

NOVATO SANITARY DISTRICT

Meeting Date: May 27, 2014

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Tuesday, May 27, 2014, 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.

AGENDA

1. **PLEDGE OF ALLEGIANCE:**
2. **AGENDA APPROVAL:**
3. **PUBLIC COMMENT (Please observe a three-minute time limit):**

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

4. **REVIEW OF MINUTES:**
 - a. Consider approval of minutes of the May 5th and 12th, 2014 meetings.
5. **CONSENT CALENDAR:**

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

- a. Approve a contract in the not-to-exceed amount of \$75,000 with Duke's Root Control, Inc., and authorize the Manager-Engineer to execute it.
 - b. Approve regular disbursements and payroll-related disbursements.
 - c. Accept Sewer Main Extension (SME) improvements and adopt Resolution No. 3074 accepting an easement - Valley Memorial Park SME project.
 - d. Approve sewer main extension plans - Walnut Meadow Subdivision project.
6. **BUDGET WORKSHOP:**
 - a. FY 2014-15 Budget Workshop: Outline FY 14-15 strategic issues and present preliminary Capital Improvements Program (CIP) budget.

7. **ADMINISTRATION:**

- a. Approve proposed modification to budget amendment process and direct staff to develop a new policy for Board adoption.
- b. Review Quarterly Revenue and Expenditure Report for period ended March 31, 2014.

8. **BOARD OF DIRECTORS:**

- a. Confirm terms of office for President and President Pro Tem, and Presidential appointment of Committee members, for remainder of FY 13-14 and FY 14-15.
- b. Receive letter from "Implementation Review Committee, Marin Chapter California Grand Jurors Association", and review draft response.
- c. Receive and review proposed new bylaws, California Association of Sanitation Agencies (CASA).
- d. Receive and review proposed new bylaws, California Special Districts Association (CSDA).

9. **COMMITTEE REPORTS:**

- a. Wastewater Operations Committee.

10. **STAFF REPORTS:**

11. **BOARD MEMBER REPORTS:**

12. **MANAGER'S ANNOUNCEMENTS:**

13. **ADJOURN:**

Next resolution no. 3075

Next regular meeting date: Monday, June 9, 2014, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

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

May 5, 2014

A special meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, May 5, 2014, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Members William C. Long, Brant Miller and Jerry Peters.

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

ALSO PRESENT: John Bailey, Project Manager, Veolia Water
June Brown, Administrative Services Specialist, NSD
Dee Johnson, Household Hazardous Waste Facility Manager
Terry Molloy, Novato resident
Sonia Tanner, Novato resident
Debbie Butler, Novato resident
Luis Rivera, Novato resident, Board candidate
Gary Butler, Novato resident, Board candidate
Carole Dillon-Knutson, Novato resident, Board candidate
Charles P. Schwarze, Novato resident, Board candidate
Suzanne Brown Crow, Novato resident, Board candidate
Thomas James, Novato resident, Board candidate

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: Novato resident Terry Molloy discussed a claim he filed against the District regarding a previous incident which took place in September 2013. He provided a letter to President Mariani for distribution to the Board. President Mariani gave the letter to the Manager-Engineer and said that the matter would be referred to staff for follow-up.

BOARD OF DIRECTORS:

- Interview candidates for open Board position. Present at the meeting were six of the seven candidates that filed applications with the District for the open Board position. The seventh candidate indicated that he would not be available for the May 5th Special Meeting and had requested an interview at another time.

President Mariani outlined the procedure for interviewing the candidates. She stated that individual interviews would be scheduled for about 15 minutes, allowing each candidate 5 minutes to make an opening statement with the remaining ten minutes for Board Member questions and discussion. She stated that customarily, the Board candidates are asked to retire to another room during the interview of each candidate. District Counsel Kent Alm stated that because the Board meeting is a public meeting, the Brown Act does not allow the District to enforce this request. He stated that out of courtesy, the candidates may choose to leave the room during the interview process.

At 6:07PM, five candidates retired to the break room. Luis Rivera, candidate number 1, remained in the meeting.

The candidates were interviewed in the following order:

Luis Rivera
Gary Butler
Carole Dillon-Knutson
Charles P. Schwarze
Suzzane Brown Crow
Thomas James

The Board concluded the interviews at 7:40 p.m. and all candidates were asked to return to the Board room.

At 7:41 p.m., President Mariani requested a five minute recess.

At 7:49 p.m., President Mariani reconvened the Board meeting.

Board deliberations: The Board thanked the candidates and stated that they were all well qualified. Director Long referred to the 7th candidate, Mr. William G. Hipps, and stated that he would like to continue the process to appoint a new Board member to the next Board meeting when Mr. Hipps could be interviewed by the Board members. President Mariani stated that she was in agreement.

On motion of Director Peters, seconded by Director Miller and carried unanimously, the decision was made to continue the process of appointing a new Board member to the May 12th Regular Board meeting.

BOARD REPORTS: Deferred and continued to Regular Board meeting of May 12, 2014.

MANAGERS ANNOUNCEMENTS:

- The next Regular Board meeting will be held on May 12, 2014 at 6:00PM.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:54 p.m.

Respectfully submitted,

Sandeep S. Karkal
Secretary

Julie Swoboda, Recording

May 12, 2014

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, May 12, 2014, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Jean Mariani, Directors William C. Long, Brant Miller and Jerry Peters.

STAFF PRESENT: Manager-Engineer-Secretary Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Project Manager, Veolia
Suzanne Brown Crow, Novato resident, Board candidate
Gary Butler, Novato resident, Board candidate
Debbie Butler, Novato resident
Luis Rivera, Novato resident, Board candidate
Charles P. Schwarze, Novato resident, Board candidate
Thomas James, Novato resident, Board candidate
Carole Dillon-Knutson, Novato resident, Board candidate
arrived at 6:25 p.m.
William Hipps, Novato resident, Board candidate, arrived at 6:38 p.m.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

BOARD OF DIRECTORS: APPOINTMENT OF NEW BOARD DIRECTOR:

- Interview candidates for open Board position (continued from May 5, 2014 special Board meeting).

President Mariani questioned if the seventh candidate, Mr. William Hipps, was present. Manager-Engineer Karkal stated that Mr. Hipps was not present, but had notified the District that he would be at a meeting just prior to the start of the District Board meeting but should arrive by 6:00 p.m. President Mariani requested that the Board postpone this item, *Interview candidates for open Board position* until after agenda item number 10 to allow for Mr. Hipps arrival. There was no objection from the Board.

REVIEW OF MINUTES:

- Consider approval of minutes of the meeting of April 14th, 2014.

On motion of Director Long, seconded by Director Peters and carried unanimously, the Board approved the April 14th 2014 meeting minutes.

CONSENT CALENDAR:

Director Miller requested that item a) *Consider rejection of claim from Law Office of Mark W. Swanson* be removed from the consent calendar for further clarification.

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

- b. Receive quarterly investment report.
- c. Approval of May 12th regular disbursements in the amount of \$231,216.82, and capital project disbursements in the amount of \$418,885.13. Approval of April 28th regular disbursements in the amount of \$108,498.96, and capital project disbursements in the amount of \$148,447.71. Approval of Board Director disbursements in the amount of \$1,529.18. Ratification of April payroll and payroll related disbursements in the amount of \$233,505.95.

Item (a) was discussed: Consider rejection of claim from Law Office of Mark W. Swanson, representing Conrad Jimenez, for personal injuries allegedly sustained while employed by a subcontractor working on a District project. Director Miller questioned the nature of the personal injury. The Manager-Engineer explained that Mr. Jimenez sustained an injury to his ankle.

On motion of Director Peters, seconded by Director Miller and carried unanimously, the Board approved the rejection of claim from Law Office of Mark W. Swanson, representing Conrad Jimenez for personal injuries allegedly sustained while employed by a subcontractor working on a District project.

WASTEWATER TREATMENT PLANT UPGRADE – CONTRACT D (RECYCLED WATER FACILITY), ACCOUNT NO 73002:

- Approve Final Acceptance of the Chlorine Contact Tank Baffle Modification and authorize staff to file the Notice of Completion. The Manager-Engineer discussed the project and noted that EC Applications completed the work on March 28, 2014. He stated that the final cost of the work was \$84,850 and that there were no change orders.

On motion of Director Peters, seconded by Director Miller and carried unanimously, the Board granted Final Acceptance of the Chlorine Contact Tank Baffle Modification project and authorized staff to file the Notice of Completion.

BOARD OF DIRECTORS:

- Presidential appointment of Ad Hoc Labor Relations Committee. President Mariani stated that she would postpone this item until such time when a new Director is appointed to the Board.

ADMINISTRATION:

- Approve revisions to FY 2013-14 salary schedule for Management and Confidential Staff for procedural consistency with CalPERS reporting requirements. The Manager-Engineer outlined the need for revisions to the salary schedule submitted to CalPERS. He noted that CalPERS has requested a revised FY 2013-14 salary schedule which included the revision to the previous Manager-Engineer's position.

On motion of Director Peters, seconded by Director Long and carried unanimously, the Board approved revisions to the FY 2013-14 salary schedule for Management and Confidential Staff to meet procedural consistency with CalPERS reporting requirements.

- Consider approval of the revised schedule for the FY 2014-16 budget. The Manager-Engineer requested approval of the revised budget schedule as presented. He pointed out that the Budget Workshop presentation would be postponed to the May 27th Board meeting due to the new Board director appointment process.

On motion of Director Peters, seconded by Director Miller and carried unanimously, the Board approved the revised schedule for the FY 2014-16 budget.

- Approve a contract with Regional Government Services, (RGS), to provide temporary laboratory assistance on a part-time, as-needed basis, and authorize the Manager-Engineer to execute it. The Manager-Engineer stated that RGS is a California Joint Powers Authority (JPA) chartered by several California cities and counties to help California governmental agencies with staffing needs. He stated that the District seeks through RGS to provide temporary as-needed advisory services to the District's environmental services program.

On motion of Director Peters, seconded by Director Long and carried unanimously, the Board approved a contract with Regional Government Services, (RGS), to provide temporary laboratory assistance on a part-time, as-needed basis, and authorized the Manager-Engineer to execute the contract.

- Approve a consulting services agreement with RMC Water Environment for 2014 NPDES Permit renewal assistance in the amount of \$88,560 and authorize the Manager-Engineer to execute it: The Manager-Engineer noted that the District's National Pollutant Discharge Elimination System (NPDES) discharge permit renewal application is due to the San Francisco Regional Water Quality Control Board on January 1, 2015. He stated that the District had requested and subsequently received a scope of work and fee estimate from RMC Water and Environment to provide assistance in preparing the required documents for permit renewal.

On motion of Director Long, seconded by Director Peters and carried unanimously, the Board approved a consulting services agreement with RMC Water Environment for 2014 NPDES Permit renewal assistance in the amount of \$88,560, and authorized the Manager-Engineer to execute it.

President Mariani stated that the Board would now return to agenda item 4.

BOARD OF DIRECTORS: APPOINTMENT OF NEW BOARD DIRECTOR:

- Interview candidates for open Board position (continued from May 5, 2014 special Board meeting). President Mariani stated that the Board would proceed to conduct an interview with Board applicant Mr. William Hipps who was not available for interview at the May 5th Special Board meeting.

It was determined that Mr. Hipps was not present (6:25 p.m.) and President Mariani stated that the Board would move forward with the appointment process.

- Board deliberations (continued from May 5, 2014 special Board meeting). President Mariani asked the Board if they had any additional questions for the applicants who were present at the meeting. Directors Long, Peters, and Miller commented that the decision to choose only one of the candidates as the new Director would be difficult because each would bring unique qualifications and experiences to the position.

- Nomination of new Board director. Director Miller made a motion to nominate Gary Butler to fill the Board vacancy. Director Peters seconded the motion.

Directors Miller, Peters, and Long discussed Mr. Butler's qualifications and background. President Mariani stated that she supported Mr. Butler's nomination. There was no public comment.

On motion of Director Miller, seconded by Director Peters and carried unanimously, the Board appointed Mr. Gary Bulter to fill the Novato Sanitary District Board vacancy.

- Adopt Resolution No. 3073 appointing new Board director.

On motion of Director Long, seconded by Director Peters and carried unanimously, the Board adopted Resolution No. 3073: A Resolution Appointing a Director (Gary Butler) to Fill a Vacancy in an elective Office.

At 6:32 p.m. President Mariani declared the Board would take a ten minute break.

At 6:47 p.m. President Mariani reconvened the meeting.

The Manager-Engineer stated that Mr. William Hipps, Board candidate, did present himself at approximately 6:38PM and was informed that the Board had already made their selection for the vacancy and had voted unanimously to appoint Mr. Gary Butler.

- Administration of Oath of Office and seating of new Board director. The Manager-Engineer proceeded to administer the Oath of Office to Gary Butler.

COMMITTEE REPORTS:

- Wastewater Operations Committee. John Bailey, Project Manager, Veolia, discussed the March Wastewater Operations report as presented to the Wastewater Operations Committee at their April 21, 2014.

The Manager-Engineer gave an overview of the odor control issue and the recommendation by Mr. McEwan, Brown and Caldwell. He discussed the landscaping installed at the District's fence-line on Lea Drive at the northeast corner area of the treatment facility and noted that the landscaping is being irrigated with recycled water. Director Long suggested that the District install a sign near the landscaping stating that recycled water was being utilized for irrigation.

The Manager-Engineer discussed the Collection System and Reclamation Facility reports.

BOARD OF DIRECTORS:

- Presidential appointment of Ad Hoc Labor Relations Committee. President Mariani suggested Director Long and Director Butler participate in the Ad Hoc Labor Relations Committee. Director Long and Director Butler accepted the appointment.

STAFF REPORTS:

- Review the Local Agency Formation Commission (LAFCO) FY 14-15 budget. The Manager-Engineer stated that LAFCO is required to provide their budget to all agencies for review and approval. He reviewed the budget and the Directors discussed the budget. The discussion did not result in any comments to be provided to LAFCO.

- Receive correspondence from homeowner at 21 Caribe Isle. President Mariani stated that Mr. Terry Molloy presented a letter to her at the May 5th Board meeting. At the time, she was unaware that the letter was directed to each of the Board directors so the correspondence was included in this Board packet for consideration by each Director.

BOARD MEMBER REPORTS:

- California Association of Sanitation Agencies (CASA) Public Policy Conference was held on April 28th and 29th in Sacramento. Directors Miller, Long, and Peters attended and discussed their participation.

- North Bay Watershed Association (NBWA). Director Miller discussed his attendance at the NBWA meeting which was held on May 2nd at the Marin Community Foundation.

MANAGER'S ANNOUNCEMENTS:

- Discussed his attendance at the California Association of Sanitation Agencies (CASA) Public Policy Conference which was held on April 28th and 29th in Sacramento.
- The Wastewater Operations Committee meeting will be held on Monday, May 19th at 2:00 p.m. at the District office.
- A Solid Waste Committee meeting will be scheduled for the week of May 27th.

ADJOURNMENT: There being no further business to come before the Board, President Mariani adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Sandeep S. Karkal
Secretary

Julie Swoboda, Recording

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Collection System Maintenance, 2014 Root Control Treatment - Account No. 60153 (Outside Services)	MEETING DATE: May 27, 2014 AGENDA ITEM NO.: 5.a.
RECOMMENDED ACTION: Approve a contract in the not-to-exceed amount of \$75,000 with Duke's Root Control, Inc., (Duke's), and authorize the Manager-Engineer to execute it.	
SUMMARY AND DISCUSSION: <p>An important part of the District's annual Collection System maintenance activities is to control and abate tree roots that intrude into its sewers. If left unchecked, these roots can grow within the sewers to where they can impede or completely block flow in the sewers, either by themselves or in combination with grease and debris build-up, and potentially result in overflow events.</p> <p>Based on maintenance history records, staff has identified approximately 60,000 feet of 6 to 15 inch sewers in inaccessible easements and in accessible streets that will benefit from root abatement. It is estimated that approximately 70% of the sewer lines that need treatment are located in easement areas. Duke's can provide root abatement services using a chemical root control foaming agent to control this problem. Staff has verified that the use of this chemical will not affect the District's ability to meet its discharge permit requirements. Duke's has also performed this work for the District in prior years.</p> <p>Staff has negotiated a scope of services with Duke's on a time-and-materials basis in the not-to-exceed amount of \$75,000 to accomplish this work. Staff therefore recommends that the Board approve a contract with Duke's in this amount, and authorize the Manager-Engineer to execute it.</p>	
ALTERNATIVES: Do not approve the contract.	
BUDGET INFORMATION: This work will be funded from Account No. 60153 (Outside Services). The FY13-14 budget amount for this account is \$225,000, of which \$94,873 has been expended as of May 21, 2014.	
DEPT.MGR.:	MANAGER:

Novato Sanitary District Operating Check Register

May 27, 2014

Date	Num	Name	Credit
May 27, 14			
5/27/2014	57009	Pacific, Gas & Electric	46,496.98
5/27/2014	57011	PSC	25,798.34
5/27/2014	57008	Novato, City	10,000.00
5/27/2014	57014	Roy's Sewer Service, Inc.	7,080.00
5/27/2014	57023	E2 Consulting Engineers, Inc	6,324.80
5/27/2014	57012	Rauch Communication Cons...	5,826.18
5/27/2014	56989	American Express-21007	3,935.67
5/27/2014	57022	WECO	3,158.15
5/27/2014	57002	Meyers, Nave, Riback, Silver ...	3,129.50
5/27/2014	56993	CASA	3,000.00
5/27/2014	56988	3T Equipment Company Inc.	2,294.17
5/27/2014	57007	North Marin Water District Pa...	2,277.00
5/27/2014	57006	North Marin Water District - L...	1,375.00
5/27/2014	57013	RMC Water & Environment, L...	1,205.00
5/27/2014	56995	Cintas Corporation	1,015.36
5/27/2014	56998	Environmental Resource Ass...	936.54
5/27/2014	56990	Bay Area Barricade Service, I...	930.31
5/27/2014	56997	CSRMA-	912.90
5/27/2014	57015	Sound Expressions	889.44
5/27/2014	57001	Hertz Corporation	805.27
5/27/2014	56992	California Diesel & Power	800.00
5/27/2014	56994	Central Marin Sanitation Distr...	668.92
5/27/2014	57003	Milanis Autocraft	514.00
5/27/2014	56991	Cagwin & Dorward Inc.	435.00
5/27/2014	57000	Grainger	348.84
5/27/2014	57017	State Water Resources Contr...	300.00
5/27/2014	56996	Claremont EAP, Inc.	295.00
5/27/2014	57010	Pareto Co.	280.00
5/27/2014	57021	VWR International Inc.	199.17
5/27/2014	dir dep	Long, William C.	173.36
5/27/2014	dir dep	Karkal, Sandeep	170.61
5/27/2014	57005	North Marin Water District	116.00
5/27/2014	56999	Fuses Unlimited	88.60
5/27/2014	57019	Unicorn Group	71.74
5/27/2014	57018	Teeters & Schacht Auto Glas...	65.00
5/27/2014	57016	Staples Business Adv Inc.	62.27
5/27/2014	57004	National Notary Association	33.00
5/27/2014	57020	United Parcel Service	23.29
May 27, 14			<u>132,035.41</u>

**Novato Sanitary District
Capital Projects Check Register**

May 27, 2014

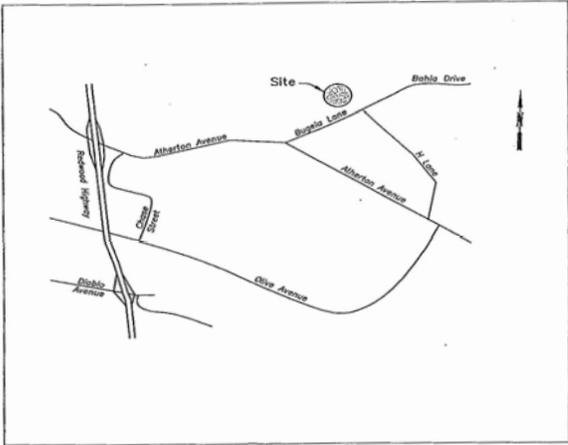
Date	Num	Name	Credit
May 27, 14			
5/27/2014	2697	Covello Group, The	38,081.65
5/27/2014	2700	Nute Engineering Inc.	18,254.00
5/27/2014	2701	RMC Water & Environment, I...	13,833.23
5/27/2014	2699	Linscott Engineering Contrac...	5,413.78
5/27/2014	2696	Able Fence Company	1,645.00
5/27/2014	2698	E & M Electric & Machinery, I...	1,289.31
May 27, 14			<u>78,516.97</u>

Novato Sanitary District
Payroll and Payroll Related Check Register
May - 2014

<u>Date</u>	<u>Description</u>	<u>Amount</u>
05/30/2014	May - Payroll	101,616.33
05/23/2014	May - Retirees Health Benefits	15,969.08
05/23/2014	CalPers Health	29,632.89
05/23/2014	CALPERS Retirement	5,178.14
05/30/2014	United States Treasury	19,471.02
05/23/2014	CalPers Supplemental Income Plan	2,500.00
05/30/2014	EDD	5,351.17
05/23/2014	Lincoln Financial Group	8,343.21
05/23/2014	Lincoln Financial Group-401a Plan	2,297.70
05/23/2014	Lincoln Financial Group-401a Plan	2,596.96
05/23/2014	CALPERS Retirement	18,446.75
05/23/2014	Local Union 315	540.00
05/23/2014	Delta Dental	2,896.08
05/23/2014	Operating Engineers Trust	272.69
		<u>215,112.02</u>

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NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Valley Memorial Park – Acceptance of Sewer Main Extension Improvements	MEETING DATE: May 27, 2014 AGENDA ITEM NO.: 5.c.
RECOMMENDED ACTION: Accept the sewer main extension improvements and easement for the Valley Memorial Park Sewer Main Extension project.	
SUMMARY AND DISCUSSION: <p>This agenda item is for acceptance of the Valley Memorial Park SME improvements. The project has extended the public sewer from the southerly boundary of the Rush Creek Subdivision to serve structures within the cemetery and provide easements for a future sewer main extension to Bugeia Lane. The proposed sewer easement terminates at the right of way of Bugeia Lane. The subject property was approved by Marin LAFCo for Annexation to the Novato Sanitary District at its July 6, 2012 meeting. The District Board approved the project's plans at its August 13, 2012 meeting.</p> <p>The project modified an existing District manhole and constructed one standard manhole, along with one standard rodding inlet and 412 L.F. of new 8" PVC sewer main on site.</p> <p>The items for sewer main extension acceptance are as follows.</p> <ul style="list-style-type: none"> 1 EA. Standard Manhole 1EA Standard Rodding Inlet 412 L.F. of 8" PVC 	
 <p style="text-align: center; font-size: small;">Vicinity Map No Scale</p>	
ALTERNATIVES: NA.	
BUDGET INFORMATION: Accepted items will increase District's assets by \$63,500.00	
DEPT.MGR.: ssk	MANAGER-ENGINEER:

RESOLUTION NO. 3074

**A RESOLUTION AUTHORIZING ACCEPTANCE OF EASEMENT
FROM VALLEY MEMORIAL PARK**

LANDS OF VALLEY MEMORIAL PARK, NOVATO

NOVATO SANITARY DISTRICT

WHEREAS, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing sanitary sewer facilities for the parcel listed below;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Novato Sanitary District that the District shall accept the easement offered to it by the owners of the parcel(s) hereinafter listed:

Assessor's Parcel No.

Property Owner

APN 143-151-15

Valley Memorial Park

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of Novato Sanitary District, Marin County, California, at a meeting thereof held on the 27th day of May, 2014, by the following vote:

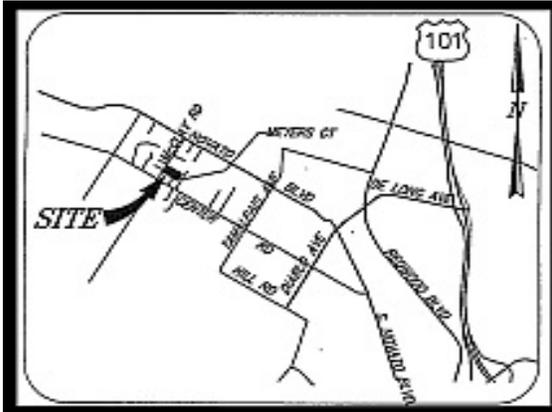
AYES, and in favor thereof, Members: Butler, Long, Mariani, Miller, Peters
NOES, Members: None
ABSENT, Members: None

President, Board of Directors
Novato Sanitary District

ATTEST:

Secretary

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Walnut Meadow Subdivision – Approve Sewer Main Extension Plans	MEETING DATE: May 27, 2014 AGENDA ITEM NO.: 5.d.
RECOMMENDED ACTION: Approve sewer main extension plans for the Walnut Meadow Subdivision project.	
SUMMARY AND DISCUSSION: <p>This agenda item is for plan approval of the Walnut Meadow Subdivision construction plans.</p> <p>The project proposes to construct 12 single-family homes, located in the 800 block of McClay Road. The project proposes to rebuild and relocate the District’s 12” trunk sewer from the rear yards of the project into the new street right of way of Rose Stone Way. The project will also relocate the District’s creek crossing siphon approximately 75’ upstream within Warner Creek. The relocation of the existing siphon will abandon approximately 422 L.F. of 12” VCP sewer main built in 1954, 50 L.F. of 12” PVC and five manholes.</p> <p>District staff has reviewed the project design for conformity to District Standards, and recommends allowing the project to not construct a one tenth drop through the proposed manholes. The reason for allowing the project to vary from the District’s Standards is based on the existing beginning and ending flow line inverts, and to allow for as much fall as possible through the proposed siphon structure.</p> <p>The items proposed for sewer main extension construction are as follows:</p> <p>580 L.F. of 4” PVC Lateral Sewer 8 EA. Standard Manholes 310 L.F. of 8” PVC, 155 L.F. of 10” PVC 580 L.F. of 12” PVC</p>	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <p>ALTERNATIVES: NA.</p> </div> <div style="width: 45%; text-align: center;">  </div> </div>	
BUDGET INFORMATION: Upon construction and acceptance, this project will potentially increase the District’s net assets by \$250,700.00	
DEPT.MGR.: ssk	MANAGER-ENGINEER:

MEMORANDUM

TO: District Board of Directors

FROM: Sandeep Karkal, Manager-Engineer
Steve Krauthem, Field Services Superintendent

DATE: May 22, 2014

SUBJECT: FY14-16 Preliminary Capital Improvement Program (CIP) Budget – Summary of Anticipated Project Work

This memo presents a summary of the potential or anticipated scope of work for projects and project work included within the various Accounts of the Capital Improvements Program (CIP) budget for FY14-16. A copy of the table which provides the FY14-15 Preliminary CIP Expenditure Projection for the 5-year period encompassing FY2011-16 is attached. This table also provides preliminary budget information for proposed CIP expenditures for FY14-15 and FY15-16.

Account No. 72110: Drainage Pump Station No. 3 & 7 Outfall Rehabilitation

FY14-15 project work in this Account includes rehabilitation of the outfall pipelines support structures; replacing failing wood girders with galvanized steel girders, replacing the corroded flap gates and piping outboard of the levee on Novato Creek at both pump stations, and replacing the debris barriers around the pump station piling.

Account No. 72403: Pump Station Rehabilitation

This ongoing, long term account provides for replacing the District's underground type pump stations with submersible pump type pump stations. FY14-15 project work includes: completing the ongoing rehabilitation/replacement of the Digital Drive & Los Robles Pump Stations, and provisions for further design work on the remaining pump stations.

Account No. 72508: North Bay Water Recycling Authority

The District is a member agency of the North Bay Water Reuse Authority (NBWRA), which is a consortium of North Bay water and wastewater agencies in Marin, Napa and Sonoma counties formed to explore and develop recycled water opportunities throughout the service areas of its member agencies.

The District has participated in NBWRA since its inception, including the successful Phase 1 project which saw the District receive grants of approximately \$1.36 million through the US Bureau of Reclamation (USBR) Title XVI program, as well as \$325,000 through the State's Proposition 84 Integrated Regional Water Management (IRWM) grant program.

NBWRA and its member agencies are now moving into a Phase 2 project which will further expand the recycling opportunities for its member agencies. FY14-15 will be the first year of a 3-year Phase 2 Feasibility Study for over \$136 million in recycled water projects across all NBWRA agencies.

The District has identified three projects for itself with a total estimated cost of about \$36 million. The scoping study is estimated to cost all of the NBWRA agencies a total of about \$5 million over a three year period. The District's corresponding share is estimated at about \$1.14 million over these three years under a pre-determined formula, to be paid in approximately equal annual installments at the beginning of each fiscal year. NBWRA is pursuing funding various funding options to fund these projects, the most likely of which is the USBR Title XVI program. If the USBR funding effort is successful, it is anticipated that up to \$430,000 of the District's Phase 2 feasibility study costs would be recovered under a grant from the USBR Title XVI program.

If the projects move out into the design and construction phases, it is anticipated that further grant funding from USBR could pay for up to 50% of design and construction costs for recycled water storage projects, and up to 25% of other recycled water projects (tertiary treatment, pipelines, pumping, etc.).

Note that the District would be required to come up with its share (local share) of the project costs, i.e. 50% of design and construction costs for storage projects, and 75% of the design and construction costs for additional tertiary treatment facilities, etc.

Project 72609: Waste Water Treatment Plant Upgrade – Contract B

The budget in this account includes provisions for minor improvements, including further odor control testing and validation, and landscape improvements at the Novato plant site.

Account No. 72706: Collection System Improvements

This account includes costs for rehabilitating the District's collection system. This fiscal year's project work includes a parallel force main in Railroad Avenue for the Olive Street Pump Station.

It also includes the following: (a) An allowance for opportunistic improvements to the Scown Lane sewer between Machin Ave and Redwood Blvd., in the neighborhood of the Downtown Novato Theater restoration project, if the restoration project and its attendant utilities improvement component were to proceed to construction in FY14-15, and (b) An allowance for a scoping study to update or revise the District's Collection System Master Plan which was originally prepared in 2008.

Account No. 72706-1: Lateral Replacement Program

This account was established as a grant program to incentivize homeowners, and assist them financially to replace the entire sewer lateral between their residence and the District's sewer main in the right-of-way, up to and including the point of connection to the District's sewer main. This program is part of the District's long term approach to reducing infiltration and inflow from laterals into the District's collection system.

Account No. 72707: Hamilton Wetlands/Outfall

The project work for FY14-15 in this account includes a joint study funded 50-50 by the District and the California State Coastal Conservancy (SCC) to examine alternatives for long term integration of the District's outfall into the SCC's Hamilton Wetlands project.

The study will also examine the potential for utilizing the District's effluent as a reliable, long term fresh water source to supply and maintain a brackish marsh habitat within the Wetlands project, including identifying and resolving water quality related regulatory issues identified during the process.

Account No. 72708: Cogeneration

This account and its FY14-16 budget is established for preliminary work to explore strategies and scope out potential alternatives to utilize the digester gas produced in the anaerobic digestion process to produce power and reduce or offset the District's utility power purchases.

Account No. 72802: Annual Sewer Adjustment for City Projects

The budget in this account is established annually to compensate the City of Novato or County of Marin for work performed on District facilities on City or County Capital Improvement Projects such as raising manholes to grade on street paving projects.

Account No. 72803: Annual Collection System Repairs

This account is established annually to fund small projects to repair District collection system facilities, primarily point and spot repairs, or short reaches of sewer main.

The repair list is generated by collection system staff during routine maintenance activities.

Account 72804: Annual Reclamation Facilities Improvements

The budget in this account is established annually to fund small projects to repair District facilities at the Reclamation Area. The work typically includes irrigation system repairs for lines larger than 4" in diameter, parcel rehabilitation work and other miscellaneous repairs.

Account No. 72805: Annual Treatment Plant & Pump Station Repairs

This budget is established annually to fund small projects to repair District facilities at the various pump stations throughout the District and at the Novato Treatment Plant. This work includes minor mechanical & electrical work, water line repairs, pavement repairs, painting, and any other small repairs or improvements.

Account No. 72809: Novato Creek Watershed

This budget was established as a result of an agreement with the Marin County Flood Control District whereby the District participates in a program with the County of Marin, the City of Novato, and the North Marin Water District to explore alternatives to reduce flooding potential in the lower Novato Creek portion where all of these agencies have facilities that are prone to damage from flooding.

Account No. 73001: Waste Water Treatment Plant Facility Upgrade – Contract C

This project includes completing of the project work on improvements to Digester No. 1 (Solids Handling), and initiating and completing corrosion control improvements to the flow channels in the headworks and primary clarifiers. The work was initiated in the FY13-14 budget year and is expected to reach completion in FY14-15.

There is also an allowance to complete the corrosion protection work that was deleted from the current project construction contractor's scope. This work will be re-packaged, bid separately, and completed in FY14-15.

Account No. 73002: Waste Water Treatment Plant Facility Upgrade – Contract D

This budget provides for unanticipated miscellaneous improvements to the Recycled Water Facility. No specific items are anticipated at this time, however, an allowance has been provided to address minor issues if they were to occur.

Account No. 73090: Administration Building Upgrades/Maintenance Building

This project includes minor improvements to the Administration Building, demolition of the abandoned Aeration Basins and ancillary equipment from the "old" Novato treatment plant, and construction of a new maintenance building. The work is expected to proceed in two phases, and over the FY14-15, FY15-16, and potentially FY16-17 budget periods.

Account No. 73090: Vehicle Replacement

This account includes budget amounts to pay for purchase of the mechanical rodding unit that the Board authorized in FY2013-14, and replacement of two light trucks in the FY14-16 timeframe.

Table 1: PRELIMINARY CAPITAL IMPROVEMENTS PROGRAM EXPENDITURE PROJECTION 2011-2016

vers. 5/22/2014

Project No.	Project Name	Final FY13-14 Budget	Projected Expenditures FY13-14	Estimated Carryover to FY14-15	Proposed FY2014-15	Proposed FY2015-16	5-Year Total 2011-16*
72110	Drainage PS #3 & #7 Outfall Rehab.	150,000	26,324	123,676	275,000	-	302,163
72111	SCADA Phase II & IIA	-	-	-	-	-	17,179
72403	Pump Station Rehab.	1,440,000	757,815	682,185	1,082,185	100,000	4,968,706
72508	N. Bay Water Reuse Authority	150,000	122,595	27,405	370,000	403,000	1,341,367
72509	NTP Soil & Groundwater Invest.	-	-	-	-	-	-
72604	Laboratory Improvements	-	-	-	-	-	2,033
72607	WWTP Upgrade - Contract A1	-	-	-	-	-	13,138
72608	WWTP Upgrade - Contract A2	-	-	-	-	-	-
72609	WWTP Upgrade - Contract B	100,000	35,000	65,000	45,000	-	691,206
72611	Bayside Sewer	3,000	2,000	1,000	-	-	2,305
72612	Southgate Sewer	1,000	-	1,000	-	-	458
72706	Collection System Improvements	1,730,000	904,679	825,321	1,435,321	900,000	4,522,175
72706-1	Lateral Replacement Program	30,000	-	30,000	30,000	30,000	82,500
72707	Hamilton Wetlands/Outfall monitoring	90,000	54,458	35,542	36,542	2,500	93,848
72708	Cogeneration	50,000	-	50,000	40,000	10,000	50,534
72801	Annual Minor Projects	-	-	-	-	-	1,040
72802	Annual Sewer Adj. for City Projects	10,000	10,000	-	10,000	10,000	39,358
72803	Annual Coll. Sys. Repairs (Spot Repairs)	275,000	210,089	64,911	200,000	200,000	1,051,930
72804	Annual Recl. Facilities Improvements	250,000	238,668	11,332	150,000	150,000	1,169,459
72805	Annual TP & PS Improvements	275,000	186,836	88,164	200,000	150,000	1,226,637
72808	Strategic Plan Update	-	-	-	-	-	21,849
72809	Novato Creek Watershed	50,000	50,000	-	50,000	-	100,000
73001	WWTP Fac. Upgr. - Contract C (Solids)	2,858,377	2,858,377	-	461,396	10,000	4,128,079
73002	WWTP Fac. Upgrade - Contract D - RWF	150,000	84,899	65,101	10,000	5,000	6,994,665
73003	Admin Bldg. Upgrades/Maintenance Bldg.	400,000	19,099	380,901	1,000,000	1,730,901	2,771,620
73090	Vehicle Replacement	64,000	-	64,000	180,000	20,000	200,000
	Sub-total (w/o P&I for Capital Projects)	8,076,377	5,560,839	2,515,538	5,575,444	3,721,401	29,792,249
78500	P&I - Capital Projects	7,070,654	7,070,654	(Carryover)	7,070,754	7,075,104	33,787,665
	TOTALS (incl. P&I on Capital Projects)	15,147,031	12,631,493		12,646,198	10,796,505	63,579,914

*Includes expenditures beginning FY11-12.

P&I = Principal and Interest

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Budget Amendment Process – proposed modification	MEETING DATE: May 27, 2014 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: Approve proposed modification to budget amendment process, and direct staff to develop a new policy for Board adoption.	
SUMMARY AND DISCUSSION: <p>While reviewing the Quarterly Revenue and Expenditure Report for the period ended March 31, 2014, staff noted many areas where an individual line item (account) within a cost center may not be within its budget, but the overall cost center is well within its budget. For example, in the Operating Budget cost center of “Treatment Facilities – Contract Operations”, Account No. 61000-4 - Water/Permits/Telephone, is significantly over budget at 109.1% or \$5,886 based on line item analysis; however, the overall cost center is well within its budget for this time of year at 71.3% or \$774,254 under budget.</p> <p>The District’s current practice is to bring forward for amendment each individual line item (account) if its budget amount is exceeded (typically in the fourth quarter of the fiscal year), even though the overall cost center may be well within its budget. Then, upon approval, staff modifies the budgeted line item amount for that account within the overall cost center and thence the budget. The process is cumbersome, creates different versions of the budget document that are then bothersome to track, and does not provide any value to the budgeting and audit processes.</p> <p>Therefore, staff would like to propose a modification to streamline the District’s current budget amendment process. Staff proposes that as long as overall non-personnel related costs within a cost center of the Operating and Capital Budgets are within the budgeted amount of that cost center, that no budget amendment will be necessary. However, an explanation (and justification) of overage amount(s) will continue to be provided as part of the regular revenue and expenditure reports. In addition, if there is an unexpected overage in a single non-personnel related account (line item) that will create a significant overage for the cost center that it resides in for the remainder of the year, a budget amendment will be prepared for both the individual account as well as for its cost center.</p> <p>Finally, at the close of the fiscal year and as part of the following fiscal year budget process, the District will true up the balances for non-personnel related costs in each cost center of the Operating and Capital Budgets by showing in the new budget document the actual amounts spent within each individual account and each cost center.</p> <p>It is recommended that the Board approve the proposed modification and authorize staff to modify the budget amendment process such that formal amendments to the budget document are not required as long as the overall non-personnel expenses within a cost center of the Operating and Capital Budgets are within the budgeted amount for that cost center. Also, direct staff to develop a new policy based on this modification for Board adoption at a future Board meeting.</p>	
ALTERNATIVES: N/A.	
BUDGET INFORMATION: N/A – however, potential savings in staff time.	
DEPT.MGR.: LMC/SSK	MANAGER-ENGINEER:

May 22, 2014

MEMORANDUM

TO: District Board of Directors

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

SUBJECT: 1. Revenues and Expenditure Report for Quarter Ended March 31, 2014 (Pages 1-9)

2. Debt Service Schedule as of March 31, 2014 (Page 10)

3. Operating and Capital Cash Flow for July 1, 2013 - March 31, 2014 (Page 11-12)

This memo presents a summary of revenues and expenditures for the operating and capital funds through the third quarter of Fiscal Year 2013-14 (see attached detail). The report also presents a brief analysis of items that vary significantly from the final budget.

OPERATING FUND**OPERATING REVENUE**

	YTD Balance Received	Annual Budget	Budget Remaining	Pct. Received
Total Operating Revenues	\$5,236,185	\$9,312,285	\$4,076,080	56.2%

Discussion

Overall, operating revenues are approximately 56.2% of the total budget amount with 75% of the year complete. The operating revenue accounts are within normal range for this time of year, since our primary revenues are received in December and April.

OPERATING EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Total Operating Expenditures	\$ 6,278,272	\$9,302,921	\$3,024,649	67.5%

Discussion

Overall, operating expenditures are at approximately 67.5% of budget, with 75% of the year complete. The following explains significant variances in individual expenditure accounts.

Collection System (65.4%)

Software Maintenance. 88.4%. These are ICOMM (Computerized Maintenance Management System) related expenditures and are appropriate for this time of year based on the billing cycle for this vendor. The account is expected to stay within budget for the fiscal year.

Small Tools. 78.5%. Significant variance on a small budget amount; account expected to stay within budget for the fiscal year.

Water. 89.5%. Significant variance on a small budget amount. This account is used for hydro-flushing and CCTV activities; the overage is a result paying for four meters instead of two meters and higher water usage due to providing a meter for contact CCTV/hydro-flusher work and the use by our staff for CCTV work. This account may be over budget but is within still within its cost center's budget, thus no amendment proposed at this time.

Treatment Facilities - Contract Operations (71.3%)

Water/Permits/Telephone. 109.1%. Significant variance primarily due to paying: 1) annual operating permit fee in the first quarter of the year to the Bay Area Air Quality Management District (BAAQMD) in the amount of \$12.5k, and 2) annual NPDES fees of \$39.4k to the State Water Resources Control Board in the second quarter. Account continues to be over budget however it is still within its cost center's budget, thus no amendment proposed at this time.

Reclamation/Disposal Facilities (74.5%)

Software Maintenance. 100.6%. Software maintenance for reclamation is completed for this fiscal year; no additional expenditures expected.

Sludge Disposal. 95.0%. Contracted services for sludge disposal are complete for the fiscal year; no additional expenditures expected.

Repairs and Maintenance. 90.3%. Per review of account, no further expenditures expected; account expected to stay within budget for the fiscal year.

Unusual Equipment Maintenance. 78.5%. Per review of account, no further expenditures expected; account expected to stay within budget for the fiscal year.

Permits & Fees. 177.9%. Significant variance due to the small budget allocation for this account. The main factor for the current overage is an unanticipated increase of about \$400 in the BAAQMD annual permit fee over the previous year. In addition, there are SEP fees which have been allocated to this account as well. Account continues to be over budget however it is still within its cost center's budget, thus no amendment proposed at this time.

Laboratory/Monitoring (54.8%)

Permits & Fees. 78.6%. Significant variance on a small budget amount primarily due to annual permits paid for fiscal year in the second quarter; no additional expenditures expected.

Pump Stations (63.9%)

Gasoline and Oil. 84.4%. Significant variance on a small budget item primarily is due to refilling the onsite generator tank at Bahia Main pump station. Account expected to stay within budget for the fiscal year.

Repairs & Maintenance. 88.7%. The above average usage is due to unexpected repairs needed at different pump stations. Account expected to stay within budget for the fiscal year.

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Administration and Engineering (69.0%)

Insurance. 135.8%. Significant variance due to unexpected increase in the District's pooled liability insurance; this is attributable to the pooled liability retro adjustment in the amount of \$49,615, thus increasing this premium 48.1% over last year's premium of \$103,051. Retroactive adjustments are calculated on fiscal year basis for the next calendar year policy. Thus, since we have a possible large future claim our policy increased based on this possibility not on actual events.

Agency Dues. 94.2%. Agency dues are paid at the current fiscal year.

Memberships. 87.5%. Memberships are paid throughout the year; account expected to stay within budget for the fiscal year.

Office Expense. 85.0%. Per review of detail, no significant items noted; account expected to stay within budget for current fiscal year.

IT/Misc Electrical. 89.1%. Significant variance due to expenditures related to contracted services with Incrementum, Inc. to set up a database for the District's electronic records, and conversion of old records to the new database. Account total expenditures expected to stay within budget for current fiscal year.

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Recycled Water (61.4%)

Operating Chemicals. 115.4% Significant variance due to longer recycling season than anticipated and first full year of operations; thus staff anticipates continued overage of this account. Account continues to be over budget however it is still within its cost center's budget, thus no amendment proposed at this time.

CAPITAL FUND

CAPITAL REVENUE

Capital Revenue	YTD Balance Received	Annual Budget	Over/(Under)Budget	Pct. Received
Sewer Service Charges	\$3,761,836	\$6,728,280	(\$2,966,444)	55.9%
Property Taxes	1,055,107	1,740,000	(684,893)	60.6%
Connection Charges	90,926	470,000	(379,074)	9.6%
Collector sewer/Special Equalization Charges	0	6,000	(6,000)	0.0%
Interest	23,174	50,000	(26,826)	46.4%
Other Revenue	0	20,000	(20,000)	0.0%
Grant Revenue	16,250	0	16,250	100.0%
Total Revenue	\$4,947,293	\$9,014,280	(\$4,066,987)	54.9%

Overall capital revenues are 54.9% of budget at the close of the third quarter.

CAPITAL EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Capital Expenditures	\$11,189,448	\$15,147,031	(\$3,957,583)	73.9%

The list of capital projects is shown in the attached report. Overall expenses are 73.9% of budget.

May 22, 2014

MEMORANDUM

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Novato Sanitary District
Revenues & Expenditures Budget vs. Actual
 July 2013 through March 2014

	Jul '13 - Mar 14	Budget	\$ Over Budget	% of Budget
Income				
41000 · OPERATING INCOME				
41010 · Sewer Service Charges	4,788,580.04	8,506,680.00	(3,718,099.96)	56.29%
41030 · Plan Check & Inspection Fee	2,069.40	500.00	1,569.40	413.88%
41040 · Permit & Inspection Fee	4,635.00	7,500.00	(2,865.00)	61.8%
41060 · Interest Income	11,183.88	15,000.00	(3,816.12)	74.56%
41080 · Engineering & Admin Charges	0.00	165,000.00	(165,000.00)	0.0%
41090 · Non-domestic Permit Fees	9,483.91	26,183.00	(16,699.09)	36.22%
41100 · Garbage Franchise Fees	2,370.00	48,602.00	(46,232.00)	4.88%
41105 · AB 939 Collector Fees	223,189.50	297,586.00	(74,396.50)	75.0%
41107 · Oil/Bev/Tire Grants	57,051.00	50,234.00	6,817.00	113.57%
41130 · Ranch Income	57,459.34	70,000.00	(12,540.66)	82.09%
41135 · Recycle Water Facility Revenue	62,744.00	75,000.00	(12,256.00)	83.66%
41140 · Other Revenue	17,419.17	40,000.00	(22,580.83)	43.55%
41142 · Loss on disposal of assets	0.00	10,000.00	(10,000.00)	0.0%
Total 41000 · OPERATING INCOME	5,236,185.24	9,312,285.00	(4,076,099.76)	56.23%
Total Income	5,236,185.24	9,312,285.00	(4,076,099.76)	56.23%
Expense				
60000 · COLLECTION SYSTEM				
60010 · Salaries & Wages	436,333.27	549,300.00	(112,966.73)	79.43%
60020 · Employee Benefits	191,692.29	250,124.00	(58,431.71)	76.64%
60060 · Gas, Oil & Fuel	16,692.16	30,000.00	(13,307.84)	55.64%
60085 · Safety	15.00	5,000.00	(4,985.00)	0.3%
60091 · Software Maint	17,679.28	20,000.00	(2,320.72)	88.4%
60100 · Operating Supplies	14,238.06	30,000.00	(15,761.94)	47.46%
60150 · Repairs & Maintenance	64,485.76	85,000.00	(20,514.24)	75.87%
60152 · Small Tools	1,569.61	2,000.00	(430.39)	78.48%
60153 · Outside Services	87,793.38	225,000.00	(137,206.62)	39.02%
60192 · Water	6,262.00	7,000.00	(738.00)	89.46%
60193 · Telephone	889.31	2,000.00	(1,110.69)	44.47%
60200 · Other(Garbage Coll)	305.96	1,000.00	(694.04)	30.6%
60201 · Permits & Fees	23,203.90	110,000.00	(86,796.10)	21.09%
Total 60000 · COLLECTION SYSTEM	861,159.98	1,316,424.00	(455,264.02)	65.42%
61000 · TREATMENT FACILITIES				
61000-0 · Contract Operations				
61000-1 · Fixed Fee	1,425,314.73	1,940,900.00	(515,585.27)	73.44%
61000-2 · Insurance & Bonds	27,794.76	50,600.00	(22,805.24)	54.93%
61000-3 · Major Repair/Replacement	41,838.91	109,200.00	(67,361.09)	38.31%
61000-4 · Water/Permits/Telephone	70,885.84	65,000.00	5,885.84	109.06%
61000-5 · Gas & Electricity	359,111.43	533,500.00	(174,388.57)	67.31%
Total 61000-0 · Contract Operations	1,924,945.67	2,699,200.00	(774,254.33)	71.32%

Novato Sanitary District
Revenues & Expenditures Budget vs. Actual
 July 2013 through March 2014

	Jul '13 - Mar 14	Budget	\$ Over Budget	% of Budget
Total 61000 · TREATMENT FACILITIES	1,924,945.67	2,699,200.00	(774,254.33)	71.32%
63000 · RECLAMATION/DISPOSAL				
63010 · Salaries & Wages	24,969.87	51,991.00	(27,021.13)	48.03%
63020 · Employee Benefits	10,782.76	17,277.00	(6,494.24)	62.41%
63060 · Gasoline & Oil	2,913.98	5,000.00	(2,086.02)	58.28%
63085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
63091 · Software Maintenance	3,018.39	3,000.00	18.39	100.61%
63100 · Operating Supplies	1,928.43	3,000.00	(1,071.57)	64.28%
63115 · Sludge Disposal	180,590.32	190,000.00	(9,409.68)	95.05%
63150 · Repairs & Maintenance	54,192.11	60,000.00	(5,807.89)	90.32%
63151 · Unusual Equipment Maintenance	47,102.40	60,000.00	(12,897.60)	78.5%
63152 · Small Tools	81.05	1,000.00	(918.95)	8.11%
63157 · Ditch/Dike Maintenance	3,800.00	20,000.00	(16,200.00)	19.0%
63191 · Gas & Electricity	64,163.49	110,000.00	(45,836.51)	58.33%
63192 · Water - Reclamation	878.65	10,000.00	(9,121.35)	8.79%
63201 · Permits & Fees	3,558.14	2,000.00	1,558.14	177.91%
Total 63000 · RECLAMATION/DISPOSAL	397,979.59	534,268.00	(136,288.41)	74.49%
64000 · LABORATORY/MONITORING				
64010 · Salaries & Wages	143,491.47	217,324.00	(73,832.53)	66.03%
64020 · Employee Benefits	54,417.78	80,402.00	(25,984.22)	67.68%
64060 · Gasoline & Oil	1,676.89	3,000.00	(1,323.11)	55.9%
64085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
64091 · Software Maintenance	945.00	8,500.00	(7,555.00)	11.12%
64100 · Operating Supplies	16,493.81	25,000.00	(8,506.19)	65.98%
64150 · Repairs & Maintenance	2,372.53	10,000.00	(7,627.47)	23.73%
64160 · Research & Monitoring	133,348.11	297,150.00	(163,801.89)	44.88%
64170 · Pollution Prevention/Public Ed	20,467.30	40,000.00	(19,532.70)	51.17%
64201 · Permits & Fees	2,359.00	3,000.00	(641.00)	78.63%
Total 64000 · LABORATORY/MONITORING	375,571.89	685,376.00	(309,804.11)	54.8%

Novato Sanitary District
Revenues & Expenditures Budget vs. Actual
 July 2013 through March 2014

	Jul '13 - Mar 14	Budget	\$ Over Budget	% of Budget
65000 · PUMP STATIONS				
65010 · Salaries & Wages	210,582.36	315,414.00	(104,831.64)	66.76%
65020 · Employee Benefits	92,302.80	146,602.00	(54,299.20)	62.96%
65060 · Gasoline & Oil	4,222.30	5,000.00	(777.70)	84.45%
65085 · Safety Expenses	327.63	3,000.00	(2,672.37)	10.92%
65091 · Software Maintenance	4,312.37	12,000.00	(7,687.63)	35.94%
65100 · Operating Supplies	4,652.91	10,000.00	(5,347.09)	46.53%
65101 · Operating Chemicals	71.88	45,000.00	(44,928.12)	0.16%
65150 · Repairs & Maintenance	102,034.68	115,000.00	(12,965.32)	88.73%
65152 · Small Tools	1,026.37	2,000.00	(973.63)	51.32%
65153 · Outside Services, Electrical	16,386.92	45,000.00	(28,613.08)	36.42%
65191 · Gas & Electricity	61,362.96	90,000.00	(28,637.04)	68.18%
65192 · Water	4,362.02	5,000.00	(637.98)	87.24%
65193 · Telephone	17,340.83	23,000.00	(5,659.17)	75.4%
65201 · Permits & Fees	6,058.97	5,000.00	1,058.97	121.18%
Total 65000 · PUMP STATIONS	525,045.00	822,016.00	(296,971.00)	63.87%
66000 · ADMIN/ENGINEERING				
66010 · Salaries & Wages	756,747.32	1,007,722.00	(250,974.68)	75.1%
66020 · Employee Benefits	311,696.62	402,036.00	(90,339.38)	77.53%
66021 · Retiree Health Benefits	174,439.11	387,078.00	(212,638.89)	45.07%
66030 · Director's Fees	30,150.00	45,000.00	(14,850.00)	67.0%
66060 · Gasoline & Oil	5,277.28	9,000.00	(3,722.72)	58.64%
66070 · Insurance	175,178.04	129,000.00	46,178.04	135.8%
66071 · Insurance Claim Expense	4,563.00	45,000.00	(40,437.00)	10.14%
66075 · Agency Dues	43,351.85	46,000.00	(2,648.15)	94.24%
66080 · Memberships	6,999.60	8,000.00	(1,000.40)	87.5%
66085 · Safety	610.44	1,000.00	(389.56)	61.04%
66090 · Office Expense	22,963.28	27,000.00	(4,036.72)	85.05%
66100 · Engineering Supplies	5,870.99	9,000.00	(3,129.01)	65.23%
66121 · Accounting & Auditing	16,825.00	22,500.00	(5,675.00)	74.78%
66122 · Attorney Fees	31,335.46	140,000.00	(108,664.54)	22.38%
66123 · O/S Contractual	162,198.93	235,000.00	(72,801.07)	69.02%
66124 · IT/Misc Electrical	35,654.93	40,000.00	(4,345.07)	89.14%
66130 · Printing & Publications	10,261.47	18,000.00	(7,738.53)	57.01%
66150 · Repairs & Maintenance	38,590.26	40,000.00	(1,409.74)	96.48%
66170 · Travel, Meetings & Training	34,100.74	70,000.00	(35,899.26)	48.72%
66193 · Telephone	8,760.24	15,000.00	(6,239.76)	58.4%
66202 · County Fees - Property Taxes	12,643.50	33,000.00	(20,356.50)	38.31%
66203 · County Fees - Sewer Service Chg	21,553.50	32,000.00	(10,446.50)	67.36%
66250 · Service Charge Sys Exp	0.00	5,000.00	(5,000.00)	0.0%
Total 66000 · ADMIN/ENGINEERING	1,909,771.56	2,766,336.00	(856,564.44)	69.04%

Novato Sanitary District
Revenues & Expenditures Budget vs. Actual
 July 2013 through March 2014

	<u>Jul '13 - Mar 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
67000 · AB 939 SOLID WASTE PROGRAMS				
67400 · Consulting Services	70,350.91	119,264.00	(48,913.09)	58.99%
67500 · Household Hazardous Waste	139,163.69	187,500.00	(48,336.31)	74.22%
67520 · Permanent HHW Facility	0.00	5,000.00	(5,000.00)	0.0%
67530 · Used Oil/Beverage Cont Grant	2,070.00	22,537.00	(20,467.00)	9.19%
67540 · Outreach/Publicity/Education	5,900.31	22,000.00	(16,099.69)	26.82%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	0.00	10,000.00	(10,000.00)	0.0%
Total 67000 · AB 939 SOLID WASTE PROGRAMS	217,484.91	371,301.00	(153,816.09)	58.57%
68000 · Recycled Water				
68010 · O & M Services	29,121.00	50,000.00	(20,879.00)	58.24%
68100 · Operating Supplies	279.13	2,000.00	(1,720.87)	13.96%
68101 · Operating Chemicals	23,072.29	20,000.00	3,072.29	115.36%
68150 · Repairs & Maintenance	13,841.49	25,000.00	(11,158.51)	55.37%
68191 · Gas & Electricity	0.00	10,000.00	(10,000.00)	0.0%
68201 · Permits & Fees	0.00	1,000.00	(1,000.00)	0.0%
Total 68000 · Recycled Water	66,313.91	108,000.00	(41,686.09)	61.4%
	6,278,272.51	9,302,921.00	(3,024,648.49)	67.49%
Total Expense	(1,042,087.27)	9,364.00	(1,051,451.27)	(11,128.66%)
Net Ordinary Income(Loss)				

Novato Sanitary District
Revenues & Expenditures - Capital
 July 2013 through March 2014

	Jul '13 - Mar 14	Budget	\$ Over Budget	% of Budget
Income				
51000 · CAPITAL IMPROVEMENT INCOME				
51010 · Sewer Service Charges	3,761,835.73	6,728,280.00	(2,966,444.27)	55.91%
51015 · Property Taxes	1,055,107.76	1,740,000.00	(684,892.24)	60.64%
51020 · Connection Charges	90,926.00	470,000.00	(379,074.00)	19.35%
51030 · Collector Sewer Charges	0.00	2,000.00	(2,000.00)	0.0%
51040 · Special Equalization Charge	0.00	4,000.00	(4,000.00)	0.0%
51060 · Interest	23,173.88	50,000.00	(26,826.12)	46.35%
51070 · Other Revenue	0.00	20,000.00	(20,000.00)	0.0%
51072 · Grant Revenue	16,250.00	0.00	16,250.00	100.0%
Total 51000 · CAPITAL IMPROVEMENT INCOME	4,947,293.37	9,014,280.00	(4,066,986.63)	54.88%
Total Income	4,947,293.37	9,014,280.00	(4,066,986.63)	54.88%
Expense				
72000 · CAPITAL IMPROVEMENT PROJECTS				
72110 · Drainage PS 3&7 Outfall Rehab	24,276.45	150,000.00	(125,723.55)	16.18%
72403 · Pump Station Rehabilitation	44,065.32	1,440,000.00	(1,395,934.68)	3.06%
72508 · N. Bay Water Recycling Auth	97,595.44	150,000.00	(52,404.56)	65.06%
72609 · WWTP Upgrade - Contract B	24,950.82	100,000.00	(75,049.18)	24.95%
72611 · Bayside Sewer	0.00	3,000.00	(3,000.00)	0.0%
72612 · Southgate Sewer-	0.00	1,000.00	(1,000.00)	0.0%
72706 · Collection System Improv	804,679.38	1,760,000.00	(955,320.62)	45.72%
72707 · Hamilton Wetlands/Outfall Monit	24,458.22	90,000.00	(65,541.78)	27.18%
72708 · Cogeneration	0.00	50,000.00	(50,000.00)	0.0%
72802 · Annual Sewer Adj. for City Proj	10,000.00	10,000.00	0.00	100.0%
72803 · Annual Collection Sys Repairs	135,088.65	275,000.00	(139,911.35)	49.12%
72804 · Annual Reclamation Fac Imp	208,667.68	250,000.00	(41,332.32)	83.47%
72805 · Annual Trtmt Plnt/Pump St Impr	112,490.76	275,000.00	(162,509.24)	40.91%
72809 · Novato Creek Watershed	50,000.00	50,000.00	0.00	100.0%
73001 · WWTP Upgrade - Contract C	2,573,372.67	2,858,377.00	(285,004.33)	90.03%
73002-1 · Recycled Water - Chlorine Baffl	48.90	150,000.00	(149,951.10)	0.03%
73003 · Admin Bldg/Maint.Bldg Upgrades	9,099.91	400,000.00	(390,900.09)	2.28%
73090 · Vehicle Replacement	0.00	64,000.00	(64,000.00)	0.0%
78500 · Interest - Capital Projects	2,730,721.00	2,730,721.00	0.00	100.0%
78501 · Principal - Capital Projects	4,339,932.69	4,339,933.00	(0.31)	100.0%
Total 72000 · CAPITAL IMPROVEMENT PROJECTS	11,189,447.89	15,147,031.00	(3,957,583.11)	73.87%
Total Expense	11,189,447.89	15,147,031.00	(3,957,583.11)	73.87%
Net Income(Loss)	(6,242,154.52)	(6,132,751.00)	(109,403.52)	101.78%

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

State Revolving Fund Loan

SRF Loan Payable 6/30/13.....	77,875,979
Principal Payment 2013-14	(3,509,933)
Interest payments 2013-14	(1,869,024)
	1,869,024
SRF Loan Payable Balance 3/31/14.....	74,366,046

COP Bond Financing Issued October 2011

COP Payable Balance 6/30/13.....	20,950,000
Principal Payment 2013-14	(830,000)
Interest payments 2013-14	(861,696)
	861,696
COP Payable Balance 3/31/14.....	20,120,000

Note: Principal payment for SRF Loan Payable due December 2014.
Interest payment for COP Bond Payable due August 2014.

Operating:

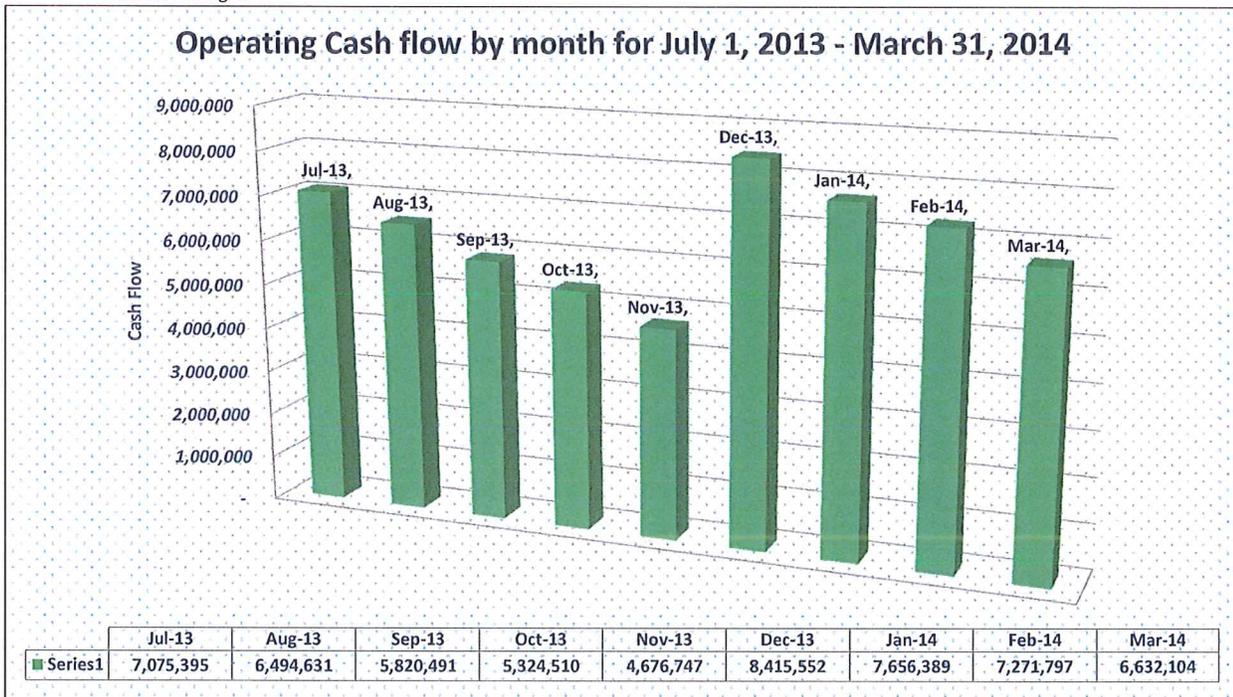
Cash Flow Projection For Novato Sanitary District

July 1, 2013 - March 31, 2014

Dated: April 28, 2014

Month Earned	Operating Revenue	Monthly Operating Expenditures	Cash Balance
Jul-13	1,023	599,819	7,674,191
Aug-13	82,934	663,698	7,075,395
Sep-13	27,967	702,107	6,494,631
Oct-13	317,462	813,443	5,820,491
Nov-13	50,059	697,822	5,324,510
Dec-13	4,463,980	725,175	4,676,747
Jan-14	104,267	863,430	8,415,552
Feb-14	145,933	530,525	7,656,389
Mar-14	42,560	682,253	7,271,797
	5,236,185	6,278,272	6,632,104

Note: Cash balances at year end split 58/42 - Operating/Capital based on split of sewer service charges.



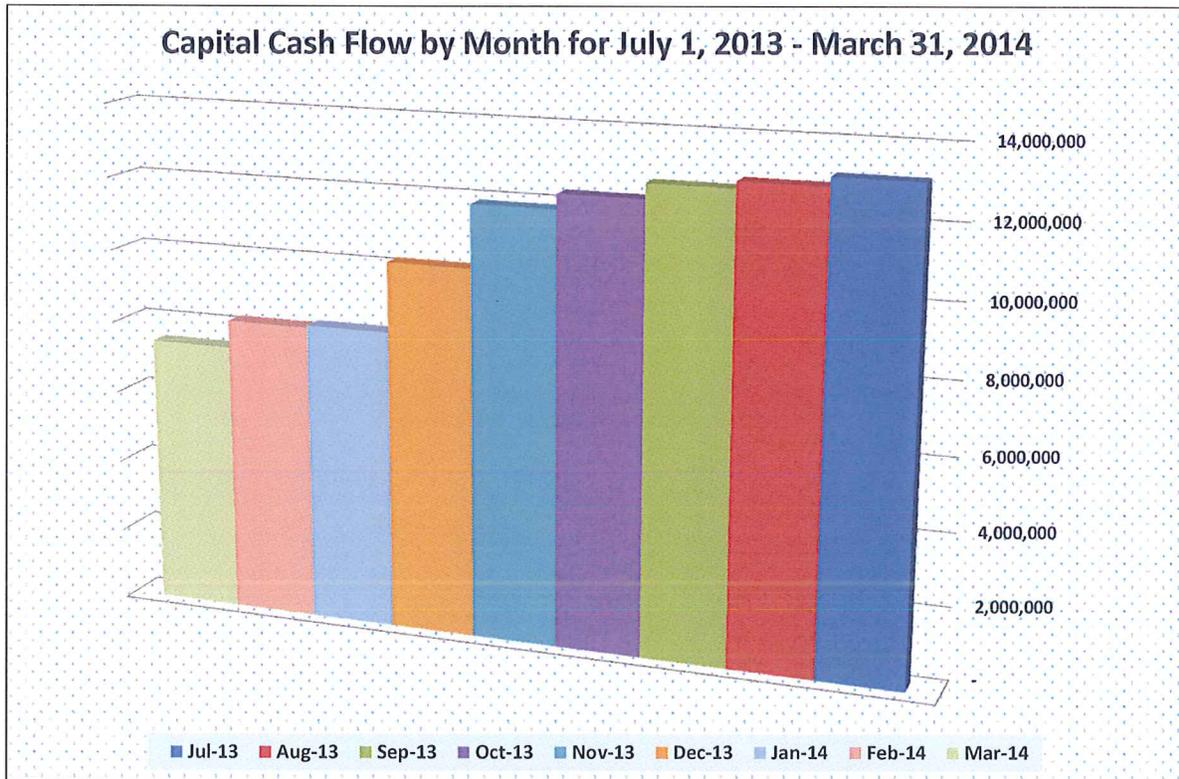
Capital:

Cash Flow Projection For Novato Sanitary District

July 1, 2013 - March 31, 2014

Dated: April 28, 2014

Month Earned	Monthly Operating Expenditures	Debt Service	Capital Revenue	COP Reimbursement	Cash Balance
Jul-13	116,266	430,849	8,428		13,667,637
Aug-13	276,597		23,005		13,128,950
Sep-13	215,854		26,568		12,686,072
Oct-13	414,606		98		12,271,564
Nov-13	466,183		50,358		11,855,739
Dec-13	863,882	5,378,956	4,534,440		10,147,341
Jan-14	784,884	1,260,849	142,081		8,243,689
Feb-14	100,172		37,206		8,180,723
Mar-14	880,349		123,177		7,423,551
	4,118,793	7,070,654	4,945,361	-	



NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Confirmation of Officers; Presidential Appointment of Committee Members	MEETING DATE: May 27, 2014 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Confirm terms of office for President and President Pro Tem, and Presidential appointment of Committee members, for remainder of FY13-14 and FY14-15.	
SUMMARY AND DISCUSSION: <p>The Board typically appoints its President and President Pro Tem at a meeting in June. The President then makes committee assignments subsequently at a meeting in July. The timing of this process was thrown off by the untimely demise in April of Director DiGiorgio who had also been President for FY13-14. Therefore, it is recommended that the Board and Board President consider the following:</p> <p><u>Confirm Terms of Office:</u> At its April 14, 2014 meeting, the Board approved by acclamation to appoint Director Mariani as President and Director Peters as President Pro tem. However, the specific terms of office were not discussed. At this time, and in the interest of clarity, it is recommended that the Board confirm that the terms of Director Mariani as President, and Director Peters as President Pro tem, be effective for the remainder of FY13-14 as well as for FY14-15.</p> <p><u>Appoint Committee Members:</u> The District had four standing committees and one ad hoc committee in FY2013-14. In addition, there were four appointments of delegates to represent the District at regional or statewide organizations.</p> <p>The current listing of the committees and committee assignments is attached.</p> <p>District Policy 4060 (attached) addresses the formation of Standing Committees and the assignment of delegates.</p> <p>Ad hoc committees are single purpose and automatically dissolve once their mission is completed.</p> <p>The Board President appoints committee members.</p> <p>Committee appointments generally occur at a Board meeting in July. Director Butler was appointed to the Board at its meeting of May 12, 2014. At that meeting, the Board also agreed to a modification of the appointment schedule so that appointments would be made at the May 27, 2014 meeting and would be effective for the remainder of FY13-14 as well as for FY14-15.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: NA	
DEPT.MGR.: N/A	MANAGER:

NOVATO SANITARY DISTRICT
LIST OF BOARD COMMITTEE ASSIGNMENTS
Presidential appointment of Committee members for 2013-14
(Last Assignment: May 12, 2014)

A. Standing Committees:

1. Joint City/District Solid Waste Committee:
Jean Mariani
Brant Miller
William C. Long, Alternate
2. Wastewater Operations Committee:
William C. Long
Jerry Peters
Jean Mariani, Alternate
3. Strategic Planning and New Facilities Committee:
Brant Miller
Jean Mariani
Jerry Peters, Alternate
4. Finance Committee:
William C. Long
Jean Mariani
Brant Miller, Alternate

B. Regular Committees:

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

C. Ad Hoc Committee Assignments:

1. Ad Hoc Labor Relations:
William C. Long
Gary Butler

Novato Sanitary District

POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

4060.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by him/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.2 The following shall be standing committees of the Board:

4060.2.1 Solid Waste Committee

4060.2.2 Wastewater Operations Committee

4060.2.3 New Facilities Committee

4060.2.4 Finance Committee

4060.2.5 In addition, appointments of delegates and alternates will be made to the following organizations:

California Association of Sanitation Agencies
California Sanitation Risk Management Authority
North Bay Water Reuse Authority
North Bay Watershed Association

4060.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's second regular meeting in July.

4060.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

4060.5 The Board's standing Solid Waste Committee shall be concerned with overseeing the implementation of local action programs necessary to satisfy the mandates of AB 939, including solid and hazardous waste, education and outreach, school programs, permanent household facility activities, etc.

4060.6 The Board's standing Wastewater Operations Committee shall be concerned with reviewing Operation and Maintenance Reports and NPDES monitoring reports. They will receive reports from District staff, facilities contract operations, and outside experts on contractor performance and make recommendations to the Board of Directors.

4060.7 The Board's standing New Facilities Committee shall be concerned with the formulation of plans for major capital improvements, receiving and commenting on progress reports from staff on major developments, including regional projects such as Recycled Water Projects.

4060.8 The Board's standing Finance Committee shall be concerned with the financial management of the District, including recommendations from staff on the preparation of an annual budget, capital financing, major expenditures, and annual audit review.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Confirmation of Officers; Presidential Appointment of Committee Members	MEETING DATE: May 27, 2014 AGENDA ITEM NO.: 8.b.
RECOMMENDED ACTION: Receive letter from "Implementation Review Committee, Marin Chapter California Grand Jurors Association", and review draft response.	
SUMMARY AND DISCUSSION: <p>The District has received the attached letter from a member of a group identifying itself as the Implementation Review Committee - Marin Chapter California Grand Jurors Association (IRC-MCCGJA).</p> <p>The letter states that the group was formed by a number of jurors from the 2012-13 County Grand Jury. It's unclear if the group has any official standing or status with the current Grand Jury or any other governmental entity. Nevertheless, they have asked for clarifications to the District's response of August 2013 to the 2013-14 Grand jury's report titled "Marin's Retirement Health Care Benefits: The Money Isn't There".</p> <p>Staff recommends that the District be respectful of the request, and has prepared the attached draft response for review, and proposes to transmit it by the requested date.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: NA	
DEPT.MGR.: LC/SSK	MANAGER- ENGINEER:



**Implementation Review Committee
Marin Chapter
California Grand Jurors Association**

May 15, 2014

Board of Directors
Jean Mariani, President
Sandeep Karkal, Manager-Engineer
Novato Sanitary District
500 Davidson Street
Novato CA 94945

Re: Grand Jury Report, *Marin's Retirement Health Care Benefits: The Money Isn't There*

Dear Ms. Mariani and Mr. Karkal,

A number of jurors from the 2012-2013 Grand Jury have created a new committee within the Marin Chapter of the California Grand Jurors Association (MCCGJA) entitled the "Implementation Review Committee" (IRC). The IRC proposes to assess the publicly available responses to each of last year's Marin County Civil Grand Jury reports to determine whether they have met the state statute requirements, and whether respondents have implemented those recommendations agreed upon. We are writing to you as Marin County residents, and members of the IRC to follow up on the Novato Sanitary District's responses to the 2012-2013 Marin County Civil Grand Jury report, *Marin's Retirement Health Care Benefits: The Money Isn't There*.

Please provide us with specific updates on your responses to Grand Jury recommendations 2 and 5 including what has been accomplished in the 11 months following report publication. An outline of these 2 recommendations is on the following page.

For your convenience, a copy of this request is being sent both by email and by regular mail. We would appreciate your response by email to the email address below. If you prefer, make your response via regular mail. In either case, we ask for your reply by May 30, 2014.

Thanks for bringing this information up to date.

Sincerely,

Mary Jean Boyden

Member, IRC-MCCGJA

Email: MJBoyden@comcast.net

Mail: MCCGJA/IRC

P O Box 4274

San Rafael, CA 94913

RECEIVED
MAY 20 2014

NOVATO SANITARY DISTRICT

Marin Grand Jury Report: *Marin's Retirement Health Care Benefits: The Money Isn't There*

**NOVATO SANITARY DISTRICT
SUMMARY OF RECOMMENDATIONS, RESPONSES, AND CLARIFICATIONS NEEDED**

Report Recommendation #2: Begin program to lower amortization period to fund Unfunded Actuarial Accrued Liability with a goal to approach 17-year period within 10 years.

Response: Requires further analysis

Clarification Needed: Has this program been initiated? If not, has another response to the problem been determined and put in place?

Report Recommendation #5: Require active employees to make a contribution towards the cost of their retiree health care benefits.

Response: Requires further analysis

Clarification Needed: Is there a plan to implement this action?

Ms. Mary Jean Boyden
Member, Implementation Review Committee - Marin Chapter,
California Grand Jurors Association (IRC-MCCGJA)
P.O. Box 4274
San Rafael, CA 94913

Subject: Grand Jury Report, "*Marin's Retirement Healthcare Costs, The Money Isn't There*" - Response to your request

Dear Ms. Boyden,

We have received your letter dated May 15, 2014, wherein you ask that the Novato Sanitary District (District) provide you with specific updates to our August 2013 responses to the referenced Grand Jury report. Each of the two items of your "Summary of recommendations, responses and clarifications needed" is produced below, followed by the District's response denoted by "***District response***".

Item no. 1 from your letter:

"Report Recommendation #2: Begin program to lower amortization period to fund Unfunded Actuarial Accrued Liability with a goal to approach 17-year period within 10 years.

Response: Requires further analysis

Clarification Needed: Has this program been initiated? If not, has another response to the problem been determined and put in place?"

District response: The full text of the District's response to the original item R2 as provided in our August 14, 2013 response was: "*Requires further analysis - Novato Sanitary District will consult with its financial advisors with regard to the amortization period for the next biannual actuarial evaluation.*" To further clarify, the District complies with GASB 45 standards, and the next actuarial evaluation of its retiree health benefits will address the lowering of the amortization period.

Item No. 2 from your letter:

"Report Recommendation #5: Require active employees to make a contribution towards the cost of their retiree health care benefits.

Response: Requires further analysis

Clarification Needed: Is there a plan to implement this action?"

District response: The full text of the District's response to the original item R2 as provided in our August 14, 2013 response was: "*Requires further analysis - Novato Sanitary District will take this under consideration in future negotiations.*" To further clarify, the term of the District's Memorandum of Understanding (MOU) with its represented employees (Teamsters Bargaining Unit), runs through June 30, 2015, and the District will address active employees contributing to retiree health benefits during the negotiations of a successor MOU.

We hope that the above responses satisfy your request. Please let us know if you have any questions or require additional information.

Sincerely,

Jean Mariani, President

Sandeep Karkal, Manager-Engineer

DRAFT



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8th Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 → www.casaweb.org

April 21, 2014

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NOVATO SANITARY DISTRICT

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MICHAEL F. DILLON
State Lobbyist

GREG KESTER
Biosolids Program Manager

ERIC SAPIRSTEIN
Federal Legislative Advocate

TO: **Sandeep Karkal, Manager/Engineer**
Novato Sanitary District
500 Davidson Street
Novato, CA 94945

FROM: **ROBERTA LARSON, EXECUTIVE DIRECTOR**

RE: **VOTE NEEDED ON PROPOSED NEW BYLAWS—MAIL
BALLOTS DUE BY JUNE 16, 2014**

Over the past two years, CASA has made a number of organizational changes to implement the Association's Strategic Plan. As part of this effort, the Executive Board identified the need to modernize and update the bylaws to ensure CASA is compliant with applicable California law. The bylaws have been revised in accordance with the advice of general counsel, Jill S. England, and the Executive Board has approved the new bylaws. Now we need the members' approval for the new bylaws to become effective.

If adopted, the enclosed new bylaws will replace the existing bylaws in their entirety. The proposed bylaws address the following key areas:

- Membership: Clarification of voting, definition of quorum
- Board of Directors: Length of terms
- Officers: Designated officers, manner of election
- Committees: Types of committees authorized

The most significant changes are described in the following pages of this memorandum. In addition, the enclosed side-by-side comparison of the proposed bylaws with the existing bylaws may assist you in your review. CASA will also hold two webinars in early June for members interested in learning more about the proposed bylaws and to answer any questions members may have. Additional information regarding the schedule and logistics for the webinars will be provided soon.

Historically, CASA has approved revisions to the bylaws during the business meeting portion of the conference. We are using a mail ballot for this election in order to have the new bylaws in place prior to the annual conference in August. Each member agency has one vote. The ballot is being sent out two months ahead of the voting deadline to allow consideration of the bylaws by the agency governing boards, as appropriate.

Vote Needed
April 21, 2014
page 2

Enclosed is an "Official Ballot" for the purpose of voting on this important matter. The existing bylaws govern this process until the new bylaws are effective. Based on the quorum requirement for membership actions, we need to receive ballots back from at least a majority of the voting members (at least 56 ballots must be returned), and of those voting, at least a majority must approve the new proposed bylaws.

Please complete the enclosed ballot and return it by the deadline. Your vote on this matter is very important. When ballots are received, they will be placed, unopened, in a designated location. Once the deadline to vote has passed, I will personally open and count the ballots in the presence of two witnesses and report the results to the membership.

We must **receive** your **completed signed ballot** at the CASA office (1225 8th Street, Suite 595 Sacramento, CA 95814) **no later than June 16, 2014**, in order for it to be counted. A postmark date will not suffice – a completed/signed ballot must be received by that date.

Thank you in advance for your participation in this important vote. Please don't hesitate to contact me if you have questions. Email: blarson@casaweb.org

Proposed New CASA Bylaws

Why New Bylaws?

CASA's existing bylaws have served the organization well. The bylaws have not undergone a comprehensive review and revisions for many years, and in the assessment of the Board and Executive Director, no longer meet the Association's needs. The objective of the new bylaws is to be (1) legally compliant; (2) address the core governance of the association; and (3) allow flexibility to operate and adapt to changing priorities (for example, with regard to committee structure.)

In November CASA retained Jill S. England to serve as General Counsel and to prepare revised bylaws. Counsel's assessment was that the Association's existing bylaws are deficient and require significant redrafting. The proposed bylaws reflect the recommended bylaws for a section 501(c)(6) mutual benefit corporation and meet both state and federal law requirements.

What are the Key Provisions?

Article II: Members

- Section 1: Each member agency must designate in writing the individual (and alternate) who will have exclusive voting rights for the agency. (Page 2.)
- Sections 6-8: Sets forth the process for suspending or expelling a member. (Pages 3-4.)
- Section 13: Member meetings. State law requires that official notices of member business meetings and ballots (for voting outside a meeting) be provided by U.S. mail unless the members have signed a consent form. Thus, if CASA wants to rely on email notices for member meetings, we must have consent forms on file. (Pages 5-6.)
- Section 15: Membership Quorum. A quorum is defined as 30 members. (Page 7.)
- Budget: The proposed bylaws delete the requirement that the annual budget be approved by the membership. The budget is a planning document related to the sound management of the Association, and will be approved by the Board.

Article III: Board of Directors

- Changes the nomenclature from Executive Board to Board of Directors.
- Section 4: Terms of Office. Provides for three year terms of office for elected Directors. The President will continue to appoint the Associates' Director.
- Section 10: Board meetings. As noted above for member meetings, State law requires that official notices of Board meetings be provided by U.S. mail unless the Directors have signed a consent form. (Page 11.)
- Section 19: Prohibits compensation of Directors and elected Officers by CASA. Directors and elected officers must be volunteers (not paid) in order to qualify for the liability protection offered by section 7231.5 of the California Corporations Code. (Page 13.)

Article IV: Officers

- Sections 2-4: Election/Removal of Elected Officers. The revised bylaws call for the Board to elect officers from among its members to serve one year terms, and specifies that officers serve at the pleasure of the Board. This is the structure the statute contemplates and it would allow the Board to deal with the (unlikely but not impossible) situation of a non-performing or disruptive officer. (Page 13.)
- Section 7: Responsibilities of Officers: The proposed bylaws specify three officer positions: President, Vice President and Secretary/Treasurer. (Page 14.)
- Past Presidents: Past Presidents with time remaining in their terms of office would serve out their terms. If a president were in the third year of a three year term, it is possible that he or she would leave the Board following the one year term as President.

Article V: Committees

This section has been significantly streamlined. The bylaws simply authorize the Board to establish either committees of the Board or advisory committees and the committees are not enumerated in the bylaws. Under the applicable statute, there are only two types of committees authorized—"committees of the board" and "advisory committees." All committees must fall under one of these two categories.

Article VIII: Amendments to Bylaws:

- Section 1: Specifies the types of bylaws changes that require member approval. (Page 19.)



**California Special
Districts Association**
Districts Stronger Together

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NOVATO SANITARY DISTRICT

MEMORANDUM

DATE: April 25, 2014

TO: California Special Districts Association (CSDA) Voting Members

FROM: Noelle Mattock, CSDA Board President
Neil McCormick, CEO

SUBJECT: Proposed CSDA Bylaws Updates

The CSDA Board of Directors has approved the attached recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

Highlights to the recommended updates include:

- General clean-up to reflect updates and organizational changes over the last 3 years
- Clarifying language to the CSDA Board nomination and election process
- Updates to various committee definitions and titles
- CSDA affiliated chapter clarification

The full proposed changes to CSDA's Bylaws are indicated in mark-up form for your review and can be found online at www.csda.net/bylaws.

As a voting member in good standing, once your district has reviewed the proposed CSDA Bylaws updates, please use the enclosed official ballot to cast your vote by mail in favor or not in favor of the changes.

Completed ballots must be received by Friday, June 13, 2014 at 5:00 pm to be counted. Only official and fully completed ballots returned via regular mail to the CSDA office will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2014.

If you have any questions or require printed copies, please contact Charlotte Lowe, Executive Assistant at charlottel@csda.net or (916) 442-7887.

Thank you for your participation and continued support of CSDA!

California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
t: 916.442.7887
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A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll-free: 800.537.7780
f: 916.231.4111

CSDA Finance Corporation
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
f: 916.442.7889

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Committee – Meeting Report for March 2014	MEETING DATE: May 12, 2014 AGENDA ITEM NO.: 9.a.
RECOMMENDED ACTION: Information. Receive report.	
SUMMARY AND DISCUSSION: <p>The April 2014 operations reports for the wastewater treatment, collections, and reclamation facilities are attached.</p> <p>Wastewater Treatment Facility</p> <p>The Novato Treatment Plant (NTP) water quality performance was excellent with all parameters well within effluent standards. There were no NPDES violations. The Recycled Water Facility produced 1.97 MG of recycled water in April. Safety performance was excellent with another accident-free month for a total of 1,427 accident-free days at the end of April. Routine maintenance activities were performed at the NTP and the Ignacio Transfer Pump Station (ITPS). The March 2014 Electronic Self-Monitoring Report (e-SMR) was submitted on April 30, 2014.</p> <p>Collection System</p> <p><u>Sewer Mains:</u> Staff cleaned a total of 85,246 feet of sewer pipelines, and used the District CCTV truck to televise 24,759 feet of sewer line. Outside contractors cleaned 11,155 feet of larger diameter (10-inch or larger) District mains.</p> <p><u>Pump Stations:</u> Staff conducted 258 lift station inspections, with 112 inspection visits generated through the JobsCal Plus program.</p> <p><u>Safety:</u> There were no lost time accidents for a total of 1,142 accident-free days.</p> <p><u>Standard and Emergency Operating Procedures (SOPs & EOPs):</u> One SOP (Root Abatement) and eight draft SOPs were issued. One EOP is almost complete (except for some minor edits), 24 have had a final review and need some minor edits, 2 more require edits before staff gives them a final review, and the consultant has yet to submit 12 EOPS for initial review.</p> <p><u>SSOs:</u> There was no (0) sanitary sewer overflows (SSOs) in April.</p> <p>Reclamation Facility</p> <p>Pump No. 1 at Drainage Pump Station No. 7 was removed for repair and reinstalled; there were no other activities in April.</p> <p>Odor Control, Noise, and Landscaping</p> <p>As mentioned in earlier reports, the District’s odor control consultant, Mr. Dave McEwen of Brown and Caldwell (B&C) had recommended converting anoxic zones B and C at the aeration basins to aerobic zones. This was implemented in late February/early March. Results thus far have been good, and staff continues to monitor performance.</p> <p>Staff continues to work with Cagwin & Dorward (C&D) to monitor landscaping in the northeast corner of the plant property, and anticipates bringing further landscaping improvements to this area for the Board’s consideration at a future meeting.</p>	
DEPT.MGR.: JB (Veolia), SRK, TMO	MANAGER-ENGINEER:



May 14, 2014

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

Subject: Veolia Water Operations Report – April 2014

Dear Mr. Karkal:

I am pleased to provide this updated activity report for April 2014.

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

Best regards,

A handwritten signature in black ink, appearing to read "John Bailey". The signature is fluid and cursive, with a large loop at the end.

John Bailey
Project Manager, Veolia

**MONTHLY OPERATIONS REPORT
April 2014**

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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TREATMENT PLANT PERFORMANCE SUMMARY: April 2014:

Bay Discharge – NPDES Limits

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	4.65	7.87	N/A	N/A
Max Peak Hour, MGD – 4/1/14, 1800 Hours	N/A	10.6	N/A	N/A
Influent BOD ₅ , lb/day (month ave/max)	8,718	14,660	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	11,872	18,468	N/A	N/A
Effluent BOD ₅ , mg/L (monthly ave/weekly max)	<8	13	30	45
Effluent TSS, mg/L (monthly ave/weekly max)	<4	4	30	45
Effluent BOD ₅ - % Removal, Minimum	96	N/A	85	N/A
Effluent TSS - % Removal, Minimum	99	N/A	85	N/A
Ammonia, mg/L – (monthly ave/daily max)	1.05	4.77	6	21
pH, su (min / max)	6.8	7.1	6.5	8.5
Enterococcus, mpn (30 day geo mean)	5.7	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	7	N/A	140	N/A
Fecal Coliform, mpn (90 th percentile)	30	N/A	430	N/A
Total Coliform, mpn (5 Sample Median / Max)	N/A	N/A	240	10,000
Total Permit Exceedances (NPDES)	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE

Title 22 - Recycled Water Production and Quality (Off Line)

Description	Units	Value	Limit
Volume Produced	Million Gallons	1.97	N/A
Average Turbidity	NTU	1.5	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	0	72
Minimum CT (disinfection)	ml-min/L	<450	450
Minimum Dissolved Oxygen (DO)	mg/L	9.0	1.0
Maximum Total Coliform	mpn/100 ml	<2	2

Total Rainfall. – 1.16 inches

Daily Max 4/1 – 0.54 inches

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTP and Ignacio Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of April 2014
- Accident Free: 6/1/10 – 4/30/13: 1,427 days / 64,215 hours
- Office Safety
- Confined Space Refresher
- Reviewed New SOP on Temporary Shut Down of RWP Filters

OPERATIONS & MAINTENANCE STATUS / REVIEW:

Key events for the period:

Novato

- Routine rounds, readings and maintenance
- Performed annual diesel fuel sampling and filtering
- Installed (3) breakers and GFI receptacles in Moisture Control Panel – Foul Air Biofilters
- Installed new irrigation system – Foul Air Biofilters
- Assisted NSD lab with ELAP inspection
- Installed digester sludge transfer pump flush line
- Replaced UV transmittance sample pump
- Issued Purchase order for SCADA system upgrade – WIN-911/Pro
- #3 Waterline repairs around treatment plant and in Aeration Basin #3
- Remounted Aeration Basin 3-B mixer
- Overhauled sludge recirculation pump – Digester #2
- Cleaned Heat Exchanger #2
- UV Disinfection system bulb maintenance completed

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

- Primary Clarifier #1 (not needed at current flows)
- Secondary Clarifier #1 (not needed at current flows)

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance
- Performed annual diesel fuel sampling and filtering
- Repair odor bed fan
- Began Bioxide feed.

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

- None

Recycled Water Plant (RWP)

- Contractor finished installation of baffles in chlorine contact tank
- Assisted Engineer with Dye Tracer Study – Chlorine Contact Tank
- Performed plant rounds and maintenance
- Plant start up April 14th

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

- None

Sludge Lagoons

- Performed routine rounds and inspection
- Installed rubber mats on walkways – eliminating slip hazards

ADMINISTRATION:

- March Electronic Self Monitoring Report submitted on April 30, 2014
- March DMR submitted on April 29, 2014

ODORS:

- Jerome Meter (H₂S) readings performed in neighborhood and within treatment plant.
- Reviewed findings with neighbors

MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held weekly.

Veolia Support Staff On/Off Site (Various Times)

John O'Hare	Technical Support
Chris McAuliffe	District Manager
Dan Brown	Technical Manager Asset Management Group
Mel Demsky	Regional Director of Asset Management

Novato Sanitary District
BOD/TSS Report



April, 2014

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
04/01/14	7.87	174	11,421	209	13,718	6	394	5	328	96.6	97.6
04/02/14	6.69	181	10,099	331	18,468	7	391	5	279	96.1	98.5
04/03/14	6.18										
04/04/14	6.37										
04/05/14	5.87	145	7,099	203	9,938	<5	<245	<3	<147	96.6	98.5
04/06/14	5.52	181	8,333	228	10,496	<5	<230	3	138	97.2	98.7
04/07/14	4.83	163	6,566	243	9,789	<5	<201	4	161	96.9	98.4
04/08/14	4.88	222	9,035	356	14,489	<5	<203	<3	<122	97.7	99.2
04/09/14	4.63										
04/10/14	4.73										
04/11/14	4.17										
04/12/14	4.32										
04/13/14	4.18										
04/14/14	4.49	190	7,115	357	13,368	6	225	<3	<112	96.8	99.2
04/15/14	4.40	212	7,780	276	10,128	19	697	3	110	91.0	98.9
04/16/14	4.28			296	10,566			3	107		99.0
04/17/14	4.52										
04/18/14	3.83										
04/19/14	4.21										
04/20/14	4.28										
04/21/14	4.21										
04/22/14	3.85	197	6,325	321	10,307	<5	<161	4	128	97.5	98.8
04/23/14	3.74	470	14,660	393	12,258	10	312	4	125	97.9	99.0
04/24/14	3.61	308	9,273	358	10,778	10	301	4	120	96.8	98.9
04/25/14	3.93										
04/26/14	3.88										
04/27/14	4.00										
04/28/14	4.27	259	9,223	404	14,387	<5	<178	4	142	98.1	99.0
04/29/14	3.94	238	7,821	289	9,496	18	591	4	131	92.4	98.6
04/30/14	3.93	223	7,309	302	9,898	8	262	4	131	96.4	98.7
Weekly Averages											
04/05/14	Week 1	167	4,327	248	6,369	6	156	4	114		
04/12/14	Week 2	189	3,619	276	5,258	5	96	3	64		
04/19/14	Week 3	201	3,378	310	5,150	13	209	3	50		
04/26/14	Week 4	325	4,575	357	5,041	8	117	4	56		
	Week 5										
Monthly											
Minimum	3.61	145	6,325	203	9,496	<5	<73	<3	49	91	98
Maximum	7.87	470	14,660	404	18,468	19	316	5	149	98	99
Total	139.61										
Average	4.65	226	8,718	304	11,872	<8	<142	<4	<69	96	99

Novato Sanitary District
Conventional Pollutants Report



April, 2014

Date	INFLUENT - A001			Effluent - E002							
	Flow Total	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Unionized Ammonia	Oil & Grease	Temp
				Fecal	Entero	Total					
	MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L		Deg C
04/01/14	7.87	7.1	24	8.0	5.1		6.8	2.54			18.3
04/02/14	6.69	6.7	20	<2.0	2.0		6.9	1.17			18.4
04/03/14	6.18	6.8					7.0	0.14			18.7
04/04/14	6.37	6.9	24	2.0	2.0		7.0	0.08			18.8
04/05/14	5.87		22					0.10		<1.4	
04/06/14	5.52		22					0.12			
04/07/14	4.83	6.8	24	4.0	3.0		7.0	0.14	0.00055		20.4
04/08/14	4.88	6.9	29	4.0	1.0		7.0	0.09			20.4
04/09/14	4.63	7.3		2.0	<1.0		7.0				19.9
04/10/14	4.73	7.1					7.0				20.1
04/11/14	4.17	7.0					7.0				20.1
04/12/14	4.32										
04/13/14	4.18										
04/14/14	4.49	7.4	29	7.0	17.3		7.0	0.46			20.0
04/15/14	4.40	7.0	28	30.0	12.1		7.0	0.40			19.9
04/16/14	4.28		25	50.0	45.7		7.0	0.14			20.7
04/17/14	4.52	6.8					7.0				21.0
04/18/14	3.83	7.3					7.0				21.0
04/19/14	4.21										
04/20/14	4.28										
04/21/14	4.21	6.8					7.0				20.7
04/22/14	3.85	7.0	28	23.0	7.5		7.1	0.41			20.2
04/23/14	3.74	7.6	31	13.0	5.2		7.0	0.31			20.5
04/24/14	3.61	7.4	33	23.0	23.3		7.0	1.30			20.5
04/25/14	3.93	6.8					7.0				20.8
04/26/14	3.88										
04/27/14	4.00										
04/28/14	4.27	7.4	37	<2.0	4.1		6.9	4.77			20.8
04/29/14	3.94	7.4	30	11.0	112.6		7.0	4.28			21.2
04/30/14	3.93	6.8	29	4.0	<1.0		7.0	1.42			21.9
Monthly											
Minimum	3.61	6.7	20	<2.0	<1.0		6.8	0.08			18.3
Maximum	7.87	7.6	37	50.0	112.6		7.1	4.77	0.00055	<1.4	21.9
Total	139.61										
Average	4.65	7.1	27				7.0	1.05	0.00055	<1.4	20.2

Novato Plant : Bacterial Results

EFFLUENT: E-002 Station

Apr-14

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

April 1, 2014		8	
April 2, 2014	<	2	
April 3, 2014			
April 4, 2014		2	
April 5, 2014			
April 6, 2014			
April 7, 2014		4	
April 8, 2014		4	
April 9, 2014		2	
April 10, 2014			
April 11, 2014			
April 12, 2014			
April 13, 2014			
April 14, 2014		7	
April 15, 2014		30	
April 16, 2014		50	
April 17, 2014			
April 18, 2014			
April 19, 2014			
April 20, 2014			
April 21, 2014			
April 22, 2014		23	
April 23, 2014		13	
April 24, 2014		23	
April 25, 2014			
April 26, 2014			
April 27, 2014			
April 28, 2014	<	2	
April 29, 2014		11	
April 30, 2014		4	

90th Percentile		Ranking
Sample #1		<2
Sample #2		<2
Sample #3		2
Sample #4		2
Sample #5		4
Sample #6		4
Sample #7		4
Sample #8		7
Sample #9		8
Sample #10		11
Sample #11		13
Sample #12		23
Sample #13		23
Sample #14		30
Sample #15		50
Sample #16		

April 1, 2014		5.1	
April 2, 2014		2.0	
April 3, 2014			
April 4, 2014		2.0	
April 5, 2014			
April 6, 2014			
April 7, 2014		3.0	
April 8, 2014		1.0	
April 9, 2014	<	1.0	
April 10, 2014			
April 11, 2014			
April 12, 2014			
April 13, 2014			
April 14, 2014		17.3	
April 15, 2014		12.1	
April 16, 2014		45.7	
April 17, 2014			
April 18, 2014			
April 19, 2014			
April 20, 2014			
April 21, 2014			
April 22, 2014		7.5	
April 23, 2014		5.2	
April 24, 2014		23.3	
April 25, 2014			
April 26, 2014			
April 27, 2014			
April 28, 2014		4.1	
April 29, 2014		112.6	
April 30, 2014	<	1.0	

Max	50
Min	2.0
Avg	12.33
30-Day Median	7

90th Percentile Value **30**

Max	112.6
Min	1.0
Avg	16.2
30 Day Geo. Mean	5.7

¹ = indicates that more than ONE UV channel was in operation at sample time; All UV channels in operation were sampled.

90th Percentile	15.00	0.9	13.5
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**NOVATO SANITARY DISTRICT
WATER RECLAMATION 2014
COMPLIANCE SUMMARY REPORT**

April	Fil Inf Q	Million Gallons Delivered			Influent Turbidity		Effluent Turbidity		DO	Coliform	CT
		Rec	Bank	Pot	Max	Ave	Min +5	Ave	mg/L	mpn	Min
April 1				0.00							
April 2				0.00							
April 3				0.01							
April 4				0.00							
April 5				0.29							
April 6				0.00							
April 7				0.12							
April 8				0.04							
April 9				0.17							
April 10				0.19							
April 11				0.00							
April 12				0.19							
April 13				0.00							
April 14	0.860	0.080					0	1.7	9.3	< 2	< 450
April 15	0.860	0.254					0	1.3	9.14	< 2	< 450
April 16	0.280	0.112					0	1.5	9.06	< 2	< 450
April 17	0.200	0.095					0	1.6		< 2	< 450
April 18	0.610	0.115					0	1.6		< 2	< 450
April 19	0.170		0.091								
April 20	0.300		0.069								
April 21	0.290		0.109								
April 22	0.460	0.120					0	1.4	9.22	< 2	< 450
April 23	0.290		0.112								
April 24	0.390	0.037					0	1.3	8.98	< 2	< 450
April 25	0.480	0.145					0	1.5	8.96	< 2	< 450
April 26	0.000		0.070								
April 27	0.000		0.003								
April 28	0.290		0.053								
April 29	0.470		0.121								
April 30	1.300		0.379								
Total	7.25	0.96	1.01	1.01		NA					
Min	0.00	0.04	0.00	0.00		NA	< 0.0	< 1.3	9.0	< 2	> 450
Max	1.30	0.25	0.38	0.29		NA	< 0.0	< 1.7	9.3	< 2	> 450
Ave	0.43	0.12	0.11	0.08		NA	< 0.0	< 1.5	9.1	< 2	> 450
Count	17	8	9	13		NA	8	8		8	8

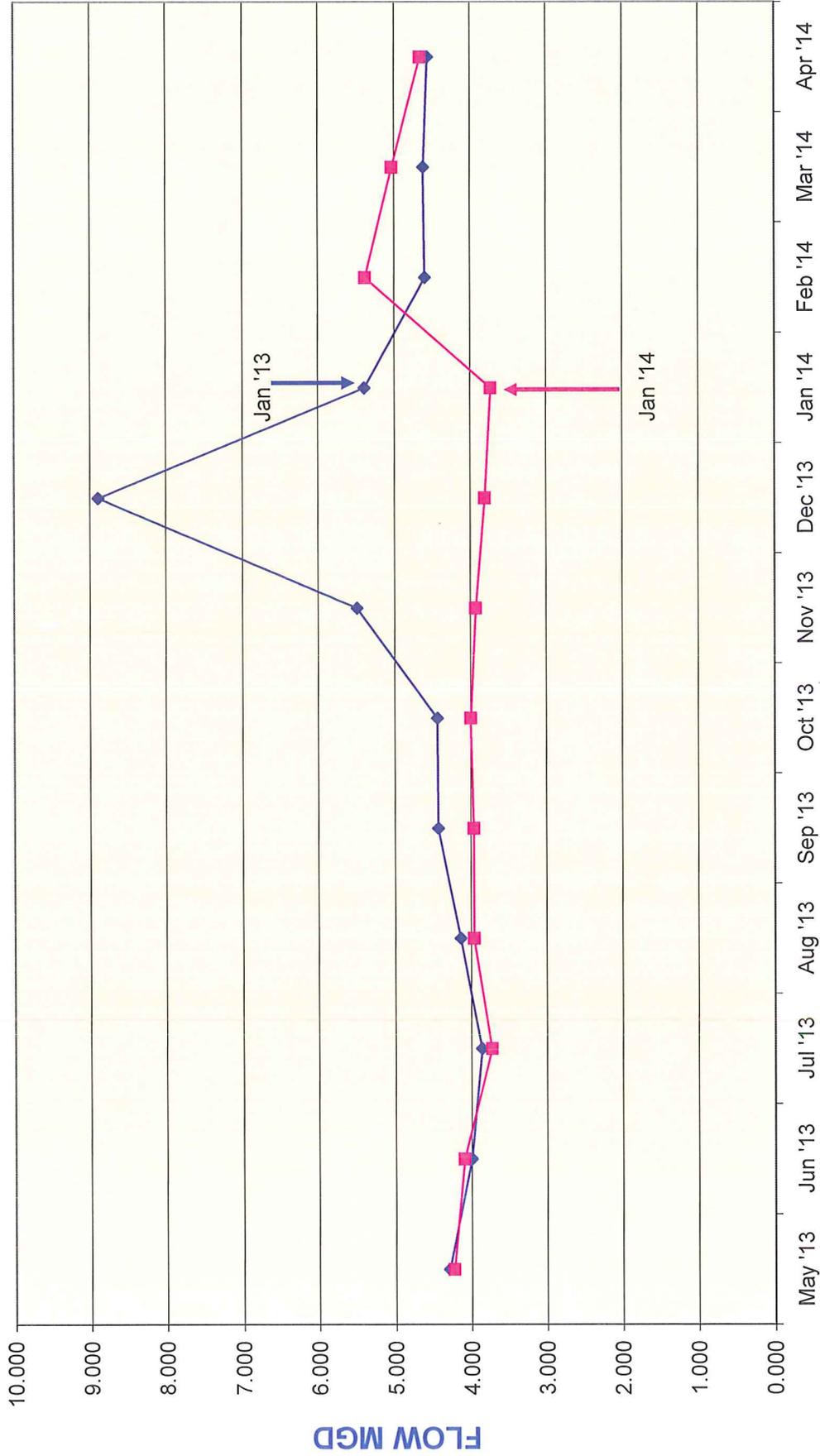
NOTES:

Recycled Water Plant 2014 Start up April 14th

Total Banked + Title 22 1.97

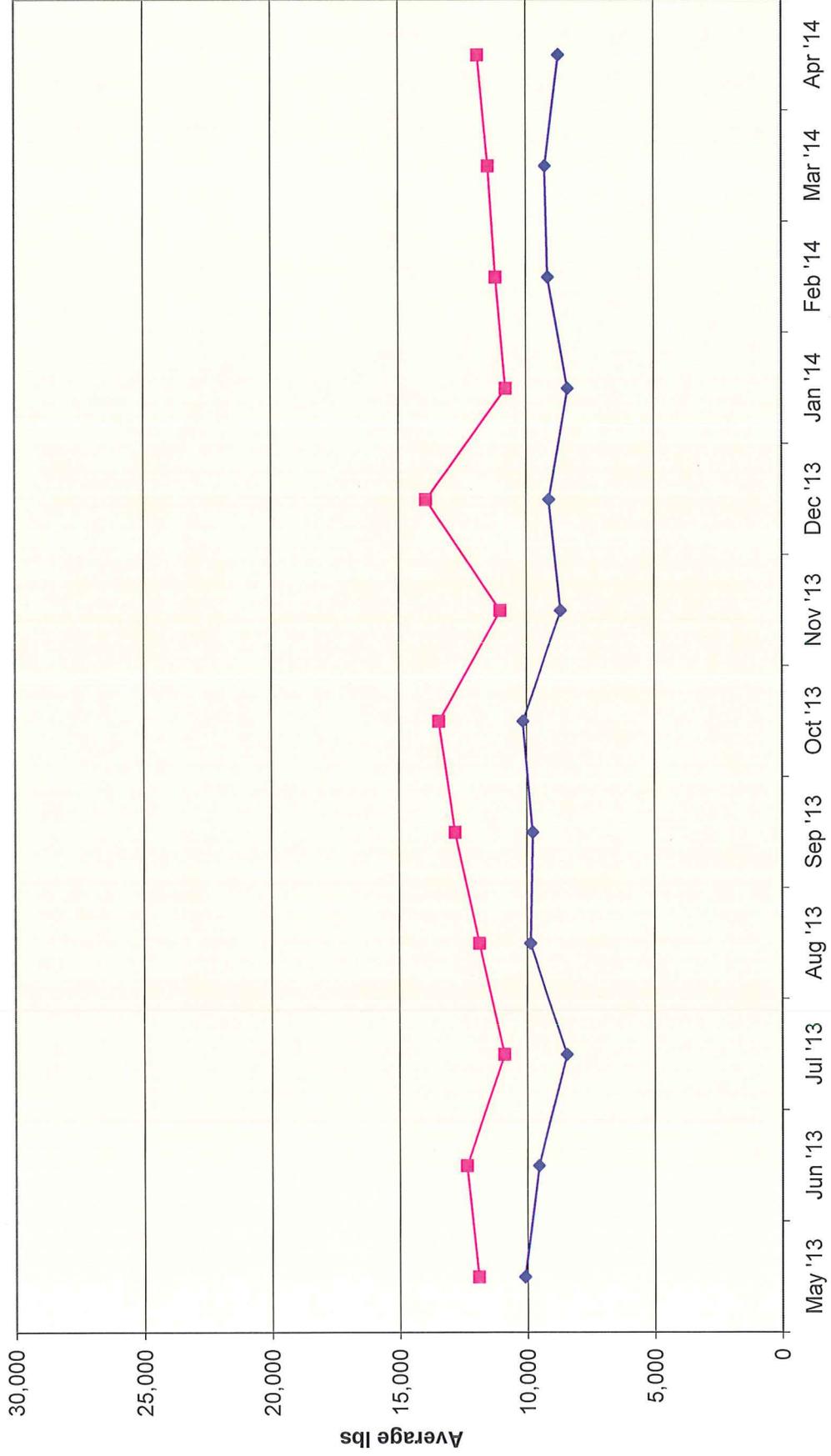
FLOW COMPARISON

—◆— 2012 / 13 —■— 2013 / 14



Influent Load BOD / TSS lbs

—◆— BOD lbs —■— TSS lbs



Effluent BOD / TSS Concentration

NPDES LIMITS WET SEASON

BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave

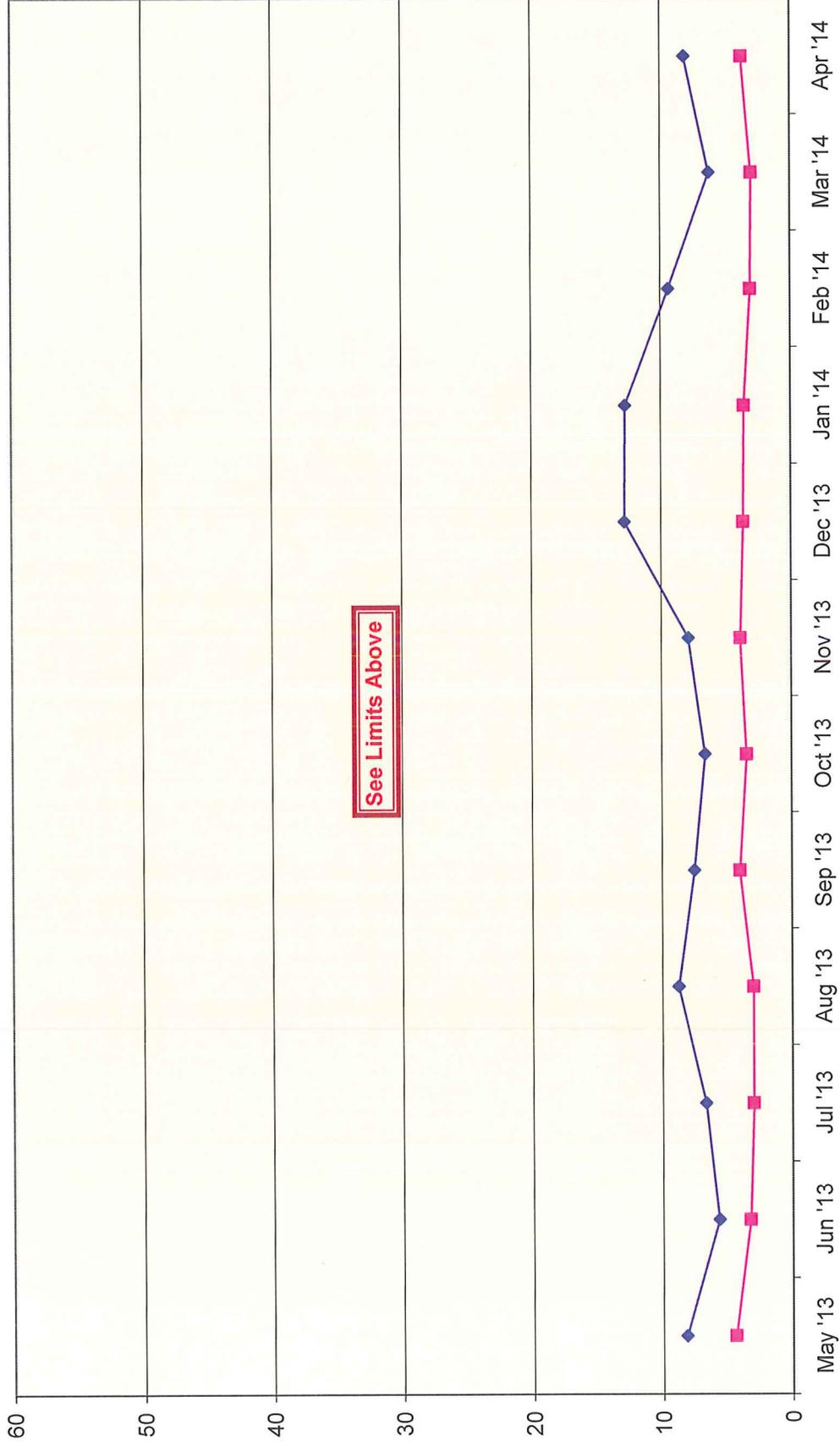
NPDES LIMITS DRY SEASON

BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave

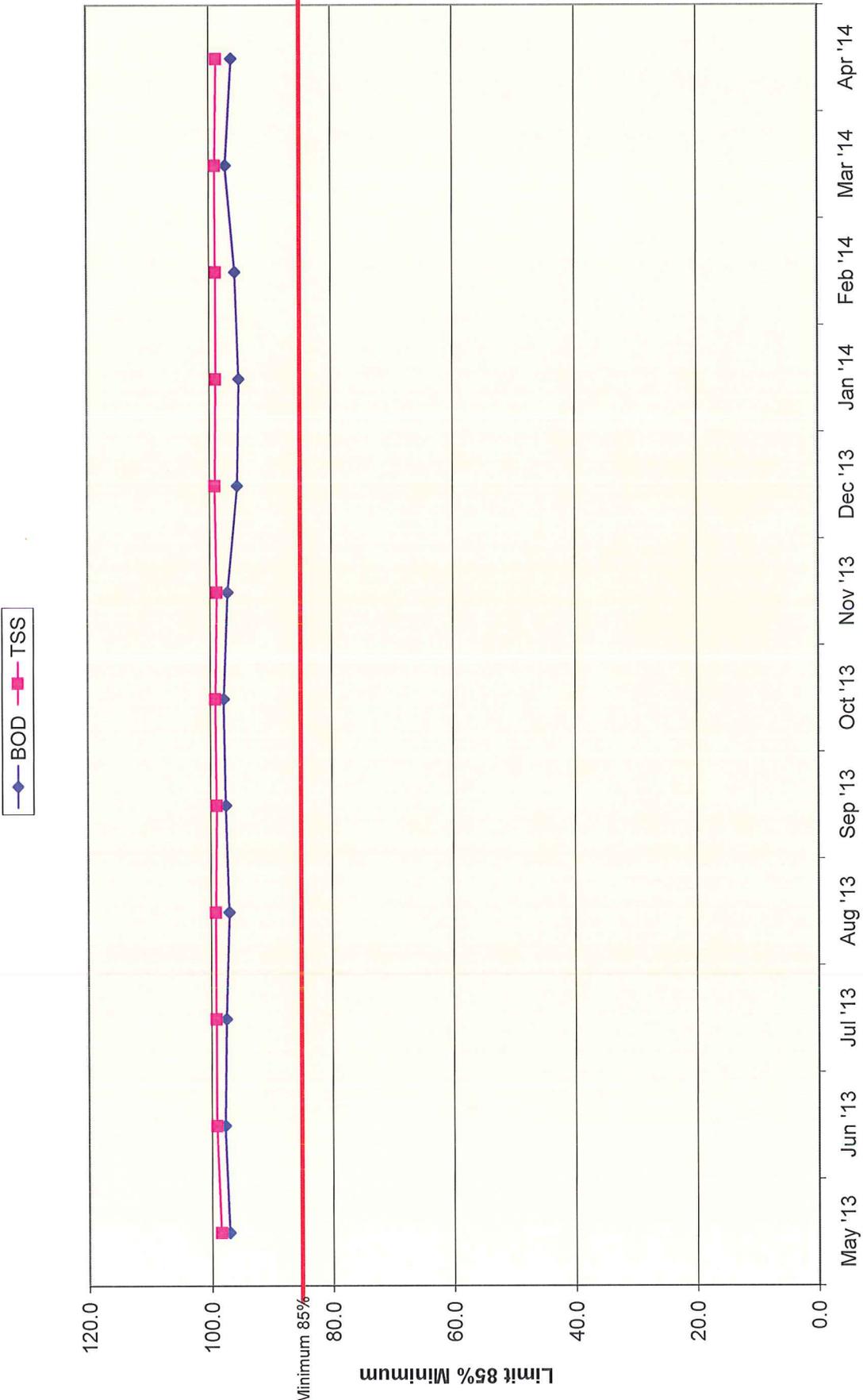
TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave

WDR (Waste Discharge Requirements) RECLAMATION

BOD - 40 mg/L



BOD / TSS Percent Removal



Disinfection

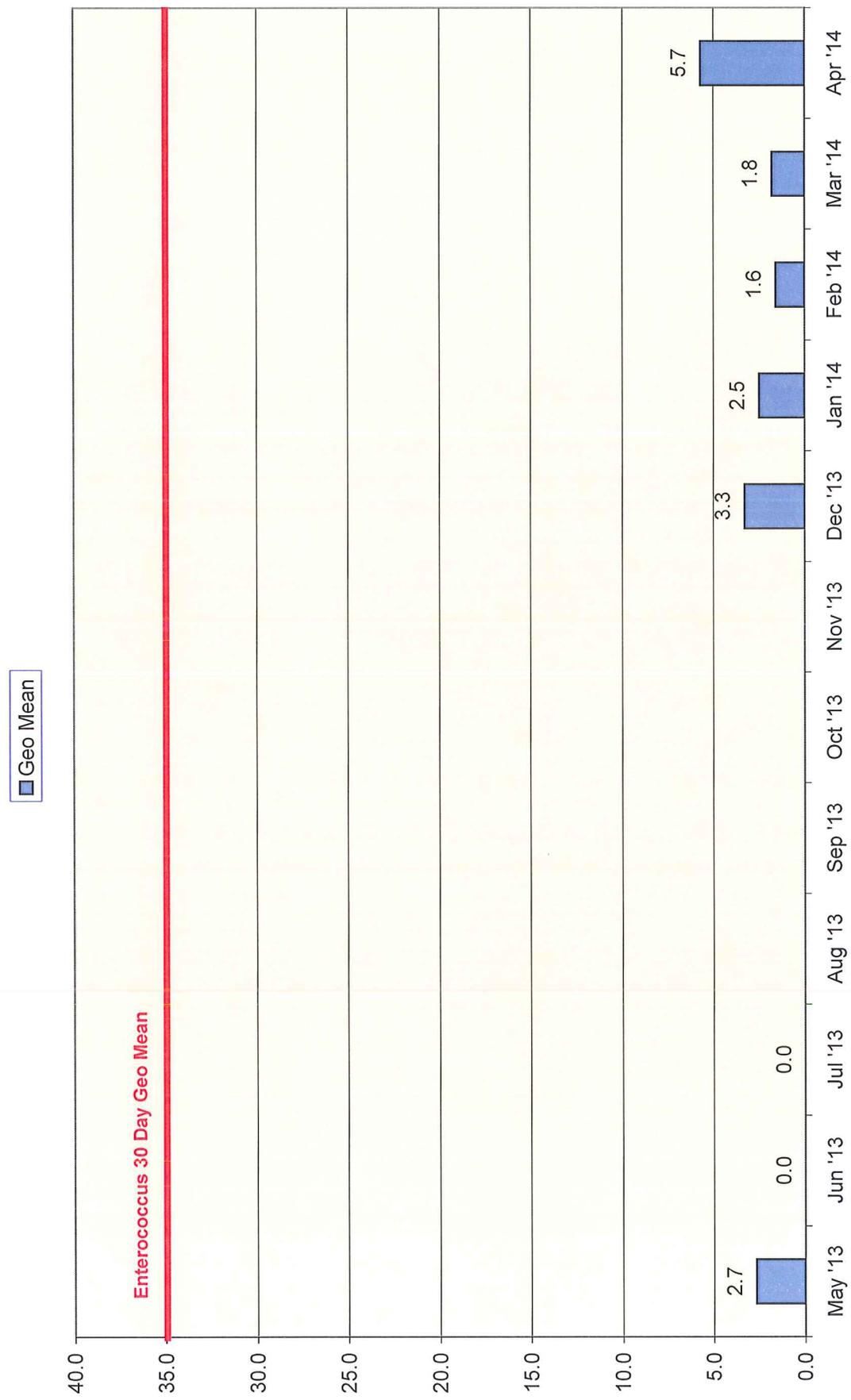
LIMITS - NPDES
 Fecal 140 mpn monthly median
 Fecal 430 mpn 90th percentile 30 day

90th % ile 30 day med

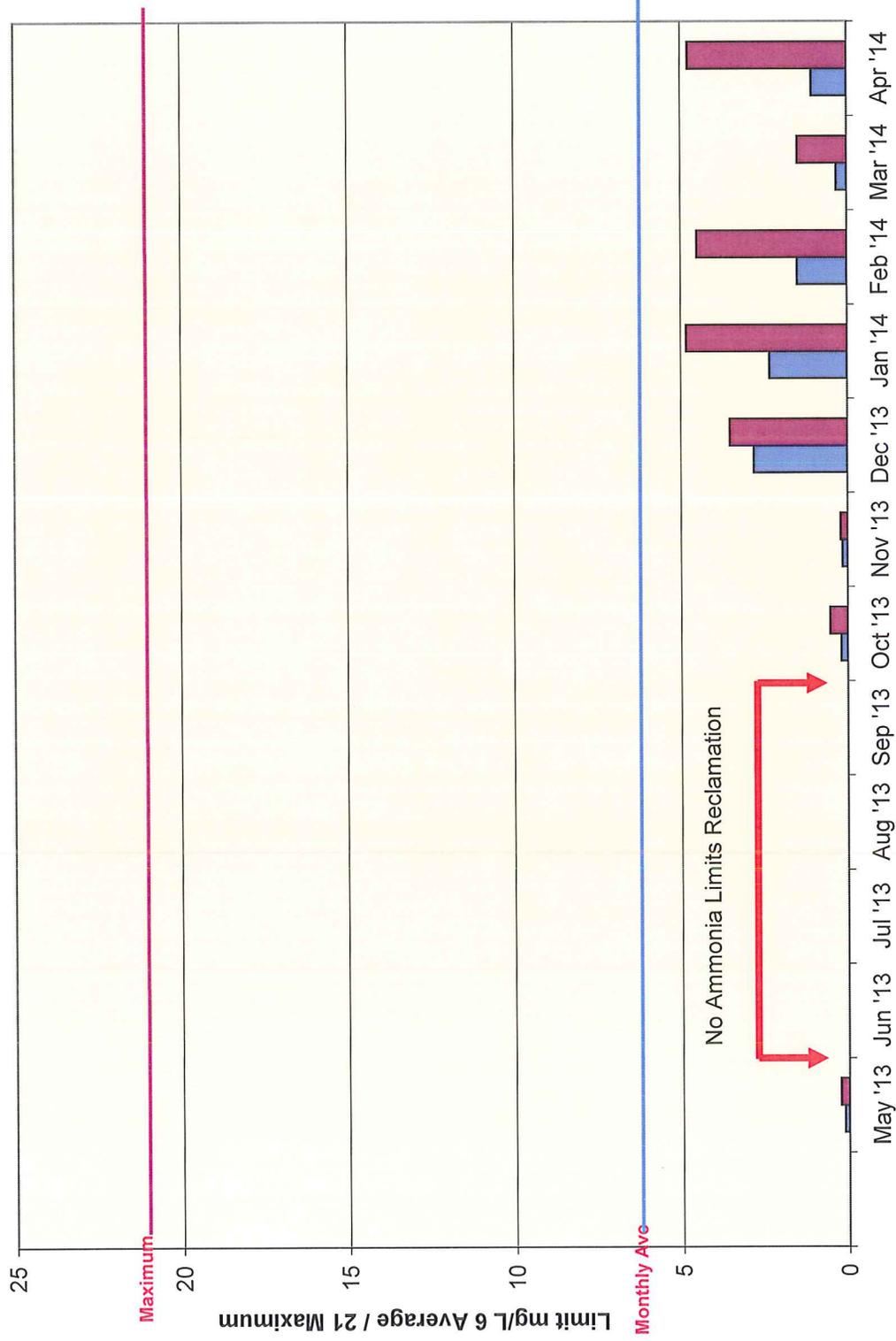


LIMITS - NPDES
Enterococcus 30 day geo mean 35 mpn /100ml

Disinfection

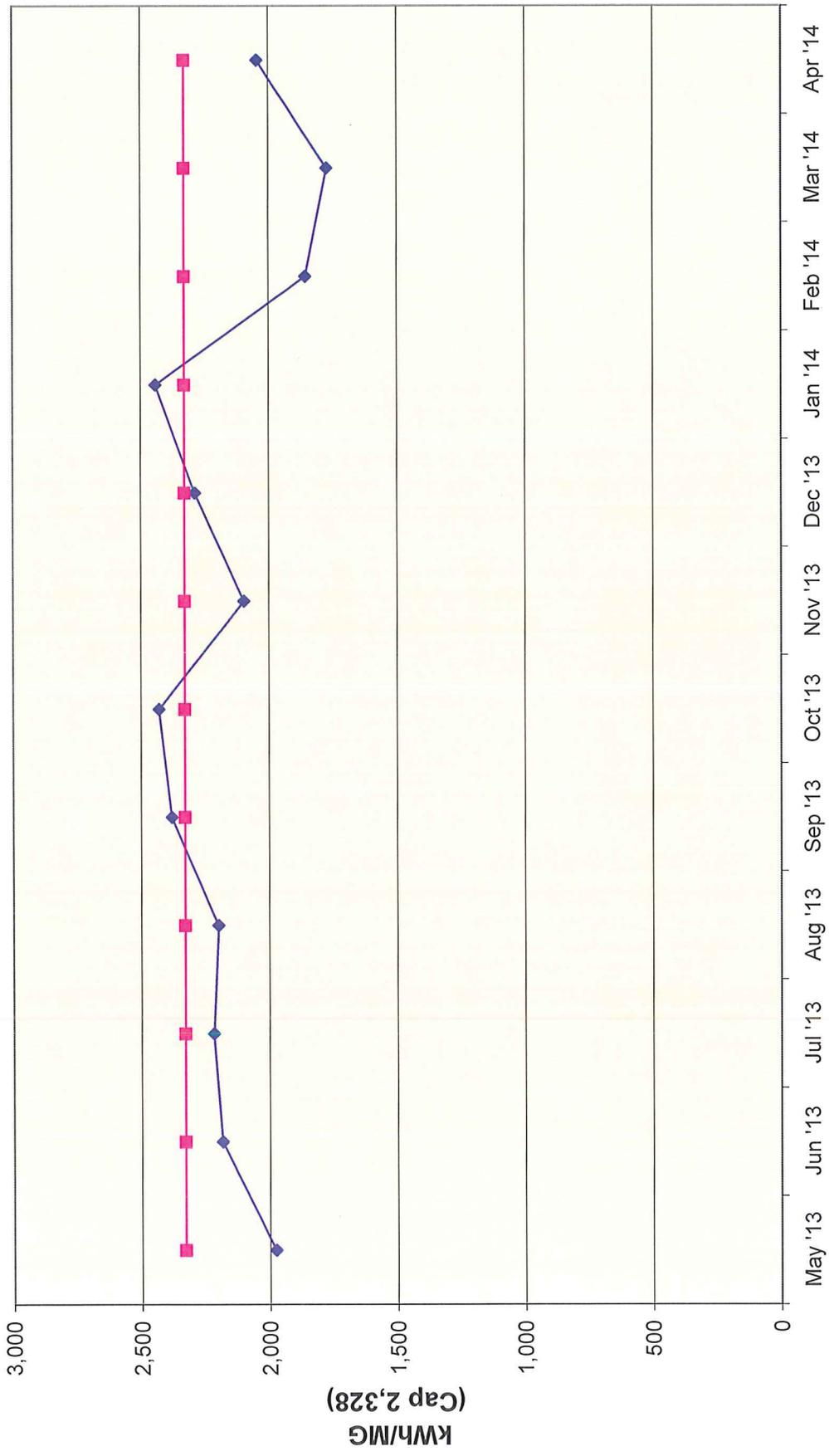


Effluent Ammonia

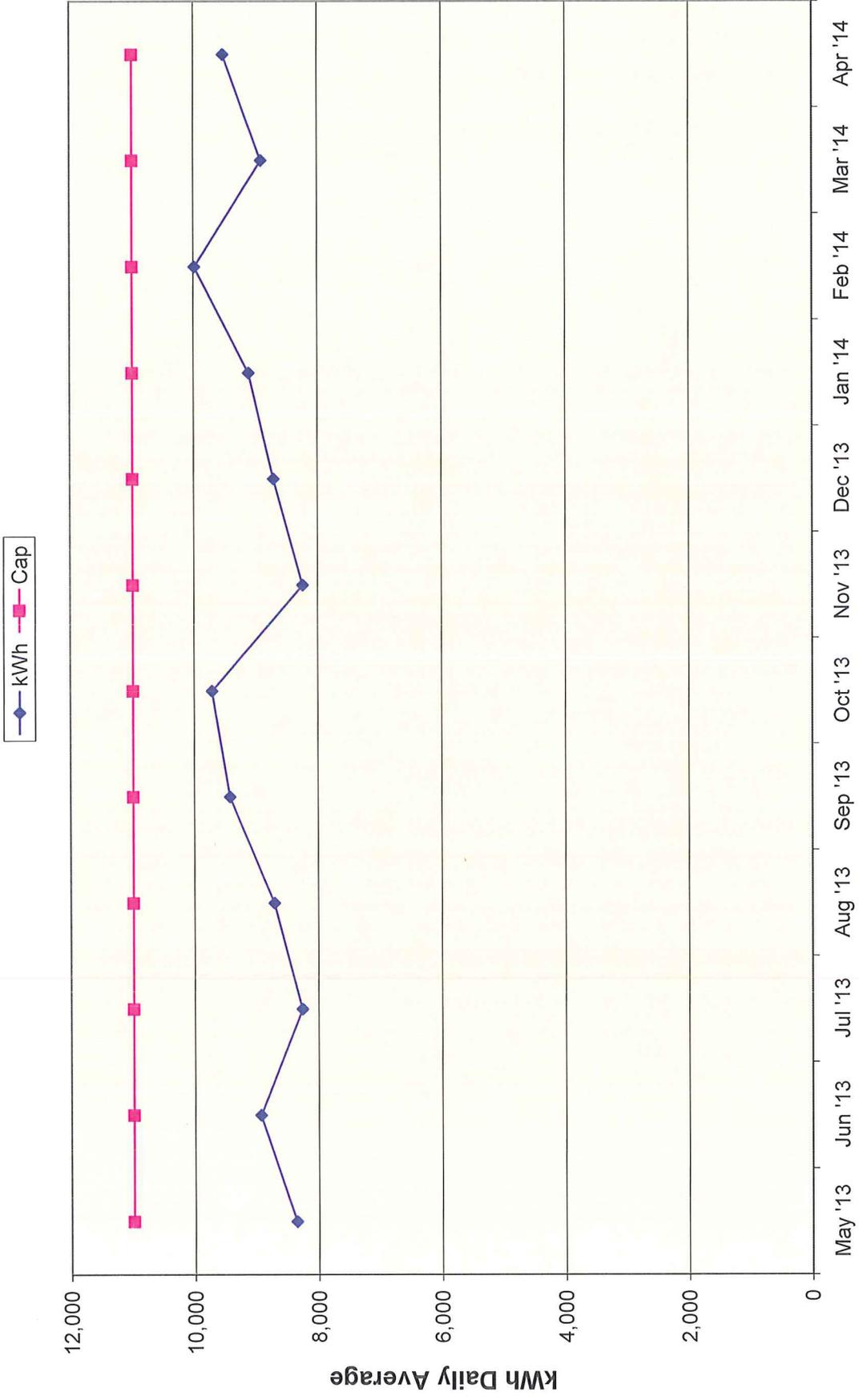


Energy kWh/MG

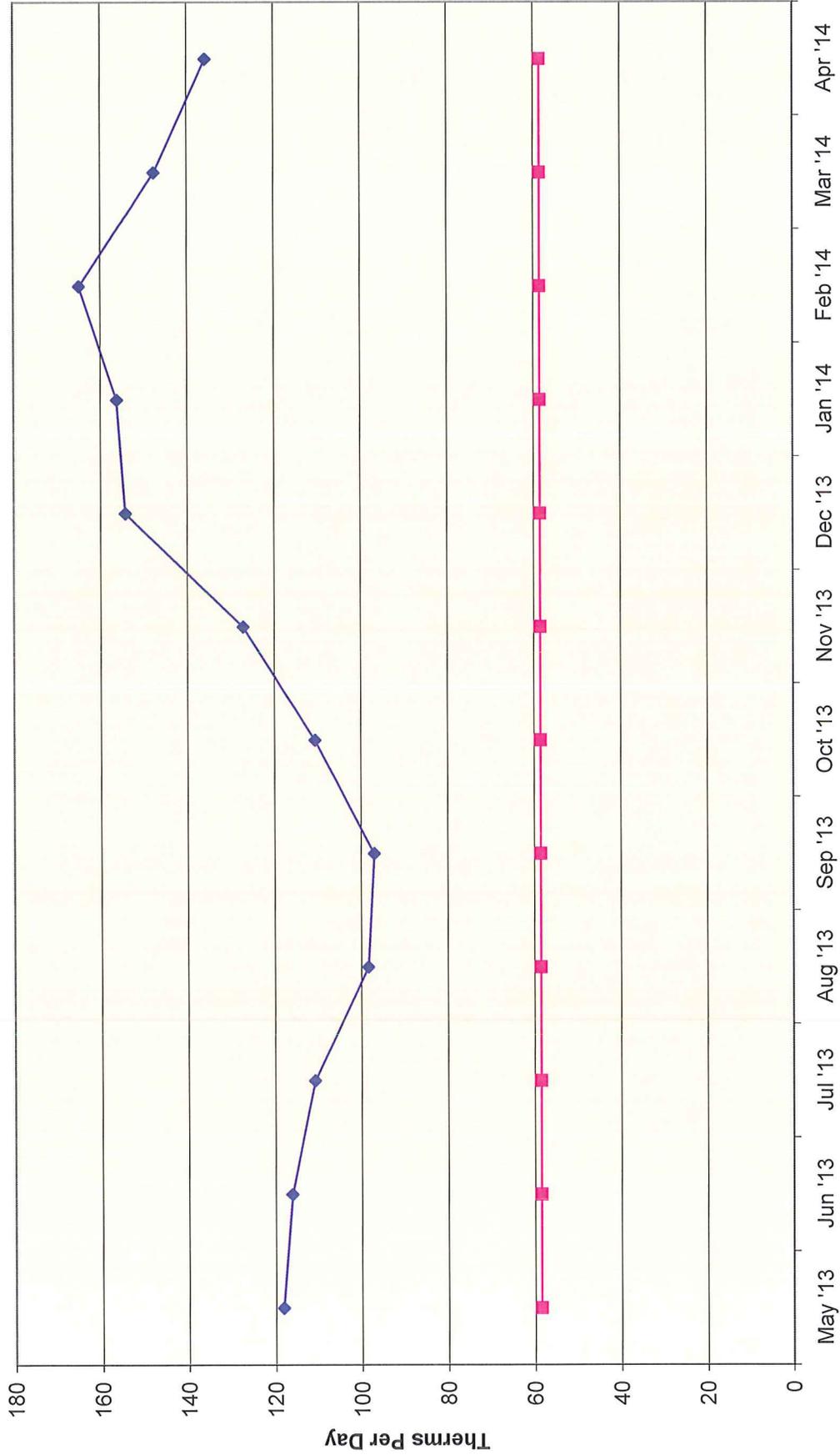
—◆— kWh/MG —■— Cap



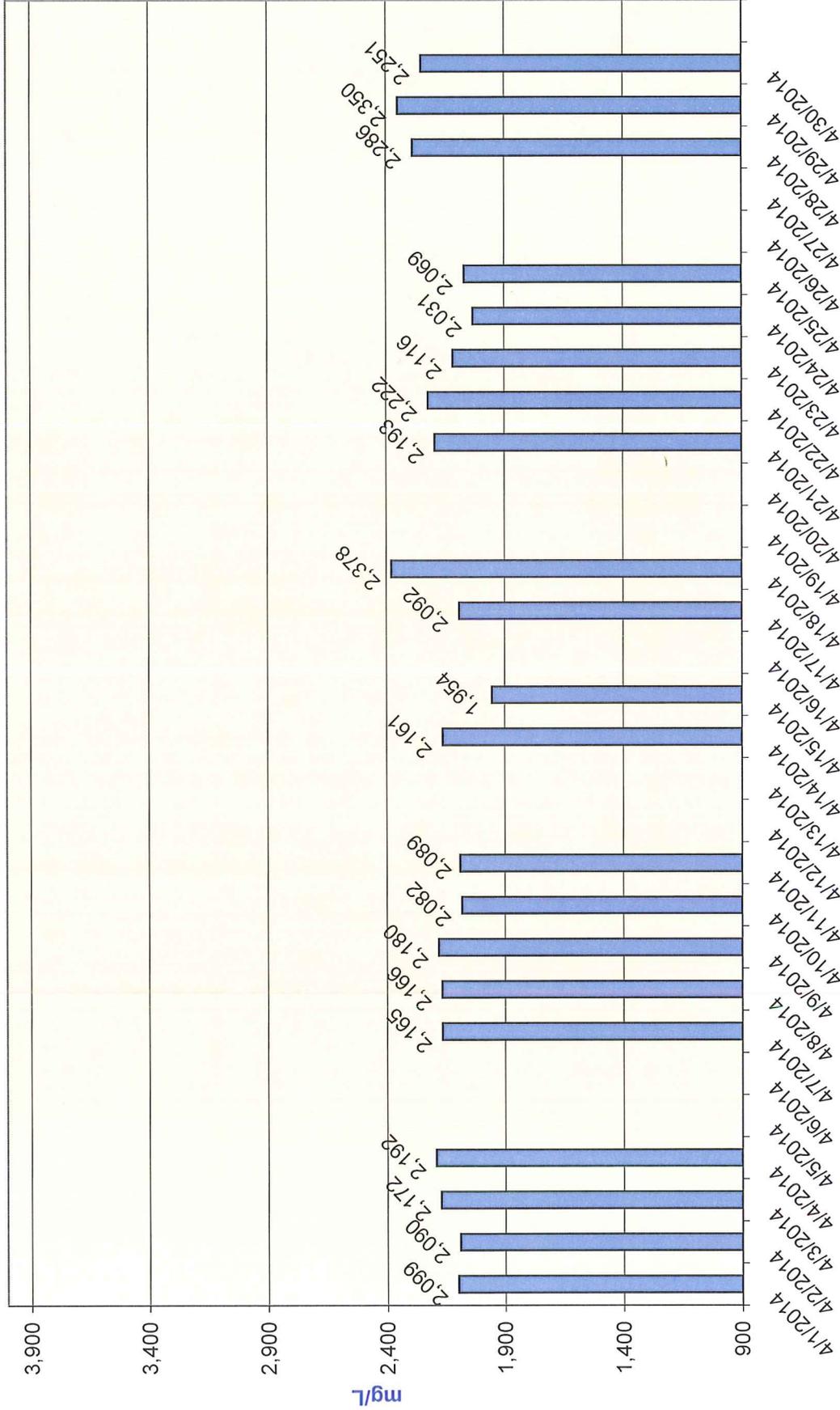
Energy kWh



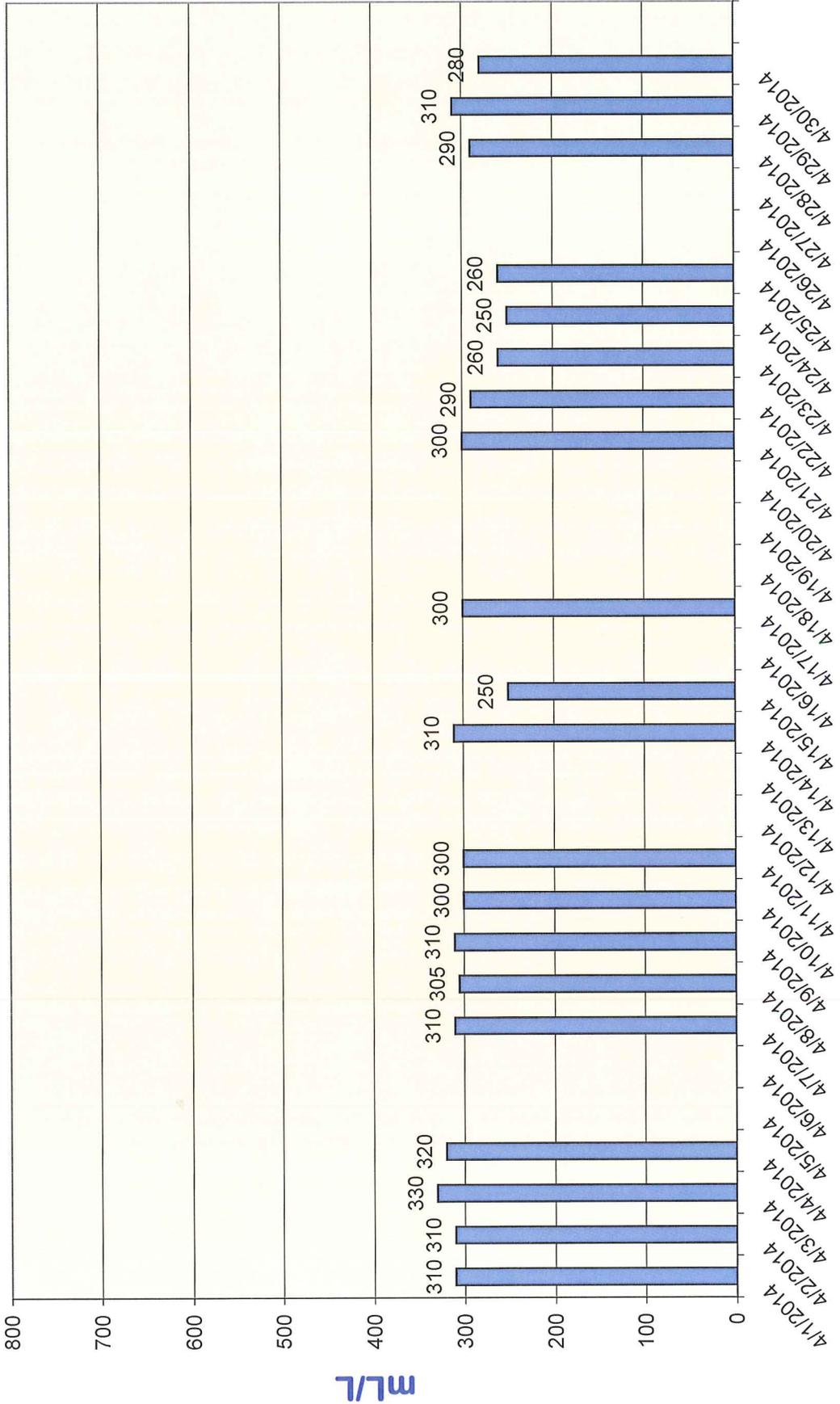
Natural Gas Use



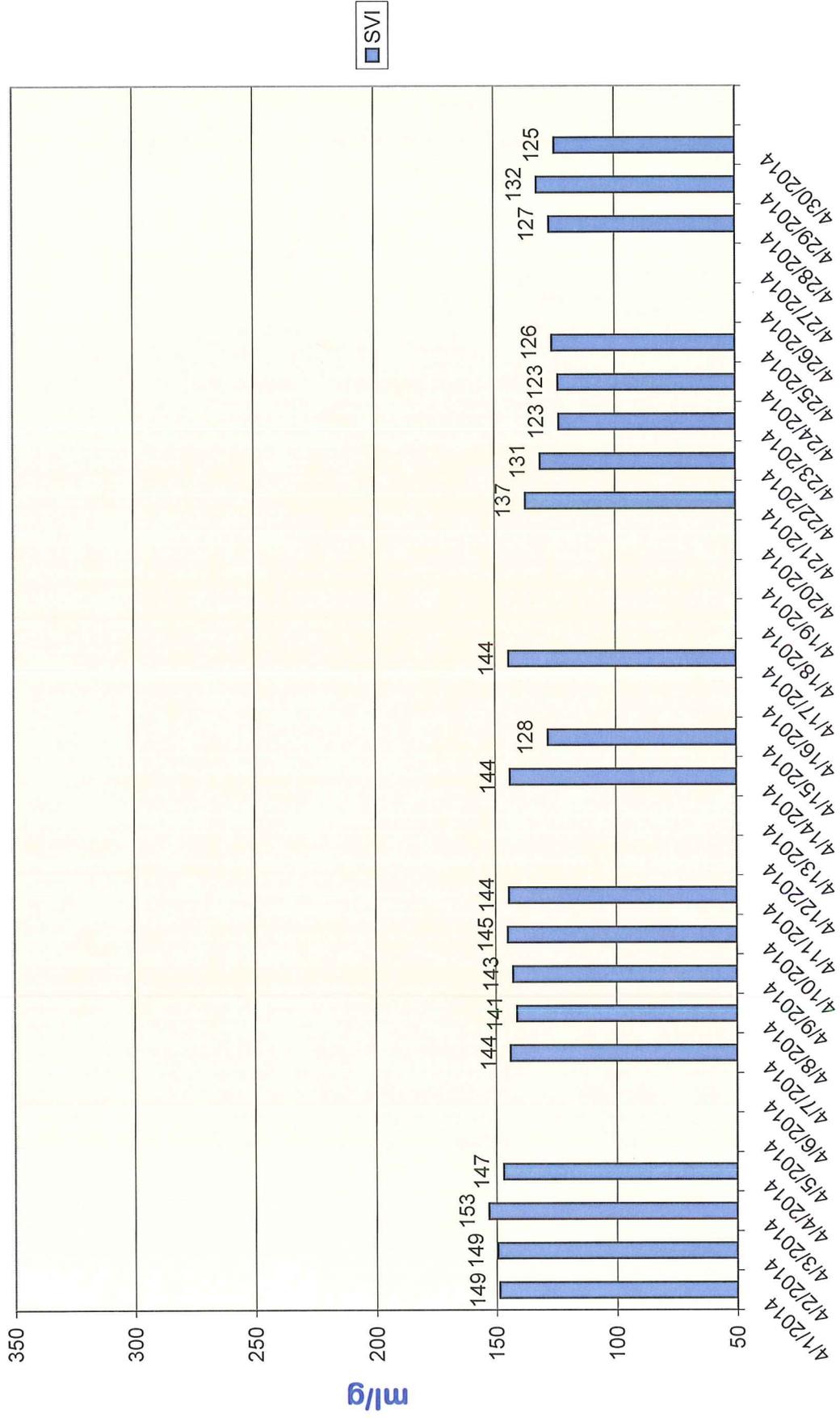
MLSS Concentration



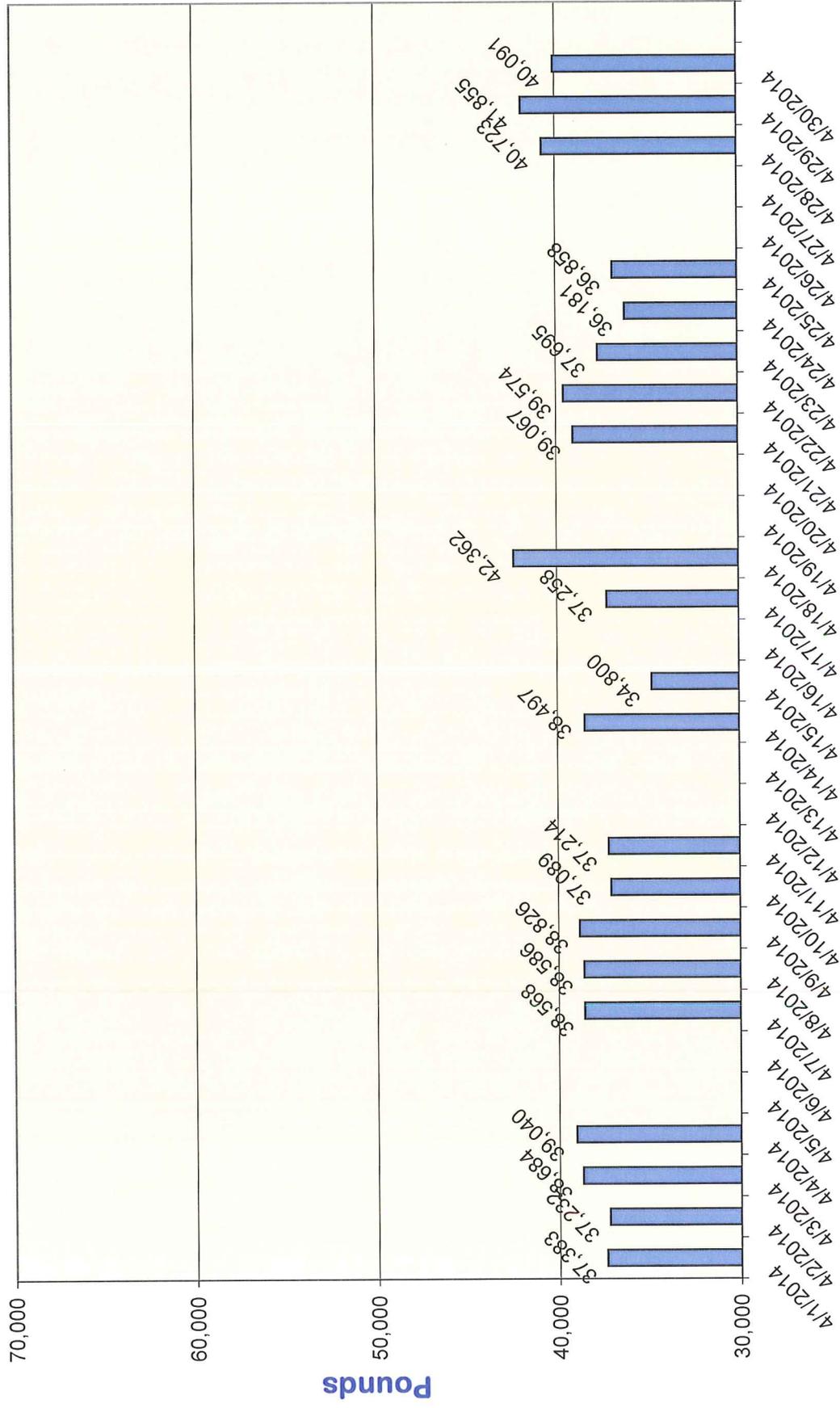
Settleability



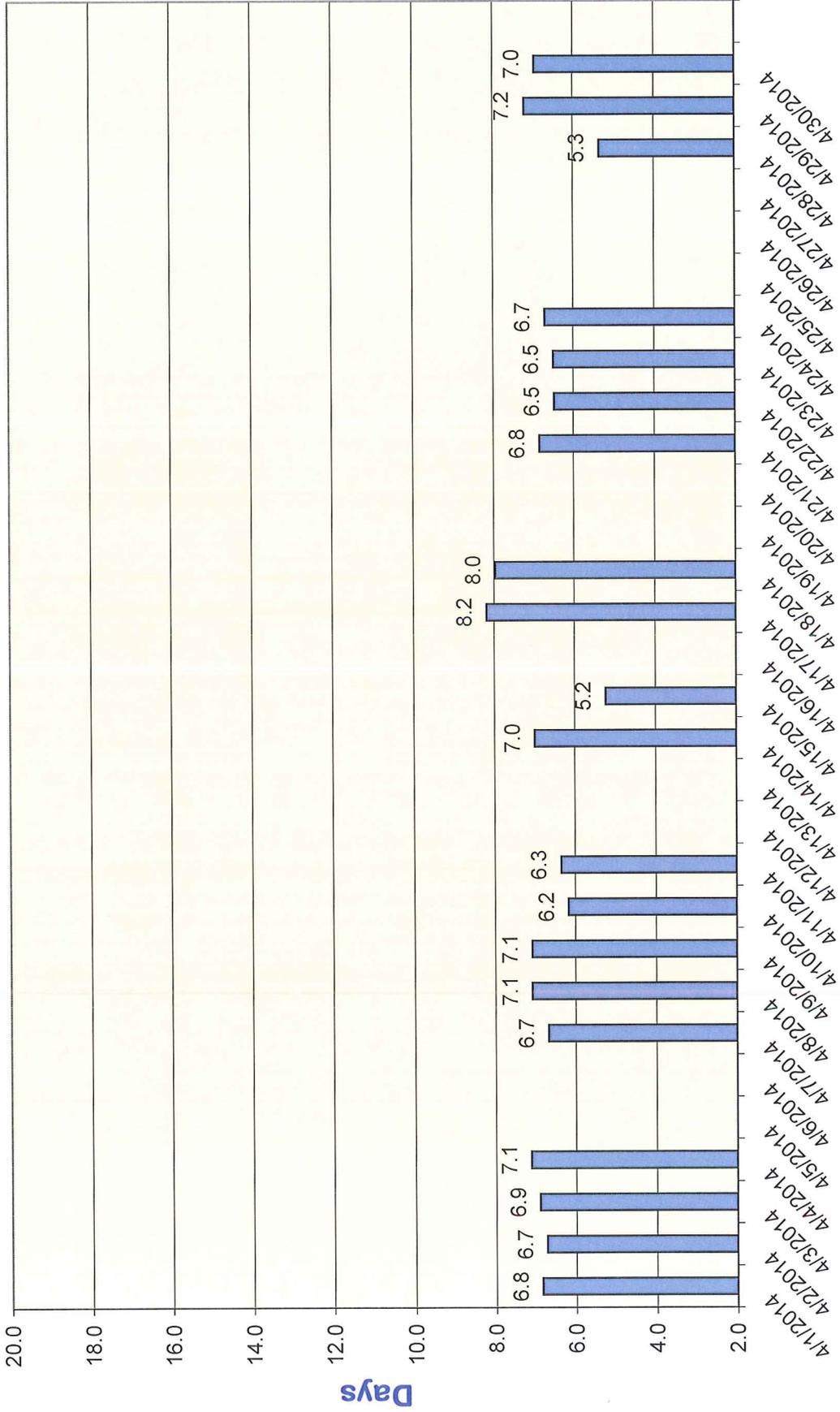
Sludge Volume Index



MLSS Inventory



Mean Cell Residence Time



Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
4/1/2014	7.87	310	2,099	37,383	0.27	6.8	149
4/2/2014	6.69	310	2,090	37,232	0.19	6.7	149
4/3/2014	6.18	330	2,172	38,684		6.9	153
4/4/2014	6.37	320	2,192	39,040		7.1	147
4/5/2014	5.87						
4/6/2014	5.52						
4/7/2014	4.83	310	2,165	38,568	0.14	6.7	144
4/8/2014	4.88	305	2,166	38,586	0.16	7.1	141
4/9/2014	4.63	310	2,180	38,826		7.1	143
4/10/2014	4.73	300	2,082	37,089		6.2	145
4/11/2014	4.17	300	2,089	37,214		6.3	144
4/12/2014	4.32						
4/13/2014	4.18						
4/14/2014	4.49	310	2,161	38,497	0.15	7.0	144
4/15/2014	4.40	250	1,954	34,800		5.2	128
4/16/2014	4.28						
4/17/2014	4.52	300	2,092	37,258		8.2	144
4/18/2014	3.83		2,378	42,362		8.0	
4/19/2014	4.21						
4/20/2014	4.28						
4/21/2014	4.21	300	2,193	39,067		6.8	137
4/22/2014	3.85	290	2,222	39,574		6.5	131
4/23/2014	3.74	260	2,116	37,695		6.5	123
4/24/2014	3.61	250	2,031	36,181		6.7	123
4/25/2014	3.93	260	2,069	36,858			126
4/26/2014	3.88						
4/27/2014	4.00						
4/28/2014	4.27	290	2,286	40,723		5.3	127
4/29/2014	3.94	310	2,350	41,855		7.2	132
4/30/2014	3.93	280	2,251	40,091		7.0	125
Minimum	3.61	250.00	1,953.50	34,800	0.14	5.2	123
Maximum	7.87	330	2,378	42,362	0.27	8.2	153
Total	135.68	5,615	43,083	767,491	0.91	128.4	2,630
Average	4.68	296	2,154	38,375	0.18	6.8	138

WORK ORDER STATISTICS

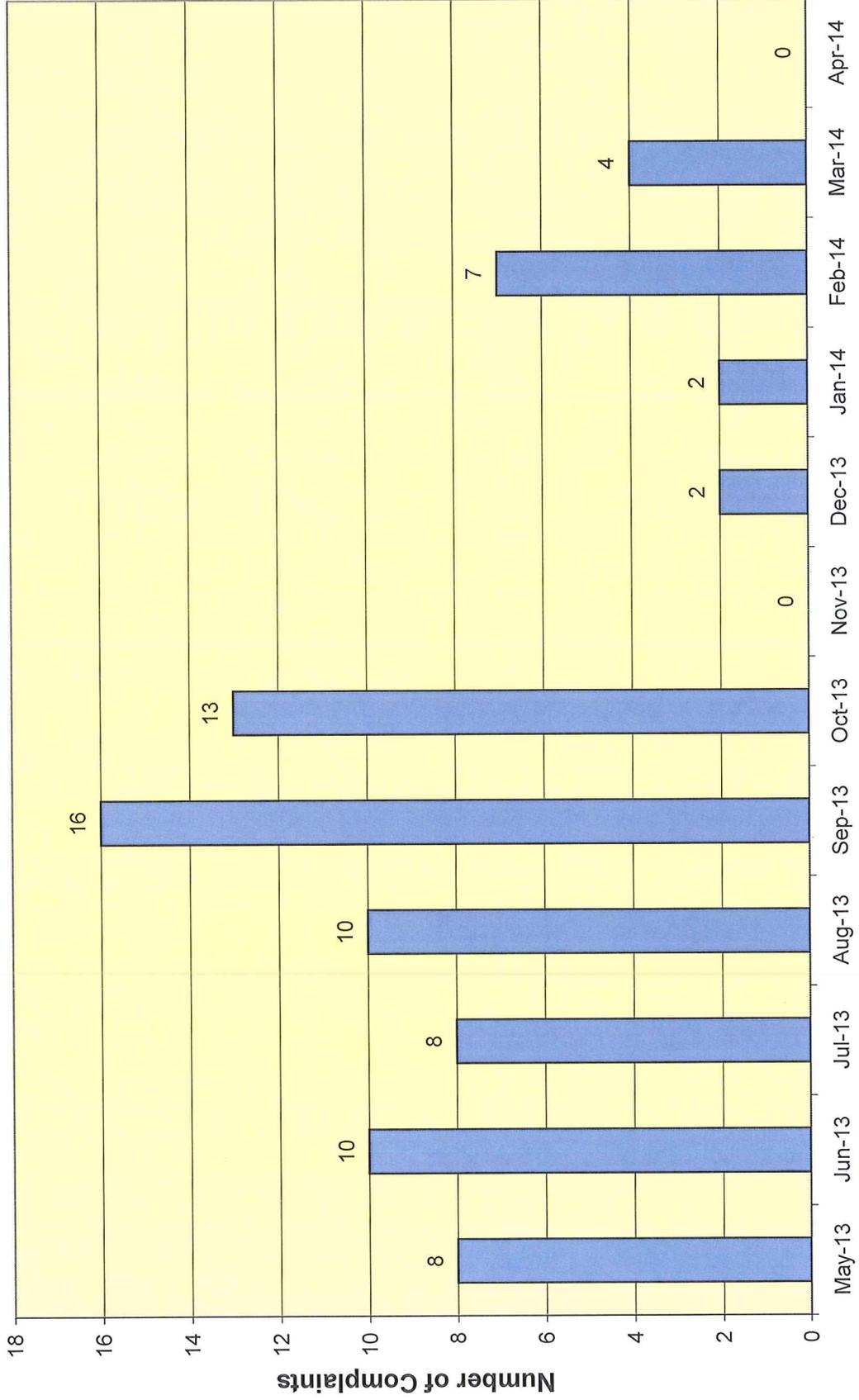
April 1, 2014 - April 30, 2014

	Open Work Orders Due Prior to 4/1/14	Open Work Orders 4/1/14 - 4/30/14	Total Open Work Orders
Preventative	24	383	407
Corrective	10	37	47
Total	34	420	454

	Closed Work Orders 4/1/14 - 4/30/14
Preventative	380
Corrective	21
Total	401

Total Outstanding Work Orders as of May 1, 2014	53
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Complaints / Contacts Received



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

Background:

Staff and the District's consultant continue to work to address issues of concern relating to odor control and landscaping, specifically from the Lea Drive neighborhood, and in the northeast corner of the Novato Treatment Plant (NTP) site.

As explained in earlier reports, and to demonstrate its commitment, the District has already expended significant amounts beyond the substantial investment for odor control, noise, and landscaping included in the original WWTP Upgrade, Contract B - Novato Treatment Plant (NTP), Project No. 72609. These additional costs have included operational changes, measures related to further odor control measures, noise abatement, visual screening, wind shielding, and daily monitoring. The District has also retained Brown and Caldwell (B&C) and their project manager, Mr. Dave McEwen, to study the issue of potential odor emissions from the aeration basins, and identify any other potential sources not previously considered or overlooked.

Odor control:

Previously, Mr. McEwen issued preliminary recommendations for odor control at the aeration basins, and made detailed presentations to neighborhood representatives in February, and to the District's Wastewater Operations Committee at its March meeting.

As mentioned before, Mr. McEwen's most significant recommendation, i.e. converting anoxic zones B and C at the aeration basins to aerobic zones, was implemented in late February/early March. Results thus far have been good, and staff continues to monitor performance.

Also, earlier in the process, staff had anticipated that implementation and further testing and validation of Mr. McEwen's recommendations would begin in spring, and that he would issue a draft technical memorandum of his work in late spring. However, upon further review, it was recommended that this next stage of testing and validation be deferred until summer, since testing during warm weather conditions will present a more appropriate "worst-case" testing scenario.

Landscaping:

Staff continues to work with the District's landscaping contractor Cagwin and Dorward (C&D), on the landscaping installed at the District's fence-line on Lea Drive at the northeast corner area of the NTP. C&D will continue to provide services on an as-needed and as-requested basis by the District to care for the landscaping in this area. Staff also anticipates bringing further landscaping improvements to this area for the Committee's consideration, at a future meeting. As an example, there are redwood trees currently in planter boxes along the east fence line that provided temporary visual screening prior to the construction of the fence. Staff is considering incorporating these trees permanently into the treeline of the east-northeast portion of the plant site.

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

General:

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

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

Collection System Maintenance:

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

Line Cleaning Performance: A total of 85,246 feet of sewer pipelines were cleaned for the month by District staff. Staff completed 580 maintenance work orders generated by the ICOM3 CMMS system, with thirty (30) outstanding work orders. Outside contractors cleaned 11,155 feet of larger diameter (10" or larger) District sewer mains.

Staff is working with ICOM/RedZone to correct apparent discrepancies between footages listed in the ICOM3 system and those listed on District maps; therefore the footage listed in the Collection System reports is based off of footage obtained by the field crews during cleaning operations. The field crews measure line segment lengths using a measuring wheel whenever they note a line segment length discrepancy of more than 10 ft. between the work order and District maps.

In April, the Peterbilt hydro-flusher (Truck 3205) was out of service for 21 working days due to mechanical issues with the hose reel assembly on the truck, it is now returned and in service.

CCTV Performance: The District's CCTV van was in the field for a total of 13 working days and televised 224 line segments for 19,331 feet of CCTV production. Field crews also televised 5,428 feet using the Push Cam. There was no CCTV activity on larger diameter mains by outside contractors.

CCTV Findings: The April CCTV work indicated one (1) significant defect in District mains televised that will require evaluation to determine if they are eligible candidates for infrastructure repair, or require a change in maintenance frequency/method.

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

Collection System Projects:

As part of the ongoing Collections System repair projects (Account No. 72803) contractors completed a repair at 29 San Domingo during the month of April.

Pump Station Maintenance:

The Collection System Department conducted 258 lift station inspections for the month with 112 of the inspection visits generated through the JobCal Plus CMMS system*. There are 7 outstanding work orders for the month of April. The breakdown of the lift station inspections is as follows: 27 Flygt submersible pump stations, 1 time per month, 6 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily.

District staff has identified forty-four (44) air relief valves (ARV's) that require periodic maintenance. These are being entered into the JobCal Plus CMMS maintenance schedule as initial inspections and evaluations are completed.

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

***Note:** The JobCal Plus program is not only used for scheduling and tracking pump station related maintenance work orders, it is also used for ladder inspections, reclamation maintenance work orders, SCADA backup scheduling, and vehicle maintenance scheduling.

Pump Station Rehabilitation:

Currently, there are two (2) pump stations under construction as part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project Account No. 72403). This current phase, (Project Unit 5), includes rehabilitation of the Los Robles Pump Station and relocation and replacement of the Digital Drive pump station. Construction work continues on these projects.

Site drainage and bypass pumping improvements for Marin Village, Bahia and E. Hamilton Pump Stations began in March as part of the Annual Treatment Plant and Pump Station Improvements, (Capital Improvement Project Account No. 72805). These improvements will reconfigure each pump station site to return any water that falls on that site back into its wet well and also construct bypass connections to allow the District to pump around the pump stations when necessary. Site drainage improvements were completed at East Hamilton and Marin Village Pump Stations this month, and pump station bypass connections were installed at E. Hamilton and Bahia Main Pump Stations.

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

Safety and Training:

General: The Collection System crew attended five safety tailgate meetings.

Specialized training: Collection System staff participated in Pump Station Emergency Operation training as part of the development of the Pump Stations Emergency Operating Procedures (EOPs). This training included a simulated pump station failure response drill at Redwood Pump Station. Similar drills will take place at other pump stations periodically in the future. Staff also attended a three hour Fall Prevention training in April.

Safety performance: There were no lost time accidents this month for a total of 1,142 accident-free days.

Standard Operating Procedures (SOPs):

Department staff continues to work on generating new SOPs, and working towards finalizing earlier draft SOPs. One (1) SOP (Root Abatement Field Support) and eight (8) draft SOP's (Flygt Pump Removal) were issued in April.

Emergency Operating Procedures (EOPs) – Pump Stations:

Staff has also been working with DKF Solutions since summer 2013 to generate the 38 Emergency Operating Procedures (EOPs) required for all of the District pump stations. At this time, one EOP is almost complete (except for some minor edits), 24 have had a final review, and 2 more require a final review. The contractor has not yet submitted 12 EOP's for initial staff review. It is anticipated that the EOPs will be in place (along with all relevant training performed) by May 2014.

Sanitary Sewer Overflows (SSOs):

In April, there were zero (0) SSO's.

Novato Sanitary District
Collection System Monthly Report For April 2014 (as of April 30, 2014)

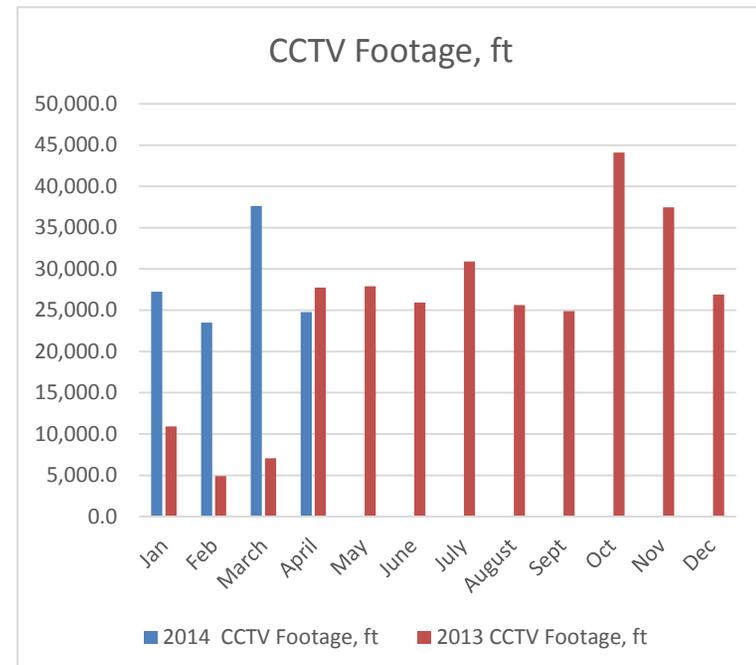
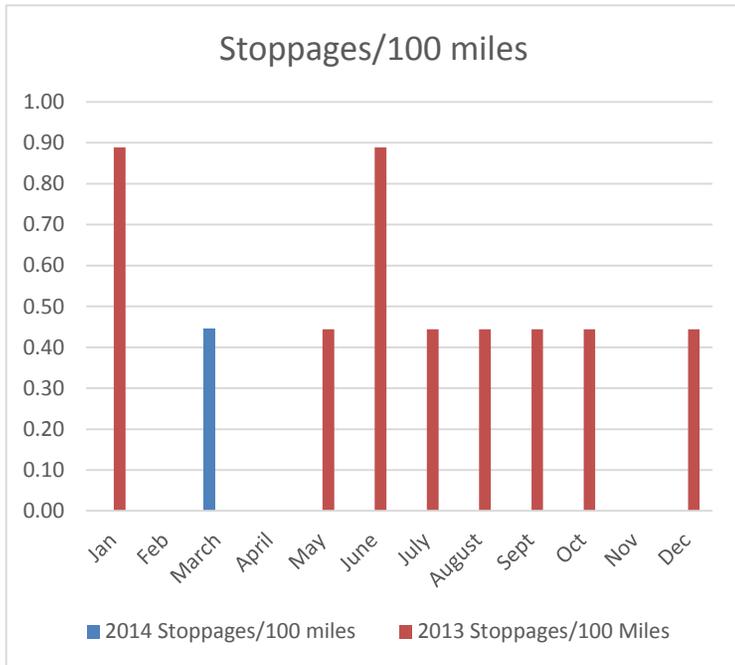
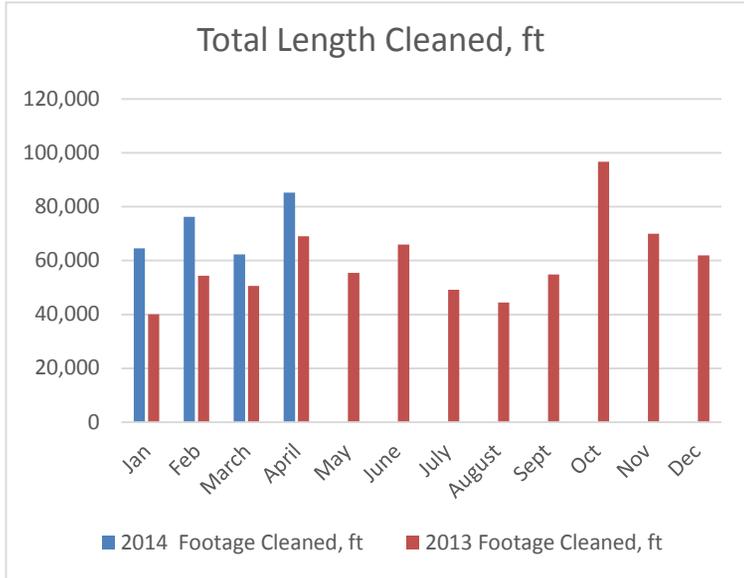
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
A. Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	2.6	2.5	2.2	2.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.8
Number of FTEs (other)	1.7	1.6	2.1	1.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.6
Number of FTEs (CCTV)	0.9	0.8	1.0	0.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.3
Total, FTEs	5.2	4.9	5.3	5.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	1.7
Regular Time Worked, (main line cleaning), hrs	448	402	378	461										
Regular Time Worked on Other, hrs (1)	294	262	350	313										
Regular Time Worked on CCTV (2)	158	125	172	136										
Total Regular time, worked, hrs	900	789	900	909	0	0	0	0	0	0	0	0	3,498	292
Total Vacation/Sick Leave/Holiday, hrs	285	151	101	143									680	170
Vacation/Sick Leave/Holiday, FTEs	1.6	0.9	0.6	0.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	0.3
Overtime Worked on Coll. Sys., hrs	2	8	3	15									28	7
Overtime Worked on Other, hrs (1)	22	17	16	31									86	22
Overtime Worked on CCTV (2)	0	0	0	3									3	1
Total Overtime, hrs	24	25	19	49	0	0	0	0	0	0	0	0	117	10
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	57	30	24	78									189	47
Rodder 3203 ft. cleaned	10,989	3,337	6,378	11,933									32,637	8,159
Rodder - outside services, ft cleaned	0	0	0	0									0	0
Flusher Work Orders generated	351	352	369	532									1,604	401
Truck 3205V ft. cleaned	16,187	16,552	18,158	802									51,699	12,925
Truck 3206V ft. cleaned	37,342	56,332	37,781	72,511									203,966	50,992
Flusher - outside services, ft. cleaned	2,301	1,570	6,492	11,155									21,518	
Total Footage cleaned(3)	64,518	76,221	62,317	85,246	0	0	0	0	0	0	0	0	288,302	24,025
Work Orders completed	408	361	393	580									1,742	436
Work Orders backlog	66	21	0	30	0	0	0	0	0	0	0	0	117	10
2. Closed Circuit Television (CCTV)														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0	0	0	0	0	
CCTV Truck 3126T, ft. videoed	24,487	21,931	31,116	19,331									96,865	24,216
CCTV (hand cam), ft. videoed	449	0	0	5,428	0	0	0	0	0	0	0	0	5,877	
CCTV Inspection - outside services, ft. videoed	2,301	1,570	6,492	0	0	0	0	0	0	0	0	0	10,363	
Total CCTV footage(3)	27,237	23,501	37,608	24,759	NA	NA	NA	NA	NA	NA	NA	NA	113,105	
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category III)	0	0	0	0									0	NA
Major (Category II)	0	0	0	0									0	NA
Major (Category I)	0	0	1	0									1	NA
Overflow Gallons	0	0	180	0									180	NA
Volume Recovered	0	0	0	0									0	NA
Percent Recovered	NA	NA	0%	NA	NA	NA	NA	NA	NA	NA	NA	NA	0%	NA
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	8	3	5	4									20	5
Normal hours S.C. response time, mins (avg.)	38	19	25	18									100	25
Service Callouts, after hours, #	0	1	1	1									3	1
After Hours S.C. response time, mins (avg.)	0	15	40	42									97	24
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	144	190	165	185	NA	NA	NA	NA	NA	NA	NA	NA	NA	171
Total Stoppages/100 Miles	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4	NA
Average spill response time (mins)	0	0	18	0									NA	5
Callouts/100 Miles	0.0	0.4	0.4	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.3	0.1
Overtime hours/100 Miles	1	4	1	7	0	0	0	0	0	0	0	0	12.44	1
Overflow Gallons/100 Miles	0	0	80	0	0	0	0	0	0	0	0	0	80	7

(1) This category includes time spent on: Data input, Training, Service Calls, Overflow Response, as well as any other activity that does not directly relate to main line cleaning or CCTV work.

(2) This category separates time spent on CCTV from other Collection System maintenance activities.

(3) Does not include outside services (tracked separately)

Collection System 2013-14 Graphs



**COLLECTION SYSTEM (Pump Stations)
WORK ORDER STATISTICS
April 1, 2014 - April 30, 2014**

	Open Work Orders Due Prior to 4/1/2014	Open Work Orders 4/1/2014 - 4/30/2014	Total Open Work Orders
Preventive	4	114	115
Corrective	0	1	1
Total	4	115	119

	Closed Work Orders 4/1/2014 - 4/30/2014
Preventive	111
Corrective	1
Total	112

Total Outstanding Work Orders as of 4/30/2014	7
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**NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
April 2014**

Summary:

Pump No. 1 at Drainage Pump Station No. 7 was removed for repair and reinstalled. There were no other activities this month.

Ranch Operations:

In October, 2013 Pump No. 1 at Drainage Pump Station No. 7 was installed and put into service after it was repaired last Fall. Over the next few months staff noticed that while running, it was noticeably louder than the other two pumps. In March staff brought this to the attention of Koffler Electric, the company that rebuilt it, and Koffler came on site to check the pump out and agreed something was wrong. Koffler removed the pump and took it to their shop for inspection and eventual repair. Koffler found that the lower bearing housing was not repaired correctly when it was rebuilt last Fall in their shop. Koffler repaired the bearing housing and re-installed the pump. The pump was put into lead and has been running without issues. This work was completed at no cost to the District.

Irrigation Parcels:

There were no irrigation parcel activities this month.

Irrigation Pump Station:

There were no irrigation pump station activities this month.

Sludge Handling & Disposal:

There were no sludge handling and disposal activities this month.

Local News

A Somber Farewell



COURTESY OF MIKE READ

A heartfelt moment was had all as family, friends and business associates paid tribute last week to Mike DiGiorgio, a former Novato councilmember and Novato chamber president, who died last month. Above, his wife Donna and son Anthony are presented a U.S. flag from a member of the California State Honor Guard. DiGiorgio was 73.

Novato Sanitary board taps new member

Posted: Wed May 14 11:52:42 MDT 2014

marinij.com

Gary Butler, a local insurance agent with 25 years of business experience, was unanimously appointed by the Novato Sanitary District Board of Directors to replace director Michael DiGiorgio, who died recently.

Butler, a State Farm Mutual Insurance Co. agent who has also logged many years of community service, was chosen from a field of "seven well-qualified candidates" to replace DiGiorgio, said Board President Jean Mariani. DiGiorgio died of leukemia in April.

Butler will "bring a new perspective to the district that the board believes will help advance the district in a fresh and productive manner," Mariani said.

"I'm excited. It's a well-run district and a board that really takes its role seriously and I'm excited to be part of that," Butler said.

The new director has 25 years of professional insurance and risk management experience, much of that time in executive and management roles.

Butler also served as vice chairman of the Novato Planning Commission. He is a board member of the Rotary Club of Ignacio and treasurer of the club's foundation. He has served on the board of the Downtown Novato Business Association, and is a graduate of the University of San Francisco with a bachelor's degree in accounting and an MBA in finance.

Contact Janis Mara via email at jmara@marinij.com. Follow her at [Twitter.com/jmara](https://twitter.com/jmara).

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Novato Sanitary District appoints new director

Local real estate agent appointed to NSD board to replace late public official Mike DiGiorgio

BY JOE WOLFCALÉ
Marinscope Newspapers

A local real estate agent with more than two decades of business experience has been tapped by the Novato Sanitary Board to replace the late Mike DiGiorgio.

Gary Butler was the candidate of choice among six others. He was appointed unanimously May 13, according to NSD Board President Jean Mariani.

"The board is grateful to all the candidates that took time to apply for the position," Mari-

ani said. "Gary Butler's background and training brings a new perspective to the district that the board believes will help advance the district in a fresh and productive manner."

DiGiorgio, 73, died last month of leukemia.

Butler has 25 years

of professional insurance and risk management experience, much of which was spent in executive and management roles, according to the district's press release. He is a skilled leader and has experience in finance, budgets, IT systems, operations and



Gary Butler

creative problem solving. Butler, a graduate of the University of San Francisco, is well known in the Novato community. Butler has served as vice chairman of the Novato Planning Com-

See **DIRECTOR A2**

DIRECTOR: *Veteran businessman joins team*

From A1

mission, is currently on the board of the Rotary Club of Ignacio and board member of the club's foundation.

Butler also served a stint as a board member of the Downtown Novato Busi-

ness Association.

He has a bachelor of science in accounting and an MBA in finance.

The Novato Sanitary Board, composed of five board members, serves roughly 60,000 customers in wastewater collection and

treatment, water recycling and solid waste disposal.

For more information about the Novato Sanitary Board, visit novatosan.com.

Contact Joe Wolfcale at jwolfcale@marinscope.com.