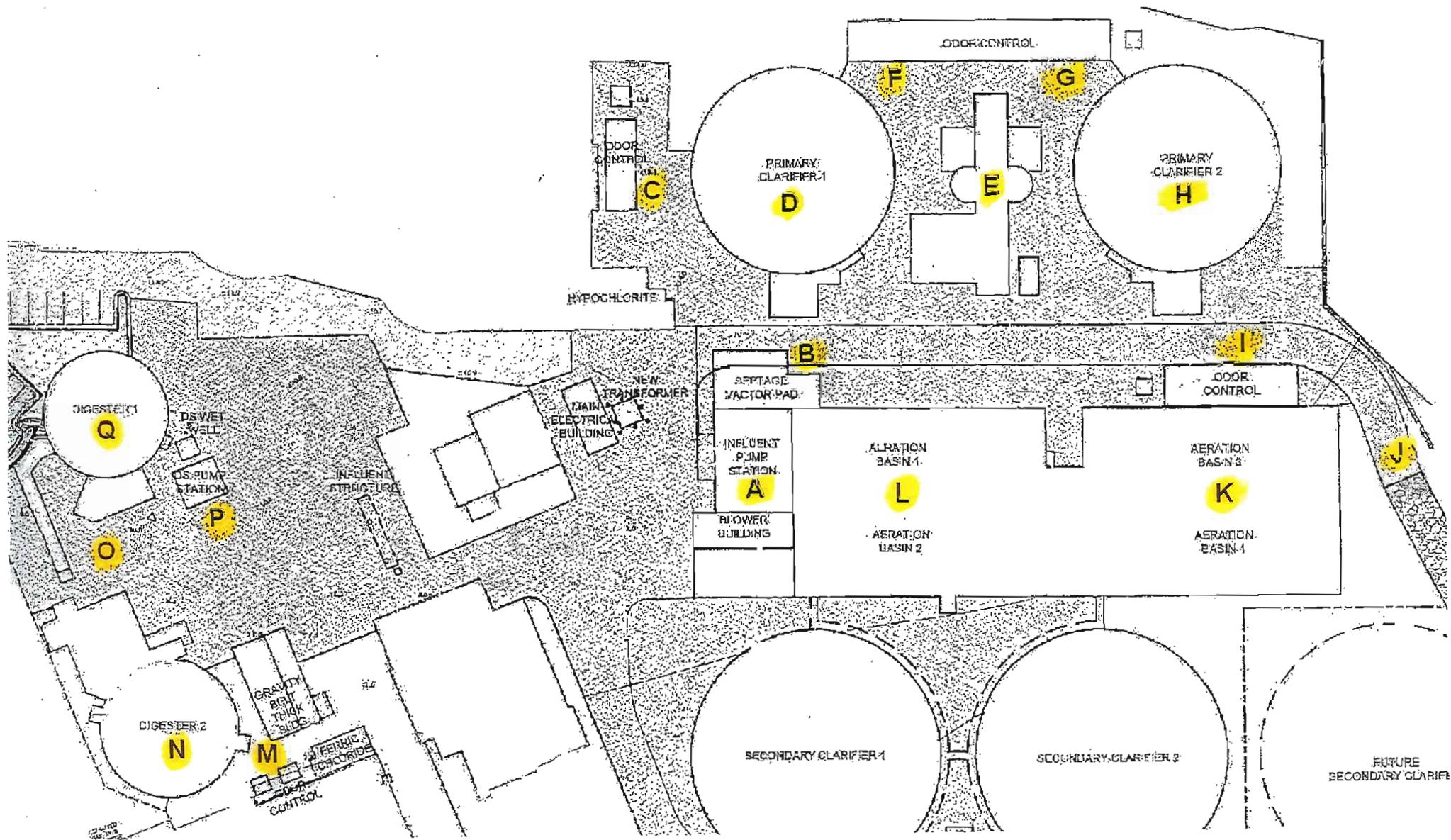


Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
12/1/2014	5.59	200	2,010	35,807		5.0	100
12/2/2014	13.84						
12/3/2014	17.24						
12/4/2014	10.92						
12/5/2014	10.70	220	2,483	66,340	0.14	10.2	89
12/6/2014	9.52						
12/7/2014	7.62						
12/8/2014	6.30	210	2,088	55,785		8.4	101
12/9/2014	5.87						
12/10/2014	11.99						
12/11/2014	28.04						
12/12/2014	18.19	90	974	26,027		11.9	92
12/13/2014	13.20						
12/14/2014	10.76						
12/15/2014	21.53		2,156	57,602		7.5	
12/16/2014	19.73						
12/17/2014	15.38						
12/18/2014	12.16						
12/19/2014	18.19	140	2,104	56,222		8.8	67
12/20/2014	12.32						
12/21/2014	10.22						
12/22/2014	8.61	130	1,597	42,665		9.4	82
12/23/2014	7.53						
12/24/2014	7.46	110	1,557	41,596		7.7	71
12/25/2014	6.57						
12/26/2014	6.43						
12/27/2014	6.02						
12/28/2014	6.05						
12/29/2014	5.23	120	1,814	48,473		6.9	67
12/30/2014	5.36						
12/31/2014	4.92	130	1,654	44,206		9.1	79
Minimum	4.92	90.00	974.00	26,027	0.14	5.0	67
Maximum	28.04	220	2,483	66,340	0.14	11.9	101
Total	333.21	1,220	16,781	430,517	0.14	75.8	670
Average	11.49	153	1,865	47,835	0.14	8.4	84

Complaints / Contacts Received







McClelland Dr

Lea Dr

W

V

S

T

U

R

© 2011 Google

©2010 Google

38:08:06 80°N 122:33:07 68°W elev 28ft

Eye all 980 ft

2963

Location	Time	Wind		Temp F°	H ² S PPM	Notes
		MPH	Direction			
A: Influent Pump Station						
B: Septage Dumpster						
C: Primary Clarifier #1 Odor Bed						
D: Primary Clarifier #1						
E: Headworks						
F: Primary Clarifier #2 Odor Bed West						
G: Primary Clarifier #2 Odor Bed East						
H: Primary Clarifier #2						
I: Influent Odor Bed						
J: Behind Aeration Basins						
K: Between Aeration Basins #3 & #4						
L: Between Aeration basins #1 & #2						
M: Digester Odor Bed						
N: Digester #2						
O: Flare Stack						
P: Digested Sludge Transfer Pit						
Q: Digester #1						
R: McClelland						
S: Lea 1						
T: Lea 2						
U: Lea 3						
V: Lea 4						
W: Lea 5						
Other						
Primary Clarifier #1 Headspace						
Primary Clarifier #2 Headspace						

These steps must be followed prior to using the Jerome meter:

1. Zero the Jerome Meter. Press and hold the ZERO button. If a 0 appears on the screen, proceed to step 2. If an L appears on the screen, use the trim tool to turn the Zero Adjust knob clockwise until a 0 appears. If an H appears on the screen, use the trim tool to turn the Zero Adjust knob counter clockwise until a 0 appears.
2. Attach the Zero Air Filter to the Jerome Meter and press the SAMPLE button. The meter will take an air sample. The result of this sample should be below 0.003* ppm.
3. Check this box to confirm that the Jerome Meter has been zeroed and that the result was below 0.003 ppm
4. The Jerome Meter can now be used by pressing the SAMPLE button to take H²S readings

These steps must be followed at the end of the day when the Jerome Meter is no longer to be used:

1. Plug the power cord into the back of the Jerome Meter. Make sure the power cord is plugged into an outlet.
2. If the small black sample tube is not already installed, install it now.
3. Press the REGEN button. The Jerome Meter will flash .H.H.H during the 10 minute regen cycle. **DO NOT INTERRUPT THIS PROCESS.** If the regen is successful, the display will read .0.0.0 when complete. If any error message is displayed, refer to page 24 - 26 of the manual.
4. Wait at least 30 minutes before zeroing and using the Jerome Meter after regen is complete.
3. Check this box to confirm that the regen has been performed.

* Readings between 0.000 and 0.003 are considered 0.

NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Odor Control and Landscaping Report
December 2014

1.0 Background

The District continues to work on odor control and landscaping, specifically at the fence-line area next to the Lea Drive neighborhood, and at the northeast portion of the Novato Treatment Plant (NTP) site. As mentioned in prior reports, the District has already invested significant amounts beyond the substantial investment for odor control and landscaping from the original WWTP Upgrade Project. These additional costs have included operational changes, measures related to further odor control measures, noise abatement, visual screening, wind shielding, and daily monitoring.

2.0 Odor control

Odor control activities in December were limited primarily due to the weather, with heavy storms hitting the area. As mentioned in last month's report, the media in the large odor control bed between primary clarifiers #1 & #2 was topped off in November and appears to be performing satisfactorily.

Operations staff continues to work on tweaking the air flow input to the converted anoxic zones in the aeration basins, based on the prior testing by Dave McEwen of Brown and Caldwell (B&C), the District's odor consultant. The concept is to achieve optimum operating range(s) where odor causing compounds can be oxidized.

Also, another of Mr. McEwen's odor control recommendations, i.e. adding an oxidizing agent, sodium hypochlorite, to the influent flow continues as needed. While the results are good anecdotally, staff continues to monitor performance.

3.0 Landscaping

Landscaping activity was light in December, primarily due to the heavy storms that hit the area. Staff continues to work with the District's landscaping contractor Cagwin and Dorward (C&D) on vegetation at the District's fence-line on Lea Drive and at the northeast corner area of the NTP. Staff solicited bids to relocate the redwood trees in planter boxes along the eastern fence line of the plant site to the northeast corner of the plant site. Depending on weather, the redwood re-plantings will occur in January or early February.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
December 2014**

1.0 General:

The breakdown of Collection System department staff time for December 2014, in terms of equivalent full-time employee (FTE) hours utilized, works out approximately as follows:

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

2.0 Collection System Maintenance:

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

Line Cleaning Performance:

A total of 357 work orders were generated for December by the ICOM3 Computerized Maintenance Management System (CMMS). Staff completed 330 work orders leaving 27 work orders outstanding. The 330 maintenance work orders completed in December resulted in 64,110 feet of sewer pipelines cleaned by staff. Of the 27 outstanding work orders, 23 are work orders for rodding. Outside contractors also cleaned 1,088 feet of trunk sewer main line during the month.

For rodding work orders in easement areas, the crew inspected 19 line segments (2,759 feet) using the push camera in lieu of hand rodding, a more efficient, effective and less labor intensive method to insure that the sewer main is clear. The new rodding machine was out of service because of minor mechanical and electrical issues. The outstanding rodding work orders will be completed in January.

CCTV Performance:

The District's CCTV van was in the field for 2 working days, inspecting 12 line segments totaling 2,329 feet. Staff also televised 2,759 feet using the Push Cam. Outside contractors televised 1,088 feet of trunk sewer main line during the month.

CCTV production was low this month due to two major storm events impacting the Novato area during December, necessitating a significant time commitment of District staff to respond to storm related issues, as well as staff availability for this maintenance activity.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
December 2014**

CCTV Findings:

- Infrastructure related: The December CCTV work found one area (at 397 Midway Blvd) that will require repair; the inspection found an offset joint impacted with roots. This location was inspected by CCTV in response to an overflow on December 25th.
- O&M related: The December CCTV work did not identify any areas that require a change in sewer line operations.

3.0 Pump Station Maintenance:

The Collection System Department conducted 289 lift station inspections this month. 134 of the inspection visits were generated through the District's JobsCal Plus CMMS system. There are 7 outstanding work orders for the month that will be completed in January.

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

4.0 Air Relief/Vacuum Valves (ARVs):

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

5.0 Safety and Training:

General: Collection System staff attended five safety tailgate meetings.

Specialized training: There was no specialized training conducted during the month of December

Safety performance: There were no lost time accidents this month for a total of 1,387 accident free days since the last lost time accident.

6.0 Collection System Minor Projects:

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

- Replaced 199 ft of 6-inch sewer main across Redwood Blvd. at Hill Road.
- Replaced a manhole cover at 24 San Luis Ct.
- Replaced rod inlet casting & cover at 7530 Redwood Blvd.
- Replaced concrete collar around manhole frame at 6 Paradise Ct.
- Replaced concrete collar around manhole frame at 1636 Ignacio Blvd.
- Raised manhole along Vineyard Creek near 829 Wilmac Ave.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
December 2014**

On December 26th the District received a call reporting a sinkhole at the rear of 55 Frosty Lane. District staff inspected the site and determined that it was in close proximity to the District's 21" trunk sewer serving the Ignacio area to the south. Staff also discovered that the trunk sewer was constructed of corrugated metal pipe (CMP). The District contracted with Roy's Sewer Service to inspect the line by video camera without cleaning the line because cleaning may damage the CMP. The initial attempt to inspect the line by video camera was unsuccessful because the trunk sewer was full of rock and other debris (Figure 1), probably from the sinkhole. Due to the fact the sinkhole was in close proximity to the trunk sewer and the trunk sewer was full of rock and debris staff scheduled an exploratory excavation and repair, if necessary, of the trunk sewer during the first week of January. More details will be forthcoming in the January Collection System Report.

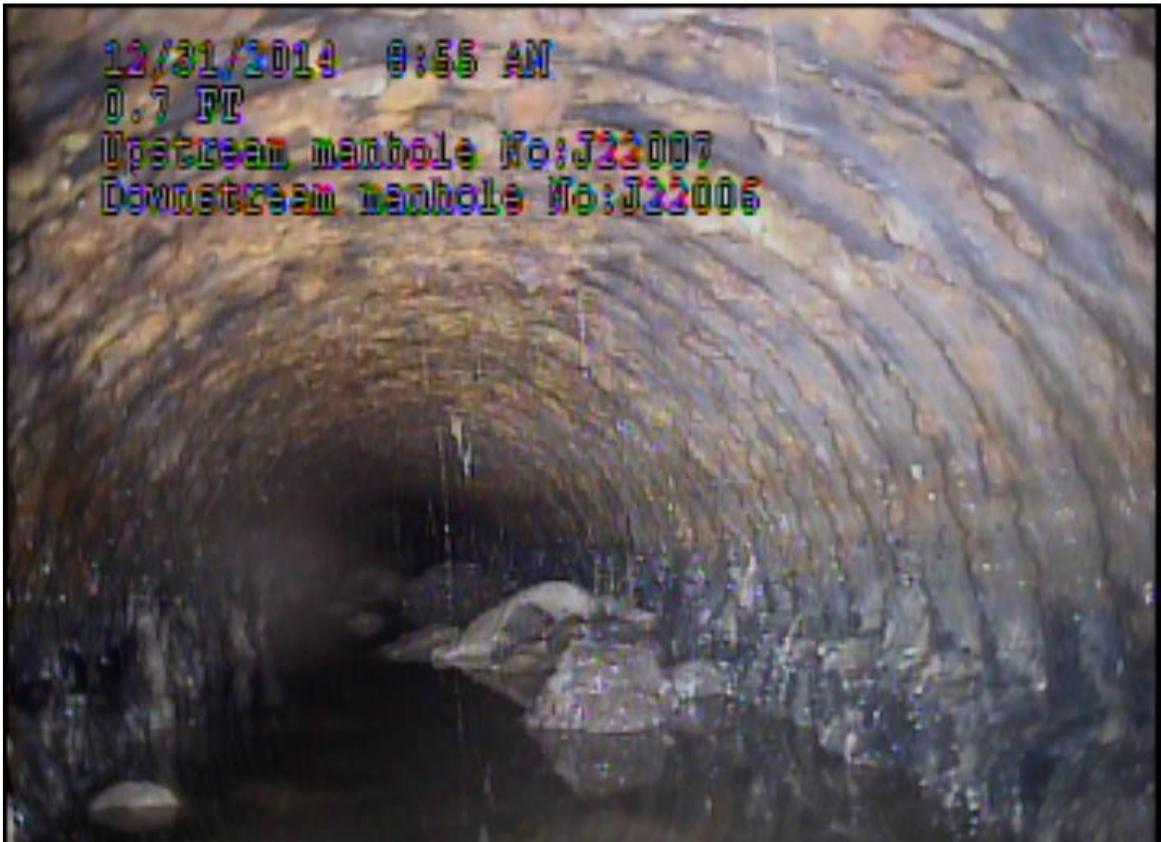


Figure 1 - Debris in Trunk Sewer, rear of 55 Frosty Lane

7.0 Standard Operating Procedures (SOPs):

Department staff did not generate any SOPs during the month of December.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
December 2014**

8.0 Sanitary Sewer Overflows (SSOs):

In December, there were six (6) SSO's:

No.	Date	Location	Amount, gal	Cause/Probable Cause
1.	12/3/2014	Center Rd and Celeste Ct	5,330	Combined effect of storm event, and NMWD discharge from Stafford Lake Water Plant
2.	12/3/2014	2013-2015 Feliz Rd.	26,250	Root/wipes ball blockage, exacerbated by storm event
3.	12/3/2014	3000 Topaz Dr.	560	Loss of pumping capability from a battery backup unit failure.
4.	12/11/2014	2013-2015 Feliz Rd.	1,832	Storm event ("Decadal" storm)
5.	12/11/2014	294 Sunset Pkwy.	355	Storm event ("Decadal" storm)
6.	12/25/2014	397 Midway Dr.	528	Roots/wipes blockage

1. SSO at Center Rd. and Celeste Ct: This SSO was deemed to be a Category I event with the estimated discharge volume of approximately 5,330 gallons going into the gutter pan, into a storm drain system, and potentially to Novato Creek. There was partial recovery (28%) for this discharge as District staff vacuumed up discharge water from the gutter pan during the course of the overflow.

The likely cause of this discharge was infiltration/Inflow (I&I) caused by severe storm conditions, and exacerbated by process waste discharge from the North Marin Water District (NMWD) Stafford Lake Water Treatment Plant into the Center Road sewer. Subsequent to the event, the District was informed that NMWD had discharged approximately 39,000 gallons over a seven hour period from 12 midnight to 7:00am of December 3, 2015.

In summary, staff estimates that 5,330 gallons discharged from five manholes (from about 5:50 AM to 8:20 AM), of which 1,500 gallons was recovered on site, for a total of 3,830 gallons lost.

CalEMA was notified of this event on December 3, 2014 at 8:22 AM (Control No. 14-6853) and Marin County Environmental Health Services (EHS) was notified at 8:39 AM, meeting the two hour reporting requirements for this event.

As part of the standard protocol for overflow events, staff checked the records of the ICOMM CMMS Program to determine when the last time the sewer mains were cleaned and the frequency of the cleaning. These line segments were last cleaned on February 2, 2014 and are on a 12 month schedule. These line segments were also root treated in June 2013. Staff determined that no change in cleaning frequency was necessary. The protocol for NMWD discharge into this main line, specifically prior to known storm events, will be reviewed with NMWD.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
December 2014**

This event was reported into the CIWQS database on December 3, 2014 as a Category I event, SSO Event ID # 811176 and was certified in CIWQS on December 16, 2014, Certification ID # 828425.

2. SSO at 2013-2015 Feliz Rd: This SSO was deemed to be a Category I event with an estimated discharge volume of approximately 26,250 gallons going into the gutter pan, the ground, the storm drain system, and potentially to Novato Creek from three discharge points: two lateral cleanouts and one manhole. Due to the severe storm event, no recovery was possible.

The likely cause of this overflow was a major root/wipes ball blockage downstream from the discharge location, exacerbated by I&I due to areal flooding from a severe storm event. Photos of the root/wipe ball are provided below for illustrative purposes.



Figure 2: Manhole outlet blocked by Root/Wipes ball



Figure 3: Root/Wipes ball removed from Manhole.



Figure 4: Root ball.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
December 2014**

CalEMA was notified of this event on December 3, 2014 at 10:01 and Marin County Environmental Health Services (EHS) was notified at approximately the same time, meeting the two hour reporting requirements for this event.

Armando Alegria, EHS, directed District staff to place Public Notification signs around the affected area on Novato Creek, but no water quality sampling was required. The signs were posted along Novato Creek on December 3, 2014 in the afternoon.

This event was reported into the CIWQS database on December 5, 2014 as a Category I event, SSO Event ID # 811248 and was certified in CIWQS on December 17, 2014, Certification ID # 470292.

3. SSO at 3000 Topaz Dr.: This SSO was deemed to be a Category I event with the estimated discharge volume of approximately 560 gallons going to open ground and potentially the Bahia Marsh area from two manholes. Due to the severe storm event, no recovery was possible.

This discharge was caused by the failure of a battery backup unit in the Bahia Pump Station No. 4 Control Panel, which resulted in a loss of pumping capability. This issue has been subsequently addressed, initially by replacing the battery unit with a new unit, and then reconfiguring the control system to preclude this type of failure.

CalEMA was notified of this event on December 3, 2014 at 11:59 and Marin County Environmental Health Services (EHS) was notified at approximately the same time, meeting the two hour reporting requirements for this event.

Armando Alegria, EHS, directed District staff to place Public Notification signs around the affected area but no water quality sampling was required.

This event was conservatively deemed to be a Category I event due to the potential for the discharge to have reached the Bahia Marsh area from the ongoing severe storm event.

This event was reported into the CIWQS database on December 5, 2014 as a Category I event, SSO Event ID # 811253 and was certified in CIWQS on December 16, 2014, Certification ID # 560170.

4. SSO at 2013-2015 Feliz Rd: This SSO was deemed to be a Category I event with the estimated discharge volume of approximately 1,832 gallons going into the gutter pan, the storm drain system, and potentially to Novato Creek from three discharge points; two lateral cleanouts and one manhole. Approximately 500 gallons of discharge waters were recovered during the course of the response to this event.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
December 2014**

The cause of this overflow was likely the result of I&I from areal flooding caused by the severe storm event (“Decadal” storm event) of 12/11/14). Regardless, staff will be reviewing the tributary area to this sub-system for potential improvements.

CalEMA was notified of this event on December 11, 2014 at 08:19 and Marin County Environmental Health Services (EHS) was notified at approximately the same time, meeting the two hour reporting requirements for this event.

Armando Alegria of EHS directed District staff to place Public Notification signs around the affected area on Novato Creek, but no water quality sampling was required. The signs posted from the December 3, 2014 event were left in place along Novato Creek in response to his request.

This event was deemed to be a Category I event since the discharge exceeded 1,000 gallons and reached a separate storm drain that eventually drains into Novato Creek. Further investigation during the event found the downstream main lines surcharged from Simmons Rd. and Feliz Rd., down Virginia Ave. to Novato Blvd from I&I in the system due to areal flooding and heavy, continuous rain from the “decadal” storm event. Therefore, it was concluded that by-pass pumping would not be an effective option to mitigate this discharge.

This event was reported into the CIWQS database on December 16, 2014 as a Category I event, SSO Event ID # 811500 and was certified in CIWQS on December 20, 2014, Certification ID # 969085.

5. SSO at 294 Sunset Pkwy: This SSO was deemed to be a Category I event with the estimated discharge volume of approximately 355 gallons going into a drainage ditch and then potentially into Lynnwood Slough. Due to the severe storm event (“decadal” event) and location of this discharge, no recovery was possible.

CAL EMA was notified of this event on December 11, 2014 at 09:09 and Marin County Environmental Health Services (EHS) was notified at approximately 08:30, meeting the two hour reporting requirements for this event.

Staff concluded that the likely cause of this overflow was I&I from areal flooding due to the severe storm (“decadal” storm event) of 12/11/14.

The line segments tributary to this lateral were last cleaned on schedule in November, 2014 using a hydro-flusher and these line segments are on a three (3) month cleaning frequency. No change in scheduled maintenance will be made as a result of this discharge.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
December 2014**

This event was reported into the CIWQS database on December 16, 2014 as a Category I event, SSO Event ID # 811498 and was certified in CIWQS on December 20, 2014, Certification ID # 103081.

6. SSO at 397 Midway Blvd: This SSO was deemed to be a Category I event with the estimated discharge volume of approximately 528 gallons going into the gutter pan, storm drain system, and potentially Lynnwood Slough. Approximately 22 gallons of discharge waters were recovered during the course of this response.

This event was deemed to be a Category I event as the initial overflow amount calculated exceeded 1,000 gallons and the overflow potentially reached Lynnwood Slough.

CalEMA was notified of this event on December 25, 2014 at 1:58 PM (Control No. 14-7396) and Rebecca Ng of the Marin County Environmental Health Services (EHS) was notified at 2:04 PM, meeting the two hour reporting requirements for this event. Ms. Ng directed staff to post the location where the storm drain enters Lynnwood Slough and no sampling will be required.

As part of the standard protocol for overflow events, staff checked the records of the ICOMM CMMS Program to determine when the last time the sewer main was cleaned and the frequency of the cleaning. This line segment was last cleaned on June 17, 2014 and the segment is on a 12 month schedule. This line segment has been moved to a six month cleaning schedule.

This line segment was inspected by CCTV on December 29, 2014 and the inspection showed medium roots at a joint 89 feet upstream from the downstream manhole. The camera could not get beyond 90 feet due to an offset joint in the sewer main. The offset joint has been prioritized and will be scheduled for repair in the near future.

This event was reported into the CIWQS database on December 25, 2014 as a Category I event, SSO Event ID # 811763 and was certified in CIWQS on January 6, 2015, Certification ID # 711135.

Novato Sanitary District
Collection System Monthly Report For December 2014 (as of December 31, 2014)

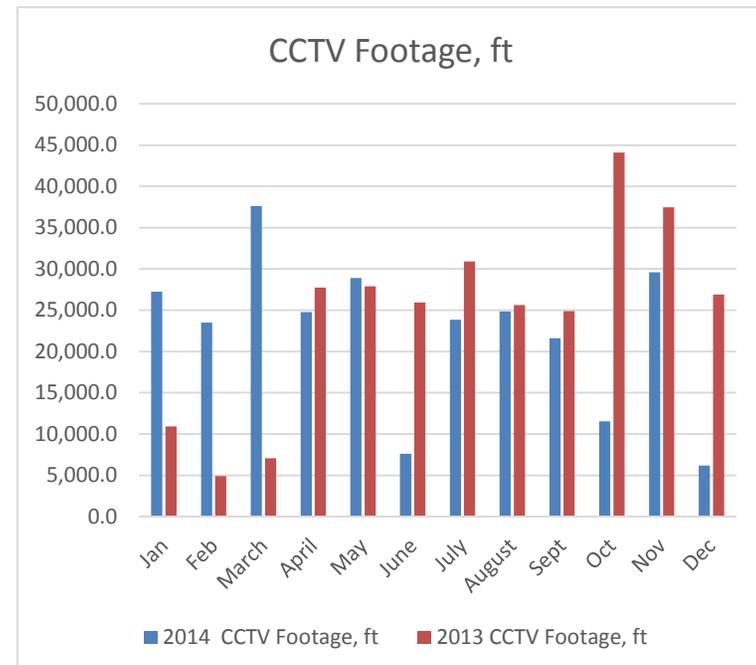
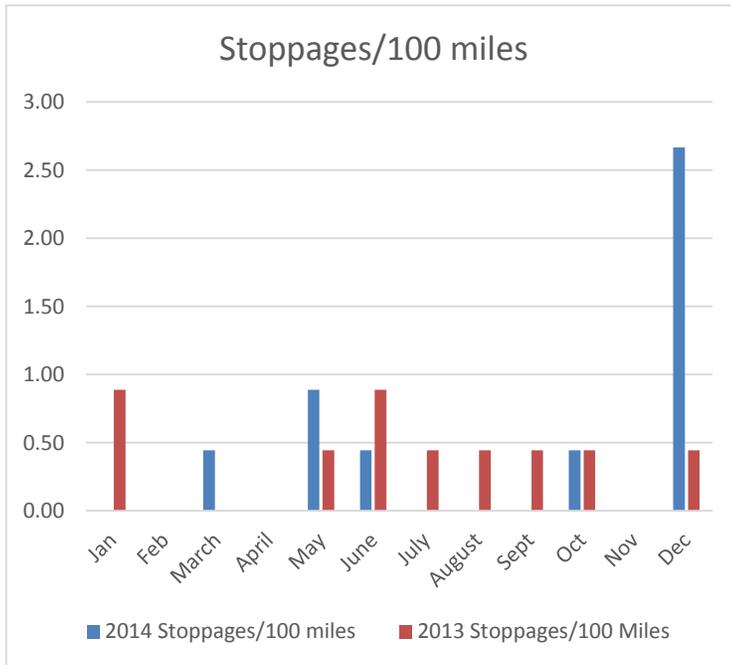
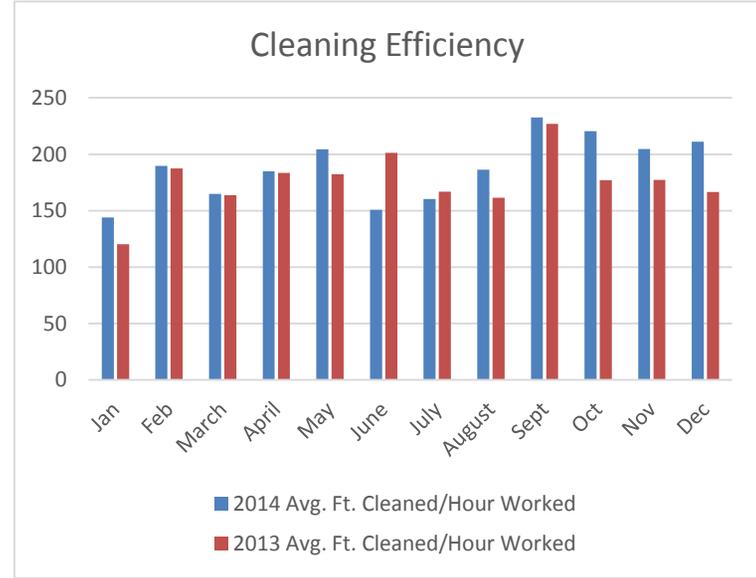
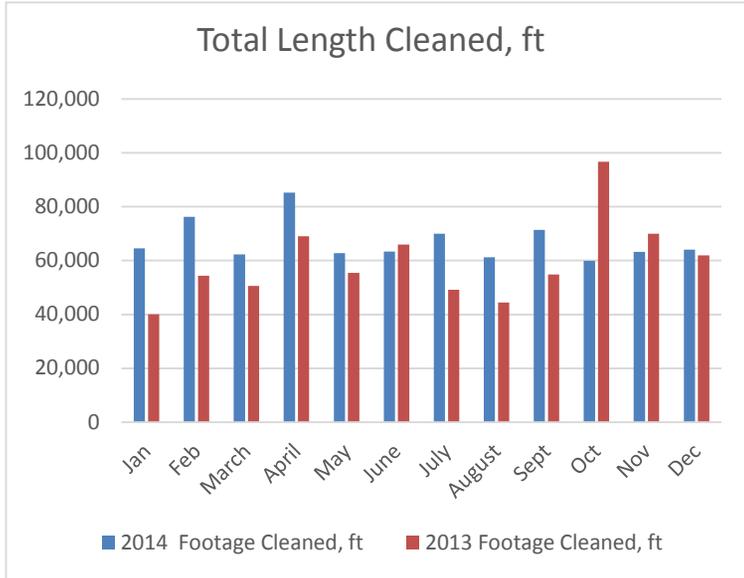
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
A. Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	2.6	2.5	2.2	2.6	1.8	2.5	2.3	2.0	1.7	1.5	1.9	1.6	NA	2.1
Number of FTEs (other)	1.7	1.6	2.1	1.8	1.7	2.1	1.9	1.8	1.7	2.1	1.6	2.0	NA	1.9
Number of FTEs (CCTV)	0.9	0.8	1.0	0.8	0.9	0.2	0.3	0.9	0.6	0.6	0.3	0.1	NA	0.6
Total, FTEs	5.2	4.9	5.3	5.1	4.4	4.8	4.6	4.7	4.0	4.2	3.8	3.7	NA	4.6
Regular Time Worked, (main line cleaning), hrs	448	402	378	461	308	420	436	329	307	272	309	304		
Regular Time Worked on Other, hrs (1)	294	262	350	313	297	362	358	298	303	391	258	379		
Regular Time Worked on CCTV (2)	158	125	172	136	164	38	63	145	110	103	48	13		
Total Regular time, worked, hrs	900	789	900	909	768	820	857	772	720	766	615	696	9,510	793
Total Vacation/Sick Leave/Holiday, hrs	285	151	101	143	220	195	198	126	294	284	389	415	2,801	233
Vacation/Sick Leave/Holiday, FTEs	1.6	0.9	0.6	0.8	1.3	1.2	1.1	0.8	1.7	1.6	2.4	2.2	16.1	1.3
Overtime Worked on Coll. Sys., hrs	2	8	3	15	0	3	17	1	5	7	10	1	72	6
Overtime Worked on Other, hrs (1)	22	17	16	31	35	26	15	17	27	17	30	86	338	28
Overtime Worked on CCTV (2)	0	0	0	3	0	0	4	0	0	1	0	0	8	1
Total Overtime, hrs	24	25	19	49	35	29	36	18	32	25	39	87	417	35
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	57	30	24	78	20	72	73	68	29	69	100	84	704	59
Rodder 3203 ft. cleaned	10,989	3,337	6,378	11,933	1,388	12,770	9,286	6,005	289	461	3,989	10,736	77,561	6,463
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	3,494	3,720	0	0	7,214	601
Flusher Work Orders generated	351	352	369	532	313	308	333	288	450	525	375	273	4,469	372
Truck 3205V ft. cleaned	16,187	16,552	18,158	802	13,575	9,410	17,136	3,441	16,834	205	2,262	1,948	116,510	9,709
Truck 3206V ft. cleaned	37,342	56,332	37,781	72,511	47,863	41,143	43,561	51,825	54,306	59,316	57,028	51,426	610,434	50,870
Flusher - outside services, ft. cleaned	2,301	1,570	6,492	11,155	0	0	7,216	1,717	8,585	0	22,606	1,088	62,730	
Total Footage cleaned(3)	64,518	76,221	62,317	85,246	62,826	63,323	69,983	61,271	71,429	59,982	63,279	64,110	804,505	67,042
Work Orders completed	408	361	393	580	313	348	371	292	431	382	383	330	4,592	383
Work Orders backlog	66	21	0	30	20	32	35	64	48	212	92	27	647	54
2. Closed Circuit Television (CCTV)														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0	0	0	0	0	
CCTV Truck 3126T, ft. videoed	24,487	21,931	31,116	19,331	27,555	5,560	11,827	19,137	12,090	11,282	5,636	2,329	192,281	16,023
CCTV (hand cam), ft. videoed	449	0	0	5,428	1,340	2,056	4,802	3,983	946	268	1,368	2,759	23,399	
CCTV Inspection - outside services, ft. videoed	2,301	1,570	6,492	0	0	0	7,216	1,717	8,585	0	22,606	1,088	51,575	
Total CCTV footage(3)	27,237	23,501	37,608	24,759	28,895	7,616	23,845	24,837	21,621	11,550	29,610	6,176	267,255	
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category III)	0	0	0	0	2	1	0	0	0	1	0	0	4	NA
Major (Category II)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category I)	0	0	1	0	0	0	0	0	0	0	0	6	7	NA
Overflow Gallons	0	0	180	0	50	235	0	0	0	5	0	34,855	35,325	NA
Volume Recovered	0	0	0	0	50	235	0	0	0	5	0	2,022	2,312	NA
Percent Recovered	NA	NA	0%	NA	100%	100%	NA	NA	NA	100%	NA	6%	7%	NA
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	8	3	5	4	4	3	6	9	5	7	7	11	72	6
Normal hours S.C. response time, mins (avg.)	38	19	25	18	14	16	15	16	20	20	23	24	248	21
Service Callouts, after hours, #	0	1	1	1	1	1	3	1	0	0	0	1	10	1
After Hours S.C. response time, mins (avg.)	0	15	40	42	13	25	34	10	0	0	0	45	224	19
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	144	190	165	185	204	151	161	186	233	221	205	211	NA	188
Total Stoppages/100 Miles	0.0	0.0	0.4	0.0	0.9	0.4	0.0	0.0	0.0	0.4	0.0	2.7	4.8	NA
Average spill response time (mins)	0	0	18	0	39	14	0	0	0	0	0	23	NA	8
Callouts/100 Miles	0.0	0.4	0.4	0.4	0.4	0.4	1.3	0.4	0.0	0.0	0.0	0.4	4.3	0.4
Overtime hours/100 Miles	1	4	1	7	0	1	8	0	2	3	4	0	31.78	3
Overflow Gallons/100 Miles	0	0	78	0	22	102	0	0	0	2	0	15,154	15,359	1280

(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 2013-14 Graphs



Novato Sanitary District

Pump Station Monthly Report For December 2014 (as of December 31, 2014)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	248	212	205	226	251	190	334	304	258	255	163	240	2,885	
Number of Employees (FTEs)	1.4	1.1	1.1	1.1	1.3	1.0	1.4	1.5	1.3	1.3	0.7	1.1		1.2
Regular Time Worked on Pump Sta	231	181	183	194	229	169	255	250	232	230	117	199	2,469	
Overtime Worked on Pump Sta	17	31	22	32	22	22	79	54	26	26	46	41	416	
After Hours Callouts	1	5	1	5	6	1	11	7	6	4	4	9	60	
Average Callout response time (mins)	30	26	25	33	13	22	39	27	26	28	35	24	328	27
Work Orders														
Number generated in month	124	115	147	116	130	143	150	122	153	136	140	141	1617	135
Number closed in month	121	110	142	109	128	139	127	112	147	127	133	134	1529	127
Backlog	3	5	5	7	2	4	23	10	6	9	7	7	88	7

**COLLECTION SYSTEM (Pump Stations)
WORK ORDER STATISTICS
December 1, 2014 - December 31, 2014**

	Open Work Orders Due Prior to 12/1/2014	Open Work Orders 12/1/2014 - 12/31/2014	Total Open Work Orders
Preventive	7	134	141
Corrective	0	0	0
Total	7	134	141

	Closed Work Orders 12/1/2014 - 12/31/2014
Preventive	134
Corrective	0
Total	134

Total Outstanding Work Orders as of 12/31/2014	7
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NOVATO SANITARY DISTRICT

Wastewater Operations Committee Meeting

Reclamation Facilities Report

December 2014

1.0 Summary:

The rancher completed moving all cattle off of Site 7 for the season. Two significant rain storms early this month affected all areas of the Reclamation Facilities. There were no irrigation or sludge handling activities this month

2.0 Ranch Operations:

All cattle were removed off of the Reclamation Facility during the first week of December. The rancher mowed thistles in a few parcels on Site 3.

3.0 Irrigation Parcels:

During the first two weeks of December Novato received heavy rains from two



Figure 1 - Flooding on Site 7

significant storm events. Most of the parcels on all three Reclamation Sites were covered with rainwater (Figure 1). Sites 3 & 7 were mostly drained by the end of the month but Site 2 was still holding water due to poor drainage conditions in the ditches and culverts in the Caltrans right-of-way along Highway 37. Staff will inspect the ditches and culverts after the water subsides to see if there are any obvious problems. Flood Control areas to the east and west of Site 2 were also still flooded at the end of the

month. The Drainage Pump Stations pumped approximately 511 MG of rainwater in December and were still pumping at the end of the month.

In November, the District entered into an Agreement with Custom Tractor Service to complete the Phase 2 rehabilitation work on Site 2 on Parcels 2, 3, 6 & 7. Due to the extensive flooding on Site 2 it is highly unlikely this work will be completed this off-season. The contractor did not expend any efforts on the work before the rains.

As reported in November, Pump No. 2 at Drainage Pump Station No. 7 was pulled by an outside vendor for inspection and repair as necessary. The pump is ready to return to the site but the storm events and flooding prevented installation of the pump. As a result of the pump being out of the pump station, staff had to rent and install a large plug in the discharge piping because several king tides were high enough for tide water to enter the pump station through the discharge pipe (Figure 2).



Figure 2 - Tidewater Entering Drainage Pump Station No. 7

**NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
December 2014**

The contractor for the Drainage Pump Station Improvement Project, has received the majority of materials for the improvement work (including tide gates for the ends of the discharge lines) and is waiting for conditions to dry out around the Drainage Pump Stations so the materials can be installed.

4.0 Irrigation Pump Station:

There was no irrigation activity this month. The irrigation ponds received approximately 41 MG of rainwater this month.

5.0 Sludge Handling & Disposal:

There was no sludge handling activity this month. Approximately 24 inches of rainwater accumulated in the Dedicated Land Disposal Area this month due to the heavy rains.

Reclamation Facility - Monthly Statistics for Calendar Year 2014, as of December 2014

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
Irrigation Pump Station														
Plant flow to ponds (MG)	0	59.39	0	0	0	90.36	103.36	89.67	89.11	0	0	0	431.9	35.99
Irrigation (MG)	17.87	0	7.0	0	15.57	65.36	63.45	88.19	37.77	59.7	0	0	354.9	29.58
Irrigation Pump 1 Hours	29.3	0	13.5	0	27.5	107.8	106.8	127.4	77.2	158.7	0	0	648.2	54.02
Irrigation Pump 2 Hours	0	0	2.9	0	35.3	106.6	103.8	126.7	84.4	561.1	0	0	1,020.8	85.07
Irrigation Pump 3 Hours	31.4	0	14.4	0	25.9	133.1	103.2	120.3	0.3	0	0	0	428.6	35.72
Washdown Water Pump Hours	0	0	0	0	0	0	0	0	0	0	0	0	-	0.00
Wildlife Feed Pump Hours	0	0	0	0	352.9	747.6	212.4	0	0	0	0	0	1,312.9	109.41
Water Circulated through Wildlife Pond (MG)	0	0	0	0	22.23	47.10	13.38	0	0	0	0	0	82.7	6.89
Strainer No. 1 Hours	-	-	0.9	0	10.9	44.1	37.2	43.5	23.6	36.8	0	0	197.0	16.42
Strainer No. 2 Hours	-	-	1	0	10.8	43.9	38.2	47.7	20.9	37.3	0	0	199.8	16.65
Pond 1 Gauge @ Beginning of Month	3.3	2.4	6.1	5.2	5.2	3.9	4.4	5.3	4.2	7	3.2	3.2		
Pond 1 Gauge @ End of Month	2.4	6.1	5.2	5.2	3.9	4.4	5.3	4.2	7	3.2	3.2	5.4		
Pond 1 Gallons Stored @ End of Month(MG)	15.2	45.8	37.6	37.6	27.2	31.2	38.4	29.6	53	21.6	21.6	39.2		
Pond 2 Gauge @ Beginning of Month	3.3	2.2	6.1	5.2	5.2	4	4.4	5.4	4.3	7	3.3	3.3		
Pond 2 Gauge @ End of Month	2.2	6.1	5.2	5.2	4	4.4	5.4	4.3	7	3.3	3.3	5.5		
Pond 2 Gallons Stored @ End of Month(MG)	17	58	49	49	36	40	51	39	68	28.6	28.6	52		
Total Irrigation Water Stored	32.2	103.8	86.6	86.6	63.2	71.2	89.4	68.6	121	50.2	50.2	91.2		
Drainage Pump Station No. 3														
Drainage Pump No. 1 Hours	0	0	0	0	0	0	0	0	16.9	0	38.2	326.4		
Drainage Pump No. 2 Hours	0	0	14	0	0	0	0	0	0	2.9	0.4	0		
Drainage Pump No. 3 Hours	0.7	134.5	0	31.1	0.8	0	0	0	0	0	5.6	559.1		
Total Gallons Stormwater Pumped (MG)	0.21	40.35	4.2	9.33	0.24	0	0	0	5.07	0.87	13.26	265.65	339.18	28.27
Drainage Pump Station No. 7														
Drainage Pump No. 1 Hours	0	24.2	13.2	3.9	0	0	0	0	0.6	4	1.4	670.1		
Drainage Pump No. 2 Hours	0	106.6	48.8	9.5	0	0	0	0	0.4	0.1	0	0.1		
Drainage Pump No. 3 Hours	0	1.7	0.9	0	0	0	0	0	0.3	1.1	38.6	465.4		
Total Gallons Stormwater Pumped (MG)	0	59.63	28.31	6.03	0	0	0	0	0.585	2.34	18	511.02	625.905	52.16

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: CASA Washington DC conference attendance	MEETING DATE: January 26, 2015 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: Approve travel by Board member Long and Manager-Engineer Karkal to Washington DC for California Association of Sanitation Agencies (CASA) conference attendance, February 23-25, 2015.	
SUMMARY AND DISCUSSION: The preliminary program for the 2015 CASA conference in Washington DC is attached. Out-of-state travel requires the pre-approval of the Board of Directors. Director William Long also currently serves on the CASA Executive Board. It is recommended that the Board approve the out-of-state travel for attendance at the CASA Washington DC conference, February 23-25, 2015.	
ALTERNATIVES: N/A	
BUDGET INFORMATION: The costs for attendance would be funded from Account No. 66170, which currently has a balance of \$44,032.	
DEPT. MGR.: ssk	MANAGER-ENGINEER: SSK



2015 CASA Washington DC Conference Itinerary

**February 23 - 25
Renaissance Mayflower**

Monday, February 23

- 8:30 am - 9:30 pm Registration and Breakfast
- 9:45 am - 11:30 am Opening Session
- 12:00 pm - 1:30 pm Conference Luncheon
- 1:45 pm - 5:00 pm Afternoon Session
- 6:00 pm Networking Session Edgar's Restaurant
- Dinner on your own

Tuesday, February 24

- 8:30 am - 9:00 am Continental Breakfast
- 9:00 am - 10:30 am Morning Sessions
- 10:45 am - 5:00 pm Congressional Visits
- 1:45 pm - 4:00 pm Afternoon Session
- 6:00 pm - 8:00 pm CASA - ACWA California Water Congressional Reception

Wednesday, February 25

- 8:30 am - 11:00 am Closing Breakfast and Session

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Call for Nominations, Special District Member elections, Marin County Local Agency Formation Commission (LAFCO)	MEETING DATE: January 26, 2015 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Nominate candidates for the Special District member and alternate member positions, Marin County Local Agency Formation Commission (LAFCO).	
SUMMARY AND DISCUSSION: Nominations are open for the Special District representative and alternate to Marin LAFCO. Nomination forms and supporting information from LAFCO were provided to the Board at its last meeting, and are also attached herein. Dennis Rodoni of North Marin Water District (NMWD) has served as the regular member since May 2001, and Jack Baker (also of NMWD) has served as the alternate since 2013. It appears that they both intend to seek another term. LAFCO will receive nominations through February 12, 2015.	
DEPT. MGR.: ssk	MANAGER-ENGINEER: SSK

MARIN LAFCO

Political Subdivision of the State of California

DATE: December 12, 2014
TO: Independent Special Districts, Presiding Officers
FROM: Candice Bozzard, Clerk to the Commission
RE: CALL FOR NOMINATIONS

Special District Elections

Attached is a copy of the approved policy and guidelines for Special District Member elections to LAFCO. Also enclosed are nomination forms and nominee qualification forms to participate in the following two elections. Please be aware that if your district wishes to nominate a person for both positions, separate forms must be completed for each election.

Regular Member Selection

Regular Member Dennis Rodoni has served as the regular member of the Commission since May of 2001 and has been re-elected to serve an additional four four-year terms. This term will end in May 2015. A mail ballot election must be held to select or reselect a member for this position, serving a four-year term ending in May 2019.

Alternate Member Selection

The alternate special district member Jack Baker has served as the alternate special district member since 2013 when he was elected to serve the remainder of the Alternate Special District Member term that will end in May 2015. A mail ballot election must be held to select a member for this position, serving a four-year term ending in May 2019.

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NOVATO SANITARY DISTRICT

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

Marin Local Agency Formation Commission

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

Selection Schedule

The Commission will receive nominations through **February 12, 2015**. Enclosed are forms for nominations and for statements of candidate qualifications. Supportive materials are accepted.

Mail ballots will be distributed by certified mail on February 13, 2015. The Candidate Qualification forms and any supportive materials will be distributed with the mail ballot. The final date the LAFCO office will receive ballots is 5:00PM on **April 14, 2015**. Ballots are accepted by postal mail, electronic mail at staff@marinlafco.org or by facsimile to (415) 446-4410. The newly-selected or re-appointed candidates will be seated at the June 11, 2015 Marin LAFCO Commission meeting.

Should you require any assistance, have questions or comments, please contact the Marin LAFCO office at (415) 446-4409.

Attachments:

1. Policy and Guidelines for Special District Member Elections
2. Regular Seated Member Nominations Form
3. Regular Seated Member Statement of Qualifications Form
4. Alternate Seated Member Nomination Form
5. Alternate Seated Member Statement of Qualifications Form

Special District Member Selection

Government Code §56332(c)(1) provides for selection of regular and alternate special district LAFCO members by a mail ballot process when the Executive Officer determines that a meeting of the special district selection committee is not feasible. Meetings of the Marin County Special District Selection Committee have previously failed to reach a quorum, indicating the infeasibility of Selection Committee meetings.

It is the policy of Marin Local Agency Formation Commission to conduct selection proceedings of regular and alternate special district members by a mail ballot process.

Procedure for Special District Member Selection

1. The Executive Officer shall initiate the mail ballot selection process for special district members 180 days prior to the expiration of the term of a special district member or immediately upon notification that the service of a special district member on LAFCO will end prior to the expiration of his or her term.
2. The Executive Officer shall initiate the mail ballot process by distributing to each independent special district a call for nominations, including a schedule of the selection process and a copy of this policy. Nominations must be submitted in writing by special district governing boards within 60 days of the date of the call for nominations. The submittal of a nomination must include a statement of the candidate's qualifications. With the prior concurrence of any special district, the Executive Officer may transmit these materials to and receive nominations from that special district by electronic mail.
3. Within five working days of the close of the nomination period, the Executive Officer shall distribute by certified mail one ballot to each independent special district. The distribution of ballots shall include a statement of qualifications for each candidate on the ballot.
4. Ballots may be submitted by mail or facsimile or electronic mail within 60 days of distribution of the ballots. A majority of independent special district must cast ballots in order to select a special district member. Selection shall be made by majority of votes cast and a majority of independent special districts in Marin County.
5. Ballots cast by each special district must bear the signature of the district's presiding officer. If the presiding officer is unavailable, the district board may authorize another member of the board to cast the district's vote. Ballots may be returned to the LAFCO office by mail or by facsimile or electronic mail.

All ballots and other records of each selection process shall be retained in the LAFCO office for at least four years and shall be available for public inspection.

When more than two candidates are nominated, the ballot form shall provide for selection by majority of votes cast through an "instant runoff" as follows:

- a) Each district casting a vote shall rank the candidates in order of their preference. District boards would simply indicate a "1" next to their first choice, a "2" next to their second choice, a "3" next to their third choice etc.
- b) In counting the votes by the Executive Officer, all first choice votes are counted. If any candidate receives over 50 percent of the first choice votes, that candidate is selected as special district member.
- c) If no candidate receives a majority, then the candidate with the fewest "1" votes is eliminated. The ballots of the supporters of the eliminated candidate are then transferred to whichever of the remaining candidates they marked for their second choice. This process shall be continued until one candidate receives a majority and is selected as special district member.

Vacancy of Special District Member

Should a vacancy occur during a special district member's term of office, a new appointment shall be made for the unexpired term of the special district member or alternate member according to the process above.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: _____

Name of Special District: _____

Telephone: (Home) _____ (Work) _____

Email Address: _____

Home Address: _____

Work Address: _____

Present Occupation: _____

➤ Summary of Qualifications for Position:

➤ Reasons for Applying:

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

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

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: _____

Name of Special District: _____

Telephone: (Home) _____ (Work) _____

Email Address: _____

Home Address: _____

Work Address: _____

Present Occupation: _____

➤ Summary of Qualifications for Position:

➤ Reasons for Applying:

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

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

*Additional information may be attached.



THE CITY OF
NOVATO
CALIFORNIA

922 Machin Avenue
Novato, CA 94945
415/899-8900
FAX 415/899-8213
www.novato.org

Mayor
Jeanne MacLeamy
Mayor Pro Tem
Pat Eklund
Councilmembers
Denise Athas
Madeline Kellner
Eric Lucan

City Manager
Michael S. Frank

January 5, 2015

Board of Directors
Novato Sanitary District
500 Davidson Street
Novato, CA 94945

Dear President Mariani and Directors:

At our meeting of December 9, 2014 the Novato City Council adopted amendments to our Zoning Code and fee schedule to create a new option for affordable housing in our community. This new concept is called Junior Accessory Dwelling Units, which provide for repurposing an existing bedroom in single-family dwellings with the addition of a limited size (wet bar type) kitchen to allow for separate occupancy or rental. We believe this will create additional options for elderly residents who may wish to create a semi-private space in the home for a live-in caregiver, or for households wishing to accommodate a family member or to create a small rental unit.

While Novato and most other cities encourage the creation of Accessory Dwelling Units, we find very few applicants who are able to provide the additional required parking space and who can afford the permit fees which average about \$31,000 when utility connections are included. By creating a new category of Junior Accessory Dwelling Units which would not allow expansion of an existing dwelling and would require the repurposing of an existing bedroom with the addition of a small kitchenette and exterior access, we believe that additional property owners will find this a more viable option. The City has eliminated our development impact fees for Junior Accessory Dwelling Units based on the rationale that the impact fees were originally assessed at the time the home was constructed, and the repurposing of an existing bedroom would not constitute an increase in development impacts on City infrastructure or services.

To successfully implement this housing alternative the City Council requests that our local utility districts consider their water and sewer connection fees. Connection fees exist to ensure that the cost of the infrastructure necessary to serve a new residence is covered. In the case of Junior Second Units, however, the new units make use of existing residential housing space, and do not add demand for either water or sewer services compared with the original occupancy or capacity of the single-family dwelling. No new water meter or system connection would be needed, because adequate capacity would exist in the existing structure to accommodate the new unit. In addition, the addition of a wet bar-type kitchen within a home does not typically result in increased fees from the utility districts. Consequently, we ask that your agency consider waiving connection fees for Junior Second Dwelling Units.

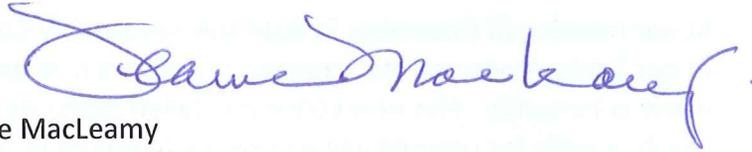
A comparison of the regulatory requirements of a regular Accessory Dwelling Unit and a Junior Accessory Dwelling Unit is attached. Based on feedback from other Marin jurisdictions, we believe that several other cities will adopt similar provisions to encourage the creation of a new, low impact option for affordable housing in

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our communities. If your staff have questions about our new regulations and fee reductions, please have them contact Community Development Director Bob Brown at 415-899-8938.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeanne MacLeamy". The signature is fluid and cursive, with a large initial "J" and a long, sweeping tail.

Jeanne MacLeamy
Mayor

cc: Sandeep Karkal

	Accessory Dwelling Unit	Junior Accessory Unit
Size	150-750 sq. ft.; up to 1,000 sq. ft. on lots over 10,000 sq. ft.	150 -500 sq. ft. – conversion of existing bedroom required, no building expansion.
Kitchen	Kitchen components not limited.	Wet-bar type kitchen only. Limits on sink and counter sizes; limit on size of drain line; no gas service and limit on electrical service (110v)
Bathroom	Required as part of the unit	Separate bathroom for unit not required – shared bathroom OK
Access	Interior access not required	External and internal access required
Parking	One additional space required	Not required if existing dwelling meets original parking standards when built
Owner Occupancy	Owner occupancy required	Owner occupancy required
Approval Process	Zoning Administrator ministerial approval unless project deviates from standards (e.g., upper story addition, exceeds size limit, etc.); Notification to adjacent property owners.	Zoning Administrator ministerial approval unless project deviates from standards; Notification to adjacent property owners.
Deed Restriction	Recordation of a deed restriction requiring owner occupancy	Recordation of a deed restriction requiring owner occupancy



STAFF REPORT

MEETING

DATE: December 9, 2014

TO: City Council

FROM: Robert Brown, Community Development Director

PRESENTER: Robert Brown

SUBJECT: **CONSIDERATION OF:**

1) AMENDMENTS TO THE MUNICIPAL CODE TO ADD SECTION 19.34.031 AND REVISE TABLES 2-2, 2-4 AND 2-5 AND SECTIONS 19.16.070, 19.34.030, AND 19.60.020 OF THE ZONING ORDINANCE TO ALLOW FOR THE PERMITTING OF JUNIOR ACCESSORY DWELLING UNITS AND FINDING THAT THE ADOPTION THEREOF IS EXEMPT FROM THE REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 65852.2, and

2) AMENDMENTS TO THE COMMUNITY DEVELOPMENT/PUBLIC WORKS DEPARTMENT APPLICATION FEE SCHEDULE TO REDUCE APPLICATION AND DEVELOPMENT IMPACT FEES FOR JUNIOR ACCESSORY DWELLING UNITS

75 Rowland Way #200
Novato, CA 94945-3232
(415) 899-8900
FAX (415) 899-8213
www.novato.org

REQUESTS

1. Consider adoption of an ordinance amending the Novato Municipal Code (Chapter 19 – Zoning) to allow the permitting of Junior Accessory Dwelling Units and finding that adoption thereof is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 65852.2, and
2. Consider adoption of a resolution Consider adopting a resolution of intent to amend Administrative Fee Policy 2-3, Appendix B, Community Development/Public Works Department Application Fee Schedule to reduce planning application and development impact fees for Junior Accessory Dwelling Units.

RECOMMENDATIONS

Adopt ordinance and resolution.

Novato City Council Agenda Staff Report Date: _____ File No. _____

DISCUSSION

Program 11.B of the new 2015-2023 Housing Element calls for the adoption of standards and fees for “Junior Accessory Dwelling Units” as a means of allowing accessory dwelling units which are more minor in size and potential impacts and less costly to permit and construct than typical accessory dwelling units. The proposed modifications to the Zoning Code would create a definition, regulations and permitting procedures for what would be termed “Junior Accessory Dwelling Units.”

Program 11.B of the new 2015-2023 Housing Element states:

“Adopt Standards and Fees for Junior Accessory Dwelling Units (JSU).

Review and adopt zoning standards and fees that serve to incentivize the creation of Junior Accessory Dwelling Units. Standards and fee considerations should include, but not be limited to, the following:

Zoning Standards to consider:

- Conversion of existing bedroom required – no building expansion;
- Maximum 500 square-foot size;
- Wet-bar type kitchen only with limitations on size of sink, waste line and counter area;
- Cooking facility limited by electrical service (110v maximum) and prohibition of gas appliances;
- Separate bathroom permitted, but not required;
- Require external access and internal access to the remainder of the home;
- No additional parking required if dwelling complies with current parking standards;
- Owner occupancy required and established by recorded deed restriction; and
- Ministerial approval process.

Fees considerations:

- Establish a minimal “flat fee” for a planning entitlement;
- No City Residential Development Impact Fee charged; and
- Work with special districts, e.g. water and sanitary, to reduce or waive fees.”

Between 2007 and 2012 only nine accessory units were approved, and of these only six were constructed (one-half unit per year on average). The Housing Element projects the addition of 13 accessory dwelling units between 2015 and 2023. The State Department of Housing and Community Development (HCD) limits the number of potential accessory dwelling units that a jurisdiction may project in its housing element based on the actual production of such units during the previous planning period. Novato has projected an increase in the creation of accessory dwelling units due to its commitment to reduce development fees to encourage such units. HCD also considers the affordability of accessory dwelling units projected based on a local survey of rental rates for accessory units. Novato’s last survey of accessory dwelling units indicated that two-thirds are rented at levels affordable to very-low income households and one-third to low-income households.

Regulations and Fees for Accessory Dwelling Units

The City’s Zoning Ordinance allows one accessory dwelling unit per single-family lot. A maximum size of 750 square feet is allowed, although a unit up to 1,000 square feet may be built on lots larger than 10,000 square feet on a sliding scale based on the lot size. The property owner

must reside on-site, and an additional parking space is required. A deed restriction is required to be recorded indicating the restrictions associated with the accessory unit. Property owners proposing an accessory unit must apply for and receive a Zoning Clearance by Planning Division staff to assure compliance with zoning standards.

A common complaint among those considering creation of an accessory dwelling unit is the cost of construction, including permit fees. On average, an accessory dwelling unit built in Novato will cost approximately \$31,913 in fees to the City, the two utility districts, fire district and school district, as indicated in the table below.

TYPICAL FEES FOR AN ACCESSORY DWELLING UNIT*

Planning Permit Fees	\$747**
Building Permit Fees	\$2,163
Development Impact Fees	
Rec/Cultural Facilities	\$ 3,241
Civic Facilities	582
General Government Systems	252
Open Space	701
Drainage	398
Streets & Intersections	2,022
Transit Facilities	70
Corporation Yard	44
TOTAL	\$7,309**
Novato Fire Protection District	\$729
Novato School District Developer Impact Fee	Units less than 500 sf: \$0 Units 500+ sf: \$1,975
Sewer Service/Connection	\$8,990
Water Connection	\$10,000***
TOTAL	\$31,913

* Assumes a 750 sf detached accessory dwelling unit

** The City reduced its Planning permit fee from \$1,494 to \$747 and its Development Impact Fees for accessory units from \$14,082 to \$7,041 in 2013

*** The North Marin Water District reduced its connection fee for accessory units from \$11,200 to \$10,000 in 2013.

The other typical constraint in creating an accessory dwelling unit is the requirement to provide an additional parking space.

Junior Accessory Dwelling Units

In an attempt to address the parking and permit cost issues, a Zoning Code amendments are proposed to allow a reduced size accessory dwelling unit that would be created by repurposing an existing bedroom and adding a wet bar-type kitchen. This concept is also being cited in other Marin jurisdictions' housing elements,

Staff envisions that Junior Accessory Dwelling Units would be a lower cost option for a senior living in a large home to create a space for a caregiver or a small rental for additional income. Junior Accessory Dwelling Units would provide inexpensive workforce housing for local service and retail employees, or part-time weekday accommodations for long-distance commuters.

The Junior Accessory Dwelling Unit concept was presented in workshops before the Planning Commission and City Council reviewing a draft General Plan White Paper as part of presentations

on the Draft 2015-2023 Housing Element on June 2 and June 10, 2014, respectively. Both the Planning Commission and City Council endorsed the concept of Junior Accessory Dwelling Units. Feedback from the workshops included comments that Junior Accessory Dwelling Units would fill a local housing need and be a reasonable reuse of larger, under-occupied homes, although a few participants expressed concern that the units could be occupied by more than a single individual, which could result in more than a single additional vehicle and result in some on-street parking.

In an attempt to define a smaller, less impactful shared living situation, a Junior Accessory Dwelling Unit would be limited to conversion of an existing bedroom, incorporating a small wet-bar kitchen, an exterior entrance and a limited size (maximum of 500 square feet). The wet-bar kitchen would have a limited sink size (16” max. length and width), a small drain line (max. 1.5” diameter) to preclude a dish washer or garbage disposal, limitation on the length of associated counter and cabinets (6 feet max.), prohibition on natural gas or 220v electrical service to preclude a full-sized cooking appliance, and a prohibition on installation of a dedicated electrical circuit, gas line, gas stub out or plumbing stub out to preclude future service expansion. Since the Junior Accessory Dwelling Unit would not result in an additional bedroom, no additional parking beyond that required for the single-family home, would be necessary. On-site owner occupancy would be required. A comparison between our typical Accessory Dwelling Unit regulations and those proposed for a Junior Accessory Dwelling Unit is provided below.

	Accessory Dwelling Unit	Junior Accessory Unit
Size	150-750 sq. ft.; up to 1,000 sq. ft. on lots over 10,000 sq. ft.	150 -500 sq. ft. – conversion of existing bedroom required, no building expansion.
Kitchen	Kitchen components not limited.	Wet-bar type kitchen only. Limits on sink and counter sizes; limit on size of drain line; no gas service and limit on electrical service (110v)
Bathroom	Required as part of the unit	Separate bathroom for unit not required – shared bathroom OK
Access	Interior access not required	External and internal access required
Parking	One additional space required	Not required if existing dwelling meets original parking standards when built
Owner Occupancy	Owner occupancy required	Owner occupancy required
Approval Process	Zoning Administrator ministerial approval unless project deviates from standards (e.g., upper story addition, exceeds size limit, etc.); Notification to adjacent property owners.	Zoning Administrator ministerial approval unless project deviates from standards; Notification to adjacent property owners.
Deed Restriction	Recordation of a deed restriction requiring owner occupancy	Recordation of a deed restriction requiring owner occupancy

Counting Junior Accessory Dwelling Units towards Regional Housing Needs Allocation

Staff from the State Department of Housing and Community Development (HCD) have confirmed that they base their determinations on whether units count towards a jurisdiction’s RHNA numbers on the definitions in the California State Building Code. The 2010 California

Building Code defines “Dwelling Unit” as, “a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.” HCD staff have indicated that the proposed provisions for Junior Second Units would meet the CBC definition and would therefore count towards RHNA allocations if the unit is “independent,” meaning that it has a dedicated, private bathroom, such as would be the case in conversion of a master bedroom suite. Staff recommends that the ordinance allow Junior Accessory Dwelling Units either with a dedicated bathroom, which would be counted as a RHNA unit, or with a shared bath, which would not count towards our RHNA numbers.

Fee Reductions

Staff has contacted a number of utility districts in Marin to determine connection fees that would be charged for creation of a Junior Accessory Dwelling Unit. All confirm that they would not charge connection or meter fees for installation of a wet bar within a single-family residence. However, when defined as a separate unit, they would impose the same connection fee as for a typical Accessory Dwelling Unit. Some district staff and board members have indicated a willingness to consider a reduced fee based on the smaller size of a Junior Accessory Dwelling Unit and the requirement that an existing bedroom be utilized, but district staff have asked that cities and towns adopt new zoning regulations for Junior Accessory Dwelling Units prior to requesting reconsideration of fee levels by the utilities.

The fire marshals of Marin have discussed the concept of a Junior Accessory Dwelling Unit and have expressed a willingness to forego the typically required installation of fire sprinklers in conjunction with creation of the new dwelling unit. The Novato Fire Prevention District’s Fire Marshal and our Building Official have also reviewed building and fire codes and have adopted an interpretation that the creation of Junior Accessory Dwelling Units within existing single-family homes would not necessitate the creation of fire separation and noise attenuation between the Junior Accessory Dwelling Unit and the remainder of the single-family dwelling.

The attached resolution of intent to amend the fee schedule proposes to reduce the planning application fee for Junior Accessory Dwelling Units by half (from \$747 to \$374) and elimination of Development Impact Fees (currently \$7,309) in keeping with the rationale that the impacts of the existing single-family home were addressed when the dwelling was constructed, and that the Junior Accessory Dwelling Unit is only repurposing previously occupied space.

PLANNING COMMISSION RECOMMENDATION

At its meeting of November 17, 2014 the Planning Commission unanimously recommended approval of the proposed Zoning Code amendments to the City Council (draft minutes attached).

ENVIRONMENTAL ASSESSMENT

The proposed Zoning Ordinance amendments are not subject to the California Environmental Quality Act (CEQA) pursuant to Section 65852.2 which exempts local ordinances for the creation of second units in single-family residential zones.

FISCAL IMPACT

The reduction in planning application fees and development impact fees for Junior Accessory Dwelling Units may slightly reduce permit income to the City, however the number of anticipated units is expected to be relatively insignificant, and impacts on City services due to repurposing

existing space within a single-family dwelling are also expected to be very minimal.

ALTERNATIVES

1. Adopt the attached ordinance and resolution initiating the proposed Zoning Code amendments and fee adjustments.
2. Direct staff to make revisions to the proposed Zoning Code amendments or fee schedule.
3. Request additional information or analysis from staff.
4. No not adopt the attached ordinance and/or resolution, recommending no change to the Zoning Code and/or fee schedule.

ATTACHMENTS

1. Ordinance
2. Resolution
3. Public Hearing Notice
4. Junior Second Unit White Paper
5. Letters of support
6. American Planning Association article