

NOVATO SANITARY DISTRICT

Meeting Date: February 11, 2019

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m., Monday, February 11, 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. REVIEW OF MINUTES:

- a. Approve minutes of the January 14, 2019 regular meeting.

5. CONSENT CALENDAR:

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

- a. Approve regular disbursements, January 15, 2019 – February 11, 2019.
- b. Ratify payroll and payroll related disbursements, January 2019
- c. Receive deposit summary, January 2019.
- d. Receive Accounts Receivable (A/R) Summary Report as of January 31, 2019.
- e. Receive 2nd Quarter Investment Report, Fiscal Year (FY) 2018-19.
- f. Receive 2nd Quarter Financial Report, FY 2018-19 (unaudited).
- g. Receive report, District Finance Officer's attendance at annual California Society of Municipal Finance Officers (CSFMO) conference – information only.

6. WASTEWATER OPERATIONS:

- a. Receive Wastewater Operations Reports, January 2019:
 - Collection System
 - Treatment Facilities
 - Reclamation Facilities

7. CAPITAL PROJECTS:

- a. *RWF Expansion, Account No. 73005:* Grant Final Acceptance of the Recycled Water Facility (RWF) Expansion Project, and authorize staff to file the Notice of Completion.

- b. *Cogeneration/Alternative Energy, Account No. 72708*: Receive presentation from Enovity, Inc., on an energy-efficiency measures (EEMs) project through the Pacific Gas & Electric Co. (PG&E) On-Bill Financing (OBF) program, and provide direction.
- c. Receive Capital Projects Update, January 2019.

8. BOARD OF DIRECTORS:

- a. Presidential appointment of members to Board Committees, for remainder of Fiscal Year (FY) 18-19.

9. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Water Reuse Authority (NBWRA) Board meeting, January 28, 2019.
- b. North Bay Watershed Association (NBWA) meeting, February 1, 2019.
- c. Receive requested information on survey of Bay Area wastewater agencies to determine the relative position of the General Manager-Chief Engineer's compensation compared to the Bay Area market.

10. INFORMATIONAL ITEMS:

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

- a. Pension & Investments magazine article, published January 23, 2019:
"CalPERS returns -3.9% in 2018, sets sights on hiring private equity head."

11. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

12. ADJOURNMENT:

Next Resolution No. 3131.

Next meeting date: Monday, March 18, 2019, 5:30 PM, (special meeting), 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: January 14, 2019

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, January 14, 2019, 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, and Administrative Secretary Julie Hoover.

ALSO PRESENT: Joe Moreno, CSW I, Novato Sanitary District
Erik Brown, Deputy General Manager, Novato Sanitary District
John O'Hare, Project Manager, Veolia
Jeff Andress, Collections System Superintendent, Novato Sanitary District
Dale Thrasher, Administrative Services Officer, Novato Sanitary District
Jeff Boheim, Field Services Manager, Novato Sanitary District

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

CEREMONIAL MATTERS:

- Recognize Director William Long on his appointment as Vice-President of the California Association of Sanitation Agencies (CASA). The General Manager-Chief Engineer stated that he was pleased to announce the appointment of Director Long as Vice-President of the California Association of Sanitation Agencies (CASA). The General Manager and the Board congratulated Director Long. Director Long thanked the Board, and then pointed out that CASA had only nominated him for the position as Vice-President. He stated that the CASA Board would make a final decision at the upcoming elections.

REVIEW OF MINUTES:

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

On motion of Director Dillon-Knutson, seconded by Director Miller, and carried unanimously, the December 10, 2018 Regular meeting minutes were approved.

CONSENT CALENDAR:

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

- a. Approve Board member disbursements in the amount of \$1,639.72, capital project disbursements in the amount of \$1,165,817.08, and regular disbursements in the amount of \$381,525.38. Ratification of December 24th capital project disbursements in the amount of \$201,064.26, and regular disbursements in the amount of \$98,604.57.
- b. Ratification of December payroll and payroll related disbursements in the amount of \$264,661.41.
- 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.

On motion of Director Long, seconded by Director Dillon-Knutson, and carried unanimously, the Board approved the above listed Consent Calendar items.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Reports, December 2018.

Collection System Report: Collection System Superintendent Jeff Andress provided the Collections System Report for December 2018. He stated that the Collection Department cleaned 41,814 lineal feet of sewer pipelines, and that 1,231 feet of sewer main were televised. He stated that CCTV (closed circuit TV) work did not identify any new structural damages or areas that would require a change in sewer line maintenance operations. He stated that staff completed 212 maintenance work orders, leaving zero (0) work orders outstanding. He continued, stating that staff conducted 180 lift station inspections and completed maintenance inspections on six (6) air relief/vacuum valves.

The Collection System Superintendent then outlined the training provided in December, noting that the Collection Department staff attended three (3) safety tailgate meetings. He stated that Collections Staff attended the Maintenance Superintendents Association (MSA) training on non-chemical rodent management. He continued, providing details of miscellaneous projects completed by department staff. He stated that there were no lost time accidents in the month.

Treatment Facilities Report: Veolia Project Manager, John O'Hare, provided the December 2018 Treatment Facilities Monthly Operations Report (MOR). He reviewed the treatment plant performance, stating that the average flow for December was 4.72 million gallons/day (MPG), and that there were no discharge violations in the month. He stated that as per the NPDES permit, all discharge went to the San Pablo Bay.

The Project Manager stated that the Recycled Water Facility (RWF) was running at peak performance, and produced 0.587 million gallons of recycled water in December. He stated that Veolia staff participated in weekly tailgates, and attended a Bloodborne Pathogen training. He reviewed the monthly routine inspections, maintenance activities, and key events for the Novato treatment facility, the Ignacio transfer pump station, and the recycled water facility. He stated that Veolia Water Environmental Services Supervisor Liz Falejczyk designed and purchased signage to furnish to Vintage Oaks Shopping Center businesses

for posting in public restrooms. He stated that the signage was to educate the public on “what not to flush”, to reduce trash being flushed down the toilets. He discussed pretreatment and pollution prevention activities, and concluded his presentation, stating that no odor contacts were received in December.

Reclamation Facilities Report: The Field Services Manager summarized the Reclamation Facilities report for December. He stated that drainage pump stations No. 3 and 7 pumped approximately 18.2 million gallons (MG) and 17.2 MG, respectively, this month, and that no irrigation activities took place. He continued, stating that volunteers affiliated with Point Blue Conservation Science and with the Audubon Society conducted separate bird counts in the District reclamation areas.

CAPITAL PROJECTS:

- Receive update on re-bid of Bel Marin Keys Boulevard Sewer Rehabilitation Project, Project No. 72706-2017-09 – information only. The Deputy General Manager stated that on July 9, 2018, the Board authorized the General Manager-Chief Engineer to accept plans and specifications and advertise the above project for construction bids. He stated however, that when the bid opening date of August 16, 2018 arrived, no bids were received. Subsequently, staff informed the Board at the August 27, 2018 Board meeting that the project would be re-advertised in late Fall/early Winter 2018 for work in 2019. He stated that staff would be rebidding the project later in January, and noted that no further action was required from the Board at this time. He concluded, stating that bids are expected to be received in late February, and that all bids would be presented to the Board at a subsequent meeting.

- Receive Capital Projects Update, September 2018. The Deputy General Manager provided an update of the current capital projects involved with the Capital Improvement Program (CIP) at the District. As part of his update, he noted that District and Veolia staff have been working with Enovity, Inc., an energy services company, to evaluate energy savings measures eligible for PG&E's on bill financing (OBF) program. He stated that Enovity had developed recommendations for several energy efficiency measures (EEMs), and noted that these recommendations had been reviewed by staff.

The General Manager suggested that a Capital Improvements Committee meeting be held to discuss Enovity's findings and recommendations. Director Miller stated that the cogeneration project should be discussed in a Board workshop type setting. Director Long noted that the current discussion was about an energy efficiency measures project and that it could be discussed as part of a regular Board meeting. The General Manager confirmed that the project being discussed was about energy efficiency measures, and that the cogeneration project would be discussed separately at a future Board meeting. Director Mariani suggested that the energy efficiency measures project be reviewed by the full Board at a regular meeting in February or March, and the Board concurred.

BOARD OF DIRECTORS:

- Appoint officers, and designate and authorize check signers, for remainder of Fiscal Year (FY) 2018/19. The General Manager stated that at the 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. He stated that with the completion of the election, and the swearing in of the new (re-elected) Board members at the December 2018 Board meeting, it would now be appropriate for the Board to consider either appointing a new Board President and President Pro-tem, or to retain the status quo to serve the remainder of the fiscal year, through June 30, 2019. President Peters called for nominations for Board President and President Pro-tem.

Director Long nominated Director Dillon-Knutson as President, and Director Miller as President Pro-tem. He also nominated the General Manager/Chief Engineer as the Secretary-Treasurer, and the Administrative Secretary as the Secretary Pro-tem for the remainder of the fiscal year, through June 30, 2019.

The appointments were affirmed with the following vote: Ayes: Dillon-Knutson, Long, Miller, and Peters. Abstain: Mariani.

Following the appointments, President Peters authorized the following check signers for Fiscal Year 2018/19: President Dillon-Knutson, President Pro-tem Miller, Director Mariani, and the General Manager-Chief Engineer.

The appointments were unanimously approved.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting, January 11, 2019. The General Manager stated that he attended the meeting in place of Director Miller, who was absent due to illness, and noted that he would report on the NBWA meeting during Manager's Announcements.

INFORMATIONAL ITEMS:

The General Manager noted that the following items were included for informational purposes only:

- New York Times article, January 8, 2019: "201-Foot Fatberg Blocks Sewers of English Seaside Town."

- Marin Independent Journal article, December 25, 2018: "Novato wetlands project cleared for \$5.7M infusion".

- Marin Independent Journal article, December 16, 2018: "Marin Sanitary Service seeks escalation in rates".

- Marin Independent Journal article, December 15, 2018: "Top county managers granted pay raises".

GENERAL MANAGER'S REPORTS AND ANNOUNCEMENTS:

- Reports:

- The General Manager attended the North Bay Watershed Association (NBWA) meeting of January 11, 2019. Presentations were given by Sean McNeil (Santa Rosa Water), and by Judy Kelly (NBWA Executive Director) and Chris Choo (Marin County Flood Control). Also, introductions were made for the new General Managers: Steve Moore, Ross Valley Sanitary District, and Ben Horenstein, Marin Municipal Water District.
- Announcements:
- The California Association of Sanitation Agencies (CASA) Winter conference will be held January 23 – 25, 2019, in Indian Wells, CA. The General Manager stated that reservations have been made for all Board members, except Director Dillon-Knutson, who has notified staff that she will not be attending.
 - The next Board meeting will be held on Monday, February 11th at 5:30 p.m.

Directors Long and Dillon-Knutson warmly thanked Director Peters for his work as Board President.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 6:30 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording

Novato Sanitary District Board Check Register

For January 2019

Date	Num	Name	Credit
Feb 8, 19			
02/08/2019	Tsfr		
02/08/2019	5899	Dillon-Knutson-, Carole	407.78
02/08/2019	5900	Long, William C	521.58
02/08/2019	5901	Mariani, Jean M	307.79
02/08/2019	5902	Miller, Brant	
02/08/2019	5903	Peters, Arthur Gerald	207.78
Feb 8, 19			<u>1,444.93</u>

Novato Sanitary District Operating Check Register

January 28, 2019

Date	Num	Name	Credit
Jan 28, 19			
01/28/2019	62530	Pacific, Gas & Electric	54,047.71
01/28/2019	62540	Stericycle	37,376.93
01/28/2019	62508	Citi Visa (Costco)	10,737.76
01/28/2019	62507	Central Marin Sanitation Dist...	9,967.78
01/28/2019	62501	Aqua Science	5,850.00
01/28/2019	62539	SmartCover Systems, Inc.	2,982.00
01/28/2019	62528	Novato, City	2,773.59
01/28/2019	62522	Leete Generators	1,931.22
01/28/2019	62506	Caltest Analytical Lab Inc.	1,923.75
01/28/2019	62521	Koffler Electrical Mech, Inc.	1,715.68
01/28/2019	62513	Environmental Dynamics	1,552.02
01/28/2019	62524	Meyers, Nave, Riback, Silve...	1,400.00
01/28/2019	62535	Roto Rooter-(Inc.)	1,305.00
01/28/2019	62537	Shape Incorporated	1,143.40
01/28/2019	62533	Red Wing Shoe Store	957.01
01/28/2019	62512	EEC	860.52
01/28/2019	62538	SMART	799.80
01/28/2019	62520	Johnson Controls, Inc.	750.00
01/28/2019	62517	Frontier California Inc EQ	580.32
01/28/2019	62500	3T Equipment Company Inc.	540.34
01/28/2019	62536	School Fuel	500.00
01/28/2019	62532	Rauch Communication Cons...	472.54
01/28/2019	62505	Cagwin & Dorward Inc.	461.00
01/28/2019	62519	IDEXX Distributing Corp.	375.18
01/28/2019	62511	CWEAmembers	367.00
01/28/2019	62502	B.W.S. Distributors, Inc.	324.31
01/28/2019	62510	Creamer, Laura(reimb)	251.60
01/28/2019	62509	Claremont EAP, Inc.	250.00
01/28/2019	62534	Roach, Jason.	225.63
01/28/2019	62503	BoundTree Medical, LLC	194.01
01/28/2019	62525	North Marin Water District	180.48
01/28/2019	62518	Grainger	178.61
01/28/2019	62514	Evoqua Water Technologies...	156.41
01/28/2019	62527	Novato Chamber of Commer...	125.00
01/28/2019	62523	McMaster-Carr Supply Co.	90.43
01/28/2019	62529	Oliver Automotive	66.96
01/28/2019	62531	Petty Cash	66.47
01/28/2019	62516	First Alarm	42.34
01/28/2019	62515	Federal Express	31.26
01/28/2019	62526	Novato Builders Supply	15.60
01/28/2019	62504	Buck's Saw Service, Inc.	2.71
Jan 28, 19			<u>143,572.37</u>

Novato Sanitary District Operating Check Register

February 11, 2019

Date	Num	Name	Credit
02/11/2019	62658	Veolia Water North America, Inc.	184,789.98
02/11/2019	62659	Veolia Water North America, Lab	29,801.00
02/11/2019	62660	Veolia Water Recycled Water Oper.	19,918.98
02/11/2019	62652	PARS-PSRP-Post Employment Benefits Trust	12,084.00
02/11/2019	62651	PARS-OPEB-Post Employment Benefits Trust	9,125.96
02/11/2019	62635	Johnson, Dee	8,370.00
02/11/2019	62664	North Bay Petroleum	7,580.77
02/11/2019	62630	Durham, Jennifer	5,308.40
02/11/2019	62639	Marin Lock and Safe Service Inc	4,313.00
02/11/2019	62625	Central Marin Sanitation District	3,184.20
02/11/2019	62628	Dearborn National	2,551.64
02/11/2019	62638	Liebert, Cassidy, Whitmore	2,385.00
02/11/2019	62632	Environmental Dynamics	2,273.40
02/11/2019	62624	Buckles-Smith1	2,242.54
02/11/2019	62656	Thrasher, Dale-	1,900.01
02/11/2019	62619	All Saints Preschool & Children's Center	1,441.25
02/11/2019	62634	Fisher-Scientific	1,073.19
02/11/2019	62627	CWEA	1,050.00
02/11/2019	62629	Diego Truck Repair Inc.	957.85
02/11/2019	62645	North Marin Water District Payroll	931.50
02/11/2019	62636	Leete Generators	930.66
02/11/2019	62631	EEC	821.20
02/11/2019	62647	Novato Chamber of Commerce	755.00
02/11/2019	62623	BoundTree Medical, LLC	681.17
02/11/2019	62644	North Marin Water District	538.76
02/11/2019	62661	Vision Service Plan	525.39
02/11/2019	62620	Alpha Analytical Lab, Inc.	507.00
02/11/2019	62633	ERA	437.43
02/11/2019	62657	UniFirst Corporation	397.47
02/11/2019	62618	3T Equipment Company Inc.	344.86
02/11/2019	62650	Onspot Welding & Design Inc	337.50
02/11/2019	62663	WEF Membership	328.00
02/11/2019	62654	Staples Advantage	252.72
02/11/2019	62626	Centric Signs	235.58
02/11/2019	DD	Karkal, Sandeep	194.55
02/11/2019	62622	Barnett Medical LLC	180.00
02/11/2019	62640	McMaster-Carr Supply Co.	178.25
02/11/2019	62653	Pini Hardware	143.13
02/11/2019	62655	Thomas & Associates, Inc.	129.93
02/11/2019	62648	Nute Engineering Inc.	124.00
02/11/2019	62646	Novato Car Wash	106.00
02/11/2019	62662	VWR International Inc.	97.52
02/11/2019	62642	National Notary Association	69.00
02/11/2019	62637	Leonardi Automotive & Electric, Inc.	68.28
02/11/2019	62621	AT&T Mobility	62.92

Novato Sanitary District Operating Check Register

February 11, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
02/11/2019	62641	NAPA Auto Parts	37.90
02/11/2019	DD	Miller, Brant-	37.23
02/11/2019	62649	O'Reilly Auto Parts	29.24
02/11/2019	62643	voided	0.00
Feb 11, 19			<u><u>309,833.36</u></u>

Novato Sanitary District Capital Projects Check Register

January 28, 2019

Date	Num	Name	Credit
Jan 28, 19			
01/28/2019	3392	Woodard & Curran formerly ...	20,208.85
01/28/2019	3391	Team Ghilotti, Inc.	17,329.38
01/28/2019	3389	Pacific Infrastructure Corpor...	11,509.93
01/28/2019	3387	Covello Group, The	6,060.00
01/28/2019	3390	R & B Company	3,721.59
01/28/2019	3386	A&P Moving Inc.	780.00
01/28/2019	3388	Pacific Infrastructure Corp - ...	605.79
Jan 28, 19			<u>60,215.54</u>

Novato Sanitary District Capital Projects Check Register

February 11, 2019

Date	Num	Name	Credit
Feb 11, 19			
02/11/2019	3394	Maggiora & Ghilotti Inc.	53,879.83
02/11/2019	3397	U.S. Bank Corporate	16,320.00
02/11/2019	3398	Woodard & Curran formerly ...	7,267.87
02/11/2019	3395	Miller Pacific Engineering, Inc.	3,391.90
02/11/2019	3396	Nute Engineering Inc.	942.50
02/11/2019	3393	GHD Inc.	546.00
Feb 11, 19			<u>82,348.10</u>

**Novato Sanitary District
Payroll and Payroll Related Disbursements
January - 2019**

Item 5.b.

Date	Description	Amount
01/31/2019	January Payroll	121,606.24
01/31/2019	United States Treasury	22,951.31
01/31/2019	EDD	7,955.99
01/31/2019	CalPERS Health	31,227.05
01/25/2019	January Retiree Health Benefits	14,840.04
01/25/2019	PARS-OPEB Contribution	18,251.92
01/25/2019	PARS-Pension Contribution	24,168.00
01/25/2019	CALPERS Retirement	11,331.98
01/25/2019	CALPERS Retirement	13,551.69
01/25/2019	CalPers Supplemental Income Plan	3,433.33
01/25/2019	Lincoln Financial Group 457	8,556.85
01/25/2019	Lincoln Financial Group Roth 457	750.00
01/25/2019	Lincoln Financial Group-401a Plan	9,076.90
01/25/2019	Local Union 315	440.00
01/25/2019	California State Disbursement Unit	571.00
01/25/2019	ICMA-RC Retiree Health Program	1,436.45
Total for January 2019		<u>290,148.75</u>

Novato Sanitary District Deposit Detail January 2019

Item 5.c.

Type	Name	Account	Amount
Deposit		11113 · Westamerica - Operations	
	County of Marin	51015 · Property Taxes	88,398.16
	County of Marin	51015-1 · Property Tax - RDA Funds	46,060.93
	Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
	Roto Rooter	41040 · Permit & Inspection Fee	100.00
TOTAL			134,599.09
Deposit			
	County of Marin	51015 · Property Taxes	11,481.67
	Gagne Brothers	41040 · Permit & Inspection Fee	40.00
	Sewer Connection	41040 · Permit & Inspection Fee	40.00
	Ducor Plumbing	41040 · Permit & Inspection Fee	40.00
	County of Marin	51015 · Property Taxes	3,498.19
TOTAL			15,099.86
Deposit			
	Tachis, Mathew & Stacey	41040 · Permit & Inspection Fee	60.00
	Tzun, Maria	41040 · Permit & Inspection Fee	40.00
	WR Forde & Associates, Inc.	72706 · Collection System Improv	20.00
	County of Marin	51015 · Property Taxes	67.81
	Construct Connect, Inc.	72706 · Collection System Improv	20.00
	Energyuy	41040 · Permit & Inspection Fee	40.00
	Maggiora & Ghilotti	72706 · Collection System Improv	20.00
	Hardiman Construction	41040 · Permit & Inspection Fee	80.00
	Terra Con	72706 · Collection System Improv	20.00
	Recology	11200 - Accounts Receivable	(1) 105,788.00
	Roto Rooter	11200 - Accounts Receivable	(2) 169.83
	Roy's Sewer Service, Inc.-	11200 - Accounts Receivable	(2) 637.58
TOTAL			106,963.22
Deposit			
	Roto Rooter	41040 · Permit & Inspection Fee	60.00
	Leech, Suzanne	41040 · Permit & Inspection Fee	40.00
	County of Marin	51015 · Property Taxes	5,082.33
	County of Marin	51015 · Property Taxes	4.83
	County of Marin	51015 · Property Taxes	169.79
	Sewer Connection	41040 · Permit & Inspection Fee	40.00
	Waldecker, Carl	41040 · Permit & Inspection Fee	60.00
	Marin County Housing Auth	11200 - Accounts Receivable	(3) 12,300.00
TOTAL			17,756.95
Deposit			
	Michels Corp	72706 · Collection System Improv	20.00
	County of Marin	51015 · Property Taxes	3,880.72
	Valentine	72706 · Collection System Improv	20.00
	Costco	66090 · Office Expense	105.87
	Express Sewer & Drain	72706 · Collection System Improv	20.00
	County of Marin	51015 · Property Taxes	10,594.86
TOTAL			14,641.45
Deposit			
	Bonney, Bill	72706 · Collection System Improv	20.00
	Baldwin, Bruce	41040 · Permit & Inspection Fee	40.00
	Baldwin, Bruce	51020 · Connection Charges	7,148.60
TOTAL			7,208.60
		Total Deposits for January 2019	<u>296,269.17</u>

- (1)** Collection of second quarter billing for AB939 Hazardous household waste fees from Recology and reimbursed for R3 Consulting fees.
- (2)** Collection on receivable for Septic Haulers invoices - Roto Rooter and Roy's Sewer.
- (3)** Collection from the Marin County Housing Authority for non tax roll sewer service charges-first half of FY18-19.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Accounts Receivable Aging Summary for the Period Ended January 31, 2019.	MEETING DATE: February 11, 2019 AGENDA ITEM NO.: 5.d.
RECOMMENDED ACTION: Receive Accounts Receivable Report as of January 31, 2019.	
SUMMARY AND DISCUSSION: <p>The attached Accounts Receivable Summary shows the following receivables as of January 31, 2019:</p> <p><u>1-45 days - \$125,103:</u> Current.</p> <p><u>46-120 days - \$20,670:</u> Considered collectible - consists primarily of a receivable for the ranch lease for the first quarter of FY2018/19.</p> <p><u>120+ days - \$265,365:</u> Considered collectible - consists primarily of the receivables as reimbursed by Sonoma County Water Agency (SCWA) through the North Bay Water Reuse Authority (NBWRA) Phase 1 for the recycled water facility (RWF) expansion project. In addition, includes City of Novato Beverage Grant receivable of \$15,060 for FY2017/18.</p>	
ATTACHMENTS: 1. Accounts Receivable (A/R) Aging Summary.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
DEPT. MGR.: lmc, ssk	GENERAL MANAGER: SSK

**Novato Sanitary District
A/R Aging Summary
As of January 31, 2019**

Item 5.d.
Attachment 1

	<u>Current</u>	<u>46 - 120</u>	<u>> 120</u>	<u>TOTAL</u>
BioMarin	0.00	0.00	1,830.32	1,830.32 (1)
City of Novato - Used Oil/Beverage	0.00	0.00	15,060.00	15,060.00 (2)
Hayden, Ron	8,567.98	19,998.66	15,635.34	44,201.98 (3)
Marin County Flood Control	0.00	671.54	0.00	671.54
North Marin Water District-	97,312.54	0.00	0.00	97,312.54 (4)
Sonoma County Water Agency-	0.00	0.00	232,839.00	232,839.00 (5)
USCG	15,682.60	0.00	0.00	15,682.60 (6)
USCG-Finance Center	204.35	0.00	0.00	204.35 (6)
Veolia Water	3,335.80	0.00	0.00	3,335.80 (7)
TOTAL	<u>125,103.27</u>	<u>20,670.20</u>	<u>265,364.66</u>	<u>411,138.13</u>

- (1)** Lab monitoring and analysis fees for BioMarin.
- (2)** Billing for Beverage Grant reimbursed through the City of Novato for FY2017/18.
- (3)** Rancher's lease fees for the fourth quarter of FY2017/18, the first quarter of FY2018/19 and the billing for water usage for FY2018-19.
- (4)** Billing for September through November 2018 for Recycled Water Facility operations.
- (5)** Billing for reimbursement from Sonoma County Water Agency through NBWRA for recycled water expansion project for fourth quarter of FY2017/18.
- (6)** Billing for monthly sewer service charges for U.S. Coast Guard.
- (7)** Billing for reimbursement of quarterly expenses from Veolia Water for second quarter FY2018/19.

Novato Sanitary District
QUARTERLY INVESTMENT REPORT -- For Quarter Ended December 31, 2018

07-Feb-19

INVESTMENT	ACTIVITY	October	November	December	QTR TOTAL	
STATE TREASURER'S INVESTMENT FUND	Total deposits/transfers in	262,779	190,000	11,308,000	11,760,779	
	Total transfers out	1,123,000	1,272,000	6,532,000	8,927,000	
Current Yield 2.291%	Minimum daily balance	20,015,944	18,933,944	18,933,944	18,933,944	
	Maximum daily balance	20,876,165	20,015,944	23,835,817	20,015,944	
	Interest earned	0	0	125,873	125,873	
TRUST ACCOUNTS						
For 2017 Refunding Wastewater Bond Funds	See Note (3)					
The LAIF Pooled Money Investment Account Report is attached as specified in California Government Cosde Section 53646 (e)						
CHECKING ACCOUNTS						
Interest Rate	Operations Account					
0.02%	Total deposits & transfers in	1,451,950	1,599,577	17,956,655	21,008,182	
	Total checks & transfers out	1,746,226	1,546,350	17,761,845	21,054,421	
	Minimum daily balance	1,503	39,243	8,442	1,503	
	Maximum daily balance	490,091	975,503	11,391,701	11,391,701	
	Interest earned	3	4	7	14	
		Payroll Account				
	Total transfers in	128,600	129,700	131,400	389,700	
	Total checks & transfers out	128,583	130,181	131,276	390,040	
	Minimum daily balance	495	136	190	136	
	Maximum daily balance	114,951	116,626	118,190	118,190	
		Project Account				
	Total transfers in	412,700	519,000	5,698,500	6,630,200	
	Total checks & transfers out	805,771	462,414	256,011	1,524,196	
Minimum daily balance	31,071	2,524	2,855	2,524		
Maximum daily balance	406,868	436,524	5,610,918	5,610,918		
Interest earned	2	2	16	20		

- NOTES:** (1) The above investments are consistent with the annual Statement of Investment Policy approved by the District Board, most recently July 2018.
The District has the ability to meet six months cash needs.
- (2) LAIF interest rate is currently 2.291% which is an increase from 2.063% in September, 1.854% in June of 2018, 1.524% in March of 2018, and 1.239% in December of 2017.
- (3) New bond fund accounts consist of debt service payments, no balance required in these accounts until debt service payments are funded which are due in February and August.



CALIFORNIA STATE TREASURER FIONA MA, CPA



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
12/31/18	2.32	2.21	192
01/01/19	2.32	2.32	192
01/02/19	2.32	2.32	196
01/03/19	2.33	2.33	195
01/04/19	2.34	2.33	194
01/05/19	2.34	2.33	194
01/06/19	2.34	2.33	194
01/07/19	2.34	2.33	192
01/08/19	2.34	2.33	190
01/09/19	2.34	2.33	191
01/10/19	2.34	2.34	189
01/11/19	2.34	2.34	188
01/12/19	2.34	2.34	188
01/13/19	2.34	2.34	188
01/14/19	2.35	2.34	185
01/15/19	2.36	2.34	187
01/16/19	2.36	2.34	188
01/17/19	2.36	2.34	189
01/18/19	2.37	2.34	190
01/19/19	2.37	2.35	190
01/20/19	2.37	2.35	190
01/21/19	2.37	2.35	190
01/22/19	2.37	2.35	188
01/23/19	2.37	2.35	187
01/24/19	2.37	2.35	188
01/25/19	2.38	2.35	188
01/26/19	2.38	2.35	188
01/27/19	2.38	2.35	188
01/28/19	2.38	2.35	185
01/29/19	2.38	2.35	187
01/30/19	2.38	2.35	186

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

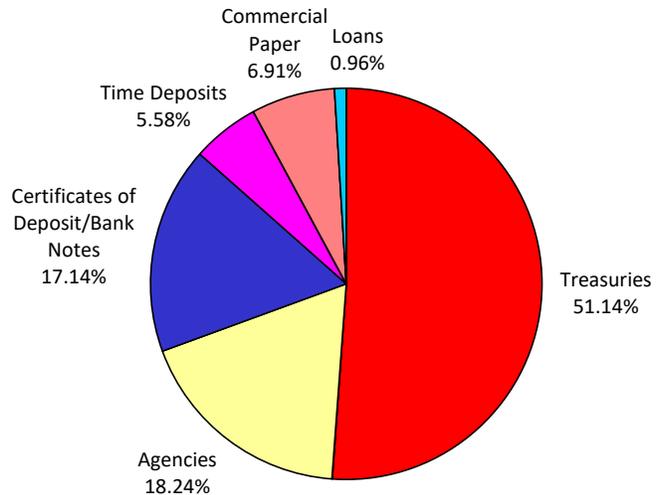
Quarter Ending 12/31/18

Apportionment Rate: 2.40
 Earnings Ratio: 0.00006573663340150
 Fair Value Factor: 0.999051127
 Daily: 2.32%
 Quarter to Date: 2.21%
 Average Life: 192

PMIA Average Monthly Effective Yields

Dec 2018 2.291
 Nov 2018 2.208
 Oct 2018 2.144

Pooled Money Investment Account Portfolio Composition 12/31/18 \$83.3 billion



Percentages may not total 100%, due to rounding.



State of California Pooled Money Investment Account Market Valuation 12/31/2018

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch. Amortized Cost		
1* United States Treasury:				
Bills	\$ 16,494,774,781.04	\$ 16,650,272,651.45	\$ 16,646,254,000.00	NA
Notes	\$ 26,084,822,813.35	\$ 26,080,601,689.42	\$ 26,027,720,500.00	\$ 95,204,336.00
1* Federal Agency:				
SBA	\$ 733,319,305.60	\$ 733,319,305.60	\$ 725,337,181.24	\$ 1,533,321.99
MBS-REMICs	\$ 25,252,637.32	\$ 25,252,637.32	\$ 25,738,470.69	\$ 117,951.22
Debentures	\$ 2,067,679,296.33	\$ 2,067,564,886.61	\$ 2,060,749,900.00	\$ 9,201,096.20
Debentures FR	\$ -	\$ -	\$ -	\$ -
Debentures CL	\$ 100,000,000.00	\$ 100,000,000.00	\$ 99,761,500.00	\$ 594,375.00
Discount Notes	\$ 11,645,482,250.14	\$ 11,720,182,916.69	\$ 11,717,455,500.00	NA
1* Supranational Debentures	\$ 489,261,978.98	\$ 489,261,978.98	\$ 489,012,600.00	\$ 2,258,474.00
1* Supranational Debentures FR	\$ 150,312,991.24	\$ 150,312,991.24	\$ 150,570,884.05	\$ 793,633.61
2* CDs and YCDs FR	\$ 525,000,000.00	\$ 525,000,000.00	\$ 525,074,250.00	\$ 1,941,077.42
2* Bank Notes	\$ 850,000,000.00	\$ 850,000,000.00	\$ 849,554,819.14	\$ 8,304,430.54
2* CDs and YCDs	\$ 12,900,000,000.00	\$ 12,900,000,000.00	\$ 12,895,987,828.73	\$ 77,810,611.13
2* Commercial Paper	\$ 5,751,563,722.24	\$ 5,773,027,569.44	\$ 5,772,338,388.88	NA
1* Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
1* Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
1* Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 4,647,740,000.00	\$ 4,647,740,000.00	\$ 4,647,740,000.00	NA
AB 55 & GF Loans	\$ 797,898,000.00	\$ 797,898,000.00	\$ 797,898,000.00	NA
TOTAL	\$ 83,263,107,776.24	\$ 83,510,434,626.75	\$ 83,431,193,822.73	\$ 197,759,307.11

Fair Value Including Accrued Interest

\$ 83,628,953,129.84

* Governmental Accounting Standards Board (GASB) Statement #72

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

The value of each participating dollar equals the fair value divided by the amortized cost (**0.999051127**).
As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at **\$19,981,022.54** or \$20,000,000.00 x **0.999051127**.



Pooled Money Investment Account

Portfolio as of 12-31-18

PAR VALUES MATURING BY DATE AND TYPE

Maturities in Millions of Dollars

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out
TREASURY	\$ 1,500	\$ 6,500	\$ 3,850	\$ 1,650	\$ 3,000	\$ 3,750	\$ 2,500	\$ 3,850	\$ 5,900	\$ 9,750	\$ 700		
REPO													
TDs	\$ 1,418	\$ 936	\$ 830	\$ 564	\$ 481	\$ 419							
AGENCY	\$ 2,383	\$ 2,425	\$ 1,250	\$ 1,150	\$ 2,300	\$ 1,150	\$ 1,500	\$ 635	\$ 677	\$ 2,233	\$ 748		
CP	\$ 2,450	\$ 1,350	\$ 600	\$ 500	\$ 200	\$ 450	\$ 100	\$ 150					
CDs + BNs	\$ 4,600	\$ 3,100	\$ 1,750	\$ 1,550	\$ 950	\$ 625	\$ 100	\$ 400	\$ 1,200				
CORP BND													
TOTAL													
\$ 84,125	\$ 12,351	\$ 14,311	\$ 8,280	\$ 5,414	\$ 6,931	\$ 6,394	\$ 4,200	\$ 5,035	\$ 7,777	\$ 11,983	\$ 1,448	\$ -	\$ -
PERCENT	14.7%	17.0%	9.8%	6.4%	8.2%	7.6%	5.0%	6.0%	9.2%	14.2%	1.7%	0.0%	0.0%

Notes:

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

NOVATO SANITARY DISTRICT

MEMORANDUM

BOARD

MEETING DATE: February 11, 2019

TO: District Board of Directors

FROM: Sandeep Karkal, General Manager-Chief Engineer
Laura M. Creamer, Finance Officer

SUBJECT: Fiscal Year (FY) 18-19 Second Quarter Financial Report (Unaudited)

INTRODUCTION

This memorandum presents a summary unaudited year-to-date financial report for the District as of the FY18-19 Second Quarter ended December 31, 2018. The following items are presented as three sections herein:

1. Revenue and Expenditure Report (for the quarter ended December 31, 2018).
2. Debt Service Schedule as of December 31, 2018.
3. Operating and Capital Cash Flow for July 1, 2018 – December 31, 2018

1.0 REVENUE AND EXPENDITURES REPORT

This section presents an overview of revenues and expenditures for the operating and capital funds through the second quarter of Fiscal Year 2018-19. A more detailed summary is presented in the attached tables titled “DRAFT – Revenues and Expenditures – Budget vs. Actual”. A brief discussion and analysis of items displaying variance from the final budget is also provided below, as appropriate.

OPERATING FUND

Table 1: OPERATING REVENUE

	YTD Balance Received	Annual Budget	Budget Overage	Pct. Received
Total Operating Revenues	\$6,233,579	\$11,282,802	\$5,049,223	55.2%

Discussion

Overall, operating revenues are approximately 55.2% of the total budget amount with 50% of the year complete. The operating revenue accounts are within the normal range for this time of year, since the District receives its primary revenues in December and April.

Table 2: OPERATING EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Total Operating Expenditures	\$ 4,870,543	\$10,740,490	\$5,869,947	45.3%

Discussion

Overall, operating expenditures are at approximately 45.3% of budget, with 50% of the year complete. Variances in individual expenditure accounts are discussed below:

Collection System (39.5%)

General: Overall, no significant variances noted for this cost center for the second quarter. Significant variances in individual expenditure accounts are discussed below:

Safety: 69.5%. Per review of account, significant variance due to purchase of electrical safety gloves and the replenishment of the District’s safety rain gear. The account is expected to stay within budget over remainder of the fiscal year.

Treatment Facilities - Contract Operations: (44.1%)

General: Overall, no significant variances noted for this cost center for the second quarter.

Reclamation/Disposal Facilities: (72.5%)

General: Overall, significant variances noted for this cost center for the second quarter. Significant variances in individual expenditure accounts are discussed below.

Sludge Disposal: 94.9%. Sludge Disposal operations have been completed for the fiscal year. Account expected to stay within budget over remainder of the fiscal year.

Small Tools: 54.7%. Per review of account, no significant items noted. The account is expected to stay within budget over remainder of the fiscal year.

Gas & Electricity: 59.2%. Expenditures are within expected parameters for this time of year. Generally, when the Reclamation area irrigation season is over (typically in the Fall), electrical usage decreases and expenditures follow. The account expected to stay within budget over remainder of the fiscal year.

Water: 195.7%. Water is a reimbursable expenditure billed and paid by the rancher at the end of the fiscal year. The account expected to stay within budget over remainder of fiscal year, after accounting for cost reimbursement from rancher.

Permits & Fees: 63.0%. Significant variance due to the annual permit for Bay Area Air Quality Management District being paid in the first quarter of the fiscal year. The account is expected to stay within budget over the remainder of the fiscal year.

Laboratory/Monitoring: (43.3%)

General: Overall, no significant variances noted for this cost center for the second quarter. Variances in individual expenditure accounts are discussed below.

Permits & Fees: 88.2%. Significant variance due to the annual permit fee paid for the California Environmental Laboratory Accreditation Program (ELAP) in the second quarter. The account is expected to stay within budget over the remainder of the fiscal year.

Pump Stations: (41.7%)

General: Overall, no significant variances noted for this cost center for the second quarter. Variances in individual expenditure accounts are discussed below.

Software Maintenance: 140.2%. Significant variance due to an emergency replacement of the SCADA server for approximately \$4,400. This replacement was originally scheduled for the next fiscal year, but was unfortunately required in the current fiscal year.

Permits & Fees: 62.3%. Per review of account, no significant items noted. The account is expected to stay within budget over the remainder of the fiscal year.

Administration and Engineering: (46.6%)

General: Overall, no significant variances noted for this cost center for the second quarter. Variances in individual expenditure accounts are discussed below.

Insurance: 102.4%. The insurance expense is within expected parameters for this time of year, as it is typically paid when billed in the first and second quarters of the fiscal year. The account is expected to stay within budget over the current fiscal year, once the District receives the annual Pooled Liability Program (PLP) dividend from CSRMA in March, which will offset the account balance.

Agency Dues: 85.2%. Variance due to significant portion of agency dues having being paid for the current fiscal year. The account is expected to stay within budget over the remainder of the fiscal year.

Safety Expenses: 62.9%. Per review of account, no significant items noted. The account is expected to stay within budget over the remainder of the fiscal year.

Accounting & Auditing: 82.0%. Significant variance due to completion of annual audit for FY 2017/18; account expected to stay within budget for the current fiscal year.

Repairs & Maintenance: 67.7%. Per review of account, the current overage is due to a number of necessary unscheduled repairs to the roof, plumbing, and HVAC systems. Due to the need to perform regularly scheduled maintenance the remainder of the fiscal year, it is anticipated this account may exceed the budget. Staff will continue to carefully monitor this budget line item, and adjust budget line items within the overall cost center consistent with District Policy No. 3512: Annual Budget – Non-Personnel Related Changes to Budget Amounts.

County Fees- Property Taxes/Sewer Service Charges: 60.75%. Expenditures are within expected parameters for this time of year. The District receives its revenue in December and April, receiving approximately 55% in December and 45% in April. The 60% variance appears to be representative of what the District has typically received in revenue at this point in the current fiscal year. The account is expected to stay within budget for the current fiscal year.

AB 939 Solid Waste Programs: (31.1%)

General: Overall, no significant variances noted for this cost center for the second quarter. Consistent with prior years, expenses are lower (at about 31% of budget) with 50% of the year complete, primarily due to lower than anticipated consulting oversight and management services required from the Solid Waste Coordinator; and also given that significant expenses for outreach and public education events related to E-waste, School Fuel, Business Showcase, etc. typically occur in the second half.

Recycled Water: (72.3%)

General: Overall, no significant variances noted for this cost center for the second quarter. Variances in individual expenditure accounts are discussed below.

O&M Services: 122.8%. Significant variance from the Recycled Water Facility (RWF) being operated longer than anticipated in the first year of the expansion of the recycled water distribution system and additional recycled water users coming on-line. Also, note that these costs are pass-through costs and are billed to North Marin Water District (NMWD) for reimbursement.

Operating Chemicals: 55.7%. Please refer to explanation above for O&M Services.

Research & Monitoring: 70.5%. Please refer to explanation above for O&M Services.

CAPITAL FUND

Table 3: CAPITAL REVENUE

Capital Revenue	YTD Balance Received	Annual Budget	Over/(Under) Budget	Pct. Received
Sewer Service Charges	\$4,618,873	\$ 7,940,160	(\$3,321,287)	58.2%
Property Taxes	1,229,100	2,335,914	(1,106,814)	52.6%
Connection Charges	72,970	461,200	(388,230)	15.8%
Collector Sewer/Special Equalization Charges	32	2,000	(1,968)	3.2%
Interest	114,171	125,000	(10,829)	91.3%
Other Revenue	0	20,000	(20,000)	0.0%
Grant Revenue	0	151,000	(151,000)	0.0%
Total Revenue	\$6,035,146	\$11,035,274	(\$5,000,128)	54.7%

Discussion

Overall capital revenues are 54.7% of budget at the close of the second quarter, consistent with the District receiving the bulk of its revenue in December and April.

Table 4: CAPITAL EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Capital Expenditures	\$7,863,716	\$13,642,456	(\$5,778,740)	57.6%

Discussion

The list of capital project accounts is shown in the attached tables. Overall expenses are 57.6% of budget.

Attachments:

1. Draft Revenue and Expenditure Reports:
 - a. Operating, July 2018-December 2018.
 - b. Capital, July 2018-December 2018.
2. Debt Service Schedule as of December 31, 2018
3. Operating and Capital Cash Flow, July 2018-December 2018.

Novato Sanitary District
DRAFT - Revenues & Expenditures Budget vs. Actual
July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Income				
41000 - OPERATING INCOME				
41010 - Sewer Service Charges	5,645,620.98	10,145,760.00	(4,500,139.02)	55.65%
41030 - Plan Check & Inspection Fee	25.00	500.00	(475.00)	5.0%
41040 - Permit & Inspection Fee	2,695.00	6,000.00	(3,305.00)	44.92%
41060 - Interest Income	139,535.22	120,000.00	19,535.22	116.28%
41080 - Engineering & Admin Charges	0.00	165,000.00	(165,000.00)	0.0%
41090 - Non-domestic Permit Fees	1,795.00	25,000.00	(23,205.00)	7.18%
41100 - Garbage Franchise Fees	28,994.50	55,041.00	(26,046.50)	52.68%
41105 - AB 939 Collector Fees	200,386.00	400,772.00	(200,386.00)	50.0%
41107 - Oil/Bev/Tire Grants	36,175.00	62,729.00	(26,554.00)	57.67%
41130 - Ranch Income	19,998.66	70,000.00	(50,001.34)	28.57%
41135 - Recycle Water Facility Revenue	151,376.14	202,000.00	(50,623.86)	74.94%
41140 - Other Revenue	6,977.08	20,000.00	(13,022.92)	34.89%
41142 - Loss on disposal of assets	0.00	10,000.00	(10,000.00)	0.0%
Total 41000 - OPERATING INCOME	6,233,578.58	11,282,802.00	(5,049,223.42)	55.25%
Expense				
60000 - COLLECTION SYSTEM				
60010 - Salaries & Wages	299,579.57	666,060.00	(366,480.43)	44.98%
60020 - Employee Benefits	157,120.61	318,682.00	(161,561.39)	49.3%
60060 - Gas, Oil & Fuel	6,415.67	15,000.00	(8,584.33)	42.77%
60085 - Safety	2,431.41	3,500.00	(1,068.59)	69.47%
60091 - Software Maint	13,725.74	50,000.00	(36,274.26)	27.45%
60100 - Operating Supplies	4,457.55	25,000.00	(20,542.45)	17.83%
60150 - Repairs & Maintenance	22,415.84	75,000.00	(52,584.16)	29.89%
60152 - Small Tools	117.11	2,000.00	(1,882.89)	5.86%
60153 - Outside Services	18,805.00	120,000.00	(101,195.00)	15.67%
60192 - Water	3,405.74	12,000.00	(8,594.26)	28.38%
60193 - Telephone	820.74	4,000.00	(3,179.26)	20.52%
60200 - Other(Garbage Coll)	0.00	700.00	(700.00)	0.0%
60201 - Permits & Fees	12,259.00	80,000.00	(67,741.00)	15.32%
Total 60000 - COLLECTION SYSTEM	541,553.98	1,371,942.00	(830,388.02)	39.47%
61000 - TREATMENT FACILITIES				
61000-0 - Contract Operations				
61000-1 - Fixed Fee	1,069,744.80	2,262,043.00	(1,192,298.20)	47.29%
61000-2 - Insurance & Bonds	1,067.33	14,000.00	(12,932.67)	7.62%
61000-3 - Major Repair/Replacement	13,028.23	150,000.00	(136,971.77)	8.69%
61000-4 - Water/Permits/Telephone	63,826.92	85,000.00	(21,173.08)	75.09%
61000-5 - Gas & Electricity	291,928.87	755,586.00	(463,657.13)	38.64%
Total 61000 - TREATMENT FACILITIES	1,439,596.15	3,266,629.00	(1,827,032.85)	44.07%
63000 - RECLAMATION/DISPOSAL				
63010 - Salaries & Wages	42,605.45	86,021.00	(43,415.55)	49.53%
63020 - Employee Benefits	8,118.18	22,950.00	(14,831.82)	35.37%
63060 - Gasoline & Oil	860.97	2,000.00	(1,139.03)	43.05%

Novato Sanitary District
DRAFT - Revenues & Expenditures Budget vs. Actual
July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
63085 · Safety	463.65	500.00	(36.35)	92.73%
63091 · Software Maintenance	1,000.00	2,000.00	(1,000.00)	50.0%
63100 · Operating Supplies	25.98	2,000.00	(1,974.02)	1.3%
63115 · Sludge Disposal	208,815.00	220,000.00	(11,185.00)	94.92%
63150 · Repairs & Maintenance	32,831.56	60,000.00	(27,168.44)	54.72%
63152 · Small Tools	148.95	500.00	(351.05)	29.79%
63157 · Ditch/Dike Maintenance	3,640.00	10,000.00	(6,360.00)	36.4%
63191 · Gas & Electricity	44,405.26	75,000.00	(30,594.74)	59.21%
63192 · Water - Reclamation	9,785.57	5,000.00	4,785.57	195.71%
63201 · Permits & Fees	3,152.00	5,000.00	(1,848.00)	63.04%
Total 63000 · RECLAMATION/DISPOSAL	355,852.57	490,971.00	(135,118.43)	72.48%
64000 · LABORATORY/MONITORING				
64010 · Contract Lab Services	179,251.38	378,910.00	(199,658.62)	47.31%
64060 · Gasoline & Oil	645.73	1,500.00	(854.27)	43.05%
64085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
64091 · Software Maintenance	0.00	1,000.00	(1,000.00)	0.0%
64100 · Operating Supplies	5,148.93	20,000.00	(14,851.07)	25.75%
64150 · Repairs & Maintenance	2,786.72	10,000.00	(7,213.28)	27.87%
64160 · Research & Monitoring	46,211.00	125,000.00	(78,789.00)	36.97%
64170 · Pollution Prevention/Public Ed	13,358.10	40,000.00	(26,641.90)	33.4%
64201 · Permits & Fees	5,294.00	6,000.00	(706.00)	88.23%
Total 64000 · LABORATORY/MONITORING	252,695.86	583,410.00	(330,714.14)	43.31%
65000 · PUMP STATIONS				
65010 · Salaries & Wages	149,352.87	345,078.00	(195,725.13)	43.28%
65020 · Employee Benefits	70,676.64	144,148.00	(73,471.36)	49.03%
65060 · Gasoline & Oil	2,011.46	5,000.00	(2,988.54)	40.23%
65085 · Safety Expenses	463.66	2,000.00	(1,536.34)	23.18%
65091 · Software Maintenance	9,811.50	7,000.00	2,811.50	140.16%
65100 · Operating Supplies	2,417.53	10,000.00	(7,582.47)	24.18%
65101 · Operating Chemicals	0.00	2,000.00	(2,000.00)	0.0%
65150 · Repairs & Maintenance	44,100.15	120,000.00	(75,899.85)	36.75%
65152 · Small Tools	0.00	2,000.00	(2,000.00)	0.0%
65153 · Outside Services, Electrical	5,832.67	55,000.00	(49,167.33)	10.61%
65191 · Gas & Electricity	46,049.75	105,000.00	(58,950.25)	43.86%
65192 · Water	3,085.93	7,000.00	(3,914.07)	44.09%
65193 · Telephone	9,743.60	24,000.00	(14,256.40)	40.6%
65201 · Permits & Fees	4,363.00	7,000.00	(2,637.00)	62.33%
Total 65000 · PUMP STATIONS	347,908.76	835,226.00	(487,317.24)	41.65%
66000 · ADMIN/ENGINEERING				
66010 · Salaries & Wages	551,900.31	1,208,103.00	(656,202.69)	45.68%
66020 · Employee Benefits	249,089.50	541,496.00	(292,406.50)	46.0%
66021-1 · Retiree Health Benefits (Trust)	102,634.53	212,146.00	(109,511.47)	48.38%
66021 · Retiree Health Benefits	110,500.06	218,550.00	(108,049.94)	50.56%
66022 · Pension Expense (Trust)	145,008.00	290,016.00	(145,008.00)	50.0%

Novato Sanitary District
DRAFT - Revenues & Expenditures Budget vs. Actual
July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
66030 · Director's Fees	10,575.00	34,000.00	(23,425.00)	31.1%
66040 · Election Expense	0.00	90,000.00	(90,000.00)	0.0%
66060 · Gasoline & Oil	2,422.24	5,000.00	(2,577.76)	48.45%
66070 · Insurance	184,861.98	180,500.00	4,361.98	102.42%
66071 · Insurance Claim Expense	487.95	45,000.00	(44,512.05)	1.08%
66075 · Agency Dues	56,236.82	66,000.00	(9,763.18)	85.21%
66080 · Memberships	5,030.00	14,000.00	(8,970.00)	35.93%
66085 · Safety	1,257.01	2,000.00	(742.99)	62.85%
66090 · Office Expense	9,305.37	28,000.00	(18,694.63)	33.23%
66100 · Engineering Supplies	1,452.42	5,000.00	(3,547.58)	29.05%
66121 · Accounting & Auditing	22,967.20	28,000.00	(5,032.80)	82.03%
66122 · Attorney Fees	5,977.84	50,000.00	(44,022.16)	11.96%
66123 · O/S Contractual	55,789.59	231,000.00	(175,210.41)	24.15%
66124 · IT/Misc Electrical	19,862.79	43,000.00	(23,137.21)	46.19%
66125 · Safety & Wellness Incentive Pro	0.00	10,000.00	(10,000.00)	0.0%
66130 · Printing & Publications	9,467.58	24,000.00	(14,532.42)	39.45%
66150 · Repairs & Maintenance	33,859.03	50,000.00	(16,140.97)	67.72%
66170 · Travel, Meetings & Training	19,722.11	70,000.00	(50,277.89)	28.17%
66193 · Telephone	6,323.73	13,000.00	(6,676.27)	48.64%
66202 · County Fees - Property Taxes	16,349.50	33,000.00	(16,650.50)	49.54%
66203 · County Fees - Sewer Service Chg	21,606.76	30,000.00	(8,393.24)	72.02%
66250 · Service Charge Sys Exp	0.00	5,000.00	(5,000.00)	0.0%
Total 66000 · ADMIN/ENGINEERING	1,642,687.32	3,526,811.00	(1,884,123.68)	46.58%
67000 · AB 939 SOLID WASTE PROGRAMS				
67400 · Consulting Services	43,560.00	142,464.00	(98,904.00)	30.58%
67500 · Household Hazardous Waste	95,201.83	260,000.00	(164,798.17)	36.62%
67530 · Used Oil/Beverage Cont Grant	2,610.00	22,537.00	(19,927.00)	11.58%
67540 · Outreach/Publicity/Education	2,730.72	23,500.00	(20,769.28)	11.62%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	0.00	10,000.00	(10,000.00)	0.0%
Total 67000 · AB 939 SOLID WASTE PROGRAMS	144,102.55	463,501.00	(319,398.45)	31.09%
68000 · Recycled Water				
68010 · O & M Services	67,536.25	55,000.00	12,536.25	122.79%
68100 · Operating Supplies	362.33	4,400.00	(4,037.67)	8.24%
68101 · Operating Chemicals	33,455.82	60,100.00	(26,644.18)	55.67%
68150 · Repairs & Maintenance	15,799.38	30,500.00	(14,700.62)	51.8%
68160 · Research & Monitoring	9,865.00	14,000.00	(4,135.00)	70.46%
68191 · Gas & Electricity	19,126.96	38,000.00	(18,873.04)	50.33%
Total 68000 · Recycled Water	146,145.74	202,000.00	(55,854.26)	72.35%
Total Expense	4,870,542.93	10,740,490.00	(5,869,947.07)	45.35%
Net Income	1,363,035.65	542,312.00	820,723.65	251.34%

Novato Sanitary District
DRAFT Revenues & Expenditures - Capital
 July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
51000 - CAPITAL IMPROVEMENT INCOME				
51010 - Sewer Service Charges	4,618,872.94	7,940,160.00	(3,321,287.06)	58.17%
51015 - Property Taxes	1,229,100.60	2,335,914.00	(1,106,813.40)	52.62%
51020 - Connection Charges	72,970.25	461,200.00	(388,229.75)	15.82%
51030 - Collector Sewer Charges	0.00	1,000.00	(1,000.00)	0.0%
51040 - Special Equalization Charge	31.50	1,000.00	(968.50)	3.15%
51060 - Interest	114,170.92	125,000.00	(10,829.08)	91.34%
51070 - Other Revenue	0.00	20,000.00	(20,000.00)	0.0%
51072 - Grant Revenue	0.00	151,000.00	(151,000.00)	0.0%
Total 51000 - CAPITAL IMPROVEMENT INCOME	6,035,146.21	11,035,274.00	(5,000,127.79)	54.69%
72000 - CAPITAL IMPROVEMENT PROJECTS				
72403 - Pump Station Rehabilitation	0.00	50,000.00	(50,000.00)	0.0%
72508 - N. Bay Water Recycling Auth	78,772.00	80,000.00	(1,228.00)	98.47%
72706-1 - Lateral Replacement Program	10,000.00	80,000.00	(70,000.00)	12.5%
72706 - Collection System Improv - Other	375,855.72	2,450,000.00	(2,074,144.28)	15.34%
72707 - Hamilton Wetlands/Outfall Integ	0.00	10,000.00	(10,000.00)	0.0%
72708 - Cogeneration/Alt Energy	13,489.80	350,000.00	(336,510.20)	3.85%
72802 - Annual Sewer Adj. for City Proj	0.00	25,000.00	(25,000.00)	0.0%
72803 - Annual Collection Sys Repairs	54,603.76	225,000.00	(170,396.24)	24.27%
72804 - Annual Reclamation Fac Imp	8,000.00	175,000.00	(167,000.00)	4.57%
72805 - Annual Treatment Plnt Improv	17,627.00	300,000.00	(282,373.00)	5.88%
72806 - Annual Pump Station Improv	51,208.81	140,000.00	(88,791.19)	36.58%
72807 - Annual Ignacio Facility Improv	34,394.68	50,000.00	(15,605.32)	68.79%
72808 - Strategic Plan Update	0.00	20,000.00	(20,000.00)	0.0%
72809 - Novato Creek Watershed	0.00	5,000.00	(5,000.00)	0.0%
73003 - Admin Bldg/Maint.Bldg Upgrades	14,359.64	350,000.00	(335,640.36)	4.1%
73004 - Odor Control & NTP Landscaping	74,986.59	100,000.00	(25,013.41)	74.99%
73005 - RWF Expansion	1,414,699.02	2,020,000.00	(605,300.98)	70.04%
73006 - NTP Corrosion Control	0.00	233,000.00	(233,000.00)	0.0%
73090 - Vehicle Replacement	1,512.65	140,000.00	(138,487.35)	1.08%
Total 72000 - CAPITAL IMPROVEMENT PROJECTS	2,149,509.67	6,803,000.00	(4,653,490.33)	31.6%
78400 - Principal and Interest				
78500 - Interest - Capital Projects	1,762,373.31	2,097,623.00	(335,249.69)	84.02%
78501 - Principal - Capital Projects	3,951,832.88	4,741,833.00	(790,000.12)	83.34%
Total 78400 - Principal and Interest	5,714,206.19	6,839,456.00	(1,125,249.81)	83.55%
	7,863,715.86	13,642,456.00	(5,778,740.14)	57.64%
	(1,828,569.65)	(2,607,182.00)	778,612.35	70.14%

**Novato Sanitary District
State Revolving Fund Loan Payable
and
Wastewater Revenue Bond Payable Balances**

2.0 Debt Service Schedule as of December 31, 2018

	<u>State Revolving Fund Loan</u>		
		Principal	Interest
	SRF Loan Payable 7/1/2018.....	59,463,471	
	Principal Payment 2018-19	(3,951,833)	
	Interest payments 2018-19		(1,427,123)
	SRF Loan Balance/Interest Paid 12/31/2018.....	55,511,638	(1,427,123)
	<u>Refunding Wastewater Revenue Bonds</u>		
	Revenue Bond Payable Balance 7/1/2018.....	13,410,000	
	Principal payments 2018-19		
	Interest payments 2018-19		(335,250)
	Revenue Bond Payable Balance/Interest Paid 9/30/2018	13,410,000	(335,250)
	Note: Principal and Interest payment for SRF Loan paid in December 2018.		
	Interest payment for Wastewater Revenue Bond paid in August 2018. Next payment of Principal and Interest due in February 2019 for Wastewater Revenue Bonds.		

3.0 OPERATING AND CAPITAL CASH FLOW

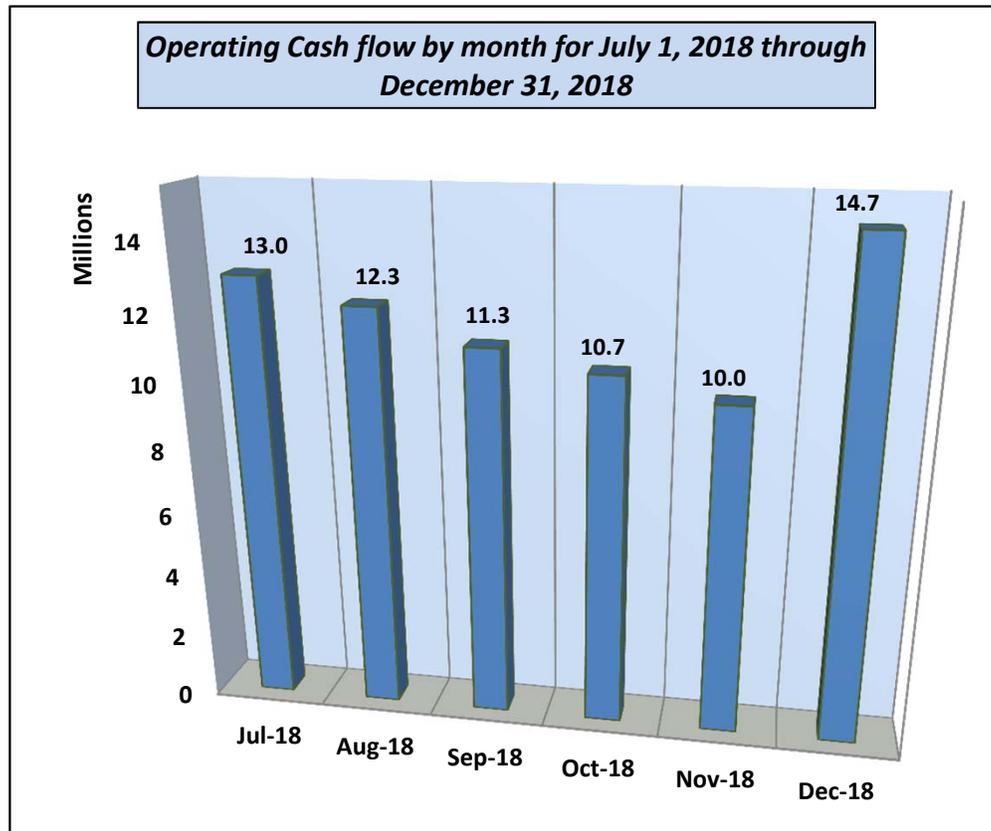
Operating:

Cash Flow For Novato Sanitary District

July 1, 2018 - December 31, 2018

Dated: February 11, 2019

Month Earned	Operating Revenue	Monthly Operating Expenditures	Cash Balance
			* \$ 13,835,003
Jul-18	\$ 102,971	\$ 908,214	13,029,760
Aug-18	29,346	777,900	12,281,206
Sep-18	105,033	1,119,530	11,266,709
Oct-18	171,990	769,218	10,669,481
Nov-18	252,023	928,394	9,993,110
Dec-18	5,565,912	852,823	14,706,199

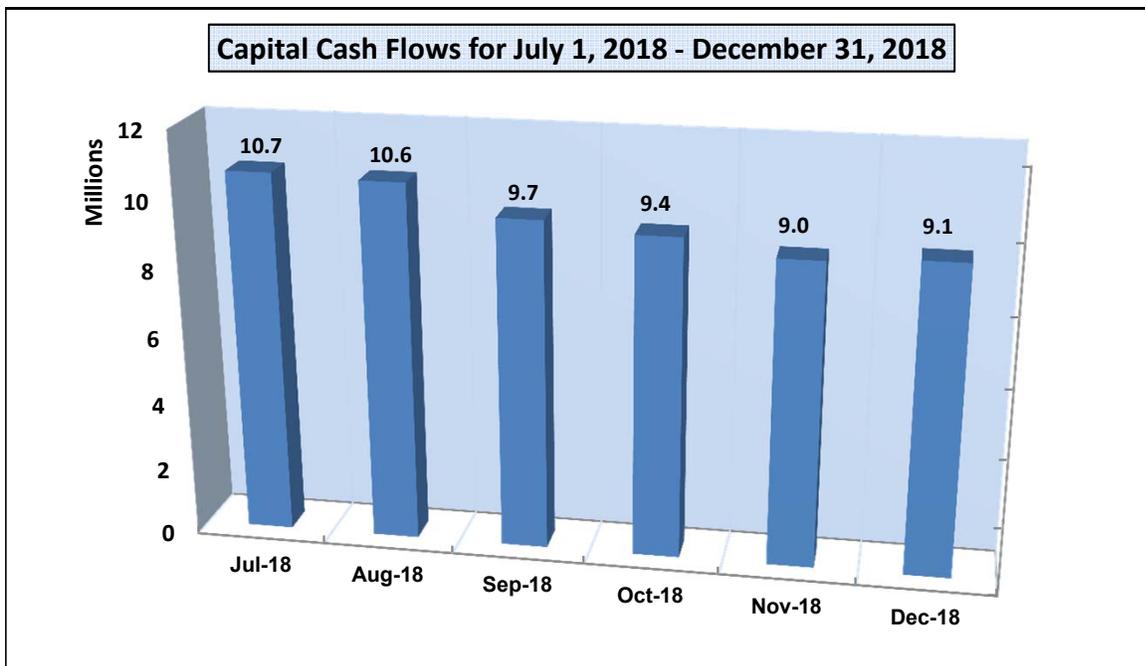


Note: Cash balances at year end split 55/45 - Operating/Capital based on split sewer service charges.

* Beginning balance adjusted for accrual vs cash basis differences.

Capital:
Cash Flow For Novato Sanitary District
July 1, 2018 - December 31, 2018
Dated: February 11, 2018

Month Earned	Monthly Operating Expenditures	Debt Service	Capital Revenue	Cash Balance
Jul-18	\$ 670,224	\$ 335,250	\$ 98,970	\$ 11,599,992
Aug-18	138,153		34,534	10,693,488
Sep-18	941,925		76,260	10,589,869
Oct-18	413,028		132,555	9,724,204
Nov-18	518,671		64,411	9,443,731
Dec-18	178,081	5,378,956	5,705,430	8,989,471
				9,137,864



NOVATO SANITARY DISTRICT BOARD AGENDA AGENDA ITEM SUMMARY

TITLE: District Finance Officer Attendance at California Society of Municipal Finance Officers (CSMFO) Annual Conference.	MEETING DATE: February 11, 2019 AGENDA ITEM NO.: 5.g.
RECOMMENDED ACTION: Receive report, District Finance Officer’s attendance at annual California Society of Municipal Finance Officers (CSFMO) conference – information only.	
SUMMARY AND DISCUSSION: <p>The District’s Finance Officer, Laura Creamer attended the annual CSMFO Conference from January 9th – 11th, 2019 in Palm Springs.</p> <p>The conference courses covered current topics such as: CalPERS Update, Government Auditing Standards Board (GASB) Updates, Fiscal Year end planning, and Government Finance Officers Association (GFOA) Best Practices, just to name a few.</p> <p>In addition, the conference provided keynote speakers at lunches and for the closing session. The speakers were engaging and inspiring. One of the keynote speakers, Ross Schafer, who is one of the most sought after keynote speakers when it comes to Customer Urgency and Empathy, Personal Motivation, Reinvention and Market Relevance, was a very energetic speaker and related some great stories of his own experiences.</p> <p>The courses taken also earn credit toward the Continuing Professional Education (CPE) required to maintain the District Finance Officer’s Certified Public Accountant (CPA) license. During this conference, Ms. Creamer completed 16 of the 80 CPE units required for her 2020 CPA license renewal.</p>	
STRATEGIC PLAN INFORMATION: This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
DEPT. MGR.: lc	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Report, January 2019.	MEETING DATE: February 11, 2019 AGENDA ITEM NO.: 6.a.
RECOMMENDED ACTIONS: Receive Wastewater Operations Reports for January 2019: <ul style="list-style-type: none">• Collection System• Treatment Facilities• Reclamation Facilities	
SUMMARY AND DISCUSSION: <p>The January 2019 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.</p>	
ATTACHMENTS: 1. Wastewater Operations Reports for the month of January 2019.	
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

**Novato Sanitary District
Wastewater Operations - Collection System Operations Report
January 2019**

Item 6.a.
Attachment 1
(Pages 36 to 41)

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:

- 1.8 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.1 FTE field workers for Pump Station Maintenance
- 0.1 FTE field workers for Closed Circuit Television (CCTV) work
- 0.0 FTE field workers for Underground Service Alert Mark and Locate (USA)
- 1.9 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to the activities listed above, or special activities (for e.g. smoke testing of mainlines), and
- 1.1 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 381 work orders for the month. Collections staff completed 381 work orders, leaving zero (0) work orders outstanding. The completed work orders resulted in 77,736 feet of sewer pipelines cleaned by staff.

Closed Circuit Television (CCTV) Performance:

The District's CCTV equipment was in the field for two (2) working days and televised a total of 4,384 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 140 lift station inspections this month. 50 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 Four (4) air relief/vacuum valves this month.



Inspector Bill Christoffersen marking out NSD's sewer line crossing the SMART railroad tracks.

**Novato Sanitary District
Wastewater Operations - Collection System Operations Report
January 2019**

5.0 Safety and Training:

General:

Collections staff attended four (4) safety tailgate meetings in January.

Specialized Training:

- Trench and Excavation Safety Awareness.
- Fire Extinguisher training.

Safety performance:

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

6.0 Miscellaneous Projects:

- Installed new pump at Scottsdale PS.
- Installed new pump at Enfrente PS.

7.0 Sanitary Sewer Overflows (SSOs):

There were no (zero) sanitary sewer overflow in January.
The No Spills certification ID is #2537277.

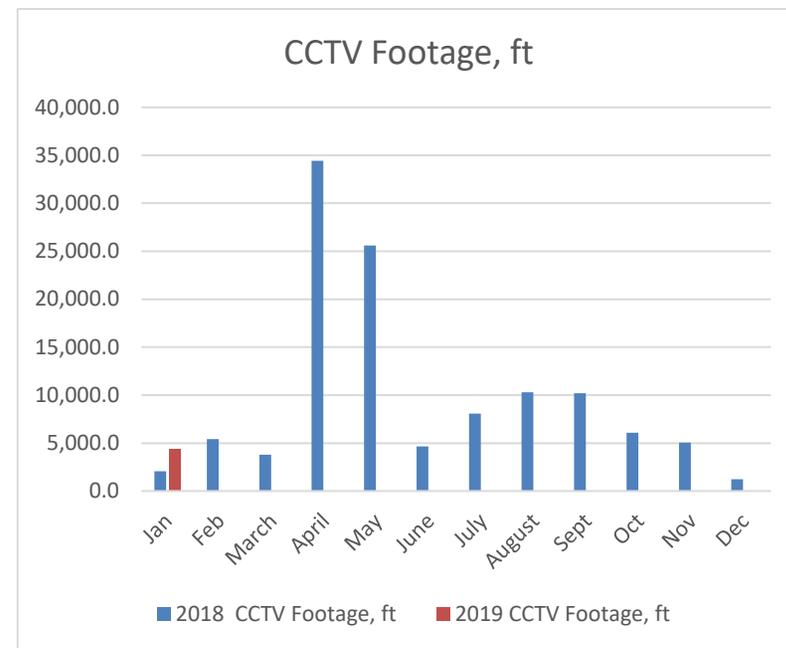
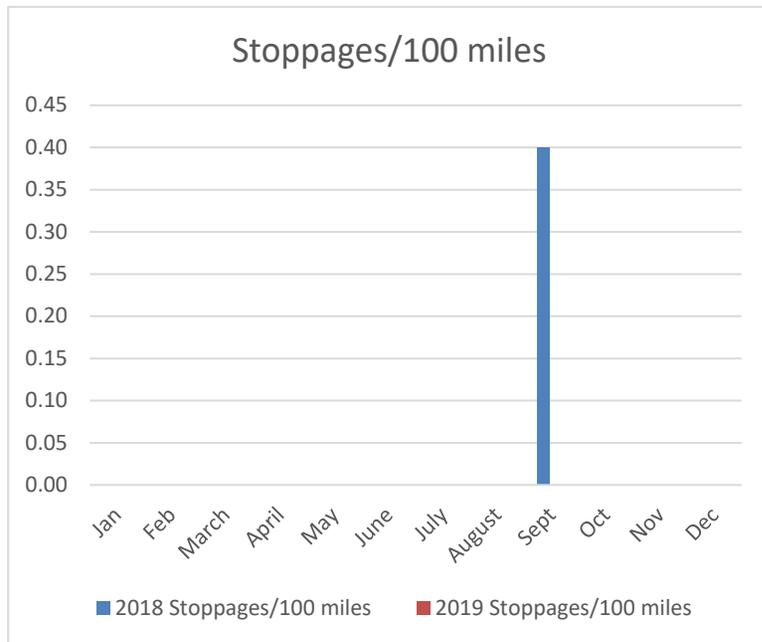
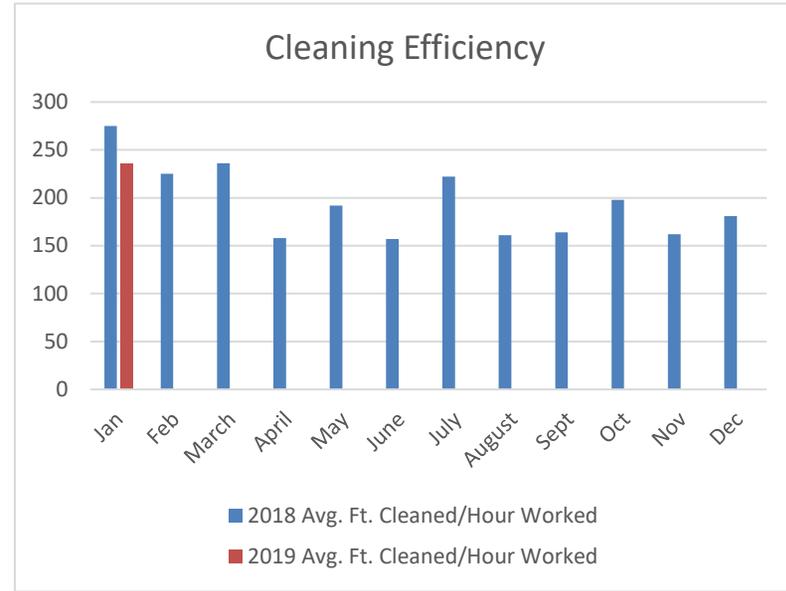
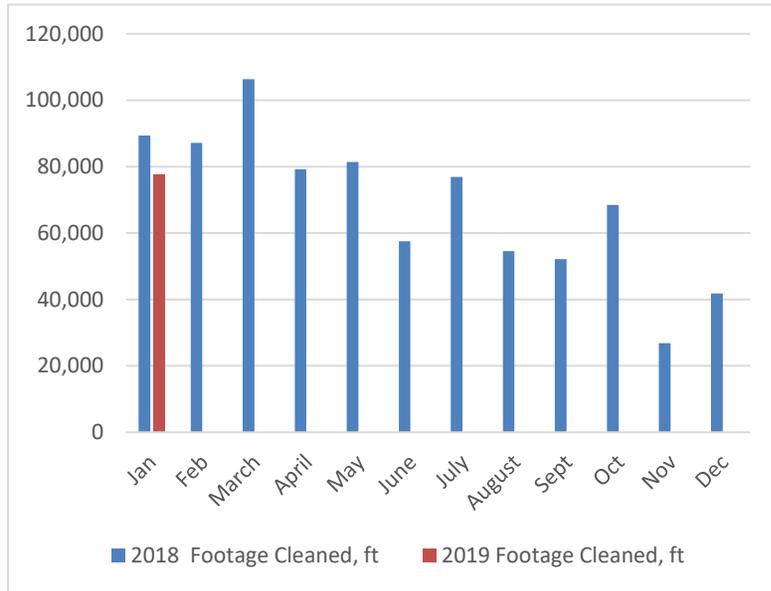


Collections Crew removing rags from a pump at Scottsdale pump station.

Novato Sanitary District
Collection System Monthly Report For January 2019 (as of January 31, 2019)

	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	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.1
Number of FTEs (other)	1.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.2
Number of FTEs (USAs)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.0
Number of FTEs (CCTV)	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.0
Total, FTEs	3.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.3
Regular Time Worked, (main line cleaning), hrs	331	0	0	0	0	0	0	0	0	0	0	0	331	28
Regular Time Worked on Other, hrs (1)	355	0	0	0	0	0	0	0	0	0	0	0	355	30
Regular Time Worked on USAs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Regular Time Worked on CCTV (2)	22	0	0	0	0	0	0	0	0	0	0	0	22	2
Total Regular time, worked, hrs	707	0	0	0	0	0	0	0	0	0	0	0	707	59
Total Vacation/Sick Leave/Holiday, hrs	197	0	0	0	0	0	0	0	0	0	0	0	197	16
Vacation/Sick Leave/Holiday, FTEs	1.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.1	0.1
Overtime Worked on Coll. Sys., hrs	24	0	0	0	0	0	0	0	0	0	0	0	24	2
Overtime Worked on Other, hrs (1)	2	0	0	0	0	0	0	0	0	0	0	0	2	0
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	0	0	0	0	0	0	0	0	0
Total Overtime , hrs	26	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	26	26
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	43	0	0	0	0	0	0	0	0	0	0	0	43	4
Rodder 3208 ft. cleaned	1,453	0	0	0	0	0	0	0	0	0	0	0	1,453	121
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Flusher Work Orders generated	338	0	0	0	0	0	0	0	0	0	0	0	338	28
Truck 3205V ft. cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Truck 3206V ft. cleaned	14,940	0	0	0	0	0	0	0	0	0	0	0	14,940	1,245
Truck 3209F ft. cleaned	61,343	0	0	0	0	0	0	0	0	0	0	0	61,343	5,112
Flusher - outside services, ft. cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Footage cleaned(3)	77,736	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	77,736	77,736
Work Orders completed	381	0	0	0	0	0	0	0	0	0	0	0	381	32
Work Orders backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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	3,405	0	0	0	0	0	0	0	0	0	0	0	3,405	284
CCTV (hand cam), ft. videoed	979	0	0	0	0	0	0	0	0	0	0	0	979	82
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total CCTV footage(3)	4,384	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	4,384	4,384
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category III)	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	NA
Volume Recovered	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Percent Recovered	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	7	0	0	0	0	0	0	0	0	0	0	0	7	1
Normal hours S.C. response time, mins (avg.)	26.4	0	0	0	0	0	0	0	0	0	0	0	26	2
Service Callouts, after hours, #	0	0	0	0	0	0	0	0	0	0	0	0	0	0
After Hours S.C. response time, mins (avg.)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	#DIV/0!
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	235	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	235
Total Stoppages/100 Miles	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA
Average spill response time (mins)	0	0	0	NA	NA	NA	0	NA	NA	NA	0	NA	NA	0
Callouts/100 Miles	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Overtime hours/100 Miles	11	0	0	0	0	0	0	0	0	0	0	0	10.78	1
Overflow Gallons/100 Miles	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Collection System: 2018 & 2019 Graphs



Novato Sanitary District

Pump Station Monthly Report For January 2019 (as of January 31, 2019)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	262	0	0	0	0	0	0	0	0	0	0	0	262	
Number of Employees (FTEs)	1.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.1
Regular Time Worked on Pump Sta	200	0	0	0	0	0	0	0	0	0	0	0	200	
Overtime Worked on Pump Sta	62	0	0	0	0	0	0	0	0	0	0	0	62	
After Hours Callouts	0	0	0	0	0	0	0	0	0	0	0	0	0	
Average Callout response time (mins)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Work Orders														
Number generated in month	50	0	0	0	0	0	0	0	0	0	0	0	50	4
Number closed in month	50	0	0	0	0	0	0	0	0	0	0	0	50	4
Backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**PUMP STATIONS
WORK ORDER STATISTICS
January 1, 2019-January 31, 2019**

	Open Work Orders Due Prior to 1/1/2019	Open Work Orders 1/1/2019-1/31/2019	Total Open Work Orders
Preventive	0	50	50
Corrective	0	0	0
Total	0	50	50

	Closed Work Orders 1/1/2019 -1/31/2019
Preventive	50
Corrective	0
Total	50

Total Outstanding Work Orders as of 1/31/2019	0
--	----------



February 5, 2019

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

Subject: Veolia Water Operations Report – January 2019

Dear Mr. Karkal:

I am pleased to provide the Monthly Operations report for January 2019.

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". The signature is fluid and cursive.

John P. O'Hare
Project Manager, Veolia



MONTHLY OPERATIONS REPORT
January 2019

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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- 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 – January 2019

National Pollution Discharge Elimination System Permit

Parameter	Value		Limits	
	Ave	Max		
Flow, MGD (monthly ave/max)	8.56	24.95	N/A	
Influent				
BOD ₅ , lb/day (month ave/max)	21,188	35,374	N/A	
TSS, lb/day (monthly ave/max)	18,519	47,443	N/A	
Effluent				
BOD ₅ , mg/L (monthly ave/max weekly ave)	11	13	30	45
TSS, mg/L (monthly ave/max weekly ave)	9	11	30	45
BOD ₅ - % Removal, Average	94		85 minimum	
TSS - % Removal, Average	95		85 minimum	
Ammonia, mg/L – (monthly ave/daily max)	2.8	2.8	5.9	21
pH, su (min / max)	6.7	7.1	6.5	8.5
Enterococcus, MPN/100 ml (30 day geo mean)	13.02		35	
Fecal Coliform, MPN/100 ml (monthly median)	N/A		N/A	
Fecal Coliform, MPN/100 ml (90 th PCTL)	N/A		N/A	
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 = 47 million gallon per day, January 16, 2019, 8:50 pm

Total Rainfall = 9.88 inches

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	0.627	N/A
Average Turbidity	NTU	0.8	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	0	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	9.2	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 Permit – 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 January 2019



- Monthly Safety Topics and Training: "HazCom – What you need to know"
- 1st AID/CPR/AED Certificate Training conducted on January 16, 2019
- Veolia Corporate Monthly Health and Safety webinar January 30, 2019

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

- Routine rounds, readings and maintenance
- Aeration tank oxygen blower - contractor conducting required service for each blower starting on January 21, 2019. Work to be completed in February 2019
- Dry weather pump #5 – replaced the electrical motor thermistor controller
- Novato main fuel tank – topped off following the wet weather event of January 16-17, 2019
- Odor control beds #1 & #2 - replaced two fan drive electrical motors

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

- Aeration basin #3 (standby)

Ignacio Transfer Pump Station

- Routine rounds, readings and preventative maintenance
- Emergency Generator – service technician cleaned/degreased the radiator and installed closed crankcase ventilation system on each of the two engine breather hoses to properly collect, filter, and redirect crankcase gases back into the engine's intake system for destruction in the combustion chambers. Also, the oil drain line was connected to the oil pan drain fitting.
- ICEcube® cooling system for motor control cabinet serviced.

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

- None

Recycled Water Plant (RWP)

- Routine rounds and maintenance

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 – January 1 - 31, 2019****Regulatory Inspections**

On January 28-29, 2019, PG Environmental inspectors (contracted by the U.S. EPA and the California Regional Water Quality Control Board) conducted two regulatory inspections. The first inspection focused

on the industrial pretreatment program and included two industrial user facility site visits. The second was for the management, operation and maintenance of the wastewater treatment plant. This inspection included a walkthrough of the wastewater treatment plant. The inspectors commented on both inspections, and noted that inspection reports will be provided in the next few months.

Public Education

Liz Falejczk, Veolia Water Environmental Services Supervisor met with the property management company for the Vintage Oaks Shopping Center to arrange for selected “no-flush” signage to be posted in their restrooms and trash receptacles. These signs are being provided by the Novato Sanitary District (NSD) through its Pollution Prevention Program.

Bay Area Clean Water Agencies (BACWA)

Liz Falejczk and Erik Brown, Novato Sanitary District Deputy General Manager attended the annual BACWA meeting. Liz also attended the Nutrient Watershed Permit workshop to provide comments and suggested edits to the administrative draft.

Regulatory Programs:**Environmental Laboratory Accreditation Program (ELAP)**

Received the annual ELAP certification for the NSD laboratory. Liz Falejczk attended an ELAP provided workshop by way of a webcast for the new draft laboratory regulations.

Industrial Pretreatment Program

- Received Periodic Reports of Continued Compliance (PRCC) from all Significant Industrial Users (SIUs)
- Received annual certification from one Non-Significant Categorical Industrial User

Discharge Permits

- Renewed one SIU discharge permit
- Reissued one SIU discharge permit which included several updates

Inspections and Sampling

- Inspected five food service establishment (FSE)
- Received support documentation confirming compliance from 2 FSEs
- Received Central Marin Sanitation Agency dental offices inspection forms for 2018

SIU Annual Billing

Liz Falejczk worked with Laura Creamer, Novato Sanitary District Finance Officer to complete annual billing (permit renewal and sampling costs) for one SIU and one temporary groundwater discharge permit.

E: ADMINISTRATION:

- December 2018 Electronic Discharge Monitoring Report (EDMR-US EPA) and December 2018 Self-Monitoring Report (SMR-State of California) submitted on January 30, 2019
- December 2018 Recycled Water Self-Monitoring (SMR) Report submitted on January 30, 2019

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
- Rotary Club Novato Sunrise High School Program participation

Veolia Support Staff On/Off Site (Various Times)

Ed Dix, West Region Technical Director

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

Bill Hanley, West Region Capital Projects Director

Paul Savage, West Region VP of Operations

Aaron Winer, Area Manager Northern California

1) PHOTOS

AERATION TANK AIR BLOWER MAINTENANCE JANUARY 2019



Above Left – Air blower rotor assembly
Above Right– Howden technician inspected aeration tank air blower #2 during the rebuilding process
Lower Center – Air blower intake vanes

REGULATORY INSPECTIONS JANUARY 2019



Above – Preparing the records for the regulatory inspections on January 28-29, 2019
Below – Sandeep Karkal, Novato Sanitary District General Manager discussing details of the wastewater treatment plant with the inspectors

PLANT MAINTENANCE
JANUARY 2019



Above Left – Martin Yungul, Operator in Training calibrating dissolved oxygen meter on the aeration tanks.

Above Right – Alejo Cuntapay, Maintenance Mechanic installing speed bumps

2) *LABORATORY DATA*

Novato Sanitary District
BOD/TSS Report



January, 2019

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		
01/01/19	3.92										
01/02/19	4.13										
01/03/19	4.06	400	13,544	295	9,989	10	339	6	203	97.5	98.0
01/04/19	4.06										
01/05/19	4.84										
01/06/19	15.71										
01/07/19	9.67										
01/08/19	10.33	170	14,646	117	10,080	19	1,588	14	1,170	88.8	88.0
01/09/19	10.49					6	525	8	700		
01/10/19	8.49										
01/11/19	8.17										
01/12/19	7.55										
01/13/19	6.87										
01/14/19	6.26										
01/15/19	13.63										
01/16/19	24.95	170	35,374	228	47,443	8	1,665	7	1,457	95.3	96.9
01/17/19	17.09										
01/18/19	13.44										
01/19/19	10.53										
01/20/19	10.66										
01/21/19	10.47										
01/22/19	9.63										
01/23/19	6.78			254	14,362			8	452		96.9
01/24/19	6.11										
01/25/19	5.50										
01/26/19	5.68										
01/27/19	5.65										
01/28/19	5.10			252	10,719						
01/29/19	5.07							13	550		
01/30/19	5.24							4	164		
01/31/19	5.37										
Weekly Averages											
01/05/19	Week 1	400	13,544	295	9,989	10	339	6	203		
01/12/19	Week 2	170	14,646	117	10,080	13	1,056	11	935		
01/19/19	Week 3	170	35,374	228	47,443	8	1,665	7	1,457		
01/26/19	Week 4			254	14,362			8	452		
	Week 5										
Monthly											
Minimum	3.92	170	13,544	117	9,989	6	339	4	164	89	88
Maximum	24.95	400	35,374	295	47,443	19	1,665	14	1,457	98	98
Total	265.45										
Average	8.56	247	21,188	229	18,519	11	1,029	9	671	94	95

Novato Sanitary District
Conventional Pollutants Report



January, 2019

Date	INFLUENT - A001			Effluent - E002							
	Flow Total	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Oil & Grease	Temp	Rainfall
				Fecal	Enterococci	Total					
	MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L	Deg C	Inches
01/01/19	3.92						7.0			18.5	0.38
01/02/19	4.13				2.0		7.0			18.2	2.14
01/03/19	4.06				5.7		6.9			18.5	0.00
01/04/19	4.06				6.3		6.9			18.5	0.29
01/05/19	4.84										0.43
01/06/19	15.71										0.01
01/07/19	9.67						6.7			16.4	0.59
01/08/19	10.33	7.3			8.4		6.9			17.1	0.00
01/09/19	10.49				19.8		6.8	2.80	<1.5	17.3	0.01
01/10/19	8.49				37.3		6.8			17.0	0.00
01/11/19	8.17						6.9			17.5	0.59
01/12/19	7.55										0.00
01/13/19	6.87										0.01
01/14/19	6.26				39.4		6.9			17.6	0.09
01/15/19	13.63	7.8			17.3		6.8			17.8	1.19
01/16/19	24.95				18.3		6.8			16.4	3.23
01/17/19	17.09						6.8			15.9	0.03
01/18/19	13.44						6.8			16.8	0.00
01/19/19	10.53										0.01
01/20/19	10.66										0.31
01/21/19	10.47						6.8			16.9	0.01
01/22/19	9.63				17.3		6.9			17.6	0.00
01/23/19	6.78				6.3		6.9			17.1	0.00
01/24/19	6.11	7.4			17.8		6.9			17.8	0.00
01/25/19	5.50						7.0			17.6	0.00
01/26/19	5.68										0.00
01/27/19	5.65										0.00
01/28/19	5.10				13.4		7.1			17.8	0.00
01/29/19	5.07				27.1		7.1			17.8	0.00
01/30/19	5.24	7.2			13.4		7.1			18.4	0.48
01/31/19	5.37						7.1			18.3	0.08
Monthly											
Minimum	3.92	7.2			2.0		6.7	2.80		15.9	0.00
Maximum	24.95	7.8			39.4		7.1	2.80	<1.5	18.5	3.23
Total	265.45										9.88
Average	8.56	7.4					6.9	2.80	<1.5	17.5	0.32
Geomean					13.02						

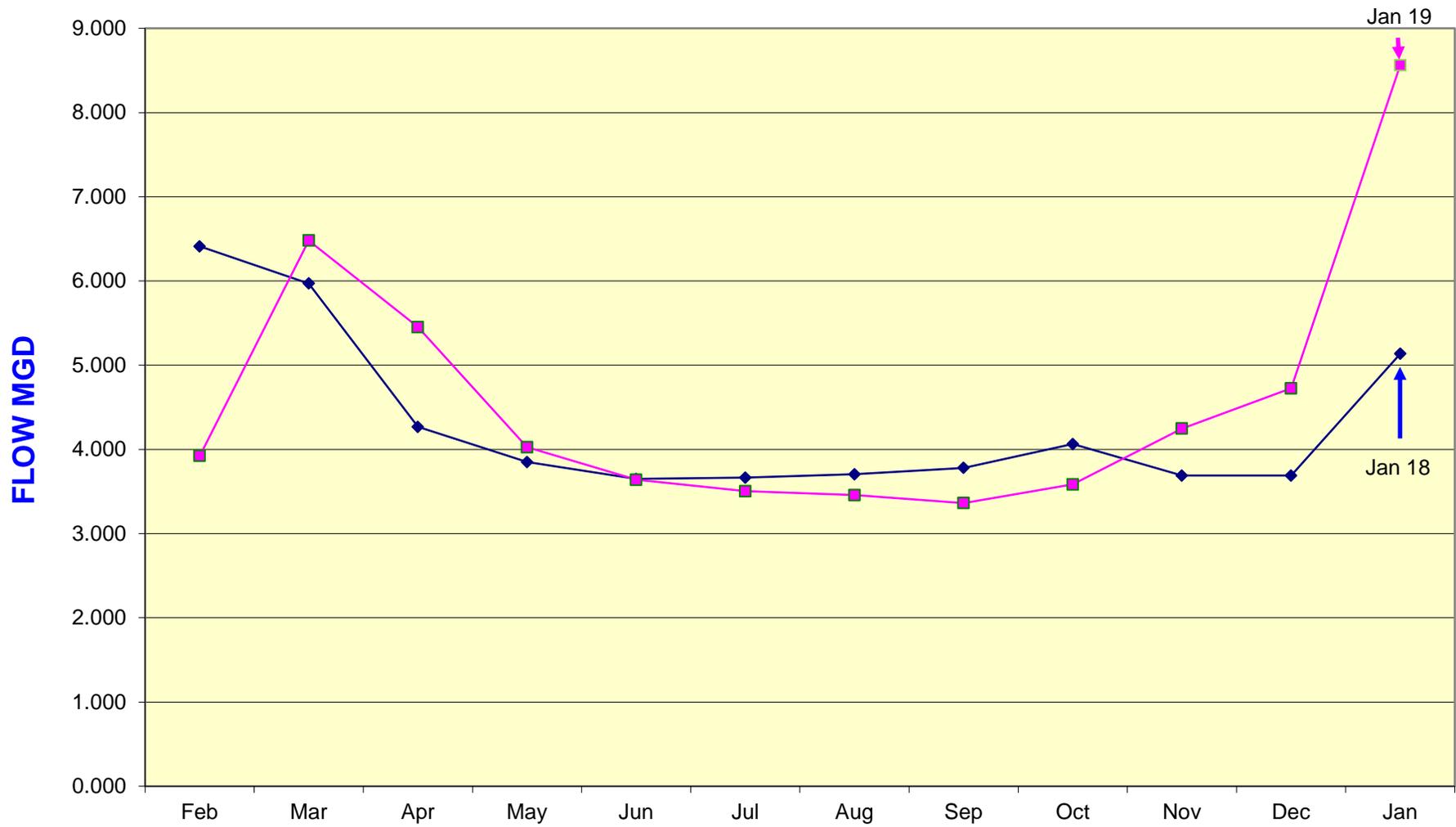
3) *RECYCLED WATER REPORT*

NOVATO SANITARY DISTRICT
 RECYCLED WATER
 COMPLIANCE SUMMARY REPORT

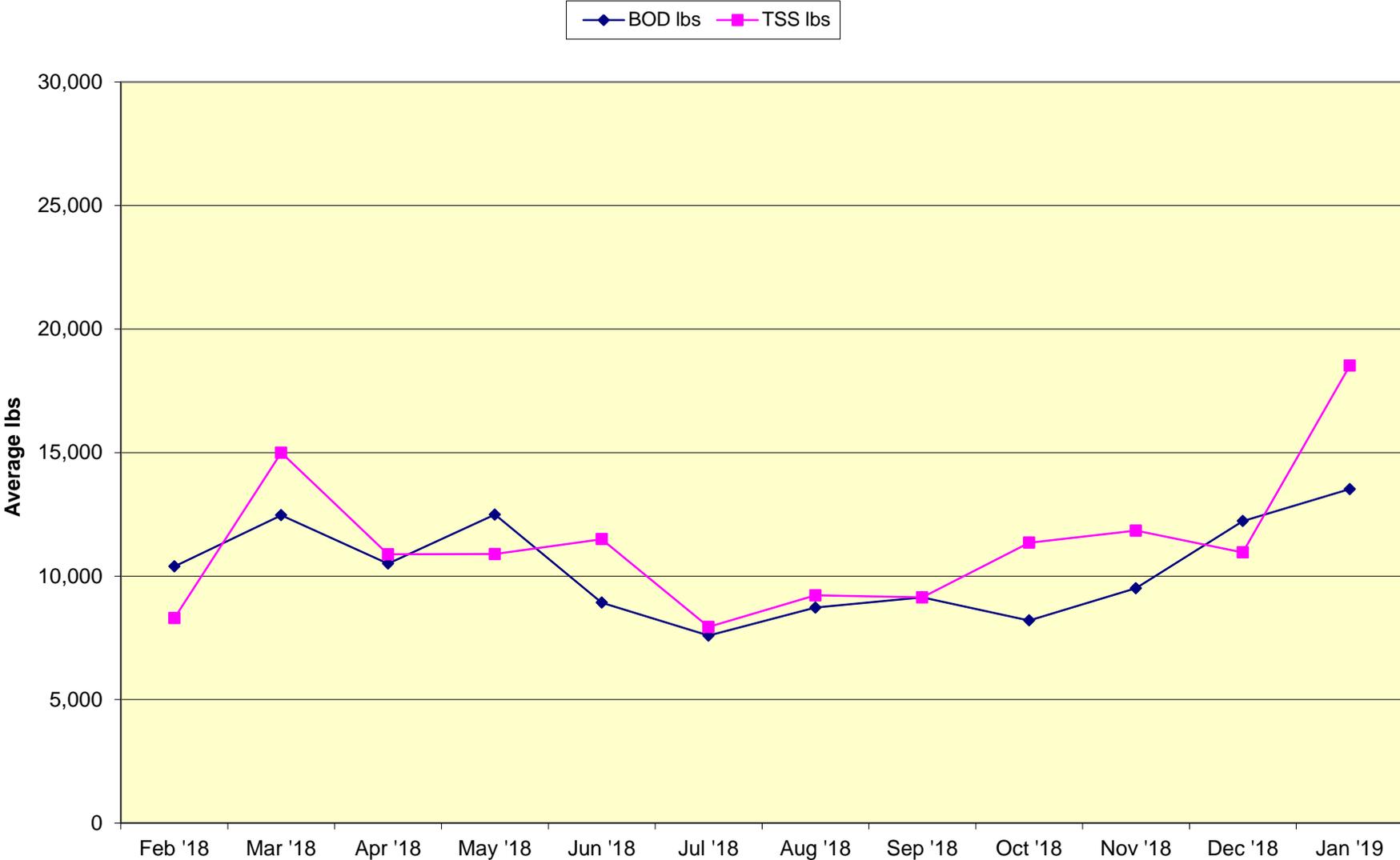
Date	Filter Influent Flow MGD	Recycled Water Flow to Plum St. MGD	Recycled Water Influent Turbidity Ave. NTU	Minutes Over 5 NTU Turbidity (m)	Filter Effluent 24 Hr Average Turbidity NTU	Filter Effluent Dissolved Oxygen (mg/l)	Filter Effluent Total Coliform MPN/100ml	Chlorint Contact Time Minutes
1/1/2019	0.000	0.000						
1/2/2019	0.000	0.000						
1/3/2019	0.000	0.000						
1/4/2019	0.000	0.000						
1/5/2019	0.000	0.000						
1/6/2019	0.000	0.000						
1/7/2019	0.000	0.000						
1/8/2019	0.800	0.309	2.2	0	0.4	9.3	<1	>450.000
1/9/2019	0.000	0.000						
1/10/2019	0.000	0.000						
1/11/2019	0.000	0.000						
1/12/2019	0.000	0.000						
1/13/2019	0.000	0.000						
1/14/2019	0.000	0.000						
1/15/2019	0.000	0.000						
1/16/2019	0.000	0.000						
1/17/2019	0.000	0.000						
1/18/2019	0.000	0.000						
1/19/2019	0.000	0.000						
1/20/2019	0.000	0.000						
1/21/2019	0.800	0.000						
1/22/2019	0.000	0.000						
1/23/2019	0.000	0.000						
1/24/2019	0.000	0.000						
1/25/2019	0.000	0.000						
1/26/2019	0.000	0.000						
1/27/2019	0.000	0.000						
1/28/2019	0.000	0.000						
1/29/2019	0.000	0.000						
1/30/2019	1.660	0.318	2.5	0	1.2	9.2	<1	>450.000
1/31/2019	0.330	0.000						
Total	3.590	0.627						
Minimum	0.000	0.000	2.2	0	0.4	9.2	<1	>450.0
Maximum	1.660	0.318	2.5	0	1.2	9.3	<1	>450.0
Average	0.116	0.020	2.4	0	0.8	9.3	<1	>450.0

4) ANNUAL PERFORMANCE SUMMARY – GRAPHS

WASTEWATER INFLUENT FLOW COMPARISON

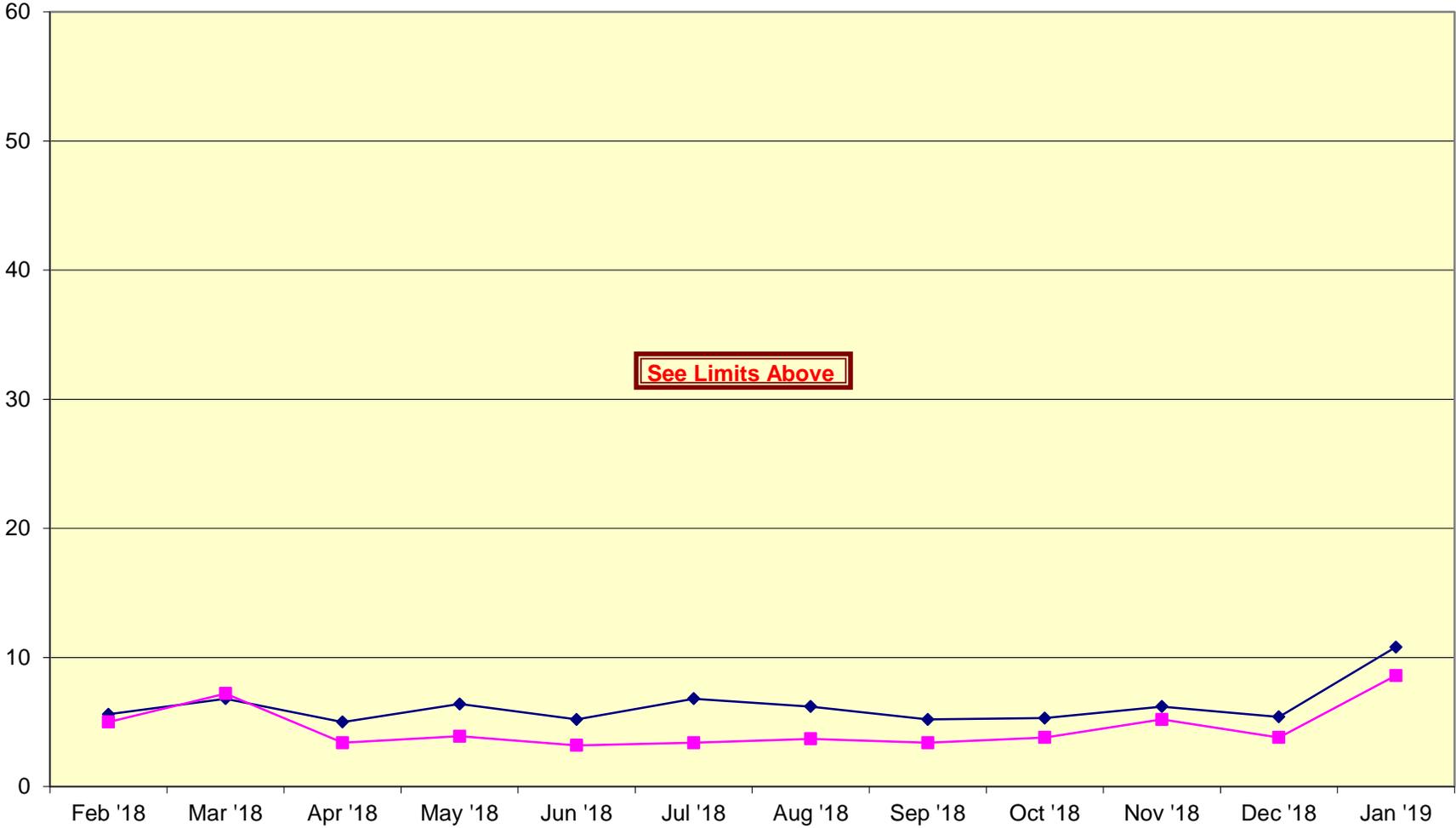


Influent Load BOD / TSS lbs



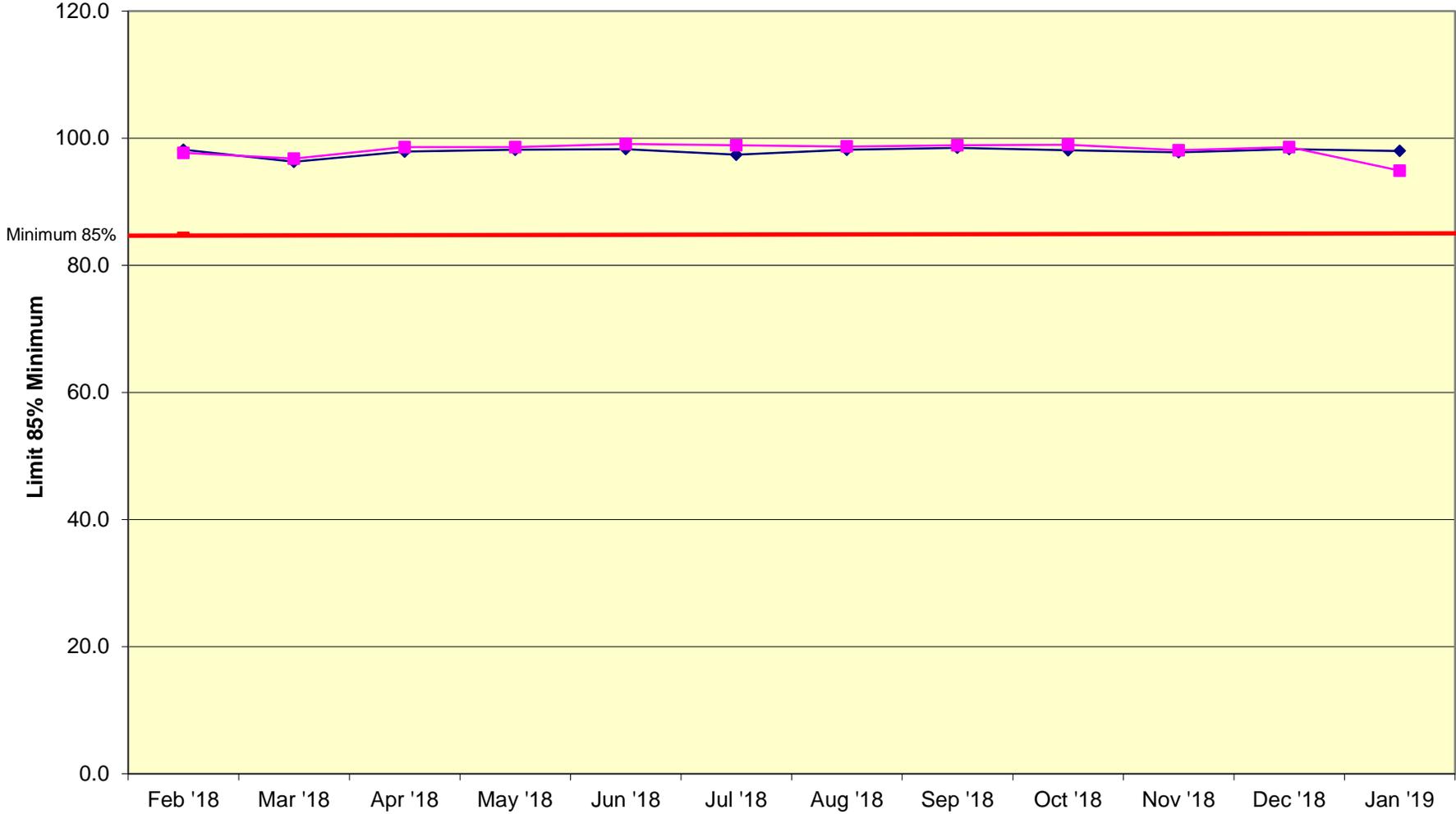
Effluent BOD / TSS Concentration

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

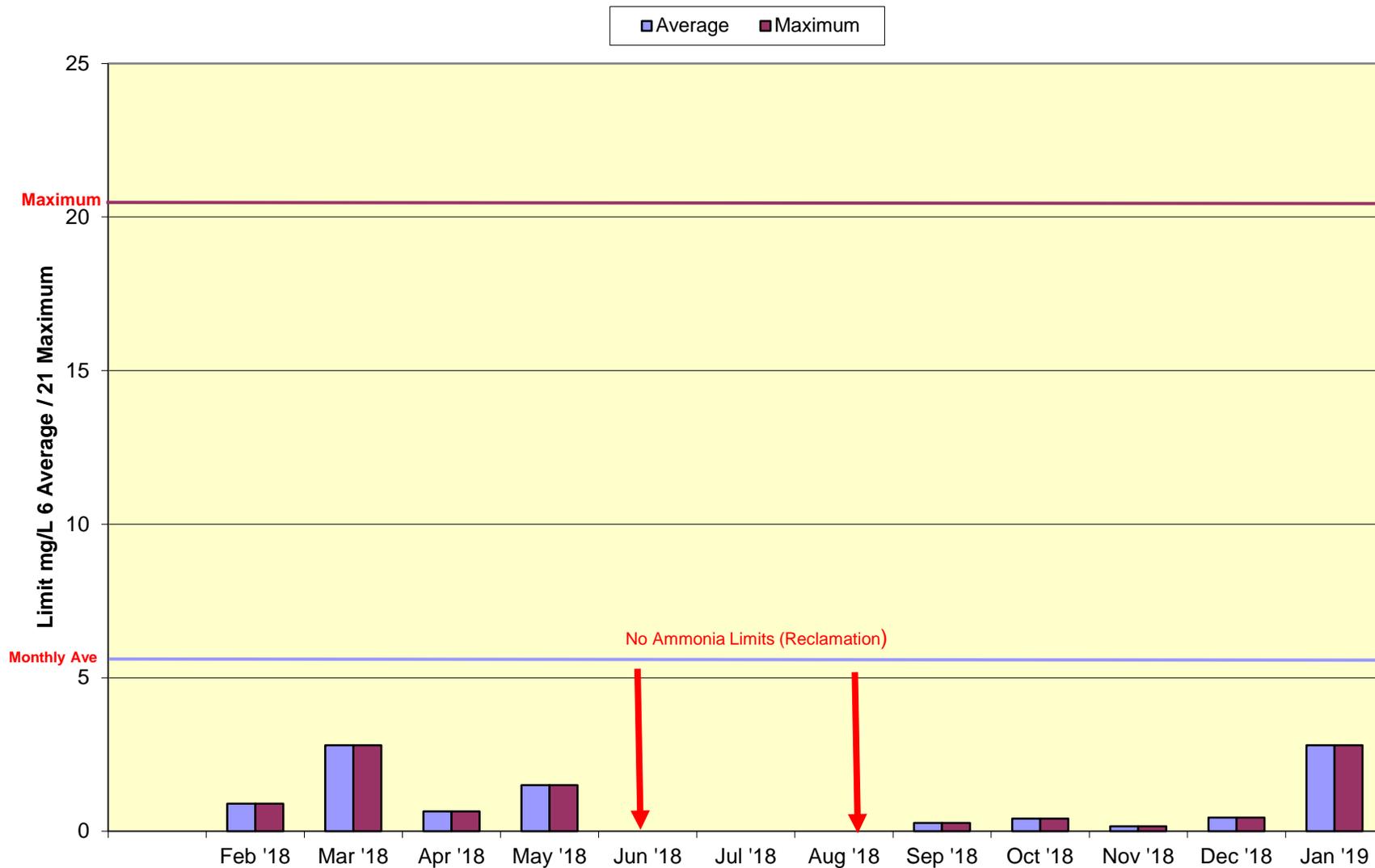


BOD / TSS Percent Removal

◆ BOD ■ TSS

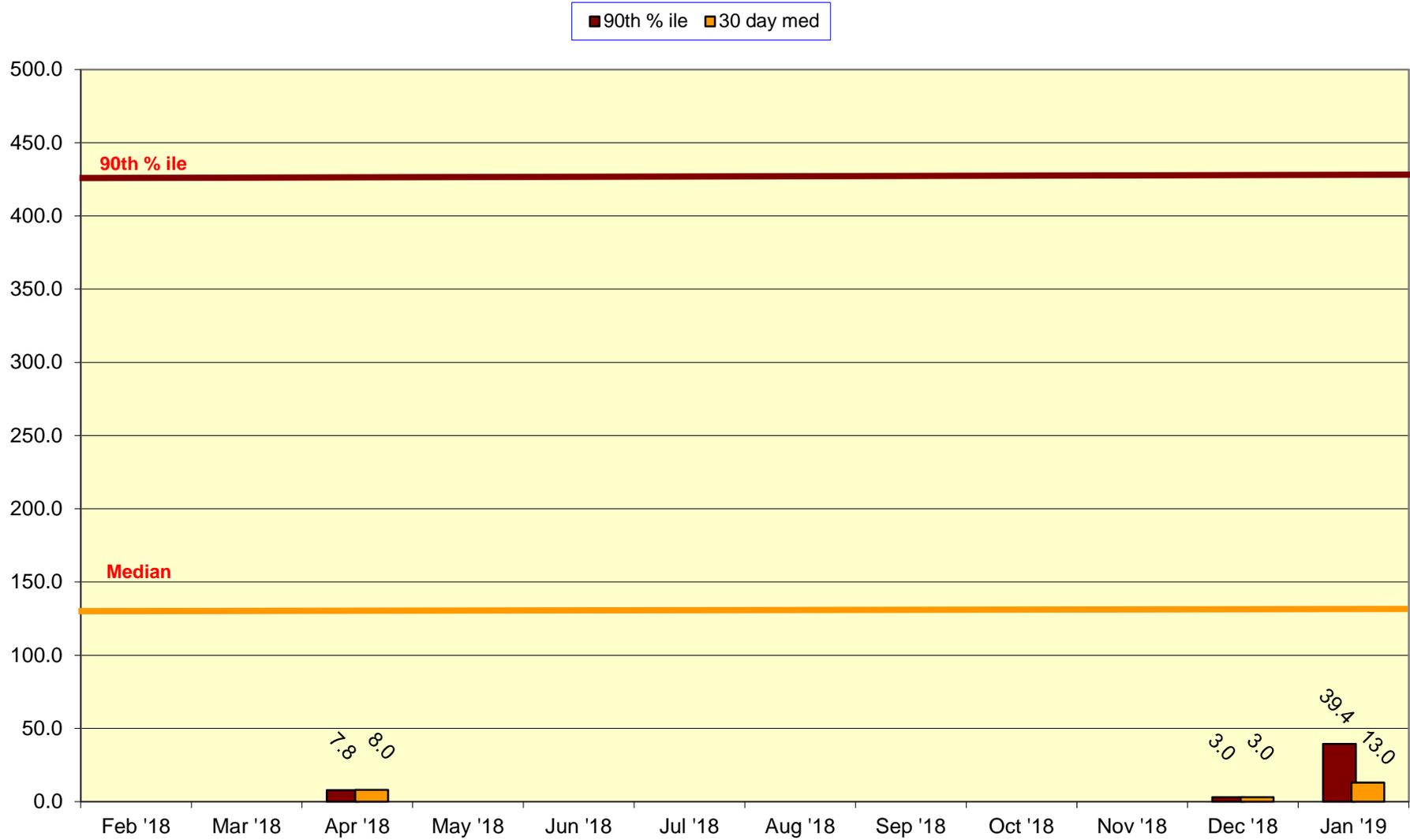


Effluent Ammonia



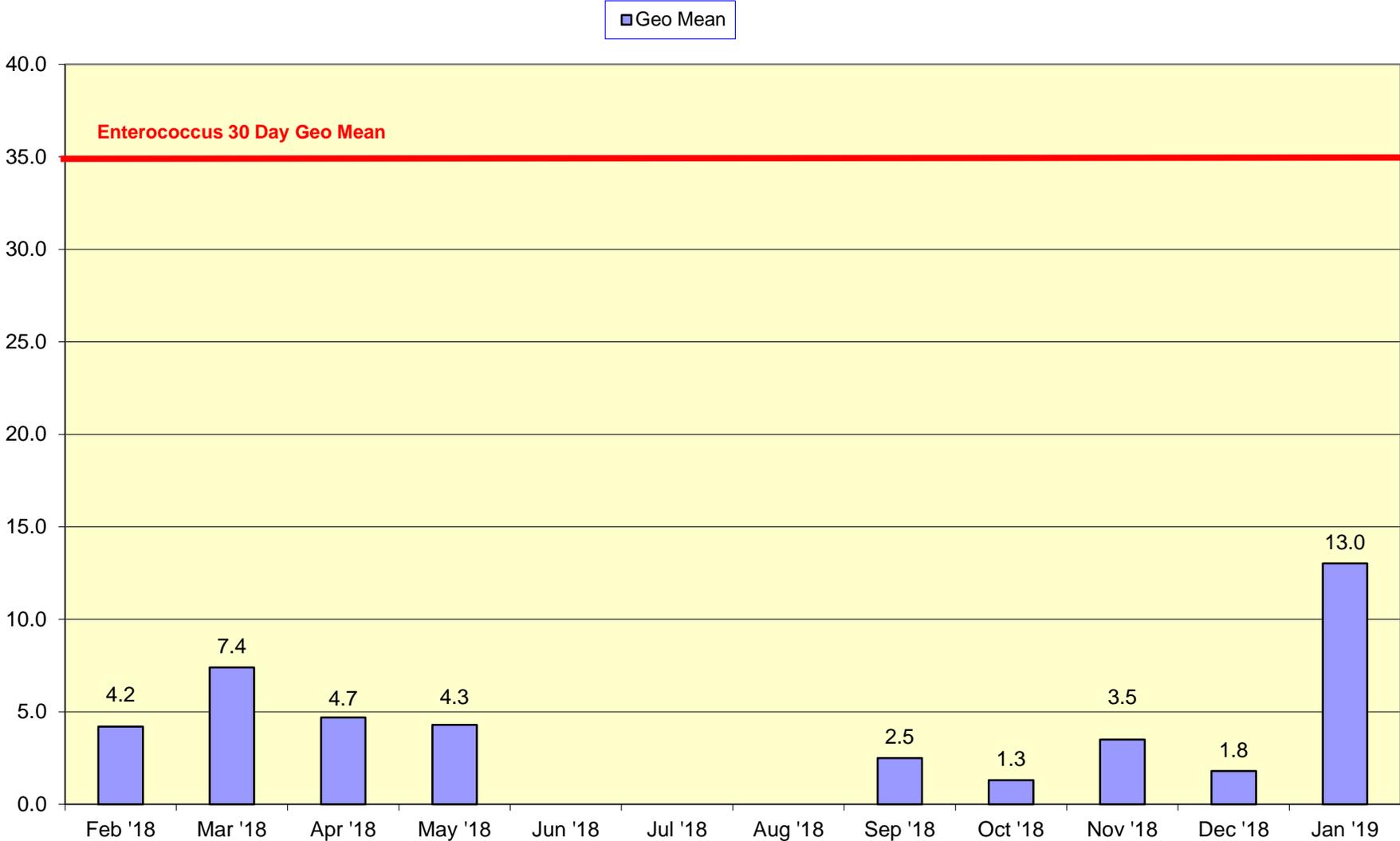
Disinfection - Fecal Coliform

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

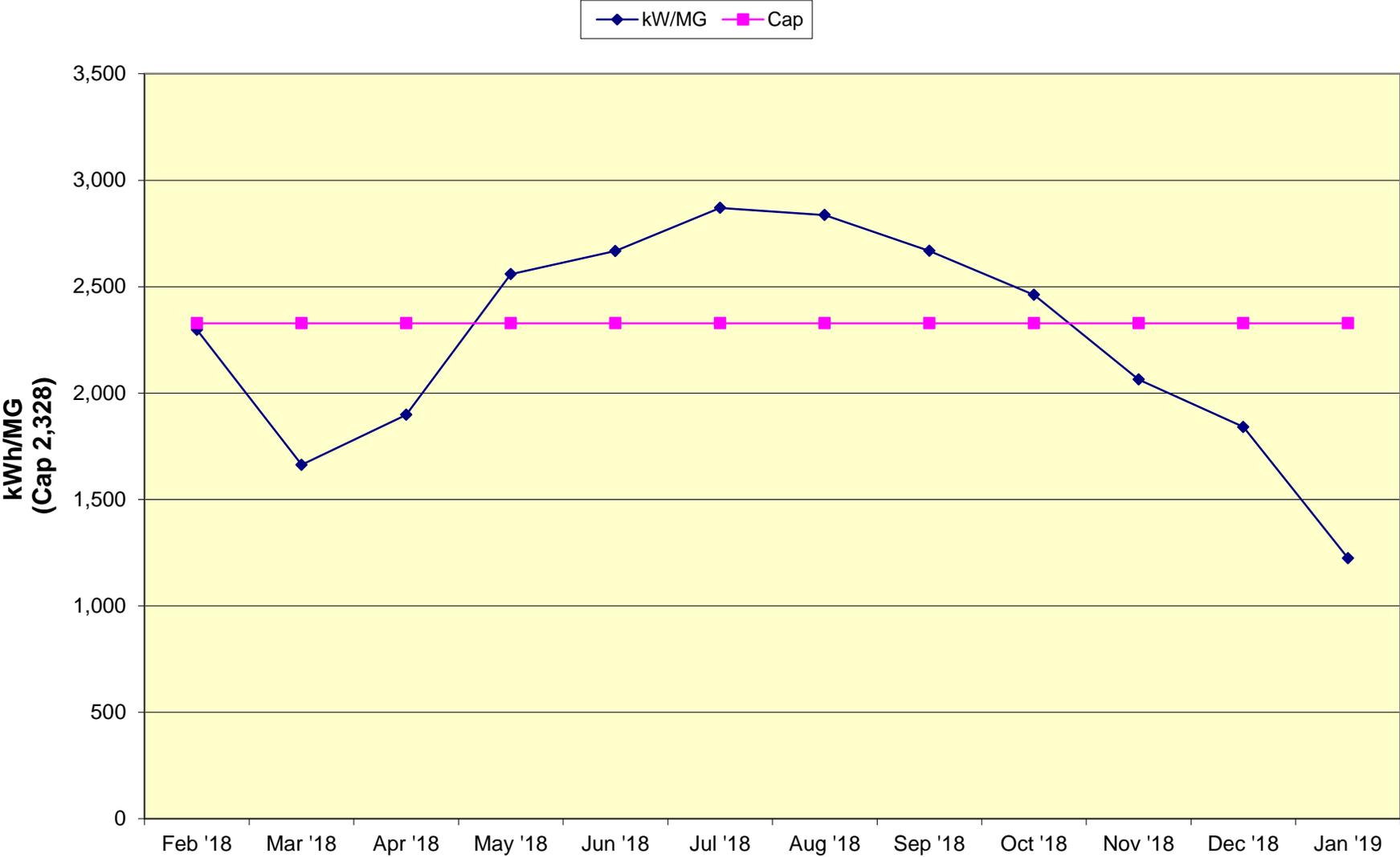


Disinfection - Enterococcus

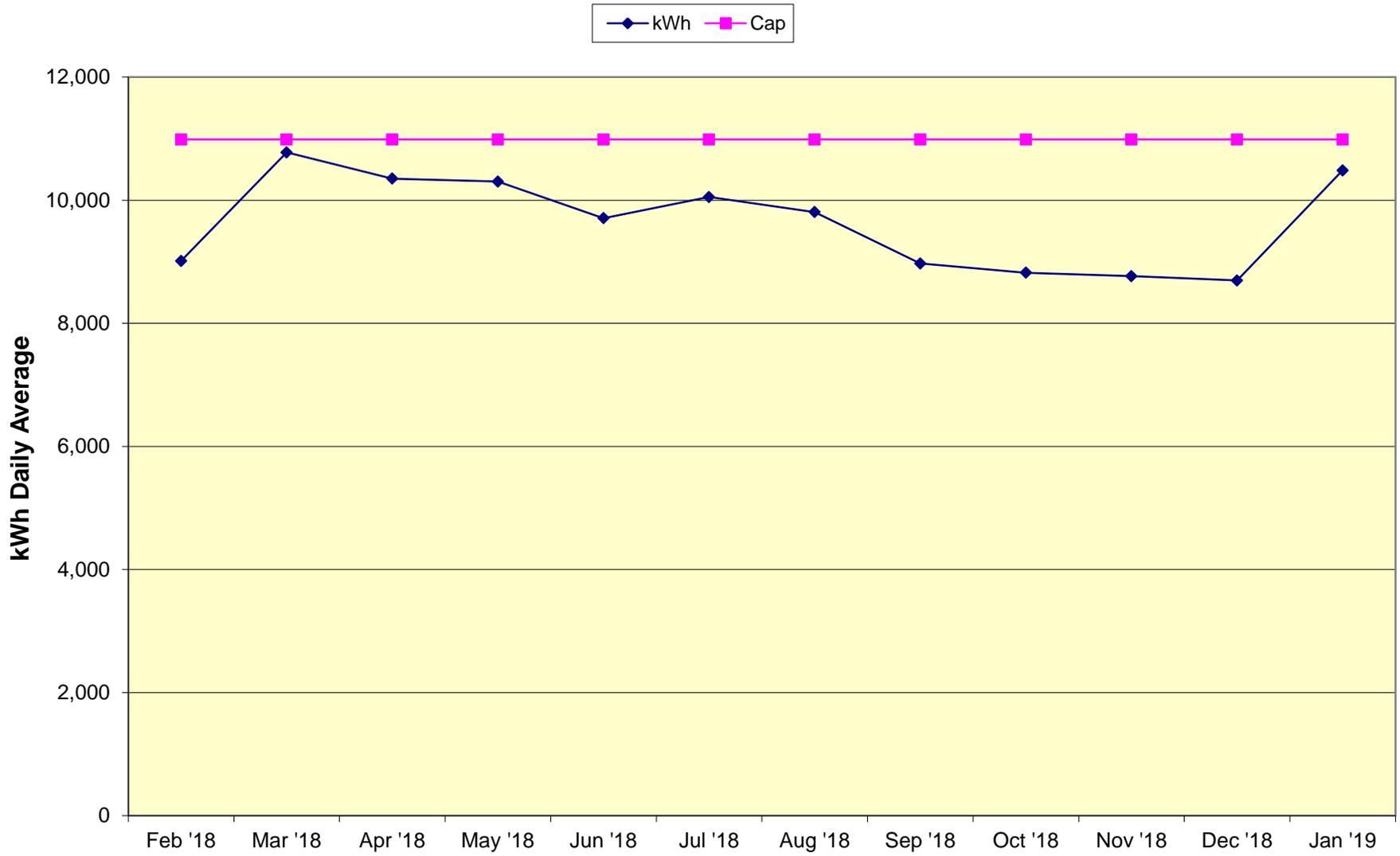
LIMITS - NPDES
Enterococcus 30 day geo mean 35 mpn /100ml



Energy kWh/MG

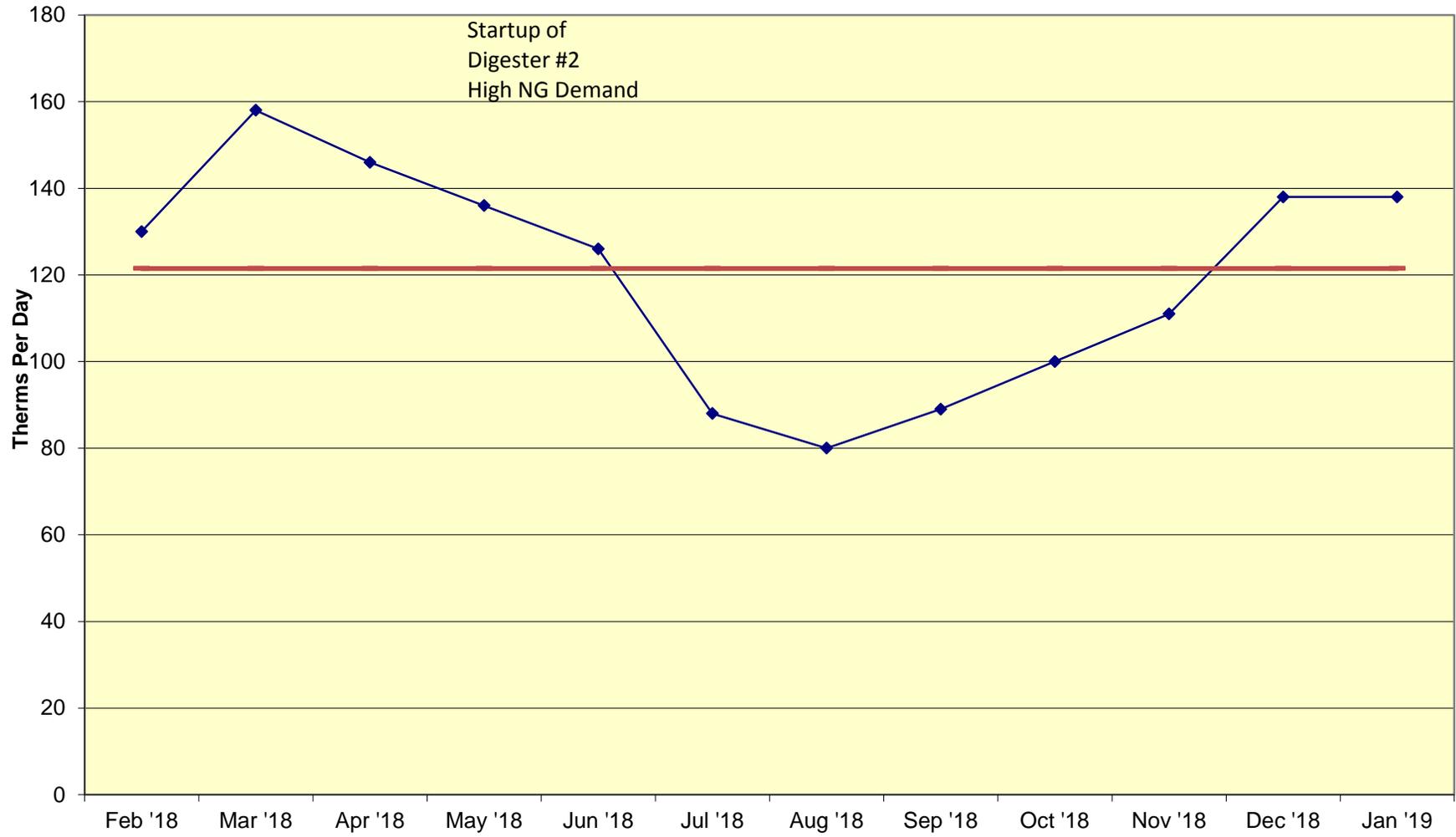


Energy kWh



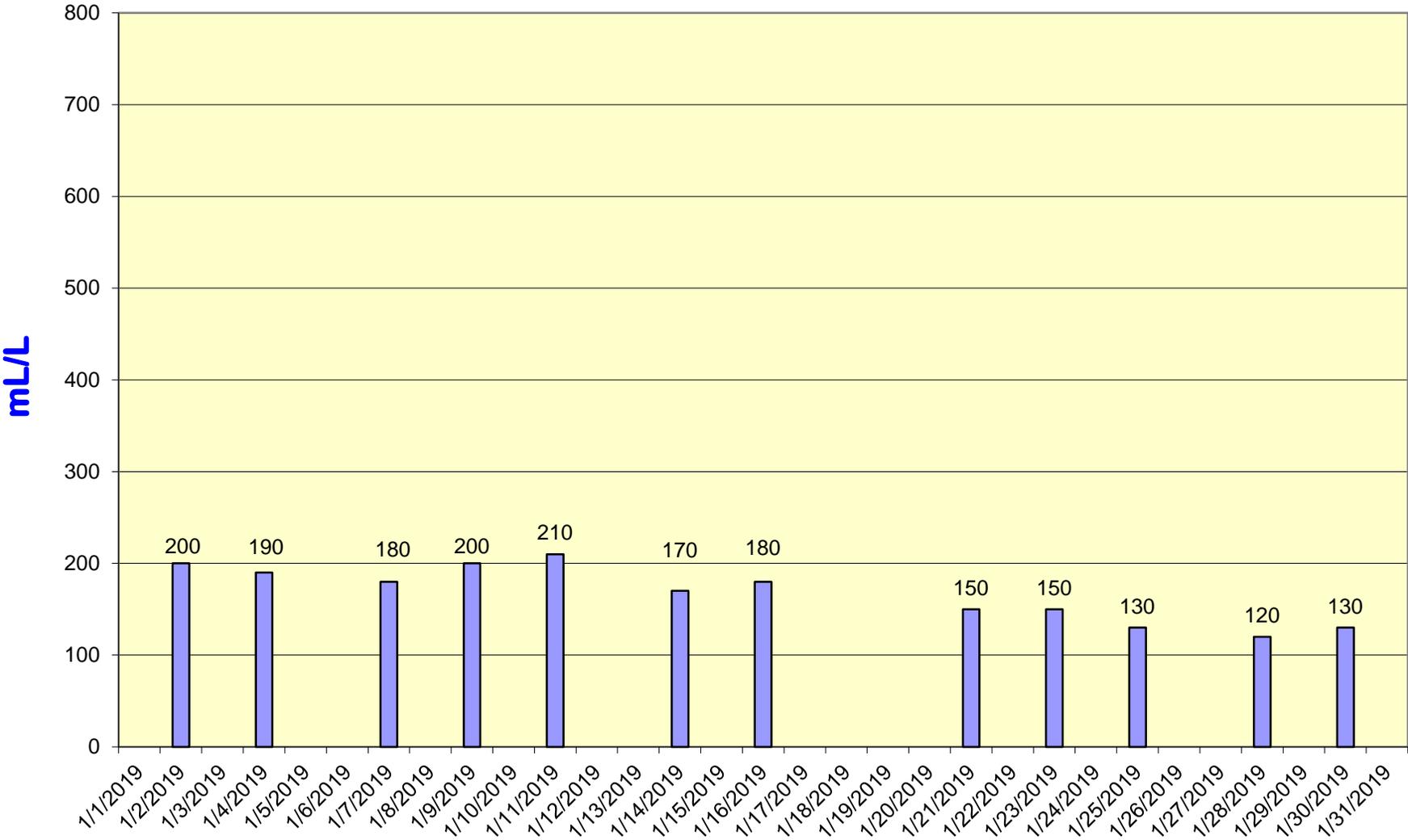
Natural Gas Use

◆ Natural Gas — Cap

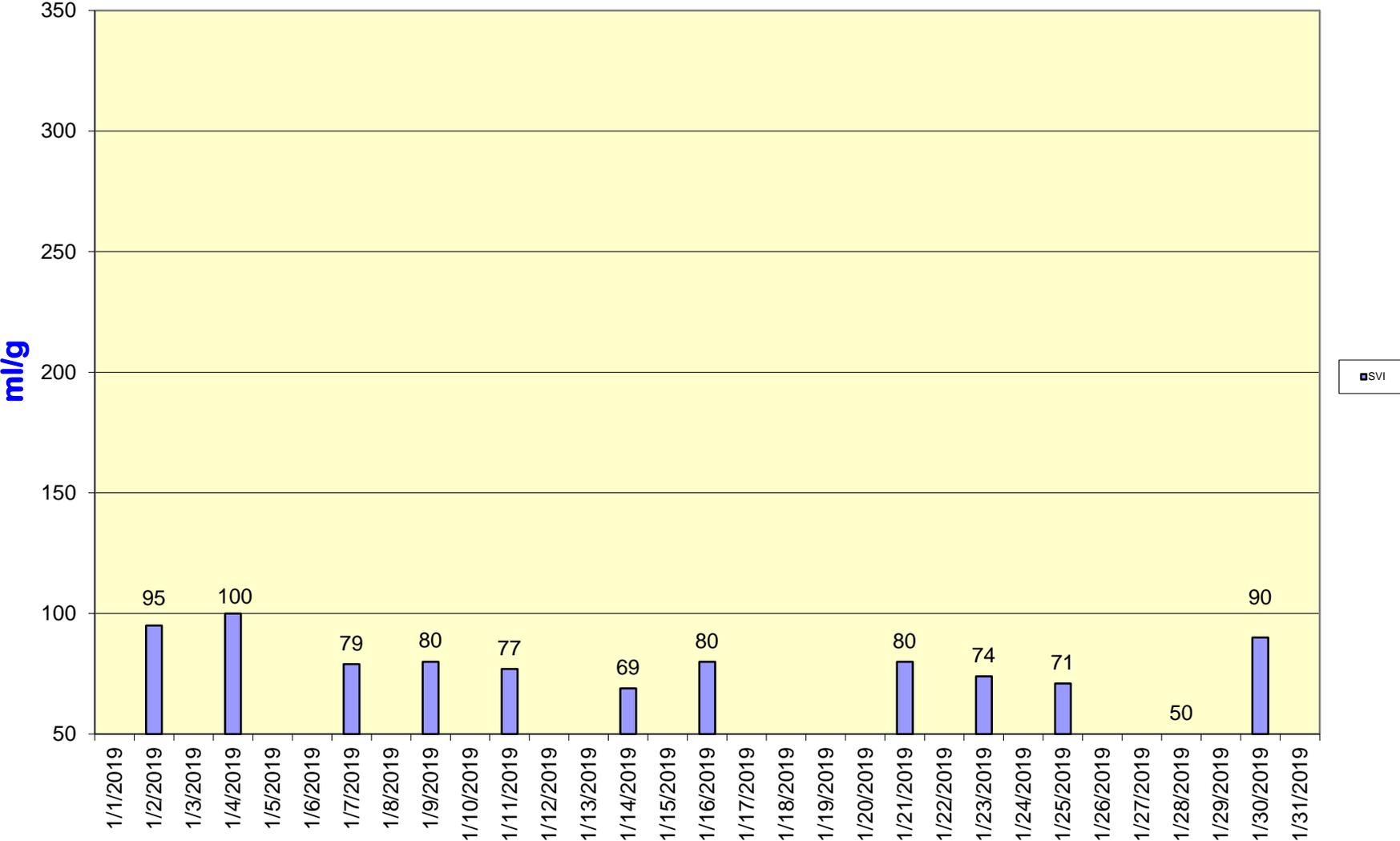


5) PROCESS CONTROL DATA / GRAPHS

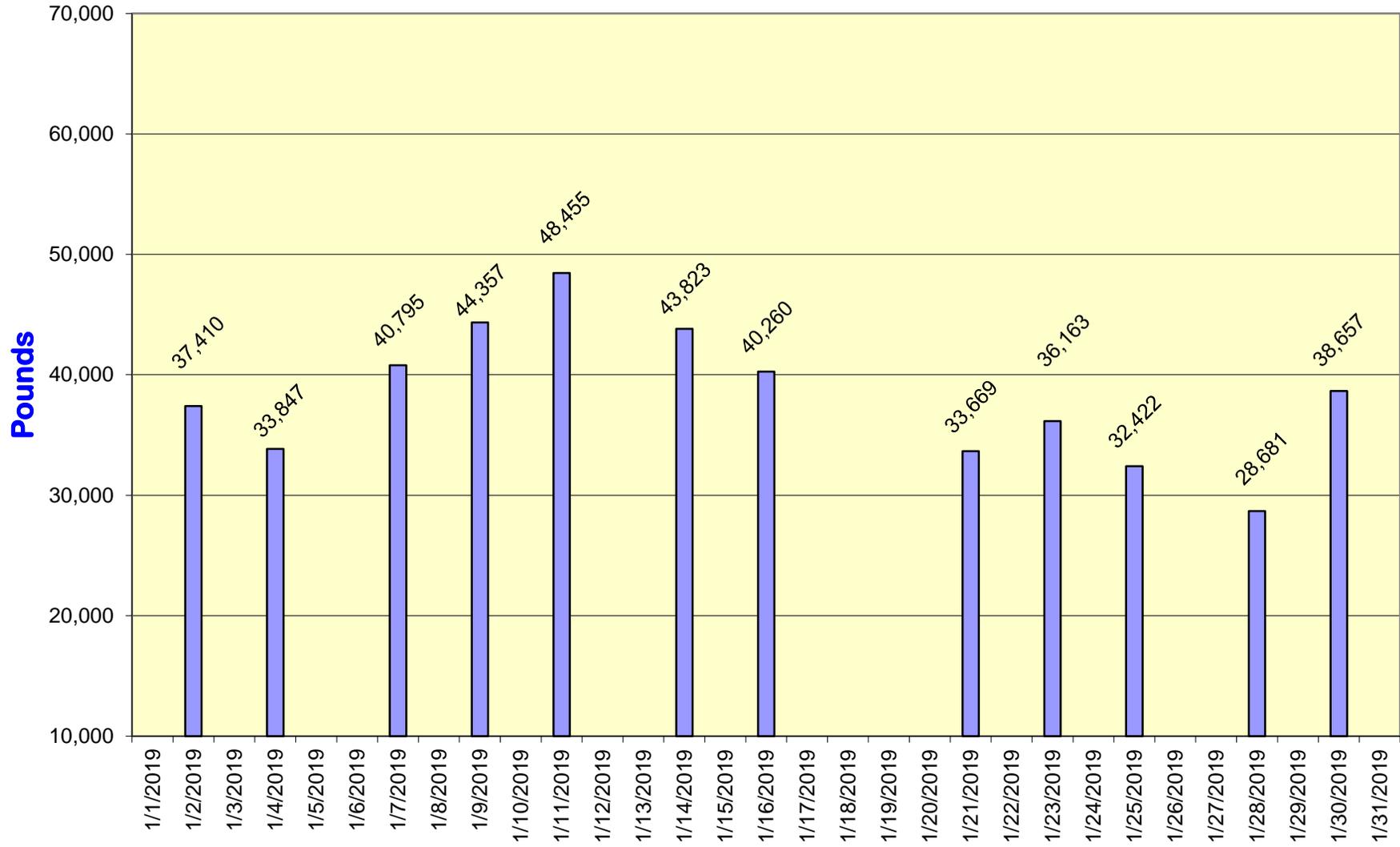
Settleability



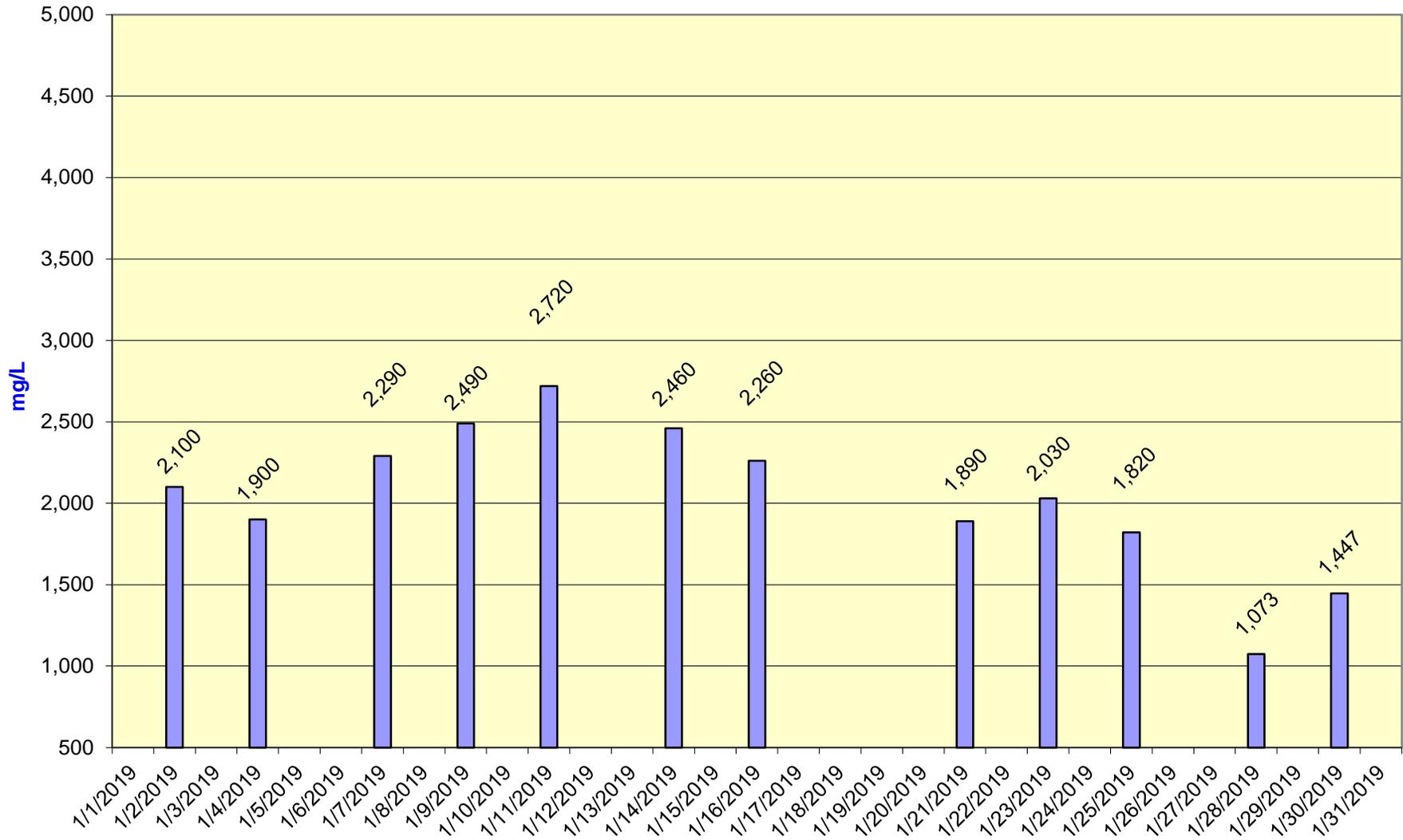
Sludge Volume Index



MLSS Inventory



MLSS Concentration

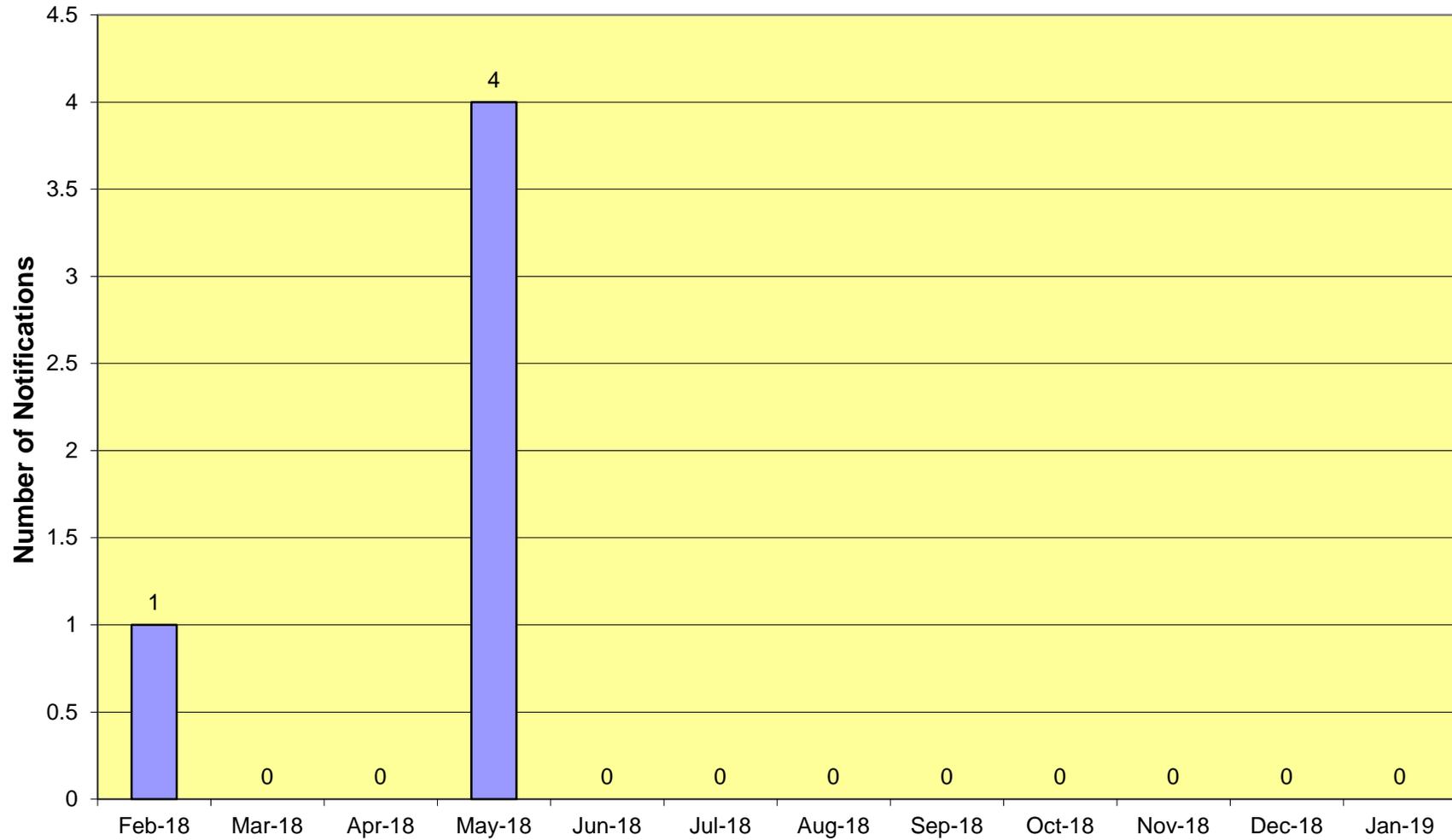


Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
1/1/2019	3.92						
1/2/2019	4.13	200	2,100	37,410			95
1/3/2019	4.06						
1/4/2019	4.06	190	1,900	33,847			100
1/5/2019	4.84						
1/6/2019	15.71						
1/7/2019	9.67	180	2,290	40,795			79
1/8/2019	10.33						
1/9/2019	10.49	200	2,490	44,357			80
1/10/2019	8.49						
1/11/2019	8.17	210	2,720	48,455			77
1/12/2019	7.55						
1/13/2019	6.87						
1/14/2019	6.26	170	2,460	43,823			69
1/15/2019	13.63						
1/16/2019	24.95	180	2,260	40,260			80
1/17/2019	17.09						
1/18/2019	13.44						
1/19/2019	10.53						
1/20/2019	10.66						
1/21/2019	10.47	150	1,890	33,669			80
1/22/2019	9.63						
1/23/2019	6.78	150	2,030	36,163			74
1/24/2019	6.11						
1/25/2019	5.50	130	1,820	32,422			71
1/26/2019	5.68						
1/27/2019	5.65						
1/28/2019	5.10	120	1,073	28,681			50
1/29/2019	5.07						
1/30/2019	5.24	130	1,447	38,657			90
1/31/2019	5.37						
Minimum	3.92	120	1,073	28,681	0.00	0.0	50
Maximum	24.95	210	2,720	48,455	0.00	0.0	100
Total	265.45						
Average	8.56	168	2,040	38,212	#DIV/0!	#DIV/0!	79

6) NEIGHBORHOOD CONTACTS

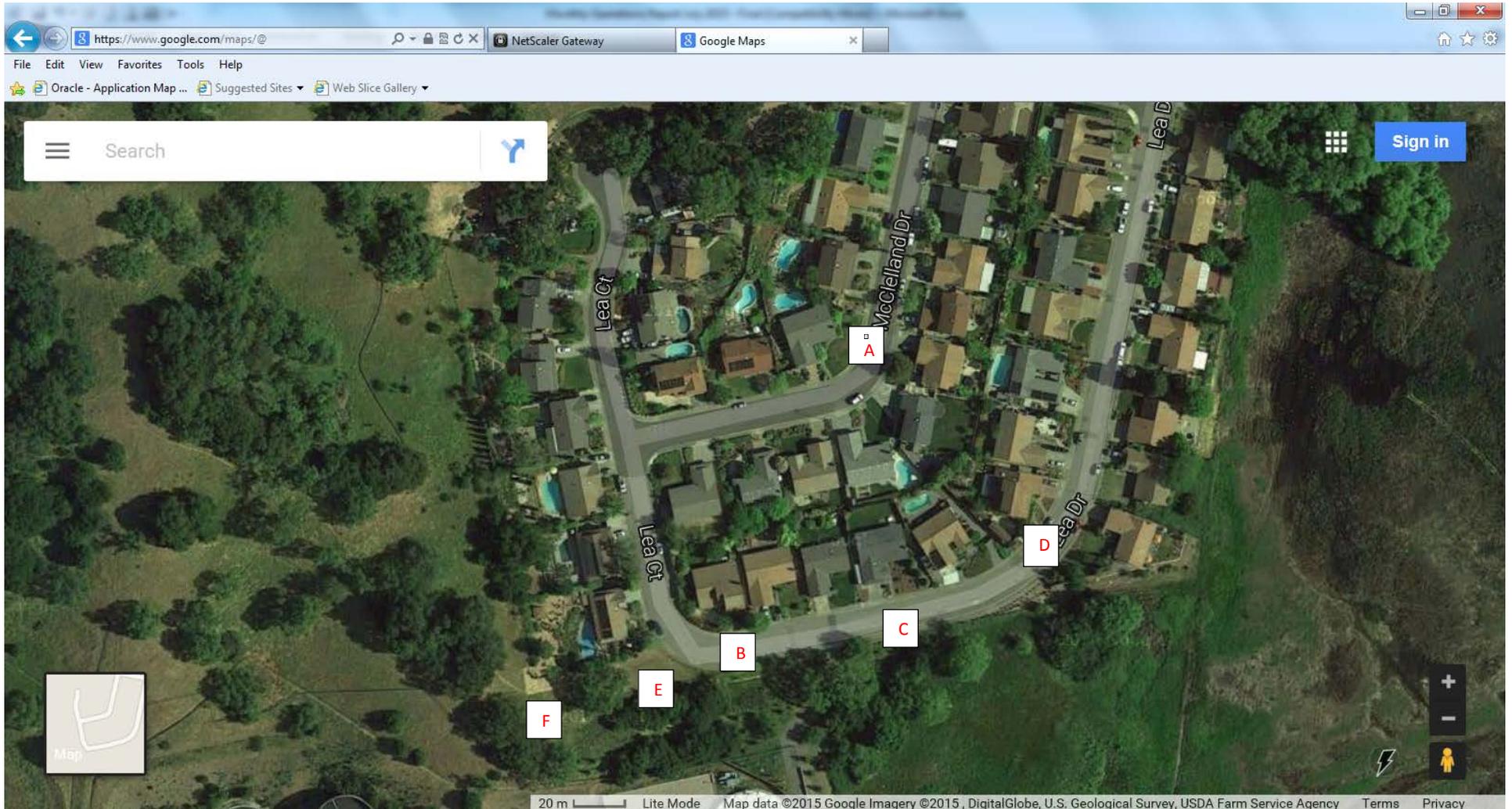
Neighborhood Contacts Received



7) JEROME METER READINGS & LOCATIONS

JEROME METER READINGS - JANUARY 2019				
Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: McLelland	0.000	0.000	0.000	Neighborhood
B: Lea 1	0.000	0.000	0.000	Neighborhood
C: Lea 2	0.000	0.000	0.000	Neighborhood
D: Lea 3	0.000	0.000	0.000	Neighborhood
E: Lea 4				Neighborhood
F: Lea 5				Neighborhood
Lea 4 & 5 Not Measured Due to				
Accessibility Issues (Weather Related)				

NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



NOVATO SANITARY DISTRICT
Wastewater Operations - Reclamation Facilities Report
January 2019

1.0 Summary:

1.1 During January 2019:

- Plant effluent was discharged to the bay.
- Ranching equipment was removed from Site 7.
- Eucalyptus trees fell onto ranch roads mid-January during storms.

2.0 Ranch Operations:

- 2.1 Drainage Pump Stations No. 3 and 7 pumped approximately 348 MG and 142 MG, respectively this month. Marin County Flood Control opened their valve that allows Simmons Slough storm water to flow to Drainage Pump Station #3 on Monday, January 14, 2019.
- 2.2 The current ranch lessee removed various pieces of rancher owned equipment from the cattle loading and hay storage areas at Site 7 as the current lease approaches the end of its 10-year term on 3/31/2019.
- 2.3 District Staff reviewed the current lease language in preparation for a new competitive selection process for a new lessee.

3.0 Irrigation Parcels:

- 3.1 No irrigation of any parcels occurred in January 2019.
- 3.2 Marin Sonoma Mosquito and Vector Control sprayed various flooded areas and used a small portion of Site 2 for helicopter landing and ground support.

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 3.0 feet at the beginning of January and approximately 4.0 feet on January 31, 2019 due to rainfall accumulation.
- 4.3 On January 25, 2019, Cagwin and Dorward removed portions of fallen trees that were blocking both roadways at Site 2.



Figure 1: Site 2 Tree work on Jan. 25, 2019

5.0 Biosolids (sludge) Handling & Disposal:

- 5.1 No biosolids handling or disposal was performed in January 2019.

NOVATO SANITARY DISTRICT
Reclamation Facility - Monthly Statistics for Calendar Year 2019, as of Jan. 31, 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
Irrigation Pump Station														
Plant flow to ponds (MG)	0													
Irrigation (MG)	0													
Irrigation Pump 1 Hours	0													
Irrigation Pump 2 Hours	0													
Irrigation Pump 3 Hours	0													
Washdown Water Pump Hours	0													
Wildlife Feed Pump Hours	0													
Water Circulated through Wildlife Pond (MG)	0													
Strainer No. 1 Hours	0													
Strainer No. 2 Hours	0													
Pond 1 Gauge @ Beginning of Month (feet)	3													
Pond 1 Gauge @ End of Month (feet)	4													
Pond 1 Gallons Stored @ End of Month(MG)	28													
Pond 2 Gauge @ Beginning of Month (feet)	3													
Pond 2 Gauge @ End of Month (feet)	4													
Pond 2 Gallons Stored @ End of Month(MG)	36													
Total Irrigation Water Stored (MG)	64													
Drainage Pump Station No. 3														
Drainage Pump No. 1 Hours	411.3													
Drainage Pump No. 2 Hours	555.8													
Drainage Pump No. 3 Hours	192.9													
Total Gallons Stormwater Pumped (MG)	348	NA	NA	NA	NA	NA	NA	0	--	--	--	--	348	348.00
Drainage Pump Station No. 7														
Drainage Pump No. 1 Hours	39.2													--
Drainage Pump No. 2 Hours	249.3													--
Drainage Pump No. 3 Hours	23.4													--
Total Gallons Stormwater Pumped (MG)	140.36	NA	NA	NA	NA	NA	NA	0.00	--	--	--	--	140.36	140.36

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Recycled Water Facility Expansion Project, Account No. 73005	MEETING DATE: February 11, 2019 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: Grant Final Acceptance of the Project, and authorize staff to file the Notice of Completion.	
SUMMARY AND DISCUSSION: <p>At its October 23, 2017 meeting, the District Board awarded the contract for the Recycled Water Facility Expansion Project to Pacific Infrastructure Corporation (PIC) of Pleasanton, CA, for a low bid amount of \$1,940,122. Work on the project began December 20, 2017 and substantial completion was achieved on October 15, 2018.</p> <p>The final cost of the project is \$1,993,550.37 or \$53,428.37 (2.75%) in contract change orders (CCOs) over the bid amount, which is well below a typical industry range of 4%-12% of CCOs for a project of this size and complexity, dealing as it did with modifications to existing structures, piping and equipment, and working around existing facilities currently in operation.</p> <p>PIC has provided the required Conditional Waiver and Release on Final Payment, which releases the District and its consultants from claims and liability to the Contractor arising from the contract upon release of the retention amount (which will also constitute Final Payment). The only outstanding item is the final Operations and Maintenance (O&M) manual for the instrumentation portion of the Contract. If this item is not received prior to Final Payment, monies will be withheld as defined in the Contract until the item is provided.</p> <p>It is recommended that final acceptance be granted, and staff be authorized to file the Notice of Completion.</p>	
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 BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects: Cogeneration and Alternative Energy, Account No. 72708	MEETING DATE: February 11, 2019 AGENDA ITEM NO.: 7.b.
RECOMMENDED ACTION: Receive presentation from Enovity, Inc., on an energy-efficiency measures (EEMs) project through the Pacific Gas & Electric Co. (PG&E) On-Bill Financing (OBF) program, and provide direction.	
SUMMARY AND DISCUSSION: <p>At its May 22, 2017 meeting, the District Board of Directors received an update on progress toward implementing cogeneration/alternative energy projects as part of the FY 17-18 Budget Workshop. Staff presented three primary strategies for working toward achieving the District's energy goals: 1. Cogeneration, 2. Solar generation and battery storage (alternative energy), and 3. Energy efficiency measures (EEMs).</p> <p>District staff has continued to concurrently follow up on each of these strategies, working with various vendors and energy services companies (ESCOs). Specifically, on the energy efficiency strategy, and upon discussions with various ESCOs, the District contracted with Enovity, Inc. (Enovity), to further develop and refine EEMs identified in a prior PG&E site audit for implementation at the District's Wastewater Treatment Plant. Enovity is also PG&E's contractor for implementing EEMs in PG&E's service territory on a turnkey design-build basis under an innovative California Energy Commission (CEC) program utilizing zero-percent (0%) on-bill financing (OBF) from PG&E.</p> <p>Enovity will present their findings and recommendations for implementing EEMs to the Board, and discuss the funding of these projects through PG&E's zero percent (0%) on-bill financing (OBF) program. If the Board is interested in following up on Enovity's recommended EEMs project, the next step would be to request a design-build proposal for an OBF turnkey energy project from Enovity for review by District Counsel and staff. Staff requests that the Board consider the information presented by Enovity and provide direction to staff.</p>	
STRATEGIC PLAN INFORMATION: This item addresses Goal 2 (Build and Maintain Facilities that are Safe, Reliable, Environmental and Efficient), and Goal 3 (Alignment and Communications) of the latest Strategic Plan Update.	
DEPT. MGR.: eb	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects Update,
January 2019.

MEETING DATE: February 11, 2019

AGENDA ITEM NO.: 7.c.

RECOMMENDED ACTIONS: Receive Capital Projects Update for January 2019.

SUMMARY AND DISCUSSION:

The January 2019 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, January 2019.

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
January 2019**

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 has been reevaluated for pipe size and construction method. Construction method will remain pipe bursting with a one-size diameter increase.
 - 100% design anticipated in March, 2019.
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.
 - Bids expected February 28.
 - 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.
 - Phase I of the project is substantially complete and in service.
 - Phase II project at 65% design level.
 - Estimated construction Summer 2019.
4. Collection System Master Plan (CSMP): Continuing work associated with the CSMP currently underway by the District's consultant Woodard and Curran (W&C):
 - District received a draft report on January 30th and staff is currently reviewing it.

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 1/31/19, seven (7) grants have been distributed for a total of \$14,000. The FY 18-19 account balance is \$66,000.

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 expect the final memo to be submitted in late March or April.
- 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 will be presenting the results to the Board under a separate Agenda item.

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.

- Staff is requesting Board authorization to grant final acceptance of the project and file the notice of completion under a separate Agenda item.

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: Presidential appointment of members to Board Committees, for remainder of Fiscal Year (FY) 18-19.	MEETING DATE: February 11, 2019 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Presidential appointment of members to Board Committees, for remainder of Fiscal Year (FY) 18-19.	
SUMMARY AND DISCUSSION: Historically, the District Board selects one of its members as President and another member as President pro-tem at a Board meeting, and the selected President then makes committee assignments at a subsequent Board meeting. At its January 14, 2019 meeting, the Board of Directors appointed Director Dillon-Knutson as President and Director Miller as President Pro-tem for the remainder of FY 18-19. The District had four standing committees and one ad hoc committee. In addition, there are four appointments of delegates to represent the District at regional or statewide organizations. The current listing of the committees and committee assignments is attached. Ad hoc committees are single purpose and automatically dissolve once their mission is completed. The Board President appoints committee members. At his/her option, the Board President traditionally has the options of choosing to retain the prior committee assignments, or modifying them at this meeting, or modifying them at a subsequent Board meeting.	
ATTACHMENTS: 1. List of current committees and committee assignments.	
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 COMMITTEE ASSIGNMENTS, FY 2018/19

(Assigned at July 9, 2018 Board Meeting)

Item 8.a.
Attachment 1

A. Standing Committees:

1. Joint City/District Solid Waste Committee:
Jean Mariani
Jerry Peters
Brant Miller, Alternate
2. Wastewater Operations Committee:
Brant Miller
Carole Dillon-Knutson
Jean Mariani, Alternate
3. Capital Improvements Committee (Formerly: Strategic Planning and New Facilities Committee)
Carole Dillon-Knutson
William C. Long
Brant Miller, Alternate
4. Finance Committee:
William C. Long
Jean Mariani
Carole Dillon-Knutson, Alternate

B. Regular Committees:

1. California Association of Sanitation Agencies:
Jean Mariani, Delegate
Sandeep Karkal, Alternate
2. California Sanitation Risk Management Authority:
Sandeep Karkal, Delegate
Brant Miller, Alternate
3. North Bay Water Reuse Authority:
William C. Long, Delegate
Jerry Peters, Alternate
4. North Bay Watershed Association:
Brant Miller, Delegate
Sandeep Karkal, Alternate

C. Ad Hoc Committee Assignments:

Labor Negotiations Committee: (Assigned 04/09/2018, dissolved 7/17/18)
William C. Long
Jean Mariani

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board Member Reports and Requests: General Manager Salary	MEETING DATE: February 11, 2019 AGENDA ITEM NO.: 9.c.
RECOMMENDED ACTION: Receive requested information on survey of Bay Area wastewater agencies to determine the relative position of the General Manager-Chief Engineer's compensation compared to the Bay Area market.	
SUMMARY AND DISCUSSION: <p>At the December 10, 2018 meeting of the District Board of Directors, 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 as compared to the Bay Area market.</p> <p>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.</p> <p>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.</p> <p>The result of the first phase of the comparative survey relating to the General Manager salary is presented herein; the comparative survey for the non-represented positions is ongoing and will be presented to the Board when completed.</p>	
ATTACHMENT 1: Table titled: General Manager Salaries – January 2019.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 3 (Alignment and Communications) and Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
DEPT. MGR.: ssk	GENERAL MANAGER: SSK

**Novato Sanitary District
General Manager Salaries - January 2019**

Item 9.c.: Attachment 1
(Pages 91 to 92)

	Surveyed Agency	Class Title	Monthly Salary	Collection, and/or Conveyance, and/or Treatment	Design MGD	No. of EE's ⁽⁸⁾	Contract Employees	Solid/HH Waste
1	Silicon Valley Clean Water ⁽¹⁾	Manager	\$29,584	Treatment only	29.0	85	0	No
2	East Bay MUD	General Manager	\$27,867	Conveyance & Treatment	120.0	1,900	0	No
3	City of Palo Alto ⁽²⁾	Director of Utilities	\$26,900	Collection, Conveyance & Treatment	39	214	0	Franchise
4	Dublin San Ramon Services District	General Manager	\$24,167	Conveyance & Treatment	17	121	0	No
5	Union Sanitary District	General Manager/Dist. Engineer	\$22,953	Collection, Conveyance & Treatment	33.0	137	0	No
6	Delta Diablo Sanitation District	General Manager	\$22,779	Conveyance & Treatment	19.50	80	0	Franchise ⁽¹⁰⁾
7	Central Marin Sanitation Agency	General Manager	\$22,518	Treatment only (some coll./conv.)	10	41	0	No
8	West Valley Sanitation District	General Manager	\$22,474	Collection & Conveyance	N/A	29	0	No
9	Fairfield-Suisun Sewer District	General Manager/CEO	\$22,231	Conveyance & Treatment	23.7	80	0	No
10	Vallejo Wastewater & FC District	District Manager-Engineer	\$21,963	Collection, Conveyance & Treatment	15.5	89	0	No
11	Central Contra Costa SD	General Manager	\$21,875	Collection, Conveyance & Treatment	53.8	290	0	No
12	Marin Municipal Water District ⁽³⁾	General Manager	\$21,827	Drinking Water	N/A	239	0	No
13	Sausalito-Marín City SD	General Manager	\$21,420	Conveyance & Treatment	1.8	13	0	No
14	Oro Loma Sanitary District	General Manager	\$20,769	Collection, Conveyance & Treatment	20.0	43	0	Franchise ⁽⁹⁾
15	Las Gallinas Valley Sanitary District ⁽⁴⁾	General Manager	\$20,530	Collection, Conveyance & Treatment	2.92	21	0	Franchise ⁽⁹⁾
16	Novato Sanitary District	General Manager-Chief Engineer	\$20,121	Collection, Conveyance & Treatment	7.00	24	11 (incl. Lab.)	Franchise
17	Mt. View Sanitary District	General Manager	\$19,790	Collection, Conveyance & Treatment	3.20	15	0	No
18	East Bay Dischargers Authority ⁽⁵⁾	General Manager	\$19,644	Discharge only	N/A	3	0	No
19	Castro Valley Sanitary District	General Manager	\$18,694	Collection only	N/A	22	0	Franchise
20	Napa Sanitation District	General Manager	\$17,654	Collection, Conveyance & Treatment	15.4	53	0	No
21	Ross Valley Sanitary District (SD #1) ⁽⁶⁾	General Manager	\$17,500	Collection & Conveyance	N/A	38	0	No
22	City of Santa Rosa ⁽⁷⁾	Water Director	\$16,844	Collection, Conveyance & Treatment	21.3	247	0	No

Base Salary Median	\$21,851
Base Salary Mean	\$21,823
Percent Above or Below Median	-8.60%
Percent Above or Below Mean	-8.46%

(1) FY 17-18 salary for previous Manager. Current Manager salary is \$25,000/mo.

(2) 214 employees, including 11 hourly; 8 employees report directly to the Director Utilities.

(3) Salary is for previous GM. Current GM salary is \$21,250, hired 11/2018.

(4) FY17-18 salary for previous GM. Current GM salary \$16,667, hired 11/2018.

(5) JPA, member agencies: Cities of Hayward & San Leandro; Oro Loma, Castro Valley, and Union SDs.

(6) Salary is for current GM hired 11/2018. Previous GM salary listed in State Controller's Compensation Report for 2017 at \$17,121.

(7) 247.5 budgeted positions, 229 occupied. Seven Deputy Directors report directly to Water Director.

(8) Budgeted for FY 18-19.

(9) Franchise managed by separate agency (city or county).

Novato Sanitary District
General Manager Salaries - January 2019
[Agencies used in prior (2017) survey only]

	Surveyed Agency	Class Title	Monthly Salary	Collection, and/or Conveyance, and/or Treatment	Design MGD	No. of EE's ⁽⁶⁾	Contract Employees	Solid/HH Waste
1	Silicon Valley Clean Water ⁽¹⁾	Manager	\$29,584	Treatment only	29.0	85	0	No
2	City of Palo Alto ⁽²⁾	Director of Utilities	\$26,900	Collection, Conveyance & Treatment	39	214	0	Franchise
3	Dublin San Ramon Services District	General Manager	\$24,167	Conveyance & Treatment	17	121	0	No
4	Union Sanitary District	General Manager/Dist. Engineer	\$22,953	Collection, Conveyance & Treatment	33.0	137	0	No
5	Delta Diablo Sanitation District	General Manager	\$22,779	Conveyance & Treatment	19.50	80	0	Franchise ⁽⁷⁾
6	Central Marin Sanitation Agency	General Manager	\$22,518	Treatment only (some coll./conv.)	10	41	0	No
7	Vallejo Wastewater & FC District	District Manager-Engineer	\$21,963	Collection, Conveyance & Treatment	15.5	89	0	No
8	Marin Municipal Water District ⁽³⁾	General Manager	\$21,827	Drinking Water	N/A	239	0	No
9	Oro Loma Sanitary District ⁽⁴⁾	General Manager	\$20,769	Collection, Conveyance & Treatment	20.0	43	0	Franchise ⁽⁷⁾
10	Novato Sanitary District	General Manager-Chief Engineer	\$20,121	Collection, Conveyance & Treatment	7.00	24	11 (incl. Lab.)	Franchise
11	Napa Sanitation District	General Manager	\$17,654	Collection, Conveyance & Treatment	15.4	53	0	No
12	City of Santa Rosa ⁽⁵⁾	Water Director	\$16,844	Collection, Conveyance & Treatment	21.3	247	0	No

Base Salary Median	\$22,241
Base Salary Mean	\$22,340
Percent Above or Below Median	-10.53%
Percent Above or Below Mean	-11.03%

(1) FY 17-18 salary for previous Manager. Current Manager salary is \$25,000/mo.

(2) 214 employees, including 11 hourly; 8 employees report directly to the Director Utilities.

(3) Salary is for previous GM. Current GM salary is \$21,250, hired 11/2018.

(5) 247.5 budgeted positions, 229 occupied. Seven Deputy Directors report directly to Water Director.

(6) Budgeted for FY 18-19.

(7) Franchise managed by separate agency (city or county).

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CalPERS returns -3.9% in 2018, sets sights on hiring private equity head

By: [Arleen Jacobius](#)

Published: January 23, 2019



Getty Images

CalPERS earned -3.9% in the year, 6.3% for the three years and 5.1% for the five years ended Dec. 31, CEO Marcie Frost told the board for the \$348.7 billion pension fund at its meeting Tuesday.

The 10-year return ending Dec. 31 was 7.9%.

Ms. Frost did not provide details on the longer-horizon returns. The California Public Employees' Retirement System is expected to report full year-end returns in February.

In his first presentation to the board, newly named Chief Investment Officer Yu Ben Meng said that based on performance, CalPERS is currently 65% or 66% funded. By comparison, the Sacramento fund was an estimated 71% funded as of June 30.

For private equity, CalPERS officials are currently interviewing candidates and could announce a new leader for that asset class before March, Ms. Frost said in an interview. Sarah Corr has served as interim managing investment director for private equity since the April 2017 departure of Real Desrochers.

CalPERS officials are discussing a different approach to private equity investing that includes setting up two outside partnerships to make investments with the fund as the sole investor. During the meeting, Mr. Meng voiced his support for the proposal but said it was still under review. There is no timetable for adopting the new private equity program and CalPERS officials are in the process of considering candidates to run that program. Neither Ms. Frost nor Mr. Meng would say how many individuals are being considered.

CalPERS is also searching for a new chief operating officer to replace Elisabeth Bourqui, who resigned earlier this month after eight months on the job. Ms. Frost said she expects to name a replacement in three to six months.

Mr. Meng also outlined his 180-day fact-finding mission in which he expects to ascertain the board's strategic priorities including reviewing the asset liability process and to develop a common understanding of the plan's long-term commitments. In addition, Mr. Meng, said he and Ms. Frost would like to concentrate on investment activities. In that light, Mr. Meng will look to separate investment duties from non-investment duties for the staff, he said. Such non-investment activities that could be eliminated might include speaking at conferences, Ms. Frost said.

Mr. Meng said the fund is "working on too many (non-investment) things and ... not spending enough time on investment activities."

Mr. Meng said he also is planning an attribution analysis to understand the drivers of past performance, evaluate the decision-making process and develop an understanding of CalPERS' competitive advantages.

He said that although he may not be able to complete all the tasks in 180 days, he does plan to provide the board with a progress report at the July meeting.

New president, VP named

Also at Tuesday's meeting, the board unanimously elected Henry Jones board president and Theresa Taylor vice president. "As the first African-American president, I am truly honored," Mr. Jones said after the election. He noted that CalPERS faces "challenges" including an unfunded liability, but the challenges are not insurmountable."

Both board members ran unopposed.

Original Story Link: <https://www.pionline.com/article/20190123/ONLINE/190129946/calpers-returns-39-in-2018-sets-sights-on-hiring-private-equity-head>

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