

NOVATO SANITARY DISTRICT

Meeting Date: March 26, 2018

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m. Monday, March 26, 2018, at the District Offices, 500 Davidson Street, Novato.

Materials related to items on this agenda are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: www.novatosan.com. Note: All times and 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 March 12, 2018 meeting.
5. **CONSENT CALENDAR:**

The General Manager-Chief Engineer has reviewed the following item(s). To his knowledge, there is no opposition to the action. The item(s) 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, March 12-26, 2018.
 - b. Ratify payroll and payroll related disbursements, March 2018.
 - c. Receive report on the District's Government Compensation in California (GCC) statement for Calendar Year 2017, as filed with the State Controller's Office (SCO).
6. **WASTEWATER OPERATIONS:**
 - a. Receive and accept Wastewater Treatment Facilities 2017 Annual Operations and Maintenance Report, subject to minor edits.

(next page)

7. CAPITAL PROJECTS:

- a. *Collection System Improvements, Account No. 72706:* Approve an Agreement with the Marin Country Club (MCC) - Birdie Drive Sewer Line Project and authorize the Board President and the General Manager-Chief Engineer/Secretary to execute it.

8. DISTRICT CONFLICT OF INTEREST CODE:

- a. Adopt Resolution No. 3119 approving revisions to District Conflict of Interest Code.

9. BOARD OF DIRECTORS:

- a. Receive Local Agency Formation Commission (LAFCO) correspondence on Appointment of a special districts' representative to the Consolidated Redevelopment Oversight Board, and provide direction, if any.

10. BOARD MEMBER REPORTS AND REQUESTS:

11. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

12. ADJOURN:

Next Resolution No. 3120.

Next regular meeting date: Monday, April 9, 2018, 5:30 p.m. 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: March 12, 2018

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, March 12, 2018, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: John O'Hare, Pretreatment Programs Manager, Veolia Water
Erik Brown, Deputy General Manager, NSD
Dale Thrasher, Admin/Risk Services & Safety Officer, NSD
Jeff Andress, Collections System Superintendent, NSD

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: The General Manager-Chief Engineer announced that Director Miller was absent from the meeting, excused.

REVIEW OF MINUTES:

Consider approval of minutes of the February 12, 2018 meeting.

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously by those Directors present, minutes of the February 12, 2018 Board meeting were approved as written.

CONSENT CALENDAR:

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

- a. Approve Board member disbursements in the amount of \$1,230.94, regular disbursements in the amount of \$273,630.59 and capital project disbursements in the amount of \$50,699.86. Ratify February's regular disbursements in the amount of \$362,455.54 and capital project disbursements in the amount of \$44,890.55.
- b. Ratify February's payroll and payroll related disbursements in the amount of \$238,165.15.
- c. Receive deposit summary, February 2018.
- d. Approve and adopt Revised Board Policy No. 3135 – Expense Authorization Limits.
- e. Approve and adopt Board Policy No. 3136 – Public Agency Retirement Services Trust ("PARS Trust") Contributions.

- f. Receive Proposed Schedule for Approval of Preliminary and Final Budget, Appropriations Limit, and Sewer Service Charges.
- g. Authorize General Manager-Chief Engineer to approve Project Plans for Seventh Street Oaks Sewer Main Extension (SME).

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

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Reports, February 2018: Collection System; Treatment Facilities; Reclamation Facilities:

Collections System Report:

The Deputy General Manager provided the Collections System Report for February 2018. He stated that the Collections Department cleaned 87,195 lineal feet of sewer pipelines and completed 446 maintenance work orders, leaving zero work orders outstanding. He stated that 6,527 feet of sewer main were televised and noted that of that footage, 1,107 feet were televised in lieu of flushing in areas where access is challenging with the flusher. Staff conducted 201 lift station inspections and completed maintenance inspections on four air relief/vacuum valves.

The Deputy General Manager then outlined February's training, stating that the Collections Department staff attended their bi-annual CPR/First Aid training, and participated in four safety tailgate meetings. He noted that going forward, staff will present the safety portion of the monthly operations report to reflect lost time accidents for the Collections Department in the reporting month, rather than providing a running tally of days without accidents. On that basis, he reported that there were no lost time accidents during the month. He also reported that there were no sanitary sewer overflows (SSOs) during the month of February 2018.

The Deputy General Manager continued, stating that District and Veolia staff had hosted SF Bay Regional Water Quality Control Board (RWQCB) staff for a collections system inspection. He noted that the inspection went well and that the District expects to receive results/feedback from the RWQCB in the next few months. Additionally, he stated that the District's collections system was evaluated by the California Water Environment Association (CWEA) Awards Committee for the Small Collections System of the Year award and is ranked in the top three in the state. He noted that the winner will be announced at the CWEA Annual Conference in April.

Treatment Facilities Report:

Veolia Pretreatment Programs Manager John O'Hare then provided the February Treatment Facilities Monthly Operations Report on behalf of Project Manager John Bailey, who was absent. The Programs Manager reviewed the treatment plant performance, and noted that there were no discharge violations or excursions. He stated that the Recycled Water Facility (RWF) was on line for eight (8) days in February and produced 2.142 million gallons of recycled water. He reviewed the monthly routine inspections and maintenance for the Novato facility, the Ignacio transfer pump station, and the recycled water facility. He outlined the period's laboratory activities, safety training, and outreach events. He discussed a tour Veolia staff provided for forty (40) San Marin High School Applied Chemistry and

Biotechnology students. In addition, he stated that Veolia's Lynda Farmery provided outreach at the Senior Health Fair which was held at the Margaret Todd Center on February 21st. He concluded his report, noting that there were no odor contacts in February.

Reclamation Facilities Report:

The Deputy General Manager then summarized the Reclamation Facilities report for February. He stated that the rancher began annual weed abatement work on Sites 3 and 7. In addition, he stated that the golf course relocated the entrance gate and constructed additional fencing to isolate the new driving range from the rancher's operational area and irrigation parcels.

ADMINISTRATION/FINANCE:

- Approve transfer of \$150,000 from unspent funds in the "Salaries and Benefits" categories of the FY17-18 Operating Budget as of December 31, 2017, to the Net Pension Liability (NPL) sub-account of the District's PARS Trust account. The General Manager stated that as of December 31, 2017, the "Salaries and Benefits" categories of the Operating Budget were considerably underspent, by about \$199,000, primarily due to retirements that occurred over the prior two quarters. He noted that the following individuals have started with the District (or will be starting) in the second half of this fiscal year: Jeff Andress, Collection System Superintendent, February 1, 2018; and Jeffrey Boheim, Field Services Manager, and William Christoffersen, Construction Inspector, end of March, 2018.

He further stated that as of December 31, 2017, the District's PARS trust account balance was \$1,122,446, and was showing an investment return of 4.45% since the Plan's inception date of January 31, 2017. The General Manager noted that one of the goals of the District's Strategic Plan is to appropriately and prudently address and manage its unfunded liabilities related to pensions and benefits. He stated that the subaccount related to the District's Governmental Accounting Standards Board Statement No. 45 (GASB 45) - Other Post-Employment Benefits (OPEB) liability had a balance of \$803,790, and the subaccount related to the GASB 68 Net Pension Liability (NPL) had a balance of \$318,656. He recommended that the Board consider transferring \$150,000 from the approximately \$199,000 in unspent funds to the NPL sub-account, and bring it closer in balance with the OPEB sub-account.

Separately, the General Manager noted that he may seek a policy in the future to authorize the General Manager-Chief Engineer to transfer unspent budgeted funds within annual operating budgets to the District's PARS GASB 45 and/or GASB 68 trust sub-accounts when prudent to do so.

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously by those Directors present, the Board approved the transfer of \$150,000 from unspent funds in the "Salaries and Benefits" categories of the FY17-18 Operating Budget as of December 31, 2017, to the Net Pension Liability (NPL) sub-account of the District's PARS Trust account.

(next page)

BOARD MEMBER REPORTS AND REQUESTS:

- California Association of Sanitation Agencies (CASA) Washington DC Policy Forum, February 26-28, 2018.

The General Manager-Chief Engineer stated that he was unable to attend the conference due to illness. He noted that Director Long did attend.

Director Long discussed his participation at the CASA Washington DC Policy Forum, noting that the topics taken to the Congressional offices were different than in years past. He stated that discussion took place in regards to streamlining the Federal processes involved in building, re-permitting, and expanding wastewater treatment facilities. He noted that teams visiting different congressional offices discussed expanding the funding for State Revolving Fund (SRF) and Water Infrastructure Finance & Innovation Act (WIFIA) approved projects.

- North Bay Watershed Association (NBWA) meeting, March 2, 2018. The General Manager-Chief Engineer stated that Director Miller was not available to attend, and that he, being the alternate, could not attend due to illness.

INFORMATIONAL ITEMS:

- University of North Carolina (Chapel Hill), Environmental Finance Center blog article: "Four Federal Water Infrastructure Funding Programs to Watch".

The General Manager stated that this article was for informational purposes only.

GENERAL MANAGER'S REPORTS AND ANNOUNCEMENTS:

The General Manager had the following reports:

- Reports:
 - The North Bay Watershed Association 2018 Conference "Extreme Future: Fire, Floods, a Rising Bay" will be held on April 6th at the Petaluma Sheraton. All Directors have been registered for the event.
 - The CASA and WaterReuse Public Policy Forum is taking place on April 11th at the Sutter Club in Sacramento. Any Directors interested in attending should notify the Administrative Secretary.
 - Invitation from the Novato City Manager to present on the District to City Council is scheduled for the March 27th City Council meeting. Board President Peters will be making the presentation. All are welcome to attend.
 - Ginger Bryant, on behalf of the North Bay Water Reuse Authority (NBWRA), requested a meeting of District and North Marin Water District (NMWD) representatives with representatives of the Federal Government Accountability Office (GAO) to discuss the District's and NMWD's joint recycled water projects. On March 7th, GAO staff met with the District's and NMWD's General Managers. The GAO staff was interested in learning more about the benefits of the projects and plans for future recycled water projects, and the meeting went well.

- The District received a draft report from the Transportation Authority of Marin (TAM) regarding alternatives for potential future improvements to Highway 37. TAM requested that the District provide any input on potential impacts to District facilities and properties along Highway 37 from the alternatives, and the District subsequently submitted a comment letter.
- Next Board meeting is Monday, March 26th at 5:30 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 6:31 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording

DRAFT

Novato Sanitary District Operating Check Register

March 26, 2018

Item 5.a.
(Pages 8 to 9)

Date	Num	Name	Credit
Mar 26, 18			
03/26/2018	61634	Pacific, Gas & Electric	55,495.34
03/26/2018	61637	Unicorn Group	4,000.00
03/26/2018	61629	Meyers, Nave, Riback, Silver & Wil...	2,470.84
03/26/2018	61636	Rauch Communication Consultant...	2,422.25
03/26/2018	61633	Nute Engineering Inc.	1,944.00
03/26/2018	61624	CDW Government, Inc.	1,462.00
03/26/2018	61628	Irvine Consulting Services Inc.	1,330.00
03/26/2018	61627	IEDA, INC	1,184.00
03/26/2018	61631	North Marin Water District Payroll	998.00
03/26/2018	61622	BoundTree Medical, LLC	708.06
03/26/2018	61626	Frontier California Inc EQ	577.89
03/26/2018	61639	Win-911 Software	495.00
03/26/2018	61623	Cagwin & Dorward Inc.	448.00
03/26/2018	61635	Pitney Bowes Reserve Account	400.00
03/26/2018	61632	Novato Radiator and Airconditioning	160.02
03/26/2018	61630	North Marin Water District	122.50
03/26/2018	61621	B.W.S. Distributors, Inc.	117.75
03/26/2018	61638	VWR International Inc.	84.01
03/26/2018	61625	Federal Express	25.87
Mar 26, 18			<u>74,445.53</u>

Novato Sanitary District Capital Projects Check Register

March 26, 2018

Date	Num	Name	Credit
Mar 26, 18			
03/26/2018	3266	National Auto Fleet Group	170,052.12
03/26/2018	3264	Comcast	34,000.00
03/26/2018	3268	Woodard & Curran formerly RMC	8,980.74
03/26/2018	3267	Nute Engineering Inc.	3,141.50
03/26/2018	3265	Lateral-Scheenstra	2,000.00
Mar 26, 18			<u>218,174.36</u>

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

Item 5.b.

Date	Description	Amount
03/30/2018	March Payroll	105,722.78
03/30/2018	United States Treasury	19,033.73
03/30/2018	EDD	6,619.12
03/21/2018	CalPERS Health	28,808.85
03/21/2018	March - Retirees Health Benefits	17,061.26
03/21/2018	Delta Dental	3,284.95
03/21/2018	PARS-OPEB Contribution	6,782.75
03/21/2018	PARS-Pension Contribution	30,726.57
03/21/2018	CALPERS Retirement	9,744.43
03/21/2018	CALPERS Retirement	8,448.44
03/21/2018	CalPers Supplemental Income Plan	2,000.00
03/21/2018	Lincoln Financial Group 457	6,718.33
03/21/2018	Lincoln Financial Group 457 Roth	750.00
03/21/2018	Lincoln Financial Group-401a Plan	6,650.44
03/21/2018	Local Union 315	500.00
03/21/2018	California State Disbursement Unit	571.00
03/21/2018	ICMA-RC Retiree Health Program	1,145.98
		254,568.63

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Submittal of Government Compensation in California (GCC) statement to the State Controller's Office (SCO).	MEETING DATE: March 26, 2018 AGENDA ITEM NO.: 5.c.
RECOMMENDED ACTION: Receive report on the District's Government Compensation in California (GCC) statement for Calendar Year 2017, as filed with the State Controller's Office (SCO).	
SUMMARY AND DISCUSSION: <p>Staff recently filed the District's Calendar Year CY2017 GCC report with the SCO. The GCC report contains compensation and benefit information for each employee by classification and department, including Employer contributions to the Defined Benefit Plan, and premiums paid on behalf of each employee for Health, Dental and Vision benefits.</p> <p>By state law, the District's annual GCC statement for each year is due by April 30th of the following year. Currently, the District files the GCC electronically. Staff has timely filed this report to the SCO's website, and received confirmation of acceptance. More information and previous filings can be found on the SCO's website: http://publicpay.ca.gov/.</p>	
ATTACHMENTS: <ol style="list-style-type: none"> 1. Confirmation of Acceptance of GCC report from SCO. 	
STRATEGIC PLAN INFORMATION: This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
DEPT.MGR.: lmc, ssk	GENERAL MANAGER: SSK

Laura Creamer

From: GCCSupport@sco.ca.gov
Sent: Thursday, March 15, 2018 7:10 AM
To: Laura Creamer
Subject: 2017 Government Compensation Report: Novato Sanitary District (Marin)

***** This is an automatically generated email, please do not reply *****

Thank you for your submission of the 2017 Government Compensation in California (GCC) report to the State Controller's Office (SCO) for **Novato Sanitary District (Marin) - 12302104400**.

Upon our review process, an analyst may contact you for clarification regarding the report.

Sincerely,

State Controller's Office
Division of Accounting and Reporting
Government Compensation Unit

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2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

Prepared by:

**Veolia Water Operating Services
March 2018**



NOVATO WASTEWATER TREATMENT FACILITY

**2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT
FOR THE NOVATO SANITARY DISTRICT**

**NOVATO WASTEWATER TREATMENT FACILITY
NOVATO SANITARY DISTRICT**

Veolia Water West Operating Services, Inc.
500 Davidson Street
Novato, CA 94947

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2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

Overview

The continued priorities for 2017 were to meet the goals of zero lost time incidents or OSHA recordable incidents and no treatment plant effluent violations. This is a year in and year out objective plainly stated and firmly established throughout Veolia Water. A term we apply to this end is "Zero Harm". We are very happy and proud to report that both goals were met. 2017 represents our fifth consecutive year of zero effluent violations and sixth year of zero recordable incidents. We celebrate this success with the Novato Sanitary District on its vision and commitment to the protection of water quality and the environment.

Key areas of focus throughout the year include:

- Safety Training
- Regulatory Compliance
- Third Party Facility Reviews – Safety, Operations, and Maintenance Audits
- Reporting (internal and external)
- Records Keeping and Data Base Management
- No Safety Incidents (recordable, lost time, or medical)
- Participation in Company *Near Miss* Reporting Program (focused on prevention)
- Employee Education and Certification / Professional Advancement
- Community Outreach and Participation
- Effective Asset Management by utilizing tools such as the Oracle Work Asset Management System (OWAM) for Maintenance Tracking, Scheduling, Scheduling, Inventory, and Purchasing.
- Operation, Management, & Oversight of Laboratory and Pretreatment Program.
- Assist in the successful negotiation of the new Discharge (NPDES) Permit.

2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

Process Description & Loading Summary

Wastewater is collected throughout the Novato Sanitary District service area and conveyed by gravity as well as mechanical means (pump stations) to the Davidson Street Treatment Plant.

Preliminary Treatment - Influent Pump Station and Headworks

When the wastewater arrives at the Treatment Plant it is pumped from the Influent Pump Station to the Headworks. The Headworks provides screening of coarse materials and removal of grit which consists of heavy matter such as sand, silt, and gravel.

Flow and Loading Measurement

Flow at the Novato Wastewater Treatment Plant is measured using a Parshall Flume and Hydro Ranger™ ultra-sonic level meter in combination.

Composite samples for biochemical oxygen demand (BOD) and total suspended solids (TSS) are collected downstream of screening and grit removal. Composite samples are flow proportioned throughout the sampling period (normally 24 hours).

DESIGN CRITERIA		
Condition	Value	Unit
Average Dry Weather Flow	7.0	MGD
Peak Wet Weather Flow (Max Day)	30.7	MGD
Max Peak Wet Weather (1-3 Hour)	47.0	MGD
Average BOD Loading	14,600	Lbs/D
Average TSS Loading	17,600	Lbs/D

2017 FLOWS AND LOADS SUMMARY			
Condition	Value	Unit	Notes
Average Dry Weather Flow	3.70	MGD	Jul / Aug / Sep
Peak Wet Weather Flow (Max Day)	28.43	MGD	1/10/17
Max Peak Wet Weather (1-3 Hour)	~43.00	MGD	1/10/17 1925–2025 hours
Average BOD Loading	10,431	Lbs/D	
Average TSS Loading	10,338	Lbs/D	

2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

Primary Treatment – Primary Clarifiers

Primary clarifiers typically remove approximately 60 – 70% of the solids from raw wastewater. Clarifiers are large tanks that slow the flow of water and allow the force of gravity to remove solids. Heavier solids referred to as “sludge” settles to the bottom. Lighter material such as fat, oil, grease and plastic referred to as “scum” rises to the surface. Both sludge and scum are removed from the waste stream and pumped to a digester for additional treatment.

Novato’s primary clarifiers are covered to contain air associated with raw sewage. The air is removed and discharged to odor scrubbing biofilters.

Secondary Treatment – Aeration Basins & Secondary Clarifiers

After screening, grit removal, and primary solids removal, all wastewater receives full secondary treatment. Large rectangular tanks with baffle walls, mechanical mixers, air diffusers, and recirculation pumps make up the aeration basins. Four aeration basins, each with a capacity of more than 850,000 gallons provides complete secondary treatment under all flow conditions. Each aeration basin has three anoxic (no dissolved oxygen) zones accounting for almost 25% of the tank volume. The anoxic zones convert nitrate and nitrite to nitrogen gas to reduce the level of total nitrogen in the effluent.

Ultra Violet (UV) Disinfection

Prior to discharge wastewater must be disinfected. Ultra violet light disrupts the DNA of pathogens and other life forms leaving them incapable of reproduction.

Effluent Disposal – Bay Discharge / Reclamation / Storage

Discharge to San Pablo Bay (Bay Discharge), is prohibited beginning June 1st through August 31st. Bay Discharge is permitted (with stringent effluent limits) in the months of May, September and October. Throughout the non-discharge season effluent is either stored for future use, specifically pasture irrigation, or recycled for a higher use such as irrigation of parks, landscaping, and golf courses. Recycled water receives added treatment in order to comply with stringent Title 22 regulations.

PLANT EFFLUENT 2017		
	Value	Unit
BOD Removal	96	%
TSS Removal	96	%

2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

Performance and Compliance Summary

Treatment Plant Performance Summary

The following summary provides an overview of plant performance and activities for the period January 1, 2017 through December 31, 2017.

Total Volume of Water Processed	2,064	Million Gallons
Total Volume of Water Reclaimed	290	Million Gallons
Total Volume of Water Discharged	1,966	Million Gallons
Recycled – Title 22 (included in Water Reclaimed)	97.664	Million Gallons
Average Daily Dry Weather Flow	3.67	MGD
Maximum Daily Flow	28.43	MGD
Pounds of BOD Treated	3,983,975	Lbs
Pounds of BOD Removed	3,878,490	Lbs
Percent BOD Removal Efficiency	97	%
Pounds of TSS Treated	3,875,935	Lbs
Pounds of TSS Removed	3,762,420	Lbs
Percent of TSS Removal Efficiency	97	%
Pounds of Bio-solids Treated	2,970,257	Lbs
Cubic Feet of Biogas Produced	25,088,356	Cu Ft
Total Number of Violations / Excursions	0	
NPDES (Bay Discharge)	0	
WDR (Reclamation)	0	

Maintenance Program Summary

Total Number of Preventive Work Orders	1,780
Total Number of Corrective Work Orders	220
Percentage Preventive Maintenance Ratio %	12

Consumables and Energy Summary

*Electricity – kWh / Year	3,658,126
Electricity – kWh / MG	1,772
*Natural Gas – Therms / Year	48,482
Natural Gas – Therms / MG	24
Diesel Fuel – Gallons / Year	3430
Diesel Fuel – Gallons / MG	1.66

*Excludes Administration Building, Recycled Water Plant, and Flare Pilot.

2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

Treatment Plant Compliance Summary

No treatment plant violations were experienced in 2017. The compliance summary table (below) is broken down by constituent and discharge season.

Waste Discharge Limits / Reclamation				
Parameter	Limit	Units	# Analysis	Violations
BOD Monthly Average	40	mg/L	2	0
Total Coliform - 5 Sample Median	240	mpn/100 ml	27	0
Total Coliform - Maximum	10,000	mpn/100 ml	27	0
pH - High	9.0	s.u.	44	0
pH - Low	6.0	s.u.	44	0

NPDES Wet Season Limits - November - April				
Parameter	Limit	Units	# Analysis	Violations
BOD Weekly	45	mg/L	30	0
BOD Monthly	30	mg/L	8	0
TSS Weekly	45	mg/L	30	0
TSS Monthly	30	mg/L	8	0
BOD Removal (minimum)	85	%	8	0
TSS Removal (minimum)	85	%	8	0
Enterococcus - 30 Day Geo Mean	35	Col/100 ml	8	0
Fecal Coliform - Median	140	mpn/100 ml	1	0
Fecal Coliform - 90 th Percentile	430	mpn/100 ml	1	0
Ammonia - Daily Maximum	21	mg/L	7	0
Ammonia - Monthly Average	6	mg/L	7	0
pH - High	8.5	s.u.	151	0
pH - Low	6.5	s.u.	151	0
Oil & Grease - Daily Maximum	15	mg/L	8	0
Oil & Grease - Monthly Average	5	mg/L	8	0

2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

NPDES Dry Season Limits - May, September, & October				
Parameter	Limit	Units	# Analysis	Violations
BOD Weekly	30	mg/L	9	0
BOD Monthly	15	mg/L	3	0
TSS Weekly	20	mg/L	9	0
TSS Monthly	10	mg/L	3	0
BOD Removal (minimum)	85	%	3	0
TSS Removal (minimum)	85	%	3	0
Enterococcus - 30 Day Geo Mean	35	Col/100 ml	3	0
Fecal Coliform - Median	140	mpn/100 ml	1	0
Fecal Coliform - 90th Percentile	430	mpn/100 ml	1	0
Ammonia - Daily Maximum	21	mg/L	3	0
Ammonia - Monthly Average	6	mg/L	3	0
pH - High	8.5	s.u.	65	0
pH - Low	6.5	s.u.	65	0
Oil & Grease - Daily Maximum	15	mg/L	3	0
Oil & Grease - Monthly Average	5	mg/L	3	0

ENVIRONMENTAL SERVICES REPORT

Wildlife Pond and Reclamation Activities

Samples and weekly/monthly observations at the Wildlife Pond were taken according to the WDR (Order No. 92-065) throughout the year. Monthly irrigation wet well samples were monitored during the irrigation season.

NPDES and WDR Permit Monitoring Program

All on the sample monitoring requirements were successfully completed during 2017.

Laboratory

Annual Proficiency Testing for all certified methods occurred with 100% success.

Public Education

- We assisted in Wetlands Days for the Marin County public education group staffing two stations, "Bird Bingo" and "The Toilet is not a Trashcan".
- Staffed North Bay Science Discovery Day with other Veolia Staff showing what "dispersibles" are (toilet paper vs. tissues and paper towels). Cleaned and disinfected clogs from pumps, looking like mopheads, were on display to demonstrate the problem. Clearly visible in the clogs are dental floss, wipes and strings. This is a hands on educational event and very popular.
- We hosted tours for different age groups starting with age appropriate engaging talks about how collection systems work, "making" sewage and then discussing the treatment

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process with visual aids. Then the students go out into the plant for the tour and sometimes having time in the laboratory to see the microorganisms that do the work of wastewater treatment.

Training

Liz Falejczyk and Kurt Hawkyard both earned training contact hours for attending regulatory agency and professional association meetings and trainings.

BACWA

Liz Falejczk attended many of the BACWA Pretreatment, Permits and Laboratory Committee meetings throughout the year.

Pretreatment

Permits Renewed

- Optical Metals
- BioMarin (BMK)

New Permits

- 3 temporary groundwater discharge permits
- BioMarin (35 Leveroni) Zero Discharge Permit

Inspections

- All 5 Significant Industrial Users
- 30 Food Service Establishments(FSE) for Fats Oil and Grease (FOG)
 - Inspections and/or compliance checks
- 4 non-permitted industries (XCell, Mercaptor, Stone Works, Adobe Creek Winery)

Sampling

- BioMarin BMK (2 events)
- BioMarin Galli (2)
- Buck Center (1)
- Optical Metals (1)
- NMWD (1)

Coordination of Environmental Services with NSD Staff

Besides working closely with Erik Brown and Sandeep Karkal regarding the implementation of the industrial pretreatment program, in 2017 communication and coordination of activities focused on the goals and objective below:

- Engineering-coordination on inspections and file review
- Finance-invoicing and tracking payments
- Public Education-support for staffing and emphasizing specific pollutants
- Collections-targeting problem areas for FOG

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Asset Management Program

Key components of an Asset Management Program include:

- Computerized Maintenance Management System (CMMS)
- Preventive, Predictive, and Corrective Maintenance
- Equipment Inventory
- Criticality Assessment

Computerized Maintenance Management System (CMMS)

Oracle Work Asset Management (OWAM or WAM) software program. OWAM is a robust multi-layered asset management system which provides modules for purchasing, inventory control, asset life cycle cost, as well as the typical scheduling and maintenance tracking tools. Preventive maintenance (PM) is a scheduled maintenance activity generally tied to equipment run time (x hours) or period schedule (weekly / quarterly). An accurate equipment inventory is crucial to all phases of Asset Management. Equipment at the Novato facility has been entered into the OWAM data base. The Criticality Assessment is typically performed every 5 years. The next scheduled assessment is planned for 2019. The assessment evaluates processes and equipment and rates the relative importance. The results of the assessment are used in developing the priorities for equipment replacement and preventative maintenance.

Maintenance Activities Less Than \$10,000*

January 2017	
Equipment	Activity
RAS Bubbler #1 Compressor	Replaced contactor and switch
Blower #3	Replaced capacitors & VFD fan
Ignacio EQ Pump	Replaced VFD board
Sludge Ponds	Flushed drain lines

February	
Equipment	Activity
Wet Weather Pump #2	Replaced battery charger and batteries

March	
Equipment	Activity
Influent Pump #1	Replaced sensor PROM (programmable read only memory)
UVT Meter	Replaced pump
Laboratory Truck	Replaced entire brake system and fuel line

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April	
Equipment	Activity
Wet Weather Pump #1	Replaced battery charger & batteries
Ignacio Hypochlorite Tank	Installed new hypochlorite tank (6,000 gallons)
Bulk Diesel Fuel Tanks	Annual fuel tank sampling
Jerome Meter	Annual calibration

May	
Equipment	Activity
Main Diesel Fuel Tank	Filtered/polished fuel
Fire Extinguishers	Annual service/recharge
Cranes/Hoist	Annual inspection/certification
Grit Classifier #2	Replaced wear shoes & hardware

June	
Equipment	Activity
Secondary Clarifiers	Replaced control wiring
Boiler	Annual boiler service/inspection
Flow Meters (Ignacio, WWTP, RWP)	Annual flow meter calibration

July	
Equipment	Activity
Blower MMC Room	Replaced/reprogrammed operator interface
UV Crane	Replaced VFD
Decant Pump	Motor rewind
Filters Screens	Annual service

August	
Equipment	Activity
Transformers	Annual transformer inspection
WWTP/RWP/Ignacio	Annual thermography/electrical/VFD inspections
Maintenance Truck	Replaced brake booster
UV Diesel Fuel Tank	Replaced transducer

September	
Equipment	Activity
Sludge/Scum Pump #1	Replaced stator
Emergency Generators	Annual service
Wet Weather Pumps	Annual service

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October	
Equipment	Activity
Flygt Pumps (WWTP/Ignacio)	Annual inspection
Biofilters	Topped off all beds with new media
Ignacio Operator Interface	Replaced operator interface
WAS Pump #1	Replaced pump

November	
Equipment	Activity
Flygt Pumps (RWP)	Annual inspection
Primary Clarifier #2	Replaced flow tube

December	
Equipment	Activity
UV Transformer #3	Installed new power circuit
Emergency Generator #3	Replaced water pump
Blowers	Annual blower inspection

* Limit Set by Section 3.0 of the Service Agreement between Veolia and NSD.

Maintenance Activities Greater Than \$10,000*

January 2017	
Equipment	Activity
Influent Pump #3	Rebuild

* Limit Set by Section 3.0 of the Service Agreement between Veolia and NSD.

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PREVENTIVE MAINTENANCE



CORRECTIVE MAINTENANCE



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Safety and Training



VEOLIA

Always Safe Rules - the Path to Goal Zero

Management

- LIAISON comply with occupational health and safety rules & regulations.
- LIAISON lead by example to openly demonstrate exemplary commitment to health and safety as a company value.
- LIAISON ensure that health and safety is the primary consideration in work scheduling and production.
- LIAISON ensure that personnel have the proper safety training and the authorization to perform the assigned task or activity.
- LIAISON take all reasonable steps to identify and correct any known hazards before allowing personnel to proceed with a work-related task or activity.
- LIAISON address risk management through a hierarchy of controls (engineering controls such as, elimination or reduction, administrative controls such as, signage and warning, with personal protective equipment as a last defense).
- LIAISON empower employees with the authority and responsibility to correct and/or report all unsafe situations, acts, or conditions observed in the workplace – up to and including STOPPING a job when necessary.
- NEVER ask anyone to perform an unsafe act.

All Employees

- LIAISON comply with all applicable regulatory, company and client occupational health and safety rules, regulations, work instructions, policies, procedures, best practices, and industry standards.
- LIAISON wear the required personal protective equipment.
- LIAISON perform tasks and activities with proper qualification, authorization, and pre-task planning.
- LIAISON empowered with the responsibility and obligation to stop any unsafe behavior or activity to report the issue promptly to management, and work together with management toward a safe resolution.
- LIAISON work in fit condition, free from the effects of fatigue, drug, and alcohol.
- LIAISON report all work-related injuries/illnesses, unsafe conditions, unsafe work practices, near-miss incidents and hazards.
- NEVER compromise my own health and safety or those around me for profit, production, comfort, or convenience.

Five Pillars of our Occupational H&S Culture





Veolia Water recognizes the importance of an effective health and safety program to the well-being of each employee, the general public, clients/facility owners, and to the overall success of our company. Veolia Water is committed to providing its employees a healthful and safe place of employment. To that end, Veolia Water will provide proper training, materials, and equipment so that work can be performed safely and in compliance with the Occupational Safety and Health Administration (OSHA) Regulations and other applicable standards.

Veolia Water Novato has had no incidents from June 1, 2010 to present. This report reflects January – December 2017 with no accidents or incidents. In recognition of this achievement - each employee received a cash incentive reward from Veolia Water for 7 years no loss time incidents as a group.

Each day safety topics referred to as 5-minute Safety Moments are reviewed and discussed during the morning meetings. Subjects range from personal to job related safety topics. In addition to daily safety discussion, formal monthly training of worksite relevant safety topics is conducted by the Project Manager or Safety Coordinator. The formal training is also conducted based on OSHA standards which includes a final quiz. Below were the monthly safety training topics.

<h3>2017 Safety Training</h3>	
January	Hazardous Communication Training
February	Incident Investigation for Accidents & Near Misses
	Lock Out / Tag Out Training

2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

March	Fire Extinguisher Use
	Fire Prevention
	Distracted Driving
April	Confined Spaces / Dangerous Spaces
May	Ladder Safety
	Hand and Power Tool Safety
June	Hearing Conservation
July	Compressed Gas Cylinders
	Active Shooter Awareness
August	Cranes and Hoists Safety
September	Respiratory Protection
October	Safety Showers and Eye Washes
November	Electrical Safety
December	Bloodborne Pathogens
	Fall Protection for General Industry
	SPCC Plan Ignacio
	SPCC Plan Novato

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Staffing and Organization

STAFFING & CERTIFICATION STATUS (Current)

John Bailey – Project Manager
Grade V California Wastewater Treatment Plant Operator #4123, December 31, 2018

Brian N. Exberger – Assistant Project Manager / Operations Manager
Grade V California Wastewater Treatment Plant Operator #10424, June 30, 2020

Lynda Farmery – Administrative Assistant/Planner/Scheduler/Safety Coordinator

Anthony M. Silva – Operator III
Grade V California Wastewater Treatment Plant Operator #10973, December 31, 2020
Grade II Collection System Maintenance Technician, #354, January 31, 2019

Manual Arias – Operator III
Grade III California Wastewater Treatment Plant Operator #III-29081, December 31, 2018
Grade I Laboratory Analyst #1308210200, September 30, 2018

Larry Milliken – Operator III
Grade IV California Wastewater Treatment Plant Operator #41483, August 12, 2020

Preston Ingram – Operator III
Grade IV California Wastewater Treatment Plant Operator #10277, June 30, 2020

Jeffrey D. Hendricks – Operator II
Grade II California Wastewater Treatment Plant Operator #II-28377, December 31, 2020
Grade I Plant Maintenance Technologist, #070750011, July 31, 2018
Grade I Collection System Maintenance, #801210049, January 31, 2019

Alejo Cuntapay – Maintenance Technician II

Elizabeth G. Falejczyk – Environmental Services Manager
Operator III California Wastewater Treatment Plant Operator #6334, August 17, 2018

Kurt Hawkyard – Laboratory Technician/Pretreatment Programs Inspector
Laboratory Analyst Grade I, #130931002, June 30, 2018
Industrial Waste Grade II, #1308211129, June 30, 2018
Environmental Compliance Inspector, Grade II, 130821437, March 31, 2018

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Additional Support

Sachin Chawla – Vice President of Operations

Matt Nausin – Maintenance Supervisor, Richmond Project

Dennis Flosi – Instrumentation and Controls Specialist, Richmond Project

Dave Coffman – Asset Manager, West Region

Ed Dix – Technical Director / Technical Support, West Region

Jeremiah Danielson – Director of Health and Safety, Veolia Municipal and Commercial

John O'Hare – Pretreatment Programs Manager, Municipal & Commercial Business

Grade V, Wastewater Treatment Plant Operator, California, # 10669 (2005)

Grade IV, Wastewater Treatment Plant Operator, Association of Boards of Certification, # S40011R (2004)

Grade I, Environmental Compliance Inspection, California, CWEA # 04074112 (2004)

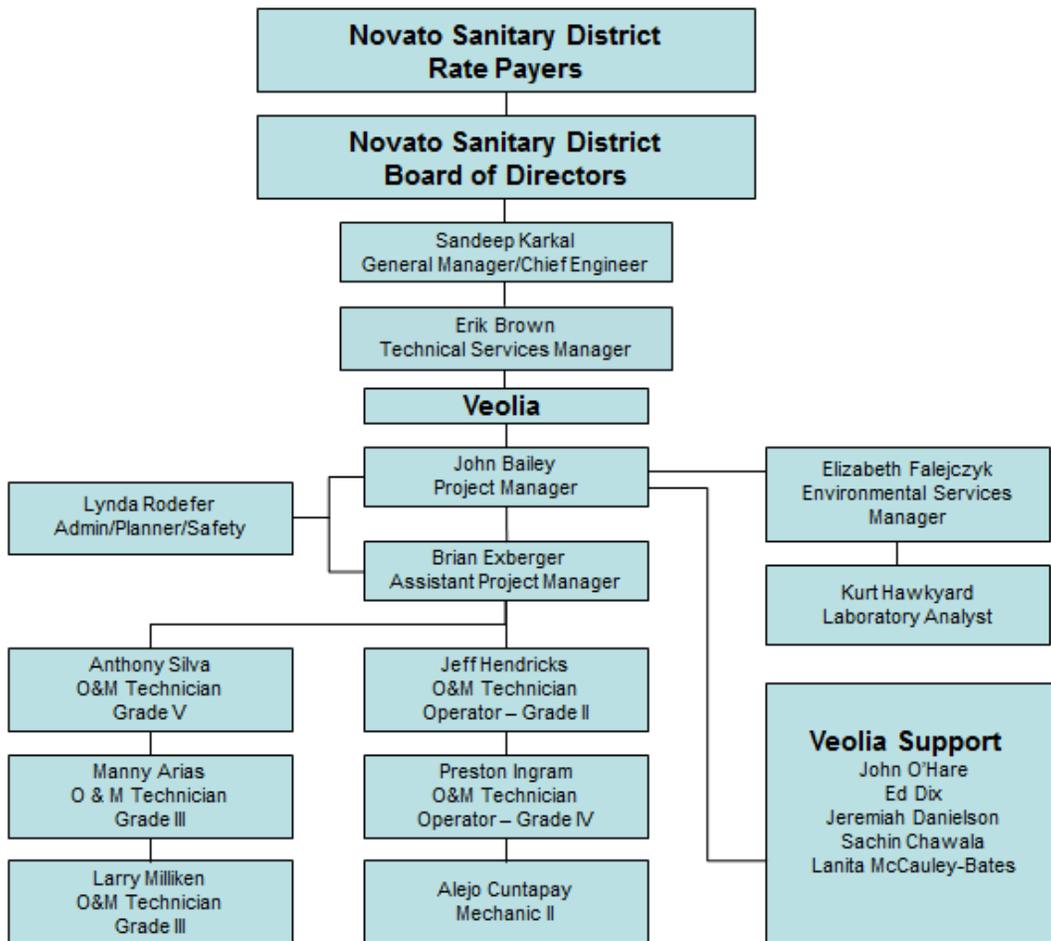
Grade I, Laboratory Analyst, California, CWEA # 05013114 (2014)

Grade I, Plant Maintenance Technologist, California, CWEA # 05075101 (2005)

Grade I, Water Distribution Operator, California Department of Public Health, #34234 (2008)

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Organization Chart – Veolia Water/Novato Sanitary District



2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

ADJUSTMENTS OCCUR ON A "CONTRACT YEAR CYCLE", JULY - JUNE

The Amended and Restated Novato Operations and Maintenance Service Agreement adopted February 18, 2014 is a fixed price contract. Included in the base contract fee are operation, maintenance, and management. Exceptions to the fixed price include:

Schedule 13 – Pass through Costs

Section 5.6 – Performance Bond

Schedule 8 – Cost Adjustment and Escalation Indices

Schedule 8 – Flow and Loading Adjustments

Schedule 11 – Usage Caps

- Electrical
- Natural Gas
- Diesel Fuel

Schedule 5 – Operation of Recycled Water Facility

Equipment Repair in excess of \$10,000

Fiscal Year 2017/18 service fee adjustment was 2.247%.

Community Outreach Activities 2017

Veolia is proud to be a member of the Novato community and we are committed to supporting local activities. The following are events and organizations supported by Veolia in 2017.

School Fuel – Tour of Novato – donation of bottled water for participants & Booth with sand art activities

Member Rotary Club Novato Sunrise (RCNS)

2017 American Crown Circus/Circus Osorio (RCNS)

Member – Novato Chamber of Commerce

Margaret Todd Senior Center Monthly Birthday Celebrations

Senior Pharmaceutical Collection

Senior Health Fair

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North Bay Leadership Council - Algebra Academy

North Bay Science Fair

NORTH BAY DISCOVERY DAY (Science Fair) October 28, 2017



2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

TITLE 22 – Recycled Water Production Report for 2017

All water produced by the Novato Sanitary District (NSD) Recycled Water Facility was distributed by the North Marin Water District (NMWD).

Compliance testing for coliform was performed at the NMWD laboratory, NMWD is a State of California Environmental Laboratory Accreditation Program certified facility.

Recycled Water Table 1 below provides a summary of the quantity and quality of recycled water produced by NSD.

Recycled Water Table 1

Novato Sanitary District 2017 Recycled Water Production Data								
	Water Delivered (Million Gal)	Effluent Turbidity (NTU)		Effluent CT Value (mg min/L)		Effluent Coliform (mpn/100 ml)		Notes
Criteria	1.7 MGD	<2		>450		<2.2		
		Max	Ave	Min	Ave	Max	7Med	
January	0.000							No Production
February	0.000							No Production
March	0.000							No Production
April	0.749	1.2	1.1	>450	>450	<1.8	<1.8	
May	16.664	1.8	1.3	>450	>450	<1.8	<1.8	
June	19.465	1.6	1.1	>450	>450	<1.8	<1.8	
July	19.712	1.6	0.9	>450	>450	<1.8	<1.8	
August	14.554	1.2	1.0	>450	>450	<1.8	<1.8	
September	13.101	0.7	0.9	>450	>450	<1.0	<1.0	
October	11.798	0.6	0.4	>450	>450	<1.0	<1.0	
November	1.018	1.6	0.6	>450	>450	<1.0	<1.0	
December	0.583	2.0	1.5	>450	>450	<1.0	<1.0	
TOTAL	97.640							

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PLANT FLOW

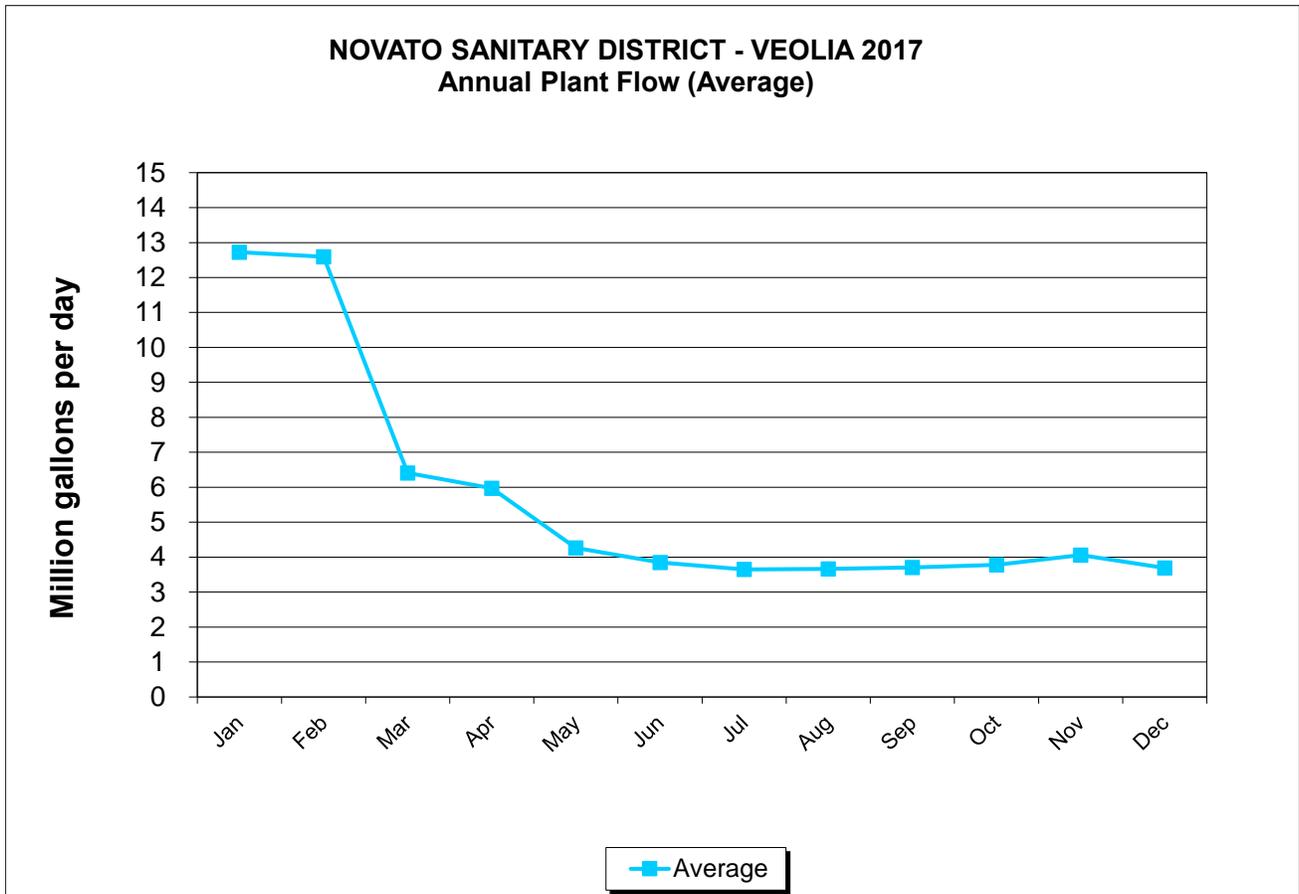
Annual Waste Characteristics & Loading Summary

(IN GALLONS TIMES 1,000,000)

YEAR: 2017

PRINT DATE: 22-Mar-2018

	Total Flow	High	Low	Average	
January	394.47	28.43	4.41	12.72	
February	352.56	24.21	6.27	12.59	
March	198.74	10.59	4.61	6.41	
April	179.12	11.53	4.47	5.97	
May	132.29	4.80	3.92	4.27	
June	115.51	5.00	3.26	3.85	
July	113.12	4.16	3.39	3.65	Three month dry weather averages:
August	113.61	4.04	3.44	3.66	3.65
September	111.12	4.10	3.41	3.70	3.66
October	117.22	4.78	3.35	3.78	3.70
November	121.91	5.52	3.48	4.06	
December	114.40	4.28	3.16	3.69	
ANNUAL TOTAL 2064.07					
ANNUAL MAX.	394.47	28.43			Max. 3.70
ANNUAL MIN.	111.12		3.16		Min. 3.65
ANNUAL AVG.	172.01			5.70	Avg. Dry Weather Flow 3.67



2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

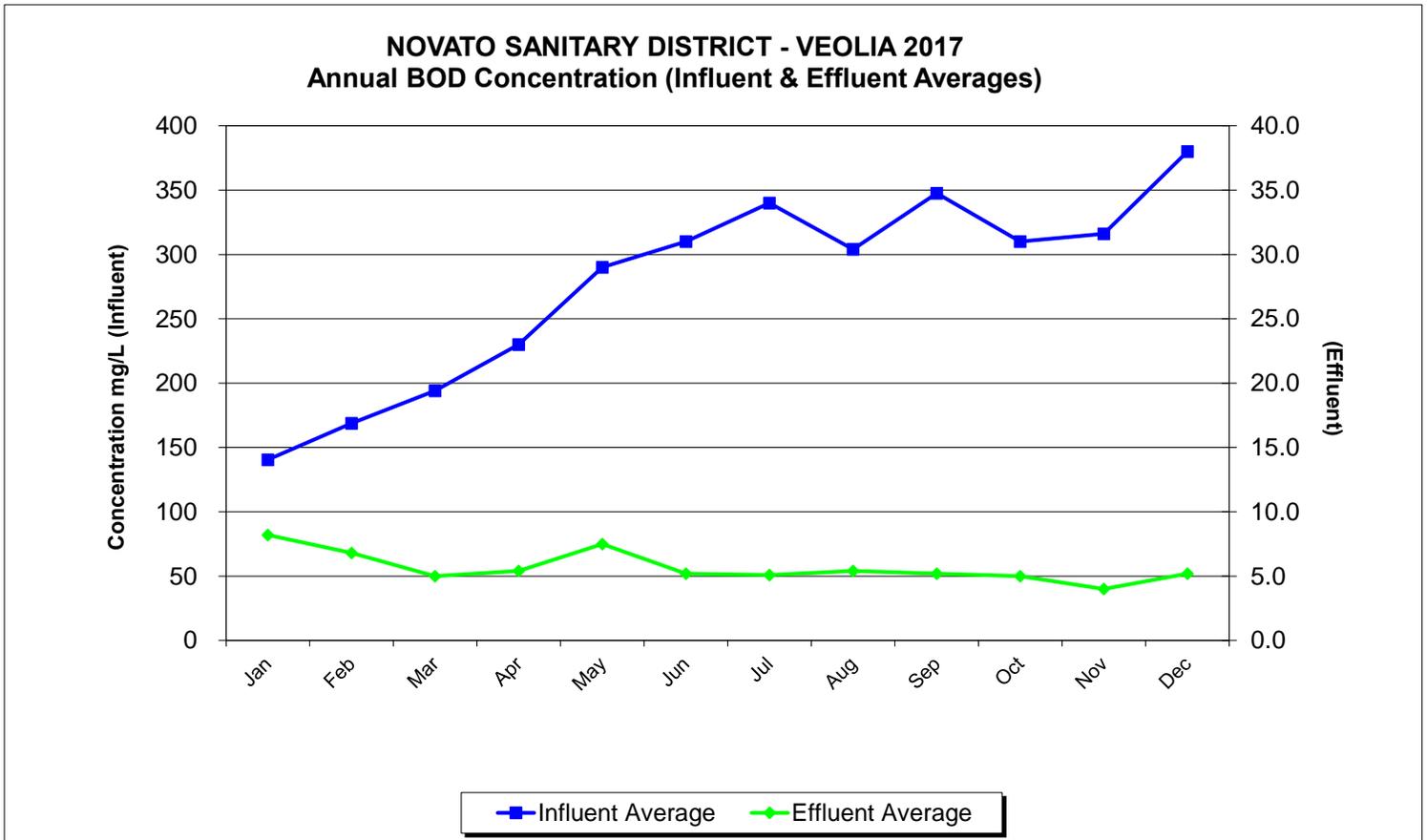
BOD (Influent & Effluent)

Annual Waste Characteristics & Loading Summary

YEAR: 2017

PRINT DATE: 22-Mar-2018

	INFLUENT							EFFLUENT						
	Concentration (mg/L)			No. of Samples	Loading (lb/day)			Concentration (mg/L)			No. of Samples	Loading (lb/day)		
	High	Low	Average		High	Low	Average	High	Low	Average		High	Low	Average
January	180	42	141	4	17028	6722	11744	18.0	3.0	8.2	5	1803	180	903
February	250	85	169	4	21872	8308	15967	10.0	4.0	6.8	5	849	391	583
March	250	140	194	5	12844	8068	9815	5.0	5.0	5.0	6	288	204	258
April	280	200	230	4	15552	7890	10935	6.0	5.0	5.4	5	305	197	256
May	380	250	290	5	13311	8444	10277	15.0	5.0	7.5	6	525	214	282
June	320	280	310	4	13344	9014	10353	6.0	5.0	5.2	5	209	151	174
July	490	270	340	4	14017	7859	10181	6.0	5.0	5.1	12	158	143	151
August	370	260	304	5	11541	7806	9627	8.0	5.0	5.4	15	194	150	165
September	500	280	348	4	15387	8126	10524	6.0	5.0	5.2	5	174	145	158
October	340	260	310	4	10180	8023	9169	5.0	5.0	5.0	5	154	143	148
November	370	260	316	5	14997	8197	10892	5.0	3.0	4.0	6	170	95	135
December	480	340	380	4	14371	10293	11501	6.0	4.0	5.2	5	183	120	159
ANNUAL HIGH	500	340	380	5	21872	10293	15967	18.0	5.0	8.2	15	1803	391	903
ANNUAL LOW	180	42	141	4	10180	6722	9169	5.0	3.0	4.0	5	154	95	135
ANNUAL AVG.	351	222	278	4	14537	8229	10915	8.0	4.5	5.7	7	418	178	281



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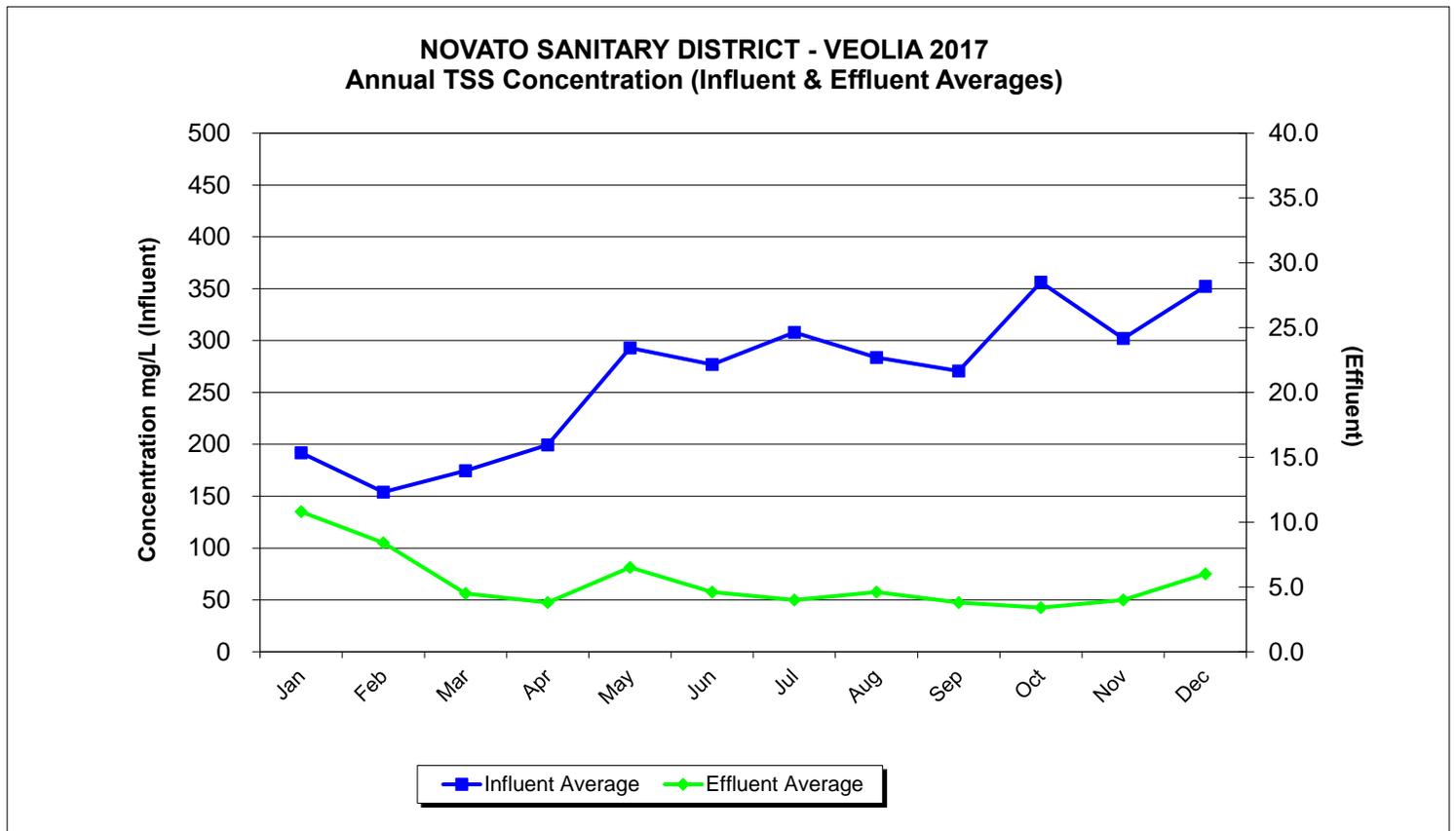
SUSPENDED SOLIDS (Influent & Effluent)

Annual Waste Characteristics & Loading Summary

YEAR: 2017

PRINT DATE: 22-Mar-2018

	INFLUENT							EFFLUENT						
	Concentration (mg/L)			No. of Samples	Loading (lb/day)			Concentration (mg/L)			No. of Samples	Loading (lb/day)		
	High	Low	Average		High	Low	Average	High	Low	Average		High	Low	Average
January	266	68	192	4	23538	10883	16389	24.0	3.0	10.8	4	2404	180	1179
February	227	88	154	4	21641	8602	14954	16.0	4.0	8.4	4	2813	263	1077
March	200	150	175	5	10275	6525	9000	6.0	3.0	4.5	5	346	146	232
April	245	147	200	4	13608	5958	9536	4.0	3.0	3.8	4	291	158	196
May	454	236	293	5	15903	8404	10360	9.0	5.0	6.5	5	315	179	232
June	292	265	277	4	12176	8039	9277	6.0	3.0	4.6	4	250	97	155
July	417	250	308	4	11929	7277	9241	6.0	3.0	4.0	4	183	88	120
August	374	225	284	5	11666	6962	8964	8.0	3.0	4.6	5	259	87	140
September	339	176	271	4	10433	5108	8196	5.0	3.0	3.8	4	145	89	114
October	469	289	356	4	13651	8267	10543	5.0	3.0	3.4	4	143	85	100
November	366	257	302	5	12729	7609	10292	5.0	3.0	4.0	5	170	95	134
December	359	342	352	4	10928	10439	10671	8.0	5.0	6.0	4	244	151	183
ANNUAL HIGH	469	342	356	5	23538	10883	16389	24.0	5.0	10.8	5	2813	263	1179
ANNUAL LOW	200	68	154	4	10275	5108	8196	4.0	3.0	3.4	4	143	85	100
ANNUAL AVG.	334	208	264	4	14040	7839	10619	8.5	3.4	5.4	4	630	135	322



2017 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

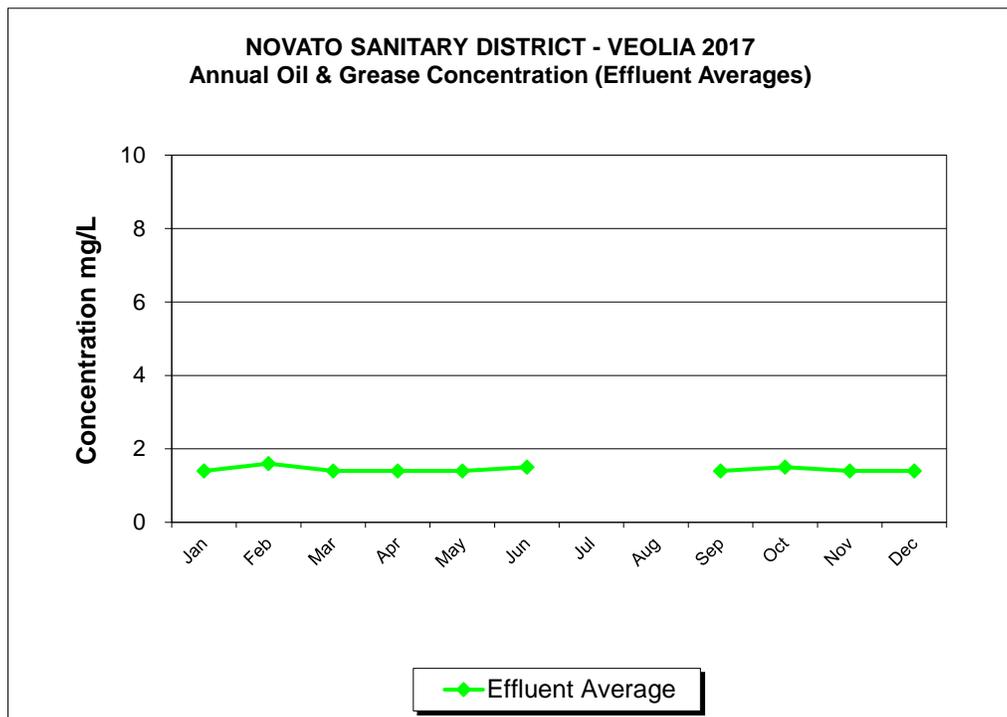
OIL & GREASE (Effluent)

Annual Waste Characteristics & Loading Summary

YEAR: 2017

PRINT DATE: 22-Mar-2018

	EFFLUENT						
	Concentration (mg/L)			No. of Samples	Loading (lb/day)		
	High	Low	Average		High	Low	Average
January	1.4	1.4	1.4	2	190	51	120
February	1.6	1.6	1.6	1	281	281	281
March	1.4	1.4	1.4	1	68	68	68
April	1.4	1.4	1.4	1	102	102	102
May	1.4	1.4	1.4	1	45	45	45
June	1.5	1.5	1.5	1	41	41	41
July*	No Sample			0	No Sample		
August*	Reclamation			0	Reclamation		
September	1.4	1.4	1.4	1	37	37	37
October	1.5	1.5	1.5	1	36	36	36
November	1.4	1.4	1.4	1	46	46	46
December	1.4	1.4	1.4	1	44	44	44
ANNUAL HIGH	1.6	1.6	1.6		281	281	281
ANNUAL LOW	1.4	1.4	1.4		36	36	36
ANNUAL AVG.	1.4	1.4	1.4		89	75	82



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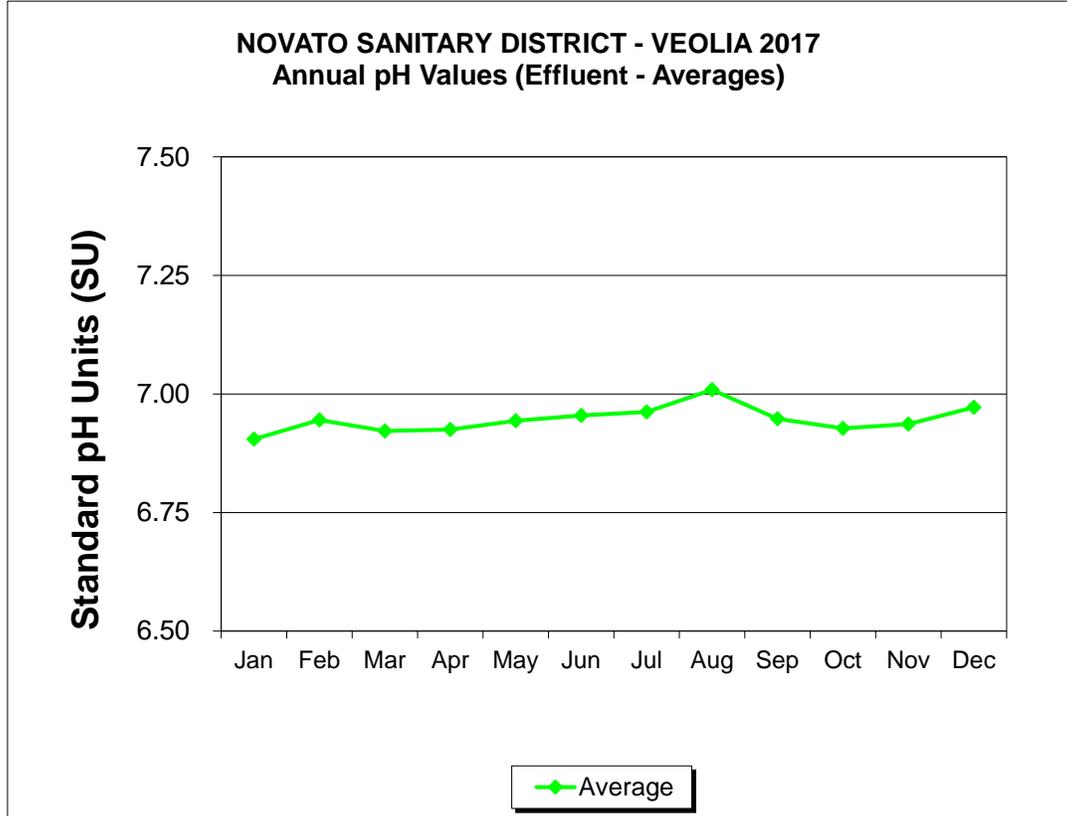
pH (Effluent)

Annual Waste Characteristics & Loading Summary

YEAR: 2017

PRINT DATE: 22-Mar-2018

	High	Low	Average	Number of Samples				
January	7.0	6.8	6.9	22				
February	7.2	6.8	6.9	20				
March	7.0	6.8	6.9	23				
April	7.0	6.8	6.9	20				
May	7.0	6.8	6.9	23				
June	7.1	6.8	7.0	22				
July	7.0	6.8	7.0	21				
August	7.1	6.9	7.0	23				
September	7.1	6.8	6.9	21				
October	7.0	6.8	6.9	22				
November	7.0	6.8	6.9	22				
December	7.0	6.9	7.0	21				
ANNUAL MAX.				7.20	6.90	7.01	Number of Samples Total = 260	
ANNUAL MIN.				7.00	6.80	6.90	1st Qtr. 65	2nd Qtr. 65
ANNUAL AVG.				7.04	6.82	6.95	3rd Qtr. 65	4th Qtr. 65



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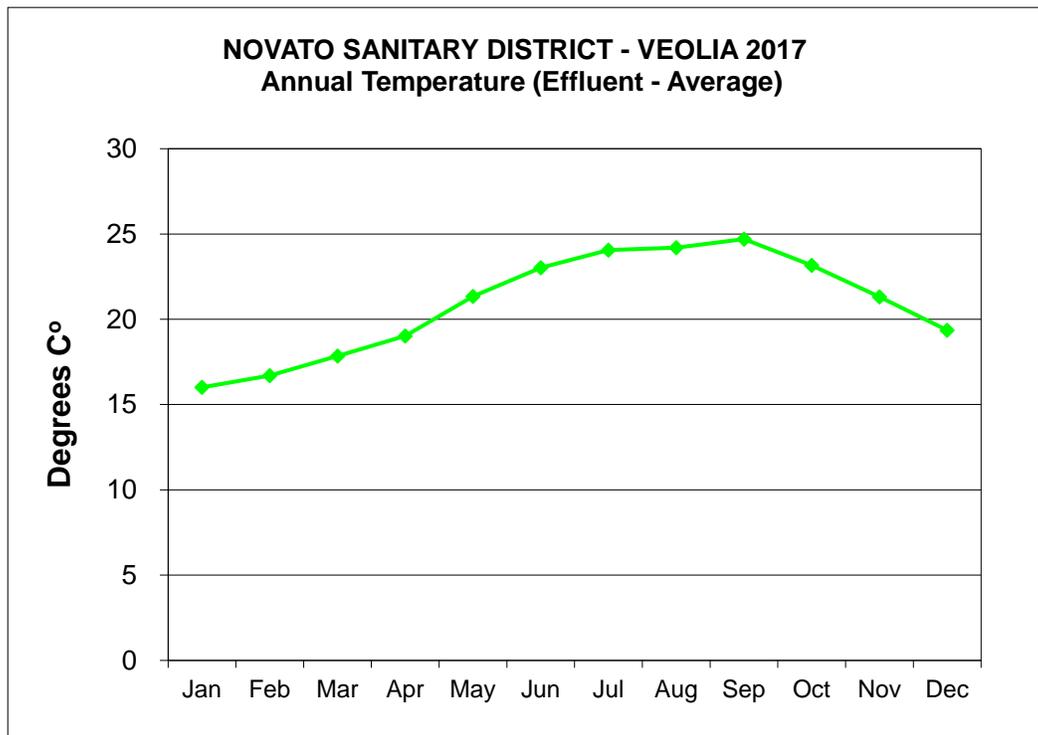
TEMPERATURE (Effluent)

Annual Waste Characteristics & Loading Summary

YEAR: 2017

PRINT DATE: 22-Mar-2018

	High	Low	Average	Number of Samples			
	January	17.9	14.6	16.0	22.0		
February	18.2	15.6	16.7	20.0			
March	19.0	16.6	17.8	23.0			
April	19.9	17.8	19.0	20.0			
May	22.2	20.5	21.3	23.0			
June	24.4	21.8	23.0	22.0			
July	25.3	22.8	24.1	21.0			
August	24.9	22.6	24.2	23.0			
September	26.3	23.8	24.7	21.0			
October	24.2	21.9	23.2	23.0			
November	22.8	20.0	21.3	22.0			
December	20.2	18.4	19.4	21.0			
				Number of Samples Total = 261			
ANNUAL MAX.	26.3	23.8	24.7	1st Qtr.	65	2nd Qtr.	65
ANNUAL MIN.	17.9	14.6	16.0	3rd Qtr.	65	4th Qtr.	66
ANNUAL AVG.	22.1	19.7	20.9				



NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Birdie Drive Sewer Agreement	MEETING DATE: March 26, 2018
	AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: Approve an Agreement with the Marin Country Club (MCC) - Birdie Drive Sewer Line Project, and authorize the Board President and the General Manager-Chief Engineer/Secretary to execute it.	
<p>SUMMARY AND DISCUSSION:</p> <p>The FY17-18 Capital Improvements Program (CIP) Budget, Account No. 72706 includes provisions to relocate approximately 700 feet of 8-inch sewer main that currently runs through an easement on Marin Country Club (MCC) property, to extend down Country Club Drive to the existing sewer on Birdie Drive. The work will include:</p> <ul style="list-style-type: none"> • 687 lineal feet of new 8" PVC sewer main • One new manhole • Modifications to two existing manholes • Abandon 605 lineal feet of 8" VCP sewer main - abandon and fill with grout • Abandon two manholes - abandon and remove cone <p>A portion of the work includes abandoning the existing sewer main that currently runs through the MCC property within a sanitary sewer easement. The Agreement proposes to quitclaim the easement to MCC upon completion of the project. Since the relocation of the sewer will partially benefit MCC, MCC is agreeing to compensate the District for a portion of the Work subject to, and in accordance with, the terms of the attached Agreement, in an amount equal to the lesser of (a) fifty percent (50%) of the actual third party costs incurred in the design and construction of the Project, or (b) \$100,000.</p> <p>District staff has reviewed the terms of the Agreement with MCC and its Legal Counsel. District Counsel has reviewed the Agreement, and finds it to be acceptable to the District. Accordingly, District Counsel and staff recommend that the Board approve the Agreement, and authorize the Board President and the General Manager-Chief Engineer/Secretary to execute it.</p>	
ATTACHMENTS: 1. "Agreement Regarding Cost Sharing for Birdie Drive Sewer Line Project".	
STRATEGIC PLAN INFORMATION: This item addresses Goal 2 (Build and Maintain Facilities that are Safe, Reliable, Environmental, and Efficient) and Goal 3 (Board District and Community Alignment and Communications) of the latest Strategic Plan Update.	
DEPT. MGR.: eb	GENERAL MANAGER: SSK

**AGREEMENT REGARDING COST SHARING
FOR BIRDIE DRIVE SEWER LINE PROJECT**

This AGREEMENT REGARDING COST SHARING FOR BIRDIE DRIVE SEWER LINE PROJECT (the “Agreement”) is made this ___ day of _____, 2018, by and between the Novato Sanitary District, a Special District of the State of California (“District”), and Marin Country Club, (“MCC”).

WHEREAS, MCC owns that certain real property located in the City of Novato, Marin County, State of California, as more particularly described on Exhibit 1 attached hereto (“MCC’s Property”); and

WHEREAS, Approximately 536 linear feet of existing District owned public sewer resides in a 10-foot easement on MCC’s Property; and

WHEREAS, District operates the public sanitary sewer collection system on or about the real property described on Exhibit 1; and

WHEREAS, MCC constructed an irrigation pump house within District’s easement, which may necessitate relocation of a portion of District’s sanitary sewer and dedication of a new easement; and

WHEREAS, District and MCC recognize a mutual benefit in relocating the entire length of sewer that currently runs through MCC’s Property, from the existing alignment to the public right-of-way of Country Club Drive and Birdie Drive; and

WHEREAS, the District agrees to install approximately 690 linear feet of new 8-inch sewer main and appurtenances to be located within the public right-of-way and thereby allow abandonment of the existing easement and existing sanitary sewer located on MCC’s property; and

WHEREAS, because the relocation of the sewer will partially benefit MCC, MCC agrees to compensate the District for a portion of the Work; and

WHEREAS, the abandonment of the existing easement and sewer by the District partially benefits MCC, MCC agrees, after the construction period, to accept a quitclaim deed and assume ownership and responsibility for the abandoned sewer facilities in accordance with the terms and conditions of this Agreement; and

WHEREAS, to the District’s knowledge, the abandoned sewer facilities do not contain asbestos, lead, or another hazardous substance requiring special handling and/or disposal; and

NOW, THEREFORE, in consideration of the mutual promises and conditions hereinafter declared and entered into hereby by the parties hereto, the parties do covenant and promise as follows:

1. Design Plans. District has arranged for the preparation of the necessary plans for the installation of the new 8-inch sewer main and appurtenances and the abandonment of a portion of existing sewer (collectively, the “Project”).
2. Installation. District agrees to complete installation of the Project, which includes abandonment of certain sewer facilities on MCC property in accordance with the Plans (Exhibit 2). District agrees to provide said portion of Plans relating to abandonment of sewer facilities on MCC property to MCC for review for a minimum of forty-eight (48) hours prior to commencement of construction and to accept any reasonable revisions MCC may have to those Plans.
3. Cost of Improvements. District’s consulting engineer has prepared a preliminary cost estimate of \$293,381 for the installation of the Project.
4. Payment of Costs by District. Subject to the right of reimbursement set forth in Section 5 below, District agrees to pay all costs associated with the Project, including the materials, work, inspection, supervision, legal, engineering, and all incidental expenses therefor, to be incurred prior to the District’s final acceptance thereof.
5. Payment of Costs by MCC. MCC agrees to pay the District an amount equal to the lesser of (a) fifty percent (50%) of the actual third party costs incurred in the design and construction of the Project, or (b) \$100,000. District will invoice MCC upon commencement of the design work on a monthly basis with the final invoice being issued thirty (30) days after the District files a Notice of Completion for the project, or once issued invoices total \$100,000. True and accurate copies of the actual third party costs shall be attached to such invoices. Payment will be due by MCC sixty (60) days after receipt of such invoices.
6. Liability. All work will be performed in a proper manner by District’s Contractor, who shall be currently licensed by the Contractors State License Board (the “CSLB”) and shall maintain proper, equal to or exceeding the minimum standards set by the CSLB, comprehensive liability insurance that names both the District and MCC as additional insureds, to protect and hold District and MCC harmless, and each of its elective and appointive boards, agents and employees, from and against any and all loss, claims, suits, liabilities, actions, damages, or causes of action of every kind, nature and description, directly or indirectly arising from an act or omission of Contractor, its employees, agents, or independent contractors in connection with the Project (“Claims”); except to extent caused by District or MCC’s active negligence or willful misconduct. The District will indemnify, defend and hold harmless MCC against any and all liabilities and damages from third party claims arising out of any act or omission of the District or any person hired by the District in the performance of the Project on MCC property pursuant to this Agreement (whether singular or plural, the “Contractor”), except to the extent caused by MCC’s active negligence or willful misconduct. This obligation of the District applies regardless of whether the District’s insurance policies have been determined to be applicable, however MCC agrees that it shall treat District Contractor’s insurance obligations as primary as compared to any District obligation to indemnify. MCC agrees to indemnify, defend, release, and save harmless District from and against all claims, suits, liabilities, actions or damages or causes of actions of every kind, nature and description directly or indirectly

arising in connection with the activities to abandon and relocate the sewer facilities as provided for in this Agreement, except to the extent caused by District or District Contractor's active negligence or willful misconduct, and regardless of whether or not MCC's insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

7. Work on MCC Property. Access for work necessary to abandon the existing sewer main and appurtenances on MCC Property will be performed under the rights granted in the existing sanitary sewer easement, which include reasonable ingress and egress over MCC property for the construction activities reasonably necessary for proper abandonment of existing sewer lines and appurtenances. District's Contractor shall provide MCC a minimum of forty-eight (48) hours-notice prior to accessing MCC's property and shall limit all such access to the extent reasonably necessary for the Project. The District's Contractor shall (i) exercise due care and skill and act in a safe and workmanlike manner at all times while performing the Project, (ii) comply with all laws and regulations applicable to the Project, (iii) obtain any and all permits and authorizations required to perform the Project, (iv) apprise MCC of (a) any damage caused to MCC property, (b) any significant delays and/or (c) any change orders necessary for the Project, all on a concurrent basis, and (v) provide MCC with true and accurate copies of all invoices, permits, and other documentation related to the Project within thirty (30) days of completion of the Project. District's Contractor shall use due care to minimize damage to MCC golf course property and shall make reasonable efforts to fill and compact excavations and leave in condition acceptable for MCC to re-landscape as it sees fit. The District will correct or reimburse MCC for any damage to MCC's property as the result of the performance of the Project, except to the extent caused by MCC's active negligence or willful misconduct.

8. Abandonment of Sewer Facilities and Quitclaim of Easement to MCC. District's Contractor shall properly abandon the existing sewer facilities within the existing easement, referred to as Deed of Easement granted by Marin Country Club Estates, Inc. to Sanitary District 6 (Novato Sanitary District) attached hereto as Exhibit 3. Abandonment shall be in accordance with construction Plans reviewed by MCC. Upon completion of the abandonment and filing of Notice of Completion by District, the District shall quitclaim to MCC the easement rights set forth in Exhibit 3 and MCC shall accept such quitclaim deed. Thereafter, the sewer facilities remaining in the prior easement area shall be the property of, and the responsibility of MCC. The District will retain no property rights there nor responsibility for the condition of the abandoned facilities..

9. Assignment. This Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns to the parties hereto.

10. Jurisdiction. This Agreement was made in the state of California, and shall be construed in accordance with California law without regard to the Choice of Law Doctrine. Any action brought to enforce the provision of this Agreement shall be brought in a court of appropriate jurisdiction in and for the county of Marin.

11. Entire Agreement. This Agreement represents and contains the entire agreement and understanding between MCC and the District with respect to the subject matter of this document, and supersedes any and all prior oral and written agreements and understandings.

This Agreement shall not be amended or modified except by in writing signed by the parties. This Agreement shall be construed to have been drafted equally by the parties. If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall not be affected and shall remain valid and enforceable to the fullest extent permissible.

12. Waiver. The failure of any party to insist on strict performance of any provision in this Agreement shall not be construed as a waiver of the same or any other provision hereunder. Any such waiver must be in writing signed by the parties.

13. Representations. The undersigned parties each certify that they are fully authorized by the party whom they represent to enter into the terms and conditions of this Agreement.

14. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and same instrument. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their names and by the officers duly authorized to execute this Agreement.

NOVATO SANITARY DISTRICT

Dated: _____

By: _____
A. Gerald Peters, President, Board of Directors

Dated: _____

By: _____
Sandeep Karkal, District Secretary

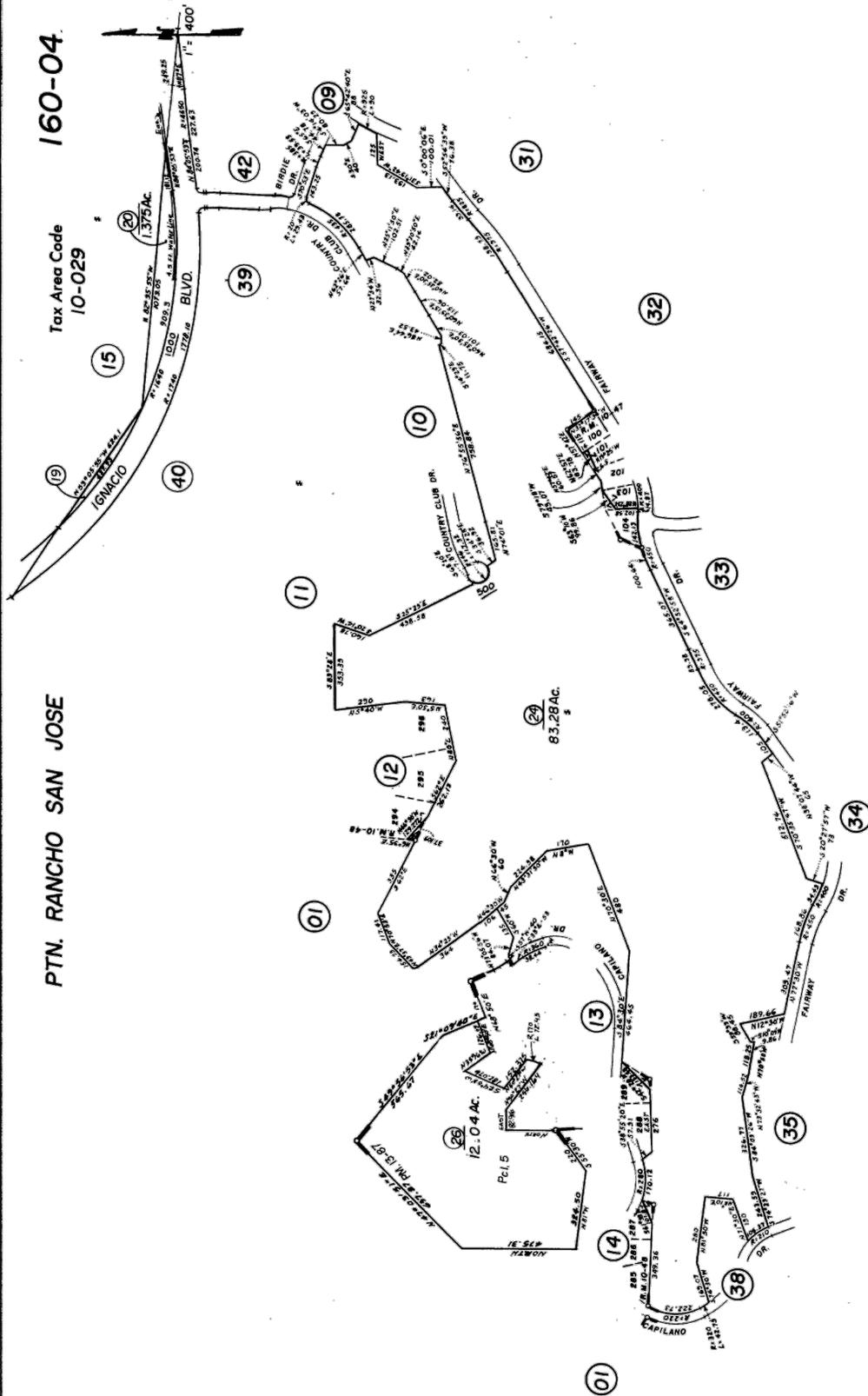
APPROVED AS TO FORM:

By: _____
Kenton L. Alm
District Counsel

MARIN COUNTRY CLUB

Dated: _____

By: _____
Printed Name: _____
Title: _____



160-04

Tax Area Code
10-029

PTN. RANCHO SAN JOSE

W. BRUCE CHILPER - ASSESSOR
 CADASTRAL MAP
 THIS MAP IS A REPRODUCTION OF THE ORIGINAL MAP
 AND IS NOT TO BE USED FOR ANY OTHER PURPOSE
 WITHOUT THE WRITTEN CONSENT OF THE ASSESSOR
 W. BRUCE CHILPER, ASSESSOR
 3000 SULLY ROAD, SUITE 100
 SAN RAFAEL, CA 94903

Marin Golf and Country Club Estates Unit 3, R. M. Bk. 10 - Pg. 47
 Marin Golf and Country Club Estates Unit 4, R. M. Bk. 10 - Pg. 48

CITY OF NOVATO
 Assessor's Map Bk. 160-Pg. 04
 County of Marin, Calif.

NOTE - Assessor's Block Numbers Shown in Ellipses.
 Assessor's Parcel Numbers Shown in Circles.

NOVATO SANITARY DISTRICT

AGREEMENT REGARDING COST SHARING FOR BIRDIE DRIVE SEWER LINE PROJECT



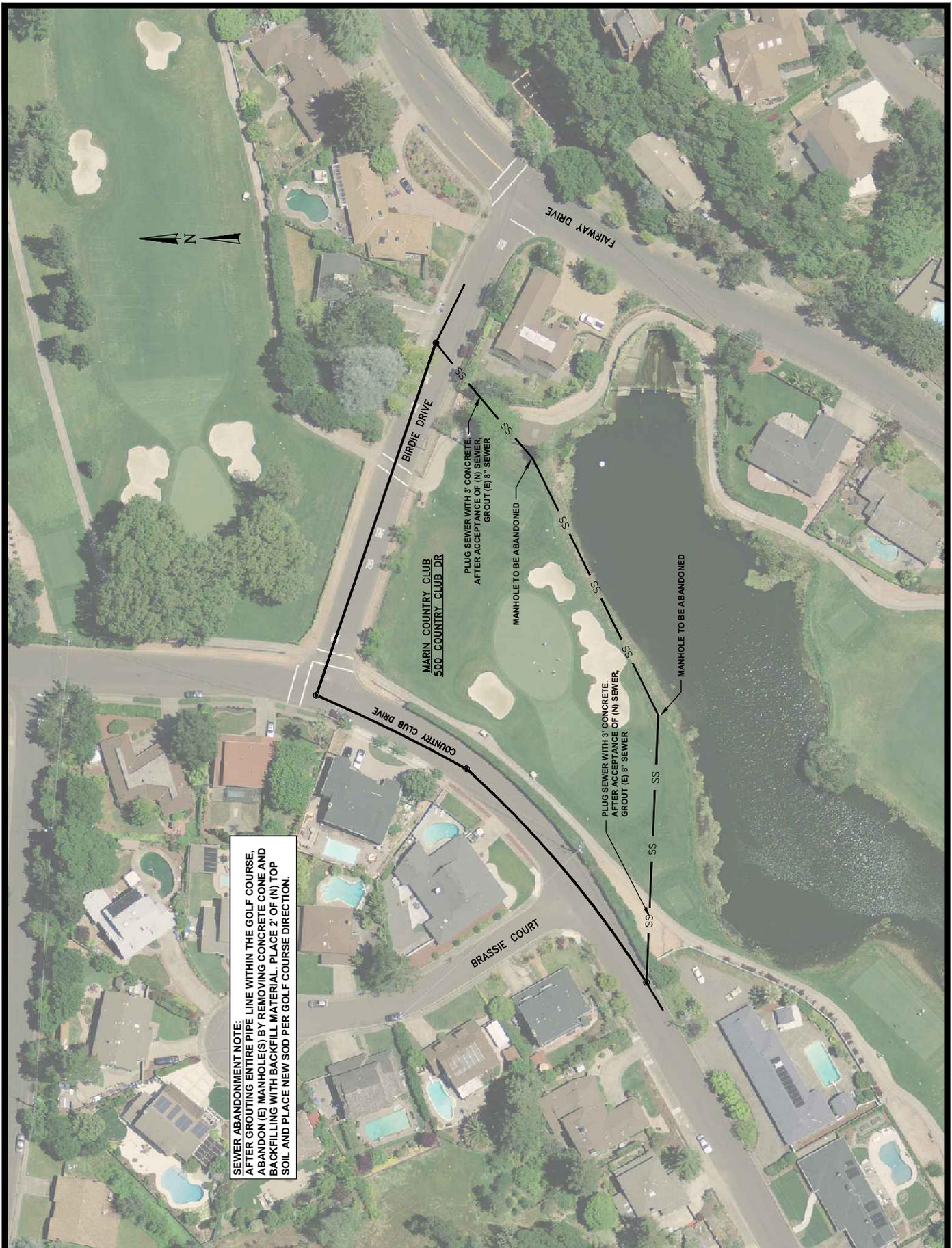
907 MISSION AVENUE
 SAN RAFAEL, CALIFORNIA

TEL 415-453-4480
 FAX 415-453-0343

DRAWN BY: pm
 CHECKED BY: MTW

JOB NUMBER: 8669
 DATE: FEBRUARY 2018

EXHIBIT 1



SEWER ABANDONMENT NOTE:
 AFTER GROUTING ENTIRE PIPE LINE WITHIN THE GOLF COURSE,
 ABANDON (E) MANHOLE(S) BY REMOVING CONCRETE CONE AND
 BACKFILLING WITH BACKFILL MATERIAL. PLACE 2' OF (N) TOP
 SOIL AND PLACE NEW SOD PER GOLF COURSE DIRECTION.

NOVATO SANITARY DISTRICT AGREEMENT REGARDING COST SHARING FOR BIRDIE DRIVE SEWER LINE PROJECT

	907 MISSION AVENUE	TEL 415-453-4480	DRAWN BY: pm	JOB NUMBER: 8669	EXHIBIT 2
	SAN RAFAEL, CALIFORNIA	FAX 415-453-0343	CHECKED BY: MTW	DATE: FEBRUARY 2018	

REC'D OCT 5 1970

DEED OF EASEMENT

MARIN COUNTRY CLUB ESTATES, INC.

as Grantor/s, hereby grants to SANITARY DISTRICT NO. 6 of MARIN COUNTY, a public corporation, Marin County, State of California, as Grantee, the following easement in the County of Marin, State of California, to wit:

Easement 8

An easement for the construction, maintenance and operation of a sanitary sewer and appurtenances over, on or under a strip of land 10 feet wide lying 5 feet on each side of the following described centerline:

Beginning at a point on the southerly line of Birdie Drive, as shown upon that certain map entitled "Marin Golf and Country Club Estates Unit No. One", filed September 17, 1958 in Volume 10 of Maps at Page 6, Marin County Records, said point being distant thereon North 65° 00' West 65.99 feet from the end of a curve having a radius of 385 feet and a central angle of 7° 00' 33" as shown on said map, running thence South 54° 37' 40" West 83.49 feet, thence South 63° 32' 17" West 249.24 feet, thence North 85° 47' 37" West 203.33 feet to a point on the southerly line of Country Club Drive (10 O.R. 6), said point being distant thereon North 62° 26' East 73.35 feet from the most northerly corner of Lot 43 (10 O.R. 6).

The side lines of the above easement to be lengthened or shortened so as to terminate at the property lines.

TO HAVE AND TO HOLD said easement for the purpose of acquiring, constructing, completing, reconstructing, repairing, maintaining and operating sanitary sewer mains and appurtenances for said District, together with the right of ingress and egress therefor.

IN WITNESS WHEREOF, the Grantor/s has hereunto set his/their hand/s and signatures/s this 1st day of September, 1970.

MARIN COUNTRY CLUB ESTATES, INC.

By: *A. G. Eykelbosh*
A. G. EYKELBOSH, Vice President

By: *Edris R. Rauchfuss*
EDRIS R. RAUCHFUSS, Ass't. Secty.

(ATTACH NOTARIAL CERTIFICATE)

BOOK 2404 PAGE 391

NOVATO SANITARY DISTRICT

AGREEMENT REGARDING COST SHARING FOR BIRDIE DRIVE SEWER LINE PROJECT



907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA

TEL 415-453-4480
FAX 415-453-0343

DRAWN BY: pm
CHECKED BY: MTW

JOB NUMBER: 8669
DATE: FEBRUARY 2018

EXHIBIT 3

P:_Projects\8669_NSD Marin Country Club Sewer Reroute Const. Est\2_Design\CAD_D\Production Drawings\8669 Easement Displays.dwg, 2/28/2018 - 03:25 PM, PMills, 1:2

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: District Conflict of Interest Policy	MEETING DATE: March 26, 2018 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Adopt Resolution No. 3119 approving revisions to District Conflict of Interest Code.	
SUMMARY AND DISCUSSION: <p>The District initially adopted a policy for its Conflict of Interest Code (Code) in October 2007, and has periodically revised it, with the latest revision in September 2014. During that time, the Code was also assigned a numeric designation as District Policy No. 1020.</p> <p>At this time, it is necessary to make revisions to this Code primarily to add the Deputy General Manager position within the District’s staffing structure. A proposed adopting Resolution (Resolution No. 3119), is attached. The revised Code (in mark-up form) with the proposed changes and revisions to the designated and affected positions is included as Exhibit A to the proposed Resolution.</p> <p>It is recommended that the Board adopt the attached Resolution No. 3119 approving the revisions to Policy 1020 - District Conflict of Interest Code.</p>	
ATTACHMENTS: 1. Draft Resolution No. 3119. 2. Draft Revised Policy 1020 - District Conflict of Interest Code.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
DEPT. MGR.: ssk	GENERAL MANAGER:

**NOVATO SANITARY DISTRICT
RESOLUTION NO. 3119**

**A RESOLUTION REVISING THE CONFLICT OF INTEREST CODE FOR THE NOVATO
SANITARY DISTRICT PURSUANT TO THE PROVISIONS OF THE POLITICAL REFORM ACT
OF 1974 SET FORTH IN THE CALIFORNIA GOVERNMENT CODE AND
RESCINDING RESOLUTION 3079**

WHEREAS, it is found by the Board of Directors of the Novato Sanitary District (“District”) of Marin County, California, that:

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et seq. requires every local governmental agency to adopt and promulgate a Conflict of Interest Code designating certain employees and what financial interest must be disclosed by those employees, and prohibiting participation by such employees in decisions in which they have a financial interest; and

WHEREAS, every local government agency must review its conflict of interest code biennially to determine if it is accurate or if it must be amended to delete and/or add positions and disclosure categories;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

- 1. The District revises the Conflict of Interest Code to revise filing requirements for designated employees, which Code is attached hereto as Exhibit ‘A’ and is incorporated herein by this reference as the Conflict of Interest Code for the employees, officials and consultants of the District designated in such Code, and persons holding designated positions or who manage public investments, as described in the Code, shall file statements of economic interest as required by said Code.
- 2. The District rescinds Resolution No. 3079, adopted September 8, 2014, and replaces it with this Resolution.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of Novato Sanitary District, Marin County, California, at a meeting thereof duly held on the 26th day of March, 2018, by the following vote:

AYES,	Members:
NOES,	Members:
ABSENT,	Members:

APPROVED:

A. Gerald Peters,
President, Board of Directors
Novato Sanitary District

ATTEST:

Sandeep Karkal
Secretary, Novato Sanitary District

Novato Sanitary District

POLICY HANDBOOK

POLICY TITLE: Conflict of Interest Code
POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code Section 81000 et seq. and especially Section 87300 thereof, require every local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, 2 California Administrative Code Section 18730, which contains the terms of the standard Conflict of Interest Code, which can be incorporated by reference by local government agencies, and which may be subsequently amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Administrative Code Section 18730, and any amendments thereto duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference, and, along with the attached Appendix and Addendum in which officials and employees of the Novato Sanitary District ("District") are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the District.

1020.2 Pursuant to Section 4 of the standard Conflict of Interest Code, all designated employees shall file statements of economic interests with the District. In addition, pursuant to California Government Code Section 87300 et seq. and as set forth in the Addendum, all District officials who manage public investments shall also file statements of economic interests with the District. In the event a person falls under both categories, such person shall need to file only one statement of economic interests. Upon receipt of such statements, the District shall make and retain a copy and forward the originals of these statements to the Registrar of Voters for the County of Marin.

APPENDIX: DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

A. *Designated Positions.* The positions listed below include those persons who are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on any financial interest. The persons holding the designated positions listed shall disclose interests and investments in accordance with the corresponding disclosure categories, which are defined below.

<u>Designated Position</u>	<u>Disclosure Category</u>
District-General Manager- Chief Engineer	1
Deputy General Manager	1
Technical Services Manager	1
Field Services Manager	1
Senior Engineer	1
Staff Engineer	1
Construction Inspector	1
Collection Systems Superintendent	1
General Counsel	1
Consultants	1

¹Consultants are included in the list of designated positions and shall disclose pursuant to the broadcast disclosure category in the code subject to the following limitation.

The ~~General~~ Manager-~~Chief~~ Engineer may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The ~~General~~ Manager-~~Chief~~ Engineer’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

B. *Disclosure Categories.*

1. All sources of income, interests in real property, and investments and business positions in business entities.
2. Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by the District.

**ADDENDUM: DISCLOSURE REQUIREMENTS FOR DISTRICT OFFICIALS
WHO MANAGE PUBLIC INVESTMENTS**

- A.** *General Provision.* Under Cal. Gov't Code § 87200 et seq., certain city and county officials and "other officials who manage public investments" shall fill out Fair Political Practices Commission Form 700 and disclose all economic interests located or doing business within the agency's jurisdiction.
- B.** *Definitions.* In complying with the requirements set forth in section A above, the following definitions shall apply, as set forth in the 2 Cal. Code Regs. §18701:
1. "Other officials who manage public investments" shall mean:
 - a. Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;
 - b. High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and
 - c. Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subsection B.1.b. above.
 2. "Public investments" shall mean the investment of public monies in real estate, securities, or other economic interests for the production of revenue or other financial return.
 3. "Public moneys" shall mean all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.
 4. "Management of public investments" shall mean the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.
- C.** *Affected Positions.* Therefore, the following persons at the Novato Sanitary District shall be considered public officials who manage public investments and file Fair Political Practices Commission Form 700 pursuant to Cal. Gov't Code § 87200 et seq.:
1. Members of the Board of Directors;
 2. General Manager-Chief Engineer;
 3. Administrative Services Officer; and
 4. Finance Officer



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

February 28, 2018

TO: Presiding Officers
Independent Special Districts Marin County

FROM: Rachel Jones, Interim Executive Officer

SUBJECT: **Call for Nominations |
Special District Appointments to Consolidated Redevelopment Oversight Board**

In June 2011, the State Legislature passed Assembly Bill X26 with the Governor’s signature as a budget trailer bill to freeze the 400 plus Redevelopment Agencies (RDAs) in California and their authority to initiate any new projects. The legislation also initiated a gradual dissolution process in which oversight of RDAs were transferred to successor boards with the legislative task of drawing down preexisting projects. Incremental property tax revenues generated within RDAs were also now redirected to a single countywide fund known as the Redevelopment Property Tax Trust Fund (RPTTF) and administered by local auditor-controller offices.

There are three successor agencies to RDAs in the County of Marin, which include the City of San Rafael and the City of Novato. The County of Marin also has one successor agency. Additionally, within three successor agencies, there are five independent special districts that are part of the property tax roll, and as such are eligible to receive residual payments from the RPTTF. Only those districts that are a part of the RPTTF program are eligible to participate in the appointment of the special district representative to the Countywide RDA Oversight Board.

- **Marin City Community Services District**
- **Novato Fire Protection District**
- **Novato Sanitary District**
- **North Marin Water District**
- **Sausalito-Marín City Sanitary District**

Marin LAFCO shall conduct elections to appoint a special district representative to the Consolidated Oversight Board tasked with completing the remaining activities of the three successor redevelopment agencies in Marin County.

Marin LAFCO now calls for nominations of a special district representative to the Consolidated RDA Oversight Board starting **March 1st until April 16th** of this year. Attached is a nomination form for those candidates to be considered for the position. In addition to the form, nominees may submit biographical information and or a candidate statement to be limited to one page.

Nominations for the Consolidated RDA Oversight Board's consideration are welcome. With respect to potential nominations, please note the following:

- Only representatives that are elected or appointed board members from qualifying special districts are eligible for appointments.
- Individuals eligible for these positions must be “members of the legislative body of an independent special district . . . but shall not be members of the legislative body of a city or county” (Government Code Section 56332(c). For example, a city council member serving as a board-member of a vector control district is ineligible.
- The nominee receiving the most votes among all ballots received will be appointed as the regular representative. The nominee with the second most votes among all ballots received will be appointed alternate.
- Nominations must be received by Marin LAFCO at the close of the nomination period by **5:00 p.m. on Monday, April 16, 2018**. Nominations may be delivered by e-mail or mail delivery.

After the close of the nomination period on **April 16, 2018**, each district will receive a complete package of nominee resumes, together with a ballot for consideration by the presiding officer of the district board. Ballots must be returned to Marin LAFCO by mail or e-mail no later than **May 29, 2018**.

Should you have any questions or concerns, please contact Rachel Jones at rjones@marinlafco.org or 415.448.5877.

With many thanks,



Rachel Jones
Interim Executive Officer

Attachments: Nomination Form of Special District Representative to the Consolidated Redevelopment Oversight

