

NOVATO SANITARY DISTRICT

Meeting Date: March 27, 2017

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m. Monday, March 27, 2017, 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 13, 2017 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 13-27, 2017.
 - b. Ratify payroll and payroll related disbursements, March 2017.
 - c. Receive report on the District's Government Compensation in California (GCC) statement for Calendar Year 2016, as filed with the State Controller's Office (SCO).
 - d. Receive e-mail correspondence from County Registrar of Voters: "SB 415 – special district requests to change election date".
6. **SOLID WASTE OPERATIONS:**
 - a. Receive Novato Disposal Service – 4th Quarter 2016 report.
 - b. Receive verbal report on Marin County JPA and Local Task Force.
 - c. Receive Disposal/Diversion reports for 2016.
 - d. Receive verbal update on schools recycling program.

- e. Household Hazardous Waste (HHW) programs:
 - i. Receive 2016 HHW annual report;
 - ii. Receive flyer for E-Waste event scheduled for April 22-24, 2017.

7. WASTEWATER OPERATIONS:

- a. Receive and accept Wastewater Treatment Facilities 2016 Annual Operations and Maintenance Report, subject to minor edits.

8. BOARD OF DIRECTORS:

- a. Review Marin Local Agency Formation Commission (LAFCO) ballot for Election of a Regular Special District Member, finalize by consensus the District's ranked choices of the nominated candidates on the ballot, and authorize the General Manager-Chief Engineer to complete and transmit the ballot to LAFCO.

9. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Water Reuse Authority (NBWRA) Board meeting, March 27, 2017 (Director Long).
- b. NBWRA Day in the State Capitol, March 22, 2017 (Director Long).

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. Marin Independent Journal article: "Marin Garbage Rates Rising Along With Recycling Costs".

11. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

12. ADJOURN:

Next Resolution No. 3108.

Next regular meeting date: Monday, April 10, 2017, 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

(DRAFT)

Meeting Date: March 13, 2017

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, March 13, 2017, at the District offices, 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: Ed Schulze, Novato StreetScape, Clean and Green Day
John Bailey, Project Manager, Veolia Water
Brian Exberger, Assistant Project Manager, Veolia Water
John O'Hare, Pretreatment Programs Manager, Veolia Water
Steve Krauthem, Field Services Manager, Novato Sanitary District
Erik Brown, Technical Services Manager, Novato Sanitary District
Fred Grange, Grange Debris Box

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: President Peters called for public comment.

Ed Schultz, volunteer with the City of Novato on behalf of StreetScape for the Clean and Green Day event, thanked the Board for their continued support of Clean and Green Day, including financial support for printing of lawn signboards for the event.

REVIEW OF MINUTES:

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

On motion of Director Mariani, seconded by Director Miller, and carried unanimously, the Board approved the meeting minutes of February 13, 2017.

CONSENT CALENDAR:

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

- a. Approve Board member disbursements in the amount of \$1,085.05, capital project disbursements in the amount of \$346,935.95, and regular disbursements in the amount of \$324,571.50. Ratification of February 27th capital project disbursements in the amount of \$94,765.94 and regular disbursements in the amount of \$175,789.25.

- b. Ratify February 2017 payroll and payroll related disbursements in the amount of \$302,400.24.
- c. Receive Deposit Summary, February 2017.
- d. Adopt Resolution No. 3107 approving a Temporary Outside Sewer Services Agreement (TOSSA), for the currently existing residence on the property at 571 McClay Road.
- e. Consolidate Solid Waste Committee meetings with regularly scheduled Board meetings, until further notice.
- f. Direct District Counsel and staff to review the District's Solid Waste Franchise Agreement with Novato Disposal Service (NDS) in light of NDS's verbal report at the February 13, 2017 Board meeting, on potential sale of NDS to Recology, Inc.
- g. Approve promotion of Robert Stiles, Jr., from Collection System Worker I to Collection System Worker II.

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

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, February 2017. The General Manager introduced Veolia Project Manager John Bailey who provided an overview of the Treatment Facilities Monthly Operations Report for February. The Project Manager commented that February was a very wet month, and stated that the average monthly flow was 12.59 MGD (million gallons daily) with a sustained peak flow of ~39 MGD. He reviewed the treatment plant performance summary, and noted that there were no excursions or violations for the month. He outlined the safety training that was completed in February, and stated that safety performance was excellent with a total of 2,471 accident-free days to date. He reviewed the period's key events, and monthly safety and training topics. He noted that there were no neighborhood contacts for the month. He stated that there was no recycled water production in February.

The Project Manager stated that a neighborhood meeting (Lea Drive residents) was held at the District on February 16th, with eight neighbors in attendance.

The Project Manager provided an overview of the wet weather events. He compared the treatment plant's current flows to those of 2016 and noted how well the facility operated during the increased wet weather flows. He briefly discussed the Authorized Anticipated Bypass Event (as authorized by the Regional Water Board) at the District's reclamation storage ponds site. He stated that water quality was closely monitored throughout the event and that all sample results received to date (March 3, 2017) were in compliance.

The Board and the General Manager commended Veolia for their exceptional management of the treatment facility and the Ignacio Transfer Station in February's wet weather events.

Public Comment: Ed Schultz questioned if the District had sensors, remote cameras, or drones to provide surveillance of the District's reclamation facility. The General Manager stated the District utilizes level sensors in the collection system, but does not use drones.

Field Services Manager Steve Krautheim summarized the Collection System Operations report for February 2017. He stated that the Collections department cleaned 59,373 lineal feet of sewer pipelines. He stated that 42 line segments were televised, totaling 7,055 feet, and that staff conducted 6 sewer main inspections using the push camera, totaling 757 feet. He noted that the CCTV work did not identify any areas that required spot repairs or a change in sewer line maintenance operations. He further stated that there were no lost time accidents in February for a total of 2,179 accident-free days. The Field Services Manager outlined February's safety and training events and discussed Collection Department projects that were completed. He stated that there were no sanitary sewer overflows (SSOs) in the month of February.

The General Manager-Chief Engineer expressed his appreciation for the high level of work and effort the Field Services Manager, Collection Systems Superintendent, and the Collections crew exhibit on behalf of the District.

The Field Services Manager then summarized the Reclamation Facilities report for February 2017. He stated that after the rains subsided, the rancher began annual weed abatement work on Site 7. He stated that for the second month in a row, heavy rains filled the drainage ditches and added a substantial amount of rainwater to the storage ponds. He stated that during February's storm events, additional eucalyptus trees were blown down, and noted that they would be removed when the area where they are lying down dries out.

STAFF REPORTS:

- Receive report: American Water Works Association (AWWA) and Water Environment Federation (AWWAWEF) Joint Utility Management Conference, Tampa, Florida, February 7-10, 2017 (Technical Services Manager). Erik Brown, Technical Services Manager, provided an overview of his attendance at the AWWA/WEF conference. He discussed the main topics of a full day workshop he attended entitled "A 360-Degree Perspective for Enabling Effective Utility Management".

- Receive report: Annual California Municipal Finance Officers Association (CMFOA) conference in Sacramento, CA, February 7-10, 2017 (Finance Officer). The General Manager noted that Finance Officer Laura Creamer was not at the meeting, but that he would provide an overview of her attendance at the Sacramento conference. He stated that a significant topic at the conference was the CalPERS discount rate change, from 7.5 to 6.5, which is intended to take place over a multi-year period. He stated that the Finance Officer had noted that the conference provided inspiring technical and non-technical keynote speakers throughout the three-day event, and allowed her to meet some of the continuing education requirements towards her professional designation.

- Receive report: California Association of Sanitation Agencies (CASA) Washington DC Policy Forum, February 27-March 1, 2017 (General Manager-Chief Engineer). The General Manager provided an overview of the CASA Policy Forum in Washington D.C., which he attended along with Director Long. He stated that as with prior CASA conferences, the Forum featured excellent speakers, panelists, and public and private sector stakeholders. He stated that he and representatives from local sanitation agencies, met with staff for

Congresswoman Anna Eshoo, and also had an extensive meeting with District Congressman Jared Huffman and his Legislative Director.

BOARD OF DIRECTORS:

- Receive Local Agency Formation Commission (LAFCO) materials for Election for Regular Special District Member, and provide direction. The General Manager stated that LAFCO annually calls for an election for a Regular Special District Member. He directed the Board to the materials provided in the Board packet, which included background information on potential candidates. After discussion, Member Mariani requested that the Board take no action at this time, but include this item and ballot on the next Regular Board meeting agenda for candidate voting.

- Presidential appointment of Ad-hoc Personnel Committee: General Manager-Chief Engineer Performance Evaluation. The General Manager noted that the Board President typically appoints an Ad-Hoc Personnel Committee for the General Manager's performance evaluation. President Peters appointed himself and asked Member Mariani if she would consent to being the second member. Member Mariani accepted the appointment.

BOARD MEMBER REPORTS AND REQUESTS:

- California Association of Sanitation Agencies (CASA) Washington DC Policy Forum, February 27 - March 1, 2017 (Director Long). Director Long commented on his attendance at the CASA Washington D.C. Policy Forum. He stated that he attended the same presentations as the General Manager, and noted there was uncertainty surrounding the new administration and continued funding availability for water related projects.

- North Bay Watershed Association (NBWA) meeting, March 3, 2017 (Director Miller). Director Miller commented on his attendance at the NBWA meeting, which was held at the Marin Community Foundation. He stated that Roger Leventhal, of Marin County, presented on the results of a NBWA funded feasibility study examining the opportunities, constraints, and costs of beneficially reusing dredge sediment to restore marshland in Marin County. Director Miller stated that the 2018 NBWA Conference is tentatively scheduled for April 6th, 2018, possibly at the Sheraton Hotel, Petaluma.

INFORMATIONAL ITEMS:

- Marin Independent Journal article titled "San Francisco Bay Awash in Pollution Unleashed by Storms". The General Manager noted that this article was for informational purposes only, and that it helps us appreciate the ability of the District treatment plant to be able to handle high wet weather flows.

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

The General Manager had the following reports and announcements:

- Reports:
 - The District's facilities continued to hold up well through another month of wet weather. As at the last Board meeting, the General Manager recognized District

and Veolia staffs for their efforts through the storms. As discussed in the February Wastewater Operations report, given the severe rainfall events, the District notified the Regional Water Board and availed of its permit conditions to discharge from its storage ponds to the Bay via the District's outfall. Consistent with its discharge permit, the District also sought and received permission from the Regional Water Board for an Authorized Bypass Discharge, as discussed in the Wastewater Operations report.

- On March 10th, approximately 35 students from the Biotechnology Chemistry class at San Marin High School toured the treatment plant. District and Veolia staff conducted the tour and the subsequent feedback was positive.
 - The District participates in the Novato Chamber of Commerce Leadership Program and this year, Technical Services Manager Erik Brown is a student. On March 8th, the Leadership class attended a joint session hosted by the District and North Marin Water District (NMWD) at the District. The session included a panel discussion hosted by staff from the two districts, and tours of the District's Recycled Water Facility and NMWD's Stafford Lake Treatment Plant. Several attendees provided positive feedback.
- Announcements:
- The District's Regional Water Board permit handler has scheduled an inspection of the District's facilities for March 14th. District and Veolia Staff have prepared for, and will participate in, the inspection.
 - Reminder: In general, Board member related requests for information, policy or constituent related concerns, etc., should be directed to the General Manager. Questions on travel or accommodation arrangements for attendance at conferences, or filing of required forms, such as the Form 700, may be directed to the Administrative Secretary.
 - Reminder: The CASA Sacramento Policy Forum is April 19th. Directors Dillon-Knutson, Long, Peters, and Mariani are registered. Carpooling is encouraged.
 - The General Manager and District Counsel Kent Alm met with City of Novato Assistant City Attorney Veronica Nebb and Community Development Director Bob Brown on March 7th, regarding the City's Urban Growth Boundary (UGB). Briefly, the District reminded the City that the District does not have a position on the City's UGB, as the District is a service provider, not a planning agency.
 - The next Regular Board meeting will be Monday, March 27, 2017 at 5:30 p.m.

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

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording

Novato Sanitary District Operating Check Register

March 27, 2017

Item 5.a.
(Pages 8-9)

| Date | Num | Name | Credit |
|-------------------|-------|------------------------------------|--------------------------|
| Mar 27, 17 | | | |
| 03/27/2017 | 60447 | Pacific, Gas & Electric | 85,726.07 |
| 03/27/2017 | 60449 | RMC Water & Environment, Inc. | 6,843.75 |
| 03/27/2017 | 60451 | Unicorn Group | 4,000.00 |
| 03/27/2017 | 60421 | American Express-21007 | 3,737.62 |
| 03/27/2017 | 60453 | NASSCO PAC Program | 2,625.00 |
| 03/27/2017 | 60431 | Central Marin Sanitation District | 2,576.19 |
| 03/27/2017 | 60436 | Grainger | 2,054.40 |
| 03/27/2017 | 60428 | Calcon Systems, Inc. | 1,970.76 |
| 03/27/2017 | 60423 | Aqua Science | 1,800.00 |
| 03/27/2017 | 60430 | CDW Government, Inc. | 1,494.39 |
| 03/27/2017 | 60429 | CASA | 1,375.00 |
| 03/27/2017 | 60425 | Arntz Builders, Inc. | 1,162.50 |
| 03/27/2017 | 60438 | IEDA, INC | 1,143.00 |
| 03/27/2017 | 60424 | Aries Industries Inc. | 1,133.58 |
| 03/27/2017 | 60446 | North Marin Water District Payroll | 875.00 |
| 03/27/2017 | 60439 | Irvine Consulting Services Inc. | 800.50 |
| 03/27/2017 | 60445 | North Marin Water District - Lab | 660.00 |
| 03/27/2017 | 60434 | Frontier California Inc EQ | 564.36 |
| 03/27/2017 | 60432 | CWEAmembers | 516.00 |
| 03/27/2017 | 60450 | School Fuel | 500.00 |
| 03/27/2017 | 60427 | BoundTree Medical, LLC | 447.35 |
| 03/27/2017 | 60440 | Labworks Equipment, Inc. | 380.00 |
| 03/27/2017 | 60442 | Lightning Services, Inc. | 380.00 |
| 03/27/2017 | 60441 | Lancer Sales USA, Inc. | 354.71 |
| 03/27/2017 | 60420 | 3T Equipment Company Inc. | 242.24 |
| 03/27/2017 | 60433 | Fisher-Scientific | 232.35 |
| 03/27/2017 | 60452 | WC's Locks & Keys | 230.08 |
| 03/27/2017 | 60426 | Barnett Medical LLC | 180.00 |
| 03/27/2017 | 60435 | Frontier Communications of CA | 154.77 |
| 03/27/2017 | 60444 | North Marin Water District | 116.00 |
| 03/27/2017 | 60437 | Honey Bucket | 88.18 |
| 03/27/2017 | 60422 | American Messaging | 67.96 |
| 03/27/2017 | 60448 | Petty Cash | 48.84 |
| 03/27/2017 | 60443 | NASSCO PAC Program - VOIDED | 0.00 |
| Mar 27, 17 | | | <u>124,480.60</u> |

Novato Sanitary District Capital Projects Check Register

March 27, 2017

| Date | Num | Name | Credit |
|-------------------|------|--------------------------------|-------------------------|
| Mar 27, 17 | | | |
| 03/27/2017 | 3156 | Maggiora & Ghilotti Inc. | 23,230.65 |
| 03/27/2017 | 3157 | RMC Water & Environment, Inc. | 6,748.00 |
| 03/27/2017 | 3155 | Lateral-Sempell | 2,000.00 |
| 03/27/2017 | 3154 | Engineering Solutions Services | 1,255.00 |
| Mar 27, 17 | | | <u>33,233.65</u> |

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

Item 5.b

| Date | Description | Amount |
|------------|-----------------------------------|-------------------|
| 03/31/2017 | March Payroll | 105,986.66 |
| 03/22/2017 | March - Retirees Health Benefits | 11,817.17 |
| 03/22/2017 | PARS-OPEB Contribution | 63,636.36 |
| 03/22/2017 | PARS-Pension Contribution | 18,181.82 |
| 03/22/2017 | CALPERS Retirement | 9,785.05 |
| 03/31/2017 | United States Treasury | 22,622.05 |
| 03/22/2017 | CalPers Supplemental Income Plan | 3,132.76 |
| 03/31/2017 | EDD | 6,472.62 |
| 03/22/2017 | Lincoln Financial Group 457 | 8,509.90 |
| 03/22/2017 | Lincoln Financial Group 457 Roth | 750.00 |
| 03/22/2017 | Lincoln Financial Group-401a Plan | 7,288.60 |
| 03/22/2017 | CALPERS Retirement | 13,138.14 |
| 03/22/2017 | CalPERS Health | 30,247.05 |
| 03/22/2017 | Local Union 315 | 504.00 |
| 03/22/2017 | Operating Engineers Trust | 678.55 |
| 03/22/2017 | Dearborne | 2,459.55 |
| | | 305,210.28 |

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 27, 2017 AGENDA ITEM NO.: 5.c. |
| RECOMMENDED ACTION: Receive report on the District's Government Compensation in California (GCC) statement for Calendar Year 2016, as filed with the State Controller's Office (SCO). | |
| SUMMARY AND DISCUSSION: <p>Staff recently filed the District's Calendar Year CY2016 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: Monday, March 13, 2017 10:11 AM
To: Laura Creamer
Subject: 2016 Government Compensation Report: Novato Sanitary District (Marin)

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

Thank you for your submission of the 2016 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

CONFIDENTIALITY NOTICE: This email from the State of California is for the sole use of the intended recipient and may contain confidential and privileged information. Any unauthorized review or use, including disclosure or distribution, is prohibited. If you are not the intended recipient, please contact the sender and destroy all copies of this email.

Subject: FW: SB 415--special district requests to change election date

From: Roberts, Lynda [<mailto:LRoberts@marincounty.org>]
Sent: Wednesday, March 22, 2017 4:50 PM
To: Roberts, Lynda <LRoberts@marincounty.org>
Subject: RE: SB 415--special district requests to change election date

From: Roberts, Lynda
Sent: Wednesday, March 22, 2017 3:36 PM
To: Roberts, Lynda
Cc: Miller, Dan
Subject: SB 415--special district requests to change election date

Hello Special District Representatives,
Yesterday the Board of Supervisors approved the special districts' requests to change election dates from odd to even years, with the next regular election to be held in November 2018.
As you are probably aware, the Elections Code requires the Elections Department, at the expense of the districts, to notify all registered voters in the district of this change.
In an effort to keep the cost as low as possible for every district, the postcard we are sending will list all districts that changed their regular election date to even years as approved by the Board of Supervisors yesterday.
Thus, the cost will be prorated and shared by 32 school and special districts.

Please let me know if you have any questions.
Sincerely,

Lynda Roberts
REGISTRAR OF VOTERS

County of Marin
Elections / Registrar of Voters
3501 Civic Center Drive, Suite 121
San Rafael, CA 94903
415 473 6401 T
415 473 6447 F
415 473 6899 TTY
CRS Dial 711
lroberts@marincounty.org

STAY CONNECTED:



Email Disclaimer: <http://www.marincounty.org/main/disclaimers>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

| | |
|---|-------------------------------------|
| TITLE: Solid Waste Operations | MEETING DATE: March 27, 2017 |
| AGENDA ITEM NO.: 6a. – 6.e. | |
| RECOMMENDED ACTIONS: | |
| <ul style="list-style-type: none"> a. Receive Novato Disposal Service – 4th Quarter 2016 report. b. Receive verbal report on Marin County JPA and Local Task Force. c. Receive Disposal/Diversion reports for 2016. d. Receive verbal update on schools recycling program. e. Household Hazardous Waste (HHW) programs: <ul style="list-style-type: none"> i. Receive 2016 HHW annual report; ii. Receive flyer for E-Waste event scheduled for April 22-24, 2017. | |
| SUMMARY AND DISCUSSION: | |
| <p>At its March 13, 2017 meeting, the District Board acted to consolidate its Solid Waste Committee meetings with regular Board meetings until further notice for consistency in discussion and reporting.</p> <p>Accordingly, the above listed Solid Waste Operations reports are attached. The District’s Solid and Household Hazardous Waste (HHW) coordinator Ms. Dee Johnson of DLJ Associates will be available, along with representatives from Novato Disposal Services (NDS), the District’s solid waste franchisee to review the reports.</p> | |
| STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence), Goal 3 (Alignment and Communications), of the latest Strategic Plan Update. | |
| DEPT. MGR.: dlj, ssk | GENERAL MANAGER: SSK |

CITY OF NOVATO
4th Quarterly Report
October- December 2016

Submitted by Novato Disposal Service

A. Solid Waste Data

A. Tons Delivered to Disposal Site

| | This Quarter | Same Quarter One Year Ago |
|--------------------|---------------------|----------------------------------|
| Residential | 3,134.91 | 2,988.40 |
| Commercial | 3,989.88 | 3,803.42 |
| TOTAL: | 7,124.79 | 6,791.82 |

*includes commercial/multifamily locations served with carts

**includes multifamily accounts service with bins

B. Recycling Data

Tons Collected and Processed

This Quarter:

Same Quarter One Year Ago 3,171.15

| Commodity | Curbside | Buyback | Total |
|---------------------------------|--|----------------|-----------------|
| | Commercial Multifamily Residential | | |
| Cardboard | 290.67 | 0 | 290.67 |
| Paper (News & Mixed) | 867.68 | 0 | 867.68 |
| Paper (Overages)* | 613.55 | 0 | 613.55 |
| Aluminum Cans & Foil | 1.83 | 8.42 | 10.25 |
| Metal Cans | 12.96 | 0 | 12.96 |
| **Glass | 260.10 | 37.80 | 297.90 |
| Plastic PET | 27.93 | 0 | 27.93 |
| Plastic NHDPE | 5.94 | 0.16 | 6.10 |
| Plastic All Other | 4.40 | 9.97 | 14.37 |
| Other diverted materials | 18.62 | 0 | 18.62 |
| Total | 2,109.46 | 56.35 | 2,165.81 |

* Please note this number was included in Mixed Paper in past reports.

**This includes glass overages

C. Greenwaste Data

Tons Collected and Processed

This Quarter: 3,630.71
 Same Quarter One Year Ago: 3,489.63

Final Disposition:

All green waste was used as compost.

D. Construction and Demolition Data, including inert solids

Tons Collected and Processed

This Quarter: 551.67
 Same Quarter One Year Ago: 773.01

E. Service Accounts

| Residential Cart Weekly | | Same Quarter One Year Ago |
|-------------------------|---------------------|---------------------------|
| Can size | Number of Customers | Number of Customers |
| 20 gallon | 2,416 | 2,296 |
| 32 gallon | 10,964 | 11,075 |
| 68 gallon | 3,062 | 3,071 |
| 95 gallon | 317 | 323 |
| Non-Auto | 6 | 6 |

| Multifamily Cart Customers** | | | Cart Amt. ,Same Quarter One Year Ago** | |
|------------------------------|--------|------------------------|--|------------------------|
| Can size | Weekly | 2 or more times weekly | Weekly | 2 or more times weekly |
| 20 gallon | 1 | 0 | 13 | 0 |
| 32 gallon | 18 | 0 | 299 | 0 |
| 68 gallon | 17 | 0 | 109 | 0 |
| 95 gallon | 8 | 0 | 26 | 0 |

| Multifamily Bin Customers | | | | Same Quarter One Year Ago | | |
|---------------------------|--------|----------------|------------------------|---------------------------|----------------|------------------------|
| Bin size | Weekly | 2 times weekly | 3 or more times weekly | Weekly | 2 times weekly | 3 or more times weekly |
| 2 yd. | 11 | 2 | 1 | 11 | 4 | 2 |
| 3 yd. | 24 | 21 | 24 | 39 | 38 | 56 |
| 4 yd. | 1 | 0 | 3 | 0 | 0 | 2 |
| 6 yd | 0 | 1 | 3 | 0 | 1 | 7 |

| Commercial Cart Weekly | | Same Quarter One Year Ago |
|------------------------|---------------------|---------------------------|
| Can size | Number of Customers | Number of Customers |
| 20 gallon | 1 | 0 |
| 32 gallon | 242 | 231 |
| 68 gallon | 167 | 180 |
| 95 gallon | 130 | 123 |

| Commercial Bin Customers | | | | Same Quarter One Year Ago | | |
|--------------------------|--------|----------------|------------------------|---------------------------|----------------|------------------------|
| Bin size | Weekly | 2 times weekly | 3 or more times weekly | Weekly | 2 times weekly | 3 or more times weekly |
| 2 yd. | 106 | 8 | 3 | 104 | 10 | 3 |
| 3 yd. | 151 | 103 | 82 | 159 | 99 | 79 |
| 4yd | 13 | 13 | 12 | 14 | 11 | 9 |
| 6 yd | 6 | 3 | 12 | 7 | 3 | 10 |

| Commercial Special Service* | | Same Quarter One Year Ago |
|-----------------------------|---------------------|---------------------------|
| Bin Size | Number of Customers | Number of Customers |
| 3 yd. | 9 | 9 |
| 15 yd. | 2 | 2 |
| 20 yd. | 2 | 1 |
| 30 yd. | 2 | 2 |
| Compactor | 16 | 10 |

*Special service is bimonthly, monthly, on-call or other irregular service

F. E-Waste Event

Novato Disposal Service participated in Novato Sanitary District's E-Waste Collection Event October 8th – 10th. This partnership between NDS, NSD, and ECS Refining continues to help provide a safe and convenient way to get rid of old or unwanted electronic waste with a free drop off event.

G. Noteworthy Actions

Community Education/Outreach

- Novato Disposal Outreach staff updated signage to the California Service Bureau, as well as left a copy of the newsletter for future possible staff training.
- Novato Disposal Outreach staff spoke with owner from Sunshine Deer Park. We explained our recycle programs available, dropped off a business packet and answered any questions.
- Novato Disposal Outreach staff dropped off a business packet to Vintage Oaks in Novato. Staff offered to assist with any recycle programs that they would like to introduce to employees. Recycle guides were also dropped off at all surrounding tenants/stores in the shopping center.
- Novato Disposal Outreach staff spoke with Rebecca at Boca restaurant in regards to increasing recycling diversion starting with staff training.
- Novato Disposal Outreach staff spoke with Margarida at the IDESI Portuguese Hall of Novato in regards to increasing recycling at the church, as well as events held at this location. Mailed recycle guide and sticker.
- Novato Disposal Outreach staff visited Chick-Fil-A and dropped off business packet and updated signage.
- Novato Disposal Outreach staff spoke with staff from The Square Shopping Center. We explained our recycle programs available, dropped off a business packet and answered any questions.
- Novato Disposal Outreach staff visited Novato Sanitary District and provided a stack of current newsletters for information.
- Novato Disposal Outreach staff spoke with staff from Pacheco Plaza Center. We explained our recycle programs available, dropped off a business packet and answered any questions.

Schools

- Novato Disposal Outreach staff teamed up with Novato Sanitary District. The following schools were offered or provided service information, updated signage, presentations, assemblies, and suggestions on diversion:
 - Hamilton Elementary School
 - Lu Sutton Elementary School
 - Olive Elementary School
 - Pleasant Valley Elementary School
 - Sinaloa Elementary Middle School
- Novato Disposal Outreach staff visited Novato High School and dropped off recycle information packet. Staff also offered presentations and or assemblies for students.
- Novato Disposal Outreach staff was in contact with Hamilton Charter School in regards to possible presentation and recycle container upgrades. Staff also offered presentations and or assemblies for students.
- Outreach staff emailed all schools in December inviting principals and teachers to examine their current recycling programs and provided information on the resources available to them.

H. Additional Information

Mailers

Please find attached:

- Holiday tree recycling disposal information mailer
- New start post cards
- Year in advance feature post card: a reminder that customers can pay their bill 1 year in advance to receive savings
- Fall 2016 Newsletter: Included an article on Bulky Item Disposal, yard waste guidelines, single-stream “curbside” recycling guide, household hazardous waste and pharmaceuticals disposal and free E-Waste event.
- Selected multi-family units were sent a business packet describing services available through Novato Disposal. We have since received a response from a few complexes in terms of outreach on site to tenants with our recycling signage and recycling guide. Also provide site visits with property owners or managers to assess and increase recycle efforts. Customers contacted:

| Multi-Family Mailer | | | | |
|----------------------------|------------------|-------------------|------------------|-------------------|
| Customer Contacted | Responded | # of units | RRY Serv. | Yard Waste |
| Eleven O Nine Apartments | No | | | |
| Micar Apartments | No | | | |
| Richard Villa Apartments | Yes | 4 | Carts | - |
| 1029 Second St Apts | Yes | 5 | Cart | - |
| La Casa Novato Apartments | Yes | 200 | Bins | Carts |
| Skylark Meadows | Yes | 30 | Carts | Bins |
| Hill Valley Apartments | No | | | |
| Captains Landing | Yes | 36 | Bin | - |
| Oak Creek Condo | Yes | 22 | Carts | - |

Donations

Novato Disposal provided the following donations:

- (1) 3yd garbage bin for I.D.E.S.I Of Novato's Community Event (Our Lady of Fatima Festa)
- (1) 3yd garbage bin for Our Lady of Loretto (Fall Festival)
- (1) 3yd garbage bin for I.D.E.S.I Of Novato's Community Event (Annual Festa Das Contas)
- (1) 3 yd garbage & (1) 3 yd recycle bin to Knights of Columbus Veterans Dinner
- (12) 64gal recycle cans for Marin Pirates Swim League (Swim Meet)
- Novato Disposal Service donated (1) 20 yard garbage box & (8) 64g recycle carts to the Novato Chamber of Commerce for the Scream on the Green Faire
- (1) 3 yd garbage & (1) 3 yd recycle for Knights of Columbus (Christmas Breakfast with St. Nicholas)
- (8) 30yd yard waste box for San Marin High School Tree Recycle Drop off

Season's Greetings

from Novato Disposal, San Marin High School, & the Novato Sanitary District

Holiday Tree Curbside Collection:

During the week of January 2nd to January 6th, residential customers may place, **trees up to 6 feet tall**, on the curb the night before their regular collection day. Bigger trees must be cut into manageable pieces.

Yard Waste Carts:

Clean holiday trees may be cut to fit inside yard waste carts at anytime. Please remove lights, tinsel, stands and ornaments. **No flocked trees will be collected.** The lid must be closed.



San Marin High School **Project Safe Grad Fundraiser:**
First 2 Saturdays (12/31, 1/7) you can drop your trees off at San Marin High School, located at 15 San Marin Dr. between 9am-5pm. The high school asks for a \$5 donation, or \$15 for flocked trees, which helps fund San Marin Safe and Sober Grad Party. You may also schedule a pick-up at your door for a \$15 fee, or \$25 for flocked trees. Email: smtreecycle@gmail.com or call (415) 858-0321 for an appointment.

If you have a flocked tree, please use San Marin High School. Novato Disposal is unable to collect flocked trees.

Collection Schedule: Correction please see below
Christmas and New Year's Day fall on Sunday this year, service will not be affected. Service will be on your regular collection day.

Questions? Call (415)897-4177 or visit ***Unicycler.com***

Welcome to Novato Disposal!

Please visit our website at www.unicycler.com to find information such as:

- Recycling Guides
- Online Bill Pay
- Newsletters
- Holiday Schedules
- Hazardous Waste Disposal
- Resources and Opportunities for Schools and Businesses
- Composting Guides
- Cart and Bin Placement
- Go Green Section
- Debris Boxes
- Fun Videos



Phone Hours: Monday - Friday 7am-6pm
Saturday - Sunday 7am-3pm

Please call **897-4177** if you have additional questions, or need materials mailed to you. **Se habla español.**

We look forward to serving all your solid waste and recycling needs!

Novato Disposal Service
P.O. Box 3849
Santa Rosa, CA 95402



Printed on 100% Recycled Content Paper



Fall 2016

unicycler.com

Contact Us:
Novato Disposal Service
(415) 897-4177



Online Chat at:
unicycler.com

Phone Hours

Monday - Friday 7am-5:30pm
Saturday - Sunday 7am-3pm



/NorthBayUnicycler



Christmas Tree Pickup

Curbside Collection:

January 2nd - January 6th

Place whole trees (less than 4 feet long) at the curb on your regularly scheduled collection day. (Longer trees may be cut in half)

Drop-off Location:

First 3 Saturdays

December 31st January 7th & January 14th

Drop off at 9am-5pm at

San Marin High School

15 San Marin Drive Novata, CA

\$5 unflocked/\$15 flocked trees

Pick-up Service:

Pick-up service can be scheduled through smtreecycle@gmail.com or call (415) 899-9223 for an appointment at an additional fee of \$10 for standard trees, \$25 for flocked. All proceeds from this event support San Marin's Safe and Sober Grad Party for graduating seniors. For more information please visit: <http://smsafegrad.org/>

General Tree Collection Information:

-**General Holiday Collection:** Customers with service on Wednesday, Thursday and Friday will be delayed one day during the weeks of Christmas and New Year's Day

-**Green Waste Cart Collecton:** Trees are accepted in Green Waste Carts at **ANYTIME**. Trees **MUST** be cut to fit inside cart. Flocked trees are **NOT** accepted

-All lights, tinsel, ornaments and stands **MUST** be removed prior to any collection

-Flocked trees are considered trash and will **NOT** be collected at curbside or in green cart

Bulky Item Pickup Service

Novato Disposal has always looked for new ways to make recycling and disposal more convenient. We started with curbside garbage pickup, then introduced single-stream recycling for the first time in Marin County, and then we went bigger. Do you have an old sofa, mattress, or even an old TV taking up space? We can pick them up for you! All you have to do is contact us by phone or send us an Email at info@unicycler.com and we will pick up that Bulky Item right at the curb!

"Bulky Items" (or "BIPs" for short), are those "beyond-repair" appliances, unusable furniture, or items that can't normally fit into your cart that would require a trip to our recycle center or to Redwood Landfill. As your local recycling experts, we take great care in ensuring that anything and everything that can be recycled, is recycled. It is important to trust that the recycling process will be handled in an ecologically and socially responsible manner.

Reuse is a great option when it comes to furniture that is still usable but has become obsolete in your household. Appliances that require a simple fix can be repaired at your local Goodwill as part of a work training program that not only helps people gain valuable trade skills, but keeps the items out of the landfill. These items are then re-sold to the local community at an economical price.

If it's just not worth fixing or donating, Novato Disposal is here to help. We will pick up broken landscaping equipment such as lawn mowers and leaf blowers with combustible engines as long as all of the fluids are completely drained. Even small auto parts are accepted as part of the BIP program. Again, just be sure there are no hazardous or potentially leaky fluids in these items.

Hazardous waste, and propane tanks however, cannot be accepted and should be taken to the Novato Household Hazardous Waste Facility.

Generally, if it won't fit in your blue recycling cart and can be loaded in the truck by your local Bulky Item driver, we'll take care of it for you. Together, with the citizens of Novato, we are keeping the clutter out of our homes and out of the landfill.

Everyone knows that when you subscribe to service with Novato Disposal you receive great garbage, mixed recycling, food scraps, and yard waste recycling, but we especially want to spread the word about our convenient BIP program. Every Novato resident who has a subscription to residential curbside garbage and recycling service with Novato Disposal is entitled to 4 Bulky Item Pickups each calendar year at no charge.

These pickups can be a combination of items less than three yards. For example, a washer and a dryer could be one pickup. An old refrigerator could be another. The next one may be a worn out mattress and box spring. Save yourself four trips a year and let us pick up your bulky items for you. We will recycle what we can, and safely dispose of the rest. All you have to do is get it to the curb.

Each BIP must be arranged with us in advance. Your regular driver who picks up those blue, green and grey carts each week does not pick up Bulky Items. The BIP Driver handles a different kind of truck, and may not be familiar with your neighborhood. Therefore, it is important when requesting these pickups to let us know if, for example, you live on a corner and your address is on one street, but you place your carts on another. Also, if your carts are placed in an alleyway for service, we will need to know where these items are located so we can collect them.

Don't be shy. We're available 7 days a week to take these requests either by phone at 415-897-4177. Or send us an Email to info@unicycler.com. Next time one of your neighbors tells you they're not sure what to do with their old mattress, let them know. Feel like a VIP and call in a BIP today.

The Basics:

4 free Pickups per year (up to 7 bags or 1 item such as a couch)

Service account must be in your name

Up to 3 yards of materials per pickup

Driver must be able to load items safely into his truck

No liquid waste or hazardous materials

There is a charge for Freon appliances such as freezers, refrigerators, AC units, etc.



Guidelines & Reminders from Customer Service

To help us provide the best service to you, please observe the following:



- Place carts at the road edge the night before your service day.
- Please leave 3 feet between garbage, recycling & yard waste carts.
- Place garbage loosely in your cart. Carts that are overstuffed or have material jammed into them may not empty completely.
- Please remove your containers from the road edge as soon after they have been serviced as is practical.
- Be sure all items are contained inside your carts. Carts that have items sticking out of them or have material piled on top may not be emptied or may receive additional charges.
- You may opt to set out recycle and yard waste carts only when full if you choose.

For everyone's safety and convenience, we request that you pay special attention to the following:

- Do not place carts within three feet of vehicles, mailboxes, fire hydrants, other obstacles or personal property.
- Collection vehicles need 14' overhead clearance. Carts should not be placed in an area with overhangs, trees or other obstacles.
- Please park your car in your driveway the night before your collection and sweeping day whenever possible. There may be a delay in collection of blocked carts.
- If you have any questions, please call or check out our new on-line chat option at unicycler.com.

Extra Trash

- If you have an overloaded garbage cart or extra bags of garbage piled on top of, or alongside your cart, you may receive an automatic charge for each extra bag or can of garbage. Carts are considered overloaded if the lid will not close.
- If you have extra garbage, call our office at 897-4177 by 2:30 pm the day before your regular collection day to order extra service and avoid confusion when you receive your bill. Do not overstuff your carts as they may not empty completely.

Save Yourself Some Money!

If you are generating less waste, you can reward yourself with a smaller garbage bill by exchanging your current cart for a smaller size.



We offer four levels of service. Super recyclers or small families may be able to reduce their waste and subscribe to the 20 gallon service.

If you would like to change your service level, please contact our office for details and rates.

Recycle Used Motor Oil and Oil Filters

If you change your own motor oil you can help the environment today! Recycle your used motor oils from your car, truck, boat or lawn and garden equipment. Don't mix your used oil with any other liquids, such as solvents, gasoline, paint or antifreeze. Contaminated oil cannot be recycled and is very expensive to dispose of.

•Novato Recycling Center

7576 Redwood Hwy.
897-4177

Used oil & filters

•Ron Cromwell Chevron**

1549 So. Novato Blvd.
892-5393

Used oil & filters

• O'Reilly's Auto Parts**

1400 So. Novato Blvd.
897-5338

Used oil ONLY

• Oil Changer**

133 Vintage Way
897-0134

Used oil & filters

• Pennzoil 10-Minute Oil Change**

908 Diablo Ave.
898-5823

Used oil & filters

**CA Certification Collection Centers offer 40 cents per gallon for used oil. For more information go to the Novato Sanitary District website at www.novatosan.com or call the HHW hotline at 892-7344

Got Cooking Oil?

As the holidays approach, many of us are reminded of the mouth-watering treats and meals coming our way. A by-product of these delicious dishes is used cooking oil, which cannot be poured down the drain or thrown into the garbage "as is."

When cooking oil or other liquid waste is placed in garbage carts, it can leak out of collection vehicles and cause messes on the roads. Oil can enter storm drains and impact fish and wildlife and eventually make its way into our drinking water. Oil poured down the sink causes problems in sewage facilities and can create expensive blockages in city pipe systems. In order to protect Novato storm drains, waterways, & sewage systems, we need to carefully manage our cooking oil.

What Can a Chef Do?

If you have more than a few ounces of oil, you can pour kitty litter or some type of absorbent into oil to completely absorb it. Then double bag the saturated absorbent in plastic bags and place in the regular trash. Please be sure there is enough absorbent to soak up all the cooking oil. Another possibility is to check with your local restaurants to see if they will accept your clear, used cooking oil.

A Green Option for Restaurants.

Numerous restaurants in Novato have clear, liquid oil hauled away for use in production of biodiesel. Yakayo Biofuels in Ukiah is dedicated to expanding the biofuel industry in Northern California. They accept clean vegetable oil that is mostly free of solids, meat scraps and water from restaurants. Restaurants with large amounts of oil waste can contact them for collection of bulk vegetable oil. See www.ybiofuels.org or call (877) 804-1900.

If your restaurant accepts clear oil from the public, let us know and we can help promote the program and offer you some publicity at the same time.

Dear Unicycler,

The other day I saw one of your trucks pick up the trash and then dump the green waste into the same truck. I work really hard to separate my recycling and green waste from the trash. What gives?

Diligent Debris Divider

Dear Diligent Debris Divider,

What you saw was one of our split-body collection trucks! Even though it looks like the materials were being mixed together because they were dumped into the same hole on top of the truck, there are actually two compartments inside that keep each material completely separate. So rest assured, the materials you work so diligently to keep separate are not being mixed together. Just like you, we want to keep the recycling and green waste as clean and contamination-free as possible.



The split-body collection trucks are actually super eco-friendly. Because they're collecting two materials at one time, it decreases the number of trips in your neighborhood by one-third, which also decreases fuel use and reduces wear and tear on the streets. These trucks also have reduced emissions, exceeding state standards with Ultra-Low Sulfur Diesel Fuel.

So the next time you see two materials go into the same truck, just remember that it's our split-body collection vehicles hard at work!

Unicycler

Have a recycling or environmental question? Email us at greenteam@unicycler.com. Or, like us on Facebook and post your questions there.

Yard & Food Waste Guidelines

- Place all grass cuttings, leaves & weeds, tree & shrubbery trimmings, berry bushes and other yard & garden waste inside your green rolling cart, also referred to as your yard waste cart. Branches under 4 inches in diameter and less than 2 feet long are accepted.
- Also accepted in the yard waste carts are all food scraps, such as fruits and vegetables (including pits and nuts), coffee grounds with filters, tea bags, seafood including shells, meat and bones, plate scrapings and kitchen prep scraps, bread, grains, pasta, baked goods, cheese, eggs, eggshells and non-coated paper products such as paper plates and napkins.
- Place your yard waste cart at the curb allowing at least three feet of space between containers.
- All green waste must be in the container. Loose material will not be collected.
- Do not put yard waste in plastic bags.

Food scrap pails are still available for a \$6 fee at the Novato Recycling Center located at 7576 Redwood Blvd.

✂ Cut Out This Handy Recycle Guide ✂

ACCEPTED FOR RECYCLING ONLY

ACEPTADO PARA RECICLAR SOLAMENTE



Metal & Aluminum Cans
Latas de Metal y Aluminio



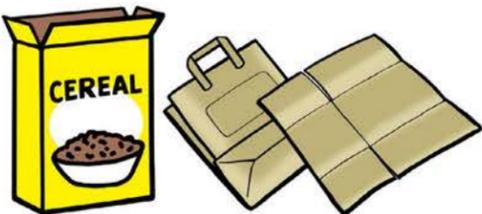
Glass Bottles & Jars
Jarras y Botellas de Vidrio



Plastic Bottles (with lid)
Botellas de Plástico (con Tapa)



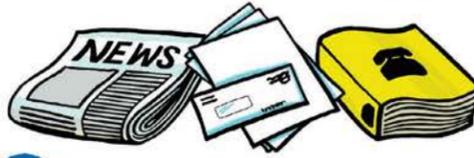
Empty Household Plastic Containers & Rigid Plastic Items (No Clamshells)
Recipientes Para el Hogar de Plástico Vacíos Así Como los Artículos de Plástico Rígido (No Envases Para Empaque de Poliéster Tipo Almeja)



Paper (No Shredded Paper), Paper Bags, Cereal Boxes, Cardboard (Flattened)
Papel (No Papel Picado), Bolsas del Papel, Cajas de Cereales, Carton (Aplaste Todas las Cajas),



Milk Cartons, Soy/Rice Milk & Juice Boxes
Cartones de Leche, de Soya/Arroz y Cajas de Jugo



Newspaper, Magazines, Office Paper, Catalogs & Telephone Books
Periódicos, Revistas, Papel de Oficina, Catálogos y Guías Telefónicas



No Plastic Bags
No Bolsas de Plástico

Questions? Not sure which bin?

¿Preguntas? ¿No estoy seguro que contenedor?

unicycler.com

No Trash
No Basura

TRGH12X91015

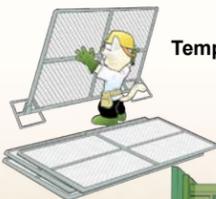
Unicycler Offers Full Construction Services

The Unicycler has been busy as of late. We are proud to announce that the Ratto Group is now offering full construction services for all of your disposal needs. By "Construction Services" we mean just about everything a general contractor would need to get a building project going. This also includes disposal of the construction and demolition materials which the majority is diverted from the landfill. Exchanges of debris boxes can even be done same day. We now offer a full array of the following:

Home & Business Cleanouts



Temporary Fencing



Recycling & Debris Boxes



Private Street Sweeping

Chat Live Now!

Chat Live Now!

New! No need to spend your time on the phone. Simply go to unicycler.com during business hours and click on the "Chat Now" option on the right side. A Customer Service Agent will be able to handle whatever situation you may have. Or, if it's past business hours, click on "Leave a message" and we'll get back to you within 24 hours.



Novato Disposal Service
unicycler.com

NOVATO'S OFFICIAL RECYCLING CENTER



7576 Redwood Blvd., next to Shamrock Materials
Open Tuesday - Sunday, 10am - 4pm

- ✓ Novato's original Recycling Center, established in 1993
- ✓ Novato's **authorized** CRV redemption center
- ✓ The **only** Recycling Center operated by Novato Disposal Service
- ✓ **Mandated** and **endorsed** by Novato Sanitary District
- ✓ Accepts **ALL** curbside recyclable materials listed above
- ✓ Also accepts latex paint, antifreeze, household and car batteries, fluorescent tubes and bulbs and used motor oil and filters

For more information use our new chat feature at unicycler.com or call Novato Disposal Service at 897-4177



Give us a call at 707-585-5222 or visit us at unicycler.com for more information on what we can do to help out your jobsite.



Novato Disposal Service, Inc.

PO Box 3849
Santa Rosa, CA 95402

Tel (415) 897-4177
Fax (707) 586-5543

Household Hazardous Waste Disposal

The Household Hazardous Waste (HHW) Facility is open **only** to Novato residents. The HHW facility is located at the Novato Recycling Center at 7576 Redwood Boulevard (next to Shamrock Materials). No appointment is needed.

The HHW facility accepts the following, and other types of HHW, the first and third Sunday and Monday of each month from 8:30 am to 1:30 pm, excluding most holidays:

- Aerosols, all kinds
- Auto products - polishes, brake fluids, cleaners
- Asbestos - up to 2 30 gal. size trash bags, double-bagged
- Batteries - all kinds
- Building products - sealers, caulking, glues
- CRT's - up to 5
- Fuels - gasoline(with container), kerosene, butane, lamp oil
- Household cleaners, polishes, disinfectants
- Mercury thermostats & thermometers
- Paints (oil & latex), stains, solvents, spray paints
- Pesticides, herbicides, fertilizers
- Pool & photo chemicals
- Pet products
- Propane tanks/helium tanks/fire extinguishers
- Sharps(in approved red containers)
- Televisions

Questions? For questions about household hazardous waste call the HHW Hotline at 892-7344.

HHW Facility Schedule

Open 8:30 am – 1:30 pm

2016

| Sunday | Monday |
|-------------|-------------|
| October 2 | October 3 |
| October 16 | October 17 |
| November 6 | November 7 |
| November 20 | November 21 |
| December 4 | December 5 |
| December 18 | December 19 |

2017

| Sunday | Monday |
|-------------|-------------|
| January 8 | January 9 |
| January 15 | January 16 |
| February 5 | February 6 |
| February 19 | February 20 |
| March 5 | March 6 |
| March 19 | March 20 |

Commercial Hazardous Waste Program



If your business uses products that are labeled corrosive, poison, reactive, toxic or flammable, then you are generating hazardous wastes. Wastes such as lab and photo chemicals, paints, solvents, pesticides, acids and printing inks are considered hazardous and require special handling.

The Commercial Hazardous Waste program is provided for eligible businesses to dispose of small quantities of hazardous wastes. It's a safe, legal and affordable way to dispose of these wastes. The drop-off program for businesses is available by appointment only on the first and third Sunday and Monday of each month. The Facility is located at 7576 Redwood Boulevard, toward the rear of the Novato Recycling Center. To confirm eligibility and schedule an appointment, call 415-892-6395.



A Season for Giving, Not for Discarding

Americans throw away 25% more trash during the Thanksgiving to New Year's holiday period – more than any other time of year. The extra waste amounts to 25 million tons of garbage, or about 1 million extra tons per week!

Here are some tips and suggestions for no-waste holiday practices and innovative gift-giving:

- Give Gifts That Don't Require Wrapping. Think event tickets, gift cards, subscriptions, memberships or gift certificates. Or consider a donation to a charitable organization.
- Buy Recycled. Buying products made from recycled materials supports manufacturers of such products and fosters markets for those materials.
- Repurpose Old Holiday Cards. Donate your old holiday cards to a day care center for arts and crafts projects. Or, cut up cards to be used as gift tags, bookmarks, greeting cards, place mats, or decorations.
- Recycle That Tree. Every year, more than 1 million used Christmas trees end up in California landfills. Remember to recycle trees locally – see article on the front page - or turn them into mulch for water conservation and weed control in the garden. Or, consider a "living" tree that can be replanted in the yard. Never burn Christmas trees or holiday wrapping paper in a fireplace or wood stove, because they can spark a chimney fire.
- Incandescent or LED Holiday Lights? Consumer Reports analyzed both types of bulbs and found that, on balance, LED bulbs win out. They are cooler, last longer and use less power. If you upgrade to LED lights make sure to recycle your old lights.
- Save on Gift Wrap. Save and reuse gift wrapping paper from previous years, or make some from butcher paper, reused brown paper bags, newspapers, and fabric. Shop for recycled-content holiday wrapping paper, or wrapping paper sold by charity groups that raise funds to preserve rain-forests.



Safe Pharmaceutical Disposal

Drugs that are improperly disposed of can pollute our marine environment, soils and groundwater. Protect your family by keeping all drugs away from children and pets. In Novato, you can safely dispose of your unwanted medications in the bins located at the Novato Police Dept. lobby, 909 Machin Ave., Mon. - Thurs, 10:00am-5:00pm.

Acceptable items include:

- Prescription medications
- All over the counter medications
- Vitamins and supplements
- Medicated ointments
- Lotions and creams
- Liquid medications in leak-proof containers
- Inhalers
- Pet medications

Items not accepted include:

- Sharp items including needles
- IV bags
- Bloody or infectious waste
- Personal care products
- Empty pill containers
- Hydrogen peroxide
- Aerosol cans

Please remove all pills from containers and place in a Ziploc bag or small paper bag for deposit into the return bin. This will help keep the volume to a minimum. Bags will not be provided at the collection locations.



Novato Disposal Service

unicycler.com

Dear Onsite Manager or Property Owner,

This letter is provided to summarize the no-cost materials available to you through our Multifamily Recycling Outreach Program as well as to inform you about additional free resources available to you. Recycling outreach staff is available to provide the following to you and your tenants:

- **Site Visit:** Recycling outreach staff is available to meet on-site with your property manager to discuss current waste and diversion programs and offer suggestions for expanding solid waste programs programs.
- **Single-Stream Recycling Door Hanger:** An easy resource available in English and Spanish listing what is recyclable can be provided to all tenants.
- **Bi-annual Recycling Newsletter:** Tenants receive helpful recycling tips and are informed about local recycling efforts and waste reduction issues. We can add your unit addresses to our mailing list so tenants can receive this helpful resource.
- **Recycle Guides for Common Areas:** If your site has a laundry room and/or other common area, posting recycling fliers can be very effective for ongoing community education.

Multifamily recycling programs can **decrease waste disposal costs** for building owners because recycling is included with the cost of refuse service. Multifamily recycling also helps to achieve local and state recycling goals and makes recycling accessible to more of our community. If you want to learn more about just how much it pays to recycle, contact your recycling coordinator Bessie Martinez, (707) 585-5273 or bessie@unicycler.com and visit our website at www.unicycler.com

Thank you,

Novato Disposal
Recycling Outreach Coordinator

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2016

| DIVERSION | <u>1stQ</u> | <u>2ndQ</u> | <u>3rdQ</u> | <u>4thQ</u> | <u>TOTAL</u> |
|--|--------------------|--------------------|--------------------|--------------------|---------------------|
| Novato Disposal Recycled Shipped (Curbside & Buyback) | 2,688 | 3,140 | 2,776 | 2,147 | 10,751 |
| Novato Disposal C&D, Wood, Inerts & Bulky waste | 530 | 744 | 606 | 584 | 2,464 |
| Novato Disposal Green waste & residential food waste for compost | 3,463 | 3,577 | 3,172 | 3,617 | 13,829 |
| Novato Disposal Commercial Food Waste for compost | 76 | 92 | 90 | 104 | 361 |
| TOTAL TONS DIVERTED | 6,756 | 7,554 | 6,644 | 6,451 | 27,405 |
| DISPOSAL | | | | | |
| MSW& Debris Box/Novato Disposal | 7,040 | 7,062 | 7,010 | 7,125 | 28,236 |
| TOTAL TONS DISPOSED | 7,040 | 7,062 | 7,010 | 7,125 | 28,236 |
| TOTAL WASTE GENERATED(TONS) | 13,796 | 14,616 | 13,653 | 13,576 | 55,641 |
| PERCENT DIVERTED | 48.97% | 51.68% | 48.66% | 47.52% | 49.25% |
| PERCENT DIVERTED WITH REDWOOD & MRRC | 49.94% | 53.69% | 51.01% | | |

NOVATO DISPOSAL SERVICES DISPOSAL/DIVERSION 2010 - 2016

| DIVERSION | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Novato Disposal Recycled (Curbside & Buyback) | 13,962 | 14,143 | 14,296 | 14,306 | 12,091 | 11,839 | 10,751 |
| Novato Disposal C&D, Wood, Inerts & Bulky waste | 6,371 | 3,748 | 3,440 | 4,023 | 3,333 | 3,693 | 2,464 |
| Novato Disposal Green/residential food waste for compost | 14,974 | 14,076 | 14,328 | 13,397 | 13,162 | 13,374 | 13,829 |
| Novato Disposal Commercial Food Waste for compost | | 117 | 137 | 100 | 88 | 143 | 361 |
| TOTAL TONS DIVERTED | 35,307 | 32,085 | 32,201 | 31,825 | 28,674 | 29,049 | 27,405 |
| DISPOSAL | | | | | | | |
| MSW& Debris Box/Novato Disposal | 31,558 | 29,336 | 25,859 | 25,923 | 26,093 | 26,397 | 28,236 |
| TOTAL TONS DISPOSED | 31,558 | 29,336 | 25,859 | 25,923 | 26,093 | 26,397 | 28,236 |
| TOTAL WASTE GENERATED(TONS) | 66,864 | 61,420 | 58,060 | 57,749 | 54,767 | 55,446 | 55,641 |
| PERCENT DIVERTED | 52.80% | 52.24% | 55.46% | 55.11% | 52.36% | 52.39% | 49.25% |
| PERCENT DIVERTED WITH REDWOOD & MRRC | 55.63% | 54.96% | 58.16% | 57.81% | 55.58% | 56.06% | |

2016 NOVATO HHW and *E-WASTE* REPORT

Number of Total Participants: 5,396 residents

HHW and *E- Waste* Collected: 460,778 pounds

Background

In 2016 Novato's HHW facility served a total of 3,812 Novato residents. In addition 17 Novato businesses participated in the business hazardous waste program for conditionally exempt small quantity generators (CESQG). Novato also conducted two *E-Waste* events in 2016, serving 1,584 Novato residents.

Since 1996, the household hazardous waste and *E-Waste* programs sponsored by the Novato Sanitary District have served over 58,171 participants and collected over 6,419,227 pounds of waste

HHW Facility

The permanent household hazardous waste facility is available to Novato residents on a regular monthly basis, 4 days per month. The facility is open from 8:30am – 1:30pm, the first and third consecutive Sundays and Mondays of each month, excluding most holidays.

The facility also continues to operate as a BOP – battery, oil and paint collection center – during the Recycling Center's regular open hours, Tues – Sun, 10am – 4pm. Used motor oil, oil filters, antifreeze, latex paint, fluorescents and household and car batteries are accepted.

Outreach continues to be conducted through the District and Novato Disposal semi-annual newsletters, website, newspaper ads, fliers, hotlines and social media.

A total of **3,812 households** used the HHW facility in 2016. This is a 8% increase from 2015 and our highest participation ever recorded at the HHW facility. (This does not include the 1,584 participants in the *E-Waste* events, nor the individuals dropping off waste at the BOP.) Open a total of 48 days in 2016, participation has averaged 79 per day, with Sunday being the greatest participation.

A total of **406,174 pounds** of HHW was collected at the HHW facility in 2016. (This does not include the waste collected at the 2 *E-Waste* events.) Overall, 73% of the waste was recycled, 10% used as a supplemental fuel, 8.0% sent for destructive incineration, 3.0% for treatment or neutralization and 6% was sent to hazardous waste landfill.

HHW contractor costs for 2016, including labor, set-up and transport and disposal of the waste amounted to \$205,015.74. Labor and materials costs totaled \$99,525.44 (49%)

and waste disposal costs \$105,490.30 (51%). This does not include costs for the *E-Waste* events.

E-Waste Events

Novato held 2 special *E-Waste* events in 2016 - one in the spring and the second in the fall. The events are held over a three day period at the Novato Recycling Center. These special drop off events offer residents the opportunity to properly dispose of all electronic items.

Since 2003, at these events, we have collected over 1,439,061 pounds of *E-Waste* from over 22,315 Novato residents.

A total of **1,584 residents** dropped off *E-Waste* during the two events. Average daily participation was **264**. A total of **54,604 pounds** of *E-Waste* was collected, averaging 34 pounds per participant.

Outreach methods included articles in the District and Novato Disposal newsletters, ads in Novato Advance, fliers, website postings and social media.

Costs for these events totaled **\$1,700.00**. Our *E-Waste* recycler – ECS Refining– did not charge for 2 unloaders on Saturday and Sunday and continued to provide us with all transport and supplies at no charge. ECS paid Novato Disposal the state SB20/50 reimbursement rate of \$.16/pound for CRT devices to offset Novato Disposal labor charges.

Summary

Recommendations for future programs include:

- Increase promotion on website and social media – Facebook, Twitter, etc.
- Increase promotion of additional opportunities for collection of paint, batteries and fluorescents
- Maintain 2 *E-Waste* events
- Expand outreach to small businesses

Attachments:

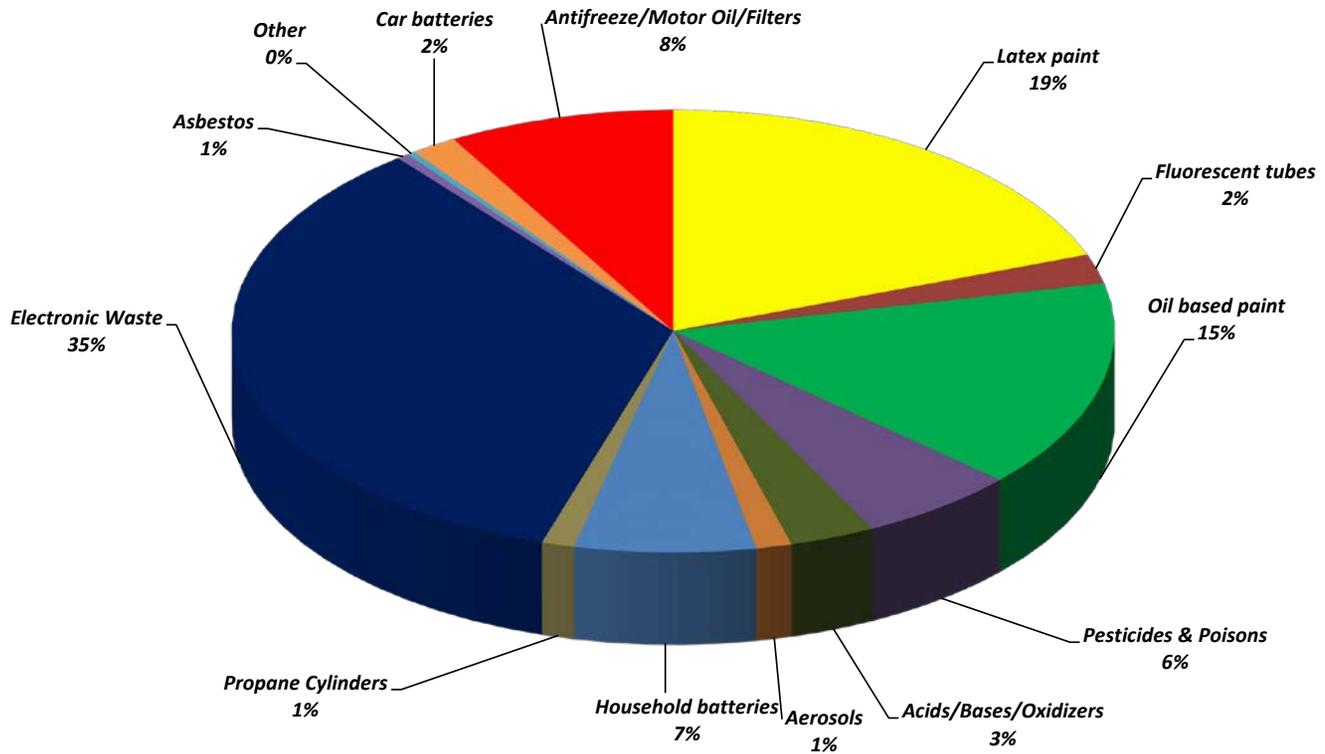
HHW and E-Waste Events Comparative Data 2005-2016
2016 HHW & E-Waste Collected
CalRecycle Form 303 for 2016

**NOVATO HOUSEHOLD HAZARDOUS WASTE AND E-WASTE EVENTS
COMPARATIVE ANALYSIS**

| | <u>2005</u> | <u>2006</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| PARTICIPANTS | | | | | | | | | | | | |
| # of vehicles | 2,662 | 2,625 | 3,534 | 3,665 | 4,139 | 4,440 | 4,315 | 3,792 | 4,160 | 4,526 | 5,131 | 5,396 |
| TOTAL WASTE COLLECTED | 321,164 | 311,230 | 382,331 | 425,950 | 502,164 | 444,943 | 440,713 | 401,160 | 385,396 | 453,231 | 474,939 | 460,778 |
| Pounds per vehicle | 121 | 119 | 108 | 116 | 121 | 100 | 102 | 106 | 93 | 100 | 93 | 85 |
| WASTE MANAGEMENT METHOD(lbs) | | | | | | | | | | | | |
| Supplemental Fuels & Recycling | 292,244 | 282,345 | 350,281 | 390,320 | 464,623 | 407,519 | 403,169 | 360,724 | 345,427 | 404,666 | 408,114 | 382,774 |
| Treatment&Neutralization | 6,250 | 4,900 | 4,100 | 4,850 | 5,058 | 4,744 | 5,316 | 6,460 | 5,750 | 6,955 | 14,163 | 12,200 |
| Destructive Incineration | 12,420 | 8,285 | 11,850 | 12,015 | 12,913 | 13,690 | 11,278 | 13,386 | 15,319 | 18,413 | 28,362 | 35,104 |
| Landfill | 10,250 | 15,700 | 16,100 | 18,765 | 19,570 | 18,990 | 20,950 | 20,590 | 18,900 | 23,197 | 24,300 | 30,700 |
| WASTE COLLECTED BY CATEGORY(lbs) | | | | | | | | | | | | |
| Oil-Based Paint & related | 91,950 | 56,300 | 81,850 | 47,650 | 81,390 | 46,170 | 46,100 | 80,290 | 48,450 | 73,750 | 74,299 | 70,010 |
| Aerosols | 3,519 | 2,600 | 2,900 | 2,900 | 2,900 | 4,100 | 3,010 | 2,710 | 3,360 | 4,200 | 7,170 | 6,000 |
| Antifreeze/Motor Oil & Filters | 840 | N/A | N/A | 52,061 | 63,223 | 54,780 | 38,821 | 48,586 | 55,034 | 38,625 | 47,243 | 38,281 |
| Fluorescents | 7,601 | 6,862 | 9,031 | 11,380 | 7,126 | 13,861 | 10,163 | 8,876 | 8,000 | 8,339 | 9,981 | 9,915 |
| Pesticides & Poisons | 8,331 | 7,850 | 10,950 | 8,755 | 8,850 | 9,150 | 9,400 | 9,680 | 11,400 | 13,050 | 25,760 | 26,710 |
| Asbestos | 750 | 900 | 300 | 700 | 960 | 790 | 1,000 | 440 | 500 | 1,847 | 3,420 | 2,000 |
| Latex paint | 52,100 | 68,000 | 78,400 | 79,200 | 73,700 | 80,240 | 76,900 | 78,430 | 79,220 | 108,859 | 97,245 | 89,390 |
| Electronic Waste | 134,297 | 145,078 | 176,120 | 157,119 | 199,589 | 185,526 | 210,650 | 121,760 | 137,111 | 151,953 | 152,275 | 158,804 |
| Compressed Gas Cylinders | 4,686 | 3,655 | 2,050 | 3,150 | 2,490 | 1,490 | 3,570 | 4,228 | 5,170 | 5,795 | 5,465 | 5,505 |
| Household batteries | 9,100 | 14,300 | 15,800 | 18,105 | 18,910 | 25,750 | 21,985 | 22,390 | 20,550 | 25,140 | 23,566 | 30,500 |
| Car batteries | | | | 39,950 | 36,250 | 14,260 | 13,095 | 14,960 | 10,280 | 12,380 | 10,310 | 7,799 |
| Acids/Bases/Oxidizers | 6,250 | 4,350 | 4,100 | 4,560 | 5,058 | 4,744 | 5,316 | 6,600 | 5,750 | 7,387 | 14,575 | 14,475 |
| Other** | 1,740 | 1,335 | 830 | 420 | 1,718 | 4,082 | 703 | 2,210 | 571 | 1,906 | 3,630 | 1,389 |
| COSTS | | | | | | | | | | | | |
| HHW Contractor Costs | \$156,563 | \$121,255 | \$139,647 | \$147,687 | \$188,601 | \$186,809 | \$200,699 | \$199,101 | \$191,930 | \$192,624 | \$217,976 | \$205,016 |
| Labor/Materials | \$58,461 | \$50,166 | \$53,975 | \$62,252 | \$86,141 | \$88,720 | \$89,911 | \$88,220 | \$93,281 | \$96,926 | \$99,807 | \$99,525 |
| Waste Disposal | \$93,472 | \$72,120 | \$89,674 | \$88,161 | \$107,219 | \$100,973 | \$114,197 | \$114,649 | \$102,644 | \$97,521 | \$120,174 | \$105,490 |
| CESQG Waste Reimbursement | -\$4,630 | -\$1,031 | -\$4,002 | -\$2,726 | -\$4,759 | -\$2,884 | -\$3,410 | -\$3,769 | -\$3,995 | -\$1,823 | -\$2,005 | -\$2,628 |
| E-Waste Contractor Costs | | \$13,305 | \$17,403 | \$14,163 | \$14,011 | \$10,367 | \$13,637 | \$1,474 | \$1,175 | \$1,115 | \$1,437 | \$1,770 |
| Labor,Printing,Mailing | | \$11,374 | \$23,276 | \$23,610 | \$24,716 | \$21,307 | \$19,254 | \$5,306 | \$4,268 | \$4,268 | \$4,268 | \$4,102 |
| Disposal/Recycling | | \$11,744 | \$7,181 | \$1,646 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$140 | \$230 |
| Reimbursement(CRT's) | -\$10,735 | -\$9,813 | -\$13,054 | -\$11,093 | -\$10,705 | -\$10,940 | -\$7,007 | -\$5,272 | -\$4,342 | -\$4,603 | -\$4,331 | -\$2,562 |
| CESQG/BUSINESS PROGRAM | | | | | | | | | | | | |
| # of Businesses | 26 | 20 | 14 | 25 | 34 | 22 | 36 | 25 | 19 | 12 | 13 | 17 |

**Other includes Sharps,PCB's,Non-RCRA and mercury-containing waste

2016 HHW and E-Waste Collected



CIWMB FORM 303
 NOVATO SANITARY DISTRICT
 Total 2016

| WASTE VOLUMES COLLECTED MATERIAL TYPE | | POUNDS COLLECTED BY PROGRAM TYPE | | | | MANAGEMNT METHOD OF WASTE DISPOSED/DIVERTED | | | | | | | | |
|--|-------------------------------|---|-----------------------|----------------|------------------------|---|---------------|---------------|---------------|---------------|----------------|---------------|----------------|----------------|
| | | Permanent Facility | Recycle Only Facility | E-Waste Event | TOTAL POUNDS COLLECTED | DI | FB | L | N | R | S | Pntcre | TOTAL POUNDS | |
| 1. | Flammable & Poison | Flammable solid/liquid | 1,130 | 0 | 0 | 1,130 | 450 | 680 | 0 | 0 | 0 | 0 | 0 | 1,130 |
| | | Bulked flammable liquids | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Oil-base paint | 22,730 | 0 | 0 | 22,730 | 0 | 0 | 0 | 0 | 0 | 22,730 | 22,730 | |
| | | Paint related(PRM) | 46,150 | 0 | 0 | 46,150 | 0 | 46,150 | 0 | 0 | 0 | 0 | 46,150 | |
| | | Poison(excl. aerosols) | 26,710 | 0 | 0 | 26,710 | 26,710 | 0 | 0 | 0 | 0 | 0 | 26,710 | |
| | | Reactive & explosives | 45 | 0 | 0 | 45 | 45 | 0 | 0 | 0 | 0 | 0 | 45 | |
| | | Subtotal | 96,765 | 0 | 0 | 96,765 | 27,205 | 46,830 | 0 | 0 | 0 | 22,730 | 96,765 | |
| 2. | Acid | Organic and Inorganic acid | 4,400 | 0 | 0 | 4,400 | 0 | 0 | 0 | 4,400 | 0 | 0 | 4,400 | |
| 3. | Base | Organic and Inorganic base | 7,700 | 0 | 0 | 7,700 | 0 | 0 | 0 | 7,700 | 0 | 0 | 7,700 | |
| 4 | Oxidizer | Neutral oxidizers,organic peroxides,oxidizing acids and bases | 2375 | 0 | 0 | 2,375 | 2,275 | 0 | 0 | 0 | 100 | 0 | 2,375 | |
| 5. | PCB-containing | PCB-containing paint | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | Other PCB waste | 704 | 0 | 0 | 704 | 704 | 0 | 0 | 0 | 0 | 0 | 704 | |
| | | Subtotal | 704 | 0 | 0 | 704 | 704 | 0 | 0 | 0 | 0 | 0 | 704 | |
| 6 | Reclaimable | Antifreeze | 190 | 3,590 | 0 | 3,780 | 0 | 0 | 0 | 3,780 | 0 | 0 | 3,780 | |
| | | Auto type batteries | 499 | 7,300 | 0 | 7,799 | 0 | 0 | 0 | 7,799 | 0 | 0 | 7,799 | |
| | | Latex Paint | 33,536 | 55,854 | 0 | 89,390 | 0 | 0 | 0 | 0 | 0 | 89,390 | 89,390 | |
| | | Motor oil/oil products | 6,001 | 27,000 | 0 | 33,001 | 0 | 0 | 0 | 33,001 | 0 | 0 | 33,001 | |
| | | Oil filters | 0 | 1,500 | 0 | 1,500 | 0 | 0 | 0 | 1,500 | 0 | 0 | 1,500 | |
| | | Subtotal | 40,226 | 95,244 | 0 | 135,470 | 0 | 0 | 0 | 46,080 | 0 | 89,390 | 135,470 | |
| 7 | Asbestos | Asbestos | 2,000 | 0 | 0 | 2,000 | 0 | 0 | 2,000 | 0 | 0 | 0 | 2,000 | |
| 8 | Universal Waste | Mercury containing thermostats /switches/thermometers | 20 | 0 | 0 | 20 | 0 | 0 | 0 | 20 | 0 | 0 | 20 | |
| | | Mercury containing waste other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | Fluorescent bulbs | 1,511 | 8,404 | 0 | 9,915 | 0 | 0 | 0 | 9,915 | 0 | 0 | 9,915 | |
| | | Rechargeable batteries | 200 | 1,600 | 0 | 1,800 | 0 | 0 | 0 | 1,800 | 0 | 0 | 1,800 | |
| | | Other Household batteries | 8,000 | 20,700 | 0 | 28,700 | 0 | 0 | 28,700 | 0 | 0 | 0 | 28,700 | |
| | Electronic Waste | Covered Electronic Devices | 64,020 | 0 | 28,935 | 92,955 | 0 | 0 | 0 | 92,955 | 0 | 0 | 92,955 | |
| | | Other Electronic Devices | 40,180 | 0 | 25,669 | 65,849 | 0 | 0 | 0 | 65,849 | 0 | 0 | 65,849 | |
| | | Subtotal | 113,931 | 30,704 | 54,604 | 199,239 | 0 | 0 | 28,700 | 0 | 170,539 | 0 | 199,239 | |
| | Aerosol Containers | Managed as universal waste | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Other | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | Universal Waste Subtotal | 113,931 | 30,704 | 54,604 | 199,239 | 0 | 0 | 28,700 | 0 | 170,539 | 0 | 199,239 | |
| 9 | Other HHW | Sharps | 120 | 0 | 0 | 120 | 120 | 0 | 0 | 0 | 0 | 0 | 120 | |
| | | Pharmaceutical Waste | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | Compressed Gas Cylinders | 5,505 | 0 | 0 | 5,505 | 0 | 0 | 0 | 5,505 | 0 | 0 | 5,505 | |
| | | Treated Wood | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | Non-UW aerosol containers - corrosives, flammables, poisons | 6,000 | 0 | 0 | 6,000 | 4,800 | 1,200 | 0 | 0 | 0 | 0 | 6,000 | |
| | | Other-Class9/Non RCRA | 500 | 0 | 0 | 500 | 0 | 0 | 0 | 500 | 0 | 0 | 500 | |
| | | Subtotal | 12,125 | 0 | 0 | 12,125 | 4,920 | 1,200 | 0 | 0 | 6,005 | 0 | 12,125 | |
| | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 10. | | Grand Total | 280,226 | 125,948 | 54,604 | 460,778 | 35,104 | 48,030 | 30,700 | 12,100 | 222,624 | 100 | 112,120 | 460,778 |

FREE HOUSEHOLD E-WASTE DROP-OFF



Saturday, April 22 - Monday, April 24, 2017
Novato Recycling Center, 7576 Redwood Blvd.
10:00 AM - 3:00 PM



A special **three-day FREE** drop-off event for Novato residents to recycle old common electronic products - *E-Waste* - such as televisions, computers, VCR's and other small home electronics. Many common electronic products such as computer monitors and old television sets can damage the environment if disposed of improperly. *E-Waste* is considered a hazardous waste and **CANNOT** be disposed of in the trash.

✓ What WILL be Accepted at this drop-off *:

| | |
|---|--|
| ✓ Computers (PC's & Laptops) - maximum of 5 | ✓ Telephones, Cell Phones, Answering Machines |
| ✓ Fax Machines and small table-top copy machines | ✓ Electric typewriters |
| ✓ Computer Monitors - maximum of 5 | ✓ Televisions |
| ✓ Computer peripherals - (keyboards, printers, scanners, cables, mouse) | ✓ Radios, tape players, stereos, DVD players, VCR's, camcorders |
| ✓ Kitchen Appliances - (microwaves, blenders, toaster ovens, coffee makers, etc) | ✓ General Household Appliances - (hair dryers, irons, vacuums, lamps, etc.) |

* This is only a partial list of items. If you have a question about an item, please call 892-7344

X What will NOT be accepted at this drop-off *:

X **NO Large Appliances such as washers, dryers, stoves, refrigerators, water heaters, dishwashers, air conditioners, etc.** If you have any of these items please contact Novato Disposal Services at 897-4177 for a pick-up.

Although both working and non-working electronics will be accepted at this event, please consider donating working equipment to a local charity or thrift store.

Novato Disposal offers free pick-up of household electronics for single-family residential customers up to four (4) times a year, limited to three (3) yards of material per pick-up. Call Novato Disposal at 897-4177 to schedule a pick up.

Event is for **NOVATO HOUSEHOLDS ONLY.**

Novato Businesses please call 892-6395 for further disposal information

Questions? Call the HHW Hotline at 892-7344

Event sponsored by Novato Sanitary District, Novato Disposal Services and ECS Recycling

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

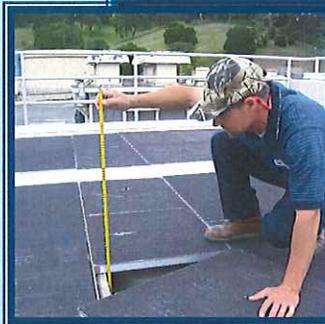
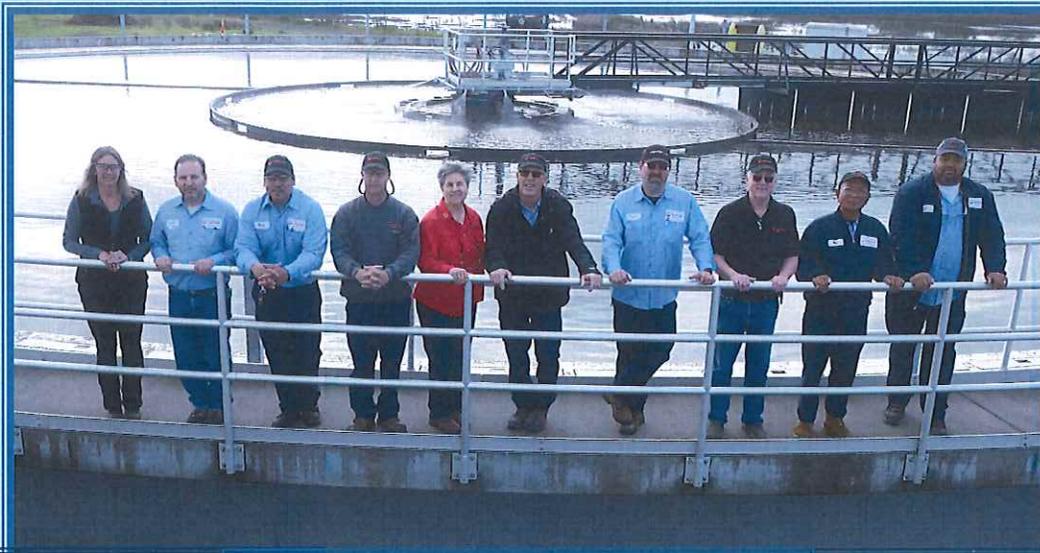
| | |
|--|---|
| TITLE: Wastewater Treatment Facilities 2016 Annual Operations and Maintenance Report. | MEETING DATE: March 27, 2017 AGENDA ITEM NO.: 7.a. |
| RECOMMENDED ACTION: Receive and accept Wastewater Treatment Facilities 2016 Annual Operations and Maintenance Report, subject to minor edits. | |
| SUMMARY AND DISCUSSION: <p>The draft Wastewater Treatment Facilities 2016 Annual Operations and Maintenance Report (Report) is attached. A short verbal presentation on the Report will be made at the meeting by the Veolia Project Manager. The report is essentially an encapsulation of information that was previously presented to the Board or the Wastewater Operations Committee in each month of 2016.</p> <p>Staff has reviewed the draft report and deems it to be satisfactory. Therefore, staff recommends that the Board receive and accept the Report, subject to minor edits.</p> | |
| ATTACHMENTS: 1. Wastewater Treatment Facilities 2016 Annual Operations and Maintenance Report. | |
| STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update. | |
| DEPT.MGR.: jb (Veolia), eb | GENERAL MANAGER: SSK |

2016 ANNUAL OPERATIONS AND MAINTENANCE REPORT FOR THE NOVATO SANITARY DISTRICT

DRAFT

Prepared by:

Veolia Water Operating Services
March 2017



DRAFT - 2016 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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ATTACHMENTS

- Plant Flow
- BOD (Influent & Effluent)
- Suspended Solids (Influent & Effluent)
- Oil and Grease (Effluent)
- pH (Effluent)
- Temperature (Effluent)



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OVERVIEW

The top priorities for 2016 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. 2016 represents our fifth consecutive year of zero effluent violations and sixth year of zero recordable incidents. We celebrate that success with and offer congratulations to the Novato Sanitary District on its vision and commitment to water quality.

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.

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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.



Top Left – Influent Pump Station

Top Right – Parkson Aqua Guard Screen™

Bottom Left – Grit Conveyance and Pumping

Bottom Right – Screenings Washer / Compactor, Compacted Screenings Being Discharged to Dumpster

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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. This pairing is considered very reliable and provides a high degree of accuracy.

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). Flow proportioning provides the most representative sample.



Above Left – Hydro Ranger level meter, hourglass shaped plating over Parshall Flume
Above Right – Hach Model 3540 SDR Composite Sampler

Rated Capacities

| DESIGN CRITERIA | | | |
|---------------------------------|--------|-------|-------|
| Condition | Value | Unit | Notes |
| 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 | |

Actual 2016

| 2016 FLOWS AND LOADS SUMMARY | | | |
|---------------------------------|--------|-------|--------------------------|
| Condition | Value | Unit | Notes |
| Average Dry Weather Flow | 3.46 | MGD | Jul / Aug / Sep |
| Peak Wet Weather Flow (Max Day) | 16.51 | MGD | 12/15/16 |
| Max Peak Wet Weather (1-3 Hour) | ~24.00 | MGD | 12/15/16 1630–1730 hours |
| Average BOD Loading | 10,474 | Lbs/D | |
| Average TSS Loading | 11,353 | Lbs/D | |

Significant Peak Wet Weather Events occurred in December.

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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.



Above Left – Primary Clarifier #2, Superstructure supports the cover.
Above Right – Sludge and Scum Pumping

| PRIMARY CLARIFIERS | | | |
|--------------------|---------|---------|--------------|
| | Value | Unit | Notes |
| Number | 2 | | |
| Diameter | 100 | Ft | Each |
| Sidewall Depth | 12 | Ft | Each |
| Capacity (Volume) | 880,770 | Gallons | Each |
| BOD Removal | 26 | % | 2016 Results |
| TSS Removal | 73 | % | 2016 Results |
| | | | |

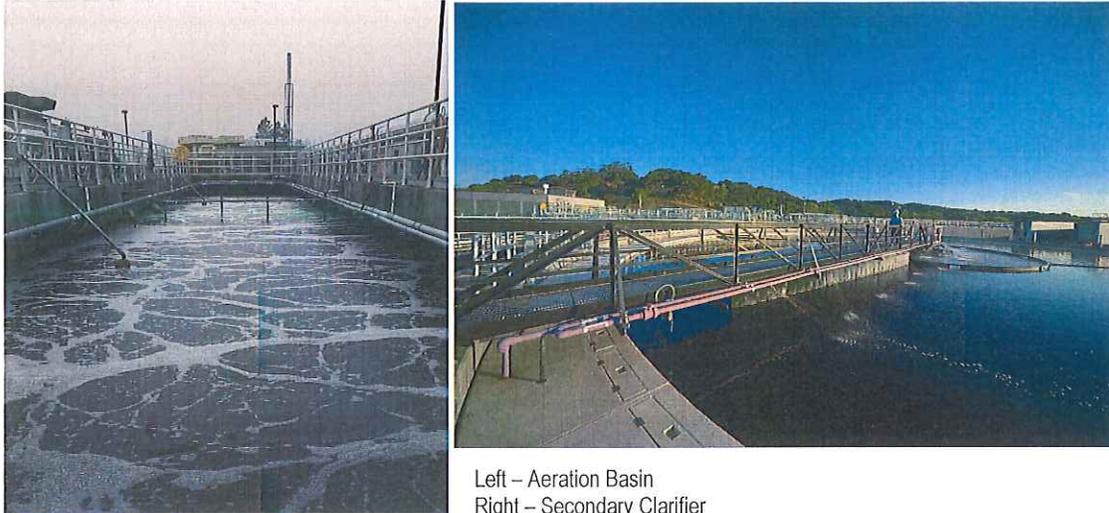
Novato’s primary clarifiers are covered to contain foul air associated with raw sewage. The foul air is removed and discharged to odor scrubbing biofilters by large fans. Like much of the wastewater process the biofilters are living processes. Various life forms including fungi, worms, and microbial populations convert odorous compounds to other gases, primarily carbon dioxide.

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. The Novato facility was designed with both

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flexibility and reliability in mind. 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.



Left – Aeration Basin
Right – Secondary Clarifier

Solids, primarily biological cell mass, are produced during the process of removing dissolved pollutants (BOD) in the aeration basins. A combination of wastewater and bio-mass, known as mixed liquor, typically contains between 1,500 mg/L and 2,500 mg/L (0.15% to 0.25%) of solids. The aeration basins are well mixed and as a result, a continuous stream of solids leaves the aeration basins. Solids are captured in the secondary clarifiers and the majority is returned to the head end of the aeration basins to maintain the proper biomass concentration for treatment. Excess solids are sent to the gravity belt thickener (GBT) where they are concentrated to 4% - 6% solids content and then pumped to a digester for additional treatment. Effluent from the secondary clarifiers is then ready for disinfection.

| SECONDARY CLARIFIERS | | | |
|----------------------|-------|------|-------|
| | Value | Unit | Notes |
| Number | 2 | | |
| Diameter | 125 | Ft | Each |
| Sidewall Depth | 16 | Ft | Each |
| Capacity (Volume) | 1,468 | MG | Each |

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. UV light (unlike other methods of disinfection) uses no chemicals, produces no harmful byproducts (trihalomethanes for example), and leaves no toxic residual.

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Left – UV Rack Removed for Cleaning
Below – Preparing UV Rack for Removal



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.

The Performance Summary provides a breakdown of discharge quantities.



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PERFORMANCE AND COMPLIANCE SUMMARY

Treatment Plant Performance Summary

The following summary provides an overview of plant performance and activities for the period January 1, 2016 through December 31, 2016.

| | | |
|---|------------|-----------------|
| Total Volume of Water Processed | 1,726 | Million Gallons |
| Total Volume of Water Reclaimed | 482 | Million Gallons |
| Total Volume of Water Discharged | 1,268 | Million Gallons |
| Recycled – Title 22 (included in Water Reclaimed) | 89,582 | Million Gallons |
| Average Daily Dry Weather Flow | 3.46 | MGD |
| Maximum Daily Flow | 16.51 | MGD |
| Pounds of BOD Treated | 3,833,484 | Lbs |
| Pounds of BOD Removed | 3,750,542 | Lbs |
| Percent BOD Removal Efficiency | 98 | % |
| Pounds of TSS Treated | 4,155,198 | Lbs |
| Pounds of TSS Removed | 4,094,276 | Lbs |
| Percent of TSS Removal Efficiency | 98 | % |
| Pounds of Bio-solids Treated | 3,354,514 | Lbs |
| Cubic Feet of Biogas Produced | 25,906,382 | Cu Ft |
| Total Number of Violations / Excursions | 0 | |
| NPDES (Bay Discharge) | 0 | |
| WDR (Reclamation) | 0 | |

Maintenance

| | |
|------------------------------------|----------|
| Total Number of Work Orders Issued | 2,969 |
| Total Number of Work Orders Closed | 2,418 |
| Percentage Preventive Maintenance | 87% |
| Average Completion | 2.0 Days |

Consumables / Energy

| | |
|------------------------------|-----------|
| *Electricity – kWh / Year | 3,476,978 |
| Electricity – kWh / MG | 2,014 |
| *Natural Gas – Therms / Year | 45,970 |
| Natural Gas – Therms / MG | 27 |
| Diesel Fuel – Gallons / Year | 2,369 |
| Diesel Fuel – Gallons / MGD | 1.37 |

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

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Treatment Plant Compliance Summary

No treatment plant violations were experienced in 2016. 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 | 5 | 0 |
| Total Coliform – 5 Sample Median | 240 | mpn/100 ml | 66 | 0 |
| Total Coliform - Maximum | 10,000 | mpn/100 ml | 66 | 0 |
| pH – High | 9.0 | s.u. | 108 | 0 |
| pH – Low | 6.0 | s.u. | 108 | 0 |

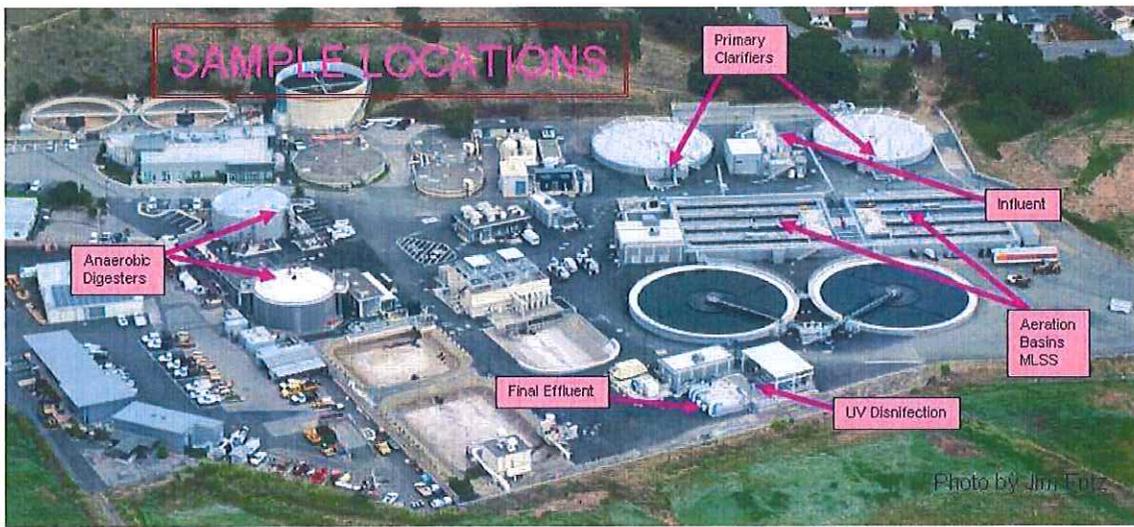
| NPDES Wet Season Limits - November – April | | | | |
|--|-------|------------|------------|------------|
| Parameter | Limit | Units | # Analysis | Violations |
| BOD Weekly | 45 | mg/L | 27 | 0 |
| BOD Monthly | 30 | mg/L | 6 | 0 |
| TSS Weekly | 45 | mg/L | 27 | 0 |
| TSS Monthly | 30 | mg/L | 6 | 0 |
| BOD Removal (minimum) | 85 | % | 6 | 0 |
| TSS Removal (minimum) | 85 | % | 6 | 0 |
| Enterococcus - 30 Day Geo Mean | 35 | Col/100 ml | 6 | 0 |
| Fecal Coliform - Median | 140 | mpn/100 ml | 3 | 0 |
| Fecal Coliform - 90 th Percentile | 430 | mpn/100 ml | 3 | 0 |
| Ammonia – Daily Maximum | 21 | mg/L | 14 | 0 |
| Ammonia - Monthly Average | 6 | mg/L | 6 | 0 |
| pH – High | 8.5 | s.u. | 130 | 0 |
| pH – Low | 6.5 | s.u. | 130 | 0 |
| Oil & Grease - Daily Maximum | 15 | mg/L | 6 | 0 |
| Oil & Grease - Monthly Average | 5 | mg/L | 6 | 0 |

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Compliance Summary (Continued)

| NPDES Dry Season Limits - May, September, & October | | | | |
|---|-------|------------|------------|------------|
| Parameter | Limit | Units | # Analysis | Violations |
| BOD Weekly | 30 | mg/L | 4 | 0 |
| BOD Monthly | 15 | mg/L | 2 | 0 |
| TSS Weekly | 20 | mg/L | 4 | 0 |
| TSS Monthly | 10 | mg/L | 2 | 0 |
| BOD Removal (minimum) | 85 | % | 2 | 0 |
| TSS Removal (minimum) | 85 | % | 2 | 0 |
| Enterococcus - 30 Day Geo Mean | 35 | Col/100 ml | 2 | 0 |
| Fecal Coliform - Median | 140 | mpn/100 ml | 0 | 0 |
| Fecal Coliform - 90th Percentile | 430 | mpn/100 ml | 0 | 0 |
| Ammonia – Daily Maximum | 21 | mg/L | 2 | 0 |
| Ammonia - Monthly Average | 6 | mg/L | 2 | 0 |
| pH – High | 8.5 | s.u. | 22 | 0 |
| pH – Low | 6.5 | s.u. | 22 | 0 |
| Oil & Grease - Daily Maximum | 15 | mg/L | 2 | 0 |
| Oil & Grease - Monthly Average | 5 | mg/L | 2 | 0 |

Sample Locations



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ENVIRONMENTAL SERVICES REPORT

O & M Report 2016

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.

Laboratory

Annual Performance testing for all certified methods occurred with 100% success. We successfully renewed the ELAP certification for the NSD Laboratory, adding 2 methods under Field of Testing (FoT) 107 Microbiology of Wastewater and 3 methods under FoT 126 Microbiology of Recreational Water.

Public Education

- Staff assisted in Wetlands Days for the Marin County public education group staffing two stations, "Bird Bingo" and "The Toilet is not a Trashcan".
- Hosting Algebra Academy in the laboratory we worked with operations to give a visual sense of math and dilutions using bright colored dye in graduating volumetric flasks and then used different dilutions to demonstrate optimization of chemicals and relating it to annual cost savings for chemicals using algebra.
- Staffed North Bay Science Discovery Day with other Veolia Staff showing what "dispensibles" 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.

Training

Kurt Hawkyard earned 15.6 contact hours for various meetings and trainings.

Liz Falejczyk earned 16.0 contact hours for various meetings and trainings.

BACWA

Liz attended many of the BACWA Bay Area Pollution Prevention Group, Permits and Laboratory Committee meetings throughout the year.

Pretreatment

Bob Adamson continued supporting the NSD pretreatment program through January and the Pretreatment Compliance Inspection (PCI) 1/12/2016. The inspection report was expected at the end of February 2017 but no report has been received.

Permits Renewed

- Dye Guy
- Marin Biologic Laboratories
- BioSearch Technologies

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- BioMarin (95 Digital Drive)
- ExxonMobil (long-term Temporary Discharge Permit)
- 3 Septic Haulers

New Permits

- 4 temporary groundwater discharge permit

Inspections

- All 5 Significant Industrial Users
- 29 Food Service Establishments(FSE) for Fats Oil and Grease (FOG)
 - Inspections and/or compliance checks
- 1 Car Wash Installation
- 4 non-permitted industries

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 significant industrial users, in 2016 there was increased communication and coordination between Environmental Services and NSD staff to better organize, track and target commercial users in the following ways

- 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

Key components of an Asset Management Program include:

- Computerized Maintenance Management System (CMMS)
- Preventive, Predictive, and Corrective Maintenance
- Equipment Inventory
- Reliability / Criticality Assessment (Hierarchy of Equipment Priority)

Computerized Maintenance Management System (CMMS)

Oracle Work Asset Management (OWAM or WAM). 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.

OWAM is an off-the-shelf, non-proprietary software program available from Oracle, Redwood Shores, California.

Preventive, Predictive, and Corrective Maintenance

Preventive maintenance (PM) is a scheduled maintenance activity generally tied to equipment run time (x hours) or period schedule (weekly / quarterly). Routines such as lubrication, oil change, filter change fall into the category of PM. Predictive maintenance (PdM) is performed to determine when maintenance might be required and or to assess condition. Tasks such as vibration, temperature, and oil analysis are types of PdM. Corrective maintenance is initiated when a deficiency is found.

Equipment Inventory

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 equipment inventory is a dynamic process with additions and deletions over time. An accurate equipment inventory is an essential component when planning for equipment replacement.

Reliability / Criticality Assessment (Hierarchy of Equipment Priority)

A Criticality Assessment was performed at the Novato facility in August 2010 and updated in June 2014. The assessment evaluates processes and equipment and rates the relative importance. The evaluation process looks at consequences and likelihood of failure. The product helps the user prioritize replacement and maintenance. The next full system Criticality Update is scheduled for 2017.

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Maintenance Activities Under \$10,000.00*

| January | Equipment | Activity |
|---------|------------------------|---|
| | Headworks Compactor | Replaced solenoid valves |
| | Sludge/Scum Pump #1 | Replaced stator and softstart (motor starter) |
| | Secondary Clarifier #1 | Replaced drive motor |
| | Secondary Clarifier #2 | Replace drive motor |

| February | Equipment | Activity |
|----------|-----------------------|------------------------------|
| | SCADA Servers | Replaced 4 servers |
| | UPS – Operations Area | Performed annual maintenance |
| | | |
| | | |

| March | Equipment | Activity |
|-------|----------------------|-------------------------------------|
| | UV PLC | Replaced Ethernet switch in network |
| | Headworks Channel #1 | Replaced level sensor |
| | | |

| April | Equipment | Activity |
|-------|-------------------------------|-------------------------------------|
| | Radio Communication Equipment | Replaced radios at Novato & Ignacio |
| | Headworks Channel #1 | Replaced flow meter |
| | Jerome Meter | Annual re-calibration |
| | | |
| | | |

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| May | Equipment | Activity |
|-----|---------------------------|---|
| | Rooftop Fan – Ignacio | Replaced contactor and motor |
| | Microcool Fogger | Replaced pump |
| | Overhead Cranes | Annual crane inspection/certification |
| | Flow Meters | Annual flow meter calibration |
| | Grit Classifier #2 | Replaced lower bearing |
| | Blower #1 | Replaced Modicon - PLC |
| | Sludge Transfer Pump #1 | Replaced stator and rotor |
| | Emergency Generators | Annual service & coolant flush on radiators |
| | Odor Bed Fan #1 – Ignacio | Rehabilitated |
| | Gem Electric Cart | Replaced batteries |
| | GBT #1 | Replaced bearing |
| | Fire Extinguishers | Annual recharge of all fire extinguishers at Novato WWTP & Ignacio PS |

| June | Equipment | Activity |
|------|----------------------|---|
| | Primary Clarifier #2 | Replaced drive motor |
| | RAS Pump #1 | Replaced sensor proms |
| | Boiler | Replaced recirculation pump and time delay relay |
| | Forklift | Replaced water pump, master cylinder, brakes and annual service |
| | Boiler | Combustion tune up |

| July | Equipment | Activity |
|------|------------------------------|--|
| | Digester Mixing Pump #1 | Replaced soft start and power supply |
| | Hypochlorite Pump #1 | Replaced tachometer |
| | TWAS Pump #1 | Repaired on/off/remote switch |
| | Annual Thermography | Performed at Novato and Ignacio |
| | Headworks Channel #2 | Replaced Hydromanager and level sensors |
| | Emergency Generators | Performed annual service and coolant flush |
| | Wet Weather Pumps | Performed annual service |
| | Odor Beds – Novato & Ignacio | Topped off all beds with new mulch |

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| August | Equipment | Activity |
|--------|-------------------------------|---------------------------------|
| | Blower #3 | Replaced capacitors |
| | GBT Odor Fan #2 | Replaced motor bearings |
| | Sludge/Scum Pump #1 & Pump #2 | Installed upgraded power supply |
| | | |
| | | |

| September | Equipment | Activity |
|-----------|---|----------------------------|
| | EQ Pump @ Ignacio | Replaced VFD Board |
| | Novato Plant | Annual crane certification |
| | Boiler | Replaced actuator |
| | Backflow Prevention Valve -- (By Digester #1) | Replaced valve |
| | Fuel Tank | Replaced gauge |
| | | |

| October | Equipment | Activity |
|---------|-----------|---------------------------|
| | GBT #1 | Replaced bearings & boot |
| | Flare | Replaced timers and relay |
| | | |
| | | |
| | | |
| | | |

| November | Equipment | Activity |
|----------|--|-------------------------------|
| | Novato Plant | Assisted with Arc Flash Study |
| | Flygt Pumps & Mixers -- Novato and Ignacio | Performed annual inspection |
| | Decant | Flushed line |

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| December | Equipment | Activity |
|----------|--------------------------|-------------------------------|
| | Trucks | Annual oil change on 4 trucks |
| | Dry Weather Pump #4 | Performed vibration analysis |
| | Aeration Basin #2 | Waterline repairs |
| | Aeration Basin Mixer #3B | Performed overhaul in house |
| | Aeration Basin Mixer #3C | Performed overhaul in house |

Maintenance Activities Over \$10,000.00*

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

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PREDICTIVE MAINTENANCE - THERMOGRAPHIC SCAN



Thermographic scans (or imagery) can be used to detect hot spots in motor control centers (MCC). This is often an indication of loose connections or failing components. This scan is being performed by Ben Bayaban, Veolia's industrial electrician at the Rio Vista project.

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**PREVENTIVE MAINTENANCE
ANNUAL SERVICE OF INFLUENT PUMPS**



Jeff Hendricks, Alejo Cuntapay, and Matt Nausin perform annual manufacturer recommended inspection and maintenance on influent pumps.

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CORRECTIVE MAINTENANCE

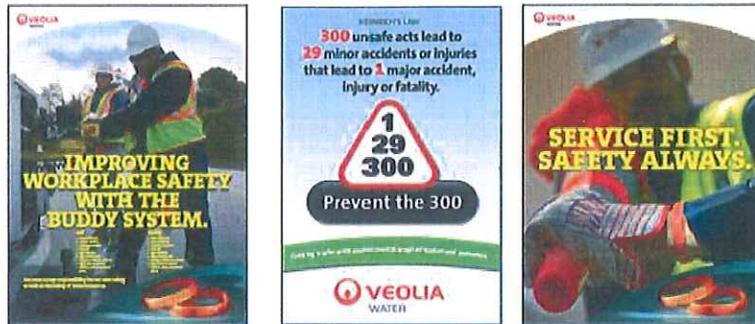


Replacement of Lamps and Ballasts on Ultra Violet Disinfection System

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SAFETY AND TRAINING

It's a Culture, Not a Campaign



Veolia Water North America (VWNA) 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. VWNA is committed to providing its employees a healthful and safe place of employment. To that end, VWNA 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. In turn, each employee is responsible to participate in a cooperative effort to maintain an effective health and safety program. Adherence to company policies and work practice guidelines is an essential part of this responsibility. By maintaining an effective program, we reduce the risk of personal injury, operational interruptions, regulatory fines, and maintain the company's reputation as a world leader in environmental management.

Our highest duty - to ensure health, safety and security for all. It is our highest duty, essential business priority, and the individual responsibility of each of us to ensure that at all time and in all of our operations, the health, safety and security of the general public, our customers, subcontractors and our fellow employees are protected. We allow for no compromise in this matter, and we strive to proactively identify potential risks and take diligent corrective and preventative actions to reduce and eliminate them. In the same spirit, we support, advise and encourage our fellow employees to maintain good personal health, as well as to develop positive practices and behaviors in that respect.

VWNA Novato has had no incidents from 6/1/10 to present. This reporting period from 1/1/16 - 12/31/16 resulting in 365 days - accident/incident free. In recognition of this achievement - each employee received a cash incentive reward from the Company for 6 years no loss time incidents as a group and also as individual achievements.

VWNA Novato provides daily safety topics - 5 minutes in length at each of our daily morning meeting. Subjects range from personal to job related safety topics.

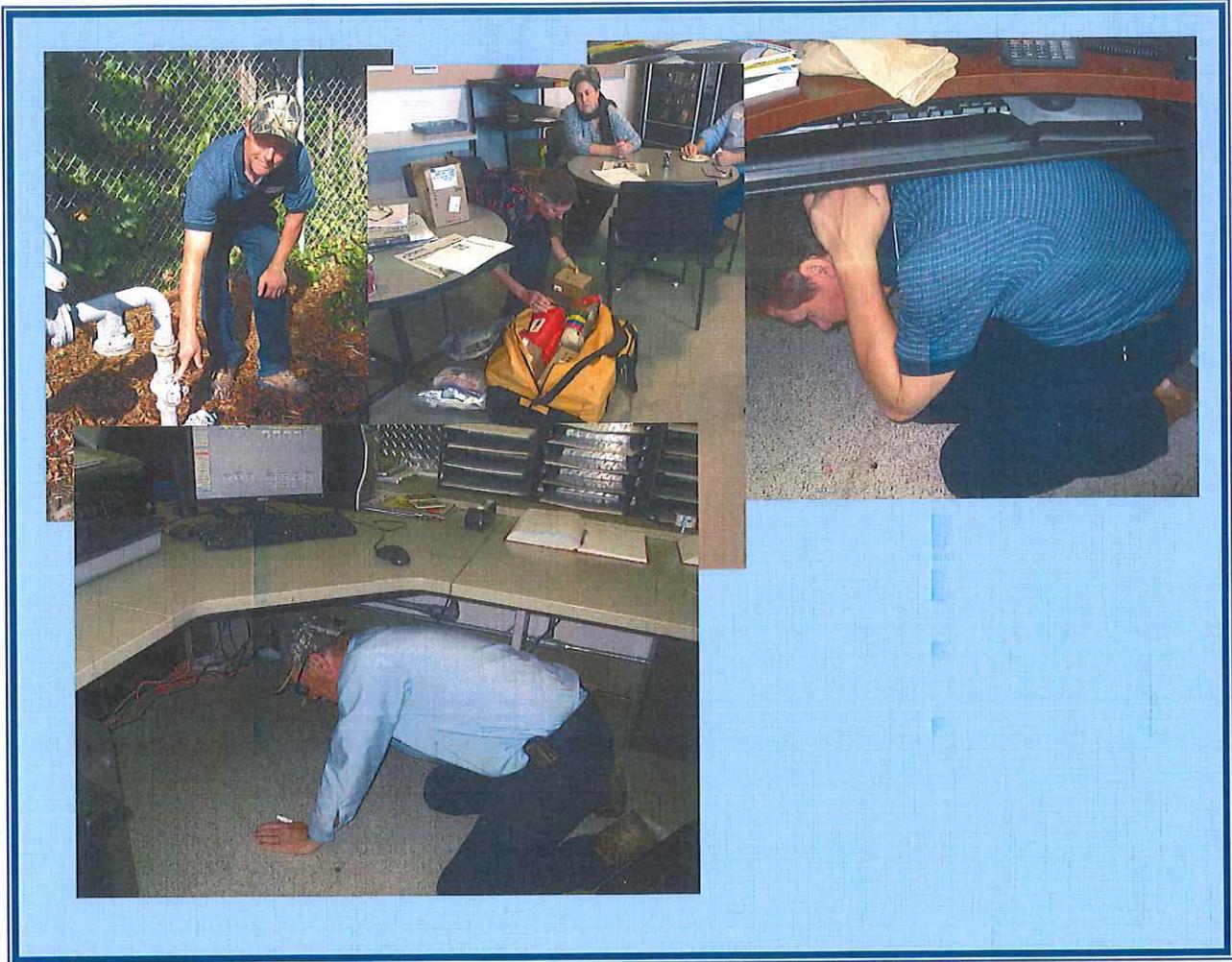
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In addition to daily safety discussion, formal monthly training of worksite relevant safety topics is conducted by the Safety Coordinator. The formal training includes testing. Test questions are answered round table style and discussed.

| 2016 Safety Training | |
|-----------------------------|---|
| Date | Topic |
| January | Hazardous Communication & GHS – OSHA Laboratory Safety/Chemical Hygiene Plan |
| February | Lockout/Tagout – Control of Hazardous Energy |
| March | Fire Safety Training |
| April | Confined Space - Dangerous Spaces |
| May | Forklift Operator Safety |
| June | Hearing Protection Respirator Protection |
| July | Heat Stress |
| August | NFPA 70E Refresher Training Ergonomics |
| September | Fall Protection |
| October | Earthquake Drill and Review Distracted Driving Great Shakeout Earthquake Drill |
| November | 1st Aid/CPR Certification Cold Stress and Winter Safety |
| December | Spill Prevention Control & Countermeasures (SPCC) Plans - Novato and Ignacio Bloodborne Pathogens |
| | |

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GREAT SHAKEOUT – ANNUAL EARTHQUAKE DRILL OCTOBER 28, 2016



Top Left – Brian Exberger Simulates Shutoff of Natural Gas
Top Middle - Inventory Emergency Supplies
Top Right – Brian Exberger, Duck Cover Hold
Bottom Left – Preston Ingram, Duck Cover Hold

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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, 2017

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

Anthony M. Silva – Operator III
Grade V California Wastewater Treatment Plant Operator #10973, December 31, 2017
Grade II Collection System Maintenance Technician, 354, January 31, 2018

Manual Arias – Operator III
Grade III California Wastewater Treatment Plant Operator #III-29081, December 31, 2018

Larry Milliken – Operator III
Grade IV California Wastewater Treatment Plant Operator #41483, August 12, 2017

Preston Ingram – Operator III
Grade IV California Wastewater Treatment Plant Operator #10277, June 30, 2017

Jeffrey D. Hendricks – Operator II
Grade II California Wastewater Treatment Plant Operator #II-28377, December 31, 2017
Grade I Plant Maintenance Technologist, 070750011, January 31, 2018

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, September 30, 2017

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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

Ben Baybayan – Industrial Electrician, Rio Vista 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 (2005)

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

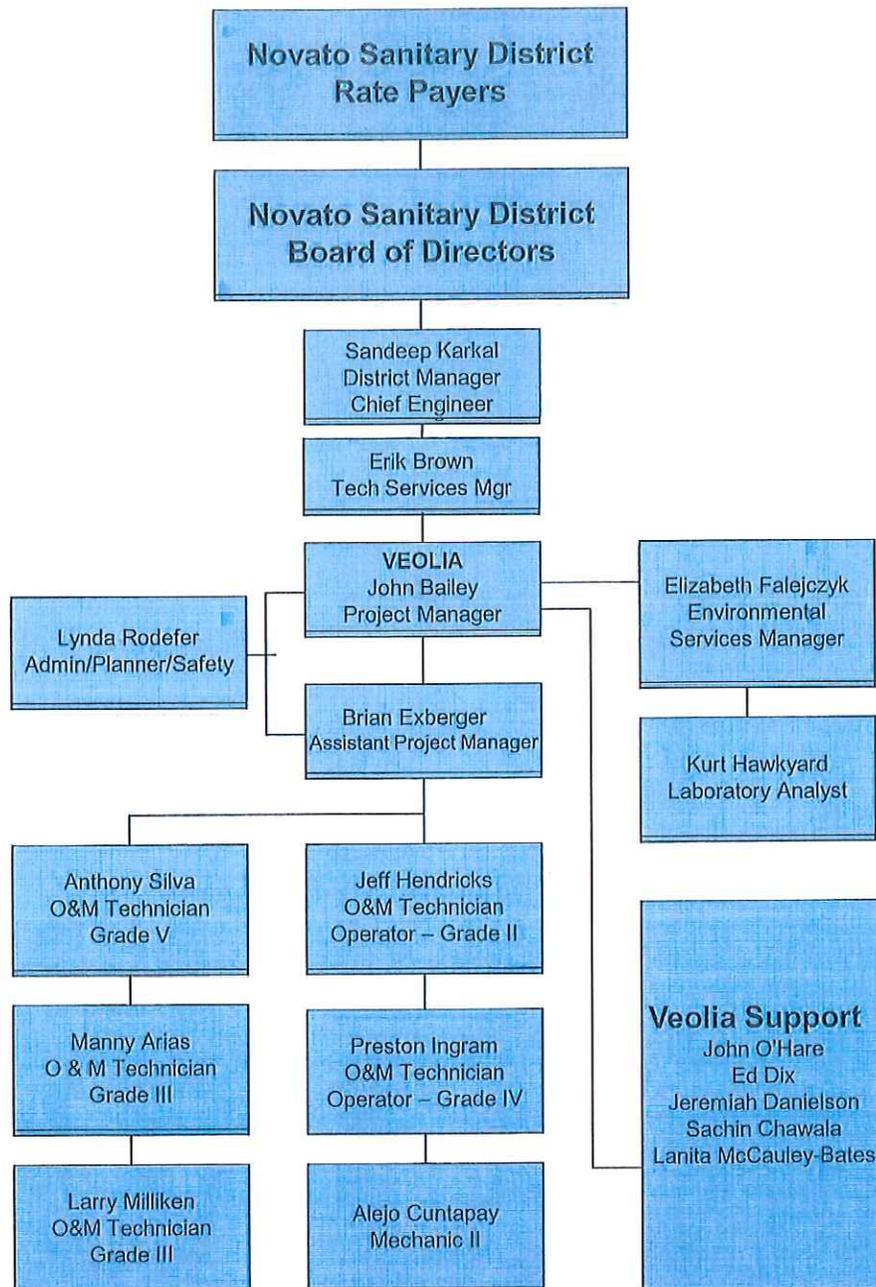
Grade I, Collection System Maintenance, California, CWEA # 070121088 (2007)

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



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**Organization Chart
Veolia Water / Novato Sanitary District**



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BUDGET

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 2016/17 service fee adjustment was 1.94%.

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Community Outreach Activities 2016

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 2016.

School Fuel – Tour of Novato – donation of bottled water for participants

Member Rotary Club Novato Sunrise (RCNS)

2016 American Crown Circus/Circus Osorio (RCNS)

Member – Novato Chamber of Commerce

Margaret Todd Senior Center Monthly Birthday Celebrations

Senior Pharmaceutical Collection

Senior Health Fair

Chamber of Commerce Annual Golf Tournament – provided bags for participants

North Bay Leadership Council - Algebra Academy

North Bay Science Fair

Paint The Town Red – “Novato Birthday Bash”

27
33



2016 ANNUAL OPERATIONS AND MAINTENANCE REPORT
Novato Wastewater Treatment Plant and Ignacio Transfer Pump Station

NORTH BAY DISCOVERY DAY (Science Fair)
October 29, 2016



22

2016 ANNUAL OPERATIONS AND MAINTENANCE REPORT
Novato Wastewater Treatment Plant and Ignacio Transfer Pump Station

TITLE 22 – Recycled Water Production Report for 2016

All water produced by the 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 an ELAP certified facility.

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

RW Table 1

| Novato Sanitary District 2016 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 | | | | | | | |
| February | 0.000 | | | | | | | |
| March | 0.000 | | | | | | | |
| April | 6.629 | 1.4 | 1.0 | >450 | >450 | <2.0 | <2.0 | |
| May | 14.296 | 1.7 | 1.1 | >450 | >450 | <2.0 | <2.0 | |
| June | 17.223 | 1.5 | 0.9 | >450 | >450 | <2.0 | <2.0 | |
| July | 18.555 | 1.5 | 0.6 | >450 | >450 | <2.0 | <2.0 | |
| August | 17.857 | 0.9 | 0.6 | >450 | >450 | <2.0 | <2.0 | |
| September | 11.775 | 1.1 | 0.7 | >450 | >450 | <2.0 | <2.0 | |
| October | 2.890 | 1.2 | 0.7 | >450 | >450 | <2.0 | <2.0 | |
| November | 0.357 | 1.6 | 1.6 | >450 | >450 | <2.0 | <2.0 | |
| December | 0.000 | | | | | | | |
| TOTAL | 89.582 | | | | | | | |

35 



NOVATO SANITARY DISTRICT - VEOLIA PLANT FLOW

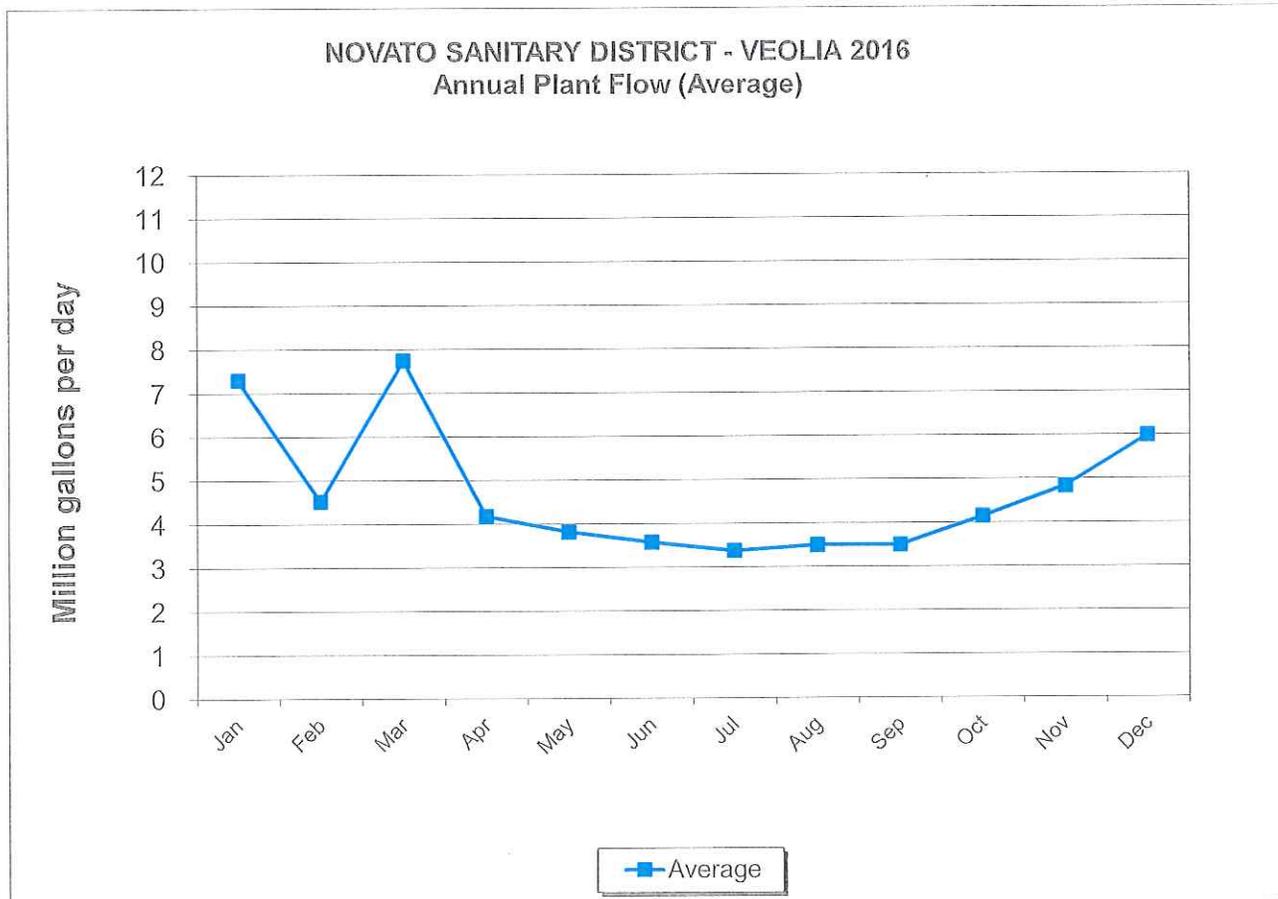
Annual Waste Characteristics & Loading Summary

(IN GALLONS TIMES 1,000,000)

YEAR: 2016

PRINT DATE: 17-Mar-2017

| | Total Flow | High | Low | Average | |
|---------------------|------------|-------|------|---------|---|
| January | 226.39 | 14.60 | 3.78 | 7.30 | |
| February | 131.03 | 5.71 | 4.04 | 4.52 | |
| March | 240.12 | 14.67 | 3.97 | 7.75 | |
| April | 125.33 | 5.32 | 3.66 | 4.18 | |
| May | 118.34 | 4.64 | 3.23 | 3.82 | |
| June | 107.23 | 4.05 | 3.16 | 3.57 | |
| July | 104.65 | 3.84 | 3.03 | 3.38 | Three month dry weather averages: |
| August | 108.49 | 3.87 | 2.97 | 3.50 | 3.38 |
| September | 105.14 | 3.79 | 3.26 | 3.50 | 3.50 |
| October | 128.55 | 6.40 | 3.33 | 4.15 | 3.50 |
| November | 145.06 | 10.83 | 3.58 | 4.84 | |
| December | 185.77 | 16.51 | 3.98 | 5.99 | |
| ANNUAL TOTAL | | | | | 1726.10 |
| ANNUAL MAX. | | | | | 240.12 16.51 |
| ANNUAL MIN. | | | | | 104.65 2.97 |
| ANNUAL AVG. | | | | | 143.84 4.71 Avg. Dry Weather Flow |
| | | | | | Max. 3.50 |
| | | | | | Min. 3.38 |
| | | | | | Avg. Dry Weather Flow 3.46 |



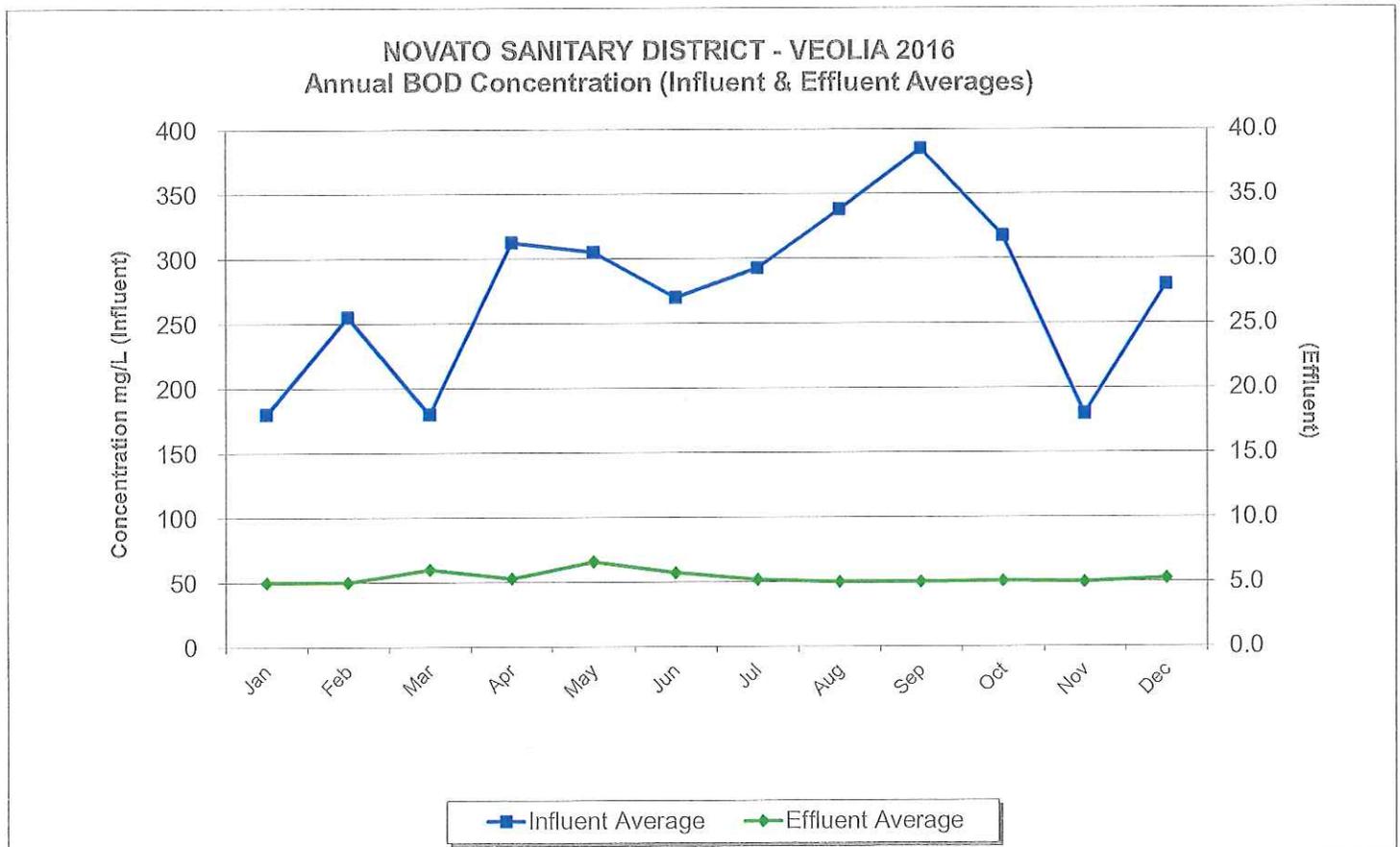
**NOVATO SANITARY DISTRICT - VEOLIA
BOD (Influent & Effluent)**

Annual Waste Characteristics & Loading Summary

YEAR: 2016

PRINT DATE: 17-Mar-2017

| | 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 | 260 | 130 | 180 | 4 | 17174 | 6538 | 12693 | 5.0 | 5.0 | 5.0 | 5 | 559 | 251 | 357 |
| February | 310 | 200 | 255 | 4 | 11801 | 7556 | 10017 | 5.0 | 5.0 | 5.0 | 6 | 236 | 176 | 197 |
| March | 250 | 100 | 180 | 5 | 16755 | 7299 | 10309 | 9.0 | 5.0 | 6.0 | 11 | 598 | 308 | 426 |
| April | 400 | 240 | 313 | 4 | 13511 | 8507 | 10470 | 7.0 | 5.0 | 5.3 | 7 | 236 | 158 | 185 |
| May | 340 | 290 | 305 | 4 | 10458 | 9723 | 10118 | 13.0 | 5.0 | 6.6 | 5 | 453 | 152 | 236 |
| June | 320 | 220 | 270 | 5 | 10115 | 6165 | 8097 | 12.0 | 5.0 | 5.7 | 15 | 158 | 140 | 149 |
| July | 350 | 270 | 293 | 4 | 9049 | 6823 | 8208 | 8.0 | 5.0 | 5.2 | 15 | 160 | 126 | 141 |
| August | 410 | 280 | 338 | 5 | 12105 | 8454 | 9946 | 5.0 | 5.0 | 5.0 | 16 | 153 | 136 | 147 |
| September | 450 | 340 | 385 | 4 | 13023 | 10548 | 11289 | 5.0 | 5.0 | 5.0 | 15 | 155 | 140 | 147 |
| October | 360 | 290 | 318 | 4 | 11875 | 8513 | 10306 | 6.0 | 5.0 | 5.1 | 14 | 205 | 147 | 163 |
| November | 260 | 130 | 180 | 4 | 10458 | 4218 | 7655 | 5.0 | 5.0 | 5.0 | 5 | 349 | 161 | 220 |
| December | 330 | 220 | 280 | 4 | 30293 | 9458 | 16580 | 7.0 | 5.0 | 5.3 | 11 | 688 | 203 | 349 |
| ANNUAL HIGH | 450 | 340 | 385 | 5 | 30293 | 10548 | 16580 | 13.0 | 5.0 | 6.6 | 16 | 688 | 308 | 426 |
| ANNUAL LOW | 250 | 100 | 180 | 4 | 9049 | 4218 | 7655 | 5.0 | 5.0 | 5.0 | 5 | 153 | 126 | 141 |
| ANNUAL AVG. | 337 | 226 | 275 | 4 | 13885 | 7817 | 10474 | 7.3 | 5.0 | 5.3 | 10 | 329 | 175 | 226 |



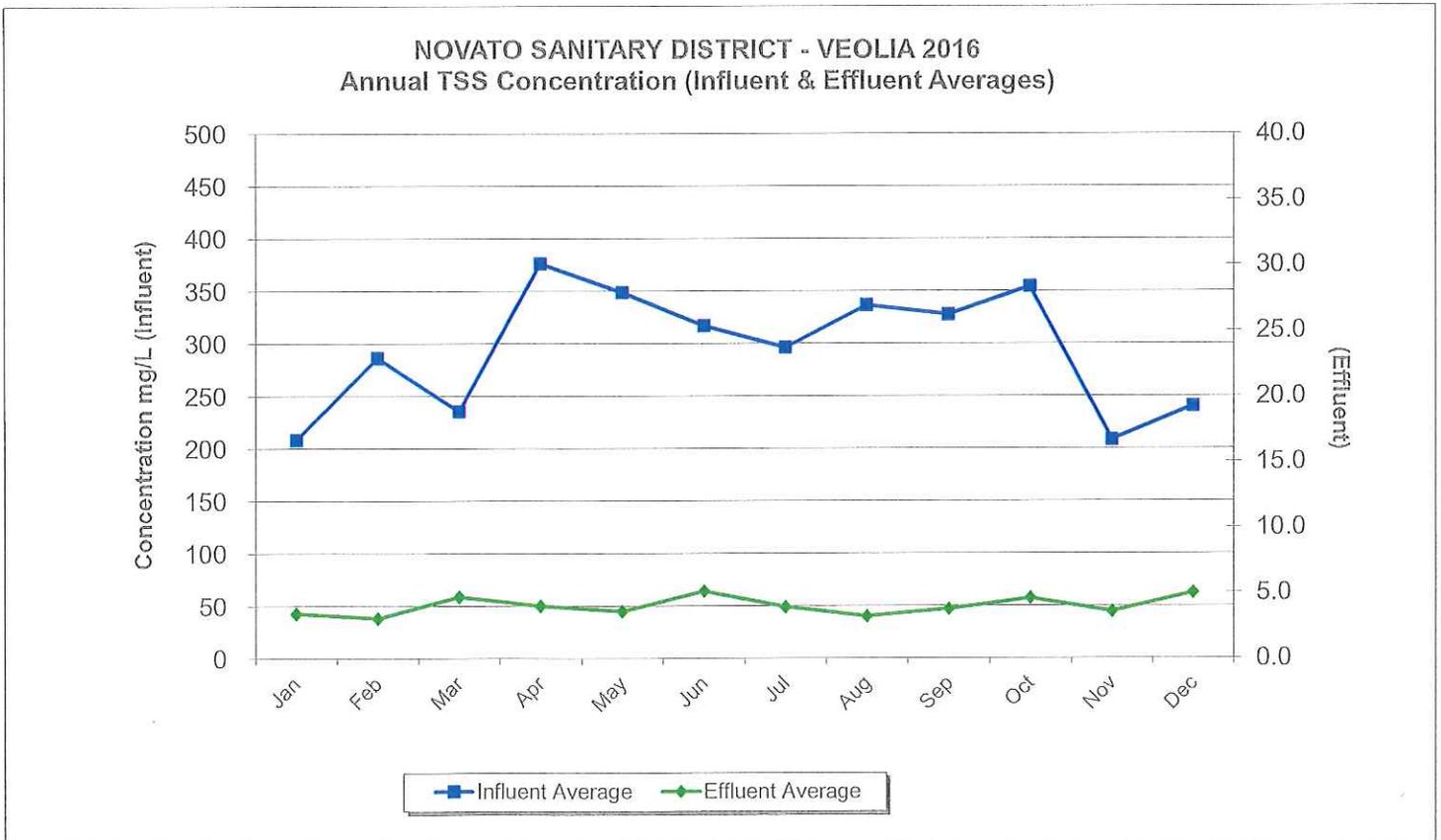
**NOVATO SANITARY DISTRICT - VEOLIA
SUSPENDED SOLIDS (Influent & Effluent)**

Annual Waste Characteristics & Loading Summary

YEAR: 2016

PRINT DATE: 17-Mar-2017

| | 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 | 279 | 166 | 209 | 4 | 18551 | 9756 | 14473 | 5.0 | 2.0 | 3.4 | 4 | 559 | 141 | 244 |
| February | 327 | 251 | 286 | 4 | 14161 | 9375 | 11309 | 4.0 | 3.0 | 3.1 | 4 | 143 | 105 | 120 |
| March | 328 | 126 | 236 | 5 | 22260 | 10903 | 13523 | 14.0 | 3.0 | 4.7 | 5 | 819 | 104 | 285 |
| April | 567 | 296 | 376 | 4 | 19152 | 9381 | 12664 | 6.0 | 3.0 | 4.0 | 4 | 213 | 93 | 134 |
| May | 398 | 265 | 349 | 4 | 13642 | 9238 | 11542 | 8.0 | 3.0 | 3.6 | 4 | 279 | 84 | 119 |
| June | 359 | 271 | 317 | 5 | 10859 | 7865 | 9474 | 8.0 | 3.0 | 5.1 | 5 | 248 | 89 | 153 |
| July | 320 | 266 | 296 | 4 | 9960 | 7446 | 8342 | 5.0 | 3.0 | 3.9 | 4 | 148 | 77 | 111 |
| August | 369 | 279 | 336 | 5 | 11294 | 8051 | 9887 | 4.0 | 3.0 | 3.2 | 5 | 115 | 83 | 94 |
| September | 358 | 310 | 328 | 4 | 10114 | 8971 | 9617 | 7.0 | 3.0 | 3.8 | 4 | 202 | 82 | 110 |
| October | 456 | 284 | 354 | 4 | 14250 | 8551 | 11566 | 8.0 | 3.0 | 4.6 | 4 | 427 | 83 | 157 |
| November | 279 | 166 | 209 | 4 | 11574 | 6294 | 8763 | 5.0 | 3.0 | 3.6 | 4 | 349 | 97 | 161 |
| December | 296 | 192 | 240 | 4 | 30293 | 6485 | 15082 | 6.0 | 4.0 | 5.0 | 4 | 688 | 183 | 304 |
| ANNUAL HIGH | 567 | 310 | 376 | 5 | 30293 | 10903 | 15082 | 14.0 | 4.0 | 5.1 | 5 | 819 | 183 | 304 |
| ANNUAL LOW | 279 | 126 | 209 | 4 | 9960 | 6294 | 8342 | 4.0 | 2.0 | 3.1 | 4 | 115 | 77 | 94 |
| ANNUAL AVG. | 361 | 239 | 295 | 4 | 15509 | 8526 | 11353 | 6.7 | 3.0 | 4.0 | 4 | 349 | 102 | 166 |



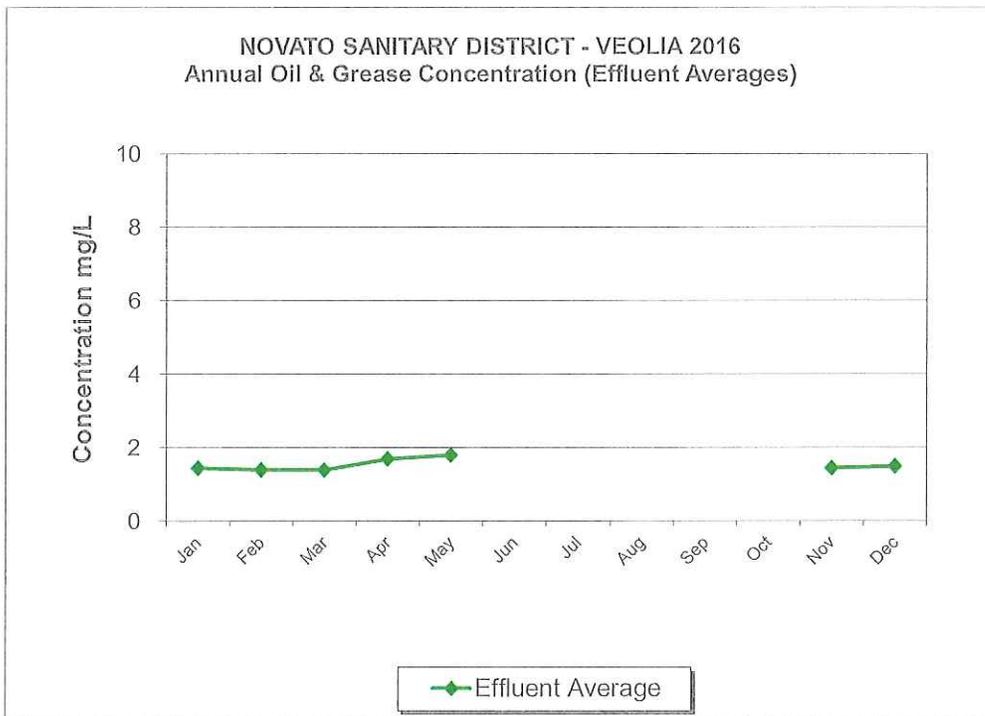
**NOVATO SANITARY DISTRICT - VEOLIA
OIL & GREASE (Effluent)**

Annual Waste Characteristics & Loading Summary

YEAR: 2016

PRINT DATE: 17-Mar-2017

| | EFFLUENT | | | | | | |
|-------------|----------------------|-----|---------|----------------|------------------|-----|---------|
| | Concentration (mg/L) | | | No. of Samples | Loading (lb/day) | | |
| | High | Low | Average | | High | Low | Average |
| January | 1.5 | 1.4 | 1.5 | 2 | 87 | 82 | 85 |
| February | 1.4 | 1.4 | 1.4 | 2 | 50 | 49 | 50 |
| March | 1.4 | 1.4 | 1.4 | 1 | 49 | 49 | 49 |
| April | 1.7 | 1.7 | 1.7 | 1 | 57 | 57 | 57 |
| May | 2.1 | 1.5 | 1.8 | 2 | 77 | 51 | 64 |
| June | | | | 0 | | | |
| July | | | | 0 | | | |
| August | | | | 0 | | | |
| September | | | | 0 | | | |
| October | | | | 1 | | | |
| November | 1.5 | 1.4 | 1.5 | 2 | 45 | 45 | 45 |
| December | 1.5 | 1.5 | 1.5 | 2 | 69 | 51 | 60 |
| ANNUAL HIGH | 2.1 | 1.7 | 1.8 | 2 | 87 | 82 | 85 |
| ANNUAL LOW | 1.4 | 1.4 | 1.4 | 0 | 45 | 45 | 45 |
| ANNUAL AVG. | 1.6 | 1.5 | 1.5 | 1 | 62 | 55 | 58 |



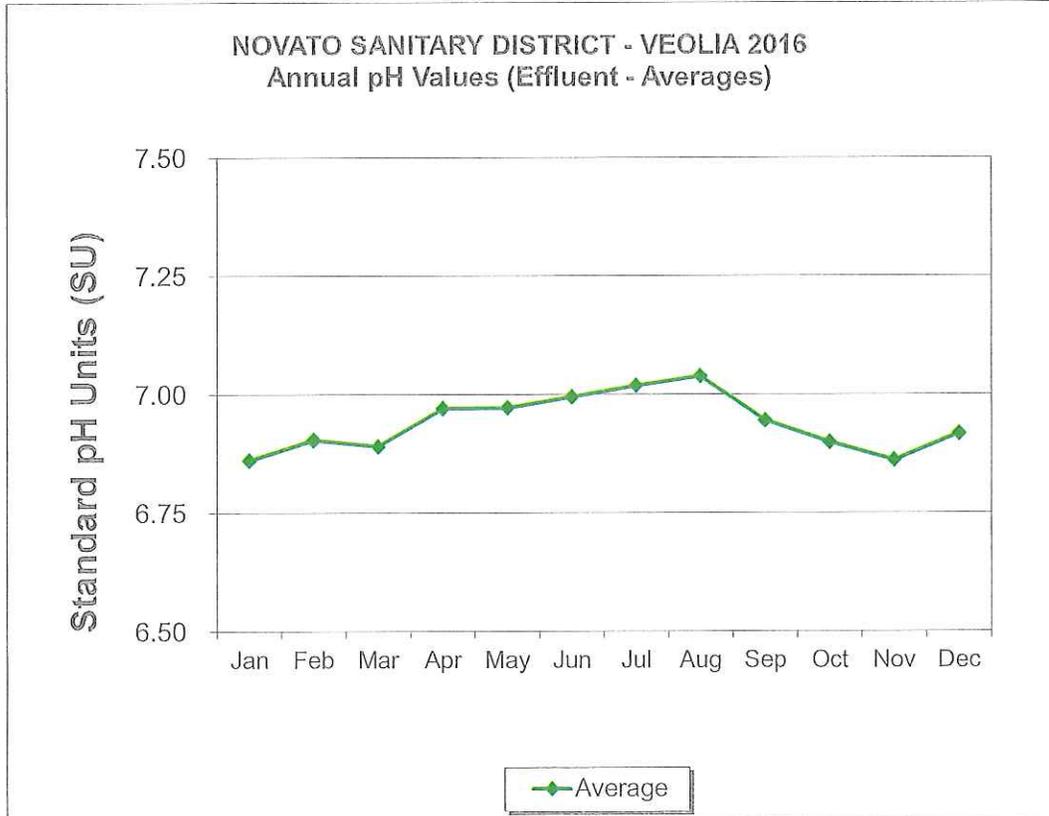
**NOVATO SANITARY DISTRICT - VEOLIA
pH (Effluent)**

Annual Waste Characteristics & Loading Summary

YEAR: 2016

PRINT DATE: 22-Mar-2017

| | High | Low | Average | Number of Samples | | | | | | |
|-------------|------|-----|---------|-------------------|------|------|-------------------------------|----|----------|----|
| January | 7.0 | 6.6 | 6.9 | 21 | | | | | | |
| February | 7.0 | 6.8 | 6.9 | 21 | | | | | | |
| March | 7.0 | 6.8 | 6.9 | 23 | | | | | | |
| April | 7.1 | 6.9 | 7.0 | 21 | | | | | | |
| May | 7.1 | 6.9 | 7.0 | 22 | | | | | | |
| June | 7.1 | 6.7 | 7.0 | 22 | | | | | | |
| July | 7.1 | 6.9 | 7.0 | 21 | | | | | | |
| August | 7.1 | 6.9 | 7.0 | 23 | | | | | | |
| September | 7.1 | 6.9 | 6.9 | 22 | | | | | | |
| October | 7.0 | 6.8 | 6.9 | 21 | | | | | | |
| November | 7.0 | 6.6 | 6.9 | 21 | | | | | | |
| December | 7.0 | 6.8 | 6.9 | 22 | | | | | | |
| ANNUAL MAX. | | | | 7.10 | 6.90 | 7.04 | Number of Samples Total = 260 | | | |
| ANNUAL MIN. | | | | 7.00 | 6.60 | 6.86 | 1st Qtr. | 65 | 2nd Qtr. | 65 |
| ANNUAL AVG. | | | | 7.05 | 6.80 | 6.94 | 3rd Qtr. | 66 | 4th Qtr. | 64 |



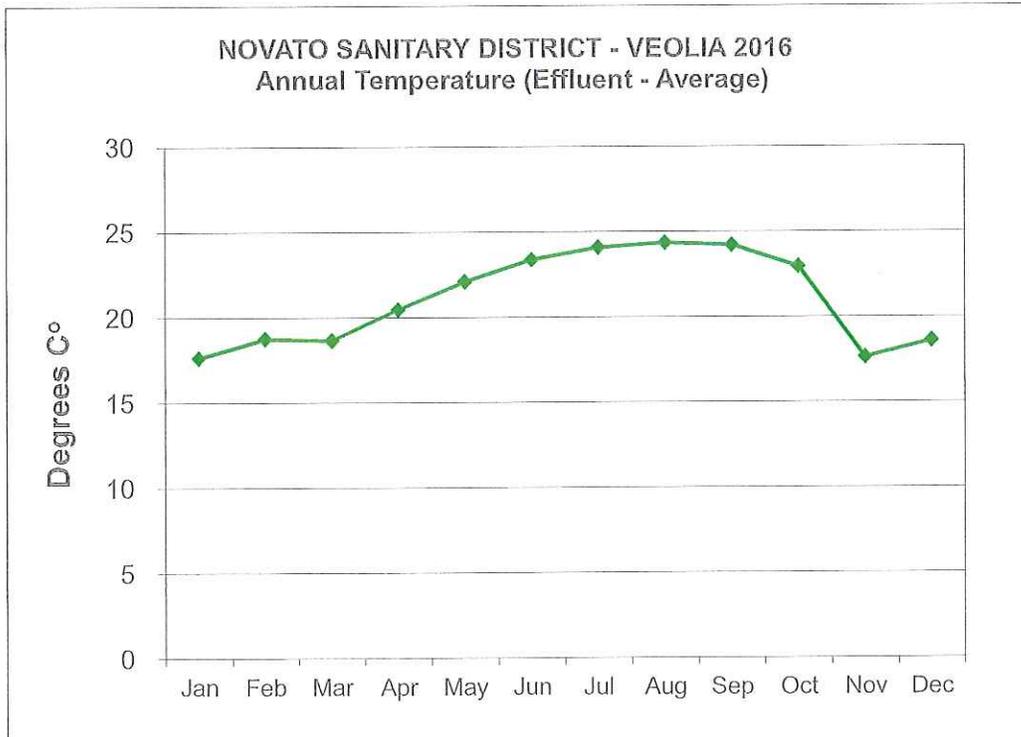
**NOVATO SANITARY DISTRICT - VEOLIA
TEMPERATURE (Effluent)**

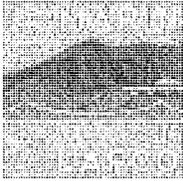
Annual Waste Characteristics & Loading Summary

YEAR: 2016

PRINT DATE: 17-Mar-2017

| | High | Low | Average | Number of Samples | | | | | | |
|-------------|---------|------|---------|-------------------|------|------|-------------------------------|----|----------|----|
| | January | 18.7 | 16.6 | 17.6 | 21.0 | | | | | |
| February | 20.0 | 17.7 | 18.8 | 21.0 | | | | | | |
| March | 20.1 | 17.1 | 18.7 | 23.0 | | | | | | |
| April | 21.4 | 19.3 | 20.5 | 21.0 | | | | | | |
| May | 24.0 | 21.2 | 22.1 | 22.0 | | | | | | |
| June | 24.4 | 22.3 | 23.4 | 22.0 | | | | | | |
| July | 24.7 | 23.4 | 24.1 | 21.0 | | | | | | |
| August | 25.2 | 23.0 | 24.3 | 23.0 | | | | | | |
| September | 24.9 | 23.6 | 24.2 | 22.0 | | | | | | |
| October | 23.6 | 21.8 | 22.9 | 21.0 | | | | | | |
| November | 18.7 | 16.6 | 17.6 | 21.0 | | | | | | |
| December | 20.1 | 16.8 | 18.6 | 22.0 | | | | | | |
| ANNUAL MAX. | | | | 25.2 | 23.6 | 24.3 | Number of Samples Total = 260 | | | |
| ANNUAL MIN. | | | | 18.7 | 16.6 | 17.6 | 1st Qtr. | 65 | 2nd Qtr. | 65 |
| ANNUAL AVG. | | | | 22.2 | 20.0 | 21.1 | 3rd Qtr. | 66 | 4th Qtr. | 64 |





Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

CALL FOR ELECTION

February 22, 2017

TO: Presiding Officers, Independent Special Districts in Marin County

FROM: Keene Simonds, Executive Officer

SUBJECT: Election of a Regular Special District Member

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 states the composition of Local Agency Formation Commissions (LAFCOs) shall include seven regular members divided between county (two), city (two), special district (two), and public (one) representation. Each represented category has one alternate. State law specifies all Commission members shall exercise their independent judgment on behalf of the interests of the public as a whole and not on behalf of their appointing authorities

A. Call for an Election | Regular Special District Member

As provided under California Government Code 56332 a mail-ballot election has been called by Marin LAFCO's Executive Officer for the purpose of the selecting one regular member among special districts. The term is four years starting May 2, 2017.

All 30 independent special districts in Marin County are eligible to cast one ballot through their presiding officer or designee as appointed by the affected board. Formal action is not required by a special district; the presiding officer or designee retains full voting discretion under State law. Nominated candidates are listed below.

- Todd Gates, Alto Sanitary District
- Lew Kiou, Almonte Sanitary District
- Craig K. Murray, Las Gallinas Valley Sanitary District (incumbent)

B. Instructions and Deadline

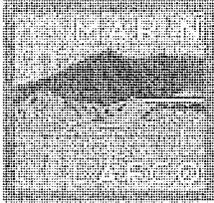
Instructions are provided within the attached ballot. All ballots must be signed by the presiding officer or their board designee and returned to Marin LAFCO no later than 5:00 P.M. on April 24, 2017. Questions are welcome and should be directed to Executive Officer Keene Simonds at 415-448-5877 or ksimonds@marinlafco.org.

Attachments:

- 1) Official Ballot
- 2) Candidate Statements and Supporting Documents
- 3) Timeline Flow Chart
- 4) Listing of Independent Special Districts in Marin County

RECEIVED
FEB 27 2017
NOVATO SANITARY DISTRICT

| | | | | |
|--|---|--|---|--|
| Administrative Office Keene Simonds, Executive Officer 3401 Los Gatos Drive, Suite 220 San Rafael, California 94903 T: 415-448-5877 E: staff@marinlafco.org www.marinlafco.org | Damon Connolly, Regular County of Marin Dennis J. Rodoni, Regular County of Marin Judy Arnold, Alternate County of Marin | Carla Condon, Vice Chair Town of Corte Madera Sashi McEntee, Regular City of Mill Valley Matthew Brown, Alternate City of San Anselmo | Jack Baker, Regular North Marin Water District Craig K. Murray, Regular Las Gallinas Valley Sanitary Lew Kiou, Alternate Almonte Sanitary District | Jeffrey Blanchfield, Chair Public Member Chris Burdick, Alternate Public Member |
|--|---|--|---|--|



MARIN LOCAL AGENCY FORMATION COMMISSION
Regional Service Planning | State of California

OFFICIAL BALLOT FORM

SPECIAL DISTRICT REPRESENTATIVE | REGULAR SEAT
Four-Year Term (2017-2021)

PURPOSE

As provided under California Government Code 56332 a mail-ballot election has been called by the Executive Officer of the Marin Local Agency Formation Commission (LAFCO) for the purpose of the selecting one regular member among special districts. The term is four years starting May 2, 2017.

AUTHORIZED VOTERS

All 30 independent special districts in Marin County are eligible to cast one ballot through their presiding officer or designee as appointed by the affected board. Formal action is not required by a special district; the presiding officer or designee retains full voting discretion under State law.

NOMINATED CANDIDATES

Marin LAFCO received nominations for three candidates through a separate nomination process held between December 13, 2016 and January 31, 2017. The candidates in alphabetical order are Todd Gates (Alto Sanitary), Lew Kiou (Almonte Sanitary), and Craig K. Murray (Las Gallinas Valley Sanitary).

VOTING INSTRUCTIONS

It is requested each special district’s presiding officer provide their ranked choice of all three nominated candidates. An instant run-off will occur should no candidate receive a majority of “first” place votes. This would involve the candidate with the least number of first place votes being eliminated and the associated ballots being redistribution among the remaining two candidates.

Please rank choices and return to Marin LAFCO by e-mail (ksimonds@marinlafco.org) or standard mail no later than 5:00 P.M. on **April 24, 2017**.

| Nominated Candidates | Rank Choice (1 st , 2 nd , or 3 rd) |
|------------------------------|---|
| Todd Gates | |
| Alto Sanitary | |
| Lew Kiou | |
| Almonte Sanitary | |
| Craig K. Murray (Incumbent) | |
| Las Gallinas Valley Sanitary | |

 Print Name

 Signature

 Special District

Todd Gates, Director Alto Sanitary District

75 Lomita Drive, Mill Valley, CA 94941 | 415-381-4089 | gatetodd@yahoo.com

January 29, 2017

Keene Simonds
Executive Officer
Marin Local Agency Formation Commission

Subject: Marin LAFCO Special District Member

Dear Mr. Simonds,

I appreciate your consideration of me as candidate for one of the two Special District members to serve as a Commissioner on the Marin LAFCO.

I would welcome the opportunity to learn more about local governance and to contribute to the efforts of local agencies in the management of county wide resources and programs. A Civil Engineer by college degree, I have worked in the infrastructure construction business for most of my career. I am familiar with managing annual budgets, personnel issues, equipment needs, public demands, environmental compliance, and public funding. Holding the position of Director on the Alto Sanitary District for the last fourteen months has provided me with better insight and new respect for the effort by public agencies to govern local infrastructure and address public concerns.

I have attached my resume showing my career experience and representative list of construction projects on which I have worked. Please do not hesitate contacting me at the phone number or addresses listed above if you have any questions.

Sincerely,



Todd Gates
Director Alto Sanitary District

TODD GATES
gatestodd@yahoo.com
Cell 650-280-0012

CAREER EXPERIENCE:

09/15-Current: **Harth & Associates**, San Francisco Bay Area, CA; Providing Construction Consulting Services for General Contractors, Construction Management Firms, and Developers.

- Critical Path Method Computer Scheduling
- Cost Estimating & Quantity Takeoff
- Construction Plans & Specifications Review
- Construction Contract Change Entitlement & Cost Review
- Construction Claims Preparations
- Construction Quality Control

11/04-Current: **PröVen Management, Inc.** Berkeley, CA, Operations Manager for growing general engineering construction firm performing construction contracts throughout Northern California for various public agencies. Construction contracts involve wastewater facilities, pump stations, flood control river improvements, reservoirs, municipal railways, and transportation structures.

- Oversee company construction contract operations, acting as a technical point for customers, understanding the overall construction sequence, schedule updates, budgets, costs, contract change negotiations, and providing leadership for field located staff
- Developed procedures manual for project management staff
- Organized and led quarterly and monthly management and training sessions for staff
- Established and developed monthly project profit forecasts on all construction contracts for review with President
- Recruit, interview, and hire entry level through veteran managers and superintendents for growing operations.
- Provide annual reviews of staff
- Participate in estimating and bidding efforts.
- Developed and implement PQM, PröVen Quality Management, policy modeled after USACOE/NAVFAC Contract Quality Control and Quality Assurance Procedures
- Customized Safety Procedures using United Contractors templates and manage company safety practices
- Active in United Contractors Association, Government Relations Committee and liason with Construction Industry Coalition on Water Quality (CICWQ)

4/96-11/04: **Swinerton, Inc.** and Affiliates, San Francisco, CA

11/99-11/04: *William P. Young Construction, Inc. Concord, CA*, Vice President for general engineering construction firm. Worked with new management team to transition operations from original owners to Swinerton's newly acquired subsidiary. Dramatically increased subcontract business for self-perform structural concrete, ironwork, dewatering, and excavation services with flagship Swinerton affiliate, Swinerton Builders.

- Business Development role led to business opportunities with other private and public interests.
- Estimate new construction opportunities, negotiate new contracts and contract changes
- Moved office to Swinerton owned facility in Concord, assembled new accounting and administrative staff, and led effort to incorporate Swinerton's new project controls and accounting system into the company for better review of profit/loss.
- Increased company project management capabilities and helped promote junior Project Engineers into role of Project Manager.
- Participated with Associated General Contractors and helped establish joint partnership with the John O'Connell High School in San Francisco to introduce students to careers in construction.
- Charter Board Member of San Francisco ACE Mentor Program (Architecture, Construction, Engineering), working with various San Francisco design and contracting firms to expose high school students to careers in the construction and design businesses.

4/96--10/99: *Swinerton Builders*, San Francisco, CA; Project Manager for construction projects in San Francisco. Projects varied from hotel renovations to convention center construction. Responsibilities included profit/loss accountability, contract

TODD GATES

change negotiations, enforcement of company safety program, project schedules, supervision of project engineers, field superintendents, and subcontractors. Prepared conceptual estimates, construction budgets, subcontract buyout, and developing and maintaining good client relationships.

- 2/95-3/96: **Cahill Contractors**, San Francisco, CA; Project Manager for construction projects in the Bay Area. Responsible for subcontractor buyout, project budgets, submittals, RFI's, change order negotiations, scheduling, and weekly meetings with clients.
- 8/86-12/93: **Kiewit Pacific Co.** (Pacific Structures District) Vancouver, WA: Started in entry level Construction Engineer role and worked through various capacities including Estimating Engineer, Lead Estimator, Field Engineer, Structures Engineer, Project Engineer, and Job Superintendent. Responsibilities included profit/loss accountability material procurement, subcontract buyout, development of work plans, project schedules, selection of construction equipment, survey and layout, quality control, administration of safety program, direct management of union labor personnel and entry level engineers. Work types included self-perform concrete form and place, falsework installations, shored excavations, pile driving, structural welding, and demolition. Projects included highways, transportation structures, marine piers, dams, and hydroelectric plants throughout California, Oregon, Washington, and Hawaii.
- 1/85-8/85 **McGill-Martin-Self Civil Engineers**: Orinda, CA. Student engineer responsible for survey calculations and staking of subdivision development. Also prepared and drafted topographical maps.

EDUCATION:

University of California, Berkeley, CA: Master of Science Degree in Civil Engineering, Construction Management
Stanford University, Stanford CA: Bachelor of Science in Civil Engineering with an emphasis in hydrology

ADDITIONAL INFORMATION:

USACE/NAVFAC Contractor Quality Control and Assurance Certification

Swinerton, Inc. "LeaderBuilder"; Participated in Swinerton's two-year corporate leadership training program

FMI Leadership Institute, Colorado Springs, CO: One week retreat with 25 other managers from construction companies around the country to study and practice leadership skills.

Peter Kiewit Sons Management Training, Omaha Nebraska; Participated in various training courses organized by Kiewit. Courses included; Land Surveying, Falsework Engineering, Project Scheduling, and Superintendent Construction Management

Competent practice with scheduling software, P3 & P6; estimating software, HCSS & Bid2Win, project management software, JD Edwards, American Contractor, Viewpoint, and various web based programs

Engineer-In-Training Certificate XE069883

TODD GATES

REPRESENTATIVE PROJECT LIST

WATER TREATMENT, PUMP STATIONS, and FLOOD CONTROL

Main Wastewater Treatment Plant, Digester Upgrade, Phase 2; Oakland, CA. Work involves the construction of fixed steel covers for existing digesters, digester mechanical rehabilitation, pile founded concrete blend tanks, electrical substation, new digester feed piping with individual feed pumps, replacement of transfer and withdrawal piping in gallery, new concrete waste receiving facility, and site work.

Napa Creek Flood Control Improvements, Napa, CA. Work involves construction of approximately 900 feet of concrete twin barrel box culvert bypass for the Napa Creek through downtown Napa. Construction also includes dewatering, re-grading, and erosion control improvements of creek channel, installation of concrete retaining walls, revisions to city traffic routes and underground utilities. Work is closely managed with city personnel, US Army Corps of Engineers, Water Quality Control District, and local Flood Control District.

Sanborne Pumping Station, Yuba City, CA. Construction of CMU block operations plant for pump station and 3,000,000 gallon welded steel tank reservoir. Work also included installation of 5 vertical turbine pumps, underground yard piping and site work.

Bayside Groundwater Project; San Lorenzo, CA. Construction of clean water treatment plant for extracted groundwater, including a CMU block operations building on pile supported foundation, installation of pumps, piping, & valves for injection & extraction of groundwater including connections to sewer, water, and storm drains. Work also included a 50,000 gallon welded steel backwash tank and replacement of an existing 10" diameter, 215-foot deep well and vertical turbine pump.

Pump Station Upgrades; Hillsborough, CA. Demolition of existing facilities, remodeling of an existing pump station including replacement of existing pumps with new variable frequency driven electrical vertical turbine pumps, construction of a fire pump/engine generator building containing a 200 KW diesel engine generator and a 1,500 gpm electric motor fire pump, electrical and control systems, underground piping, general site improvements, disinfecting and testing, and other ancillary work at two sites. Construction activities allowed uninterrupted residential water service from the tank sites.

Palmer Drive Water Storage Facility; Novato, CA. Construction of 2 million gallon welded steel tank reservoir adjacent to a residential neighborhood. Work involved excavation into hillside and installation of soil-nail retaining wall to make way for concrete foundation and underground yard piping for new reservoir.

Wastewater Treatment Plant, GRIT System Improvements; Oakland, CA. Construction of 140 million gallons per concrete Vortex Grit Tank Structure consisting of two 70 MGD Vortex grit tanks. Additional work shall include rehabilitate the existing concrete in the Bypass Channel, furnish and install new butterfly valves, improvements to the gallery drains, and 3W pipe replacement.

Cedar Fall Dam Emergency Spillway Installation, Snoqualmie, WA. Major dam rehabilitation involved drill and blast demolition of 150 wide by 75 foot deep section in existing concrete dam for construction of new concrete spillway and installation of new radial arm steel tainter gates. Directly responsible for creating concrete lift drawings, formwork drawings, and layout for new concrete construction by self-perform crews.

Upriver Powerhouse Emergency Repair, Spokane, WA. Repair to 80-year old masonry hydroelectric powerhouse which had been knocked out of plumb during a flood on the Upriver River in Spokane. Work involved installation of cofferdam on the downstream side of the structure for installation of new foundation and underpinning to bring structure back to level. Work also included coredrilling and tendon stressing of masonry structure of entire unit strengthening.

TRANSPORTATION AND BRIDGE STRUCTURE UPGRADES

BART Track & Yard Maintenance Facility; Hayward, CA. Project includes 10-acre site development adjacent to existing BART Right-of-Way to prepare for new BART maintenance facility. Work includes demolition, mass excavations, installation of new underground utilities, grading, concrete retaining walls, and railway construction.

I-80 Ulatis Creek Bridge Highway Reconstruction; Vacaville, CA. The work involved retrofitting of two existing bridge structures, cleaning and treating the bridge decks, placing multi-layer polymer overlay, replacing joint seals and adding structure approaches. Major structural upgrades included installation of 6 foot diameter, 80 foot deep Cast-in-Steel-Pipe piers at existing bridge abutments and construction of enhanced abutment caps. Work also included upgrades to Ulatis Creek channel including, temporary water diversion, installation of soil nails and gabion baskets.

Kalaniana'ole Highway Widening, Honolulu, HI. Directly responsible for concrete retaining wall and bridge construction portions of work. Supervised two engineers, three foremen, and several subcontractors and worked closely with homeowners adjacent to the highway right of way. Special access and temporary support systems had to be developed on homeowner property in order that new construction improvements could be implemented. Improvements included retaining walls, sidewalks, driveways, & underground utilities.

I-84 Banfield Highway Widening, Portland, OR. Major highway rehabilitation involved widening from two to three lanes each way. Work included earthwork grading, utility relocation, white paving, large retaining wall construction, and construction of three overpass bridge structures. Directly responsible for design and quality control of bridge falsework and formwork, provided field engineering for bridges and retaining wall construction. Also scheduled, planned, and monitored labor budget for field operations and scheduled subcontractor work and material deliveries.

COMMERCIAL BUILDING PROJECTS AND RENOVATIONS

201 Post Street, San Francisco, CA. Seismic retrofit of 12 story downtown San Francisco historic tower originally housing the Brooks Bothers Clothing store at Union Square. Work included excavation, underpinning, and installation of new foundation while constructing a concrete moment frame throughout all 12 stories. Also installed a new structural steel elevator frame for the full building height along the rear exterior of the building.

University of San Francisco Jesuit Housing on Lone Mountain, San Francisco, CA. Responsibilities included budgeting, subcontractor buyout, and managing over 30 subcontractors for construction and relocation of Jesuit Faculty community into a new facility. Scope of work included excavating a concrete podium foundation into an urban mountainside. The three stories of wood framed construction atop podium included residence rooms, common rooms, administrative office space, gardens, kitchen and eating facilities. Site work also included retaining walls, roads, and installation of firewater underground pipe loop with new pump station into surrounding steep terrain.

235 2nd Street, San Francisco, CA. Structural foundation upgrade to eighty year old masonry building in downtown San Francisco. Work involved numerous separate structural excavations in the basement of the building to underpin existing footings. New work included structural dowel bonding to existing footings and enlargement of concrete footings.

Crown Plaza Hotel Union Square Renovation, San Francisco, CA. Design/Build renovation of operating 24-story hotel included removal and reconstruction of first three stories of existing exterior. Work also involved complete removal of existing asbestos laden finishes on first and second floor public areas for installation of new reception area, kitchen, cafe,

TODD GATES

dining room, and conference rooms. New wall and floor finishings, lighting and bathroom accessories upgraded in all guestrooms throughout building. MEPS systems upgraded throughout building. Work was coordinated and phased around continuous hotel operations. Responsible for budgeting, buy out, and managing over 25 subcontractors.

Yerba Buena Children's Center on the Moscone Convention Center, San Francisco, CA. Project involved construction of Ice Rink, Bowling Lanes, Preschool Classrooms, Children's museum and Carousel on the roof of the existing Moscone Convention Center. Developed entire project CPM schedule, resource and cost loaded. Directly responsible for structural and MEPS components of project. Designed and planned use of concrete gang form system for large architectural concrete walls at base of building, assembled 35 person carpenter and laborer crew for construction of concrete foundation and retaining walls, and monitored subcontract performance of structural steel, exterior wall, mechanical, and electrical subcontractors.

Geology Corner Renovation, Stanford University, Stanford, CA. Seismic Retrofit and complete rehabilitation of historic finishes of the Geology Corner Classroom facilities in the original 110-year old Stanford University Quadrangle. Work included demolition, temporary shoring, installation of new structural elements, MEPS systems, and new finishes. Responsible for job budget, schedule, and subcontractor management.

VRW Industries Warehouse Expansion, Brisbane, CA: Design/Build project included 20,000 SF addition adjacent to existing warehouse. Work included excavation, concrete foundation, CMU walls, steel truss roof system, MEPS, and basic finishes

MARINE PIER REHABILITATIONS

Manhattan Beach Pier Renovation, Manhattan Beach, CA. Major repairs to ninety year old pier included removal and repair of decayed concrete pilings and replacement of concrete deck throughout the 900 foot length of the structure.

Broadway Pier Reconstruction, San Diego, CA. Project involved demolition of 30 foot widths on both sides of 1000 foot long pier for installation of new 24 inch concrete pilings and 2 foot thick concrete decks. Work also included removal and shotcrete repair of existing pier substructure from beneath pier. Responsible for all job operations including concrete repair, mechanical and electrical installations, timber fender repair, and architectural finishes. Supervised work of field superintendents, office engineer, office manager, and subcontractors. Responsible for job financial position, prepared job and weekly schedules, negotiated contract change orders with owner.

Scripps Pier Reconstruction, La Jolla, CA. Demolition and removal of existing pier. Installation of temporary crane trestle 1000 feet into ocean for construction of new permanent 1080 foot long pier. Construction included driving of precast piling through surf into sandy foundation. New deck installation constructed from precast concrete planks with concrete topping slab. New saltwater intake systems and flume also installed along pier for fresh seawater supply to Scripps research facilities

Marin Local Agency Formation Commission: Nominee Qualifications Statement

Nominee Qualifications for Lew Kiouss

Position: Regular Special District Member.

I am the current Alternate Special District Member of Marin LAFCO, the President of the Board of Commissioners of SASM (Sewerage Agency of Southern Marin), the President of the Board of the Almonte Sanitary District, and resident of Mill Valley since 1983. Based upon this experience, I am confident in my ability to represent the constituents and issues affecting Southern Marin. I have been an Alternate Special District Member of the Marin LAFCO Board for 2 years, gaining much experience and knowledge in the operations of Marin LAFCO. However, as an Alternate Member, I am only authorized to vote in the absence of a Regular Member, limiting my contribution. I strongly feel that Southern Marin needs a constant voice on LAFCO, in order to fully represent and support Southern Marin issues.

Summary of qualifications for Position:

- President of Board of Commissioners for SASM in Mill Valley since 2011. In this position, I am focused on the responsible management of SASM's resources to meet the needs of its constituents (residents). As President, I seek the responsible input from all parties and then encourage the Board and SASM toward taking meaningful steps forward. I directly negotiated with the City of Mill Valley an extension of the Operations and Management Agreement by which Mill Valley operates the wastewater treatment plant on behalf of SASM, and I recently lead the effort to acquire a \$30+ million bond for the refurbishment of the SASM facility, which will benefit all of Southern Marin.
- President of the Board of Almonte Sanitary District and member of the Board since 2008. I implemented the District's website and expanded our outbound communications. I worked to update and automate our District's operations, such as the digitizing of the District's maps and sewer system records. I have consistently pursued a policy of fiscal conservatism to maintain low, and responsible, rates for our residents.
- Resident of Mill Valley for 30+ years. Lifelong Bay Area resident.
- Successful businessman with experience in achieving consensus and getting results.

Reasons for applying for Regular Special District seat

- I have participated in all deliberations of Marin LAFCO for the past 2 years, and have seen Marin LAFCO in action. I am aware of its potential value to Marin residents. I am also aware of the challenge to keep LAFCO focused on beneficial actions, and the similar need to avoid actions that might interpose unnecessarily with existing structures. I believe that I can help to maintain that balance to the benefit of all of Marin.
- As an Alternate Member, I do not have a vote that will allow me represent Southern Marin. I need to become a Regular Member in order to obtain that authority to provide representation.
- I believe I have the perspective, experience, and knowledge to provide value as a member of LAFCO, and to provide value to all Marin residents, and specifically the Special Districts of Marin. I need the votes of every Special District in order to gain that authority.

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

- President: Board of Directors- Almonte Sanitary District
- President: Board of Commissioners- Sewerage Agency of Southern Marin (SASM)
- Alternate Special District Member- Marin LAFCO

**ATTACHMENT TWO |
Candidate Statement: Murray**

February 21, 2017

Craig K. Murray
Las Gallinas Valley Sanitary District

Candidate Statement:

I have served as one of two regular special district members on Marin LAFCO since 2013 and nominated by my board – Las Gallinas Valley Sanitary District (LGVSD) – to seek a new four-year term. A summary of qualifications and interests follows.

Summary of Qualifications:

- Regular District Member on Marin LAFCO (2013 to Present)
- Alternate District Member on Marin LAFCO (2011-2013)
- Voting Delegate for Marin LAFCO at CALAFCO Annual Conferences in 2012, 2014, and 2016
- Bachelor of Arts, University of California at Berkeley
- Master of Public Administration, Graduate Center for Public Policy and Administration, California State University at Long Beach
- Certificate in Economic Development, University of California at Riverside
- Senior Right of Way, SR/WA Designation, International Right of Way Association
- Local Governmental Real Property Experience (1985 to Present)
- Experience with Variety of Intergovernmental Administrative Matters
- Marin County Emergency Operations Center, Planning and Intelligence Section Volunteer
- City of Long Beach Real Estate Technician; Managed Property Matters Including Annexation Interests under then Cortese-Knox Act
- Managed 1,783 Acre Redevelopment Project Area Amendment for the City of Richmond
- Reviewed, as Community Member and as LGVSD Director, LAFCO Related Sanitary District Sphere of Influence Matters
- Served on Marin LAFCO's Executive Recruitment, Budget, and Informational Committees
- Supported Statewide Legislation to Include Review of Joint-Power Authorities (SB 1266)

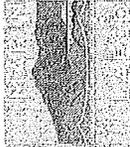
Reasons for Applying:

- Interest in effective use of property and limits on urban sprawl, and development of reliable local government agencies.
- Continued activity and interest in LAFCO's statewide association – CALAFCO – and running for a Coastal seat on the 16-member Board of Directors in 2018.
- Member of a 4th generation Marin County family (1869 to present) based in community service.

Other Past and Current Affiliations:

- Director, LGVSD
- Secretary, Terra Linda Homeowners Association
- Scoutmaster, San Rafael Boys Scout Troup 101
- Chair and Member, City of San Rafael's Recreation and Parks Commission

Special District Election to Seat a Regular Member Regular Member | Four-Year Term | Commences on May 2, 2017



Step One

Nominations
December 15, 2016 to
January 31, 2017

1. The Board of Directors shall receive and review all nominations for the Special District Election to Seat a Regular Member. The Board shall determine the qualifications of the nominees and shall certify the names of the qualified nominees to the voters.

2. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member.

3. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member.

Step Two

Balloting
February 23, 2017 to
April 24, 2017

1. The Board shall determine the date, time, and location of the Special District Election to Seat a Regular Member. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member.

2. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member.

3. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member.

Step Three

Election Count
April 26, 2017

1. The Board shall determine the date, time, and location of the Special District Election to Seat a Regular Member. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member.

2. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member.

3. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member. The Board shall also determine the date, time, and location of the Special District Election to Seat a Regular Member.

**Marin County
Independent Special Districts
(Alphabetical Order)**

1. Almonte Sanitary District
2. Alto Sanitary District
3. Bel Marin Key Community Services District
4. Bolinas Fire Protection District
5. Bolinas Public Utility District
6. Homestead Valley Sanitary District
7. Inverness Public Utility District
8. Kentfield Fire Protection District
9. Las Gallinas Valley Sanitary District
10. Marin City Community Services District
11. Marin County Resource Conservation District
12. Marin Healthcare District
13. Marin Municipal Water District
14. Marinwood Community Services District
15. Muir Beach Community Services District
16. North Marin Municipal Water District
17. Novato Fire Protection District
18. Novato Sanitary District
19. Richardson Bay Sanitary District
20. Ross Valley Sanitary (County Sanitary District 1)
21. Sausalito-Marín City Sanitary District
22. Sleepy Hollow Fire Protection District
23. Southern Marin Fire Protection District
24. Stinson Beach Fire Protection District
25. Stinson Beach Water District
26. Strawberry Recreation District
27. Tamalpais Community Services District
28. Tiburon Fire Protection District
29. Tiburon Sanitary (County Sanitary District 5)
30. Tomales Village Community Services District

Marin garbage rates rising along with recycling costs

By Richard Halstead, Marin Independent Journal

Monday, February 20, 2017



Garbage collection fees are increasing in parts of Marin, and communities will continue to pay for recycling costs that are rising because of falling prices for commodities such as paper, plastic and glass.

Members of the Marin Franchisors Group, which includes San Rafael, Larkspur, Ross, the county of Marin and the Las Gallinas Valley Sanitary District, have all acceded to Marin Sanitary Service's request for a 5.71 percent increase. Marin Sanitary Service requested and received an identical 5.71 percent fee increase from the Franchisors Group a year ago.

"It was just absolutely coincidental," said Patty Garbarino, president and CEO of Marin Sanitary Service.

The town of San Anselmo has also agreed to a 5.71 percent fee hike. Although San Anselmo is not a member of the Franchisors Group, its contract calls for its rate increases to mirror that of the Franchisors Group.

Other unincorporated areas of the Ross Valley will see a slightly higher increase of 6.21 percent. These areas include: Kentfield, Greenbrae, Kent Woodlands, Del Mesa Heights, Bayside Acres, Country Club Estates, Bret Harte, Point San Quentin, Lucky Drive and Greenbrae Boardwalk. The fee for Sleepy Hollow and Oak Manor will increase 5.71 percent.

Marin Sanitary Service has requested about a 2 percent rate increase from the town of Fairfax, but the Town Council there has yet to take up the matter. Last year, Fairfax residents actually saw their garbage fees drop 2.77 percent. One reason for that is Fairfax discontinued its household hazardous waste service because residents weren't using it.

If Fairfax accepts the 2 percent rate hike, it will still have one of the lowest rates in Marin at \$31.93 per month for a 32-gallon can. The monthly rates for a 32-gallon can in some of the other jurisdictions following the rate hike are: Larkspur, \$39.35; San Anselmo, \$38.71; county of Marin, \$38; San Rafael, \$35.81; Ross, \$34.22 and Las Gallinas, \$31.31. *General Manager's Note: For comparison, the 2017 monthly rate for a 32-gallon can in the Novato Sanitary District's jurisdiction is \$19.53, following a rate increase of 1.02 percent over the 2016 rate.*

This latest round of fee increases will provide no money to cover rising recycling costs.

Marin Sanitary Service gathers recyclable materials along with garbage in San Rafael, Larkspur, Ross, San Anselmo, Fairfax and in some unincorporated areas of the county of Marin and turns the recyclable materials over to its sister company, the Marin Resource Recovery Center.

Until recently, the amount of revenue generated from recycling fluctuated along with commodity prices. Some years revenue exceeded costs and in other years recycling costs surpassed revenue generated.

Marin Sanitary put excess revenue into a reserve fund which it could draw on to cover recycling costs, and local communities didn't have to pay. As recently as 2011, there was more than \$232,000 in that fund.

But beginning in 2012, the fund began accumulating a deficit. By 2015, the size of the deficit had grown to more than \$344,000.

"Last year we lost \$500,000 in the recycling program," Garbarino said.

"The deficit is simply a matter of the commodity markets, mostly Asian markets, mostly secondary paper markets having just completely crashed," Garbarino said.

Low oil prices and slumping demand from China have resulted in dramatically lower prices for recycled commodities: paper, plastic glass and aluminum.

Demand from China helped spark a tripling of the U.S. recycling rate during the 1990s and early 2000s. Now, China's growth has slowed and so has its ravenous appetite for raw materials.

"This is something that every recycling plant in the United States is facing," Garbarino said. "In the year 2015, 20 percent of the recycling centers in the state of California closed for this reason."

Garbarino said she began meeting with the city managers of Marin municipalities this week to decide what needs to be done to sustain the recycling program.

She said, "Laws now exist that require us as communities to be at a 75 percent diversion rate, which is where we are, so we can't back away from recycling."

URL: <http://www.marinij.com/business/20170220/marin-garbage-rates-rising-along-with-recycling-costs>

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