

NOVATO SANITARY DISTRICT

Meeting Date: January 14, 2019

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m., Monday, January 14, 2019, at the District Offices, 500 Davidson Street, Novato.

Materials related to items on this agenda that are public records, are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: www.novatosan.com. Note: All times and/or order of consideration for agenda items are for reference only. The Board of Directors may consider item(s) in a different order than set forth herein.

AGENDA

1. PLEDGE OF ALLEGIANCE:

2. AGENDA APPROVAL:

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

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

4. CEREMONIAL MATTERS:

- a. Recognize Director William Long on his appointment as Vice-President of the California Association of Sanitation Agencies (CASA).

5. REVIEW OF MINUTES:

- a. Consider approval of minutes of the December 10, 2018 regular meeting.

6. CONSENT CALENDAR:

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

- a. Ratify/approve regular disbursements, December 10, 2018 – January 14, 2019.
- b. Ratify payroll and payroll related disbursements, December 2018
- c. Receive deposit summary, December 2018.
- d. Receive report - submittal of Financial Transactions Report (FTR) to the State Controller's Office (SCO).
- e. Approve promotion of Joseph Moreno from Collection System Worker I to Collection System Worker II.

7. WASTEWATER OPERATIONS:

- a. Receive Wastewater Operations Reports, December 2018:
 - Collection System
 - Treatment Facilities
 - Reclamation Facilities

(next page)

8. CAPITAL PROJECTS:

- a. *Collection System Improvements, Account 72706 – Bel Marin Keys Blvd. Sewer Rehabilitation; Project No. 72706-2017-09: Receive update on re-bid of Bel Marin Keys Blvd. Sewer Rehabilitation Project, Project No. 72706-2017-09 - information only.*
- b. Receive Capital Projects Update, December 2018.

9. BOARD OF DIRECTORS:

- a. Appoint officers, and designate and authorize check signers, for remainder of Fiscal Year (FY) 18-19.

10. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Watershed Association (NBWA) meeting, January 11, 2019.

11. INFORMATIONAL ITEMS:

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

- a. New York Times article, January 8, 2019: “210-Foot Fatberg Blocks Sewers of English Seaside Town”.
- b. Marin Independent Journal article, December 25, 2018: “Novato wetlands project cleared for \$5.7M infusion”.
- c. Marin Independent Journal article, December 16, 2018: “Marin Sanitary Service seeks escalation in rates”.
- d. Marin Independent Journal article, December 15, 2018: “Top county managers granted pay raises”.

12. GENERAL MANAGER’S REPORT AND ANNOUNCEMENTS:

13. ADJOURNMENT:

Next Resolution No. 3131.

Next regular meeting date: Monday, February 11, 2019, 5:30 PM, at the Novato Sanitary District office, 500 Davidson Street, Novato, CA.

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

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: December 10, 2018

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, December 10, 2018, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jerry Peters, Directors Carole Dillon-Knutson, William Long, Jean Mariani, and Brant Miller.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, District Counsel Kent Alm, and Administrative Secretary Julie Hoover.

ALSO PRESENT: Erik Brown, Deputy General Manager, NSD
John O'Hare, Project Manager, Veolia
John Bailey, Assistant Project Manager, Veolia
Jeff Andress, Collection System Superintendent, NSD
Jeff Boheim, Field Services Manager, NSD
Laura Creamer, Finance Officer, NSD
Robin Donoghue, Of Counsel, Meyers/Nave
Dale Thrasher, Administrative Services Officer, NSD
Whitney Crockett, CPA-Supervisor, Maze and Associates
David Alvey, CPA-Vice President (Audit), Maze and Associates

PLEDGE OF ALLEGIANCE:

BOARD OF DIRECTORS ELECTION, OATH OF OFFICE, AND SEATING:

- Receive Certificate of Election, Official Final Results summary, and Statement of Votes. The General Manager stated that current Directors Carole Dillon-Knutson, William Long, and Brant Miller were re-elected to serve on the Novato Sanitary District Board of Directors. He stated that there was no action on this item, other than to receive the County of Marin Certificate of Election, Official Final Results summary, and Statement of Votes cast.

- Administration and execution of Oaths of Office, and seating of Board Members. The General Manager administered the Oath of Office to Carole Dillon-Knutson, Brant Miller, and William Long. The elected Directors were seated.

- Adopt Resolution No. 3129 – Determining Persons Entitled to Fill Office.

On motion of Director Mariani, seconded by Director Miller, and carried unanimously, the Board adopted Resolution No. 3129: A Resolution Determining Persons entitled to Fill Offices.

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

CEREMONIAL MATTERS:

- Adopt Resolution No. 3130 recognizing District General Counsel Mr. Kenton Alm on his retirement. The General Manager read the Resolution of Appreciation.

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the Board adopted Resolution No. 3130: A Resolution Commending Mr. Kenton Alm for Distinguished Service as District Counsel of the Novato Sanitary District.

The Directors congratulated and thanked Mr. Alm for his 23 years of distinguished service to the District. Mr. Alm thanked the Board and stated that it had been a pleasure to serve as District Counsel to the District.

- Introduction of Ms. Robin Donoghue of the Meyers/Nave law firm as District General Counsel upon retirement of Mr. Kenton Alm. The General Manager introduced Robin Donoghue of Meyers/Nave and stated that she is anticipated to take over as District Counsel upon Mr. Alm's retirement. Ms. Donoghue provided a brief background of her legal experience, noting that she has been working in the Meyers/Nave office in Santa Rosa for the past 11 years. She stated that she is a Novato resident of 19 years and looks forward to working with the Novato Sanitary District. The Board of Directors warmly welcomed her.

REVIEW OF MINUTES:

Consider approval of minutes of the November 13, 2018 special meeting.

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the November 13, 2018 meeting minutes were approved.

CONSENT CALENDAR:

The General Manager stated that an error was found in Consent Calendar item e., attachment one: Fixed Assets Disposed of in Fiscal Year 2017/18. He stated that the totals in the 'Cost' and 'Accum Depr' columns were incorrectly added, but that the final report would be corrected with the amounts as follows: **Cost: \$61,698.62; and Accum Depr: \$27,449.10.**

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

- a. Approval of Board member disbursements in the amount of \$1,237.16, operating check disbursements in the amount of \$382,163.98, and capital project disbursements in the amount of \$5,496,632.68. Ratification of November 26th disbursements as follows: operating check disbursements in the amount of \$133,215.45, and capital project disbursements in the amount of \$84,806.97.
- b. Approval of November 2018 payroll and payroll-related disbursements in the amount of \$261,787.16.
- c. Receive Deposit Summary, November 2018.
- d. Approve Director Long and the General Manager-Chief Engineer to attend the California Association of Sanitation Agencies (CASA) Annual Washington DC conference, February 25-27, 2019.
- e. Receive Fixed Asset Deletion Report for Fiscal Year (FY) 2017-18.

- f. Approve designation of surplus items and equipment, and authorize the General Manager-Chief Engineer to dispose of such items and equipment.
- g. Cancel regular meeting of March 11, 2019, and schedule special meeting for Monday, March 18, 2019.
- h. Approve annexation of one parcel totaling 3.41 acres with a situs address of 516 E. Hospital Drive, Assessor Parcel No. (APN) 157-690-52, to the Novato Sanitary District, and authorize the General Manager-Chief Engineer to execute and file the Agency Consent Form with the Marin Local Agency Formation Commission (Marin LAFCO).

On motion of Long, seconded by Director Miller, and carried unanimously, the Consent Calendar items were approved, with revisions for item (e) as noted.

FINANCE COMMITTEE:

- Receive report from District's independent external auditor, Maze and Associates. The General Manager stated that the District's independent external auditors, Maze and Associates, completed the District's annual financial audit for the year ended June 30, 2018, and had presented it to the District's Finance Committee at its December 3, 2018 meeting. He stated that Ms. Whitney Crockett, CPA, with Maze and Associates, attended the Committee meeting, and presented its audit findings and opinion to the Finance Committee.

The General Manager introduced David Alvey and Whitney Crockett of Maze and Associates. Mr. Alvey reviewed the Independent Auditor's Report and stated that Maze and Associates had rendered an unmodified (clean) audit opinion, which is the highest rating given. He discussed the Memorandum on Internal Control and Required Communications, and stated that Maze and Associates found no significant deficiencies, and no material weaknesses. Mr. Alvey thanked Finance Officer Laura Creamer for her cooperation during the audit process.

- Receive Finance Committee report and recommendation, and accept the Comprehensive Annual Financial Report (CAFR) for the years ended June 30, 2018 and 2017, including Fiscal Year FY 17-18 audit, and audited financial statements for the years ended June 30, 2018 and 2017. Director Mariani stated that the Finance Committee (including Director Long and herself), reviewed the audit at its December 3rd meeting, and that the Committee recommends the Board accept the Comprehensive Annual Financial Report (CAFR) for the years ended June 30, 2018 and 2017, including Fiscal Year FY 17-18 audit, and audited financial statements for the years ended June 30, 2018 and 2017. Director Long concurred, and thanked Maze and Associates for their work.

- Receive and accept "Memorandum on Internal Control and Required Communications for Year ended June 30, 2018" from the District's independent outside auditor, Maze and Associates.

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

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the Board received the report from Maze and Associates; accepted the Comprehensive Annual Financial Report (CAFR) for the years ended June 30, 2018 and 2017, including Fiscal Year FY 17-18 audit, and audited financial statements for the years ended June 30, 2018 and 2017; accepted the "Memorandum on Internal Control and Required Communications for Year ended June 30, 2018" from the District's independent outside auditor, Maze and Associates; and authorized staff to submit the District's CAFR to the Government Finance Officers Association (GFOA) for consideration of the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

At the close of this item, the following individuals left the meeting: David Alvey, Whitney Crockett, Robin Donoghue, and Laura Creamer.

ADMINISTRATION:

- Review letter from State Controller's Office (SCO), "Notification Letter – Assembly Bill 2249 (Chaptered 169, Statutes of 2018)", and adopt changes (including increases to bid limits thresholds) to the Uniform Public Construction Cost Accounting Act (UPCCAA) noted therein, effective January 1, 2019. The General Manager stated that the District utilizes the Uniform Public Construction Cost Accounting Act (UPCCAA, or the "Act") to perform certain projects each year. He stated that the Act allows the District to perform these certain projects in a cost effective and cost efficient manner. He outlined provisions of the Act, and stated that the State Controller's Office (SCO) has informed the District of changes to the Act, including increases to bid limit thresholds, effective January 1, 2019. The General Manager stated that because the District has already made itself subject to the Act through its adoption of Ordinance No. 109, the necessary action is to adopt the changed provisions, including increases to bid limit thresholds, effective January 1, 2019.

On motion of Director Miller, seconded by Director Mariani, and carried unanimously, the Board adopted changes, including increases to bid limits thresholds, to the Uniform Public Construction Cost Accounting Act (UPCCAA) noted therein, effective January 1, 2019.

- Approve and adopt revised Board Policy No. 3135: Expense Authorization. The General Manager stated that since the Board adopted the revised UPCCAA limits, it was also recommended that the Board approve and adopt revised Board Policy No. 3135 - Expense Authorization, to incorporate minor edits and conform to the revised UPCCAA limits.

On motion of Director Long, seconded by Director Dillon-Knutson, and carried unanimously, the Board approved and adopted revised Board Policy No. 3135: Expense Authorization.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, November 2018.

Collection System Report: The Collection System Superintendent provided the Collection System Report for November 2018. He stated that the Collection Department cleaned 27,555 lineal feet of sewer pipelines, completed 131 maintenance work orders leaving zero work orders outstanding, and that 4,300 feet of sewer main were televised using the District's CCTV equipment. He noted that the CCTV work did not identify any new

structural damages or areas that would require a change in sewer line maintenance operations. He continued, stating that staff conducted 172 lift station inspections and completed maintenance inspections on twelve (12) air relief/vacuum valves.

The Collection System Superintendent then outlined the training provided in November, noting that the Collection Department staff attended three (3) specialized training events, and four (4) safety tailgate meetings. He reported that there were no lost time accidents, and no sanitary sewer overflows (SSOs) during the month of November 2018.

Treatment Facilities Report: Veolia Project Manager John O'Hare provided the November Treatment Facilities Monthly Operations Report (MOR). He reviewed the treatment plant performance. He stated that the average flow for November was 4.25 million gallons per day (MGD) with a peak rainfall flow rate of 21.29 MGD on November 28th. He continued, stating that there were no violations or excursions in November and stated that the Recycled Water Facility (RWF) produced 10.115 million gallons of recycled water. The Project Manager reviewed the monthly routine inspections and maintenance activities for the Novato treatment facility, the Ignacio transfer pump station, and the recycled water facility. He outlined staff training and activities, noting that Assistant Project Manager John Bailey reviewed the standard operating procedure for Wet Weather Pump Operation with Operations staff.

He discussed pretreatment and pollution prevention activities. He concluded his presentation, stating that no odor contacts were received in November.

Reclamation Facilities Report: The Field Services Manager summarized the Reclamation Facilities report for November. He stated that no irrigation of any parcels occurred in November, and that all plant effluent was discharged to the Bay. He stated that all cattle were removed from the District Reclamation area pastures as of November, and that drainage pump stations No. 3 and 7 pumped approximately 17 million gallons combined.

The Field Services Manager stated that Dr. Stephanie Larson from UC Davis Extension had completed phase 2 of her pasture evaluation. The General Manager noted that, as in the past, this report would be submitted to the Regional Water Board as part of the District's Triennial Pasture Report per the District's Waste Discharge Requirements (WDR) permit for the Reclamation Facility.

CAPITAL PROJECTS:

- Collection System Improvements, Account No. 72706: Birdie Drive Sewer Project: Approve a credit change order in the amount of \$40,015.35, grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion. The Deputy General Manager stated that the Birdie Drive Sewer Project had been substantially completed by Team Ghilotti on October 19, 2018. He stated that the final cost for the project was \$346,587.65, or \$40,015.35 below the bid amount. He requested the Board grant Final Acceptance of the project and authorize staff to file the Notice of Completion.

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried with the following vote, the Board granted Final Acceptance of the Birdie Drive Sewer Project, Account No. 72706, and authorized staff to file the Notice of Completion. Ayes: Mariani, Dillon-Knutson, Miller, and Peters. Abstain: Long.

Assistant Project Manager John Bailey left the meeting at 6:19p.m.

- Admin Building Upgrades/Maintenance Building, Account No. 73003: Maintenance Building Phase 3 - Modular Building Project: Approve purchase of modular building system in the amount of \$256,388.74. The Deputy General Manager stated that the Board had previously authorized the General Manager-Chief Engineer to accept the plans and specifications for the Maintenance Building Phase 3 – Modular Building Project and advertise for bids. He stated that in October 2018, four quotes were received, with the lowest being provided by Design Space Modular Buildings, Inc. in the amount of \$256,388.74. He recommended that the Board authorize the General Manager-Chief Engineer to purchase a modular building from Design Space Modular Buildings, Inc. in the amount of \$256,388.74.

On motion of Director Miller, seconded by Director Long, and carried unanimously, the Board authorized the General Manager-Chief Engineer to purchase a modular building from Design Space Modular Buildings, Inc. in the amount of \$256,388.74.

- Receive Capital Projects Update, November 2018. The Deputy General Manager provided an overview and update of the various Capital Improvement Program projects.

BOARD OF DIRECTORS:

- Receive Local Agency Formation Commission (LAFCO) materials - Call for Nominations for Regular Special District Member, and provide direction, if any. The General Manager stated that the District has received a Call for Nominations, for the Regular Special District member to the Marin LAFCO. He stated that LAFCO will receive nominations through February 15, 2019, and requested direction from the Board if they wished to provide a nomination. Upon discussion, no direction was provided on nominations.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting, December 7, 2018. Director Miller did not attend this meeting. The General Manager-Chief Engineer stated that he attended in Director Miller's absence, and that his report would be presented in "Manager's Report and Announcements".

-Board Member Mariani provided a request: Director Mariani presented a formal request for a compensation survey of Bay Area water and wastewater agencies including cities and special districts to determine the relative position of the General Manager-Chief Engineer's compensation compared to the Bay Area market.

She stated that due to the recent turnover of several managers' positions in Marin and Sonoma Counties, she was requesting that the compensation survey include rates for not only new hires but also the final compensation of previous managers in those positions.

She stated that if available, she would also like to see comparisons for non-represented District positions. She hoped that the survey could be completed within two months. The General Manager stated that he would move forward with this request.

INFORMATIONAL ITEMS:

- Report on “Active Shooter” training by Novato Police Department (NPD). The Administrative Services Officer stated that on November 28th, Officer Thomas Lyons and three officers from the Novato Response Team of the Novato Police Department (NPD) conducted a 90-minute Active Shooter training for eighteen District and two Veolia staff members. He provided an overview of the meeting and the topics that were presented. The Administrative Services Officer stated that NPD noted that security for the administration building was good and that they could provide more detailed recommendations on enhanced security if/when the District considers making security changes.

GENERAL MANAGER’S REPORT AND ANNOUNCEMENTS:

- Reports:

- The General Manager attended the North Bay Watershed Association meeting on Dec. 7, 2018, held at the District office. He stated that this was the third and concluding session of the strategic planning effort that NBWA had been going through previously. He stated that the NBWA consultant Lori Lewis walked the group through strategic issues, and anticipated that Ms. Lewis and NBWA Director Judy Kelly would return with a more formal report at a future meeting.

- Announcements:

- The California Association of Sanitation Agencies (CASA) Winter conference will be held January 23 – 25, 2019, in Indian Wells, CA. Directors should notify the Administrative Secretary of their intent to attend.
- The next Board meeting will be held on January 14, 2019. At that meeting, the appointment of officers and designation of authorized check signers will take place. At the subsequent Board meeting in February, 2019, Presidential appointment of Board Committee members will take place.
- Due to the holiday schedule and as per previous Board approval, District offices will be closed on Monday, December 24th and Monday December 31st.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording

Novato Sanitary District Board Fees Check Register

For December 2018

Date	Num	Name	Credit
Jan 11, 19			
01/11/2019	5853	Dillon-Knutson-, Carole	407.79
01/11/2019	5854	Long, William C	521.57
01/11/2019	5855	Mariani, Jean M	502.57
01/11/2019	5856	Miller, Brant	
01/11/2019	5857	Peters, Arthur Gerald	207.79
Jan 11, 19			<u>1,639.72</u>

Novato Sanitary District Operating Check Register

December 24, 2018

Date	Num	Name	Credit
Dec 24, 18			
12/24/2018	62490	Pacific, Gas & Electric	57,535.34
12/24/2018	62473	Caltest Analytical Lab Inc.	6,813.65
12/24/2018	62475	E & M Wonderware, Inc.	5,497.81
12/24/2018	62483	Maze & Associates	4,758.00
12/24/2018	62497	Wedge Roofing Inc.	3,800.00
12/24/2018	62494	Roy's Sewer Service, Inc.	3,250.00
12/24/2018	62482	Marin Mechanical II, Inc.	2,507.65
12/24/2018	62496	Thomas & Associates, Inc.	2,042.28
12/24/2018	62492	Rauch Communication Cons...	1,993.40
12/24/2018	62485	Meyers, Nave, Riback, Silve...	1,650.00
12/24/2018	62498	Win-911 Software	1,485.00
12/24/2018	62488	North Marin Water District P...	1,160.00
12/24/2018	62487	North Marin Water District	1,041.50
12/24/2018	62481	Marin Independent Journal	720.00
12/24/2018	62477	Frontier California Inc EQ	580.80
12/24/2018	62491	R3 Consulting Group, Inc.	525.00
12/24/2018	62472	Cagwin & Dorward Inc.	461.00
12/24/2018	62470	B.W.S. Distributors, Inc.	443.66
12/24/2018	62474	County of Marin-Central Coll...	341.00
12/24/2018	62484	Medical Center of Marin-Nov...	335.00
12/24/2018	62480	Leonardi Automotive & Elect...	334.09
12/24/2018	62471	BoundTree Medical, LLC	272.55
12/24/2018	62493	Recology Sonoma Marin	267.26
12/24/2018	62479	Grainger	185.84
12/24/2018	62495	Stiles, Bob	170.00
12/24/2018	62478	Government Finance Officer...	160.00
12/24/2018	62486	NAPA Auto Parts	129.44
12/24/2018	62489	Pace Supply, Inc.	103.19
12/24/2018	62476	First Alarm	41.11
Dec 24, 18			<u>98,604.57</u>

Novato Sanitary District Operating Account Check Register

January 14, 2019

Date	Num	Name	Credit
Jan 14, 19			
01/14/2019	62600	Veolia Water North America, Inc.	178,290.80
01/14/2019	62569	CSRMA-	104,852.00
01/14/2019	62601	Veolia Water North America, Lab	29,418.72
01/14/2019	62602	Veolia Water Recycled Water Oper.	11,227.74
01/14/2019	62583	Johnson, Dee	6,930.00
01/14/2019	62576	Environmental Dynamics	6,921.00
01/14/2019	62589	North Marin Water District - Lab	5,335.00
01/14/2019	62557	Citi Visa (Costco)	4,922.75
01/14/2019	62564	Beecher Engineering, Inc	3,705.00
01/14/2019	62566	CASA	3,450.00
01/14/2019	62574	Delta Dental	3,221.12
01/14/2019	62588	North Marin Water District	3,023.96
01/14/2019	62573	Dearborn National	2,551.64
01/14/2019	62586	Monterey Mechanical, Inc.	1,800.00
01/14/2019	62559	Alpha Analytical Lab, Inc.	1,664.00
01/14/2019	62575	EEC	1,655.87
01/14/2019	62562	B.W.S. Distributors, Inc.	1,555.22
01/14/2019	62584	Leete Generators	1,345.14
01/14/2019	62580	IEDA, INC	1,225.00
01/14/2019	62592	Oliver Automotive	876.96
01/14/2019	62582	Johnson Controls, Inc.	689.60
01/14/2019	62577	Evoqua Water Technologies - Lab	621.10
01/14/2019	62599	UniFirst Corporation	605.01
01/14/2019	62590	North Marin Water District Jobsite	570.00
01/14/2019	62603	Vision Service Plan	567.42
01/14/2019	62598	U.S. Bank Equipment Finance	542.30
01/14/2019	62587	NAPA Auto Parts	518.38
01/14/2019	62594	Rauch Communication Consultants. Inc.	484.75
01/14/2019	62571	D&L Supply Co., Inc.	466.29
01/14/2019	62604	WECO	425.69
01/14/2019	62593	Pini Hardware	325.56
01/14/2019	62570	CWEA members	280.00
01/14/2019	62565	BoundTree Medical, LLC	272.55
01/14/2019	62595	Recology Sonoma Marin	267.26
01/14/2019	62568	Claremont EAP, Inc.	250.00
01/14/2019	62572	Datco Billing Inc.	243.75
01/14/2019	62563	Barnett Medical LLC	180.00
01/14/2019	62585	McMaster-Carr Supply Co.	146.76
01/14/2019	62558	Aaero Heating & Sheetmetal, Inc.	145.00
01/14/2019	62560	American Messaging	127.84
01/14/2019	62596	SRS Private Investigations, Inc	120.00
01/14/2019	62561	AT&T Mobility	62.94
01/14/2019	62591	Novato Builders Supply	59.66
01/14/2019	62581	Integrity Shred LLC	50.00

**Novato Sanitary District
Operating Account Check Register**

January 14, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
01/14/2019	62597	Staples Advantage	46.39
01/14/2019	62578	Federal Express	21.19
01/14/2019	62567	CDW Government, Inc.	20.75
01/14/2019	62579	Fisher-Scientific	18.27
Jan 14, 19			<u><u>382,100.38</u></u>

Novato Sanitary District Capital Projects Check Register

December 24, 2018

Date	Num	Name	Credit
Dec 24, 18			
12/24/2018	3378	Woodard & Curran formerly ...	78,735.30
12/24/2018	3373	Cagwin & Dorward Inc.	74,207.50
12/24/2018	3376	Maggiora & Ghilotti Inc.	23,595.62
12/24/2018	3377	Sonoma County Water Agen...	9,233.55
12/24/2018	3375	Covello Group, The	7,220.00
12/24/2018	3370	American Storage	6,559.64
12/24/2018	3374	Campway's	1,512.65
Dec 24, 18			<u>201,064.26</u>

Novato Sanitary District Capital Projects Check Register

January 14, 2019

Date	Num	Name	Credit
Jan 14, 19			
01/14/2019	3379	Bank of New York Mellon	1,125,250.00
01/14/2019	3385	Woodard & Curran formerly RMC	20,326.80
01/14/2019	3381	Gianola Canvas Products	9,006.00
01/14/2019	3384	Veolia Water North America, Inc.	4,493.28
01/14/2019	3380	GHD Inc.	2,741.00
01/14/2019	3382	Lateral-Bowes	2,000.00
01/14/2019	3383	Lateral-Kintzley	2,000.00
Jan 14, 19			<u>1,165,817.08</u>

**Novato Sanitary District
Payroll and Payroll Related Disbursements
December - 2018**

Item 6.b.

Date	Description	Amount
12/31/2018	December Payroll	117,931.08
12/31/2018	United States Treasury	22,687.86
12/31/2018	EDD	8,013.88
12/21/2018	CalPERS Health	31,748.01
12/21/2018	December Retiree Health Benefits	14,840.04
12/21/2018	PARS-OPEB Contribution	9,125.96
12/21/2018	PARS-Pension Contribution	12,084.00
12/21/2018	CALPERS Retirement	11,343.79
12/21/2018	CALPERS Retirement	13,757.17
12/21/2018	CalPers Supplemental Income Plan	3,000.00
12/21/2018	Lincoln Financial Group 457	8,423.55
12/21/2018	Lincoln Financial Group Roth 457	750.00
12/21/2018	Lincoln Financial Group-401a Plan	8,493.56
12/21/2018	Local Union 315	440.00
12/21/2018	California State Disbursement Unit	571.00
12/21/2018	ICMA-RC Retiree Health Program	1,451.51
Total for December 2018		<u>264,661.41</u>

Novato Sanitary District Deposit Detail December 2018

Type	Name	Account	Amount
12/07/2018		11113 · Westamerica - Operations	
	Wen Mo	41040 · Permit & Inspection Fee	60.00
	Marin H2O Inc	41040 · Permit & Inspection Fee	80.00
	Farmery, Lynda	66090 · Office Expense	135.00
	Sandbank Construction	41040 · Permit & Inspection Fee	40.00
	Sandbank Construction	51020 · Connection Charges	9,292.00
	Morf, George	41040 · Permit & Inspection Fee	25.00
	Roto Rooter	11200 - Accounts Receivable	<u>1,778.74</u>
TOTAL			11,410.74
12/12/2018		11113 · Westamerica - Operations	
	USCG-Finance Center	11200 - Accounts Receivable	<u>15,886.95</u>
12/17/2018		11113 · Westamerica - Operations	
	Gopher It	41040 · Permit & Inspection Fee	40.00
	Reggie's Plumbing	41040 · Permit & Inspection Fee	40.00
	County of Marin	51015 · Property Taxes	1,499.23
	County of Marin	51015 · Property Taxes	202.46
	Golden Gate Bridge, Hwy & Trans -	11200 - Accounts Receivable	1,263.83
	Recology	11200 - Accounts Receivable	(1) <u>28,994.50</u>
TOTAL			32,040.02
12/17/2018		11113 · Westamerica - Operations	
	County of Marin	51015 · Property Taxes	1,166,645.76
	County of Marin	41040 · Permit & Inspection Fee	5,455,978.87
	County of Marin	51010 · Sewer Service Charges	4,463,982.71
	County of Marin	21045 · Novato Heights Debt Service	95,062.04
	County of Marin	21045 · Novato Heights Debt Service	-283.50
	County of Marin	66202 · County Fees - Property Taxes	-16,349.50
	County of Marin	66203 · County Fees - Sewer Service Chg	<u>-21,606.76</u>
TOTAL			(2) 11,143,429.62
12/27/2018		11113 · Westamerica - Operations	
	Gagne Brothers	41040 · Permit & Inspection Fee	40.00
	Brown, Erik.	66090 · Office Expense	7.48
	Rescue Rooter	41040 · Permit & Inspection Fee	15.00
	Costco	66090 · Office Expense	294.01
	Gagne Brothers	41040 · Permit & Inspection Fee	40.00
	Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
	Miller, Brant	66020 · Employee Benefits	2,171.66
	Gagne Brothers	41040 · Permit & Inspection Fee	40.00
	Marin Country Club	11200 - Accounts Receivable	(3) 100,000.00
	Biomarin	11200 - Accounts Receivable	<u>1,240.00</u>
TOTAL			<u>103,888.15</u>
Total Deposits for December 2018			<u>11,306,655.48</u>
(1)	Collection on first half of franchise fee for FYE18/19 from Recology Inc.		
(2)	First installment of property taxes and sewer services charges.		
(3)	Payment from Marin Country Club per Cost sharing agreement for Birdie Drive Sewer Project.		

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Submittal of Annual Financial Transactions Report (FTR) to the State Controller's Office (SCO).	MEETING DATE: January 14, 2019 AGENDA ITEM NO.: 6.d.
RECOMMENDED ACTION: Receive report - submittal of Financial Transactions Report (FTR) to the State Controller's Office (SCO).	
SUMMARY AND DISCUSSION: <p>Staff recently filed the District's Fiscal Year FY17-18 FTR with the SCO. Briefly, the FTR documents the District's financial position at fiscal year-end. It includes general information and financial information including the Consolidated Balance Sheet, Revenues, Expenses and Changes in Fund Equity, report on long-term debt, and footnotes if there were any significant changes from the District's prior year's FTR.</p> <p>Currently, the District files its FTR electronically. Staff timely filed the FTR to the SCO's website, and received confirmation of acceptance. More information and previous FTR filings can be found on the SCO's website: https://bythenumbers.sco.ca.gov/finance-explorer/view-by-special-district.</p>	
ATTACHMENTS: 1. Special Districts Financial Transactions Report Cover Page e-stamped with proof of submittal for FY17-18.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence), Goal 3 (Alignment and Communications), and Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
DEPT. MGR.: lc, ssk	GENERAL MANAGER: SSK

**SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT
COVER PAGE**

Special District of Novato Sanitary District (Marin)

Reporting Year: 2018

ID Number: 12302104400

Certification:

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

Special District Fiscal Officer

Laura Creamer
Signature

Finance Officer
Title

Laura Creamer
Name (Please Print)

1/8/2019
Date

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

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

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

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

The Financial Transactions Report was successfully submitted to the State Controller's Office on 1/8/2019 12:10:50 PM

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Promotion of Joseph Moreno from Collection System Worker I to Collection System Worker II.	MEETING DATE: January 14, 2019 AGENDA ITEM NO.: 6.e.
RECOMMENDED ACTION: Approve promotion of Joseph Moreno from Collection System Worker I to Collection System Worker II.	
SUMMARY AND DISCUSSION: <p>Mr. Joseph Moreno was initially hired by the District in April 2015, as a Collection System Worker I (CSW I). He has demonstrated both his capabilities as a CSW I, and his functional readiness to be promoted to the next level in the CSW series, which is Collection System Worker II (CSW II). Currently, he is at Salary Range 38.5, Step D, \$5,965/month. The proposed new range will be Salary Range 40.5, Step C, \$6,264/month.</p> <p>If this promotion is approved, Mr. Moreno will serve a minimum six-month probationary period in the CSW II position. All provisions of the District's Rules and Regulations, and the Memorandum of Understanding (MOU) with the represented group apply to this position. If approved, the effective date of Mr. Moreno's promotion will be January 13, 2019.</p> <p>It is recommended that Mr. Moreno be promoted to Collection System Worker II (CSW II), at Salary Range 40.5, Step C.</p>	
BUDGET INFORMATION: The FY18-19 Budget includes an allowance for the increase, which will result in a total salary adjustment of \$1,656 for the remainder of FY18-19.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
DEPT. MGR.: ja, eb	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Report, December 2018.

MEETING DATE: January 14, 2019

AGENDA ITEM NO.: 7.a.

RECOMMENDED ACTIONS: Receive Wastewater Operations Reports for December 2018:

- Collection System
- Treatment Facilities
- Reclamation Facilities

SUMMARY AND DISCUSSION:

The December 2018 Wastewater Operations Report incorporating operations reports for collections system, wastewater treatment facilities, and the reclamation facilities is attached.

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

ATTACHMENTS: 1. Wastewater Operations Reports for the month of December 2018.

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

DEPT. MGR.: JO (Veolia), JA, JJB

GENERAL MANAGER: SSK

1.0 General:

The equivalent of about six (6) full time employees (FTE) worked on collection system maintenance activities during the month. The breakdown of staff time for the month in terms of equivalent FTE hours utilized, works out approximately as follows:

- 1.4 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.5 FTE field workers for Pump Station Maintenance
- 0.3 FTE field workers for Closed Circuit Television (CCTV) work
- 0.0 FTE field workers for Underground Service Alert Mark and Locate (USA)
- 0.9 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to the activities listed above, or special activities (for e.g. smoke testing of mainlines), and
- 2.2 FTE field workers for vacation, holiday or sick leave.

2.0 Collection System Maintenance:

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

Line Cleaning Performance:

The sewer system ICOM3 Computerized Maintenance Management System (CMMS) generated 212 work orders for the month. Collections staff completed 212 work orders, leaving zero (0) work orders outstanding. The completed work orders resulted in 41,814 feet of sewer pipelines cleaned by staff.

Closed Circuit Television (CCTV) Performance:

The District's CCTV equipment was in the field for one (1) working day and televised a total of 1,231 feet of sewer main.

CCTV Findings:

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

3.0 Pump Station Maintenance:

Collections staff conducted 180 lift station inspections this month. 52 of the inspections were generated through the District's JobsCal Plus CMMS system. There are no outstanding work orders for the month.

A Pump Stations Work Order Statistics summary is attached.

4.0 Air Relief/Vacuum Valves (ARVs):

Staff completed maintenance inspections on Six (6) air relief/vacuum valves this month.



Photo #1- New bollards at Vintage Oaks PS #2

**Novato Sanitary District
Wastewater Operations - Collection System Operations Report
December 2018**

5.0 Safety and Training:

General:

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

Specialized Training:

- Collections staff attended the Maintenance Superintendents Association (MSA) training on non-chemical rodent management.

Safety performance:

There were no lost time accidents for the month of December.

6.0 Miscellaneous Projects:

- The cast iron lid on an ARV vault was replaced due to a large crack.
- A District contractor installed safety bollards at Vintage Oaks Pump Station #2.
- Collections crew installed a manhole riser in a back yard.



Manhole riser installed in back yard to bring it up to grade.

7.0 Sanitary Sewer Overflows (SSOs):

There were no (zero) sanitary sewer overflow in December. The No Spills certification ID is #2535434.

Novato Sanitary District
Collection System Monthly Report For December 2018 (as of December 31, 2018)

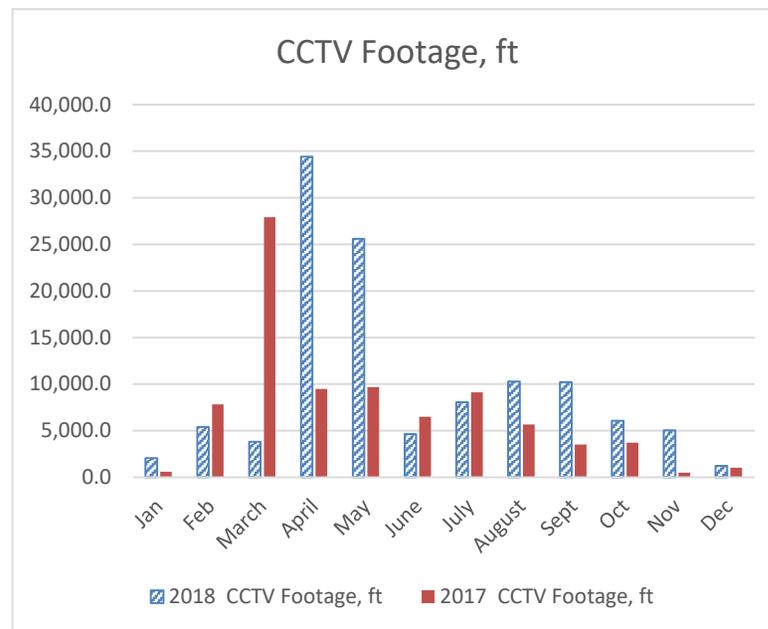
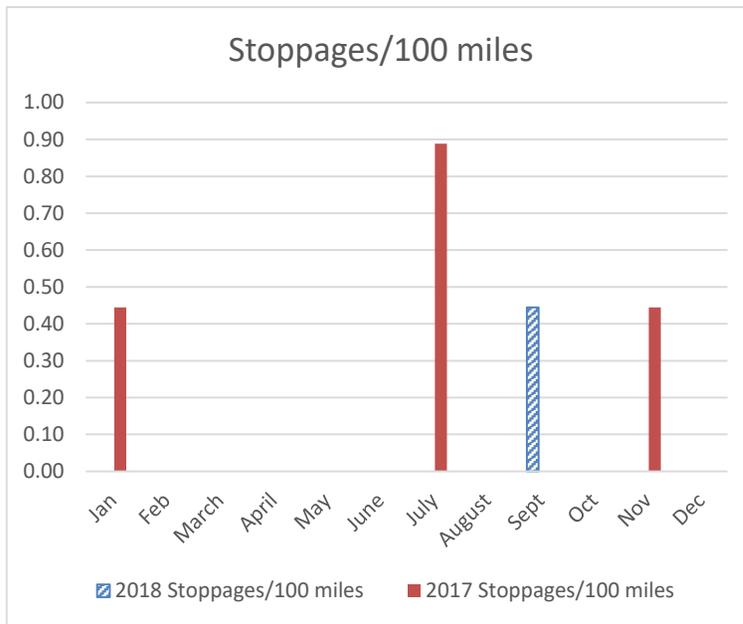
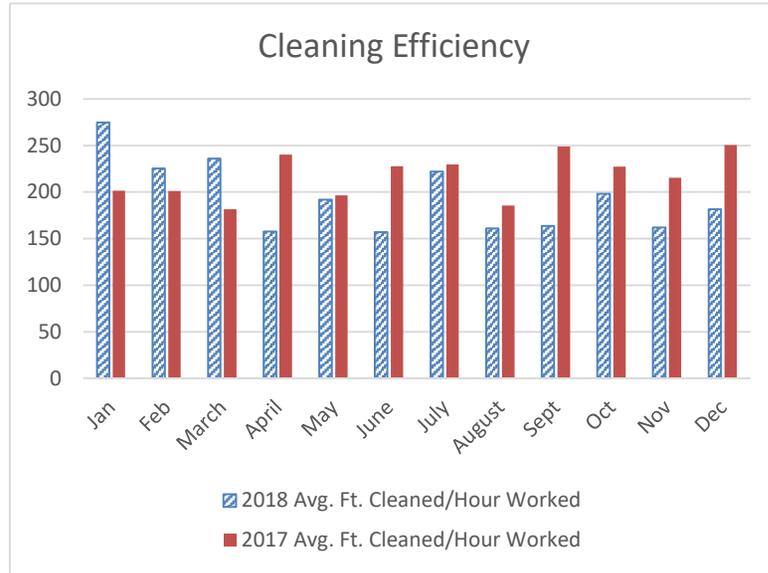
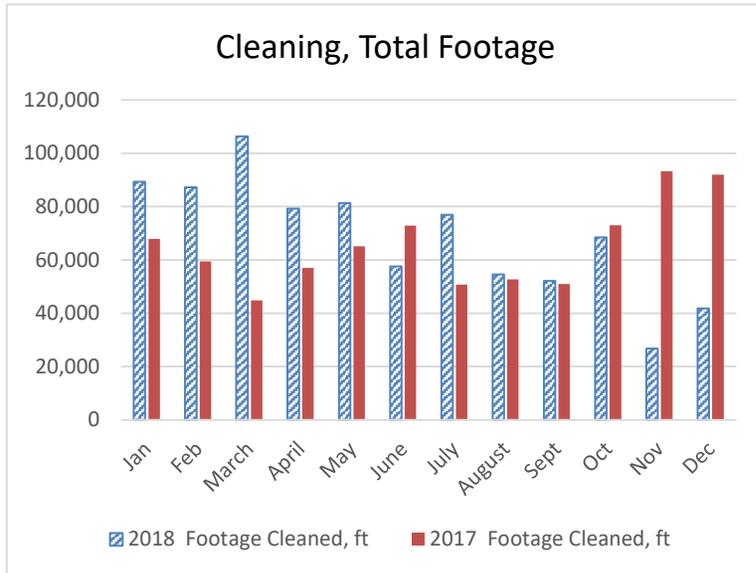
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
A. Employee Hours Worked														
Number of FTEs (main line cleaning)	1.8	2.4	2.5	3.0	2.3	2.1	1.9	1.9	2.1	1.8	1.0	1.4	NA	2.0
Number of FTEs (other)	1.8	1.9	1.9	1.7	1.4	1.7	1.7	1.5	1.4	1.4	1.2	0.9	NA	1.5
Number of FTEs (USAs)	0.3	0.3	0.2	0.3	0.3	0.2	0.3	0.1	0.0	0.1	0.0	0.0	NA	0.2
Number of FTEs (CCTV)	0.2	0.2	0.2	0.3	0.8	0.3	0.1	0.5	0.4	0.5	0.3	0.0	NA	0.3
Total, FTEs	4.0	4.9	4.8	5.4	4.7	4.4	4.0	3.9	3.9	3.8	2.4	2.3	NA	4.1
Regular Time Worked, (main line cleaning), hrs	325	387	451	502	425	367	347	339	319	346	166	231	4,201	350
Regular Time Worked on Other, hrs (1)	324	303	352	288	263	298	306	276	218	259	205	152	3,241	270
Regular Time Worked on USAs	51	59	41	53	49	43	45	12	0	23	0	0	374	31
Regular Time Worked on CCTV (2)	32	40	40	57	149	51	18	94	65	88	48	8	687	57
Total Regular time, worked, hrs	732	788	882	900	885	758	715	721	601	714	418	390	8,502	709
Total Vacation/Sick Leave/Holiday, hrs	216	106	123	70	186	156	396	335	167	177	423	366	2,718	226
Vacation/Sick Leave/Holiday, FTEs	1.2	0.7	0.7	0.4	1.0	0.9	2.2	1.8	1.1	0.9	2.6	2.2	15.7	1.3
Overtime Worked on Coll. Sys., hrs	11	7	3	6	11	20	11	13	17	30	67	26	220	18
Overtime Worked on Other, hrs (1)	4	0	0	0	4	1	10	7	10	4	6	0	45	4
Overtime Worked on USAs, hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overtime Worked on CCTV (2)	0	0	0	0	0	1	0	0	0	2	1	0	4	0
Total Overtime, hrs	15	7	3	6	15	22	21	20	27	36	74	26	269	22
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	28	33	65	65	28	1	61	39	58	75	7	20	480	40
Rodder 3208 ft. cleaned	6,241	6,875	12,729	10,481	4,023	301	7,502	3,965	10,972	8,923	311	1,534	73,857	6,155
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Flusher Work Orders generated	401	413	472	403	404	305	422	271	196	278	124	192	3,881	323
Truck 3205V ft. cleaned	22,719	28,924	43,973	2,861	0	12,920	145	2,328	0	0	0	0	113,870	9,489
Truck 3206V ft. cleaned	60,376	51,396	18,896	28,966	6,896	41,633	22,236	16,159	22,570	12,670	8,000	8,549	298,347	24,862
Truck 3209F ft. cleaned	0	0	30,733	36,879	70,447	2,664	46,994	32,102	18,595	46,846	18,507	31,731	335,498	27,958
Flusher - outside services, ft. cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Footage cleaned(3)	89,336	87,195	106,331	79,187	81,366	57,518	76,877	54,554	52,137	68,439	26,818	41,814	821,572	68,464
Work Orders completed	429	446	537	616	432	506	483	310	254	353	131	0	4,497	409
Work Orders backlog	0	0	0	0	0	0	0	0	0	0	0	212	212	71
2. Closed Circuit Television (CCTV)														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CCTV Truck 3126T, ft. videoed	2,048	5,420	3,805	0	20,712	4,233	0	10,170	10,197	6,065	4,300	1,231	68,181	5,682
CCTV (hand cam), ft. videoed	0	0	0	34,429	4,893	408	8,059	120	0	0	736	0	48,645	4,054
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total CCTV footage(3)	2,048	5,420	3,805	34,429	25,605	4,641	8,059	10,290	10,197	6,065	5,036	1,231	116,826	9,736
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category III)	0	0	0	0	0	0	0	0	1	0	0	0	1	NA
Major (Category II)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category I)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Overflow Gallons	0	0	0	0	0	0	0	0	750	0	0	0	750	NA
Volume Recovered	0	0	0	0	0	0	0	0	500	0	0	0	500	NA
Percent Recovered	NA	NA	NA	NA	NA	NA	NA	NA	67%	NA	NA	NA	NA	NA
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	8	4	2	2	0	4	3	3	4	4	6	0	40	3
Normal hours S.C. response time, mins (avg.)	39	29.25	17	18.5	0	18	66.3	15	30.25	15	26.8	0	275	23
Service Callouts, after hours, #	1	0	0	0	0	0	0	0	2	0	3	0	6	1
After Hours S.C. response time, mins (avg.)	37	NA	NA	NA	NA	NA	NA	NA	30	NA	27	NA	94	31
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	275	225	236	158	192	157	222	161	164	198	162	181	NA	194
Total Stoppages/100 Miles	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.4	NA
Average spill response time (mins)	0	0	0	NA	0	NA	NA	0						
Callouts/100 Miles	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.9	0.0	1.3	0.0	2.6	0.2
Overtime hours/100 Miles	5	3	1	3	5	9	5	6	8	13	30	11	97.78	8
Overflow Gallons/100 Miles	0	0	0	0	0	0	0	0	326	0	0	0	326	27

(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: 2018 & 2017 Graphs



Novato Sanitary District

Pump Station Monthly Report For December 2018 (as of December 31, 2018)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	372	254	212	251	276	266	185	254	222	253	246	293	3,081	
Number of Employees (FTEs)	1.8	1.4	1.2	1.2	1.3	1.3	0.8	1.2	1.3	1.2	1.1	1.5		1.3
Regular Time Worked on Pump Sta	325	226	212	197	238	231	136	224	192	231	196	259	2,664	
Overtime Worked on Pump Sta	47	28	32	54	38	35	50	30	30	22	50	34	447	
After Hours Callouts	3	1	1	1	1	0	9	1	0	0	0	0	17	
Average Callout response time (mins)	36	28	6	9	8	0	24	28	0	0	0	0	139	12
Work Orders														
Number generated in month	95	89	77	85	71	56	68	45	42	64	50	52	794	66
Number closed in month	95	89	77	85	71	56	68	45	42	64	50	52	794	66
Backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**PUMP STATIONS
WORK ORDER STATISTICS
December 1, 2018-December 31, 2018**

	Open Work Orders Due Prior to 12/1/2018	Open Work Orders 12/1/2018-12/31/2018	Total Open Work Orders
Preventive	0	52	52
Corrective	0	0	0
Total	0	52	52

	Closed Work Orders 12/1/2018 -12/31/2018
Preventive	52
Corrective	0
Total	52

Total Outstanding Work Orders as of 12/31/2018	0
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January 9, 2019

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

Subject: Veolia Water Operations Report – December 2018

Dear Mr. Karkal:

I am pleased to provide the Monthly Operations report for December 2018.

As always, please give me a call at 707-292-3022 should you have any questions.

Best regards,

A handwritten signature in blue ink that reads 'John P. O'Hare'.

John P. O'Hare
Project Manager, Veolia



MONTHLY OPERATIONS REPORT
December 2018

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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

ATTACHMENTS

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

A: TREATMENT PLANT PERFORMANCE SUMMARY – December 2018

National Pollution Discharge Elimination System Permit

Parameter	Value		Limits	
	Ave	Max		
Flow, MGD (monthly ave/max)	4.72	7.37	N/A	
Influent				
BOD ₅ , lb/day (month ave/max)	12,225	25,816	N/A	
TSS, lb/day (monthly ave/max)	10,059	14,456	N/A	
Effluent				
BOD ₅ , mg/L (monthly ave/max weekly ave)	5	6	30	45
TSS, mg/L (monthly ave/max weekly ave)	<4	5	30	45
BOD ₅ - % Removal, Average	98		85 minimum	
TSS - % Removal, Average	99		85 minimum	
Ammonia, mg/L – (monthly ave/daily max)	0.45	0.45	5.9	21
pH, su (min / max)	6.8	7.1	6.5	8.5
Enterococcus, MPN/100 ml (30 day geo mean)	1.8		35	
Fecal Coliform, MPN/100 ml (monthly median)	3.0		140	
Fecal Coliform, MPN/100 ml (90 th PCTL)	3.0		430	
Total Coliform, MPN/100 ml (5 sample median)	N/A		N/A	
Total Coliform, MPN/100 ml (monthly maximum)	N/A		N/A	

Peak Rainfall Flow Rate = 12.12 million gallon per day, December 16, 2018, 8:55 pm

Total Rainfall = 2.08 inches

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced – Volume to Plum St. Storage Tank	Million Gallons	.587	N/A
Average Turbidity	NTU	0.7	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	1.2	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	9.7	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	<1	240
Maximum Total Coliform 2 Samples 30 days	MPN/100 ml	<1	23
Total Coliform 7 Sample Median	MPN/100 ml	<1	2.2

Discussion of Violations / Excursions

- National Pollution Discharge Elimination System Permit (NPDES) Limits - None
- Recycled Water – None

B: SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato Wastewater Treatment Plant and Ignacio Transfer Pump Station completed
- Five minute tailgate training held during weekly meetings
- No safety incidents for the month of December 2018



- Monthly Safety Topics and Training: Bloodborne Pathogens
- Quarterly Training: Safety in the Workplace
- Veolia Corporate Monthly Health and Safety webinar December 28, 2018

C: OPERATIONS & MAINTENANCE STATUS / REVIEW:**Key events for the period:****Novato**

- Routine rounds, readings and maintenance
- Replaced motor on sodium hypochlorite pump #1
- Replaced electrical controllers for the digester flare stack
- Troubleshoot dry weather pump #5 – replacement parts on order
- Semi-annual heating ventilation and controls service performed

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

- Aeration basin #1 & #3 (standby)
- Primary clarifier #2 (standby)
- Secondary clarifier #1 (standby)

Ignacio Transfer Pump Station

- Routine rounds, readings and preventative maintenance
- Semi-annual heating ventilation and controls service performed
- Emergency generator radiator serviced

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

- None

Recycled Water Plant (RWP)

- Routine rounds and maintenance
- AUMA® valve actuator training conducted on December 14, 2018

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

- None

Sludge Lagoons (and Reclamation Area)

- Performed routine rounds and inspection

D: ENVIRONMENTAL SERVICES ACTIVITIES SUMMARY**Discharge to San Pablo Bay NPDES Permit – December 1 - 31, 2018****Public Education**

Designed and purchased signage to give to Vintage Oaks Shopping Center businesses (through the property management company) for posting in public restrooms to educate the public to reduce trash being flushed down the toilets. Age appropriate signs were purchased for use in two Novato High Schools.



Training

Kurt Hawkyard, Veolia Water Laboratory Technician attended a *Tool Belt Training* in Windsor, CA presented by the California Water Environment Association Pretreatment, Pollution Prevention, Stormwater (P3S) Committee. This training focused on strategies for effective field inspections.

Bay Area Clean Water Agencies (BACWA)

Liz Falejczk, Veolia Water Environmental Services Supervisor attended the monthly laboratory committee meeting.

Whole Effluent Toxicity Testing

Quarterly Acute and Chronic Toxicity testing were performed as required in December 2018. Acute Toxicity testing results yielded 100% survival. The Chronic Toxicity testing results <1.0 TUC for survival and growth were in compliance. See historic Chronic Toxicity results below.

Test Date	1/16	4/16	11/16	1/17	4/17	6/17	10/17	1/18	4/18	9/18	12/18
EC ₂₅ (%)	>100	>100	>100	>100	>100	>100	>100	>100	>100	>100	>100
NOEC (%)	100	100	100	100	100	100	65	100	100	100	100
TUc(100/EC ₂₅)	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0

Discharge Monitoring Report-Quality Assurance Program

Liz Falejczk submitted the Discharge Monitoring Report-Quality Assurance (DMR-QA) Study 38 to the State Water Board Quality Assurance Officer/State DMR-QA Coordinator. The DMR-QA Study evaluates the analytical ability of laboratories that routinely perform or support self-monitoring analyses required by National Pollution Discharge Elimination System permit.

Regulatory Programs

- Received support documents of continued compliance from 3 Food Service Establishments

E: ADMINISTRATION:

- November 2018 Electronic Discharge Monitoring Report (DMR) submitted on December 29, 2018
- November 2018 Self-Monitoring Report (SMR) submitted on December 29, 2018

F: ODORS & LANDSCAPING:

- Jerome meter (H₂S) parts per million (ppm) readings performed in neighborhood
- All readings in neighborhood were 0 ppm

G: MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held weekly with the Veolia staff

Veolia Support Staff On/Off Site (Various Times)

Ed Dix, West Region Technical Director

Art Fagerström, PE, BCEE, Technical Manager, Corporate Technical Support



1) PHOTOS

RECYCLED WATER PLANT DECEMBER 2018



Above – Equipment supplier providing training for new valve actuators
Below – John Bailey, Veolia Water Assistant Plant Manager checking the recycled water filters

ANAEROBIC DIGESTION PROCESS
DECEMBER 2018



Above – Digester flare stack

2) *LABORATORY DATA*

Novato Sanitary District
Conventional Pollutants Report



December, 2018

Date	INFLUENT - A001			Effluent - E002							
	Flow Total	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Oil & Grease	Temp	Rainfall
	MGD	su	mg/L	Fecal	Entero	Total	su	mg/L	mg/L	Deg C	Inches
				MPN/100 mL							
12/01/18	5.55										0.24
12/02/18	4.99										0.00
12/03/18	4.73			3.0	2.3		7.0			19.0	0.00
12/04/18	4.68				2.0		7.0			19.3	0.00
12/05/18	4.83				5.1		7.0	0.45	2.5	19.5	0.31
12/06/18	4.49						7.0			19.5	0.00
12/07/18	4.53	7.4	35				7.0			19.3	0.00
12/08/18	4.14										0.00
12/09/18	4.35										0.00
12/10/18	3.87						7.0			19.6	0.00
12/11/18	3.92				2.0		7.0			19.2	0.01
12/12/18	3.91				1.0		7.0			20.0	0.00
12/13/18	3.97				<1.0		7.0			19.6	0.00
12/14/18	3.91	7.2					7.0			19.1	0.17
12/15/18	4.16										0.01
12/16/18	7.37										0.76
12/17/18	5.81				1.0		6.8			18.7	0.01
12/18/18	5.39				2.0		6.9			18.7	0.00
12/19/18	5.05				2.0		6.9			19.4	0.02
12/20/18	4.49						6.9			19.5	0.01
12/21/18	4.71	7.2					6.9			19.4	0.14
12/22/18	5.13										0.01
12/23/18	3.40										0.02
12/24/18	6.61						7.0			19.6	0.37
12/25/18	5.27						6.9			19.2	0.00
12/26/18	5.14				1.0		6.9			18.3	0.00
12/27/18	4.61				1.8		6.9			18.6	0.00
12/28/18	4.48	7.0			4.1		6.9			18.5	0.00
12/29/18	4.31										0.00
12/30/18	4.34										0.00
12/31/18	4.33						7.1			18.4	0.00
Monthly											
Minimum	3.40	7.0	35	3.0	<1.0		6.8	0.45		18.3	0.00
Maximum	7.37	7.4	35	3.0	5.1		7.1	0.45	2.5	20.0	0.76
Total	146.47										2.08
Average	4.72	7.2	35				7.0	0.45	2.5	19.2	0.07
Geomean					1.8						

Novato Sanitary District
BOD/TSS Report



December, 2018

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
12/01/18	5.55										
12/02/18	4.99										
12/03/18	4.73										
12/04/18	4.68	260	10,148	268	10,460	<5	195	4	156	98.1	98.5
12/05/18	4.83					5	201	<3	121		
12/06/18	4.49										
12/07/18	4.53										
12/08/18	4.14										
12/09/18	4.35										
12/10/18	3.87										
12/11/18	3.92										
12/12/18	3.91	420	13,696	285	9,294	6	196	<3	98	98.6	98.9
12/13/18	3.97										
12/14/18	3.91										
12/15/18	4.16										
12/16/18	7.37										
12/17/18	5.81										
12/18/18	5.39										
12/19/18	5.05										
12/20/18	4.49	320	11,983	257	9,624	6	225	5	187	98.1	98.1
12/21/18	4.71										
12/22/18	5.13										
12/23/18	3.40										
12/24/18	6.61										
12/25/18	5.27										
12/26/18	5.14										
12/27/18	4.61	340	13,072	376	14,456	<5	192	4	154	98.5	98.9
12/28/18	4.48										
12/29/18	4.31										
12/30/18	4.34										
12/31/18	4.33										
Weekly Averages											
12/01/18	Week 1	250		264	20,014	10		8	606		
12/08/18	Week 2	260	10,148	268	10,460	5	198	4	138		
12/15/18	Week 3	420	13,696	285	9,294	6	196	3	98		
12/22/18	Week 4	320	11,983	257	9,624	6	225	5	187		
12/29/18	Week 5	340	13,072	376	14,456	5	192	4	154		
Monthly											
Minimum		3.40	260	10,148	257	9,294	<5	192	<3	98	98
Maximum		7.37	420	13,696	376	14,456	6	225	5	187	99
Total		146.47									
Average		4.72	335	12,225	297	10,959	5	202	<4	143	98

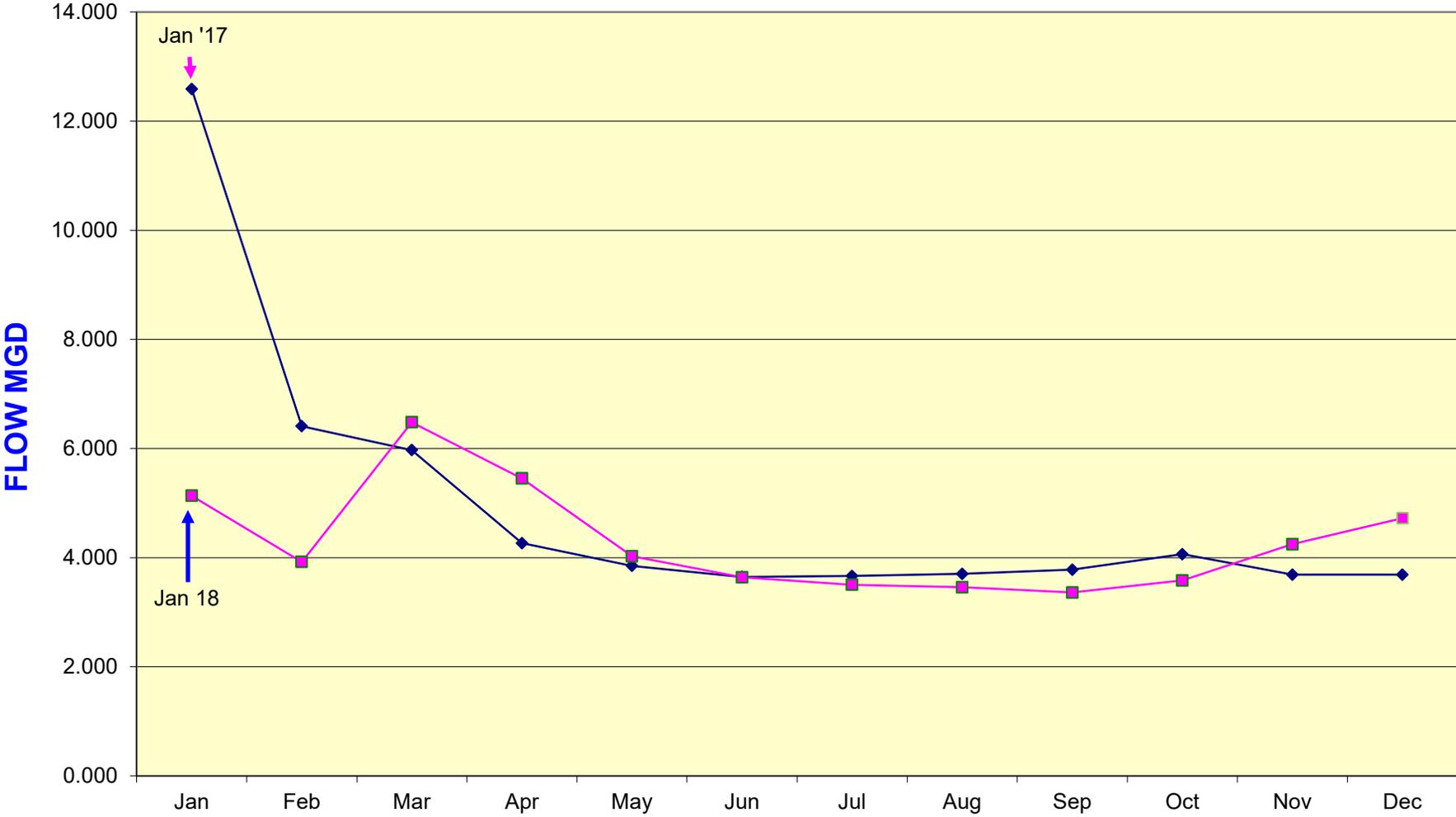
3) *RECYCLED WATER REPORT*

NOVATO SANITARY DISTRICT
RECYCLED WATER
COMPLIANCE SUMMARY REPORT

Date	Filter Influent Flow MGD	Recycled Water Flow to Plum St. MGD	Recycled Water Influent Turbidity Ave. NTU	Minutes Over 5 NTU Turbidity (m)	Filter Effluent 24 Hr Average Turbidity NTU	Filter Effluent Dissolved Oxygen (mg/l)	Filter Effluent Total Coliform MPN/100ml	Chlorint Contact Time Minutes
12/1/2018		0.000						
12/2/2018		0.000						
12/3/2018		0.000						
12/4/2018		0.000						
12/5/2018		0.000						
12/6/2018		0.000						
12/7/2018		0.000						
12/8/2018		0.000						
12/9/2018		0.000						
12/10/2018		0.000						
12/11/2018	1.150	0.349	1.8	0	0.2	9.7	<1	>450.000
12/12/2018		0.000						
12/13/2018		0.000						
12/14/2018		0.000						
12/15/2018		0.000						
12/16/2018		0.000						
12/17/2018		0.000						
12/18/2018		0.000						
12/19/2018		0.000						
12/20/2018		0.000						
12/21/2018	0.270	0.238	2.1	0	1.2	10.1	<1	>450.000
12/22/2018		0.000						
12/23/2018		0.000						
12/24/2018		0.000						
12/25/2018		0.000						
12/26/2018		0.000						
12/27/2018		0.000						
12/28/2018		0.000						
12/29/2018		0.000						
12/30/2018		0.000						
12/31/2018		0.000						
Total	1.420	0.587						
Minimum	0.270	0.000	1.8	0	0.2	9.7	<1	>450.0
Maximum	1.150	0.349	2.1	0	1.2	10.1	<1	>450.0
Average	0.710	0.019	2.0	0	0.7	9.9	<1	>450.0

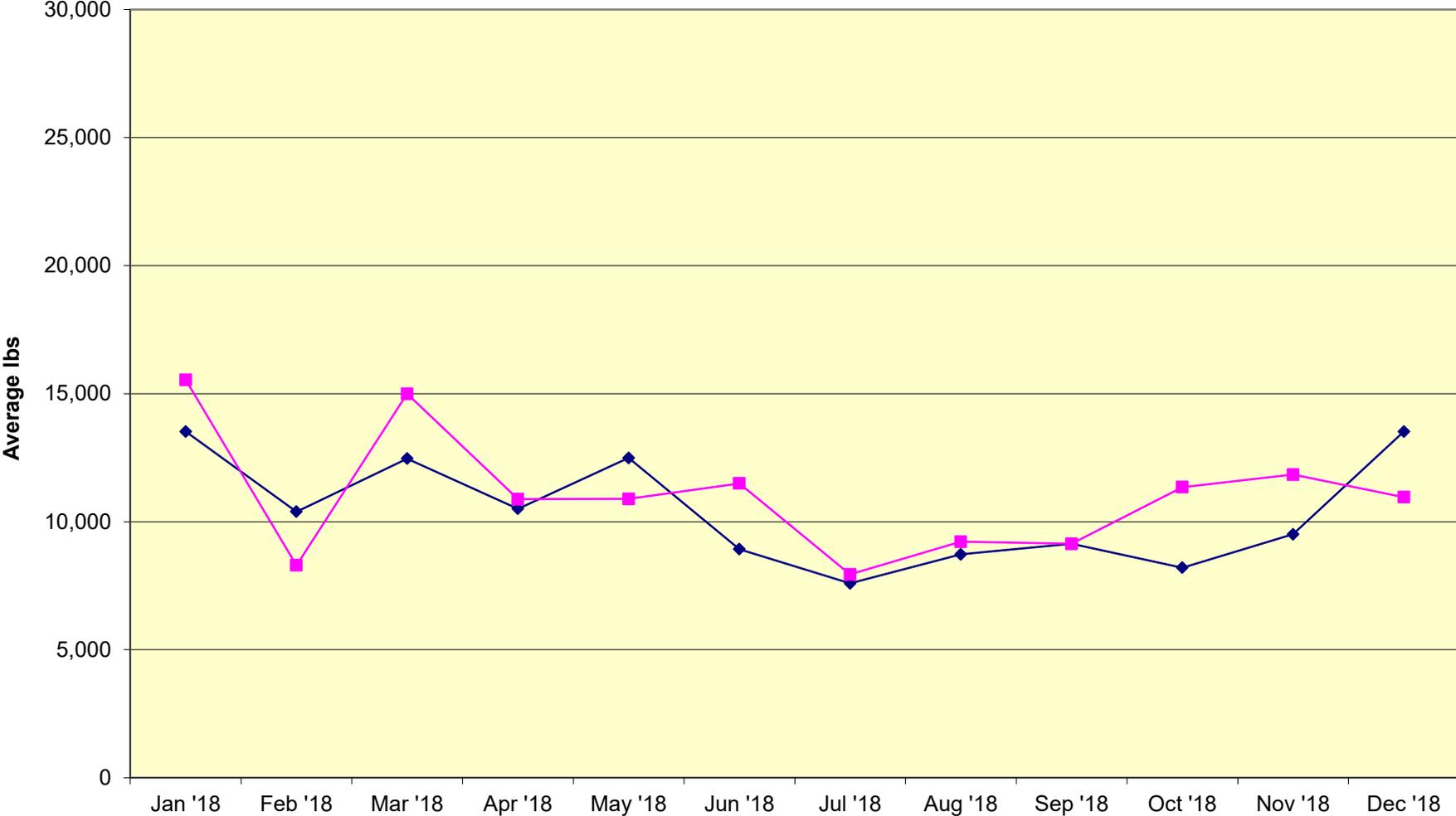
4) ANNUAL PERFORMANCE SUMMARY – GRAPHS

WASTEWATER INFLUENT FLOW COMPARISON



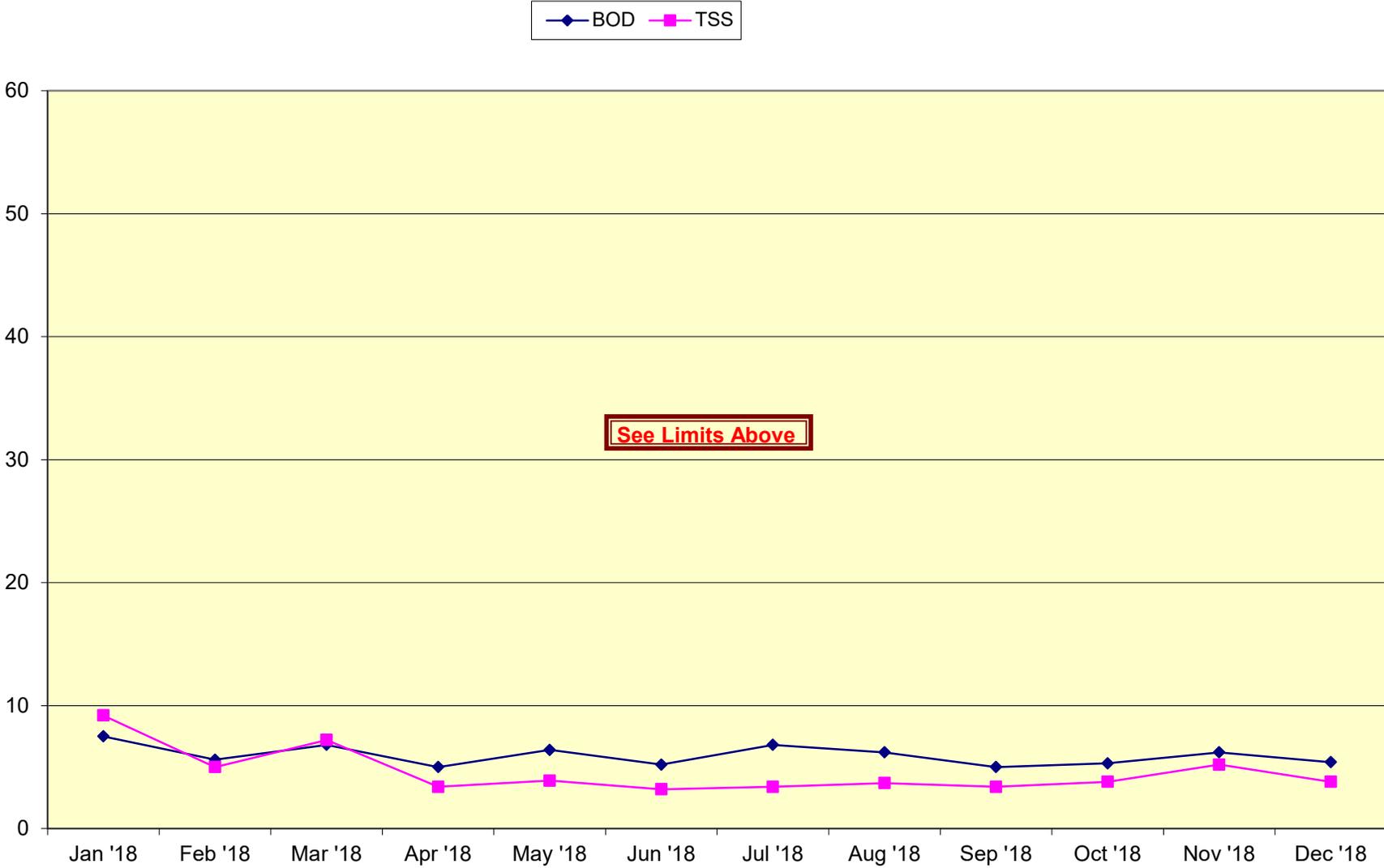
Influent Load BOD / TSS lbs

◆ BOD lbs ■ TSS lbs

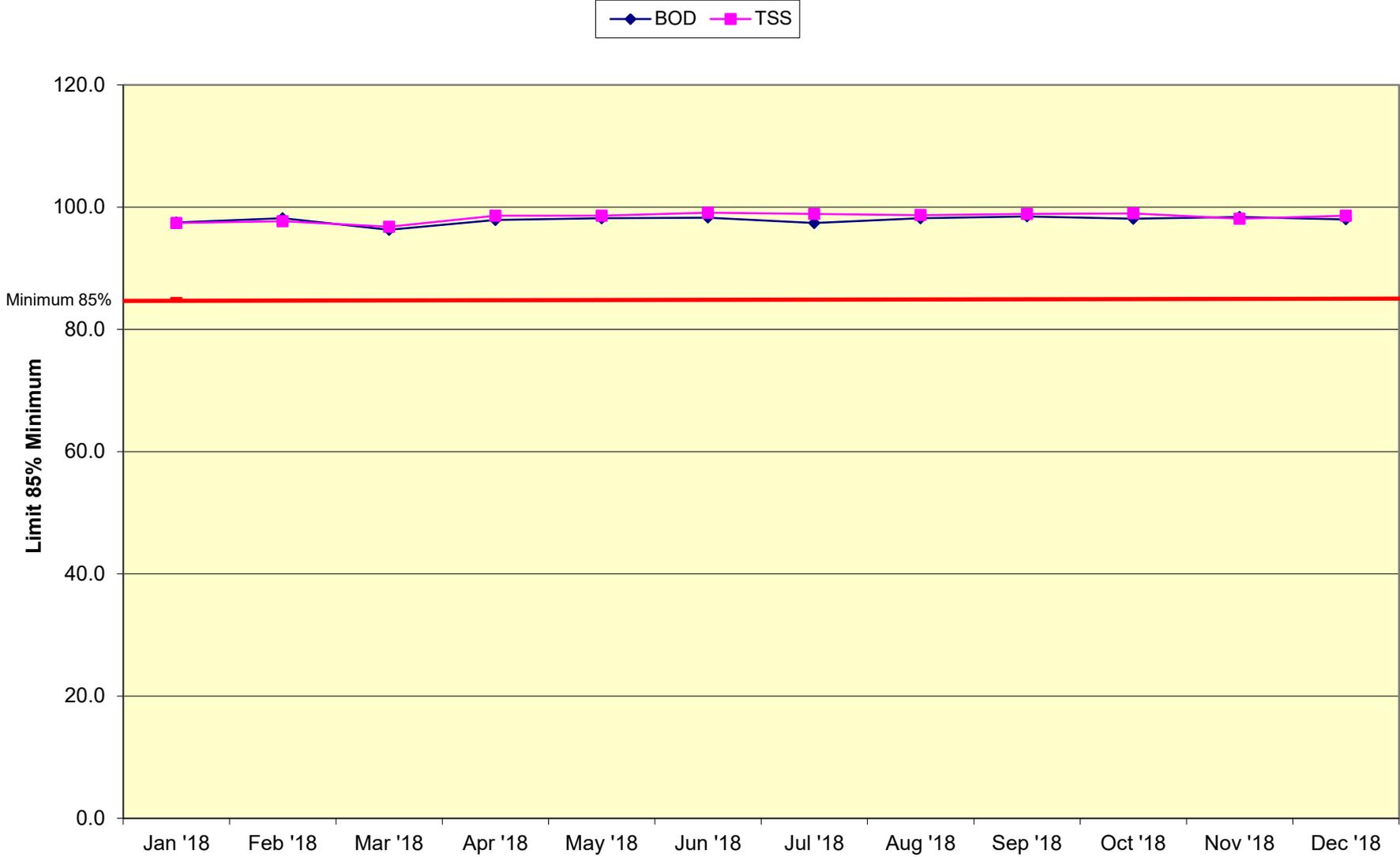


Effluent BOD / TSS Concentration

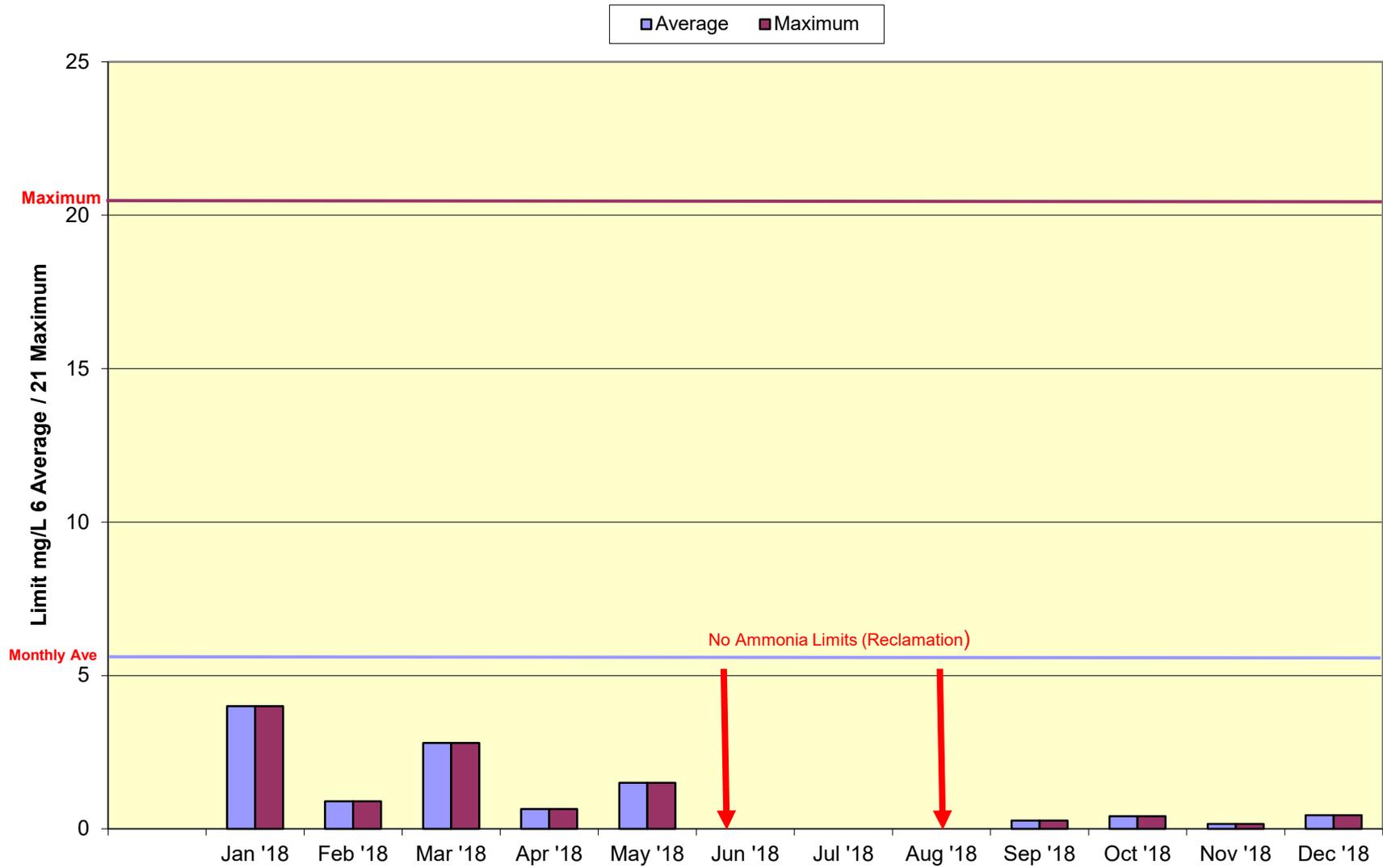
NPDES LIMITS WET SEASON
BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave



BOD / TSS Percent Removal

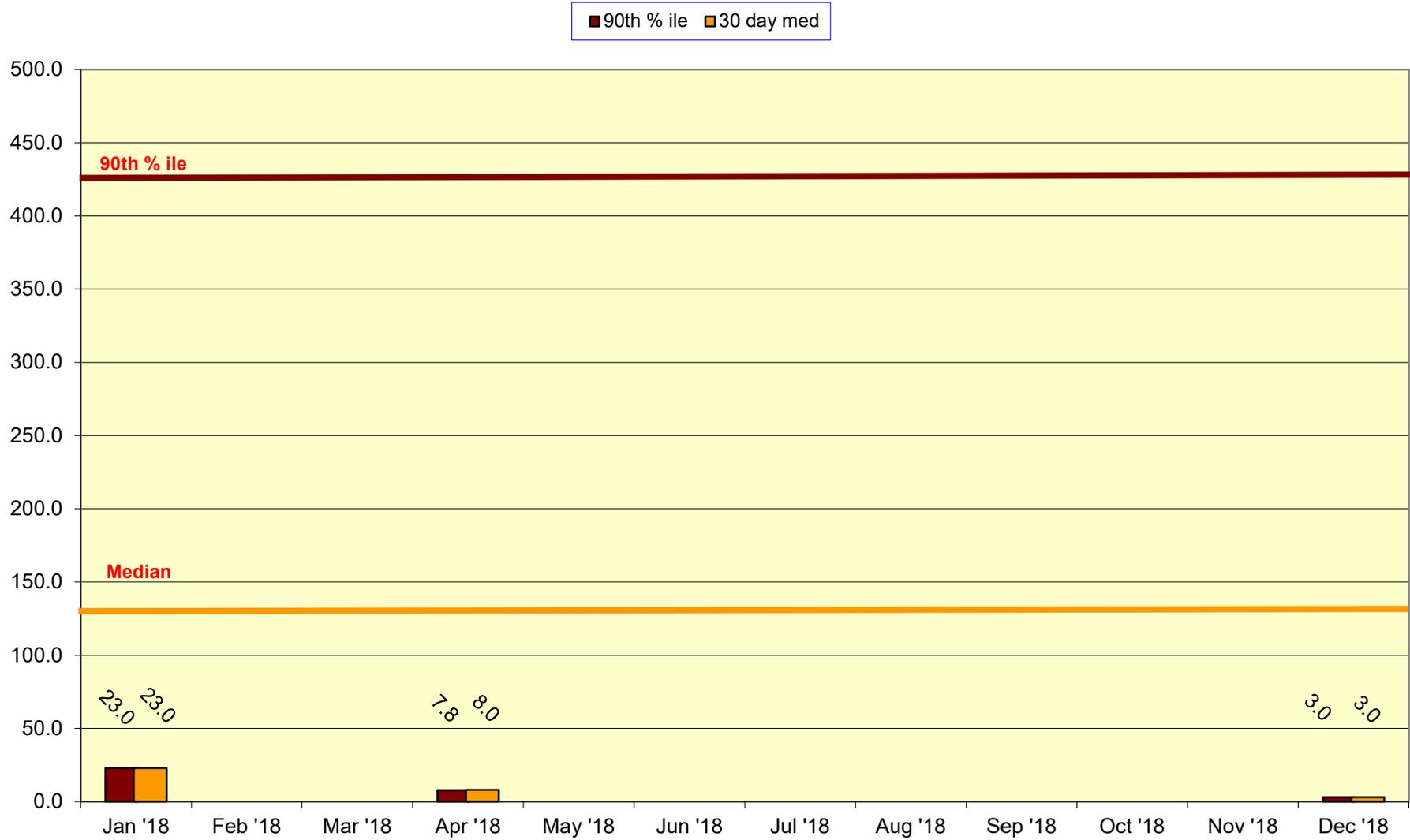


Effluent Ammonia



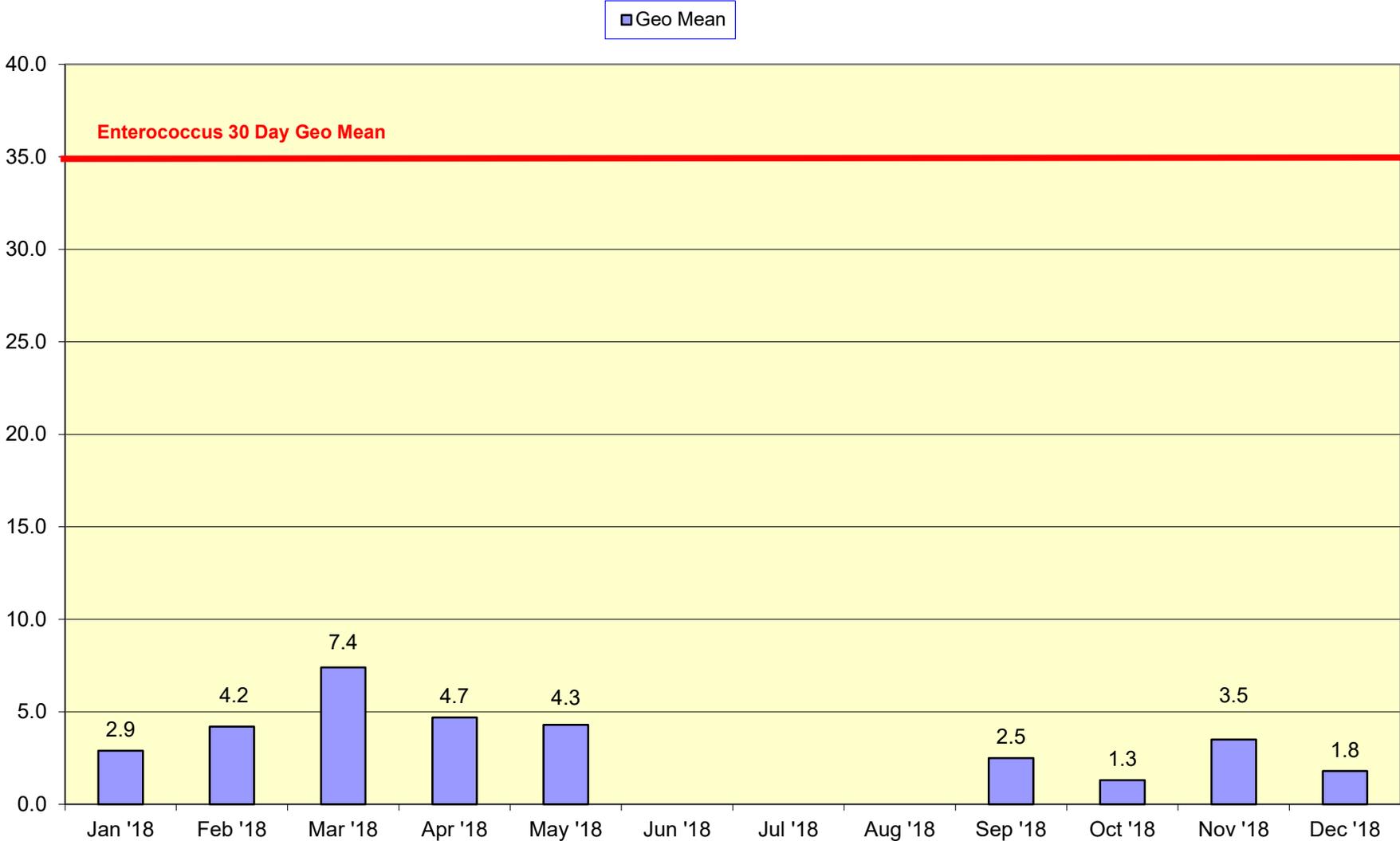
Disinfection - Fecal Coliform

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



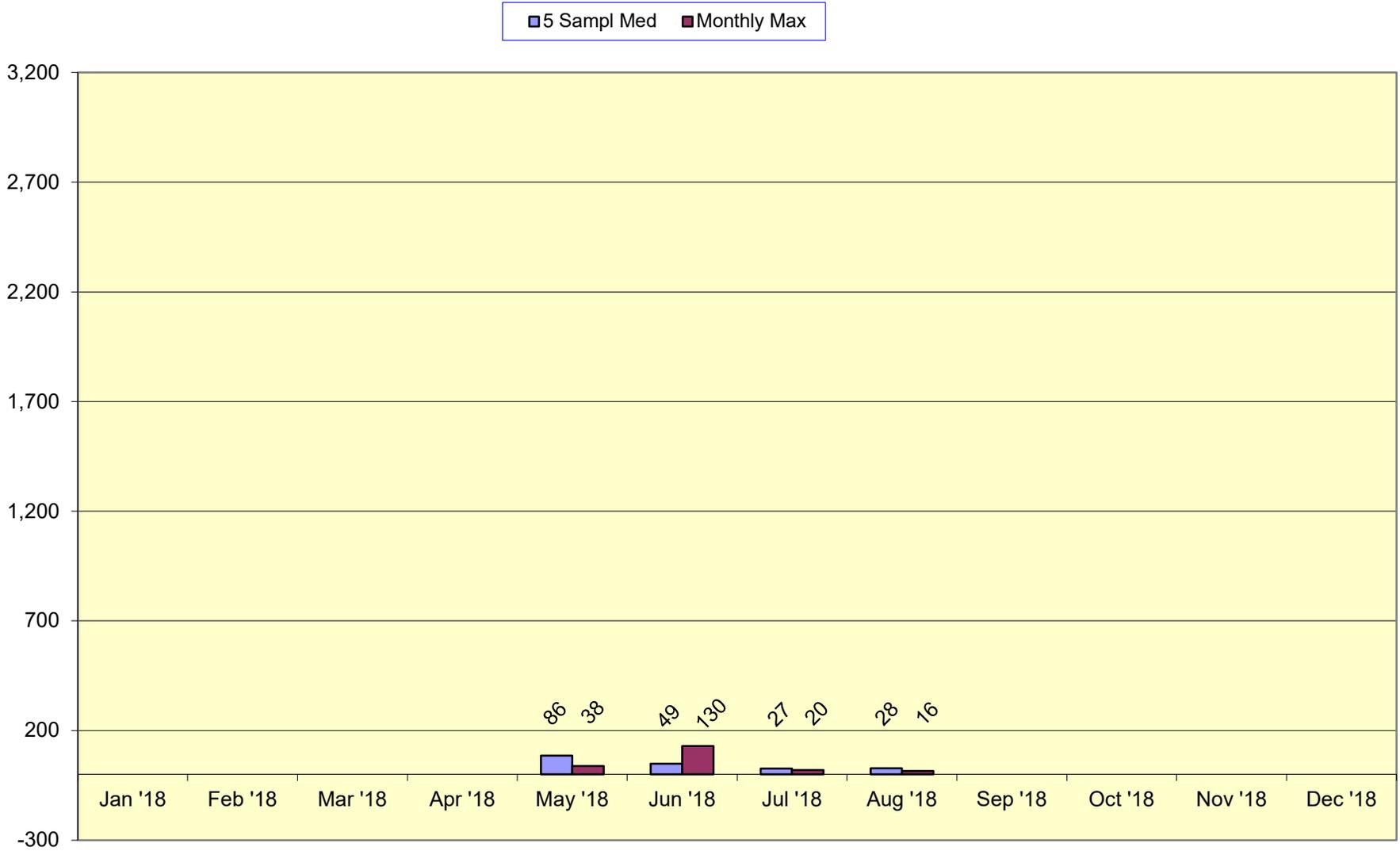
Disinfection - Enterococcus

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

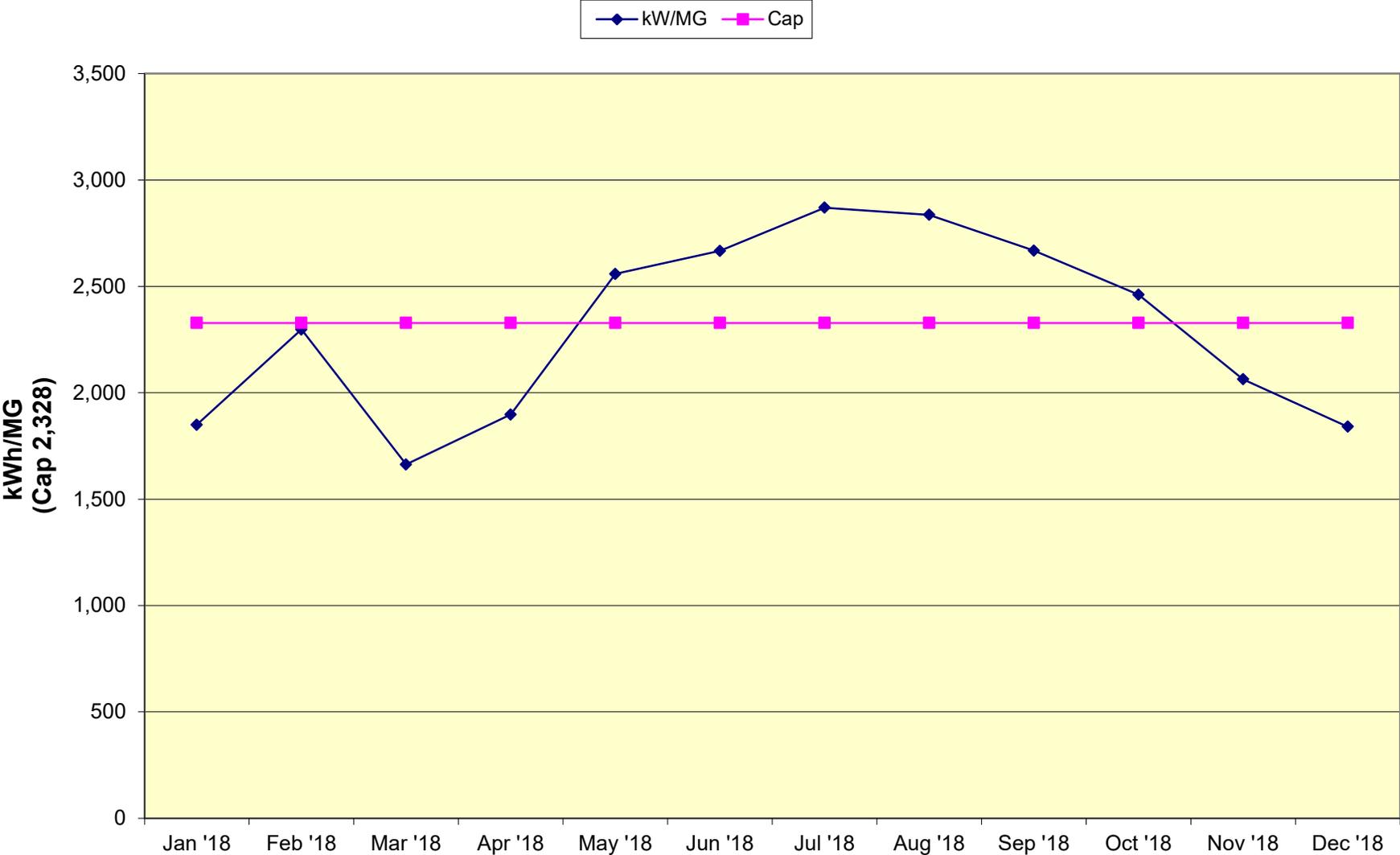


Disinfection - Total Coliform

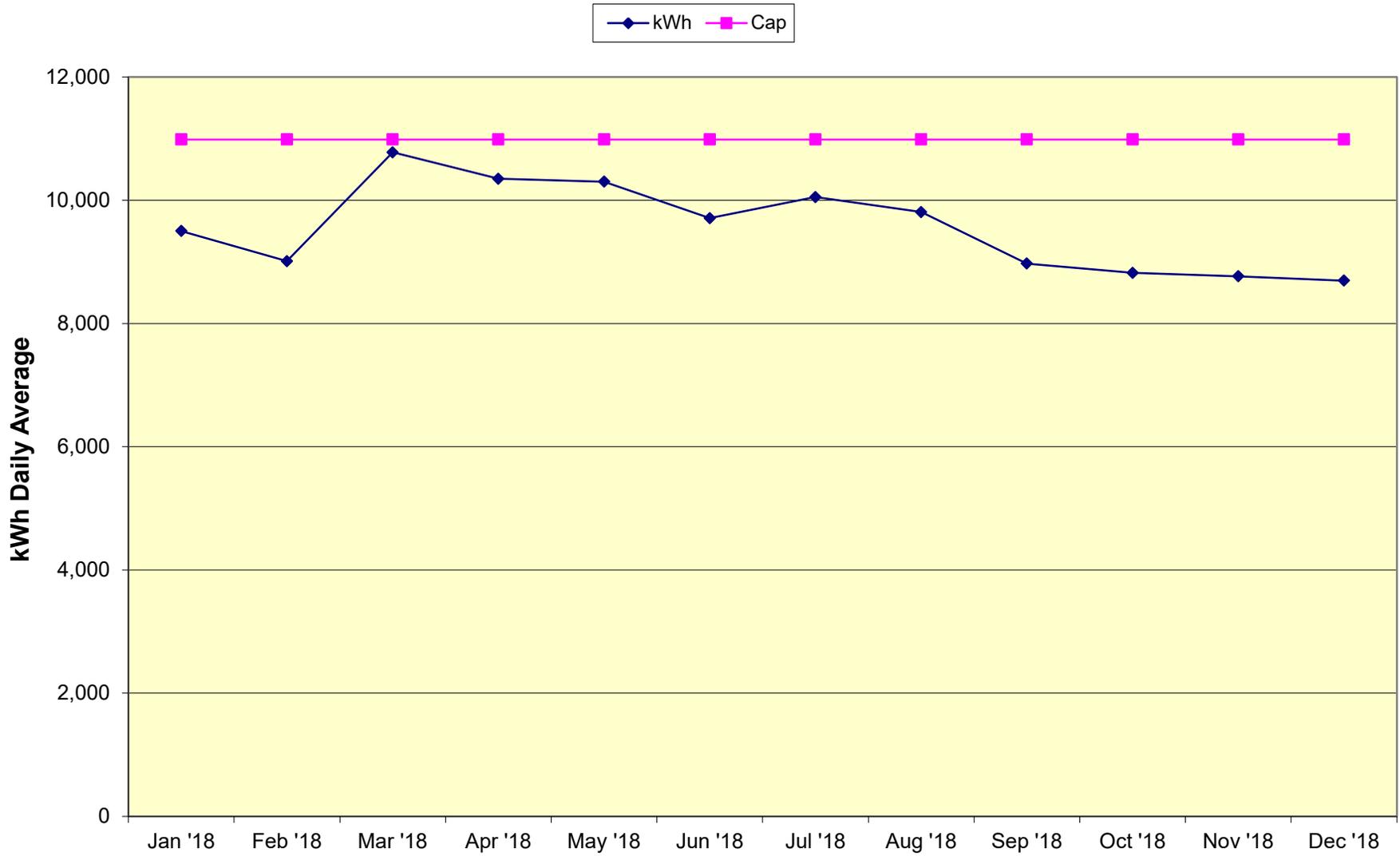
TOTAL COLIFORM LIMITS - WDR
5 Sample Median - 240 mpn /100 ml
Maximum - 10,000 mpn/100 ml



Energy kWh/MG

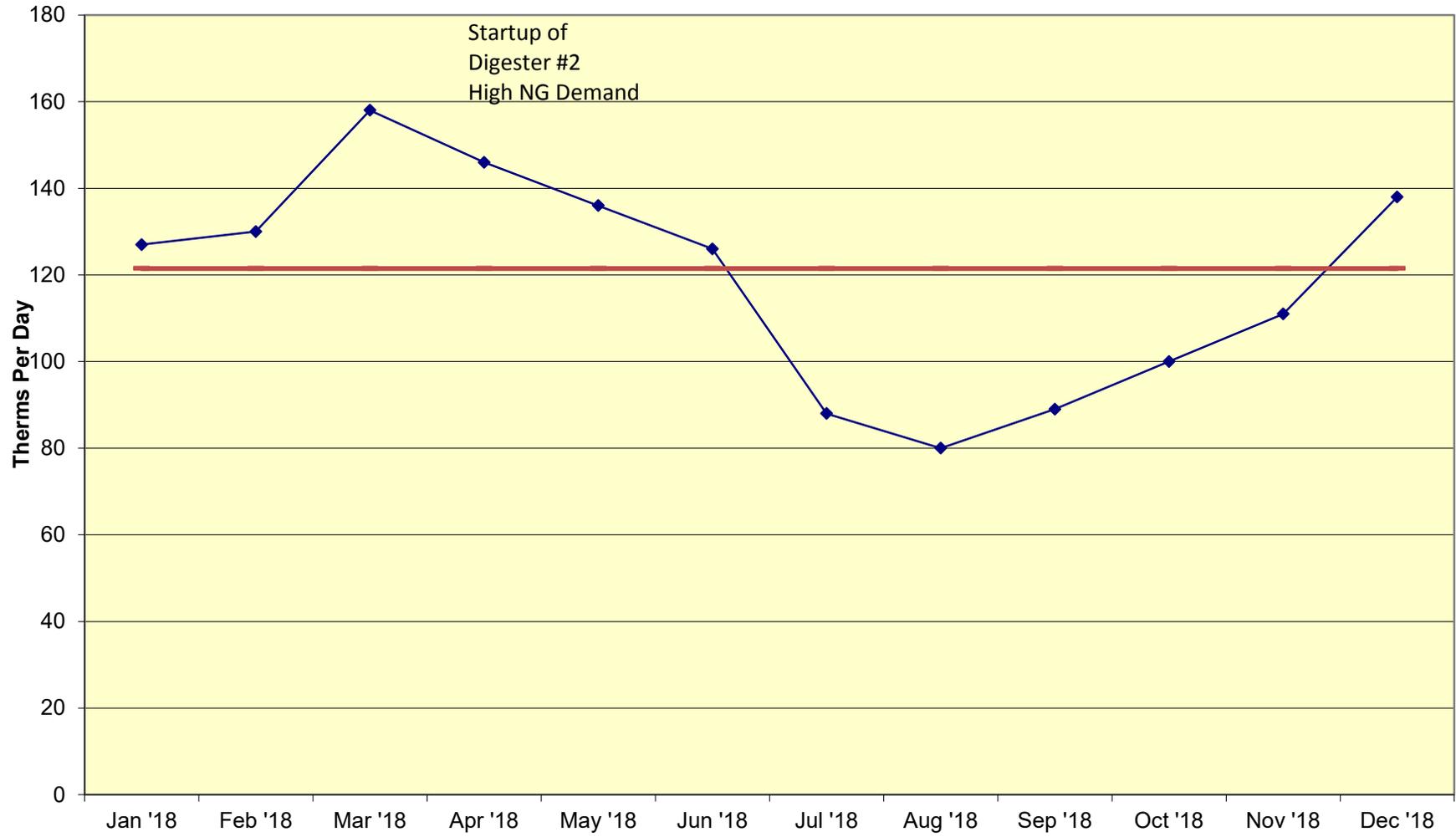


Energy kWh



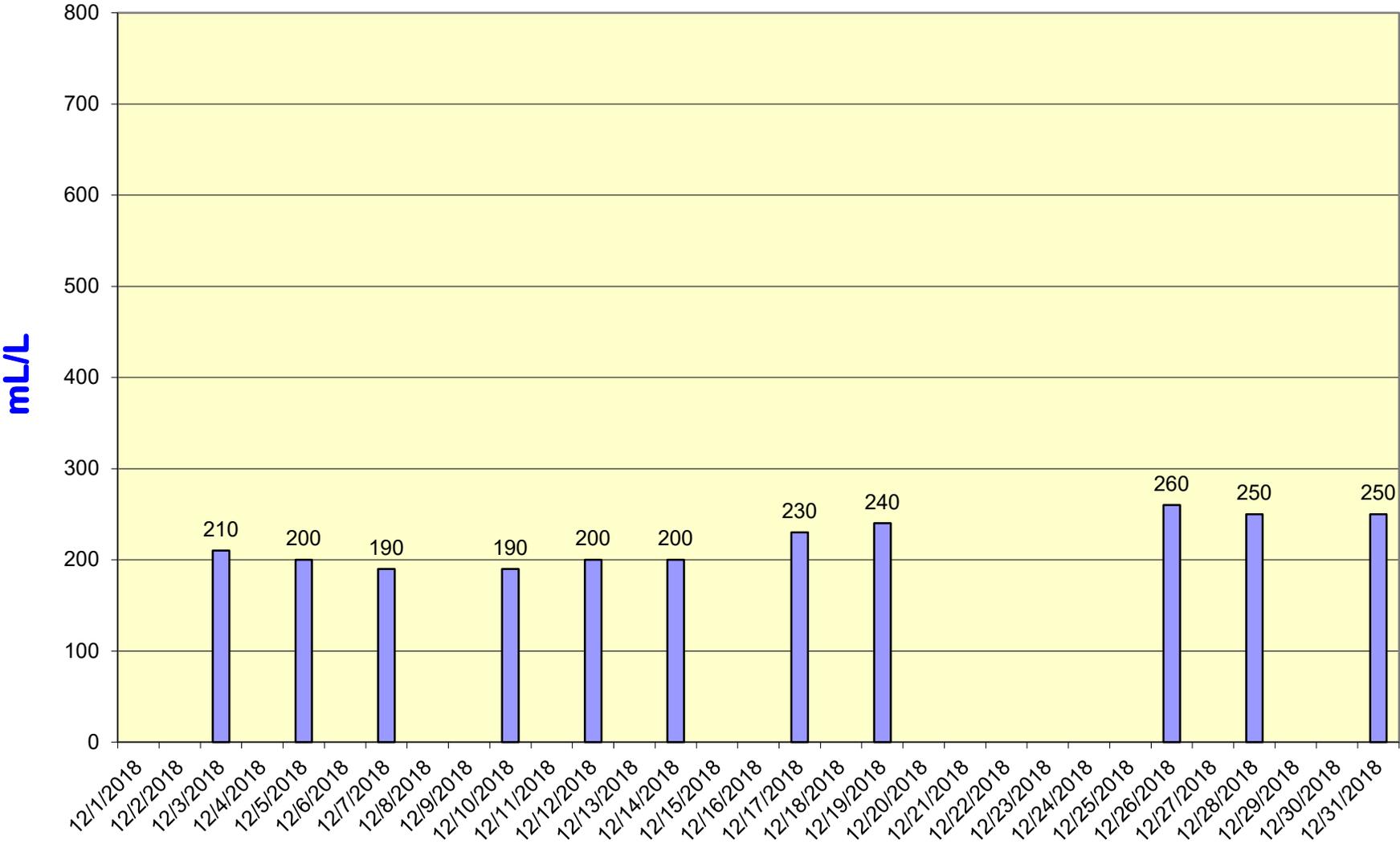
Natural Gas Use

◆ Natural Gas — Cap

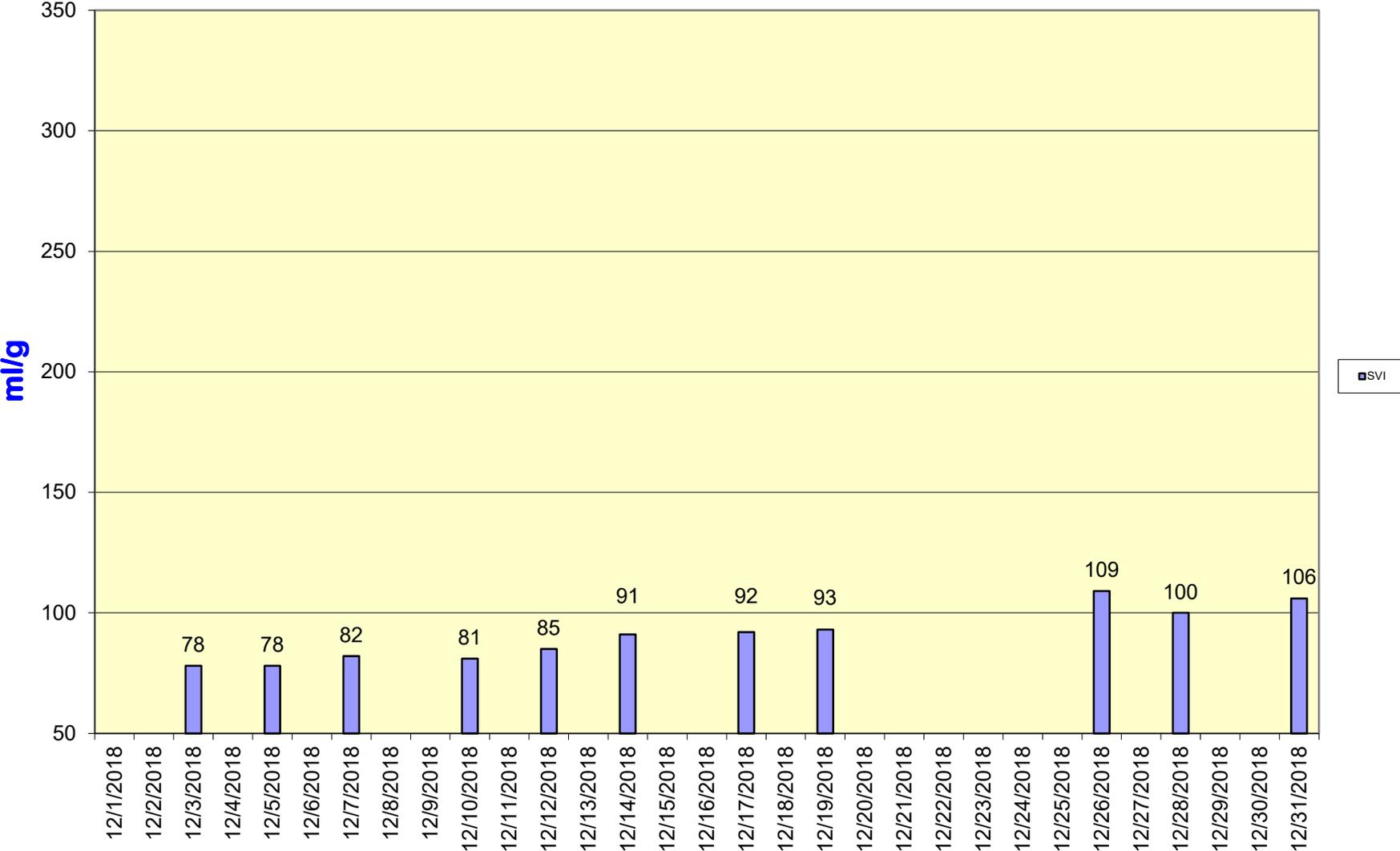


5) PROCESS CONTROL DATA / GRAPHS

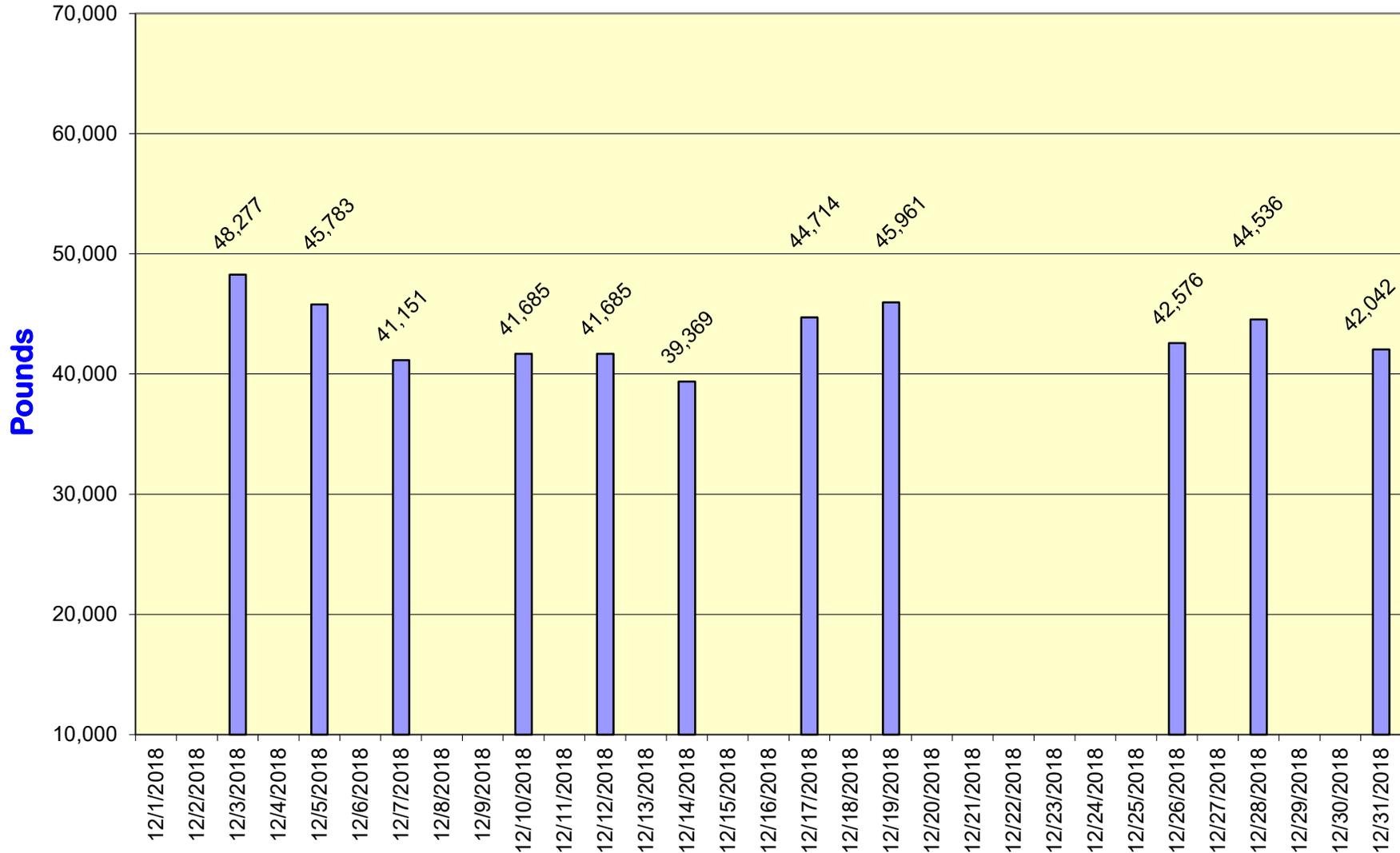
Settleability



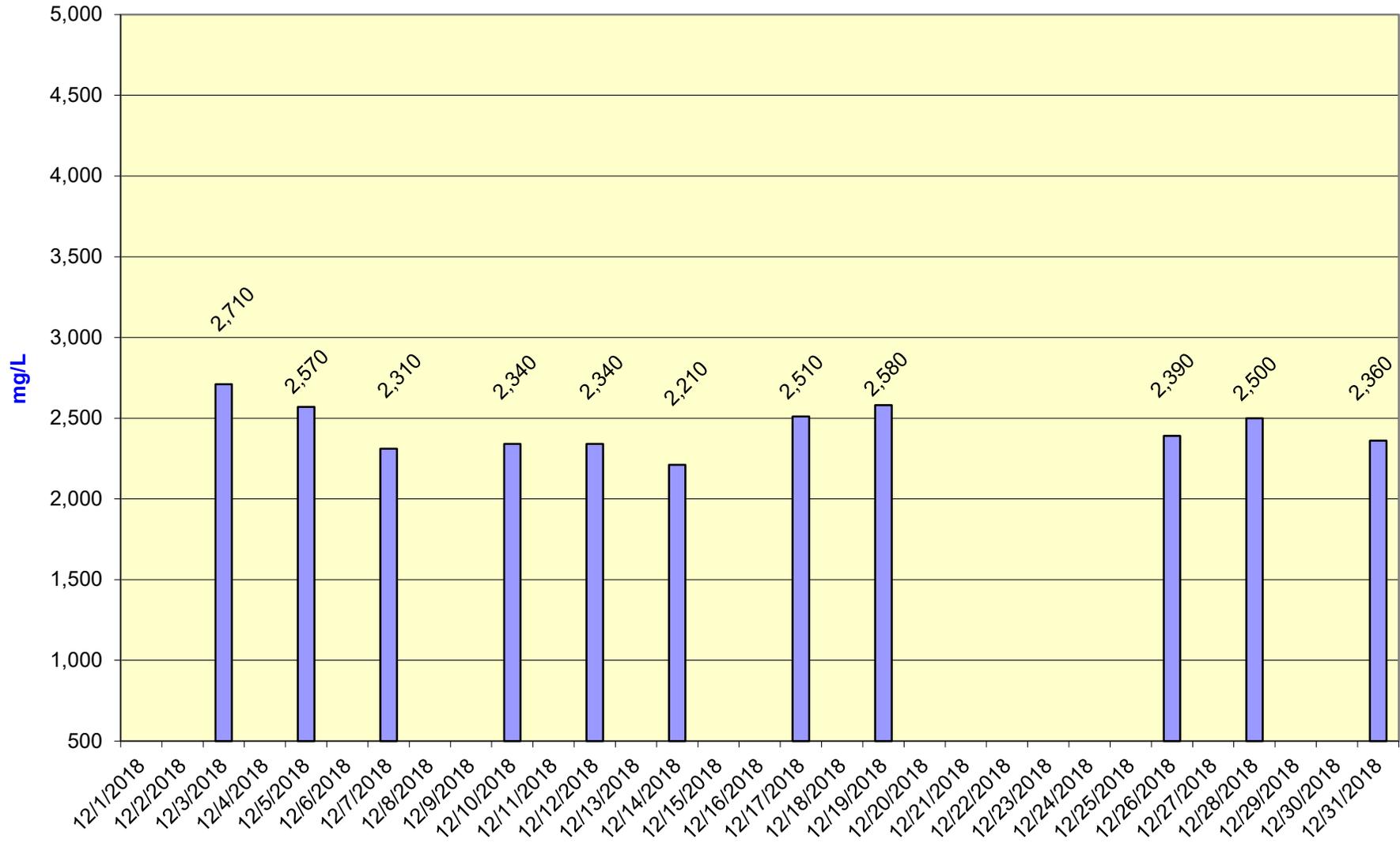
Sludge Volume Index



MLSS Inventory



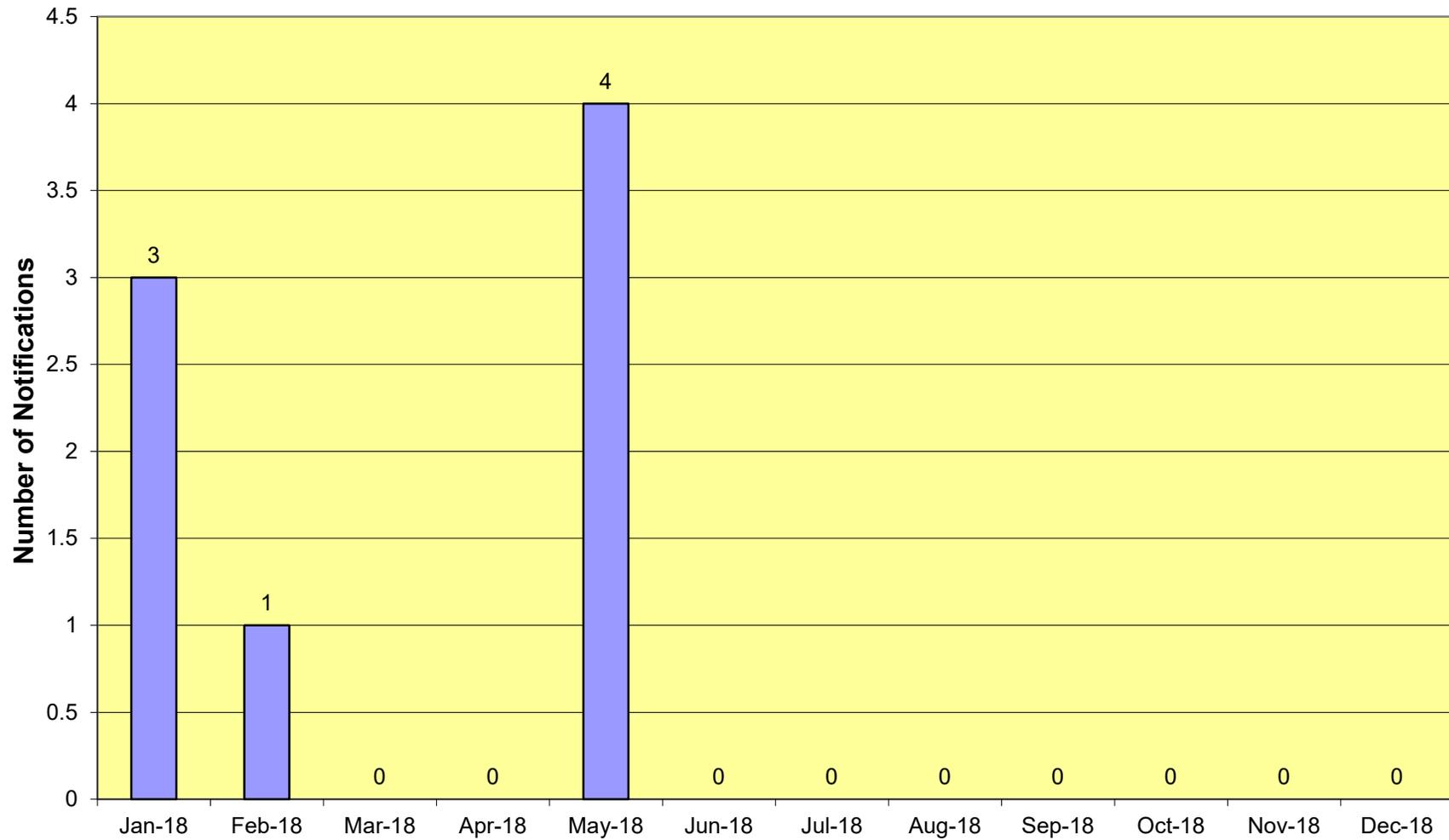
MLSS Concentration



Process Control Data					
	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	SVI
12/1/2018	5.55				
12/2/2018	4.99				
12/3/2018	4.73	210	2,710	48,277	78
12/4/2018	4.68				
12/5/2018	4.83	200	2,570	45,783	78
12/6/2018	4.49				
12/7/2018	4.53	190	2,310	41,151	82
12/8/2018	4.14				
12/9/2018	4.35				
12/10/2018	3.87	190	2,340	41,685	81
12/11/2018	3.92				
12/12/2018	3.91	200	2,340	41,685	85
12/13/2018	3.97				
12/14/2018	3.91	200	2,210	39,369	91
12/15/2018	4.16				
12/16/2018	7.37				
12/17/2018	5.81	230	2,510	44,714	92
12/18/2018	5.39				
12/19/2018	5.05	240	2,580	45,961	93
12/20/2018	4.49				
12/21/2018	4.71				
12/22/2018	5.13				
12/23/2018	3.40				
12/24/2018	6.61				
12/25/2018	5.27				
12/26/2018	5.14	260	2,390	42,576	109
12/27/2018	4.61				
12/28/2018	4.48	250	2,500	44,536	100
12/29/2018	4.31				
12/30/2018	4.34				
12/31/2018	4.33	250	2,360	42,042	106
Minimum	3.40	190	2,210	39,369	78
Maximum	7.37	260	2,710	48,277	109
Total	146.47				
Average	4.72	220	2,438	43,434	90

6) NEIGHBORHOOD CONTACTS

Neighborhood Contacts Received

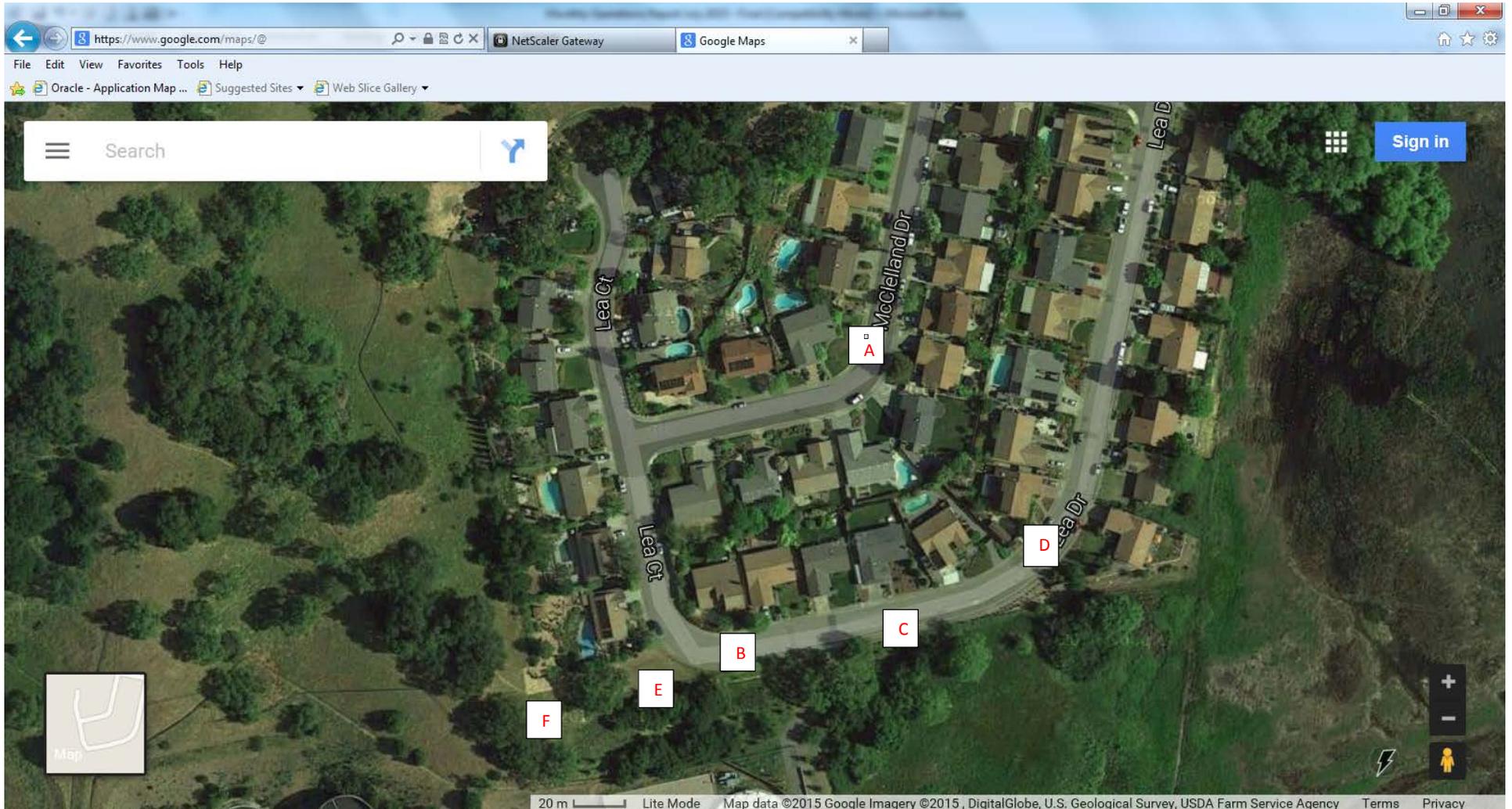


JEROME METER READINGS - DECEMBER 2018

Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: McLelland	0.000	0.004	0.0023	Neighborhood
B: Lea 1	0.000	0.005	0.0027	Neighborhood
C: Lea 2	0.000	0.003	0.0013	Neighborhood
D: Lea 3	0.000	0.003	0.0017	Neighborhood
E: Lea 4	0.001	0.001	0.0010	Neighborhood
F: Lea 5	0.002	0.002	0.0020	Neighborhood

7) JEROME METER READINGS & LOCATIONS

NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



NOVATO SANITARY DISTRICT
Wastewater Operations - Reclamation Facilities Report
December 2018

1.0 Summary:

1.1 During December 2018:

- Plant effluent was discharged to the bay.
- All cattle have been removed for the season.
- Two annual “bird counts” took place in December 2018.

2.0 Ranch Operations:

2.1 Drainage Pump Stations No. 3 and 7 pumped approximately 18.2 MG and 17.2 MG, respectively this month.

3.0 Irrigation Parcels:

3.1 No irrigation of any parcels occurred in December 2018.

3.2 Eight (8) motor operated valves were ordered as replacements for the original motor operated valves that automatically control irrigation flow.

4.0 Irrigation Pump Station:

4.1 The Wildlife Pond pump is stopped for the winter season

4.2 Storage pond Nos. 1 and 2 levels were at approximately 2.6 feet at the beginning of December and approximately 3.0 feet on December 30, 2018 due to rainfall accumulation.



Figure 1 Annual Shore Bird Count on Dec. 6, 2018

4.3 On December 6, 2018, volunteers affiliated with Point Blue Conservation Science conducted a count of Shore Birds and Hawks in the NSD Reclamation Areas. Over 50 Species were observed including 350 Canadian Geese, and 270 Green Winged Teal.

4.4 On December 20, 2018, volunteers affiliated with the Audubon Society conducted their portion of the Audubon Annual Christmas Bird Count in the NSD reclamation area. The results of this count are still being compiled.

5.0 Biosolids (sludge) Handling & Disposal:

5.1 No biosolids handling or disposal was performed in December 2018.

NOVATO SANITARY DISTRICT														
Reclamation Facility - Monthly Statistics for Calendar Year 2018, as of Dec. 31, 2018														
	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)	--	--	--	--	63.5	86.8	80.6	78.2	0	0	0	0	309.1	25.76
Irrigation (MG)	--	--	--	--	7.3	29.34	125.9	53.4	27.7	0	0	0	243.6	20.30
Irrigation Pump 1 Hours	--	--	--	--	11.6	36.8	103	82.2	48.7	0	0	0	282.3	23.53
Irrigation Pump 2 Hours	--	--	--	--	12.8	33.9	195.6	93.4	48.4	0	0	0	384.1	32.01
Irrigation Pump 3 Hours	--	--	--	--	1.3	36.9	194.2	83.9	45.7	0	0	0	362.0	30.17
Washdown Water Pump Hours	--	--	--	--	--	--	--	--	--	--	--	--	-	0.00
Wildlife Feed Pump Hours	0	0	0	688	744	720	744	744	720	504	720	96	5,680.0	473.33
Water Circulated through Wildlife Pond (MG)	--	--	--	43.3	46.9	45.4	46.9	46.9	45.4	31.8	45.4	6.0	357.9	29.82
Strainer No. 1 Hours	0	0	0	0	0	11.1	61.7	32.6	17.4	0	0	0	122.8	10.23
Strainer No. 2 Hours	0	0	0	0	0	11.3	62	33	17.6	0	0	0	123.9	10.33
Pond 1 Gauge @ Beginning of Month (feet)	2.5	3.2	3	3.5	3.2	6	7.9	4.5	4.6	2.5	2.5	2.6	--	--
Pond 1 Gauge @ End of Month (feet)	3.2	3	3.5	3.2	6	7.9	4.5	4.6	2.5	2.5	2.6	3	--	--
Pond 1 Gallons Stored @ End of Month(MG)	22	20	24	22	45	59	32	33	16	16	16	20	--	--
Pond 2 Gauge @ Beginning of Month (feet)	2.5	3.2	3	3.5	3.2	6	7.9	4.5	4.6	2.5	2.5	2.6	--	--
Pond 2 Gauge @ End of Month (feet)	3.2	3	3.5	3.2	6	7.9	4.5	4.6	2.5	2.5	2.6	3	--	--
Pond 2 Gallons Stored @ End of Month(MG)	27	25	31	27	57	76	41	42	20	20	20	25	--	--
Total Irrigation Water Stored (MG)	49	45	55	49	102	135	73	75	36	36	36	45	--	--
Drainage Pump Station No. 3														
Drainage Pump No. 1 Hours	0	0	0.1	0	0	0	0	0	0	4	0	0	4.1	--
Drainage Pump No. 2 Hours	11.1	5.8	83.9	297.8	6.6	0	0	0	0	0	22.7	60.7	488.6	--
Drainage Pump No. 3 Hours	31.9	0	0	18.6	0	0	0	0	23.1	8	0	0	81.6	--
Total Gallons Stormwater Pumped (MG)	12.9	1.74	25.2	94.92	1.98	NA	NA	0	6.93	3.6	6.81	18.21	172.29	19.14
Drainage Pump Station No. 7														
Drainage Pump No. 1 Hours	14.8	0	0.3	27.1	2	0	0	0	1.6	1.5	22.7	38.2	108.2	--
Drainage Pump No. 2 Hours	0	0	69.5	10.1	0	0	0	0	1.7	0.9	0.2	0	82.4	--
Drainage Pump No. 3 Hours	10.7	11.7	20.8	0	0	0	0	0	0.6	2.4	0	0	46.2	--
Total Gallons Stormwater Pumped (MG)	11.48	5.27	40.77	16.74	0.90	NA	NA	0.00	1.76	2.16	10.31	17.19	106.56	11.84

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects: Collection System Improvements (Bel Marin Keys Sewer Rehabilitation), Account No. 72706.

MEETING DATE: January 14, 2019

AGENDA ITEMS NO.: 8.a.

RECOMMENDED ACTION: Receive update on re-bid of Bel Marin Keys Blvd. Sewer Rehabilitation Project, Project No. 72706-2017-09 - information only.

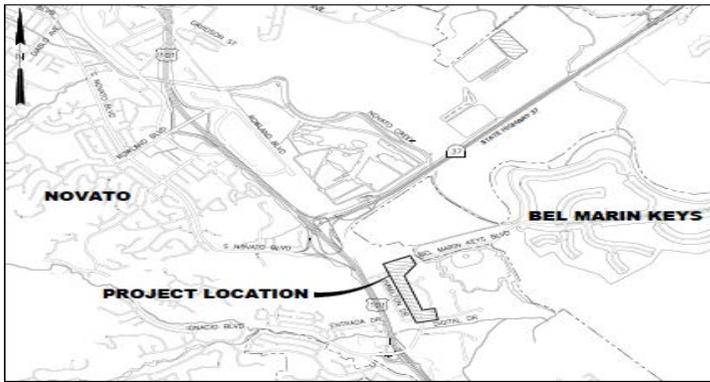
SUMMARY AND DISCUSSION:

At its July 9, 2018 meeting the Board made California Environmental Quality Act (CEQA) findings, and authorized the General Manager-Chief Engineer to accept plans and specifications and advertise the project for construction bids. At the August 27, 2018 Board meeting, staff informed the Board that no bids were received at bid opening (on August 16, 2018). Staff also informed that it would re-advertise the project in late Fall/early Winter 2018 for work in 2019.

At this time, staff is informing the Board that it will be rebidding the project later this month. No further action is required from the Board at this time.

To review, the project consists of the rehabilitation of 1,410 lineal feet of existing 8-inch and 900 lineal feet of existing 10-inch asbestos cement sewer main using cured-in-place pipe lining, rehabilitating ten (10) existing sanitary sewer manholes, and associated tasks to perform the work including minor excavation, bypass pumping, traffic control, and surface restoration. The purpose of this project is to rehabilitate the existing sewer main by lining it with a cured in place pipe. The existing asbestos cement sewer main is showing signs of significant degradation. This project continues the lining rehabilitation upstream from where the last phase of the project left off in 2016 (BMK Trunk Sewer Main Rehab Project 72706 Phase K).

The Engineer's Estimate for this work is \$564,000. Bids are expected to be received in about mid-late February 2019, and will be presented to the Board at a subsequent meeting.



LOCATION MAP

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

BUDGET INFORMATION: This work will be funded from the budget for Account No. 72706: Collection System Improvements, which has an FY18-19 budget amount of \$2,450,000 with a balance of \$2,097,212 as of January 9, 2019.

DEPT. MGR.: eb

GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects Update, December 2018.	MEETING DATE: January 14, 2019 AGENDA ITEM NO.: 8.b.
RECOMMENDED ACTIONS: Receive Capital Projects Update for December 2018.	
SUMMARY AND DISCUSSION: The December 2018 Capital Projects Update is attached. District staff will be present at the meeting to provide an overview of the memo, and be available to discuss the status of the various projects or respond to any questions.	
ATTACHMENTS: 1. Capital Projects Update, December 2018.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
DEPT. MGR.: EB	GENERAL MANAGER: SSK

**Novato Sanitary District
Capital Improvement Program (CIP)
Capital Projects Update
December 2018**

Account No. 72403: Pump Station Improvements

This ongoing, long-term account provides for replacing the District's underground-type pump stations with submersible pump-type pump stations.

- No update this month.

Account No. 72508: North Bay Water Reuse Authority (NBWRA)

The District is a member agency of the North Bay Water Reuse Authority (NBWRA). FY18-19 will be the fifth year of the multi-year Phase 2 program, including continuing environmental work for currently over \$75 million in recycled water projects across all NBWRA agencies for funding under the US Bureau of Reclamation Title XVI (WaterSMART) program.

- No update this month.

Account No. 72706: Collection System Improvements

1. Redwood Blvd. Sewer Rehab Project: Rehabilitation of about 1,850 feet of 12-inch sewer main along Redwood Blvd. between Lamont Avenue and Diablo Avenue.
 - The Project is being reevaluated for pipe size and construction method.
2. Bel Marin Keys Blvd. Sewer Rehab Project: Rehabilitation of about 900 feet of 10-inch and about 1,410 feet of 8-inch sewer main in Bel Marin Keys Blvd.
 - Re-Advertise for Bids January 2019.
 - FY 18/19 Budget: \$700,000.
3. Golden Gate Place: Realignment/replacement of approximately 1,000 feet of 8-inch sewer with new 10-inch PVC sewer.
 - Project at 65% design level.
 - Estimated construction Summer 2019.
 - A portion of the project (approx. 175 feet) currently being constructed. Contract was suspended for holidays with work resuming January 2nd, 2019. Estimated substantial completion mid-to late January 2019.
4. Collection System Master Plan (CSMP): Continuing work associated with the CSMP currently underway for the District. The District's consultant for the CSMP is Woodard and Curran (W&C):
 - District staff reviewed preliminary capacity improvement projects and analysis for rehab/replacement due to condition with consultant in December.
 - Draft Master Plan Report expected later this month or early next month.
5. Birdie Drive Sewer Main Replacement: Relocation of about 700 feet of 8-inch sewer main.

- The Project is considered to be at final completion with \$346,587 of the \$386,603 contract invoiced for progress payments. A balancing change order crediting the District for \$40,015 was processed on 11/30/18. Notice of Completion recorded on 12/18/18.
- The project had a financial commitment of the lesser of half the project cost or \$100,000 from the Marin Country Club (MCC); and the District has received a payment of \$100,000 from MCC.

Account No. 72706-1: Lateral Replacement Program

The District established this program as a sub-account within Account No. 72706, as part of a long-term approach to reducing infiltration and inflow from private residential laterals into the District's collection system.

- As of 12/31/18, 5 grants have been distributed for a total of \$10,000. The FY 18-19 account balance is \$70,000.

Account No. 72707: Hamilton Wetlands/Outfall Integration

As noted in prior years, the State Coastal Conservancy's (SCC) goal for their project is to utilize the District's effluent as a reliable, long-term fresh water source to establish and maintain a brackish marsh habitat at the SCC's Wetlands project.

- SCC's third party consultant (Woodard and Curran) and District staff have reviewed SCC's design for the Bel Marin Keys Unit V Phase I project and have provided comments for the portion that relates to District's outfall.
- SCC has recently received funding for the project indicating construction of the first phase may advance as early as Summer, 2019.

Account No. 72708: Cogeneration/Alt. Energy

- The District's Consultant, Woodard and Curran (W&C) has submitted a Draft Cogeneration Evaluation Technical Memo Update. District staff have reviewed the recommendations and are working with W&C to finalize the memo.
- District and Veolia staff are working with Enovity, Inc. (Consultant), an energy services company who is evaluating optimization/energy savings measures/projects eligible for PG&E's on bill financing (OBF) program. The Consultant has developed several energy efficiency measures (EEMs) and have submitted a draft technical memo. Staff have reviewed the measures with Consultant who will submit a final memo in January.

Account No. 72803: Annual Collection System Repairs

Collection system repairs are generally reported monthly as part of the Collection System Operations report, and reported annually in the Uniform Public Construction Cost Accounting Act (UPCAA) staff report.

Account 72804: Annual Reclamation Facilities Improvements

Reclamation facilities improvements are generally reported monthly as part of the Reclamation Facilities Operations report and reported annually in the UPCA report.

Account No. 72805: Annual Treatment Plant Improvements

Treatment Plant Improvements are generally reported monthly as part of the Wastewater Operations report and reported annually in the UPCA report.

Account No. 72806: Annual Pump Station Improvements

Pump station repairs are generally reported monthly as part of the Collection System Operations report and reported annually in the UPCA report.

Account No. 72807: Annual Ignacio Facility Improvements

This budget account was established in FY 17-18 to fund small projects to maintain the Ignacio facility (excluding the Ignacio Transfer Pump Station), or perform demolition/site clean-up work related to the treatment units of the decommissioned Ignacio Treatment Plant (ITP).

- FY 18-19 Budget for this account is \$50,000 with approximately \$33,000 encumbered.

Account No. 72808: Strategic Plan Update:

- No update this month.

Account No. 72809: Novato Creek Watershed

This account and its budget was established as a result of an agreement with the Marin County Flood Control District.

Under this agreement, the District participates in a program with the County of Marin, the City of Novato, and the North Marin Water District to explore alternatives to reduce flooding potential in the lower Novato Creek portion where all of these agencies have facilities that are prone to flood damage.

- No update this month.

Account No. 73003: Administration Building Upgrades/Maintenance Building

This account includes allowances for minor improvements to the Administration Building and work associated with providing a new temporary Maintenance Building.

- The District has issued a purchase order in the amount of \$256,388.74 for a modular building system in December 2018. Expected delivery/install early Spring 2019.

Account No. 73004: Odor and Landscaping Improvements

This account budgets for further work by District and operations staff and the District's Odor Specialist consultant(s) to address and manage any odor issues raised by the District's neighbors. It also includes an allowance to address any landscaping items.

- No update this month.

Account No. 73005: RWF Expansion

This account funds the design and construction of an incremental capacity expansion to the existing Recycled Water Facility (RWF) at the Novato Treatment Plant site. This first expansion is necessitated by the planned expansion by the North Marin Water District (NMWD) of its Central Area Project, which will push NMWD's recycled water distribution pipelines into the Central Novato/Ignacio geographic areas.

- The project is essentially complete. As of 1/8/19, \$1,989,520.37 of progress payments have been issued or are in process of the total contract amount of \$1,989,520.37. The total contract amount includes 14 construction change orders totaling \$49,398.37 to date (2.5% of the original contract of \$1,940,122).
- Contractor has completed punch list items. Final completion of the project is expected mid-January.

Account No. 73006: NTP Corrosion Control

This account includes funds for corrosion control projects at the Novato Treatment Plant site. As the recently constructed facilities age, the effects of the aggressive nature of wastewater corrosion start to appear and need to be addressed.

- The Headworks Protective Coating Project is at the 90% design level. Completion of design and advertisement for bids is expected early 2019, with the work to be conducted during the time of lowest influent flows in the late summer/early fall of 2019.

Account No. 73090: Vehicle Replacement

This account includes a FY 18-19 budget amount of \$140,000 for the purchase a 45kw portable generator and replacement of up to four light duty trucks. Purchase orders for the following have been issued to date:

- 1- Nissan Frontier 4x4: \$25,264
- 2- F250 Crew Cab 4x4: \$64,035
- 1- 45kW Towable Generator: \$43,336

NOVATO SANITARY DISTRICT

BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Secretary/Treasurer, Secretary Pro-tem, and check signers, for remainder of Fiscal Year (FY) 2018-19.	MEETING DATE: January 14, 2019 AGENDA ITEM NO.: 9.a.
RECOMMENDED ACTION: Appoint officers, and designate and authorize check signers, FY18-19.	
SUMMARY AND DISCUSSION: <p><u>Election of Officers:</u> At its June 11, 2018 meeting, and given that a November 2018 District election would be occurring, the Board agreed that Director Peters continue as President and that Director Mariani would serve as President Pro-tem as they were the two Board members not up for re-election.</p> <p>With the completion of the election, and the swearing in of the new (reelected) Board members at the December 2018 Board meeting, it would be appropriate for the Board to consider either appointing a new Board President and President Pro-Tem to serve over the remainder of fiscal year (FY 18-19), or retaining the status quo.</p> <p>Information on Board Officers for prior years is provided in Attachment 1 - List of Board Officers and Authorized Check Signers.</p> <p><u>Secretary/Treasurer and Secretary Pro-tem:</u> At its June 11, 2018 meeting, the Board appointed the General Manager-Chief Engineer as the Secretary-Treasurer, and the Administrative Secretary that normally attends Board meetings serves as the Secretary Pro-tem for FY 18-19. It is recommended that the Board retain Sandeep Karkal as Secretary-Treasurer and Julie Hoover as Secretary Pro-tem for the remainder of FY 18-19.</p> <p><u>Check Signers:</u> Information on authorized check signers for prior years is also in Attachment 1. The authorized signers are typically the Board President, President Pro-tem, another Board member, and the General Manager. It is recommended that this practice be maintained.</p>	
ATTACHMENTS: 1. List of Board Officers and Check Signers FY 08-09 to FY 18-19.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
DEPT. MGR.: ssk	GENERAL MANAGER: SSK

**NOVATO SANITARY DISTRICT
LIST OF BOARD OFFICERS
AND CHECK SIGNERS**

Item 9.a.
Attachment 1
(Pages 73 to 74)

FY2008-09 TO FY2018-19

-
- 1. OFFICERS, 2018-19:**
President: Jerry Peters
President Pro-Tem: Jean Mariani
Secretary/Treasurer: Sandeep Karkal
Secretary Pro-Tem: Julie Hoover
Check Signers: Jean Mariani, Jerry Peters,
Carol Dillon-Knutson, Sandeep Karkal
 - 2. OFFICERS, 2017-18:**
President: Jerry Peters
President Pro-Tem: Carole Dillon-Knutson
Secretary/Treasurer: Sandeep Karkal
Secretary Pro-Tem: Julie Hoover
Check Signers: Jean Mariani, Jerry Peters,
Carol Dillon-Knutson, Sandeep Karkal
 - 3. OFFICERS, 2016-17:**
President: Jerry Peters
President Pro-Tem: Carole Dillon-Knutson
Secretary/Treasurer: Sandeep Karkal
Secretary Pro-Tem: Julie Swoboda
Check Signers: Jean Mariani, Jerry Peters,
Carol Dillon-Knutson, Sandeep Karkal
 - 4. OFFICERS, 2015-16:**
President: Jean Mariani
President Pro-Tem: Jerry Peters
Secretary/Treasurer: Sandeep Karkal
Secretary Pro-Tem: Julie Swoboda
Check Signers: Jean Mariani, Brant Miller, Jerry Peters
Sandeep Karkal
 - 5. OFFICERS, 2014-15:**
President: Jean Mariani
President Pro-Tem: Jerry Peters
Secretary/Treasurer: Sandeep Karkal
Secretary Pro-Tem: Julie Swoboda
Check Signers: Jean Mariani, Brant Miller, Jerry Peters
Sandeep Karkal
 - 6. OFFICERS, 2013-14:**
President: Michael Di Giorgio
President Pro-Tem: Jean Mariani
Secretary/Treasurer: Sandeep Karkal – effective April 1, 2014
Secretary Pro-Tem: Julie Swoboda
Check Signers: Michael Di Giorgio, Jean Mariani,
Brant Miller, Beverly B. James,
Sandeep Karkal

**NOVATO SANITARY DISTRICT
LIST OF BOARD OFFICERS
AND CHECK SIGNERS**

FY2008-09 TO FY2018-19

7. OFFICERS, 2012-13:

President:	Michael Di Giorgio
President Pro-Tem:	Jean Mariani
Secretary/Treasurer:	Beverly B. James
Secretary Pro-Tem:	Julie Swoboda
Check Signers:	Michael Di Giorgio, Jean Mariani, Dennis Welsh, Beverly B. James, Sandeep Karkal

8. OFFICERS, 2011-12:

President:	William C. Long
President Pro-Tem:	Michael Di Giorgio
Secretary/Treasurer:	Beverly B. James
Secretary Pro-Tem:	Julie Borda
Check Signers:	Michael Di Giorgio, William C. Long, Dennis Welsh, Beverly B. James, June Penn Brown

9. OFFICERS, 2010-11:

President:	William C. Long
President Pro-Tem:	James D. Fritz/ Michael Di Giorgio
Secretary/Treasurer:	Beverly B. James
Secretary Pro-Tem:	Julie Borda
Check Signers:	Michael Di Giorgio, William C. Long, James D. Fritz, Beverly B. James, June Penn Brown

10. OFFICERS, 2009-10:

President:	Michael Di Giorgio
President Pro-Tem:	William C. Long
Secretary/Treasurer:	Beverly B. James
Secretary Pro-Tem:	June Penn Brown
Check Signers:	Michael Di Giorgio, William C. Long, James D. Fritz, Beverly B. James, June Penn Brown

11. OFFICERS, 2008-09:

President:	Michael Di Giorgio
President Pro-Tem:	William C. Long
Secretary/Treasurer:	Beverly B. James
Secretary Pro-Tem:	June Penn Brown
Check Signers:	Michael Di Giorgio, William C. Long, James D. Fritz, Beverly B. James, June Penn Brown

210-Foot Fatberg Blocks Sewers of English Seaside Town

By **Iliana Magra**

Jan. 8, 2019

LONDON — The waterfront of Sidmouth, a sleepy coastal town in southwestern England, looks serene even on a winter’s afternoon. But a monster lurks beneath the calm: a mass of fat, oil and wet wipes extending for at least 210 feet.

Known as fatbergs, such greasy, compact masses are an established urban peril. The Museum of London holds a sample of an 800-foot specimen that blocked a sewer under the capital’s East End in 2017, and New York has long battled similar agglomerations.

Sidmouth, however, has only about 13,000 permanent residents, and its fatberg was discovered in a routine check under The Esplanade, a picturesque seafront road full of hotels and restaurants.

“It is the largest discovered in our service history and will take our sewer team around eight weeks to dissect this monster in exceptionally challenging work conditions,” said Andrew Roantree, director of wastewater at South West Water, the company that manages the sewers in Sidmouth and across 4,300 square miles of England, including the cities of Exeter and Plymouth.

The Sidmouth fatberg is longer than the Leaning Tower of Pisa is tall. A spokeswoman for the company said that it could have been growing for up to three years, undiscovered because it had not caused disruption in the wider sewage network.

In a statement that revealed the fatberg’s existence on Tuesday, Mr. Roantree said it showed that waste problems were not just an issue for cities, but could be seen “right here in our coastal towns.”

But a company spokeswoman also gave several reasons The Esplanade might have been particularly hospitable to a fatberg.

Sidmouth hosts an influx of tourists every summer, she said, many of whom seek out fish and chips — traditionally deep-fried — in restaurants and shops with a sea view.

She added that the sewer beneath The Esplanade was large, allowing a fatberg to gather bulk without causing the sort of problems that would lead to it being found and destroyed.

As news of this unwanted gift for the new year traveled on social media, some Sidmouth residents spoke of an unpleasant odor that was coming from the town’s drains.

“Wonder how the Fatberg is doing today — did wonder what the smell was on Sunday as I walked along the front,” Paul Denning wrote in a Facebook post.

“The drains in town have smelt for ages,” Susan Perryman commented, while Wendy Brooks, another Sidmouth resident, added that “the beach by Bedford Steps smells of sewage.”

Stuart Hughes, a Sidmouth council member who had previously expressed concerns about the town’s sewage pumping station, according to an article in *The Sidmouth Herald*, received news of the fatberg with concern.

“This isn’t the first time that something like this has happened,” Mr. Hughes said in an email on Tuesday, adding that “the antiquated sewage system and pipes” made this a very worrying find.

“Whilst locals and visitors are embracing the issues surrounding use of plastics, they now need to be educated in not pouring fats and oils down the drain,” he said.

Mr. Roantree of South West Water had a similar message.

“Put your pipes on a diet,” he said, “and don’t feed the fatberg.”

A version of this article appears in print on Jan. 8, 2019, on Page A6 of the New York edition with the headline: English Town Fights 210 Feet of Grease and Wet Wipes

NEWS > ENVIRONMENT

Novato wetlands project cleared for \$5.7M infusion



2009: Dozers push fill dirt around in a wetlands restoration project at the former Hamilton Air Force Base in Novato. (Frankie Frost – IJ archive)

By **WILL HOUSTON** | whouston@marinij.com |

PUBLISHED: December 25, 2018 at 5:34 pm | UPDATED: December 25, 2018 at 5:44 pm



A habitat restoration project seeking to restore nearly 1,600 acres of wetlands near Bel Marin Keys in Novato advanced this month with the approval of a \$5.7 million state and federal agreement.

Under the agreement, the California Coastal Conservancy and the U.S. Army Corps of Engineers are slated to bring dredge materials to three Bay Area restoration projects, including to what will be the largest portion of the nearly 20-year-old Hamilton wetlands restoration project.

Authorized by Congress in 1999, the state and federal project has restored close to 1,000 acres of ecologically valuable tidal marshlands at the Hamilton Air Base as of 2014. The land had been diked and drained about 150 years ago to allow for agricultural development, as has happened with much of the state's wetlands. As a result, much of the wetlands near Bel Marin Keys had subsided, causing the loss of wildlife habitat.

The "Bel Marin Keys Unit V" phase of the Hamilton project is one of three restoration areas, the other two being the already completed Hamilton Air Base portion and smaller the North Antenna Field.

The Bel Marin Keys portion, owned by the conservancy, is by far the largest at 1,576 acres. When the project is finished, there will be 2,600 acres of contiguous wetlands that can serve as habitat for the federally endangered Ridgway's rail and the salt marsh harvest mouse.

Like the air base restoration, the Bel Marin Keys project plans to use dredge spoils — about 9.5 million cubic yards' worth — to construct the tidal wetlands.

The agreement approved by the California Coastal Conservancy on Dec. 7 will take dredge spoils from the Redwood City Harbor and use it to rebuild the wetlands as has already occurred near the Hamilton Air Force base.

The conservancy's project manager, Jeff Melby, said it will be a couple of years before crews are ready to receive dredge spoils for the Bel Marin Keys project, expected to occur in 2021. As a result, most of the dredged materials will go to other projects.

"Sediment from other dredging around the bay (such as at the Port of Oakland and Port of Richmond and Pinole Shoals) could provide the sediment needed at Bel Marin Keys," Melby wrote in an email.

Marin Audubon Society President Barbara Salzman says that using dredge materials speeds up what would otherwise be a lengthy natural buildup of sediment. The organization is proposing to use dredge spoils as part of its own [wetlands restoration project at Tiscornia Marsh in San Rafael](#).

“The benefits are that if you can get clean dredged material ... it raises up the elevation so the marshes restore more quickly,” Salzman said. “Usually these diked bay lands like Bel Marin Keys, when you take water off of marshes the soil sort of subsides and the land subsides. It doesn’t come back just by putting water on it.”

The former Hamilton Air Base received nearly 6 million cubic yards of dredged sediment, primarily from the Port of Oakland, to restore a mix of tidal and seasonal wetlands. The tide’s influence was reintroduced back in 2014, and wildlife has already taken well to the new habitat.

“The restoration project has been supporting large numbers of birds and fish and other aquatic species,” Melby said.

More information about the project can be found online at hamiltonwetlands.scc.ca.gov.

Tags: [California Coastal Conservancy](#), [environment](#), [habitat](#), [Hamilton community](#), [newsletter](#)



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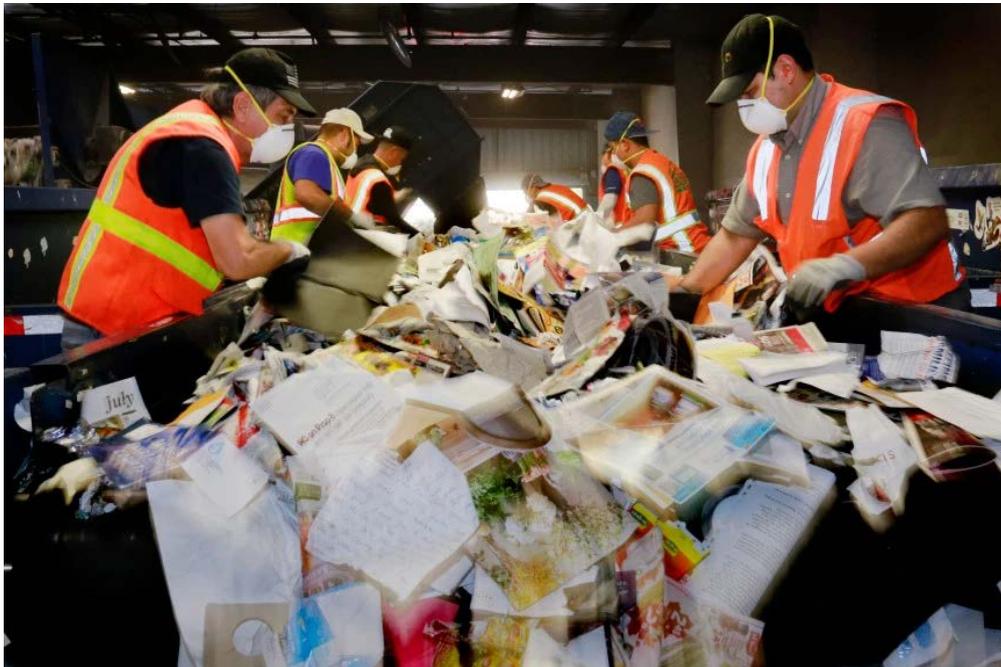
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New Zealand boasts a mesmerizing blend of landscapes to suit every taste, all within easy reach.

NEWS > LOCAL NEWS

Marin Sanitary Service seeks escalation in rates



A Marin Sanitary Service crew screens recyclable materials for contaminants this year in San Rafael. (James Cacciatore/Marin Independent Journal)

By **ADRIAN RODRIGUEZ** | arodriguez@marinij.com | Marin Independent Journal

PUBLISHED: December 16, 2018 at 11:20 am | UPDATED: December 18, 2018 at 5:42 am

Marin Sanitary Service, citing steep losses from a collapsing recycling market, is pitching rate hikes to local governments, starting with San Rafael.

The San Rafael-based waste hauler says it has lost \$2.3 million between 2012 and this year because of the cost of processing recyclables, and there is no end in sight.

On Monday, the San Rafael City Council will be asked to approve a 9.36 percent increase for 2019, along with a new way of calculating future rate hikes that includes an incentive for Marin Sanitary Services to seek the best prices for selling recyclables.

“The rate is sort of catching up for what costs have been,” said Patty Garbarino, president of Marin Sanitary. “And then of course there is China and its National Sword ... the Pacific Rim just no longer wants recyclable materials.”

China, once a major market for U.S. plastic, metals and other materials, has in recent months refused to accept all materials except for the most sanitized items.

China implemented its new customs inspection program, dubbed “National Sword,” in February 2017. Bales of recyclables can now only contain only 0.5 percent contamination, whereas historically, China would accept recyclables with up to 5 percent contamination.

In San Rafael, rate increases have ranged from less than 1 percent to more than 10 percent with an average of 5.82 percent for the past 10 years. Last year’s increase was 5.57 percent.

If the new rate is approved, a 32-gallon residential garbage cart would be increased about \$3.55 a month, from \$37.81 to \$41.36, according to a city staff report.

“Unfortunately, the decline of the recycling commodities market has created financial challenges for haulers all over the Bay Area,” said Cristine Alilovich, San Rafael’s assistant city manager.

“The 2019 rates and proposed new process for setting rates address both the negative financial impact the markets have had over the past few years and creates more predictability and increased rate stabilization for future years,”

The proposal includes an amendment to its agreement with a “Franchisor Group,” which in addition to San Rafael includes Larkspur, Ross, unincorporated Marin County and the Las Gallinas Sanitary Services District. The franchisor group hired R3 Consulting Group Inc. to review the rate increase application, which originally called for a \$13.98 hike.

After studying the issue, Garth Schultz, project manager at R3 Consulting, produced a report with suggested rate increases for each community: a 8.52 percent increase in Larkspur, 8.9 percent in unincorporated Marin County, 14.33 percent in the Las Gallinas district and 9.6 percent in Ross. Those jurisdictions will consider the proposal in January.

Schultz said the goal was to propose an increase “that allows Marin Sanitary to continue to provide a high level service while still protecting the ratepayers’ interests.”

Marin Sanitary Service also has separate service contracts with Fairfax and San Anselmo. It will be requesting rate hikes in those towns early next year.

The volatile recycling market has also affected Mill Valley Refuse Service, which collects garbage and recycling from Mill Valley, Tiburon, Belvedere, Corte Madera and some surrounding unincorporated areas and special districts.

In September, Jim Iavarone, owner of Mill Valley Refuse, asked 1,800 customers in select neighborhoods to participate in a four-month pilot “dual-stream” waste collection program. It required participants to separate paper and cardboard products from other recyclables, in an effort to reduce contamination.

“It took several months, but people get it now,” Iavarone said.

Iavarone said when it started, he had about 40 percent participation and it has grown to 90 percent. With the pilot program ending this month, he plans to survey the community for feedback next month and produce a report detailing the process that will be presented in April when it submits its rate applications to the communities it serves for the next year.

“We learned enough,” Iavarone said. “Now it’s time to let them decide if they want to adopt dual stream going forward.”

Garbarino said Marin Sanitary Service is advocating to move the recycling markets, including paper mills and metal plants, back to the United States to reduce the carbon footprint and create jobs. The bottom line, she said, is that

“We encourage folks to go to our website to learn what is recyclable and what is not,” Garbarino said. “We also encourage customers to consume less ... saving resources for the next generation.”

The San Rafael City Council meets at 7 p.m. at City Hall at 1400 Fifth Ave.

Tags: [newsletter](#)



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Adrian Rodriguez

Adrian Rodriguez covers transportation, San Rafael and the Ross Valley for the Marin IJ. He also writes the weekly business column Movers & Shakers, which appears in Friday's paper.

Reach the author at arodriguez@marinij.com or follow Adrian on

Twitter: [@adrianrodri](#).

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NEWS > LOCAL NEWS

Marin County top managers granted equity raises



County Administrator Matthew Hymel (Robert Tong/Marin Independent Journal/2015)

pm



ADVERTISING



Raises are on the way for 20 of Marin County's top managers on top of cost-of-living adjustments previously approved by the Board of Supervisors.

The raises will cost the county \$80,000 during the remainder of the fiscal year, which ends June 2019, and \$220,000 annually beginning in 2020 when all the raises have been phased in. That includes the increased cost of setting additional money aside for managers' pensions.

Raises ranging in size from 1.2 percent for Assistant District Attorney Barry Borden to 5.3 percent for Assistant Director of Human Resources Lisa Baker become effective in January 2019.

The managers who will see their salaries increase the most are assistant county administrators Angela Nicholson and Dan Eilerman. Nicholson and Eilerman will receive a 5 percent raise effective in January, another 5 percent raise in July 2019 and another 5 percent raise in July 2020. They are both currently paid a base

Their boss, County Administrator Matthew Hymel, will receive a 2 percent raise in January and another 3 percent raise in fiscal year 2019-20. Hymel currently is paid a base salary of \$284,274.

County Counsel Brian Washington, the manager with the second-highest salary next to Hymel, will see his salary increase 4.6 percent in January to \$257,622. Health and Human Services Director Grant Colfax, the manager with the third-highest salary, will see his salary go up 2.5 percent in January to \$247,248.

ADVERTISING



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These “equity” raises will come in addition to a 2.5 percent cost-of-living raise these managers received in the current fiscal year, and previously approved cost-of-living raises of 3 percent in fiscal 2019-20 and 2.5 percent in fiscal 2020-21. Those are the same raises that county managers granted to members of the Marin Association of Public Employees (MAPE), the county’s largest union, when they signed a new three-year contract in July.

Hymel told supervisors last week the equity raises for managers were proposed after surveying approximately 60 department head and assistant department head classifications in other counties.

“Like with the criteria for our union employees, we strive to keep pace with the salaries of comparable counties with similar positions and scope of responsibility,” Hymel said.

"I would ask that you defer this a week," Katz said, "and that you publish the salary survey information that you use so that other employees and the public can see what you did.

"When higher-paid people get salary increases, it always causes a very understandable reaction from people who make less money," Katz said. "Our people would want to know if you're using the same standards."

Supervisor Katie Rice said she would be open to delaying the vote, but no other supervisor showed interest in discussing the matter further and the raises were approved unanimously without additional discussion.

Robert Fellner, executive director of Transparent California, which posts information on the compensation of California public employees on the internet, questions the use of salary surveys to justify raises.

"Wages should be set on market conditions and reflect whether the county is able to attract and retain talent," Fellner wrote in an email.

"Governments deploy misleading salary surveys limited to only other government agencies, and whenever an agency is at or near the bottom half of agencies surveyed, cite this as proof for the need to raise pay," Fellner continued. "This approach literally guarantees an upward cycle of rising pay, based solely on the banal observation that, by definition, half of the agencies surveyed must be below the so-called market midpoint."

Mimi Willard, founder and president of the Coalition of Sensible Taxpayers, said, "Our elected public officials are always telling us that pensions are completely out of their control. Well, every time you do something like this it increases the pension burden."

Additional pension costs will account for nearly \$44,000 of the \$220,000 in annual additional ongoing county costs that will result from the equity raises.

Responding to Fellner's comments in an email, Hymel wrote, "We survey other public agencies of similar size and scope because those are the agencies that we are competing with for talent. During the last recession, our department heads and our assistant department heads went several years with no salary increases."

Hymel said because the salary increases won't average more than 3 percent annually they won't add to the county's unfunded pension liability. He said that is because the county's pension board has already factored a 3 percent annual

Defenders of government spending note that corporations reward their top manager far more handsomely than the public sector. Jean-Jacques Bienaime, CEO of the San Rafael-based BioMarin pharmaceutical company, received a salary of \$1.16 million in 2018, up 5 percent from the previous year, and in 2017 Bienaime received an additional cash incentive of approximately \$1.73 million.

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