

# NOVATO SANITARY DISTRICT

Meeting Date: July 9, 2018

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m., Monday, July 9, 2018, at the District Offices, 500 Davidson Street, Novato.**

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

## AGENDA

1. **PLEDGE OF ALLEGIANCE:**
2. **AGENDA APPROVAL:**
3. **PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):**

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

4. **REVIEW OF MINUTES:**
  - a. Consider approval of minutes of the June 11, 2018 regular meeting.
5. **CONSENT CALENDAR:**

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

- a. Approve regular disbursements, June 11-July 9, 2018.
- b. Ratify June 2018 payroll and payroll related disbursements.
- c. Receive deposit summary, June 2018.
- d. Approve District Statement of Investment Policy, Policy 3120 - Investment of Public Funds, subject to minor edits or changes.
- e. Approve an application from Pacific Gas and Electric Company (PG&E) and authorize the General Manager-Chief Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of excavation groundwater encountered at the project along Rush Creek Place.
- f. Adopt Resolution No. 3123 Authorizing Acceptance of Grant of Sanitary Sewer Easement from City of Novato to Novato Sanitary District – Hamilton Parkway SME, (Hamilton Cottages Subdivision).
- g. Authorize General Manager-Chief Engineer to approve Project Plans for Sewer Main Extension (SME); and adopt Resolution No. 3124 Authorizing Acceptance of Grant of Sanitary Sewer Easement-Oakmont Senior Living (OSL) Novato, Johnson Street SME.

**6. SOLID WASTE OPERATIONS:**

- a. Receive Recology – 1st Quarter 2018 report.
- b. Receive verbal report on Marin County JPA and Local Task Force.
- c. Receive Disposal/Diversion reports for 2018.
- d. Receive 1<sup>st</sup> Quarter 2018 Household Hazardous Waste (HHW) report.
- e. Approve contract with DLJ Associates to provide AB939, household hazardous waste (HHW), and related services for FY2018-19 in the not-to-exceed amount of \$107,964, & authorize the General Manager-Chief Engineer to execute it.

**7. WASTEWATER OPERATIONS:**

- a. Receive Wastewater Operations Report, June 2018:
  - i. Collection Systems
  - ii. Treatment Facilities
  - iii. Reclamation Facilities

**8. CAPITAL PROJECTS:**

- a. *Collection System Improvements, Account No. 72706 - Birdie Drive Sewer Relocation*: Review Bids received, and authorize the General Manager-Chief Engineer to award the construction contract to Team Ghillotti, Inc. and to execute it in the bid amount of \$386,603.
- b. *Collection System Improvements, Account 72706 – Bel Marin Keys Blvd. Sewer Rehabilitation; Project No. 72706-2017-09*: Make California Environmental Quality Act (CEQA) findings, approve plans and specifications, and authorize General Manager-Chief Engineer to advertise for bids.
- c. Receive Capital Projects Update, June 2018.

**9. STAFF REPORTS: (INFORMATION ONLY)**

- a. Receive report on CalPERS Health Plan Premium Rates for 2019.
- b. Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for Fiscal Year (FY) 2017-18.

**10. BOARD OF DIRECTORS:**

- a. Receive information on regularly scheduled Board/Commission meeting days and start times for Marin County water and sanitary districts, and other Bay Area sewer districts, and provide direction, if any.
- b. Presidential appointment of members to Board Committees, FY2018-19.

**11. BOARD MEMBER REPORTS AND REQUESTS:**

**12. INFORMATIONAL ITEMS:**

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

- a. Marin Independent Journal article, June 16, 2018: “Marin County employee wages rank high nationally, but strike threat looms”.

- b. Marin Independent Journal article, June 18, 2018: “Marin public employees’ union authorizes strike”.
- c. Marin County news release, June 30, 2018: “Labor Deal Reached, Employee Strike Averted”.
- d. Article from “Estuary News”, a publication of the San Francisco Estuary Partnership), June 2018: “NYC and Novato Sewage Plants Adapt”.
- e. California Special Districts Association article, July 3, 2018: “Supreme Court Decision Impacts Public Employee Unions”.

**13. GENERAL MANAGER’S REPORT AND ANNOUNCEMENTS:**

**14. ADJOURNMENT:**

Next Resolution No. 3125.

**Next regular meeting date: Monday, August 27, 2018, 5:30 PM, at the Novato Sanitary District office, 500 Davidson Street, Novato, CA.**

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

## NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: June 11, 2018

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, June 11, 2018, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Jeff Andress, Collections System Superintendent, NSD  
John Bailey, Assistant Project Manager (APM), Veolia  
Jeff Boheim, Field Services Manager, NSD  
Erik Brown, Deputy General Manager, NSD  
Laura Creamer, Finance Officer, NSD  
John O'Hare, Project Manager (PM), Veolia  
Robin Merrill, Information Systems Specialist, NSD  
Dale Thrasher, Administrative Risk Services/Safety Officer, NSD

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

REVIEW OF MINUTES:

Consider approval of minutes of the May 21, 2018 special meeting.

*On motion of Director Mariani, seconded by Director Miller, and carried unanimously by those Directors present, the May 21, 2018 Board meeting minutes were approved.*

PUBLIC HEARING PURSUANT TO SECTION 5471 ET SEQ. AND 6520.5 OF THE CALIFORNIA HEALTH AND SAFETY CODE – FY2018-19 SEWER SERVICE CHARGE REPORT, AND ELECTING TO COLLECT ON COUNTY TAX ROLLS:

- Sewer Service Charge Report. The General Manager noted that items 5.a.b.c.d., and 6.a. would be considered together. He stated that the District Board, at its June 13, 2016 meeting, held a public hearing on, and thereafter adopted, Ordinance No. 120, which established sewer service charges for fiscal years 2016/17 through 2020/21. He stated that this public hearing of June 11, 2018, was to conduct the Hearing on the FY2018/19 Sewer Service Charge report, and receive protests on individual sewer service charges on the sewer service charge report. He noted that that Information Systems Specialist Robin Merrill was present at the Board meeting with the computerized Sewer Service Charge database and report so that anyone may request their individual sewer service rate for the coming year, and have an opportunity to protest.

He stated that at the close of the public hearing, the Board would consider adopting Resolution No. 3122, to collect the FY2018/19 Sewer Service Charges on the Marin County tax rolls.

- Open public hearing. President Peters opened the public hearing at 5:36 p.m.

- Consider protests regarding sewer service charge report. There was no public comment, and the General Manager reported that no written protests were received by the District.

- Close public hearing. President Peters closed the public hearing at 5:37 p.m.

RESOLUTION CONFIRMING FY2018-19 SEWER SERVICE CHARGE REPORT AND ELECTING TO COLLECT ON COUNTY TAX ROLLS:

- Adoption of Resolution No. 3122 – A Resolution Confirming Sewer Service Charge Report and Collection of Sewer Service Charges for Novato Sanitary District on the County of Marin Tax Rolls for Fiscal Year 2018-19. The General Manager reiterated that Information Systems Specialist Robin Merrill was present with the computerized Sewer Service Charge database and report so that anyone may request their individual sewer service rate for the coming year.

There were no requests for individual sewer service rate information.

The General Manager stated that this public hearing of June 11, 2018 was ‘noticed’ twice in the Marin Independent Journal, on May 21<sup>st</sup> and May 28<sup>th</sup>. He requested that the Board consider adopting Resolution No. 3122.

*On motion of Director Miller, seconded by Director Long and carried unanimously by those Directors present, the Board adopted Resolution No. 3122 - A Resolution Confirming Sewer Service Charge Report and Collection of Sewer Service Charges for Novato Sanitary District on the County of Marin Tax Rolls for Fiscal Year 2018-19.*

CONSENT CALENDAR:

Director Miller requested that item e: *Biofilter Media Replacement*, be removed from the Consent Calendar for further discussion.

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

- a. Approve Board member disbursements in the amount of \$2,040.31, regular disbursements in the amount of \$303,698.43, and capital project disbursements in the amount of \$199,624.41. Ratification of May regular disbursements in the amount of \$44,903.88, and capital project disbursements in the amount of \$24,150.47.
- b. Ratify payroll and payroll related disbursements for the month of May in the amount of \$276,613.39.
- c. Receive Deposit Summary, May 2018.
- d. Cancel Regular Board meetings of June 25, July 23, and August 13, 2018.

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

President Peters stated that the Board would now review Consent Calendar item e: *Biofilter Media Replacement - Account No. 73004: Approve a contract in the not-to-exceed amount of \$49,300 with Cagwin & Dorward Landscape Contractors (C&D), and authorize the General Manager-Chief Engineer to execute it.*

Director Miller requested staff provide further information and history on the media replacement. The Deputy General Manager stated that the project is to replace the biofilter media in the unit that serves the Headworks and Primary Clarifier No. 2 (PC-2). He stated that staff had negotiated a scope of services with Cagwin & Dorward Landscape Contractors (C&D) for a not-to-exceed amount of \$49,300. Veolia APM John Bailey noted that the existing media was installed originally in about 2011/12, that portions of it had been replaced over the years as it decomposed, and that this change-out project is benefiting from knowledge gained during the replacement of the PC-1 filter media earlier this year.

*On motion of Director Miller, seconded by Director Mariani, and carried unanimously by those Directors present, the Board approved a contract in the not-to-exceed amount of \$49,300 with Cagwin & Dorward Landscape Contractors (C&D), and authorized the General Manager-Chief Engineer to execute it.*

#### COMMITTEE REPORTS.

The General Manager stated that he would address the following three agenda items together:

- Solid Waste: Receive report and recommendation to adopt preliminary Solid and Household Hazardous Waste (S&HHW) budget for FY18-20.

- Capital Improvements: Receive report and recommendation to adopt preliminary Capital Improvements Program (CIP) budget for FY18-20.

- Wastewater Operations: Receive report and recommendation to adopt preliminary Operating Budget for FY18-20.

The General Manager stated that the Solid Waste, Capital Improvements, and Wastewater Operations Committees reviewed their respective budgets and unanimously agreed on a recommendation to the full Board of Directors for adoption of their respective budgets at this meeting. He stated that a copy of each Committee agenda packet was included in the Board packet.

#### ANNUAL BUDGET:

- Approve and adopt the FY2018-20 Preliminary Budget. The General Manager stated that at the May 21<sup>st</sup> Board meeting, staff presented the District's Preliminary Budget for FY2018-20, along with a workshop type overview of the budget, to the Board of Directors. He stated that, separately, staff reviewed the preliminary Solid Waste budget with the Solid Waste Committee, the preliminary Operating Budget with the Wastewater Operations Committee,

and the preliminary Capital Improvement Program (CIP) budget with the Capital Improvements Committee. The General Manager stated that all three Committees have recommended adoption of their respective budgets to the full Board. He noted that revisions and edits proposed during the respective Committee reviews were minor, and would be corrected in the final Budget presented for Board adoption at the Board meeting of August 27, 2018. He stated that, accordingly, staff recommends the Board approve and adopt the Preliminary Budget for FY2018-20.

Director Miller requested further discussion on the amount budgeted for the Cogeneration Project. The General Manager noted that at the May 21<sup>st</sup> Regular Board meeting and at the Capital Improvements Committee Budget Review meeting, the amounts under this budget item were discussed to outline what the District hopes to achieve with the budgeted amounts. He stated that, generally speaking, the objective of the budgeted amounts is to accommodate initiating some of the recommendations from a draft study on cogeneration and/or alternative energy project options currently being prepared by the District's consultant Woodard and Curran (formerly RMC Water).

*On motion of Director Mariani, seconded by Director Miller, and carried unanimously by those Directors present, the Board approved and adopted the FY2018-20 Preliminary Budget.*

#### WASTEWATER OPERATIONS:

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

Collection System Report: The Deputy General Manager provided the Collections System Report for May 2018. He stated that the Collection Department cleaned 81,366 lineal feet of sewer pipelines and completed 432 maintenance work orders, leaving zero work orders outstanding. He stated that 25,605 feet of sewer main were televised. He stated that some root intrusion and sources of inflow and infiltration (I&I) were identified, and noted that these have been documented and placed on the spot-repair list for future repair. He continued, stating that staff conducted 195 lift station inspections and completed maintenance inspections on four (4) air relief/vacuum valves.

The Deputy General Manager then outlined the training provided in May, noting that the Collection Department staff attended a LOTO (Lock out, Tag out) training, and attended four (4) safety tailgate meetings. He stated that members of the Collection department attended the Maintenance Superintendents Association (MSA) Public Works training and attended workshops on various collection systems courses. He reported that there were no lost time accidents, and no sanitary sewer overflows (SSOs) during the month of May 2018.

Treatment Facilities Report: Veolia PM, John O'Hare, announced that he has transitioned to the Project Manager position from Pretreatment Programs Manager, and that John Bailey has transitioned to the Assistant Project Manager position, effective immediately. The Project Manager then provided the May Treatment Facilities Monthly Operations Report (MOR). He reviewed the treatment plant performance, and noted that there were no discharge violations or excursions. He stated that the Recycled Water Facility (RWF) produced 16.318 million gallons of recycled water. He noted that discharge to the San

Pablo Bay took place May 1-13<sup>th</sup>, and that discharge to Reclamation took place May 14-31<sup>st</sup>. The Project Manager reviewed the monthly routine inspections and maintenance for the Novato facility, the Ignacio transfer pump station, and the recycled water facility. He outlined the period's laboratory activities as well as safety training, and stated that Process Control Management Plan (PCMP) meetings were held weekly with all of the Veolia staff. He stated that no odor contacts were received. He concluded, noting that there were no lost time accidents in May.

Reclamation Facilities Report: The Deputy General Manager summarized the Reclamation Facilities report for May. He stated that the rancher continued annual weed abatement work and cut significant portions of hay in Sites 3 and 7. He noted that Drainage Pump Stations No. 3 and 7 pumped approximately 1.9 MG (million gallons) and 0.9 MG of storm water, respectively, in May. He stated that Stephanie Larson from UC Davis Extension in Santa Rosa, was on site to evaluate the condition of the NSD pastures at Sites 2, 3, and 7. He noted that she was accompanied by Veolia Environmental Services Supervisor Liz Falejczyk and District Field Services Supervisor Jeff Boheim. The Deputy General Manager concluded, noting that irrigation activities in May consisted of the testing of all three irrigation pumps, controls, and strainers, to irrigate pastures at Site #2.

#### CAPITAL PROJECTS:

- Make CEQA findings that the project listed is statutorily exempt; authorize the General Manager-Chief Engineer to accept plans and specifications and advertise for bids: Birdie Drive Sewer Relocations; Project No. 72706-2017-06. Before discussion began on this item, Director Long recused himself from participation on this item. Following Director Long's recusal, the Deputy General Manager stated that staff has worked with the District's consultant Nute Engineering to prepare plans and specifications for the Birdie Drive Sewer Relocation project. He stated that the project is ready to bid and recommended that the Board approve the CEQA findings and authorize the General Manager-Chief Engineer to accept plans and advertise for bids.

*On motion of Director Miller, seconded by Director Mariani, and approved with the following vote, the Board approved the CEQA findings, and authorized the General Manager-Chief Engineer to accept plans and specifications and advertise for bids. Ayes: Peters, Mariani, Miller. Noes: none. Recused: Long. Absent: Dillon-Knutson.*

Director Long returned, and the Board meeting continued.

#### ADMINISTRATION:

The General Manager stated that the following two items would be discussed together:

- Approve cost-of-living increase of 3.4% as determined by the April 2017 to April 2018 Consumer Price Index (CPI) (SF Bay Area 82-1000) – Urban Wage Earners and Clerical Workers, US Bureau of Labor Statistics, non-represented group (management and confidential personnel), effective July 1, 2018.

- Approve cost-of-living increase of 3.4% as determined by the April 2017 to April 2018 Consumer Price Index (CPI) (SF Bay Area 82-1000) – Urban Wage Earners and Clerical Workers, US Bureau of Labor Statistics, General Manager-Chief Engineer, effective July 1, 2018.

The General Manager stated that, in terms of annual cost of living salary increases, it is usual and customary for the non-represented group (management and confidential personnel) and the General Manager-Chief Engineer, to receive an annual increase as determined by the annual April-to-April Consumer Price Index (CIP) (SF Bay Area 82-100) – Urban Wage Earners and Clerical Workers, as published by the US Bureau of Labor Statistics (BLS). He stated that the BLS' April 2017 to April 2018 CPI for that particular index was 3.4%, and he recommended that the Board approve a cost-of-living increase for the non-represented group and for the General Manager-Chief Engineer of 3.4%, effective July 1, 2018.

The General Manager noted that when the FY18-20 preliminary budget was presented in May, the April-to-April CPI data was not yet available from BLS. Therefore, the preliminary budget incorporates a cost-of-living increase of 3.8%, which is slightly higher than the actual requested increase of 3.4%. He stated that the final budget which will be presented to the Board in August 2018 will incorporate a cost-of-living increase of 3.4%.

*On motion of Director Long, seconded by Director Mariani, and carried unanimously by those Directors present, the Board approved a cost-of-living increase of 3.4% for the non-represented group (management and confidential personnel) and for the General Manager-Chief Engineer, effective July 1, 2018.*

#### BOARD OF DIRECTORS:

- Appoint officers, and designate and authorize check signers, Fiscal Year FY18-19. The General Manager stated that the District Board traditionally votes in June to appoint individual Directors to serve as Board President and President Pro-tem. President Peters opened the item for discussion.

Director Mariani addressed the Board and read from a prepared statement: "This being an election year with three seats to be filled, I am wary of affording any of the incumbents an undue advantage by being an officer of the Board. Therefore, I propose the following slate to sit as officers until the election is certified in December: for President, I nominate Jerry Peters; for President Pro-Tem, I nominate myself. I do this because we are the only two Directors not running in November, 2018." She further recommended that the proposed officers remain in these positions until after the election of District Directors takes place in November 2018. She suggested that at the Board meeting in December, new officer appointment(s) should take place after the new Directors are seated. She stated that she wanted a level playing field going forward so that everyone is represented on their merits, not the positions held.

Director Long stated that he had no objections but noted that he did not recall this issue ever being raised as a consideration. He stated that the proposal was reasonable to avoid any turmoil from someone becoming President for a limited amount of time.

President Peters asked for any additional nominations, and seeing none, made the following appointments:

- Presidential appointments (to be held until the December 2018 Board meeting):
  - A. Gerald Peters, President
  - Jean Mariani, President Pro-tem
  
- Board Secretary-Treasurer and Administrative Secretary appointments (to be held through FY18-19):
  - General Manager-Chief Engineer Sandeep Karkal: Secretary-Treasurer
  - Administrative Secretary Julie Hoover: Secretary Pro-tem

Following the appointments, President Peters called for a motion to authorize check signers for Fiscal Year 2018/19.

*On motion of Director Mariani, seconded by Director Long, and carried unanimously by those Directors present, check signers for FY18-19 are designated as: Jean Mariani, Jerry Peters, Carol Dillon-Knutson, and Sandeep Karkal.*

#### BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting, June 8, 2018: Director Miller commented on his participation in the NBWA meeting which was held on June 8<sup>th</sup> at the Marin Community Foundation in Novato. He stated that the City of American Canyon has joined the NBWA, which should result in a reduction of the District's annual dues. He stated that there was a broad discussion of work taking place in the North Bay watersheds.

Director Mariani reported on her volunteer efforts at the Novato Art, Wine, and Music Festival on Saturday June 9<sup>th</sup>, and Sunday June 10<sup>th</sup>. The booth was staffed by both Recology and District personnel. She discussed the interactions she engaged in with those who visited the outreach booth.

#### INFORMATIONAL ITEMS:

The General Manager stated that the following two articles highlighted the fact that impurities in the recycling stream are not just a local or regional issue, but more of a national problem.

- New York Times article titled: "Your Recycling Gets Recycled, Right? Maybe, or Maybe Not".
- New York Times article titled: "6 Things You're Recycling Wrong".

The General Manager stated that the following article was included for general interest:

- Marin Independent Journal article titled: "Plastic is finding its way into beer".

#### GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

- Announcements:

- The General Manager has been invited to attend the Marin Conservation League's North Marin Unit's next meeting as a guest to provide an informal update on the District. He stated that the gathering would be held on Thursday, June 21<sup>st</sup> at the home of Susanne Stompe.
- As previously announced, Veolia Pretreatment Projects Manager John O'Hare is now the Veolia Project Manager at the Novato Sanitary District facility, and former Project Manager John Bailey is now the Assistant Project Manager.

- Reports:

- The annual California Association of Sanitation Agencies (CASA) conference is being held in Monterey, CA, August 8<sup>th</sup> - 10<sup>th</sup>. Board members are requested to let the Administrative Secretary know if they plan to attend.
- The next regular Board meeting will be held on July 9<sup>th</sup> at 5:30PM.

Director Mariani commented that the District typically meets only once a month. She requested that an item be placed on the July 9<sup>th</sup> Regular Board meeting agenda to formally discuss modifying regularly scheduled Board meeting days and start times. She further requested that information be provided regarding the meeting dates and times of other Marin County water and sanitary districts.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 6:47 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Hoover, Recording

# Novato Sanitary District Board Fees Check Register

Item 5.a.  
(Pages 12 to 16)

For June 2018

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Date	Num	Name	Credit
<b>Jul 1 - 6, 18</b>			
07/06/2018	5567	Dillon-Knutson-, Carole	200.00
07/06/2018	5568	Long, William C	521.57
07/06/2018	5569	Mariani, Jean M	686.36
07/06/2018	5570	Miller, Brant	
07/06/2018	5571	Peters, Arthur Gerald	207.78
<b>Jul 1 - 6, 18</b>			<b><u>1,615.71</u></b>

# Novato Sanitary District Operating Check Register

June 25, 2018

Date	Num	Name	Credit
<b>Jun 25, 18</b>			
06/25/2018	61943	Pacific, Gas & Electric	95,991.07
06/25/2018	61927	Caltest Analytical Lab Inc.	4,203.10
06/25/2018	61925	Alliant Insurance Services, Inc	4,053.00
06/25/2018	61939	North Marin Water District	2,398.04
06/25/2018	61926	Cagwin & Dorward Inc.	1,695.40
06/25/2018	61940	North Marin Water District Payroll	1,408.25
06/25/2018	61935	IEDA, INC	1,184.00
06/25/2018	61941	Nute Engineering Inc.	1,067.00
06/25/2018	61936	International Fire Inc.	692.78
06/25/2018	61929	Core Utilities, Inc.	600.00
06/25/2018	61934	Frontier California Inc EQ	577.89
06/25/2018	61937	Jan-Pro Cleaning Systems	350.00
06/25/2018	61932	EEC	270.46
06/25/2018	61928	CDW Government, Inc.	269.00
06/25/2018	61931	Diego Truck Repair Inc.	218.16
06/25/2018	61942	Pace Supply, Inc.	165.11
06/25/2018	61944	Power Industries	98.61
06/25/2018	61930	CWEAmembers	85.00
06/25/2018	61938	NAPA Auto Parts	78.06
06/25/2018	61933	First Alarm	41.11
<b>Jun 25, 18</b>			<b><u>115,446.04</u></b>

# Novato Sanitary District Operating Check Register

July 9, 2018

Date	Num	Name	Credit
<b>Jul 9, 18</b>			
07/09/2018	61976	Stericycle	16,923.10
07/09/2018	61954	Citi Visa (Costco)	12,640.83
07/09/2018	61970	PARS-PSRP-Post Employment Benefits T...	12,084.00
07/09/2018	61982	Veolia Water Recycled Water Oper.	10,917.42
07/09/2018	61962	Johnson, Dee	8,460.00
07/09/2018	61969	PARS-OPEB-Post Employment Benefits T...	6,833.63
07/09/2018	61960	Grainger	4,792.34
07/09/2018	61984	WaterSavers Irrigation Inc.	4,615.29
07/09/2018	61967	North Marin Water District - Lab	3,630.00
07/09/2018	61953	Cereske Electric Cable Co.	3,379.79
07/09/2018	61955	Cities Digital	2,433.00
07/09/2018	61952	California Diesel & Power	2,081.00
07/09/2018	61959	EEC	1,489.94
07/09/2018	61958	DLT Solutions Inc.	1,373.37
07/09/2018	61966	North Marin Water District	1,250.79
07/09/2018	61980	Veolia Water North America, Inc.	1,067.33
07/09/2018	61961	Jan-Pro Cleaning Systems	1,005.00
07/09/2018	61964	McMaster-Carr Supply Co.	799.21
07/09/2018	61951	Buckles-Smith1	794.00
07/09/2018	61972	Pini Hardware	737.93
07/09/2018	61983	Vision Service Plan	553.94
07/09/2018	61977	UniFirst Corporation	549.65
07/09/2018	61986	Ubaldi, Karen (ins. claim)	487.95
07/09/2018	61949	BoundTree Medical, LLC	435.73
07/09/2018	61981	Veolia Water North America, Lab	367.68
07/09/2018	61945	3T Equipment Company Inc.	318.86
07/09/2018	61973	Recology Sonoma Marin	267.26
07/09/2018	61963	Leonardi Automotive & Electric, Inc.	266.53
07/09/2018	61956	Claremont EAP, Inc.	250.00
07/09/2018	61985	WECO	225.00
07/09/2018	61947	B.W.S. Distributors, Inc.	202.40
07/09/2018	61979	Vega-, Javier	165.00
07/09/2018	61968	Orkin Pest Control, Inc.	151.84
07/09/2018	61965	NAPA Auto Parts	140.45
07/09/2018	61950	Buck's Saw Service, Inc.	91.11
07/09/2018	61948	Barnett Medical LLC	90.00
07/09/2018	61957	CWEAmembers	85.00
07/09/2018	61974	Sebastopol Bearing & Hydraulic	64.88
07/09/2018	61946	AT&T Mobility	64.82
07/09/2018	61975	Staples Advantage	61.68
07/09/2018	61971	Petty Cash	44.28
07/09/2018	61978	United Parcel Service	31.94
<b>Jul 9, 18</b>			<b>102,223.97</b>

# Novato Sanitary District Capital Projects Check Register

June 25, 2018

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Date	Num	Name	Credit
<b>Jun 25, 18</b>			
06/25/2018	3294	Pacific Infrastructure Corporation	157,225.00
06/25/2018	3295	Woodard & Curran formerly RMC	15,608.94
06/25/2018	3291	California Diesel & Power	14,781.86
06/25/2018	3292	Nute Engineering Inc.	9,725.00
06/25/2018	3293	Pacific Infrastructure Corp - Escrow	8,275.00
<b>Jun 25, 18</b>			<b><u>205,615.80</u></b>

# Novato Sanitary District Capital Projects Check Register

July 9, 2018

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Date	Num	Name	Credit
<b>Jul 9, 18</b>			
07/09/2018	3301	Pacific Infrastructure Corporation	379,582.95
07/09/2018	3296	Bank of New York Mellon	314,505.23
07/09/2018	3300	Pacific Infrastructure Corp - Escrow	19,978.05
07/09/2018	3299	Linscott Engineering Contractors ...	11,924.04
07/09/2018	3298	Lateral-Gutfeld	2,000.00
07/09/2018	3297	GHD Inc.	1,740.00
<b>Jul 9, 18</b>			<b><u>729,730.27</u></b>

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

Item 5.b.

Date	Description	Amount
06/30/2018	June Payroll	117,442.64
06/30/2018	United States Treasury	21,568.77
06/30/2018	EDD	7,471.97
06/21/2018	CalPERS Health	32,401.93
06/21/2018	June - Retirees Health Benefits	15,781.82
06/21/2018	Deltal Dental	3,476.17
06/21/2018	PARS-OPEB Contribution	6,782.75
06/21/2018	PARS-Pension Contribution	30,726.58
06/21/2018	CALPERS Retirement	11,150.84
06/21/2018	CALPERS Retirement	8,498.42
06/21/2018	CalPers Supplemental Income Plan	2,000.00
06/21/2018	Lincoln Financial Group 457	8,320.37
06/21/2018	Lincoln Financial Group 457 Roth	0.00
06/21/2018	Lincoln Financial Group-401a Plan	8,257.44
06/21/2018	Local Union 315	540.00
06/21/2018	California State Disbursement Unit	571.00
06/21/2018	ICMA-RC Retiree Health Program	1,441.74
<b>Total for June 2018</b>		<b><u>276,432.44</u></b>

**Novato Sanitary District**  
**Deposit Detail**  
June 2018

Item 5.c.

Date	Name	Account	Amount
<b>06/06/2018</b>		<b>11113 · Westamerica - Operations</b>	
	Creamer, Laura(reimb)	66090 · Office Expense	8.00
	Bank of New York Mellon	11130 · Cash - Bond Funds 2011	315.52
	Sewer Connection	41040 · Permit & Inspection Fee	40.00
	County of Marin	51015-1 · Property Tax - RDA Funds	<u>28,903.52</u>
TOTAL			29,267.04
<b>06/12/2018</b>		<b>11113 · Westamerica - Operations</b>	
	Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
	Marin H2O Inc	41040 · Permit & Inspection Fee	40.00
06/06/2018	Buck Institute	11200 - Accounts Receivable	1,240.00
06/11/2018	Central Marin Sanitation District-	11200 - Accounts Receivable	<b>(1)</b> 4,307.92
06/11/2018	North Marin Water District-	11200 - Accounts Receivable	<b>(2)</b> 10,659.46
06/11/2018	Novato Unified School District	11200 - Accounts Receivable	<b>(3)</b> <u>92,440.65</u>
TOTAL			108,728.03
<b>06/12/2018</b>		<b>11113 · Westamerica - Operations</b>	
	Sonoma County Water Agency	51072 · Grant Revenue	<b>(4)</b> 20,767.50
	Lincoln Financial Group	66020 · Employee Benefits	<u>750.00</u>
TOTAL			21,517.50
<b>06/15/2018</b>		<b>11113 · Westamerica - Operations</b>	
06/15/2018	USCG	11200 - Accounts Receivable	15,342.70
TOTAL			
<b>06/19/2018</b>		<b>11113 · Westamerica - Operations</b>	
	Advanced Trenchless	41040 · Permit & Inspection Fee	40.00
	Gopher It	41040 · Permit & Inspection Fee	40.00
	Pipe Spy Marin	41040 · Permit & Inspection Fee	40.00
	Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
	County of Marin	51015 · Property Taxes	87,398.62
	County of Marin	41010 · Sewer Service Charges	405,389.86
	County of Marin	51010 · Sewer Service Charges	331,682.60
	County of Marin	21045 · Novato Heights Debt Service	7,014.00
	County of Marin	51015 · Property Taxes	2,373.53
	County of Marin	51015 · Property Taxes	1,512.25
	County of Marin	51015 · Property Taxes	<u>43.05</u>
TOTAL			835,573.91
		<b>Total Deposits</b>	<b><u>1,010,429.18</u></b>
<p><b>(1)</b> Received reimbursement from Central Marin Sanitation Agency for Safety Officer time and expenses on on joint safety program for May 2018.</p> <p><b>(2)</b> Collection of Recycled Water Facility billing for December 2017 from North Marin Water District.</p> <p><b>(3)</b> Collection of non tax roll sewer service charges for second half of FY17-18 for final outstanding invoice.</p> <p><b>(4)</b> Received grant reimbursement from Sonoma County Water Agency through NBWRA for recycled water project.</p>			

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: District Statement of Investment Policy – Policy 3120: Investment of Public Funds</b>	<b>MEETING DATE: July 9, 2018</b>  <b>AGENDA ITEM NO.: 5.d.</b>
<b>RECOMMENDED ACTION: Approve District Statement of Investment Policy, Policy 3120 - Investment of Public Funds, subject to minor edits or changes.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District Board periodically reviews and adopts or ratifies the District's Statement of Investment Policy in accordance with Government Code Section 53600. The policy was adopted in its current form as Policy 3120 – Investment of Public Funds, in December 2012, and updated in March 2014.</p> <p>The policy was initially brought forward for ratification at the May 21, 2018 Board meeting. Upon review, the Board asked that staff revise the Policy to incorporate reference to the District's Other Post-Employment Benefits (OPEB) and Net Pension Liability (NPL) Trust account with Public Agency Retirement Services (PARS), Irvine, CA. Staff worked with District Legal Counsel to accommodate this request, along with two other minor updates to the policy. A draft revised Policy is attached.</p> <p>It is recommended that the Board approve the District's revised Statement of Investment Policy – Policy 3120: Investment of Public Funds, subject to minor edits or changes.</p>	
<b>ATTACHMENTS: 1. Draft revised District Statement of Investment Policy, Policy 3120 - Investment of Public Funds.</b>	
<b>STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long-Range Outlook) of the latest Strategic Plan Update.</b>	
<b>DEPT. MGR.:</b> lc, ssk	<b>GENERAL MANAGER:</b> SSK

# Novato Sanitary District

## POLICY HANDBOOK

POLICY TITLE: Investment of District Funds  
POLICY NUMBER: 3120  
ADOPTED/REVISED: December 10, 2012; March 24, 2014

### 3120.1 PREMISE

The legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) 53600.6 and 53630.1)

CGC Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC 53646(a))

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the Novato Sanitary District (District) to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

### 3120.2 SCOPE

This investment policy applies to all financial assets of Novato Sanitary District, including Operating Funds, Capital Improvement Funds and Bond Funds.

**3120.2.1 Regular Warrants Account:** As cash is received, it is deposited in the District's Money Market Checking Account with Westamerica Bank. Cash on hand is reviewed daily and all inactive or reserve funds above the minimum balance are wire transferred periodically to the State Local Agency Investment Fund (LAIF), or invested locally in certificates of deposit. When the District writes checks, for whatever purpose, funds are withdrawn from LAIF to cover the checks written.

**3120.2.2 Payroll Account:** The District's payroll is prepared in-house. All pay checks and pay vouchers (for direct deposit) are processed through the District's Payroll Account with Westamerica Bank. After the checks and vouchers are reconciled, funds to cover payroll are transferred from the Operating Account to the Payroll Account.

**3120.2.3 Petty Cash Account:** The District maintains a Petty Cash account with a balance not to exceed \$1,000.00. This account is for small purchases.

**3120.2.4 Capital Projects Account:** This account is used to track capital project expenditures throughout the year. Any excess balance above the minimum balance is wire transferred to LAIF. When the District writes checks for project expenses funds are withdrawn from LAIF to cover the checks written. Funds are transferred from the regular warrants account after this account has been funded by LAIF, for operating and project expenses.

3120  
Adopted 12/10/12  
Revised 03/24/14

~~**3120.2.5 ARRA Grant Project Account:** This account is established to receive grant funds under the American Reinvestment and Recovery Act for partial financing of the District's Recycled Water Project. The project is part of the regional recycled water project administered by the North Bay Water Reuse Authority.~~

**3120.2.56 Local Agency Investment Account:** Operating, Cash flow, and Capital reserves are invested in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The balance is available for withdrawal on demand.

**3120.2.67 Certificates of Participation (COP) Bond Fund:** The District must maintain the unspent proceeds of the COP with trustees or fiscal agents under the terms of the debt issue. The COP proceeds are administered by the Bank of New York Mellon and are invested with LAIF.

**3120.2.78 Excluded investments:** Funds not included in the policy include the following:

(a) Deferred compensation plans (namely 457 plan and 401(a) plan) funds: since the Plan assets of the plan are held for the exclusive benefit of plan participants and their beneficiaries, and the individual plan participants are solely responsible for the investment of these their individual accounts,

(b) Other Post-Employment Benefits (OPEB) and Net Pension Liability (NPL) Trust Account ("OPEB/NPL Trust Account") with Public Agency Retirement Services (PARS), Irvine, CA: PARS and its financial advisor(s) are solely responsible for the investment of these funds even upon allowing for the District's risk tolerance levels, and

(c) Defined contribution plan, namely California Public Employee Retirement System (CalPERS): CalPERS and its financial advisors are solely responsible for the investment of these funds, even upon allowing for the District's selection of benefit levels.

### 3120.3 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard as stated in CGC Section 53600.3 and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### 3120.4 OBJECTIVES

As specified in CGC Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

**3120.4.1 Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**3120.4.2 Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

**3120.4.3 Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the

investment risk constraints and the cash flow characteristics of the portfolio.

### **3120.5 DELEGATION OF AUTHORITY**

Authority to manage the investment program is derived from CGC Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the District's Treasurer, ~~Sandeep S. Karkal~~, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. The following District employees are authorized to telephone instructions for deposits and withdrawals from the District bank account to the State Treasurer and vice versa:

~~Sandeep S. Karkal~~, General Manager-Chief Engineer, Treasurer  
~~Laura M. Creamer~~, Finance Officer

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of CGC 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard. The District maintains a public officials' surety bond in the amount of \$200,000.

### **3120.6 ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### **3120.7 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Investment Policy.

### **3120.8 AUTHORIZED AND SUITABLE**

It is the practice of the District to invest inactive operating and capital improvement funds only with the State Treasurer's Local Agency Investment Fund and/or with local banks and savings and loans.

*Prohibited Investments.* Under the provisions of CGC Section 53601.6 and 53631.5, the District shall

not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

### **3120.9 COLLATERALIZATION**

All certificates of deposit must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC Section 53601(i)(2).

### **3120.10 SAFEKEEPING AND CUSTODY**

All security transactions entered into by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement as required by CGC Section 53601.

### **3120.11 DIVERSIFICATION**

The District will diversify its investments by security type and institution. It is the policy of the District to remit money not required for immediate needs to LAIF for purposes of investment. Assets in the pooled money account are diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

### **3120.12 REPORTING**

In accordance with CGC Section 53646(b)(1), Treasurer shall submit to each member of the Board of Directors a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for the District by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC Section 53646(e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions.

The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the District will meet its expenditure obligations for the next six months as required by CGC Section 53646(b)(2) and (3) respectively. The Treasurer shall maintain a complete and timely record of all investment transactions.

### **3120.13 INVESTMENT POLICY REVIEW**

The Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Temporary Discharge Permit- PG&amp;E Groundwater, along Rush Creek Place.</b>	<b>MEETING DATE: July 9, 2018</b>  <b>AGENDA ITEM NO.: 5.e.</b>
<b>RECOMMENDED ACTION: Approve an application from Pacific Gas and Electric Company (PG&amp;E) and authorize the General Manager-Chief Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of excavation groundwater encountered at the project along Rush Creek Place.</b>	
<b>SUMMARY AND DISCUSSION:</b> <p>The District received a permit application from PG&amp;E on July 19, 2018, for a temporary, Class I non-domestic discharge permit. PG&amp;E will be performing natural gas pipeline casing rehabilitation project (D-534A) on pipeline DREG3875 along Rush Creek Place. Associated excavation groundwater will be transported via temporary above ground piping and/or vacuum truck from the work areas to holding tanks for settling, filtration, testing and approval prior to discharge to the District's collection system.</p> <p>PG&amp;E has made application to discharge to the District's system because there are known contamination sites within 1,000 feet of the project and there are two Leaking Underground Storage Tank (LUST) sites located approximately 100 and 500 feet south of the projects, indicating that the groundwater encountered during the proposed work may be impacted by petroleum hydrocarbons. Furthermore, groundwater samples collected during previous work at/near these work locations indicated the presence of petroleum hydrocarbons making the groundwater unsuitable discharge to the storm drain under the City's MS4 permit.</p> <p>The permit application specifies that prior to discharge, all groundwater will pass through particulate filters followed by activated carbon filtration if needed to meet discharge limits. Discharge will not commence until testing has been performed and the submitted laboratory data indicates the water meets local discharge limits and is approved for discharge to the District's system.</p> <p>Discharge is anticipated between July 15 and October 31, 2018. The total discharge is estimated at approximately 100,000 gallons of groundwater and shall not exceed a maximum discharge rate of 100 gpm.</p> <p>Therefore, staff recommends that the Board approve the application and authorize the General Manager–Chief Engineer to issue a one-time, temporary Class I non-domestic discharge permit to PG&amp;E.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 3 (Alignment and Communications) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> Permit, monitoring, and discharge fees will offset the cost of preparing the permit and monitoring the discharge.	
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar:</b> <b>Hamilton Parkway SME, Hamilton Cottages. Accept Grant of Easement.</b>	<b>MEETING DATE: July 9, 2018</b>  <b>AGENDA ITEM NO.: 5.f.</b>
<b>RECOMMENDED ACTION:</b> Adopt Resolution No. 3123 Authorizing Acceptance of Grant of Sanitary Sewer Easement from City of Novato to Novato Sanitary District – Hamilton Parkway SME, (Hamilton Cottages Subdivision).	
<b>SUMMARY AND DISCUSSION:</b>  <p>At its regular meeting on December 11, 2017, the District’s Board of Directors accepted by Resolution No. 3114, an easement granted by Hamilton Cottages, LLC for the Hamilton Cottages Sewer Main Extension. The Grant of Easement was recorded on January 4, 2018 by document number 2018-0000172 in the Official Records of the County Recorder of the County of Marin.</p> <p>Subsequent to the District’s acceptance of the easement, it was brought to the District’s attention by the City of Novato’s (City) consulting engineer that the parcel (APN 157-860-04) that the easement was granted over was owned by the City, not Hamilton Cottages, LLC.</p> <p>The District Board subsequently authorized revocation of the aforementioned easement by Resolution No. 3117 at its regular meeting on February 12, 2018. The Revocation of Easement was recorded on February 21, 2018 by document number 2018-0005230.</p> <p>The City will grant a new sanitary sewer easement to the District in lieu of the previously revoked easement. The new sanitary sewer easement document be signed and notarized subsequent to the City’s approval of the Grant of Easement at their regular Council meeting on July 10, 2018. District staff has prepared Board Resolution No. 3123 for acceptance by the District Board.</p> <p>Staff recommends the Board adopt the resolution to authorize acceptance of the grant of sanitary sewer easement.</p>	
<b>ATTACHMENTS:</b> Resolution No. 3123.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK

RESOLUTION NO. 3123

A RESOLUTION AUTHORIZING ACCEPTANCE OF EASEMENT  
FROM  
CITY OF NOVATO, A MUNICIPAL CORPORATION  
TO  
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 approximately 10 ft. wide by 368 ft. long easement offered to it by the owners of the parcel(s) hereinafter listed:

<u>Assessor's Parcel No.</u>	<u>Property Owner</u>
PTN. APN 157-860-04 Hamilton Parkway Sewer Main Extension (Hamilton Cottages Subdivision)	City of Novato, a municipal corporation

\* \* \* \* \*

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 9th day of July, 2018, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

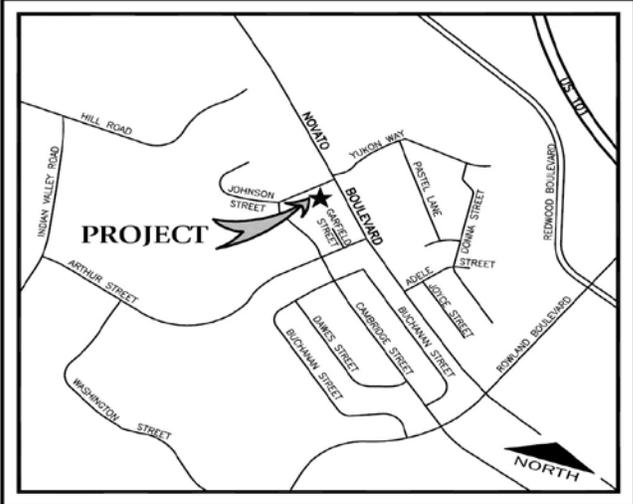
ABSENT, Directors:

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

ATTEST:

\_\_\_\_\_  
Sandeep Karkal, Secretary  
Board of Directors  
Novato Sanitary District

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Consent Calendar: Johnson Street SME, Oakmont Senior Living Novato - Approval of Sewer Main Extension project plans.	<b>MEETING DATE:</b> July 9, 2018  <b>AGENDA ITEM NO.:</b> 5.g.
<b>RECOMMENDED ACTION:</b> Authorize General Manager-Chief Engineer to approve Project Plans for Sewer Main Extension (SME); and adopt Resolution No. 3124 Authorizing Acceptance of Grant of Sanitary Sewer Easement-Oakmont Senior Living (OSL) Novato, Johnson Street SME.	
<b>SUMMARY AND DISCUSSION:</b>  <p>This sewer main extension (SME) project is located within a portion of abandoned street right of way of Johnson Street, off South Novato Blvd, now owned by Crossing of Novato. The project will replace a section of the Public Sewer to provide a new sewer main within the project's property.</p> <p>The existing ten-inch VCP sewer main within the Johnson Street's abandoned right of way, was constructed in 1963, and is near the end of its serviceable life.</p> <p>The project will replace the existing ten-inch sewer main with a twelve-inch sewer main and be constructed within a new dedicated sanitary sewer easement. The District will enter into a cost sharing agreement with OSL to share costs associated with upsizing of the sewer main and extending replacement of the existing sewer main to the nearest upstream and downstream manholes (approximately 130 Lineal Feet).</p> <p>A new sanitary sewer easement has been provided for the portion of sewer main within the Project's property. District staff has prepared Board Resolution No. 3124 for acceptance by District Board.</p> <p>Overall, the construction elements of the proposed Sewer Main Extension (SME) are as follows:</p> <ul style="list-style-type: none"> <li>• 1 ea. new standard Manhole</li> <li>• 490 lineal feet of new 12-inch PVC sewer main</li> <li>• 2 ea. remodeled existing manholes</li> </ul> <p>Staff recommends the Board authorize the General Manager-Chief Engineer to approve the Project Plans; and adopt the resolution to authorize acceptance of the grant of sanitary sewer easement.</p>	
 <p style="text-align: center;"><b><u>LOCATION MAP</u></b></p>	
<b>ATTACHMENTS:</b> Draft Resolution No. 3124.	
<b>BUDGET INFORMATION:</b> This SME project will increase the District's net assets by approximately \$122,000.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK

RESOLUTION NO. 3124

A RESOLUTION AUTHORIZING ACCEPTANCE OF EASEMENT  
FROM  
CROSSING OF NOVATO, A CALIFORNIA NONPROFIT RELIGIOUS CORPORATION  
TO  
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 approximately 10 ft. wide by 398 ft. long easement offered to it by the owners of the parcel(s) hereinafter listed:

<u>Assessor's Parcel No.</u>	<u>Property Owner</u>
APN 151-022-09 Oakmont Senior Living (OSL), Novato (Johnson Street Sewer Main Extension)	Crossing of Novato, a California Nonprofit Religious Corporation

\* \* \* \* \*

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 9th day of July, 2018, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

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

ATTEST:

\_\_\_\_\_  
Sandeep Karkal, Secretary  
Board of Directors  
Novato Sanitary District



**Recology Sonoma Marin**  
**Quarterly Report - Novato**  
 Service Period: 1/1/2018 to 3/31/2018

7.2.3 (c) Green Waste Collection (Tons)	January	February	March	Total
Commercial	64.72	0.88	-	65.60
Multi Family	138.42	1.87	-	140.29
Residential	1,076.12	871.17	876.63	2,823.92
Roll Off (Debris Box)	193.75	102.74	131.47	427.96
<b>Totals</b>	<b>1,473.01</b>	<b>976.66</b>	<b>1,008.10</b>	<b>3,457.77</b>
Food Waste (included above)	25.38	7.56	6.65	39.59
Wood Waste (included above)	39.39	2.88	2.56	44.83

Organic waste was processed at Blake's Landing Farms, Laguna Treatment Plant, W. Contra Costa Sanitary Landfill and Napa Recycling and Waste Services.

7.2.3 (e) Accounts by Receptacle Size	Number of Receptacles				
	Commercial	MFU	Residential	Roll Off	Total
20 Gallon	2	9	2,563	-	2,574
32 Gallon	209	359	10,847	-	11,415
64 Gallon	156	122	3,137	-	3,415
95 Gallon	159	34	383	-	576
1.5 yard	112	16	2	-	130
2 yard	360	121	-	-	481
3 yard	60	6	-	-	66
4 yard	26	10	-	-	36
6 yard	1	-	-	-	1
15 yard	11	-	-	6	17
Compactors	243	224	18	-	485
<b>Total Receptacles</b>	<b>1,339</b>	<b>901</b>	<b>16,950</b>	<b>6</b>	<b>19,196</b>

Ongoing service audits in Q1 and continuing at least through Q2 have resulted in more dramatic than normal changes in accounts.

**7.2.3 (f) Bulky Waste**

741 Bulky Item pick up requests in Q1 2018.

*Bulky Items are included with rear loader routes. Recology does not have separate weights and diversion information. Bulky items are included with overall tonnage.*

**Community Outreach**

- Attached: Recology-Novato Newsletter Q1 2018
- Attached: Recology-Novato Education and Outreach Q1
- Attached: Recology Outreach Materials Summary Q1 2018

# The Recology® **RESOURCE** Novato

WHAT'S INSIDE: Hello! p2 / The Recology Lifecycles p3 / Recycle\* p4 / Compost\* p6 / Bulky Item Pickup p8 / Hazardous Waste p9 / Legislation p10 / Waste Zero Services p11 / Recycling Center p12 (\*English & Spanish)

NOVATO | SPRING 2018 EDITION





# HELLO NOVATO!

We are genuinely excited to join the Novato community as your new Novato Sanitary District franchised recycling, compost, and garbage collection service provider! The Recology mission represents a fundamental shift from traditional waste management to resource recovery. Our vision at Recology is to create a world without waste by finding the best & highest use for all materials we collect.

We've been recycling long before there was even an industry for it. Our founders immigrated to San Francisco in the mid 1800's looking for opportunity and they eventually found work doing what no one else wanted to do - picking up other people's garbage.

They called themselves scavengers - in fact, the Recology Sunset Scavenger company name is a nod to these same founders. The original scavengers sorted through refuse materials to find what was salvageable. They would then wash, package, and sell materials of value. Little did they know that they were creating a foundation for our current business model today.

We have over 100 years of experience and 45 operating companies that provide service to over four million customers from California to Washington. We are excited to bring our vision, history, and knowledge to Novato.

Get ready for new energy, an experienced vision for waste reduction, and improved service. We also have many educational materials and tools to help our commercial and multi-family dwelling customers recycle and compost more. We look forward to working with the Novato Sanitary District to meet Novato's diversion goals.

In this guide you'll learn more about our commitment to the community, customer service, and the environment.

## GET IN TOUCH

Mon-Fri 7a-6p, Sat 7a-3p

[RecologySonomaMarin@Recology.com](mailto:RecologySonomaMarin@Recology.com)

[Recology.com/SonomaMarin](http://Recology.com/SonomaMarin)

NSD Board Meeting  
800.243.0291

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Look for us on Facebook & NextDoor!



# THE RECOLOGY LIFECYCLES

## RECYCLE



## COMPOST



# WHAT CAN I RECYCLE?

You can recycle **glass, metal, plastic containers, as well as paper and cardboard.**  
Please make sure food and liquids are removed.



**PLEASE DO NOT  
PLACE RECYCLABLE  
MATERIALS  
IN PLASTIC BAGS.**

## METAL

*Metal*



- ✓ **Aluminum cans & steel**  
*Latas de aluminio y acero*
- ✓ **Aluminum foil & trays**  
*Papel de aluminio y charolas*

## PLASTIC CONTAINERS

*Contenedores de plástico*



- ✓ **Bottles (leave caps on)**  
*Botellas (dejar tapones)*
- ✓ **Containers**  
*Contenedores*
- ✓ **Clamshells containers**  
*Cajas para comida para llevar*
- ✓ **Cups**  
*Tazas*

## GLASS

*Vaso*



- ✓ **Glass bottles & jars**  
*(metal caps & lids too)*  
*Botellas y frascos de vidrio*  
*(tapas de metal)*

## PAPER & CARDBOARD

*Papel y cartón*



- ✓ **Bags (paper only, no plastic)**  
*Bolsas (papel solamente, no plástico)*
- ✓ **Cardboard (non-waxed)**  
*Cartón (sin cera)*
- ✓ **Cereal boxes**  
*Cajas de cereal*
- ✓ **Office paper**  
*Papel de oficina*
- ✓ **Egg cartons (paper)**  
*Cartones de huevos*  
*(de papel)*
- ✓ **Envelopes**  
*Sobres*
- ✓ **Juice or soy milk boxes with foil liner**  
*Cajas de leche de zumo o soja con papel de aluminio*
- ✓ **Junk mail & magazines**  
*Correo basura y revistas*
- ✓ **Newspapers**  
*Periódico*
- ✓ **Packing paper**  
*Papel de embalaje*
- ✓ **Phonebooks**  
*Guías telefónicas*
- ✓ **Sticky notes**  
*Notas adhesivas*
- ✓ **Waxy paper milk or juice cartons**  
*Cartones de leche con cera*
- ✓ **Wrapping paper (non-metallic)**  
*Papel de regalo*  
*(no metálico)*

## UNACCEPTED MATERIALS

*Materiales no aceptados*



- ✗ **Batteries**  
*Baterías*
- ✗ **Ceramic dishware or glassware**  
*Vajilla de cerámica*
- ✗ **Clothing, linens & rags**  
*Ropa, sábanas y trapos*
- ✗ **Coat hangers**  
*Ganchos de ropa*
- ✗ **Cork (natural & plastic)**  
*Corcho (natural y plástico)*
- ✗ **Electronics**  
*Electrónicos*
- ✗ **Food scraps**  
*Restos de comida*
- ✗ **Glass mirrors & windows**  
*Espejos de vidrio y ventanas*
- ✗ **Light bulbs**  
*Bombillas de luz*
- ✗ **Plastic bags, wrappers or film**  
*Bolsas de plástico, envoltorios o películas*
- ✗ **Plastic items mixed with metal, fabric or rubber**  
*Artículos plásticos mezclados con metal, tela o goma*
- ✗ **Plastics labeled "compostable"**  
*Plástico etiquetado como "compostable"*
- ✗ **Shredded paper**  
*Papel en trizas*
- ✗ **Soiled paper**  
*Papel sucio*
- ✗ **Styrofoam**  
*Espuma de poliestireno*
- ✗ **Waxed cardboard & paper**  
*Cartón y papel encerado*
- ✗ **Wood**  
*Madera*
- ✗ **Yard trimmings**  
*Recortes de jardín*

# WHAT CAN I COMPOST?

You can place **food scraps, soiled paper, and plant trimmings** in your compost bin. Food scraps can be contained in a paper bag or wrapped in newspaper. For more information, look for the compost guide at [redwoodlandfill.wm.com](http://redwoodlandfill.wm.com).



**PLEASE DO NOT  
PLACE COMPOSTABLE  
MATERIALS  
IN PLASTIC BAGS.**

## FOOD SCRAPS

*Restos de comida*



- ✓ **Bread, grains, & pasta**  
*Pan, cereales, y pasta*
- ✓ **Coffee grounds & tea bags**  
*Café molido y bolsitas de té*
- ✓ **Dairy & eggs**  
*Lácteos y huevos*
- ✓ **Fruits & vegetables**  
*Frutas y vegetales*
- ✓ **Leftovers & spoiled food**  
*Sobras y comida estropeada*
- ✓ **Meat (including bones)**  
*Carne (incluidos los huesos)*

## SOILED PAPER

*Papel sucio*



- ✓ **Coffee filters**  
*Filtros de café*
- ✓ **Greasy pizza boxes**  
*Cajas de pizza grasosas*
- ✓ **Paper plates without film plastic liners**  
*Platos de papel (sin recubrimiento de cera o plástico)*
- ✓ **Paper to-go containers without film plastic liners**  
*Cajas y contenedores de papel para llevar (sin recubrimiento de cera o plástico)*
- ✓ **Paper towels & napkins**  
*Toallas, servilletas y bolsas de papel*
- ✓ **Shredded paper**  
*Papel en trizas*

## PLANTS

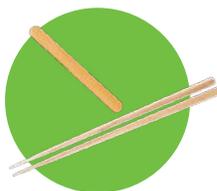
*Plantas*



- ✓ **Branches & brush**  
*Ramas y plantas*
- ✓ **Flowers & floral trimmings**  
*Flores y adornos florales*
- ✓ **Grasses & weeds**  
*Pastos y malas hierbas*
- ✓ **Leaves**  
*Hojas*
- ✓ **Tree trimmings (less than 4" diameter & 4' long)**  
*Recortes de árboles (menos de 4" de diámetro y 4' de largo)*

## OTHER

*Otro*



- ✓ **Hair, fur, & feathers (non-synthetic)**  
*Pello, piel y plumas (no sintético)*
- ✓ **Wood – small pieces of lumber or sawdust from untreated wood only**  
*Madera - pequeños trozos de madera o aserrín de madera limpia solamente*
- ✓ **Wooden chop sticks & coffee stir sticks**  
*Palitos de madera y palitos de café*

## UNACCEPTED MATERIALS

*Materiales no aceptados*



- ✗ **Aluminum foil or trays**  
*Papel de aluminio o bandejas*
- ✗ **Cat litter or animal feces**  
*Arena para gatos o heces de animales*
- ✗ **Clothing, linens, & rags**  
*Ropa, sábanas y trapos*
- ✗ **"Compostable" labeled plastics (bags, utensils, cups)**  
*Plásticos etiquetados como "compostables" (bolsas, utensilios, tazas)*
- ✗ **Corks – natural & plastic**  
*Corchos - natural y plástico*
- ✗ **Diapers**  
*Pañales*
- ✗ **Dirt, rocks, or stone**  
*Tierra, rocas o piedra*
- ✗ **Flower pots or trays**  
*Macetas o bandejas*
- ✗ **Foil-backed or plastic-backed paper**  
*Papel con respaldo de aluminio o plástico*
- ✗ **Juice or soy milk boxes with foil liner**  
*Cajas de leche de zumo o soja con papel de aluminio*
- ✗ **Liquids or ice**  
*Líquidos o hielo*
- ✗ **Milk & juice cartons**  
*Cartones de leche y jugo*
- ✗ **Palm fronds, cactus, or bamboo**  
*Hojas de palma, cactus o bambú*
- ✗ **Plastic bags, wrappers, or film**  
*Bolsas de plástico, envoltorios o películas*
- ✗ **Styrofoam**  
*Espuma de poliestireno*
- ✗ **Treated wood – plywood, press board, painted or stained wood**  
*Madera - madera contrachapada, tablero de presión, triplay madera pintada o teñida*

# BULKY ITEM PICKUP

Do you have an old sofa, mattress, or even an old TV taking up space? We can pick them up for you. All you have to do is contact us by phone or send us an email at [RecologySonomaMarin@recology.com](mailto:RecologySonomaMarin@recology.com) and we will pick up that Bulky Item right at the curb. "Bulky Items" (or "BIPs" for short), are those "beyond-repair" appliances, furniture, or items that don't fit into your car. As your local recycling experts, we take great care in ensuring that anything and

everything that can be recycled, is recycled. You can be assured that the recycling process is handled in an ecologically and socially responsible manner.

If it's just not worth fixing or donating, Recology is here to help. We will pick up broken landscaping equipment such as lawn mowers and leaf blowers with combustible engines as long as all of the fluids are completely drained. Even small auto parts (under 60 lbs) are

accepted as part of the BIP program.

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



Feel like a VIP and call in a BIP today!



## THE BASICS

- ✓ 4 free pickups per year
- ✓ Up to 3 cubic yards of materials per pickup
- ✓ Driver must be able to load items safely into truck
- ✓ No liquid waste or hazardous materials
- ✓ Charges for Freon appliances may apply



# HAZARDOUS WASTE

## Novato Household Hazardous Waste Facility

Novato Household Hazardous Waste Facility located at 7576 Redwood Blvd accepts drop-offs of household hazardous waste from 8:30a-1:30p on the 1st & 3rd Sunday & Monday of every month. Household hazardous waste such as aerosols, batteries, cosmetics, florescent bulbs, fuels, household cleaners, paints, & even sharps (in approved containers only) can be brought during facility hours without an appointment. Explosives, ammunition, radioactive waste, medical or biological waste, medications, & appliances are not accepted. For more information visit [www.novatosan.com](http://www.novatosan.com) or call the HHW hotline at 415.892.7344.



California law prohibits the disposal of hazardous waste in landfills. Please do not place hazardous waste in any bins or carts, as it may harm human health and the environment.

## Free E-Waste Event

Saturday, April 21st- Monday, April 23rd

10 am - 3 pm

Novato Recycling Center

7576 Redwood Blvd.

A three-day free drop-off event for Novato residents to recycle common electronic products, such as:

- TV's
- Fax Machines
- Phones
- Toasters
- Vacuums
- Computers
- Radios & Stereos
- Microwaves
- Hair Dryers
- Blenders

*This event is for Novato residents only. For more information call 415.892.7344 or visit [www.novatosan.com](http://www.novatosan.com).*



# LEGISLATION INFO

We work closely with the Sanitary District and state government to ensure that our shared sustainability goals are achieved.

**We help our commercial customers to be in compliance with state laws AB 341 and AB 1826.**

## AB 341

### Commercial Recycling

California Assembly Bill 341 (AB 341) mandates recycling for all businesses and schools that generate more than 4 cubic yards of solid waste per week, and multifamily dwellings of 5 units or more. AB 341 is designed to reduce greenhouse gas emissions in the state by 5 million metric tons of carbon dioxide (CO<sub>2</sub>).

Businesses and property owners are able to subscribe to recycling services to comply. Property owners of a business or multifamily dwelling may also require tenants to source separate their recyclable materials to aid in compliance.



## AB 1826

### Commercial Organics

California Assembly Bill 1826 (AB 1826) became effective April of 2016, and mandates commercial establishments that generate a minimum of 4 cubic yards of organics per week must arrange for an organics recycling program. Organics include both food scraps and yard trimmings.

The goal of this legislation is to prevent organic materials from ending up in the landfill, when they have a higher use.



# WASTE ZERO SERVICES

Let our Waste Zero Team help your business, multi-family dwelling, or school divert as many materials as possible away from the landfill.

**Recycle more, save more!**

Our talented team of Waste Zero Specialists provides free technical assistance, including on-site waste analysis, staff trainings, and presentations. They will also provide you with a free starter kit of internal containers and signage.

To reach our Waste Zero Team, call **800.243.0291** or email **RSMWasteZero@Recology.com**.



## WE OFFER:

- ✓ Indoor green & blue containers
- ✓ Posters, labels, magnets, & window clings for free (*custom if needed*)
- ✓ Technical assistance from Waste Zero Specialists
- ✓ Employee trainings & school presentations
- ✓ Educational tables at events



# RECYCLING CENTER



Visit Novato's OFFICIAL Recycling Center  
7576 Redwood Boulevard  
Tuesday - Sunday  
10a - 4p

**Novato's original recycling center has been in operation since 1993. This is the only recycling center in Novato owned and operated by Recology Sonoma Marin.**

- ✓ Novato's authorized CRV redemption center
- ✓ Mandated and endorsed by the Novato Sanitary District
- ✓ Accepts all curbside recyclable materials
- ✓ Also accepted:
  - Latex Paint
  - Antifreeze
  - Household & car batteries
  - Fluorescent tubes & bulbs
  - Used motor oil & filters

**Keep Novato clean and green. Visit us today!**

## EVENTS

### Novato Business Expo

Thursday, April 12th, 4p-7p  
[www.novatochamber.com](http://www.novatochamber.com)

### Novato's 22nd Annual Clean and Green Day

Saturday, April 21st, 9a-1p  
[www.novatostreetscape.org](http://www.novatostreetscape.org)

### Tour of Novato and Community Fair

Saturday, May 5th, 7:30a-2p  
[www.tourofnovato.org](http://www.tourofnovato.org)

### Novato's Festival of Art, Wine, and Music

Saturday, June 9th 10a-7p & Sunday, June 10th, 10a-6p  
[www.novatoartwinemusic.com](http://www.novatoartwinemusic.com)



## Novato Waste Zero Q1 Highlights

Date	Organization	Highlight	WZ Employees(s)
January 1 -5, 2018	Recology	Waste Zero Team Training	Waste Zero Team
January 8 - 12, 2018	Recology	Develop target customer list for 2018, based on contract requirements	Waste Zero Team
January 10, 2018	Novato Sanitary District	Sandeep, Dee, Celia, and Garen - introduction meeting	Celia, Garen
January 18, 2018	Novato Charter School	Gave educational presentation	Garen, Lisa
January 31, 2018	Marin County	Attended Clean Marin Action Team Meeting	Garen
February 7, 2018	Marin County	Attended Marin County Zero Waste LTF Meeting	Garen
February 14, 2018	Novato Sanitary District	Meeting with Dee, Celia, and Garen	Celia, Garen
February 15, 2018	Marin Conservation League	Gave educational presentation	Garen
February 15, 2018	City of Novato "Wasted" Showing	Participated in panel discussion, hosted educational table	Garen + Lisa, John, Emily, Anita, Celia
February 20th	Resilient Neighborhoods	Gave educational presentation, hosted table	Garen
February 21, 2018	Novato Senior Center	Hosted table at Health Fair	Garen
February 28, 2018	Marin County	Trash Summit follow-up meeting	Garen
March 7, 2018	Marin County	Marin County LTF Organics Subcommittee	Garen
March 14, 2018	Novato Chamber of Commerce	Participated in panel discussion for leadership class	
March 23, 2018	Recology	Split body truck photo-shoot	Garen
March 28, 2018	Novato Sanitary District	Meeting with Dee, Celia, and Garen	Celia, Garen
March 30, 2018	Recology	Finalized the Recology Reouce Novato Spring 2018 edition	Casey

## Novato Waste Zero Q1 Report

Month	Total Account Touches	Site Audit	Presentation/ Training	Host Table	Gave Outreach Materials	Started Recycling	Increased Recycling	Started Compost	Increased Compost	Decreased Garbage
January	14	14	1	0	14	0	0	0	0	0
February	17	12	2	3	12	0	0	0	0	0
March	9	7	1	0	0	0	1	1	0	0
<b>TOTALS</b>	<b>40</b>	<b>33</b>	<b>4</b>	<b>3</b>	<b>26</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

#	Date(s)	Account Name	Address	City	Franchise Code	Purpose of visit/call	Outcome
1	1/16/18	Whole Foods Novato	790 De Long Ave	Novato	NOV	Site visit to whole foods and met Judy to discuss tag.	Corrected action, provided stickers and posters
2	1/17/18	Novato Charter School	940 C Street	Novato	NOV	Presentation for students and staff	Will follow up to rebrand cans
3	1/19/18	Village Pizzeria	1200 Grant Ave	Novato	NOV	Introduction and site audit	Checked bins, gave stickers, applied bin signage. Account says compost but none listed.
4	1/19/18	Starbucks #10711	7514 Redwood Blvd	Novato	NOV	Introduction and site audit	Could not speak w/starbucks staff. Checked bins, called 3rd party, talked with staff. Whole site uses bins. Service level different than listed
5	1/24/18	Chick-Fil-A	35 Rowland Way	Novato	NOV	Introduction and site audit	Checked bins. Recommended compost. Skeptical, but asked for proposal. Spoke about replacing bins.
6	1/24/18	Ross	104 Vintage Way	Novato	NOV	Introduction and site audit	Checked bins. Provided recycle stickers for inside store. Clean recycling. Recommending lock. Checked/stickered bins.
7	1/24/18	Chevys	128 Vintage Way	Novato	NOV	Introduction and site audit	Recommended compost. Not enthusiastic, plan on developing proposal. Discussed plastic film in recycle. Interested in spanish language signage
8	1/24/18	Round Table Pizza	1565 S Novato Blvd	Novato	NOV	Introduction and site audit	Checked bins. Manager was outgoing, said to return next week to meet new manager.
9	1/24/17	Century Theater	44 Rowland Way	Novato	NOV	Introduction and site audit	Checked bins. Compost was clean. Would not let me discuss or sticker inside without corporate approval.

#	Date(s)	Account Name	Address	City	Franchise Code	Purpose of visit/call	Outcome
10	1/30/18	Novato Flowers	479 Entrada Drive	Novato	NOV	Introduction and site audit	Checked/stickered bins. Clean compost/recycling! Signed pledge.
11	1/30/18	Marin Humane Society	171 Bel Marin Keys Blvd	Novato	NOV	Introduction and site audit	Checked/stickered bins. Clean compost/recycling! Signed pledge. Requested new recycle bin due to broken lid.
12	1/30/18	John and Jill's Bakery	4 Commercial Blvd	Novato	NOV	Introduction and site audit	Checked/stickered bins. Clean recycling stream. Complaints of dumping. Recommended lock.
13	1/30/18	Homeward Bound	1399 Hamilton Parkway	Novato	NOV	Introduction and site audit	Checked/stickered bins. Their recycling was taken several years ago due to contamination, offered training for residents to potentially bring back. They compost their own food waste.
14	1/30/18	Best Western Plus	215 Alameda Del Prado	Novato	NOV	Introduction and site audit	Checked/stickered bins. Discussed possibility of new bins. Potential change in service due to construction in the summer.
15	2/1/18 2/7/18	Leafwood Apts.	1323 Leafwood Drive	Novato	NOV	John Legnitto forwarded me a request to improve service and reduce contamination	<b>Performed site audit.</b> Contamination issue in recycle. Area in bad shape. Contacted customer about simplifying service and education for residents. Customer agreed but has not scheduled. Will follow up wiwth buddy bags.
16	2/1/18	Novato Charter School	940 C Street	Novato	NOV	Follow up on presentation with stickers	<b>Gave outreach material</b>
17	2/7/18	St Vincent De Paul	191 Kenwood Ct	Novato	NOV	Offer waste zero services	Location is a residence operated by a non-profit in San Rafael. <b>Gave outreach material</b> to office in San Rafael so as not to disturb residents.
18	2/7/18	Tagliferiri Deli/Noahs Bagels	1701 Grant Ave	Novato	NOV	Offer waste zero services	<b>Conducted site audit.</b> Customer declined compost service. Will follow up when bins are fuller to determine if AB 1826 candidate. <b>Gave outreach material.</b> Labeled bins. Gave posters.
19	2/7/18	Ghiringellis Pizza	1535 So Novato Blvd	Novato	NOV	Conduct site audit	<b>Conducted site audit.</b> Moderate level of food waste. Manager is not usually in before 5:00. Adding to post-5pm list. <b>Gave outreach material.</b>

#	Date(s)	Account Name	Address	City	Franchise Code	Purpose of visit/call	Outcome
20	2/7/18	The Quest	1461 So Novato Blvd	Novato	NOV	Conduct site audit	<b>Conducted site audit.</b> Informed of contamination and discussed with staff. <b>Gave outreach material.</b> Labeled bins.
21	2/7/18	Inn Marin	250 Entrada Blvd	Novato	NOV	Conduct site audit	<b>Conducted site audit.</b> Minor contamination. Called manager to discuss and potential training. No response yet. <b>Gave outreach material.</b> Labeled bins.
22	2/7/18	Beso Bistro	502 Palm Drive	Novato	NOV	Conduct site audit	<b>Conducted site audit.</b> Compost being bagged in plastic bags. Customer refused to stop, and said she is using plastic bags or getting rid of her compost, and got health department complaint. Gave several solutions. <b>Gave outreach material.</b> Labeled bins. Gave posters.
23	2/8/18	North Marin Water District	999 Rush Creek Pl	Novato	NOV	Follow up on request for site audit	<b>Conducted site audit.</b> Customer requesting an extra recycling bin for increased cardboard disposal beginning in April. <b>Gave outreach material.</b> Provided stickers for interior and exterior bins.
24	2/9/2018 2/23/18	Whole Foods	790 De Long Ave	Novato	NOV	Conduct stakeout	<b>Conducted site audit.</b> Stayed at bins during shift change to monitor employee practices. Training forthcoming in april. Serviced recycling bins as trash due to contamination.
25	2/15/18	Marin Conservation League Presentation		Novato	NOV	Presentation	<b>Gave presentation</b> to MCL members, including current and former Novato City Councilmembers. Answered numerous detailed questions.
26	2/20/18	Resilient Neighborhoods Event		Novato	NOV	Gave presentation	<b>Gave presentation</b> for Resilient Neighborhoods class. <b>Gave outreach material.</b> Stickers, posters, buckets, magnets.
27	2/21/18	Senior Center Health Fair	Margaret Todd Senior Center	Novato	NOV	Tabling	<b>Staffed table</b> at health fair. <b>Gave outreach materials.</b> Stickers, posters, buckets, magnets.

#	Date(s)	Account Name	Address	City	Franchise Code	Purpose of visit/call	Outcome
28	2/22/18	Harvest Market	155 San Marin Drive	Novato	NOV	Site audit	<b>Conducted site audit.</b> Bin pulled as I arrived, driver confirmed food waste. No compost service. Staff gave my card and <b>commercial brochure</b> to manager. Need to follow up.
29	2/22/18	Moylans Brewery	15 Rowland Way	Novato	NOV	Site audit	<b>Conducted site audit.</b> Manager was interested in compost. Scott was unsure of how to service. Training scheduled for April. <b>Gave outreach material.</b> Labeled bins.
30	2/22/18	Trader Joes	7514 Redwood Blvd	Novato	NOV	Site audit	<b>Conducted site audit.</b> Minor contamination. Food waste in garbage. Discussed w/ staff. Was given manager's card to follow up.
31	2/22/18	Sloat Garden Cener	2000 Novato Blvd	Novato	NOV	Site audit	<b>Conducted site audit.</b> Confirmed yard waste is thrown in dumpster. Informed of AB 1826. <b>Gave commercial brochure and labeled bins.</b> Was given manager contact info to follow up.
32	3/5/2018 3/8/18 3/12/18	Harvest Market	155 San Marin Drive	Novato	NOV	AB 1826 Compliance	<b>Conducted site audit.</b> Customer agreed to <b>add compost service.</b> <b>Trained staff and left stickers and posters.</b> <b>Followed up on service change.</b>
33	3/6/2018 3/13/18	Sausalito Accessories	122 Hamilton Pkwy #A	Novato	NOV	Customer Requested Site Visit	Reviewed items, <b>site audit, adding recycling cart.</b> Checked on cart, not yet delivered.
34	3/8/18	Inn Marin	250 Entrada Dr	Novato	NOV	<b>Follow up on contamination tag</b>	<b>Site audit.</b> Discussed contamination with GM, maintenance staff, and restaurant manager
35	3/12/18 3/15/18 3/20/18	Greek Orthodox Church	1110 Highland Ave	Novato	NOV	Site visit for compost service	<b>Site audit. Gave stickers and signage.</b> Interested in starting compost. Logistical challenges, still in progress
36	3/27/18	Ignacio Hills Apartments	431 Ignacio Blvd	Novato	NOV	Contacted customer service regarding food waste.	Discussed with customer. Not interested at this time. <b>Wants buddy bags.</b>
37	3/27/18	Atria Senior Living	835 Tamalpais Ave	Novato	NOV	Follow up on contamination tag	Arranged for an extra service. <b>Conducted site audit. Moderate food waste.</b> Suggested compost.

#	Date(s)	Account Name	Address	City	Franchise Code	Purpose of visit/call	Outcome
38	3/28/18	Forks Fingers	372 Bel Marin Keys	Novato	NOV	Follow up on contamination tag	Went to inspect contamination but containers had been serviced. <b>Conducted site audit.</b> Spoke with customer about contamination.
39	3/28/18	MFD	1599 So Novato Blvd	Novato	NOV	Follow up on customer service request	Customer was interested in compost. <b>Conducted site audit.</b> Logistical problems for service, room for bins, non-bagged program.
40	3/29/18	My Thai	811 Grant Ave	Novato	NOV	Follow up on contamination tag	Called customer and advised on food and plastic film in recycle. Planned site audit for April



# Education & Outreach Materials

January – March 2018

Recology sees a world without waste.™

**Introductory Postcard:** As soon as the close of the acquisition was official, RSM mailed out an introductory postcard to all 155,000 customer accounts.



**We are happy to announce**  
Recology is now the recycling, organics, and solid waste service provider for the communities in Sonoma, Marin, and Mendocino Counties previously served by The Ratto Group and its affiliated companies. There is no need to cancel services with The Ratto Group or to register with Recology. You can expect a smooth transition, as service days will stay the same without any interruption. During the coming weeks, you will receive more information about services and billing. We are thankful for the opportunity to serve you!

**Estamos felices de anunciar que**  
Recology es ahora el nuevo proveedor de reciclaje, desechos orgánicos y recolección de basura para las comunidades en los condados de Sonoma, Marin y Mendocino, que eran previamente servidas por The Ratto Group y afiliados. No hay necesidad de cancelar los servicios con The Ratto Group o registrarse con Recology. Usted podrá contar en una transición fácil, ya que sus días de servicio permanecerán iguales sin interrupción alguna. Durante las próximas semanas usted recibirá más información acerca de nuestros servicios y facturación. ¡Estamos muy agradecidos por la oportunidad de servirle!

**EMAIL**  
RecologySonomaMarin@Recology.com

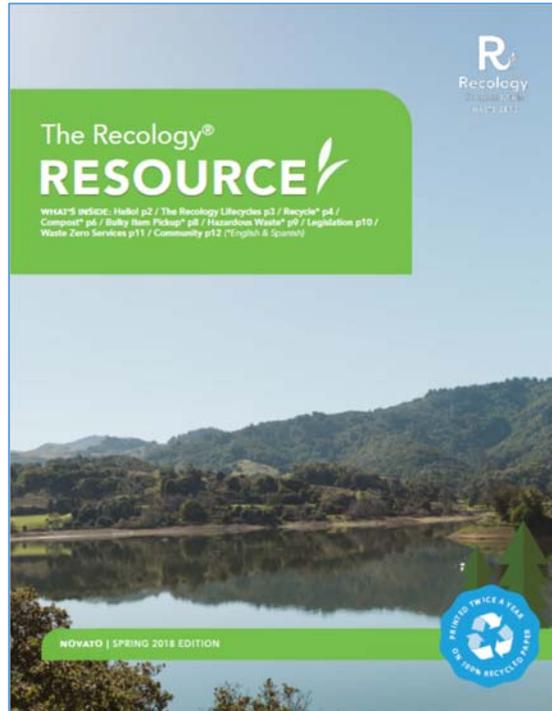
**VISIT**  
Recology.com

**CALL**  
800.243.0291

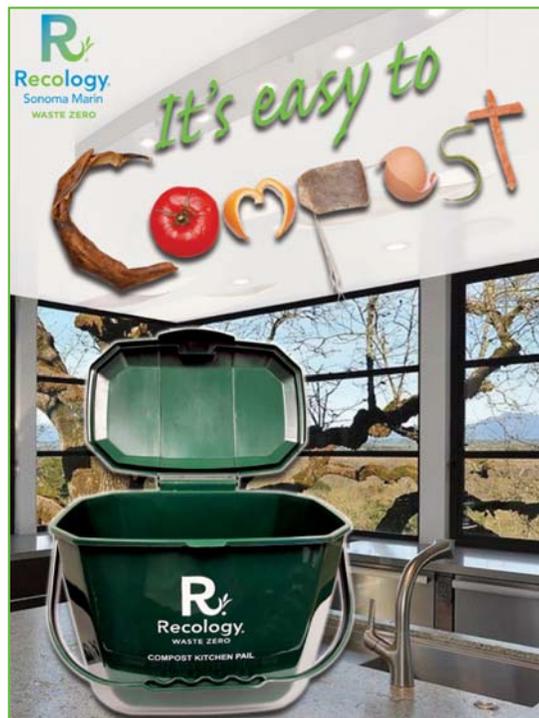
**Recology.**  
WASTE ZERO  
3400 Standish Avenue  
Santa Rosa, CA 95407

Recology sees a world without waste.™

**Newsletters:** Spring 2018 12 page newsletters were designed and mailed to all of RSM's residential and commercial customers, and were unique to each service area.

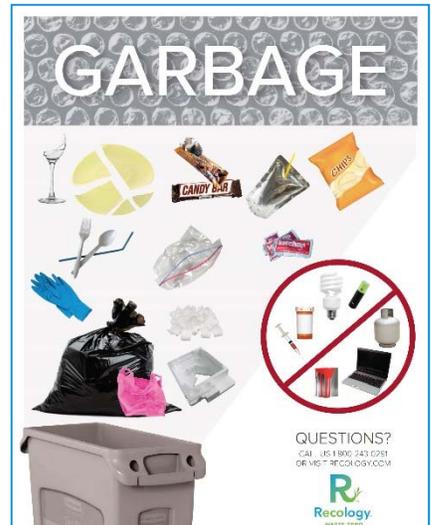
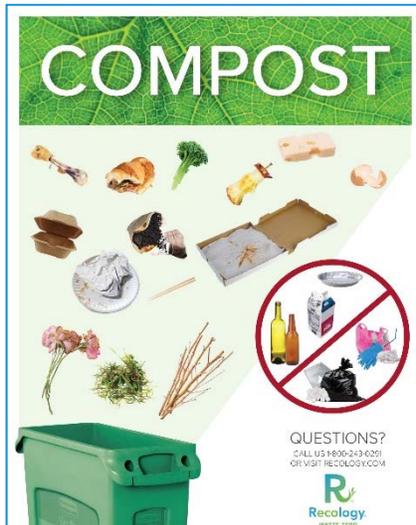
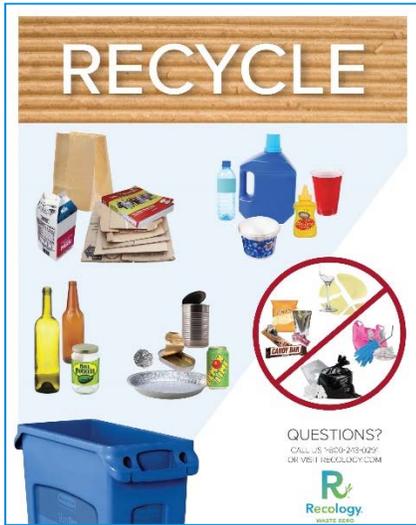


**Compost Kitchen Pail How-To Guide:** RSM has developed this handy guide to help residential customers understand how to best handle food scraps for composting.



**Recology sees a world without waste.™**

**Signage:** RSM maintains an extensive inventory of signage to help elevate diversion programs and ensure success, including: indoor and outdoor horizontal or vertical image based labels, posters, and “We proudly Compost & Recycle here!” window clings.



Recology sees a world without waste.™

**Brochures:** RSM has developed informational brochures for commercial customers, as a reference guide for what-goes-where as well as what services RSM can provide to help their diversion efforts.

### Container Options



Garbage    Recycling    Compost

**Plastic Carts**

SIZE	LENGTH	WIDTH	HEIGHT
32-gallons	24.25"	19.25"	38.50"
64-gallons	31.75"	24.25"	41.75"
96-gallons	35.25"	29.75"	43.25"



Garbage    Recycling    Compost

**Metal Bins**

SIZE	LENGTH	WIDTH	HEIGHT
1-cubic yard	82"	29"	39"
2-cubic yards	82"	40"	53"
3-cubic yards	82"	47"	62"
4-cubic yards	82"	56"	68"
6-cubic yards	82"	70"	72"

Rev 1/2018

### Recycle More, Save More!



**Containers and Signage**  
Recology can provide you with a free starter kit of internal containers and signage.

**Waste Zero Specialists**  
Our professional team of Waste Zero Specialists provides free technical assistance, including on-site waste analysis, staff trainings, and presentations.

The Waste Zero Team will help you conserve natural resources, reduce waste that goes to the landfill, and save money. Together we can make a difference!



800.243.0291  
RSMWasteZero@recology.com  
This brochure is also available online at [Recology.com](http://Recology.com)  
Like us on Facebook!



**Environment**



**Community**



**Economy**

## COMMERCIAL Recycling, Compost & Garbage Services

Recycle	Compost	Garbage
<p>Recycling service is free! By recycling more and reducing your garbage, it's possible to lower your garbage service level – resulting in cost savings.</p> <p>California Assembly Bill (AB) 341 requires all commercial properties that generate four(4) or more cubic yards of garbage per week to enroll in recycling service. To learn more, visit <a href="http://www.calrecycle.ca.gov">www.calrecycle.ca.gov</a>.</p>  <p>Unsoiled Cardboard, Paper, Newspaper, Magazines, Mail, Cartons</p> <p>Clean Glass Bottles &amp; Jars with lids on</p> <p>Clean Metal Cans, Aluminum, Small Scrap Metal</p> <p>Clean Plastic Containers with Lids on</p> <p><b>NO...</b></p> <ul style="list-style-type: none"> <li>• Batteries, cell phones &amp; electronics</li> <li>• Ceramics, mirrors, windows &amp; glassware</li> <li>• Clothing hangers (all types)</li> <li>• Condiment packets</li> <li>• Construction &amp; demolition material</li> <li>• Fluorescent lights, tubes &amp; CFLs</li> <li>• Food &amp; food wrappers</li> <li>• Garden hoses</li> <li>• Liquids</li> <li>• Napkins &amp; paper towels</li> <li>• Paper coffee cups &amp; plates</li> <li>• Pizza boxes</li> <li>• Plastic bags &amp; film plastics</li> <li>• Plastic cutlery &amp; straws</li> <li>• Styrofoam</li> <li>• Toys</li> <li>• Wires, banding, chains &amp; cables</li> <li>• Wood</li> </ul>	<p>Depending on your location, compost service is discounted or free! By composting more and reducing your garbage, it's possible to lower your garbage service level – resulting in cost savings.</p> <p>California Assembly Bill (AB) 1826 requires commercial properties that generate four (4) or more cubic yards of compostable material per week to enroll in compost service. To learn more, visit <a href="http://www.calrecycle.ca.gov">www.calrecycle.ca.gov</a>.</p>  <p>Food Scraps (including Meat, Shells, Bones, Fruit, Vegetables, Bread &amp; Dairy)</p> <p>Plant Trimmings &amp; Untreated Wood Pallets no larger than 4 ft. x 4 in.</p> <p>Food Soiled Paper &amp; Cardboard, Wooden Utensils</p> <p><b>NO...</b></p> <ul style="list-style-type: none"> <li>• Aluminum foil, trays, metal</li> <li>• Animal waste</li> <li>• BBQ ashes</li> <li>• Cartons</li> <li>• Condiment packets</li> <li>• Cooking oil &amp; grease</li> <li>• Diapers</li> <li>• Glasses</li> <li>• Gloves</li> <li>• Liquids</li> <li>• Paper coffee cups</li> <li>• Palm fronds, poison oak, cactus, bamboo</li> <li>• Plastics</li> <li>• Plywood, treated &amp; painted wood</li> <li>• Styrofoam</li> <li>• Waxed cardboard</li> </ul>	<p>The best and highest use of some items has not yet been determined. These items should be placed in your garbage cart or bin.</p> <p>California law prohibits the disposal of hazardous waste in landfills. Please do not place hazardous waste in your garbage cart or bin, as it may harm human health and the environment. To learn more, visit <a href="http://www.calrecycle.ca.gov">www.calrecycle.ca.gov</a>.</p>  <p>Coffee Cups, Snack Wrappers, Juice Pouches, Condiment Packets</p> <p>Styrofoam</p> <p>Plastic Bags &amp; Film Plastics, Hangers, Hoses, Gloves</p> <p>Bagged Animal Waste, Diapers</p> <p>Ceramics, Glassware, Mirrors</p> <p><b>NO...</b></p> <ul style="list-style-type: none"> <li>• Batteries &amp; cell phones*</li> <li>• Concrete, stones &amp; bricks</li> <li>• Cooking oil &amp; grease*</li> <li>• Fluorescent lights, tubes &amp; CFLs*</li> <li>• Hazardous Waste*</li> <li>• Liquids</li> <li>• Motor oil &amp; filters*</li> <li>• Prescription medicine*</li> <li>• Sharps, needles, syringes &amp; lancets*</li> <li>• TVs, computers, music players &amp; other electronics*</li> </ul> <p><small>* These materials are considered hazardous waste, and will need to be disposed of by a specialized vendor or facility.</small></p>

Recology sees a world without waste.™

**Driver Tags:** RSM drivers always have corrective action notices as well as good job cards on hand. Corrective action notices inform the customer of any items that need to be removed before a bin or cart can be serviced. Good job cards are used to provide positive feedback for those customers who regularly do an exceptional job, or for those who may have recently improved significantly.

**Compost Service Notice**

**800.243.0291**  
**Recology.com**

CORRECTION NOTICE  
AVISO DE CORRECCIÓN

NON-COLLECTION NOTICE  
AVISO DE NO-RECOLECCIÓN

CORRECT SET-OUT (All wheels against curb/roadside)  
MONTAJE CORRECTO (Las llantas contra la banqueta o la calle)

PROHIBITED WASTE DESPERDICIOS PROHIBIDOS

A1

A2

A3

A4

A5

A6

A7

A8

OVERLOADED CONTAINER OR OVERSIZED ITEMS  
CONTENEDORES SOBRECARGADOS U OBJETOS DEMASIADO GRANDES

B1  
Overflowing  
Sobrecargado

B2  
Oversized Items  
Objeto Demasiado Grande

B3  
Overweight  
Sobre Peso

CONTAMINATION IN COMPOST  
CONTAMINACIÓN EN ABONO

C1

C2

C3

C4

C5

C6

C7

C8

C9

C10

C11

C12

C13

OTHER: \_\_\_\_\_

CORRECTION NOTICE  
AVISO DE CORRECCIÓN

NON-COLLECTION NOTICE  
AVISO DE NO-RECOLECCIÓN

CORRECT SET-OUT  
MONTAJE CORRECTO

Date \_\_\_\_\_ Route \_\_\_\_\_ Driver \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Comments / Other \_\_\_\_\_

A1	A2	A3	A4	A5	A6	A7	A8	
B1	B2	B3	C1	C2	C3	C4	C5	C6
C7	C8	C9	C10	C11	C12	C13		

*Thank you for doing  
a great job!*

Customer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Great Job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Recology sincerely thanks you!*

**Recology sees a world without waste.**

**Recycling Buddy Bags:** RSM purchased recycling buddy bags for the purposes of distributing to MFD residents, in order to increase recycling participation.



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<b><u>RECOLOGY 2018 DISPOSAL/DIVERSION</u></b>	<b><u>1stQ</u></b>	<b><u>2ndQ</u></b>	<b><u>3rdQ</u></b>	<b><u>4thQ</u></b>	<b><u>TOTAL</u></b>
Recology Recycled Collected (Curbside & Buyback)	4,517				
Recology C&D, Wood, Inerts & Bulky waste	898				
Recology Green waste & residential food waste for compost	3,418				
Recology Commercial Food Waste for compost	40				
<b>TOTAL TONS COLLECTED AND PROCESSED FOR RECYCLING</b>	<b>8,872</b>				
<b>RECYCLING RESIDUALS DISPOSED</b>	<b>-1,666</b>				
<b>TOTAL TONS DIVERTED</b>	<b>7,206</b>				
<b>DISPOSAL</b>					
MSW& Debris Box/Recology	6,413				
<b>TOTAL TONS DISPOSED</b>	<b>6,413</b>				
<b>TOTAL WASTE GENERATED(DISPOSAL + RESIDUALS + DIVERTED)</b>	<b>15,286</b>				
<b>PERCENT DIVERTED</b>	<b>47.14%</b>				
<b>PERCENT DIVERTED WITH REDWOOD &amp; MRRC</b>					

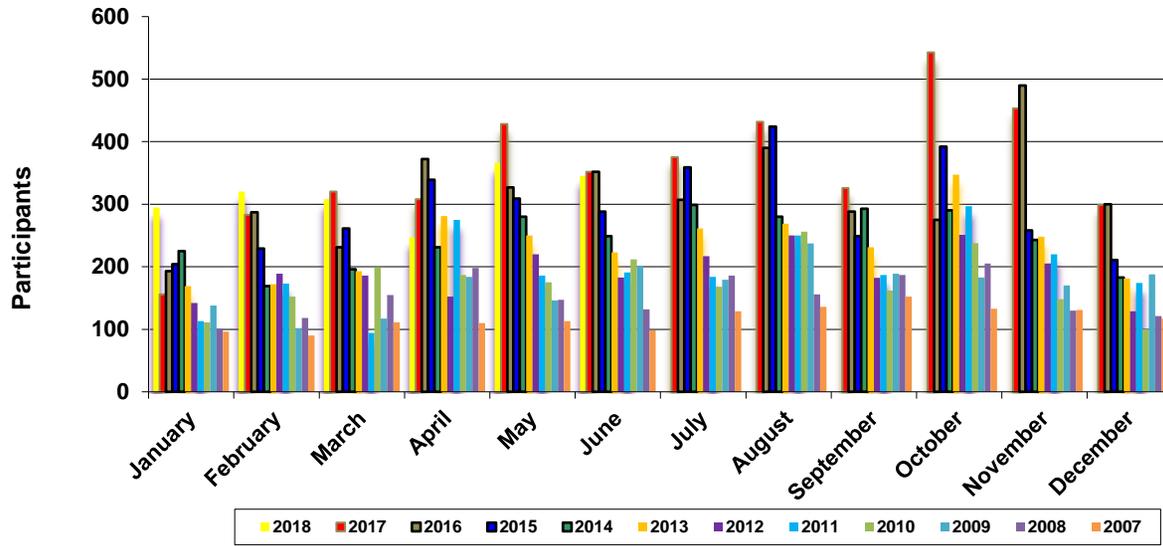
<u>DISPOSAL/DIVERSION 2018 vs. 2017</u>	<b>RECOLOGY</b> <b>2018</b> <b><u>1st Q</u></b>	<b>NOVATO</b> <b>DISPOSAL</b> <b>2017</b> <b><u>1st Q</u></b>
Recology Recycled Collected (Curbside & Buyback) <i>Novato Disposal Recycling Shipped(Curbside and Buyback)</i>	4,517	3,458
Recology C&D, Wood, Inerts & Bulky waste <i>Novato Disposal C&amp;D,Wood,Inerts &amp; Bulky Waste</i>	898	420
Recology Green waste & residential food waste for compost <i>Novato Disposal Green Waste &amp; residential food waste for compost</i>	3,418	3,823
Recology Commercial Food Waste for compost <i>Novato Disposal Commercial Food Waste for Compost</i>	40	93
<b>RECOLOGY TOTAL TONS COLLECTED AND PROCESSED FOR RECYCLING</b>	<b>8,872</b>	
<b><i>NOVATO DISPOSAL TOTAL TONS SHIPPED FOR RECYCLING</i></b>		<b>7,794</b>
<b>RECOLOGY RECYCLING RESIDUALS DISPOSED</b>	<b>-1,666</b>	
<b>TOTAL TONS DIVERTED(For Recology, total Recycling minus residuals)</b>	<b>7,206</b>	<b>7,794</b>
<b>DISPOSAL</b>		
MSW& Debris Box & Residuals Recology <i>MSW&amp; Debris Box&amp; Residuals Novato Disposal</i>	8,079	7,189
<b>TOTAL TONS DISPOSED</b>	<b>8,079</b>	<b>7,189</b>
<b>TOTAL WASTE GENERATED(DISPOSAL + RESIDUALS + DIVERTED)</b>	<b>15,285</b>	<b>14,983</b>
<b>PERCENT DIVERTED</b>	<b>47.14%</b>	<b>52.02%</b>

HHW FACILITY SUMMARY 2018	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
<b>Total Participants</b>	<b>295</b>	<b>320</b>	<b>308</b>	<b>247</b>	<b>366</b>	<b>345</b>							<b>1,881</b>
Been to events before?(Yes)	253	274	247	219	304	288							1,585
Permanent facility?	223	224	204	211	261	245							1,368
Temporary events?	42	59	50	24	59	62							296
First time user?	42	46	61	28	62	56							295
<b>Type of waste brought in?</b>													
Antifreeze	18	20	16	11	25	21							111
Asbestos	2	3	0	3	0	8							16
Auto products	38	42	36	43	51	50							260
Car batteries	13	9	45	54	92	95							308
<b>Computer monitors</b>	<b>10</b>	<b>17</b>	<b>12</b>	<b>10</b>	<b>7</b>	<b>9</b>							<b>65</b>
Cements, sealers	25	31	19	9	3	16							103
<b>E-Waste(all types)</b>	<b>110</b>	<b>109</b>	<b>66</b>	<b>36</b>	<b>48</b>	<b>43</b>							<b>412</b>
Fluorescent tubes& bulbs	54	57	75	50	77	90							403
Fuels(gas, kerosene, diesel)	18	27	35	28	51	50							209
<b>Household batteries</b>	<b>72</b>	<b>61</b>	<b>53</b>	<b>31</b>	<b>29</b>	<b>38</b>							<b>284</b>
<b>Household cleaners, polishes</b>	<b>79</b>	<b>86</b>	<b>64</b>	<b>62</b>	<b>108</b>	<b>101</b>							<b>500</b>
<b>Latex paint</b>	<b>96</b>	<b>104</b>	<b>93</b>	<b>95</b>	<b>120</b>	<b>141</b>							<b>649</b>
Motor oil/filters	43	53	47	51	74	63							331
<b>Oil base paint</b>	<b>56</b>	<b>63</b>	<b>62</b>	<b>40</b>	<b>80</b>	<b>91</b>							<b>392</b>
<b>Paint thinners, solvents</b>	<b>51</b>	<b>57</b>	<b>63</b>	<b>58</b>	<b>102</b>	<b>94</b>							<b>425</b>
<b>Pesticides, herbicides, insecticides</b>	<b>38</b>	<b>54</b>	<b>44</b>	<b>42</b>	<b>69</b>	<b>77</b>							<b>324</b>
Pet care products	11	7	11	4	8	6							47
Photo chemicals	2	1	2	0	0	2							7
Pool Chemicals	7	8	5	6	10	6							42
Propane/helium tanks/fire extinguishers	23	28	19	24	36	28							158
Sharps	3	5	2	5	3	5							23
<b>Spray paints</b>	<b>32</b>	<b>44</b>	<b>38</b>	<b>38</b>	<b>55</b>	<b>61</b>							<b>268</b>
<b>Television</b>	<b>50</b>	<b>39</b>	<b>28</b>	<b>28</b>	<b>20</b>	<b>32</b>							<b>197</b>
Thermometers/Thermostats	4	5	4	0	4	3							20
Wood preservatives, stains	30	35	28	22	35	47							197
Other	14	7	3	4	14	16							58
<b>Hear about program?</b>													
Recycling Center flier	102	108	105	122	153	132							722
Sanitary District newsletter	61	58	62	48	94	84							407
Sanitary District website	49	39	47	28	48	42							253
Novato Disposal newsletter	107	125	104	92	114	107							649
Word of mouth	36	46	49	43	55	63							292
Other	18	17	24	19	21	15							114
<b>Change your own motor oil?</b>													
<b>Yes</b>	<b>41</b>	<b>54</b>	<b>41</b>	<b>48</b>	<b>60</b>	<b>46</b>							<b>290</b>
Novato Recycling Center	27	37	34	36	52	39							225
O'Reilly's	13	21	12	19	21	14							100
Pennzoil	2	0	1	0	1	0							4
Other	1	1	3	0	0	0							5
If yes, want curbside pickup?	17	31	15	19	26	17							125
<b>No</b>	<b>254</b>	<b>266</b>	<b>267</b>	<b>199</b>	<b>306</b>	<b>299</b>							<b>1,591</b>
<b>Comments</b>													
<b>Compliments/Good</b>	<b>90</b>	<b>97</b>	<b>90</b>	<b>89</b>	<b>130</b>	<b>120</b>							<b>616</b>
<b>Complaints</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>3</b>							<b>13</b>

HHW PARTICIPANTS 2006 - 2018

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Totals</u>
2018	295	320	308	247	366	345							
2017	156	283	320	308	428	352	375	432	326	543	453	299	4,275
2016	193	287	231	372	327	352	307	390	288	275	490	300	3,812
2015	204	229	261	339	309	288	359	424	249	392	258	211	3,523 open 3 days in April, 6 days in August
2014	225	169	196	231	280	249	299	280	293	290	262	183	2,957 open 3 days in April
2013	169	172	193	281	250	223	261	269	231	347	248	181	2,825
2012	142	189	186	152	220	183	217	250	182	251	205	129	2,306
2011	113	173	94	275	186	191	184	250	187	297	220	174	2,344
2010	111	152	199	187	175	212	168	256	162	238	148	100	2,108 August 6 days
2009	138	102	117	184	146	201	179	237	189	183	170	188	2,034 August 6 days
2008	101	118	155	198	147	132	186	156	187	205	130	121	1,836
2007	96	90	111	110	113	98	129	136	152	133	131	117	1,416
2006	57	118	115	112	140	111	145	120	119	95	106	73	1,311
<b>% Change from 2017</b>	89.10%	13.07%	-3.75%	-19.81%	-14.49%	-1.99%							

### *HHW Facility Monthly Participation 2007- 2018*



# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Solid Waste: Household Hazardous Waste (HHW) Management Contract</b>	<b>MEETING DATE: July 9, 2018.</b>  <b>AGENDA ITEM NO.: 6.e.</b>
<b>RECOMMENDED ACTION: Approve contract with DLJ Associates to provide AB939, household hazardous waste (HHW), and related services for FY2018-19 in the amount of \$107,964, and authorize the General Manager-Chief Engineer to execute it.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>Dee Johnson of DLJ Associates has managed the District’s Household Hazardous Waste and AB 939 services for many years. For the past six years, she has also managed the Zero Waste outreach and AB 341 solid waste requirements. As in previous years, staff requested, and Ms. Johnson provided, a detailed proposal of her services for the upcoming year. In summary, she proposes to provide the following services on a time and materials basis for a total not-to-exceed amount of \$107,964.</p> <ul style="list-style-type: none"> <li>• HHW facility administering, promoting, and monitoring: \$77,500.</li> <li>• AB939 and 341 and Zero Waste Program administrative, technical support, outreach, monitoring &amp; reporting, and commercial and multi-family recycling: \$27,500.</li> <li>• Administering the Department of Conservation Beverage Container Recycling program: \$2,964.</li> </ul> <p>For comparison purposes, Ms. Johnson’s FY17-18 proposal was in the not-to-exceed amount of \$103,118.</p> <p>Staff recommends that the Board approve the contract with a not-to-exceed limit of \$107,964, and authorize the General Manager-Chief Engineer to execute it.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence), Goal 2 (Reliable and Efficient Facilities), and Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The preliminary FY2018-19 budget amount for Account No. 67400 - Management Services is \$142,464.	
<b>DEPT. MGR.:</b> ssk	<b>GENERAL MANAGER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE:** Wastewater Operations Report, June 2018.

**MEETING DATE:** July 9, 2018

**AGENDA ITEM NO.:** 7.a.

**RECOMMENDED ACTIONS: Receive Wastewater Operations Reports for June 2018:**

- Collection System
- Treatment Facilities Operations
- Reclamation Facilities

**SUMMARY AND DISCUSSION:**

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

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

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

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

**DEPT. MGR.:** JB (Veolia), EB

**GENERAL MANAGER:** SSK

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

Item 7.a.i.  
(Pages 63 to 68)

## 1.0 General:

The equivalent of about seven (7) full time employees (FTE) worked in the Collection System Department during the month. The breakdown of staff time for the month in terms of equivalent FTE hours utilized, works out approximately as follows:

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

## 2.0 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

The sewer system ICOM3 Computerized Maintenance Management System (CMMS) generated 506 work orders for the month. Collections staff completed 506 work orders, leaving zero (0) work orders outstanding. The completed work orders resulted in 57,518 feet of sewer pipelines cleaned by staff. An additional 41,318 feet of sewer line were treated for root intrusion by staff and a District contractor for a total of 98,836 feet of cleaned sewer line.



**An air relief valve pit that will be replaced in an upcoming ARV rehab project.**

### CCTV Performance:

The District's CCTV equipment was in the field for four (4) working days and televised a total of 4,233 feet of sewer main. Additionally, staff televised 408 feet of sewer main using the hand-camera.

### CCTV Findings:

- Infrastructure related: CCTV work identified some tree root intrusions and sources of inflow and infiltration (I&I). Lines identified to have I&I have been documented and placed on the spot repair list for future repair.
- O&M related: CCTV work did not identify any area that would require a change in sewer line maintenance operations.

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

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**3.0 Pump Station Maintenance:**

The Collection System Department conducted 157 lift station inspections this month. 56 of the inspections were generated through the District's JobsCal Plus CMMS system. There are no outstanding work orders for the month. A Pump Stations Work Order Statistics summary is attached.

**4.0 Air Relief/Vacuum Valves (ARVs):**

Staff completed maintenance inspections on four (4) air relief/vacuum valves this month.

**5.0 Safety and Training:**

General:

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

Specialized Training:

Collections Department staff attended a Heat Illness Awareness training.

Collections Department staff attended a full day Root Intrusion Seminar.

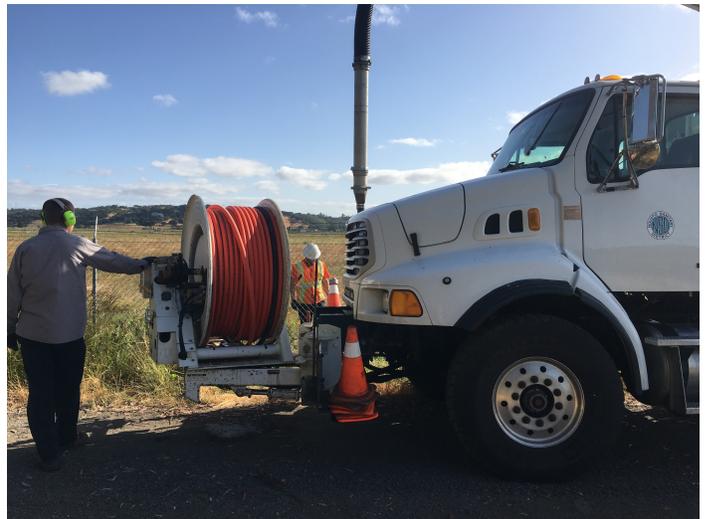
Collections Department staff also attended a full day Motor Control Basics training.

Safety performance:

For the Collections Department, there were no lost time accidents this month.

**6.0 Miscellaneous Projects:**

A small sink hole in Palomino Road was repaired by a District contractor. At Golden Gate Place, collections department staff assisted with the sewer line repair project, monitoring and pumping out the isolated sewer system to prevent overflows. They will continue to do so until the permanent solution is implemented.



**7.0 Sanitary Sewer Overflows (SSOs):**

There were no (0) sanitary sewer overflows in June.

**Golden Gate Place sewer repair project.**

\*\*\*\*\*

Novato Sanitary District  
Collection System Monthly Report For June 2018 (as of June 30, 2018)

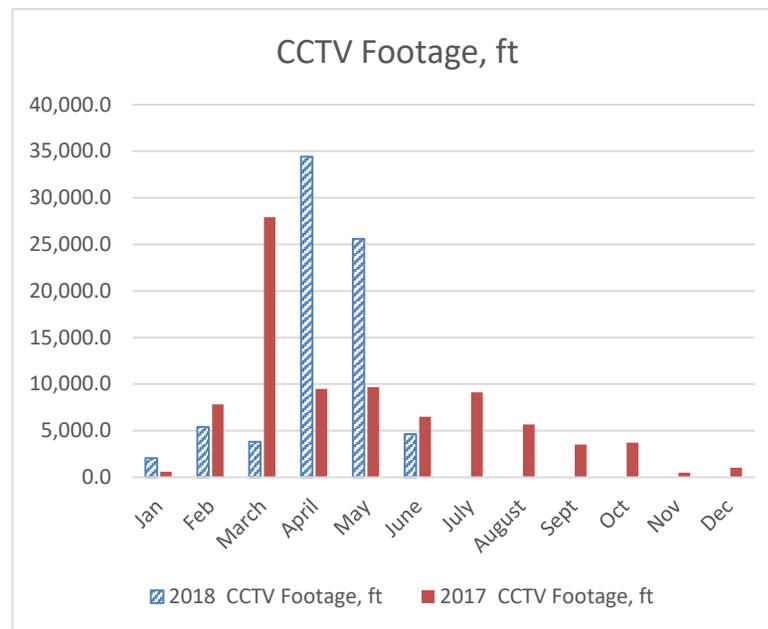
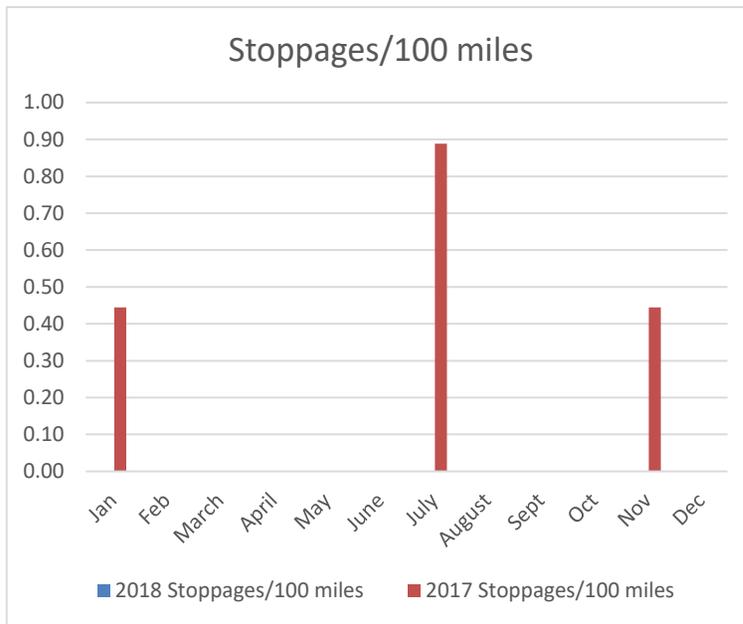
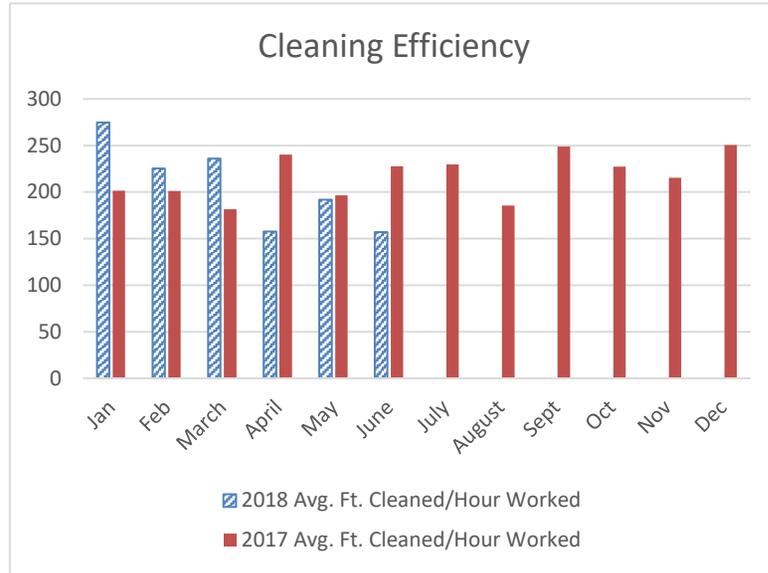
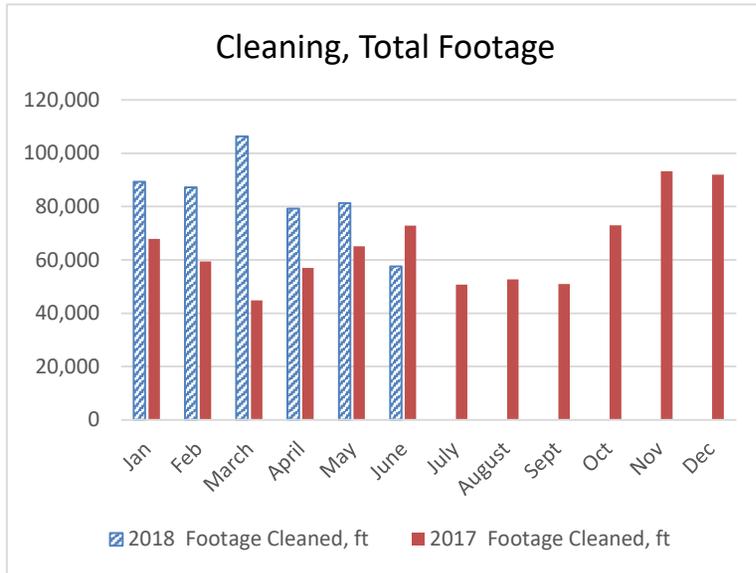
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning), hrs.	1.8	2.4	2.5	3.0	2.3	2.1	0.0	0.0	0.0	0.0	0.0	0.0	NA	1.2
Number of FTEs (other)	1.8	1.9	1.9	1.7	1.4	1.7	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.9
Number of FTEs (USAs)	0.3	0.3	0.2	0.3	0.3	0.2	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.2
Number of FTEs (CCTV)	0.2	0.2	0.2	0.3	0.8	0.3	0.0	0.1	0.0	0.0	0.0	0.0	NA	0.2
Total, FTEs	4.0	4.9	4.8	5.4	4.7	4.4	0.0	0.1	0.0	0.0	0.0	0.0	NA	2.4
Regular Time Worked, (main line cleaning), hrs	325	387	451	502	425	367	0	0	0	0	0	0		
Regular Time Worked on Other, hrs (1)	324	303	352	288	263	298	0	0	0	0	0	0		
Regular Time Worked on USAs	51	59	41	53	49	43								
Regular Time Worked on CCTV (2)	32	40	40	57	149	51	0	0	0	0	0	0		
Total Regular time, worked, hrs	732	788	882	900	885	758	0	0	0	0	0	0	4,944	412
Total Vacation/Sick Leave/Holiday, hrs	216	106	123	70	186	156	0	0	0	0	0	0	855	71
Vacation/Sick Leave/Holiday, FTEs	1.2	0.7	0.7	0.4	1.0	0.9	0.0	0.0	0.0	0.0	0.0	0.0	4.8	0.4
Overtime Worked on Coll. Sys., hrs	11	7	3	6	11	20	0	0	0	0	0	0	57	5
Overtime Worked on Other, hrs (1)	4	0	0	0	4	1	0	0	0	0	0	0	9	1
Overtime Worked on USAs, hrs	0	0	0	0	0	0								
Overtime Worked on CCTV (2)	0	0	0	0	0	1	0	0	0	0	0	0	1	0
Total Overtime, hrs	15	7	3	6	15	22	NA	NA	NA	NA	NA	NA	67	11
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	28	33	65	65	28	1	0	0	0	0	0	0	220	18
Rodder 3208 ft. cleaned	6,241	6,875	12,729	10,481	4,023	301	0	0	0	0	0	0	40,650	3,388
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Flusher Work Orders generated	401	413	472	403	404	305	0	0	0	0	0	0	2,398	200
Truck 3205V ft. cleaned	22,719	28,924	43,973	2,861	0	12,920	0	0	0	0	0	0	111,397	9,283
Truck 3206V ft. cleaned	60,376	51,396	18,896	28,966	6,896	41,633	0	0	0	0	0	0	208,163	17,347
Truck 3209F ft. cleaned	0	0	30,733	36,879	70,447	2,664	0	0	0	0	0	0	140,723	11,727
Flusher - outside services, ft. cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Footage cleaned(3)	89,336	87,195	106,331	79,187	81,366	57,518	NA	NA	NA	NA	NA	NA	500,933	83,489
Work Orders completed	429	446	537	616	432	506	0	0	0	0	0	0	2,966	270
Work Orders backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CCTV Truck 3126T, ft. videoed	2,048	5,420	3,805	0	20,712	4,233	0	0	0	0	0	0	36,218	3,018
CCTV (hand cam), ft. videoed	0	0	0	34,429	4,893	408	0	0	0	0	0	0	39,730	0
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total CCTV footage(3)	2,048	5,420	3,805	34,429	25,605	4,641	NA	NA	NA	NA	NA	NA	75,948	0
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category III)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category II)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category I)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Overflow Gallons	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Volume Recovered	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Percent Recovered	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>D. Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	8	4	2	2	0	4	0	0	0	0	0	0	20	2
Normal hours S.C. response time, mins (avg.)	39	29.25	17	18.5	0	18	0	0	0	0	0	0	122	10
Service Callouts, after hours, #	1	0	0	0	0	0	0	0	0	0	0	0	1	0
After Hours S.C. response time, mins (avg.)	37	0	0	NA	NA	NA	0	NA	NA	NA	NA	0	37	7
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	275	225	236	158	192	157	NA	NA	NA	NA	NA	NA	NA	207
Total Stoppages/100 Miles	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA
Average spill response time (mins)	0	0	0	NA	NA	NA	0	NA	NA	NA	0	NA	NA	0
Callouts/100 Miles	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0
Overtime hours/100 Miles	5	3	1	3	5	9	0	0	0	0	0	0	25.33	2
Overflow Gallons/100 Miles	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

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

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

# Collection System: 2018 & 2017 Graphs



**Novato Sanitary District**  
**Pump Station Monthly Report For June 2018 (as of June 30, 2018)**

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>	372	254	212	251	276	231	0	0	0	0	0	0	1,594	
Number of Employees (FTEs)	1.8	1.4	1.2	1.2	1.3	1.3	0.0	0.0	0.0	0.0	0.0	0.0		0.7
Regular Time Worked on Pump Sta	325	226	212	197	238	231	0	0	0	0	0	0	1,427	
Overtime Worked on Pump Sta	47	28	32	54	38	35	0	0	0	0	0	0	233	
After Hours Callouts	3	1	1	1	1	0	0	0	0	0	0	0	7	
Average Callout response time (mins)	36	28	6	9	8	0	0	0	0	0	0	0	87	7
<b>Work Orders</b>														
Number generated in month	95	89	77	85	71	56	0	0	0	0	0	0	473	39
Number closed in month	95	89	77	85	71	56	0	0	0	0	0	0	473	39
Backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**PUMP STATIONS  
WORK ORDER STATISTICS  
June 1, 2018-June 30, 2018**

	<b>Open Work Orders Due Prior to 5/1/2018</b>	<b>Open Work Orders 5/1/2018-5/31/2018</b>	<b>Total Open Work Orders</b>
Preventive	0	56	56
Corrective	0	0	0
<b>Total</b>	<b>0</b>	<b>56</b>	<b>56</b>

	<b>Closed Work Orders 6/1/2018 -6/30/2018</b>
Preventive	56
Corrective	0
<b>Total</b>	<b>56</b>

<b>Total Outstanding Work Orders as of 6/30/2018</b>	<b>0</b>
------------------------------------------------------------------	----------



July 2, 2018

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

**Subject: Veolia Water Operations Report – June 2018**

Dear Mr. Karkal:

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

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

Best regards,

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

John P. O'Hare  
Project Manager, Veolia



MONTHLY OPERATIONS REPORT  
June 2018

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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- E: ADMINISTRATION
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- G: MISCELLANEOUS

ATTACHMENTS

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

**A: TREATMENT PLANT PERFORMANCE SUMMARY - June 2018**

Parameter	Value		Limits	
	Ave	Max		
Flow, MGD (monthly ave/max)	3.64	3.94	N/A	
<b>Influent</b>				
BOD <sub>5</sub> , lb/day (month ave/max)	8,924	9,359	N/A	
TSS, lb/day (monthly ave/max)	11,496	15,054	N/A	
<b>Effluent</b>				
BOD <sub>5</sub> , mg/L (monthly ave/max weekly ave)	<5*	6*	40	No Limit
TSS, mg/L (monthly ave/max weekly ave)			No Limit	No Limit
BOD <sub>5</sub> - % Removal, Average	98		No Limit	
TSS - % Removal, Average	99		No Limit	
Ammonia, mg/L – (monthly ave/daily max)	N/A	N/A	5.9	21
pH, su (min / max)			6.5	8.5
Enterococcus, MPN/100 ml (30 day geo mean)	N/A		35	
Fecal Coliform, MPN/100 ml (monthly median)	N/A		140	
Fecal Coliform, MPN/100 ml (90 <sup>th</sup> PCTL)	N/A		430	
Total Coliform, MPN/100 ml (5 sample median)	49		240	
Total Coliform, MPN/100 ml (monthly maximum)	130		10,000	

\*Pending receipt of all analytical results.

**Title 22 - Recycled Water Production and Quality**

Description	Units	Value	Limit
Volume Produced	Million Gallons	22.371	N/A
Average Turbidity	NTU	0.9	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	0.0	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	7.8	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	<1	240
Maximum Total Coliform 2 Samples 30 days	MPN/100 ml	<1	23
Total Coliform 7 Sample Median	MPN/100 ml	<1	2.2

**Discussion of Violations / Excursions**

- Reclamation / Irrigation, Waste Discharge Requirements (WDR Limits) - None
- Recycled Water – None
- Bay Area Air Quality Management District – None.

**B: SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTP and Ignacio Transfer Pump Station completed.
- Five minute tailgate training was held during morning meetings with all staff.
- No safety incidents for the month of June 2018. Monthly Safety Topics and Training: Confined Spaces



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

- Routine rounds, readings and maintenance.
- Annual diesel fuel sampling
- Annual boiler service
- Annual flow meter calibrations
- Annual crane certifications

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

- Aeration basin #1 & #3 (standby).
- Primary clarifier #2 (standby).
- Secondary clarifier #1 (not required at current facility flow).

**Ignacio Transfer Pump Station**

- Routine rounds, readings and preventative maintenance.
- Annual diesel fuel sampling

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

- None

**Recycled Water Plant (RWP)**

- Routine rounds and maintenance.
- Assisting with contractor needs during construction.

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

- None

**Sludge Lagoons (and Reclamation Area)**

- Performed routine rounds and inspection.

**D: ENVIRONMENTAL SERVICES ACTIVITIES SUMMARY****Discharge to Reclamation / Irrigation June 1 - 30, 2018****BACWA**

Liz Falejczyk Veolia Water Environmental Services Supervisor attended the June 2018 Bay Area Clean Water Agency Laboratory Committee and Permits Committee Meetings.

**Training**

Kurt Hawkyard, Veolia Water Laboratory Technician, attended the June 2018 State of California Environmental Laboratory Accreditation Program TNI 2016 Standard Training Series/Session 1 of 6 trainings.



**Whole Effluent Toxicity Testing**

No sampling is required during Reclamation / Irrigation - Waste Discharge Requirements (WDR Limits) period from June through August 2018.

**Wildlife Pond and Reclamation Activities****Wildlife Pond**

Samples and weekly/monthly observations at the Wildlife pond were taken according to the WDR (Order No. 92-065).

**Irrigation Wet Well Sampling**

Monthly sampling of the irrigation wet well continued in June 2018 and will continue as long as recycled water irrigation is occurring. The data collected will be compiled and reported in the 2018 Triennial Irrigated Pasture Report.

**Public Education**

Liz Flaejczyk prepared a Microsoft® Power Point slide presentation for how a wastewater treatment operates FOR public education days at the Novato local library. Liz attended the Marin County wastewater treatment plant's public education committee meeting with Julie Hoover, NSD Administrative Assistant.

**Pretreatment****Permits**

- Received one application for a temporary discharge permit for groundwater discharge.
- Received one renewal application for a discharge permit from a categorical significant industrial user.

**Inspections and Sampling**

- Continued monitoring one Food Service Establishment (FSE) grease removal several times per week
- Inspected fourteen FSE's, and received support documentation from ten of the fourteen FSEs
- Received support documentation confirming continued compliance from five FSEs

**E: ADMINISTRATION:**

- May 2018 Electronic Discharge Monitoring Report (DMR) submitted on June 20, 2018.
- May 2018 Self-Monitoring Report (SMR) submitted on June 20, 2018.

**F: ODORS & LANDSCAPING:**

- Jerome meter (H2S) parts per million (ppm) readings performed in neighborhood.
- All readings in neighborhood were 0 ppm.
- Text dialogue with neighbor regarding primary clarifier # 2 cleaning operation due to potential odors.

**G: MISCELLANEOUS**

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



**Veolia Support Staff On/Off Site (Various Times)**

Ed Dix, West Region Technical Director

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



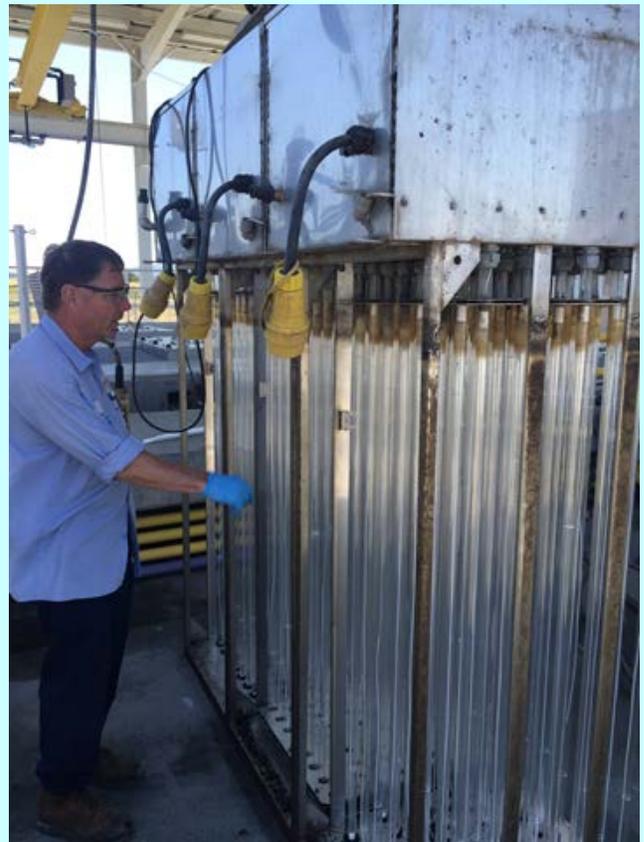
# *PHOTOS*

SEPTAGE RECEIVING STATION TRAINING  
JUNE 2018



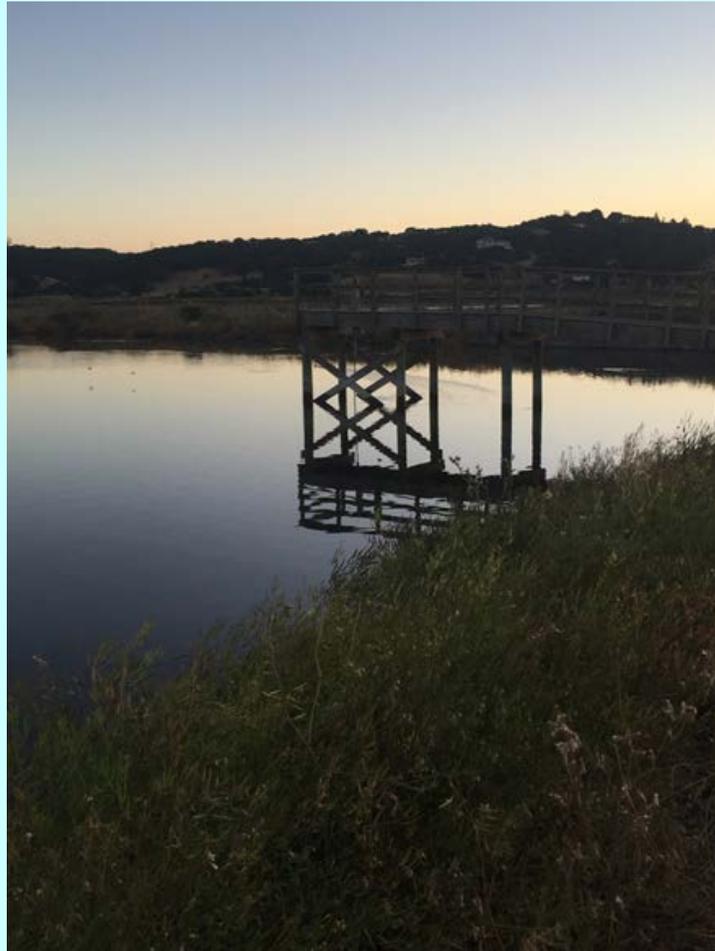
Above – Jeff Hendricks providing training to John O'Hare, Larry Milliken, and Alego Cuntapay.

AERATION TANK DIFFUSER EXERCISING AND ULTRAVIOLET  
DISINFECTION SLEEVE CLEANING  
JUNE 2018



Top Left – John O'Hare observing aeration tank diffuser exercising  
Bottom Right – Jeff Hendricks cleaning ultraviolet disinfection sleeves.

WILDLIFE POND  
JUNE 2018



Above – Wildlife Pond access dock.

# *LABORATORY DATA*

Novato Sanitary District  
BOD/TSS Report



June, 2018

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
06/01/18	3.54										
06/02/18	3.66										
06/03/18	3.80										
06/04/18	3.60										
06/05/18	3.76										
06/06/18	3.80	270	8,557	475	15,054	<5	<125	3	75	98.1	99.4
06/07/18	3.64					<5	<114	<3	<69		
06/08/18	3.56					6	129	<3	<64		
06/09/18	3.73										
06/10/18	3.79										
06/11/18	3.71										
06/12/18	3.62	310	9,359	305	9,208	<5	<125	3	75	98.4	99.0
06/13/18	3.65					<5	<130	<3	<78		
06/14/18	3.94					<5	<149	<3	<89		
06/15/18	3.56										
06/16/18	3.79										
06/17/18	3.76										
06/18/18	3.54	300	8,857	422	12,459	<5	<121	4	96	98.3	99.1
06/19/18	3.69					<5	<142	<3	<85		
06/20/18	3.63					6	158	3	79		
06/21/18	3.62										
06/22/18	3.40										
06/23/18	3.39										
06/24/18	3.59										
06/25/18	3.69										
06/26/18	3.46					<5	<123	4	98		
06/27/18	3.62					<5	<135	<3	<81		
06/28/18	3.83			290	9,263			<3	<82		99.0
06/29/18	3.28										
06/30/18	3.55										
<b>Weekly Averages</b>											
06/02/18	Week 1	350	10,975	325	10,191	5	134	3	80		
06/09/18	Week 2	270	8,557	475	15,054	5	123	3	69		
06/16/18	Week 3	310	9,359	305	9,208	5	134	3	81		
06/23/18	Week 4	300	8,857	422	12,459	5	140	3	87		
06/30/18	Week 5			290	9,263	5	129	3	87		
<b>Monthly</b>											
Minimum	3.28	270	8,557	290	9,208	<5	<114	<3	<64	98	99
Maximum	3.94	310	9,359	475	15,054	6	158	4	98	98	99
Total	109.20										
Average	3.64	293	8,924	373	11,496	<5	<132	<3	<81	98	99

Awaiting BOD Test Results

Novato Sanitary District  
Conventional Pollutants Report



June, 2018

Date	INFLUENT - A001			Effluent - E002							
	Flow Total	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Oil & Grease	Temp	Rainfall
				Fecal	Entero	Total					
	MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L	Deg C	Inches
06/01/18	3.54						7.0			21.9	
06/02/18	3.66										
06/03/18	3.80										
06/04/18	3.60						7.0			22.6	
06/05/18	3.76						7.0			22.2	
06/06/18	3.80					34	7.0			22.1	
06/07/18	3.64					49	6.9			21.9	
06/08/18	3.56	7.4				130	6.9			22.0	
06/09/18	3.73										
06/10/18	3.79										
06/11/18	3.71						7.0			22.6	
06/12/18	3.62					49	7.0			22.7	
06/13/18	3.65	7.3				8	7.0			22.9	
06/14/18	3.94					17	7.1			22.7	
06/15/18	3.56						7.0			23.0	
06/16/18	3.79										
06/17/18	3.76										
06/18/18	3.54					94	7.0			22.8	
06/19/18	3.69					17	7.1			22.7	
06/20/18	3.63	7.3				46	7.2			23.1	
06/21/18	3.62						7.1			22.9	
06/22/18	3.40						7.1			23.3	
06/23/18	3.39										
06/24/18	3.59										
06/25/18	3.69						7.1			23.3	
06/26/18	3.46					10	7.0			23.4	
06/27/18	3.62					13	6.9			22.9	
06/28/18	3.83					24	7.0			23.3	
06/29/18	3.28	7.4					6.9			23.6	
06/30/18	3.55										
<b>Monthly</b>											
Minimum	3.28	7.3				8	6.9			21.9	
Maximum	3.94	7.4				130	7.2			23.6	
Total	109.20										
Average	3.64	7.4					7.0			22.8	

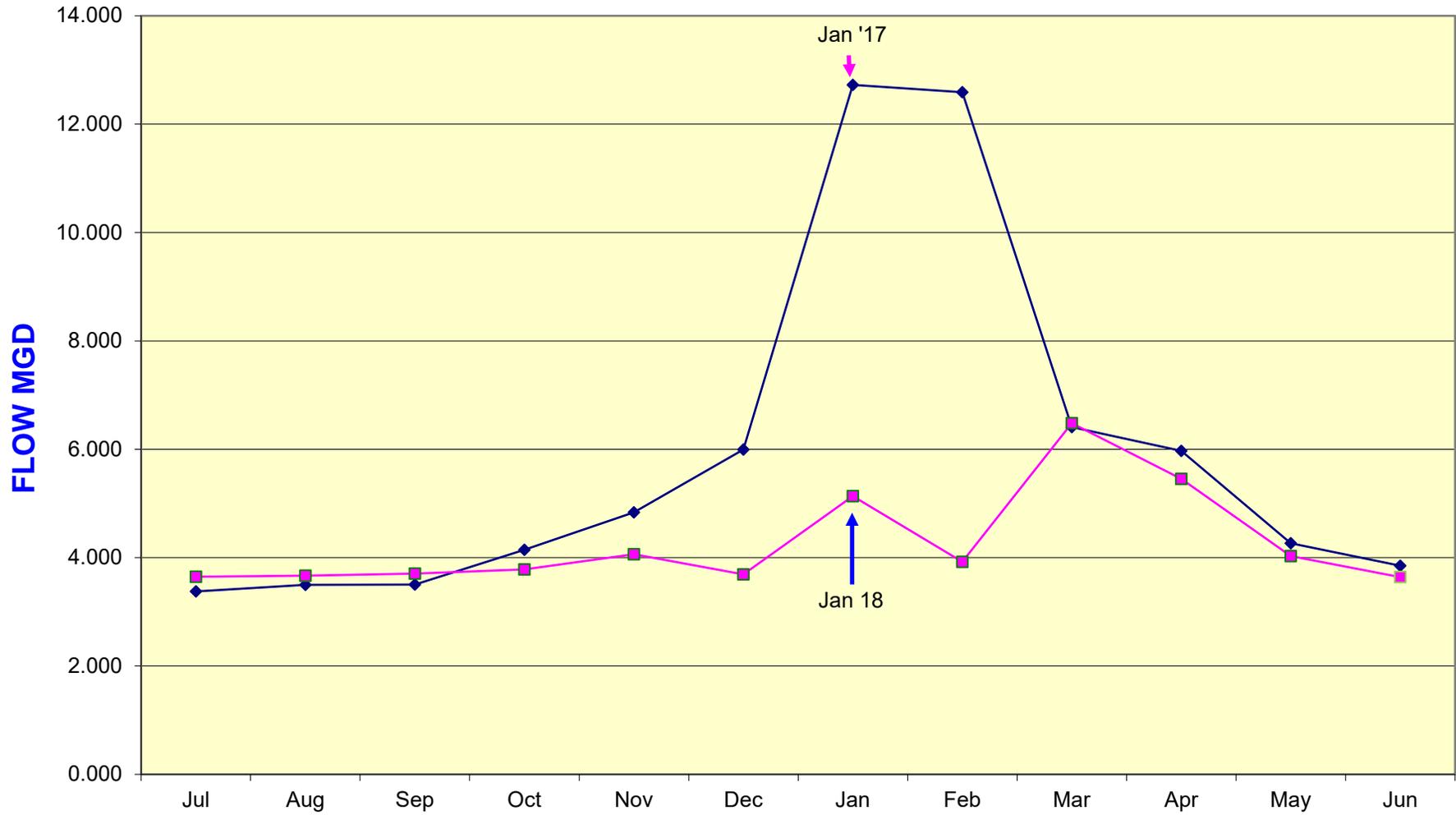
# *RECYCLED WATER REPORT*

**NOVATO SANITARY DISTRICT  
RECYCLED WATER  
COMPLIANCE SUMMARY REPORT**

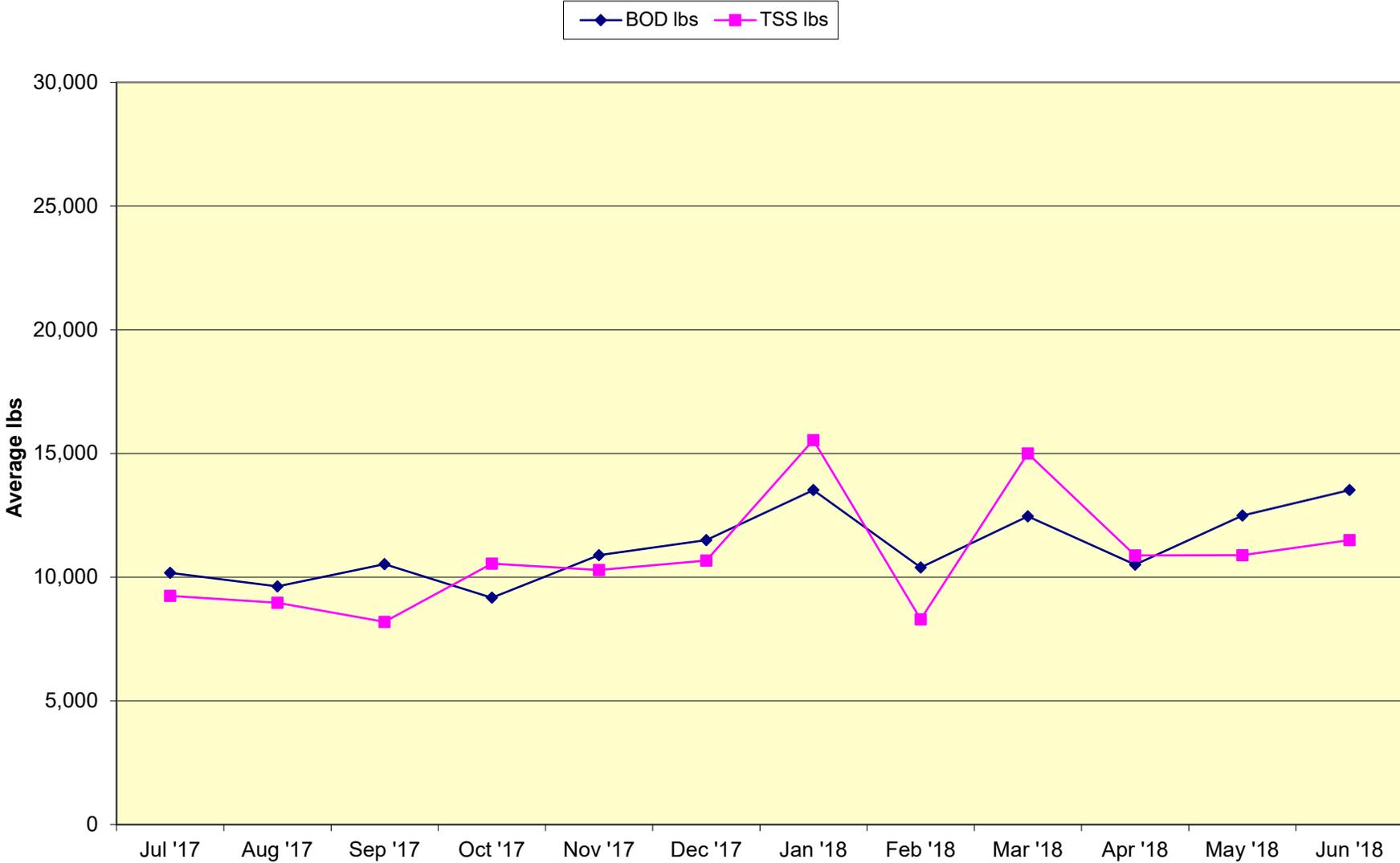
Date	Filter Influent Flow	Recycled Water Flow to Plum St.	Recycled Water Banked	Banked Water To Plum Street Tank	Potable Water To Plum St Tank	Recycled Water Influent Turbidity Max	Recycled Water Influent Turbidity Ave.	Minutes Over 5 NTU Turbidity	Filter Effluent 24 Hr Average Turbidity	Recycled Water Inf Chlorine Dose	Filter Effluent Dissolved Oxygen	Filter Effluent Total Coliform	Chlorint Contact Time
	MGD	MGD	MG	MGD	NTU	NTU	(m)	NTU	(mg/l)	(mg/l)	MPN/100m	Minutes	
6/1/2018	1.040	0.866						0	0.8			<1	>450.000
6/2/2018	0.780	0.677						0	1.1			<1	>450.000
6/3/2018	1.040	0.913						0	1.5		7.8	<1	>450.000
6/4/2018	1.040	0.912						0	1.3		8.0	<1	>450.000
6/5/2018	1.020	0.886						0	0.9		7.8	<1	>450.000
6/6/2018	0.980	0.801						0	0.9			<1	>450.000
6/7/2018	1.020	0.897						0	1.0			<1	>450.000
6/8/2018	1.160	0.990						0	0.6			<1	>450.000
6/9/2018	1.230	0.968						0	0.7			<1	>450.000
6/10/2018	1.140	0.594						0	0.6		8.0	<1	>450.000
6/11/2018	1.190	0.975						0	1.0		8.5	<1	>450.000
6/12/2018	0.780	0.630						0	1.2		8.4	<1	>450.000
6/13/2018	0.940	0.543						0	1.3			<1	>450.000
6/14/2018	0.760	0.369						0	1.5			<1	>450.000
6/15/2018	0.690	0.572						0	1.1			<1	>450.000
6/16/2018	1.160	0.989						0	1.2			<1	>450.000
6/17/2018	1.020	0.818						0	0.7		7.8	<1	>450.000
6/18/2018	0.960	0.649						0	0.9		8.0	<1	>450.000
6/19/2018	0.460	0.294						0	1.0		8.1	<1	>450.000
6/20/2018	0.660	0.469						0	1.0			<1	>450.000
6/21/2018	0.600	0.412						0	1.1			<1	>450.000
6/22/2018	0.640	0.541						0	0.8			<1	>450.000
6/23/2018	1.200	1.021						0	0.8			<1	>450.000
6/24/2018	1.200	1.101						0	0.6		8.3	<1	>450.000
6/25/2018	1.190	1.002						0	0.5		8.2	<1	>450.000
6/26/2018	0.630	0.516						0	0.7		8.1	<1	>450.000
6/27/2018	0.510	0.371						0	0.6			<1	>450.000
6/28/2018	0.690	0.569						0	0.5			<1	>450.000
6/29/2018	0.900	0.946						0	1.2			<1	>450.000
6/30/2018	1.300	1.080						0	0.6			<1	>450.000
<b>Total</b>	<b>27.930</b>	<b>22.371</b>											
<b>Minimum</b>	<b>0.460</b>	<b>0.294</b>						<b>0</b>	<b>0.5</b>		<b>7.8</b>	<b>&lt;1</b>	<b>&gt;450.0</b>
<b>Maximum</b>	<b>1.300</b>	<b>1.101</b>						<b>0</b>	<b>1.5</b>		<b>8.5</b>	<b>&lt;1</b>	<b>&gt;450.0</b>
<b>Average</b>	<b>0.931</b>	<b>0.746</b>						<b>0</b>	<b>0.9</b>		<b>8.1</b>	<b>&lt;1</b>	<b>&gt;450.0</b>

# *ANNUAL COMPLIANCE SUMMARY-GRAPHS*

## WASTEWATER INFLUENT FLOW COMPARISON

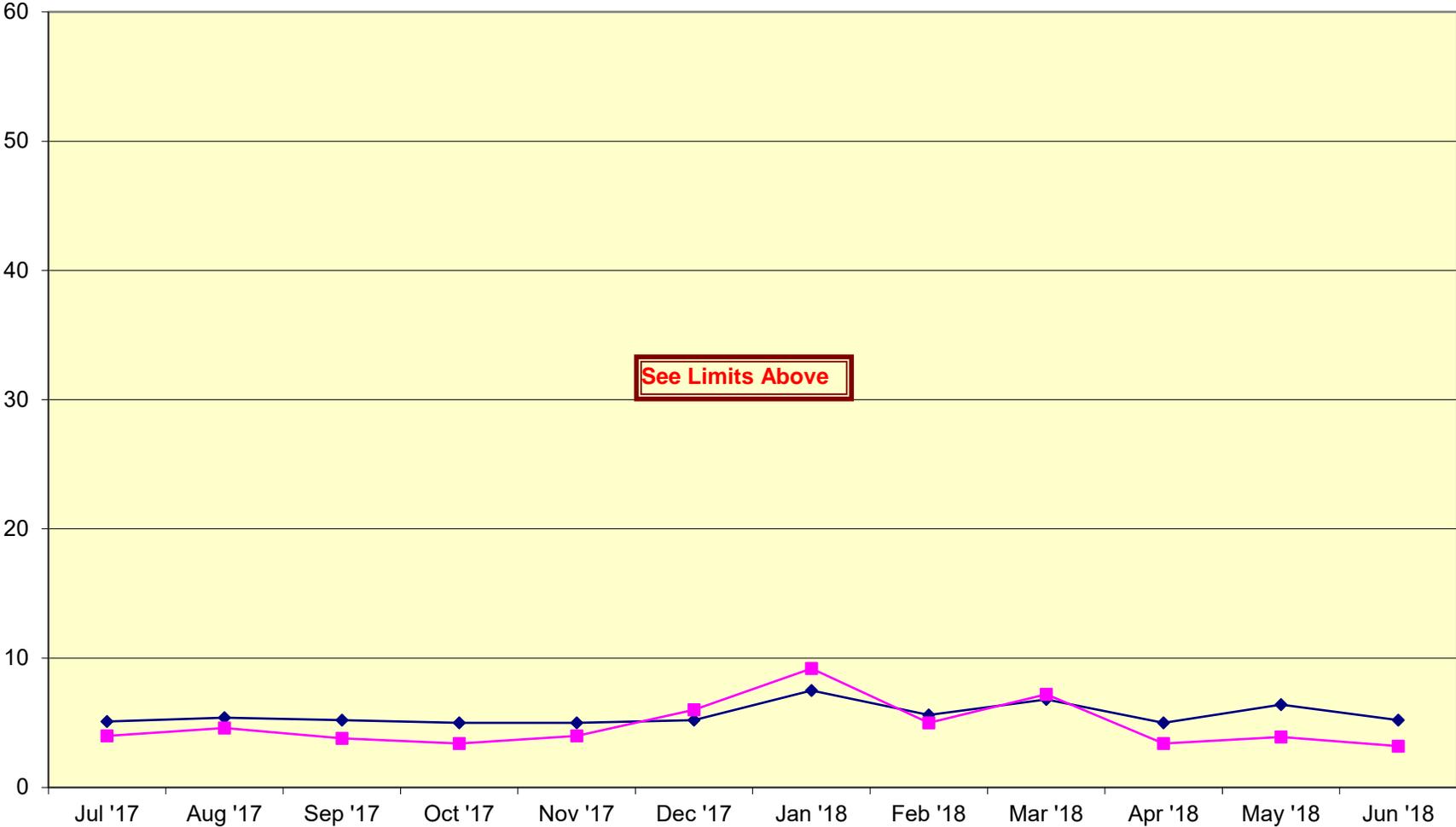


### Influent Load BOD / TSS lbs



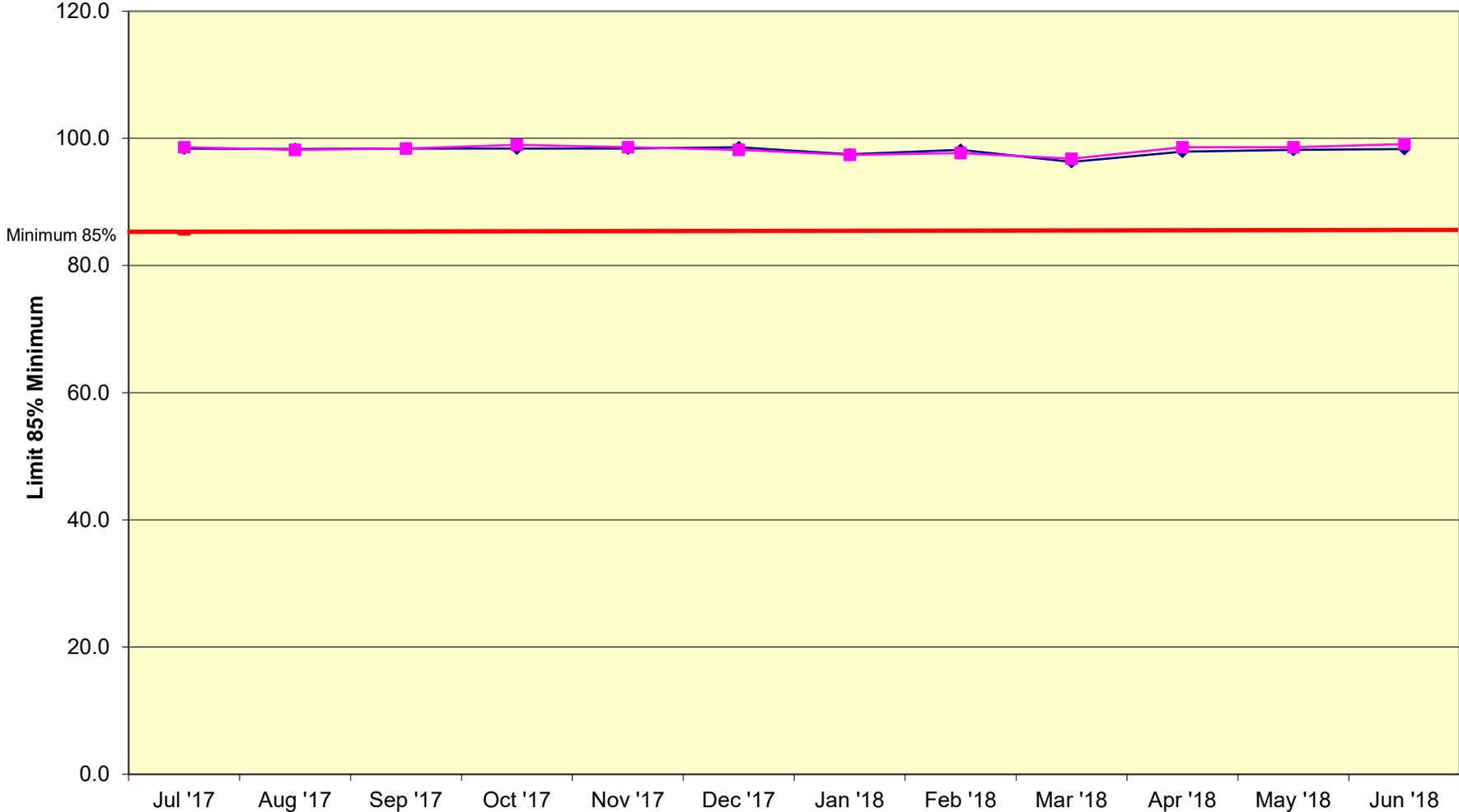
# Effluent BOD / TSS Concentration

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

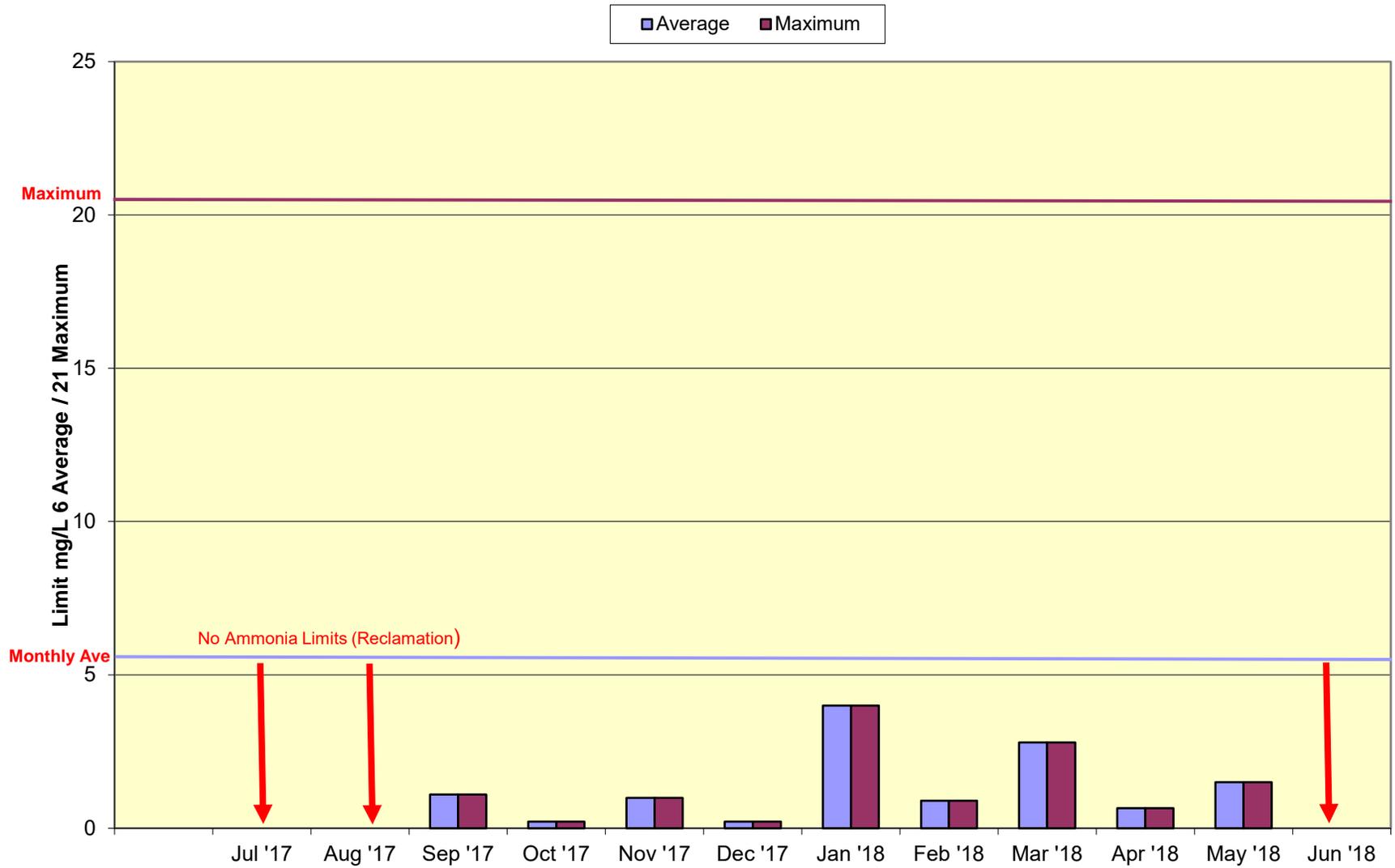


### BOD / TSS Percent Removal

◆ BOD ■ TSS

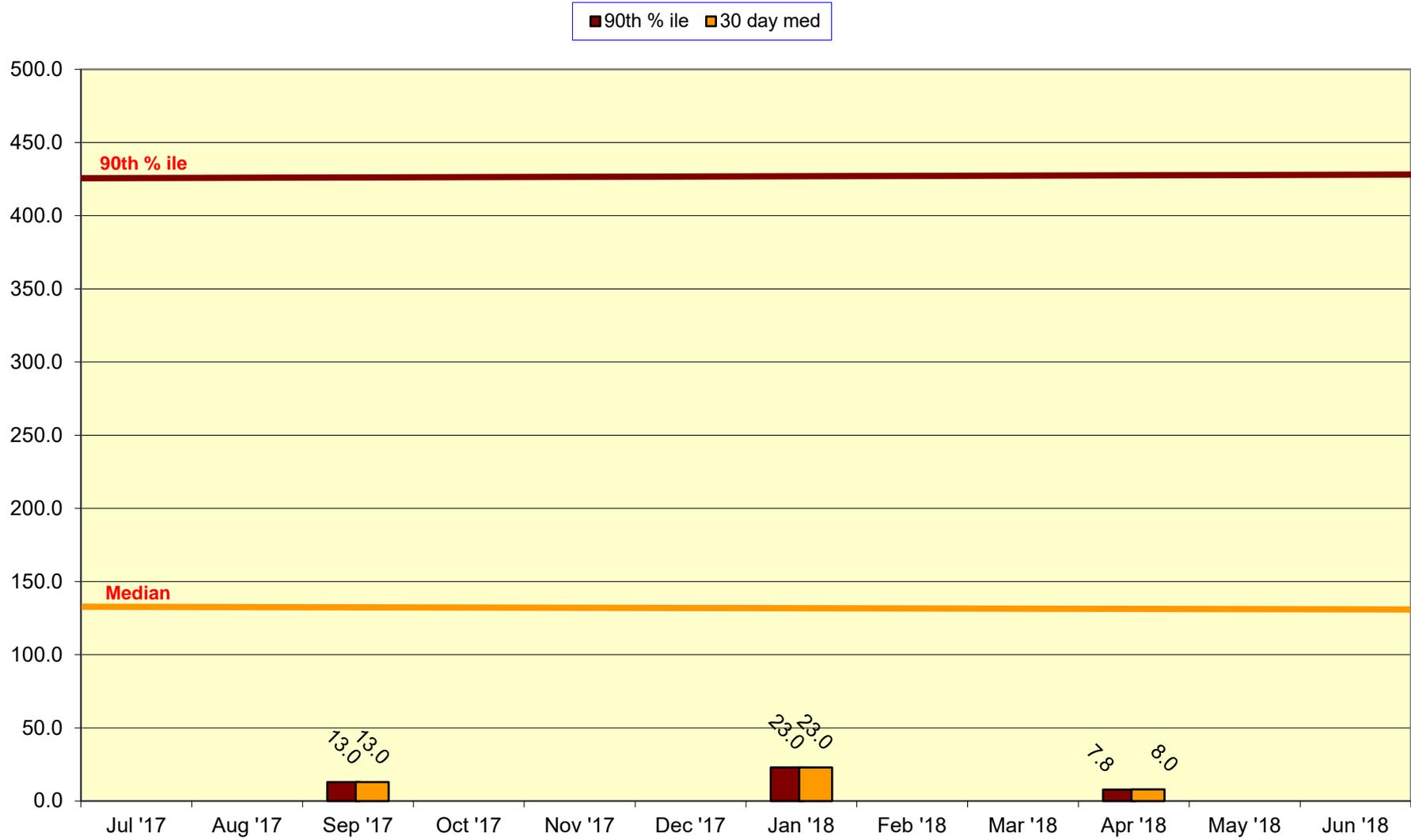


## Effluent Ammonia



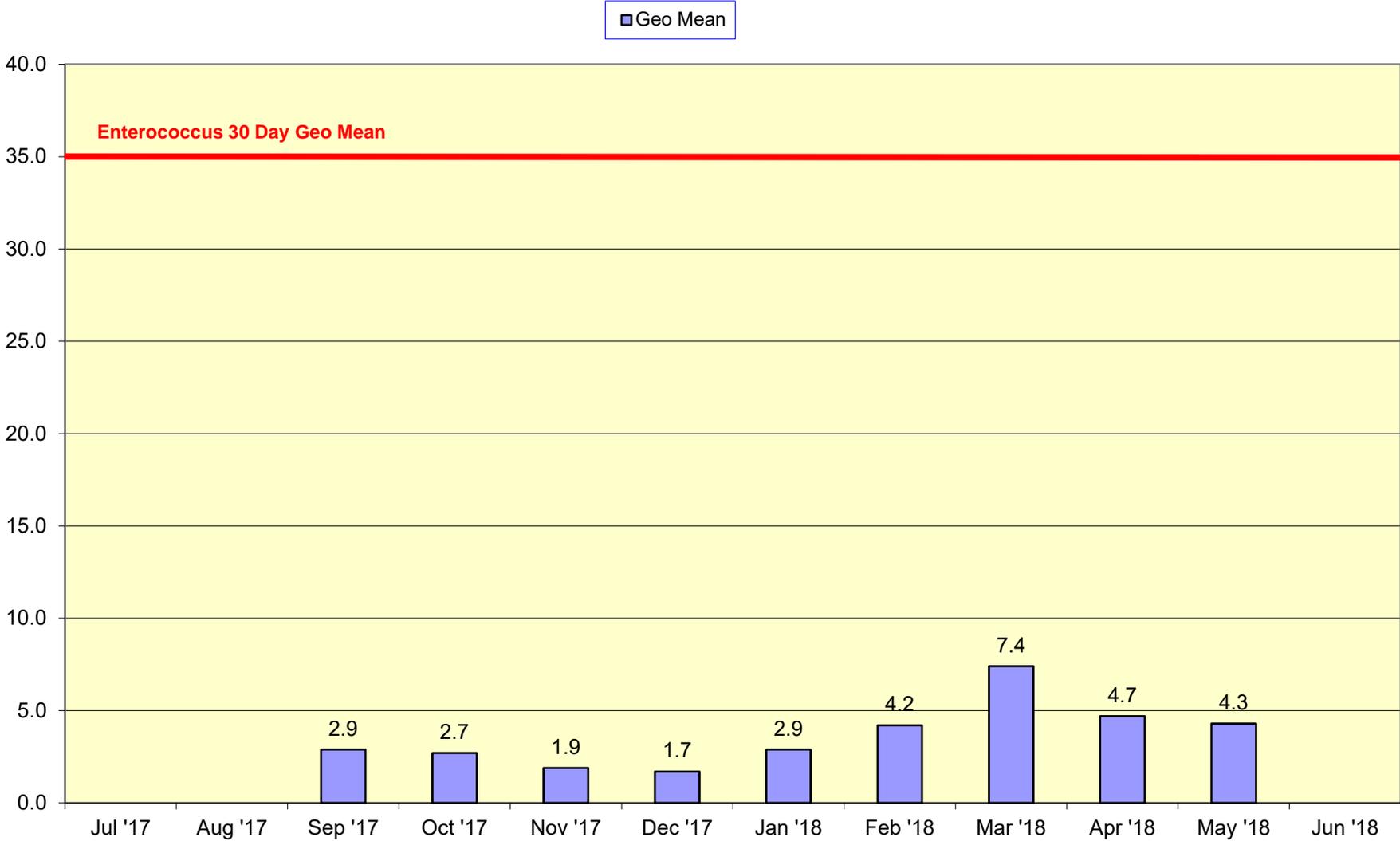
# Disinfection - Fecal Coliform

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



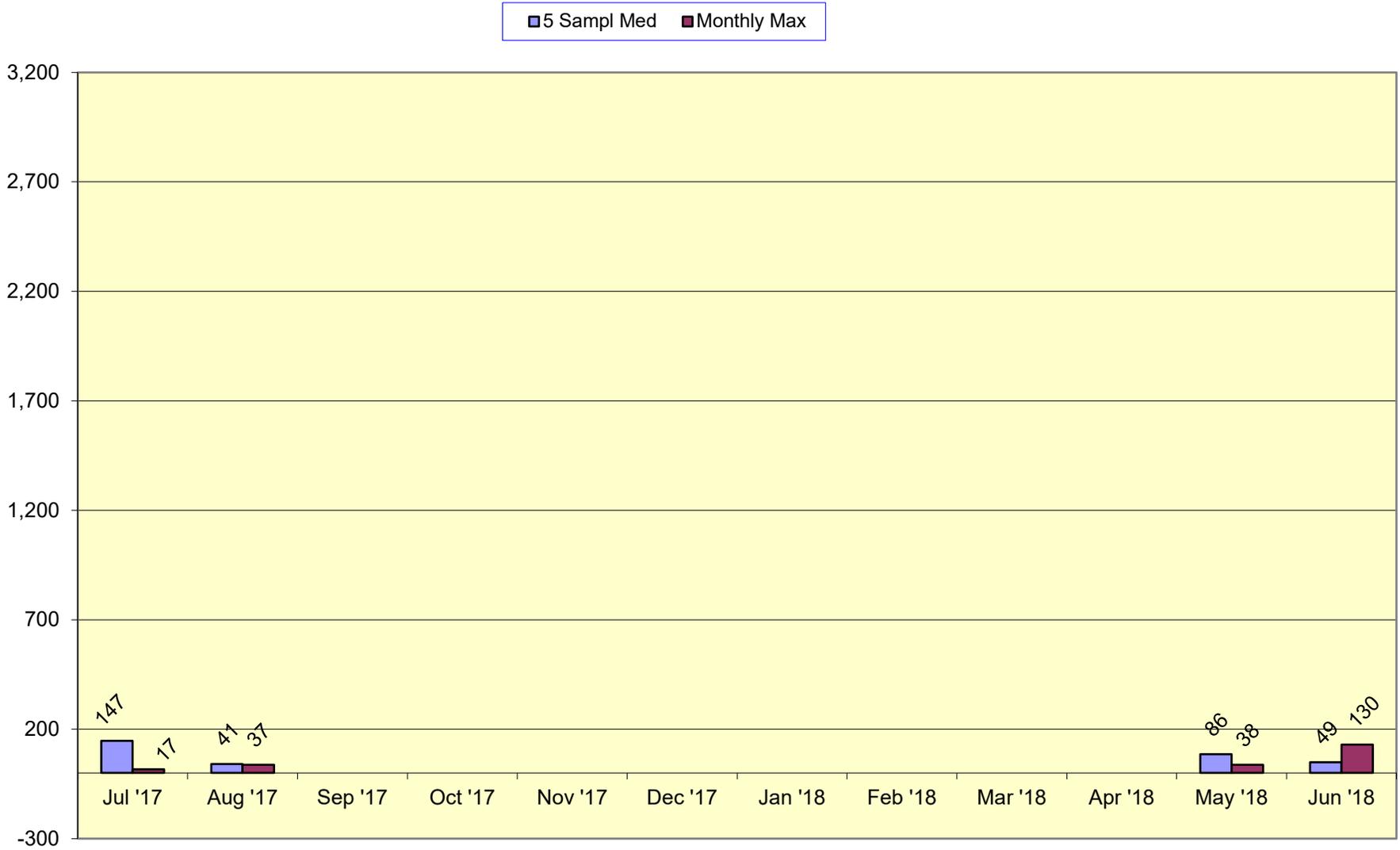
# Disinfection - Enterococcus

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

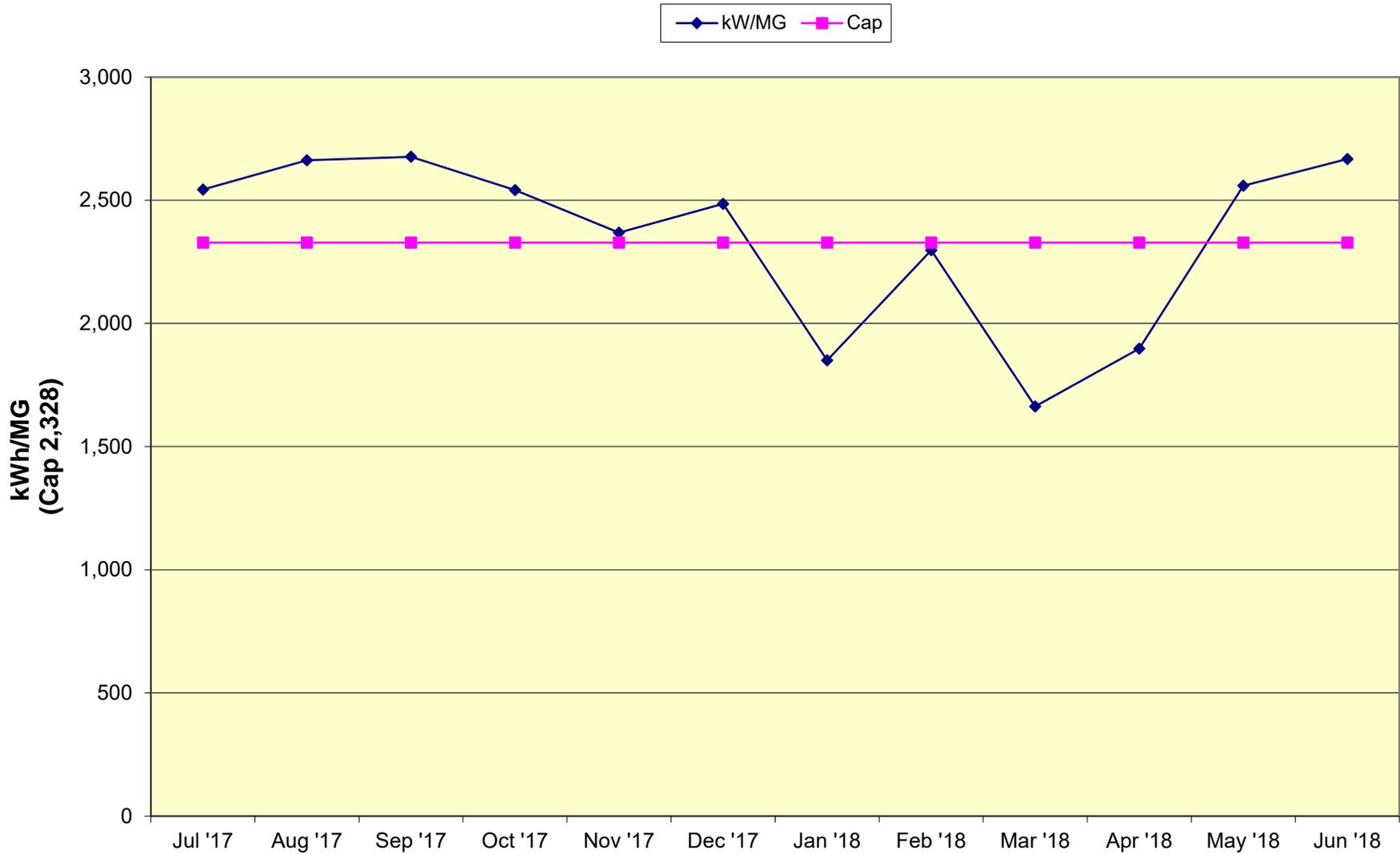


## Disinfection - Total Coliform

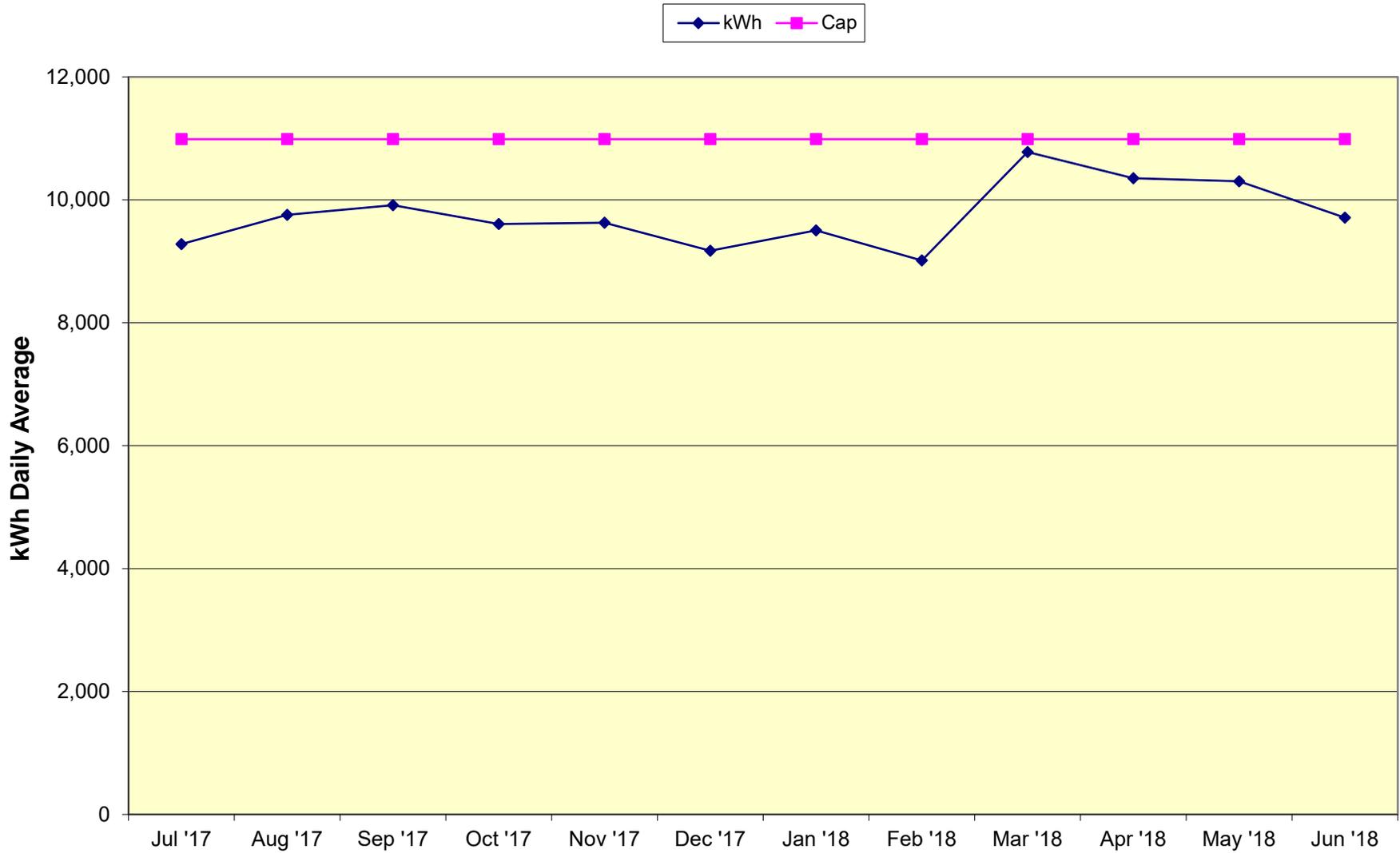
**TOTAL COLIFORM LIMITS - WDR**  
**5 Sample Median - 240 mpn /100 ml**  
**Maximum - 10,000 mpn/100 ml**



### Energy kWh/MG

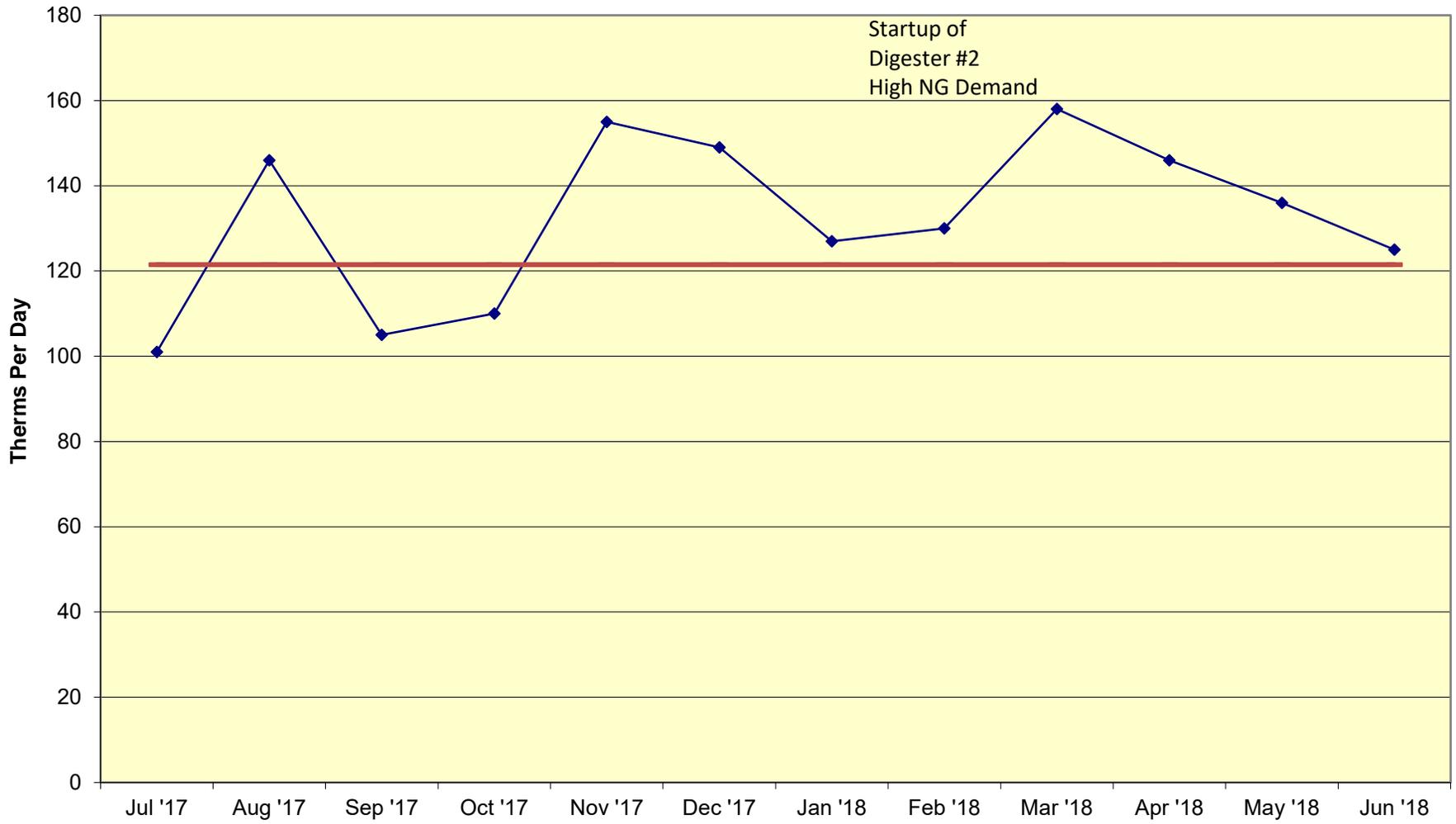


### Energy kWh



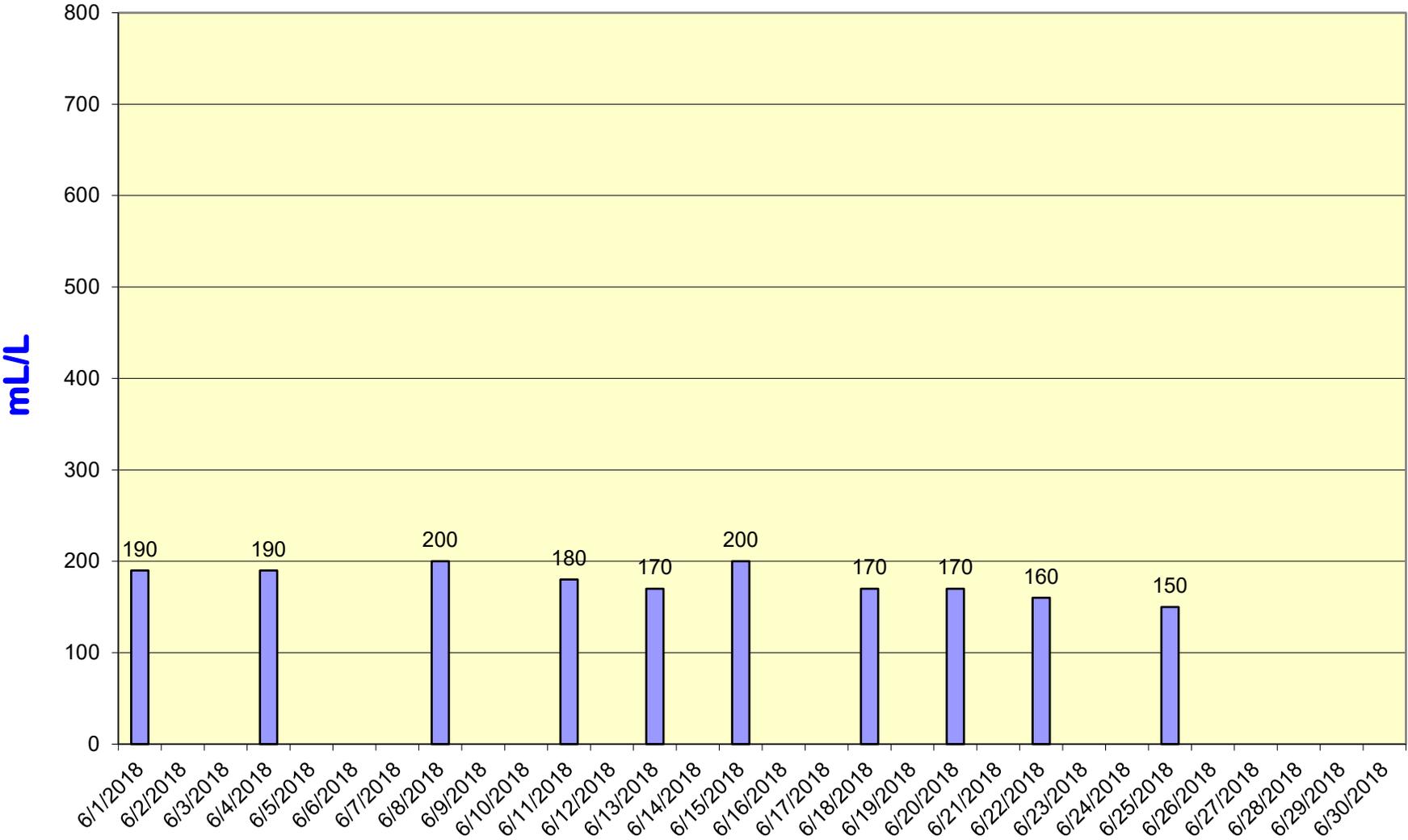
### Natural Gas Use

◆ Natural Gas    — Cap

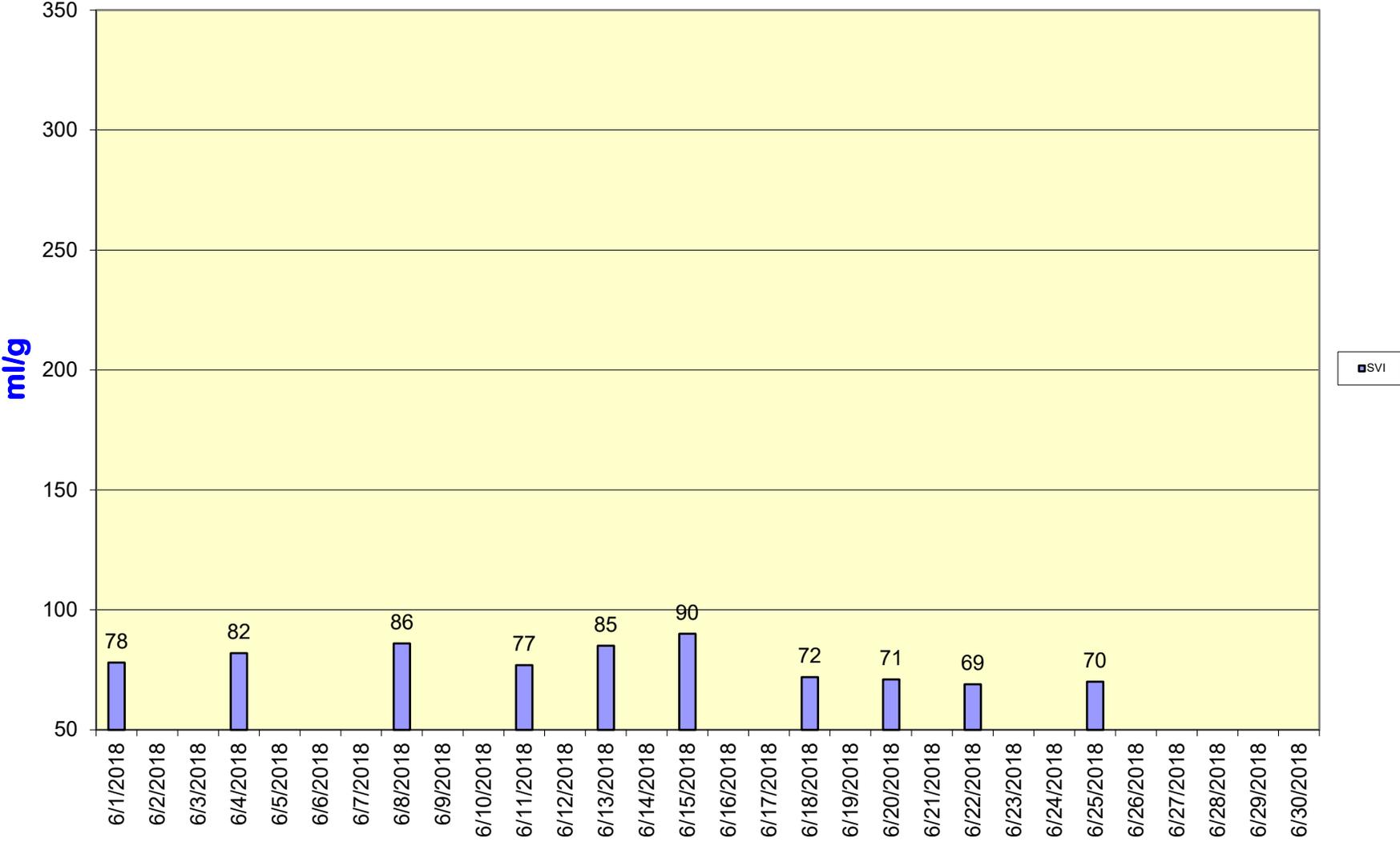


# *PROCESS CONTROL DATA/GRAPHS*

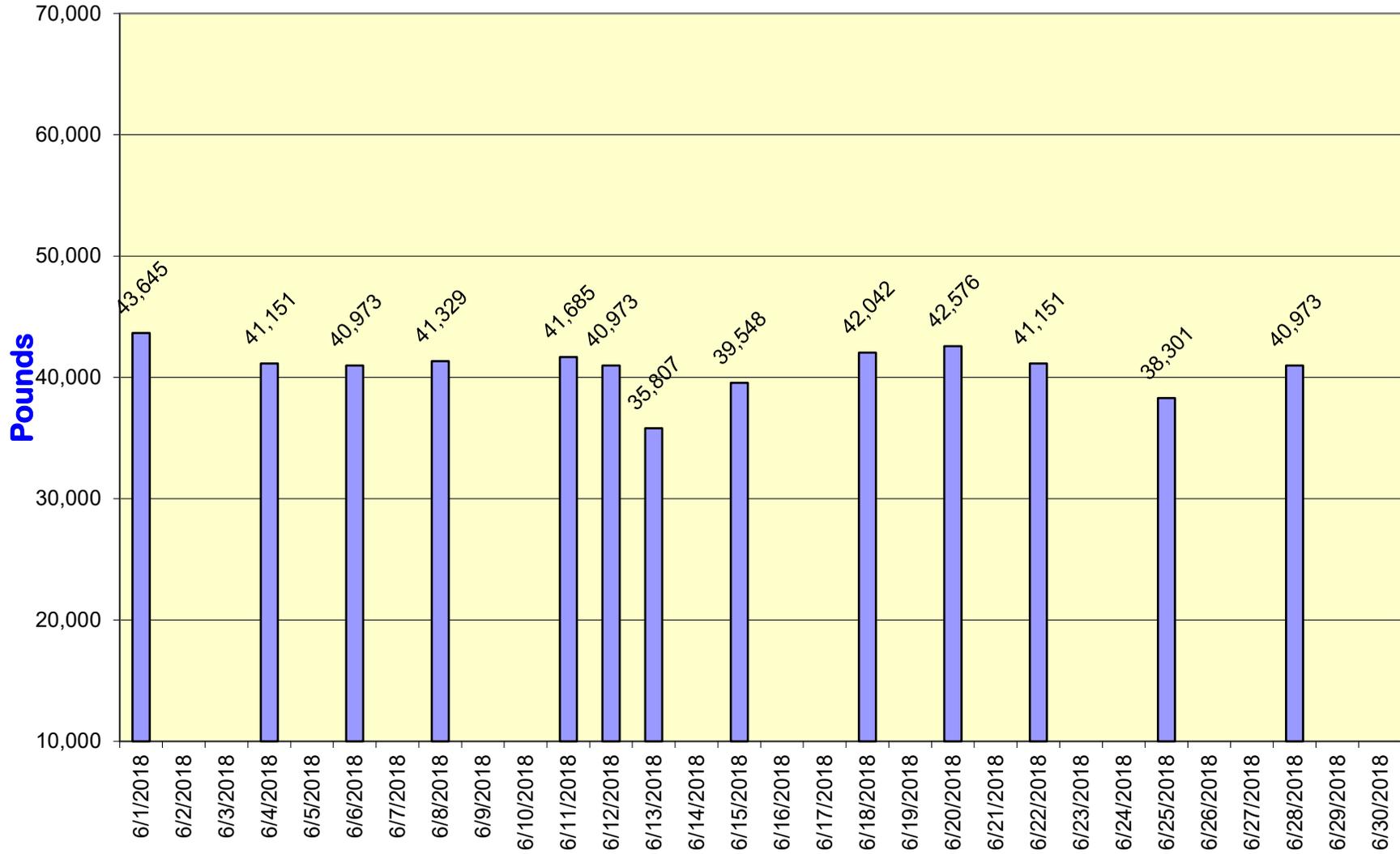
# Settleability



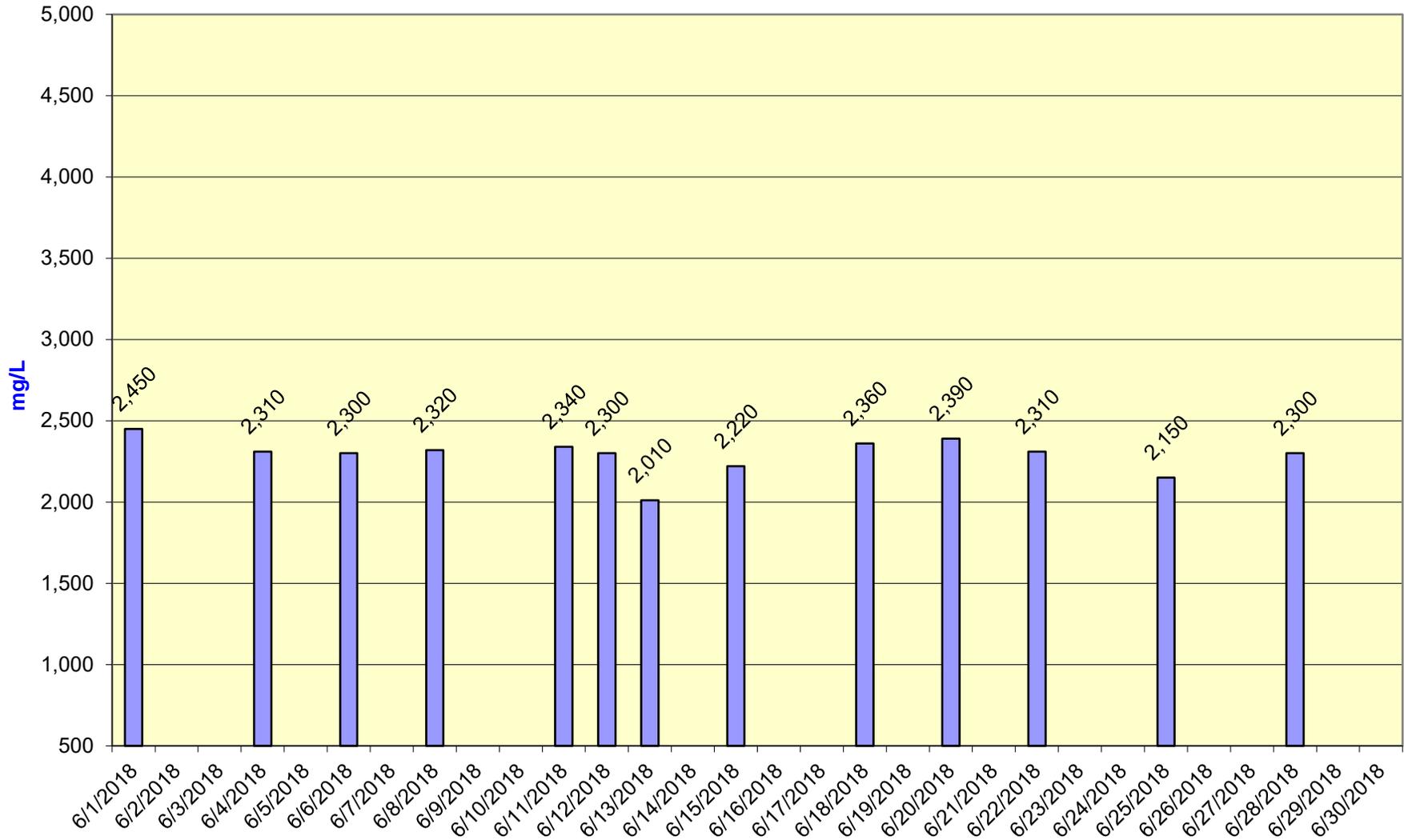
# Sludge Volume Index



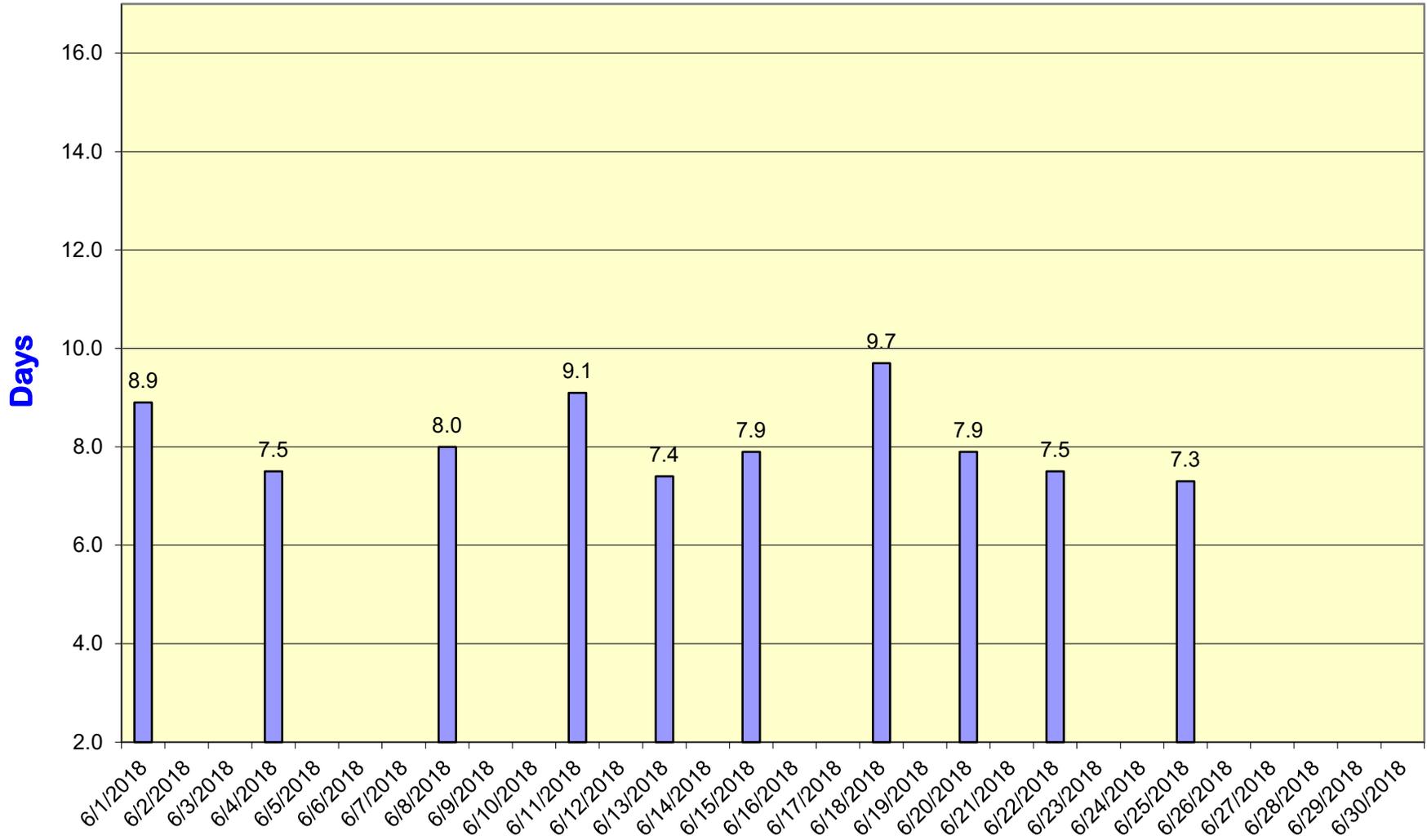
## MLSS Inventory



### MLSS Concentration



## Mean Cell Residence Time



## Process Control Data

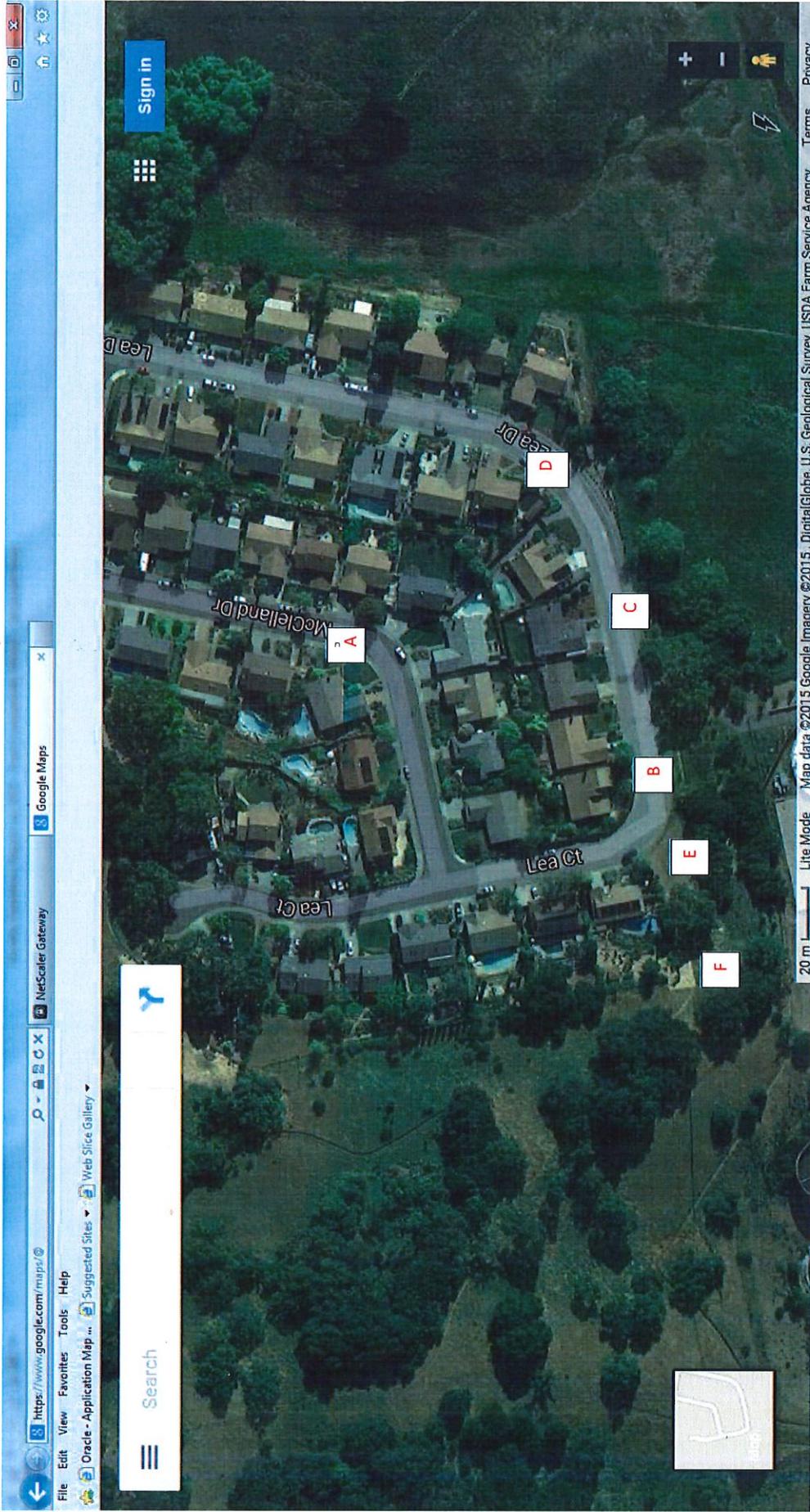
	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	MCRT	SVI
6/1/2018	3.54	190	2,450	43,645	8.9	78
6/2/2018	3.66					
6/3/2018	3.80					
6/4/2018	3.60	190	2,310	41,151	7.5	82
6/5/2018	3.76					
6/6/2018	3.80		2,300	40,973		
6/7/2018	3.64					
6/8/2018	3.56	200	2,320	41,329	8.0	86
6/9/2018	3.73					
6/10/2018	3.79					
6/11/2018	3.71	180	2,340	41,685	9.1	77
6/12/2018	3.62		2,300	40,973		
6/13/2018	3.65	170	2,010	35,807	7.4	85
6/14/2018	3.94					
6/15/2018	3.56	200	2,220	39,548	7.9	90
6/16/2018	3.79					
6/17/2018	3.76					
6/18/2018	3.54	170	2,360	42,042	9.7	72
6/19/2018	3.69					
6/20/2018	3.63	170	2,390	42,576	7.9	71
6/21/2018	3.62					
6/22/2018	3.40	160	2,310	41,151	7.5	69
6/23/2018	3.39					
6/24/2018	3.59					
6/25/2018	3.69	150	2,150	38,301	7.3	70
6/26/2018	3.46					
6/27/2018	3.62					
6/28/2018	3.83		2,300	40,973		
6/29/2018	3.28					
6/30/2018	3.55					
Minimum	3.28	150	2,010	35,807	7.3	69
Maximum	3.94	200	2,450	43,645	9.7	90
Total	109.20					
Average	3.64	178	2,289	40,781	8.1	78

*JEROME METER READINGS & LOCATIONS*

**JEROME METER READINGS -JUNE 2018**

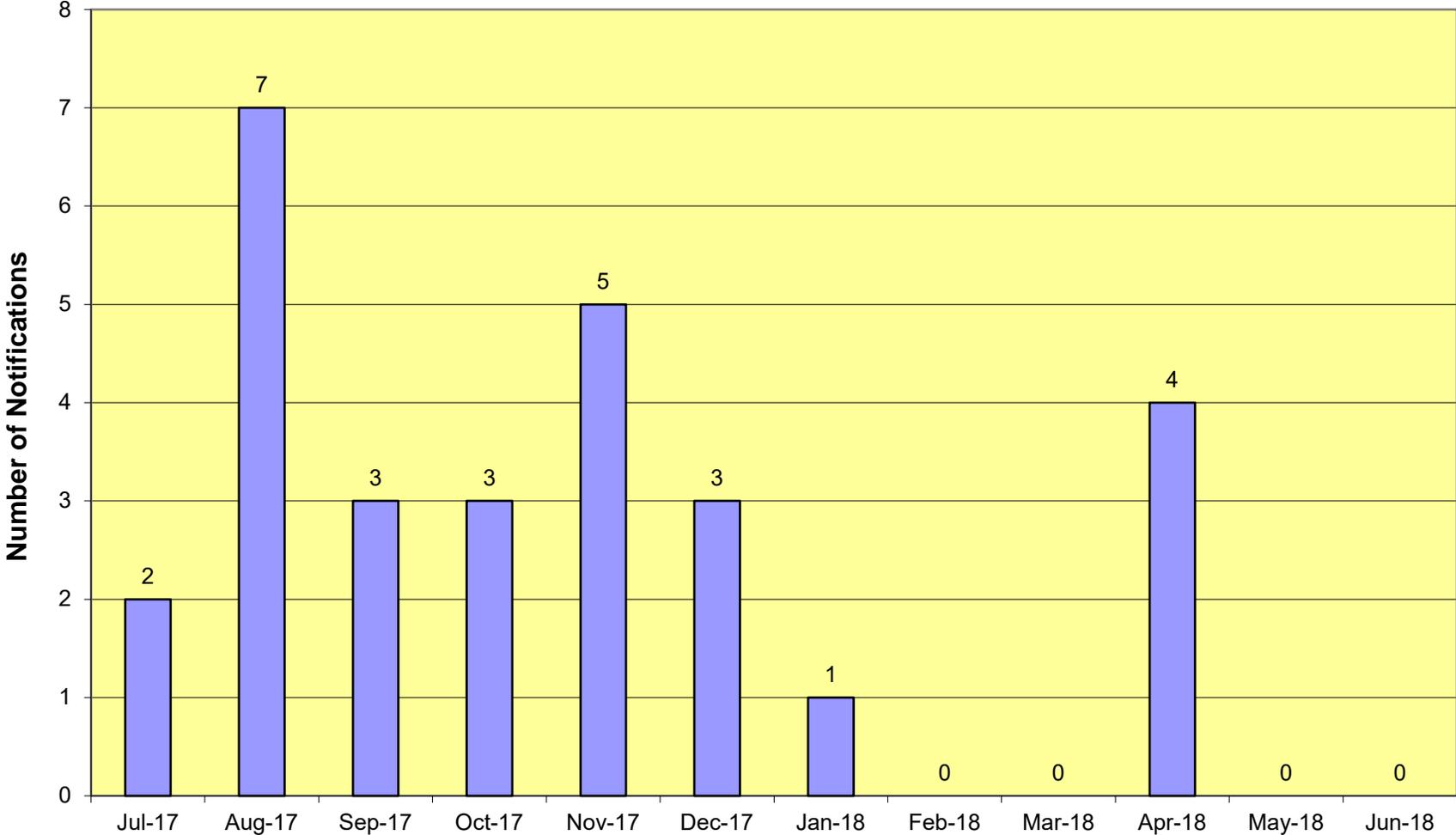
Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: McLelland	0.000	0.000	0.0000	Neighborhood
B: Lea 1	0.000	0.000	0.0000	Neighborhood
C: Lea 2	0.000	0.000	0.0000	Neighborhood
D: Lea 3	0.000	0.000	0.0000	Neighborhood
E: Lea 4	0.000	0.002	0.0003	Neighborhood
F: Lea 5	0.000	0.000	0.0000	Neighborhood

NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



# *NEIGHBORHOOD CONTACTS*

# Neighborhood Contacts Received



**NOVATO SANITARY DISTRICT**  
**Wastewater Operations - Reclamation Facilities Report**  
**June 2018**

**1.0 Summary:**

The Rancher finished cutting pasture grass in Sites 3 and 7.

On June 12<sup>th</sup> Koffler Electrical removed the motor from Pump #2 at Drainage Pump Station 3 for a bearing replacement and electrical rewind. On June 29<sup>th</sup> Koffler Electrical re-installed the motor.

**2.0 Ranch Operations:**

The Rancher continued weed abatement in Sites 3 and 7 and cut, baled, and stacked all remaining 2018 hay in Sites 3 and 7. Approximately half of the hay has been hauled away. The pasture grass at Site 2 will not be harvested due to poor pasture grass. A small number of cattle will be placed on the Site 2 pastures to graze the unharvested grass.

Cattle were delivered to Sites 3 and 7 and are grazing the harvested pastures.

**3.0 Irrigation Parcels:**

Irrigation activities this month commenced early in the morning on June 19<sup>th</sup>, 2018. To promote initial pasture growth, NSD is irrigating one parcel each in Sites 3 and 7 prior to irrigating on a daily multiple pasture irrigation program. Approximately 29 Million gallons of reclaimed water were applied to Sites 3 and 7 during June 2018.

NSD staff continued to troubleshoot and repair various electric actuators and related wiring in Sites 3 and 7 in preparation for irrigation season.



Motor being removed at Drainage PS #3

**4.0 Irrigation Pump Station:**

The Wildlife Pond circulation pump put into service on April 2<sup>nd</sup> continues to circulate the wildlife pond. The wildlife pond level was increased to 6 feet at the end of June 2018. Storage ponds 1 and 2 were at 7.9 feet at the end of June 2018.

**5.0 Sludge Handling & Disposal:**

There were no sludge handling activities this month.

\*\*\*\*\*

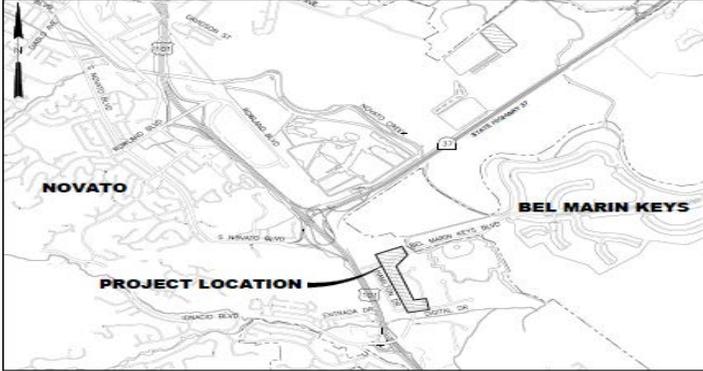
**NOVATO SANITARY DISTRICT**  
**Reclamation Facility - Monthly Statistics for Calendar Year 2018, as of June 2018**

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
<b>Irrigation Pump Station</b>														
Plant flow to ponds (MG)	0	0	0	0	63.5	86.8							150.3	12.53
Irrigation (MG)	0	0	0.0	0	7.3	29.34							36.6	3.05
Irrigation Pump 1 Hours					11.6	36.8							48.4	4.03
Irrigation Pump 2 Hours					12.8	33.9							46.7	3.89
Irrigation Pump 3 Hours					1.3	36.9							38.2	3.18
Washdown Water Pump Hours													-	0.00
Wildlife Feed Pump Hours	0	0	0	688	744	720				0	0	0	2,152.0	179.33
Water Circulated through Wildlife Pond (MG)	0	0	0	43.344	47	45	0	0	0.00	0	0	0	135.6	11.30
Strainer No. 1 Hours						11.1				0	0	0	11.1	0.93
Strainer No. 2 Hours						11.3				0	0	0	11.3	0.94
Pond 1 Gauge @ Beginning of Month	2.5	3.2	3	3.5	3.2	6								
Pond 1 Gauge @ End of Month	3.2	3	3.5	3.2	6	7.9								
Pond 1 Gallons Stored @ End of Month(MG)	22	20	24	22	45	59								
Pond 2 Gauge @ Beginning of Month	2.5	3.2	3	3.5	3.2	6								
Pond 2 Gauge @ End of Month	3.2	3	3.5	3.2	6	7.9								
Pond 2 Gallons Stored @ End of Month(MG)	27	25	31	27	57	76								
Total Irrigation Water Stored	49	45	55	49	102	135	0	0	0	0	0	0		
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	0	0	0.1	0		0								
Drainage Pump No. 2 Hours	11.1	5.8	83.9	297.8	6.6	0								
Drainage Pump No. 3 Hours	31.9	0	0	18.6		0								
Total Gallons Stormwater Pumped (MG)	12.9	1.74	25.2	94.92	1.98	0	0	0	0	0	0	0	136.74	27.35
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	14.8	0	0.3	27.1	2	0								
Drainage Pump No. 2 Hours	0	0	69.5	10.1		0								
Drainage Pump No. 3 Hours	10.7	11.7	20.8	0		0								
Total Gallons Stormwater Pumped (MG)	11.48	5	41	16.74	0.9	0	0	0	0	0	0	0	75.15	15.03

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Capital Projects: Collection System Improvements (Birdie Drive Sewer Relocation), Account No. 72706.</b>	<b>MEETING DATE: July 9, 2018</b>  <b>AGENDA ITEM NO.: 8.a.</b>														
<p><b>RECOMMENDED ACTION:</b> Review bids received, approve contract award to Team Ghilotti, and authorize General Manager-Chief Engineer to execute the contract in the bid amount of \$386,603.</p>															
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>At its June 11, 2018 meeting the District Board made CEQA findings and authorized the General Manager-Chief Engineer to accept plans and specifications and advertise for bids for this project. On July 3, 2018, six (6) bids were received as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;"><u>Bidder</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>1. Team Ghilotti:</td> <td style="text-align: right;">\$386,603</td> </tr> <tr> <td>2. Kingdom Pipelines, Inc.:</td> <td style="text-align: right;">\$421,235</td> </tr> <tr> <td>3. W.R. Forde Associates:</td> <td style="text-align: right;">\$494,535</td> </tr> <tr> <td>4. Devaney Engineering, Inc.</td> <td style="text-align: right;">\$496,440</td> </tr> <tr> <td>5. Argonaut Constructors</td> <td style="text-align: right;">\$526,863</td> </tr> <tr> <td>6. Maggiora &amp; Ghilotti, Inc.</td> <td style="text-align: right;">\$617,617</td> </tr> </tbody> </table> <p>As seen above, Team Ghilotti (Petaluma, CA) submitted the apparent lowest bid of \$386,603. The Engineer's Estimate of Probable Cost was \$413,000. Team Ghilotti's bid documents were reviewed and they appear to be in order. Staff then contacted Team Ghilotti to discuss their bid, and they are comfortable and confident with their bid.</p> <p>The FY18-19 preliminary budget includes \$2,450,000 for Collection System Improvements, Account No. 72706. Therefore, at this time, it is recommended that the Board approve contract award to Team Ghilotti, and authorize the General Manager-Chief Engineer to execute the contract in the bid amount of \$386,603.</p>		<u>Bidder</u>	<u>Amount</u>	1. Team Ghilotti:	\$386,603	2. Kingdom Pipelines, Inc.:	\$421,235	3. W.R. Forde Associates:	\$494,535	4. Devaney Engineering, Inc.	\$496,440	5. Argonaut Constructors	\$526,863	6. Maggiora & Ghilotti, Inc.	\$617,617
<u>Bidder</u>	<u>Amount</u>														
1. Team Ghilotti:	\$386,603														
2. Kingdom Pipelines, Inc.:	\$421,235														
3. W.R. Forde Associates:	\$494,535														
4. Devaney Engineering, Inc.	\$496,440														
5. Argonaut Constructors	\$526,863														
6. Maggiora & Ghilotti, Inc.	\$617,617														
<p><b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.</p>															
<p><b>BUDGET INFORMATION:</b> This work will be funded from Collection System Improvements, Account No. 72706, which has a FY18-19 preliminary budget of \$2,450,000.</p>															
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK														

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Capital Projects: Collection System Improvements (Bel Marin Keys Sewer Rehabilitation), Account No. 72706.</b>	<b>MEETING DATE: July 9, 2018</b>  <b>AGENDA ITEMS NO.: 8.b.</b>
<b>RECOMMENDED ACTION: Make California Environmental Quality Act (CEQA) findings that the project is categorically exempt; and authorize the General Manager-Chief Engineer to accept plans and specifications and advertise for bids – Bel Marin Keys Blvd. Sewer Rehabilitation; Project No. 72706-2017-09.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>District staff worked with the District’s consultant GHD, Inc. to prepare plans and specifications for the project, and the project is ready for bid. The project consists of the rehabilitation of 1,410 lineal feet of existing 8-inch and 900 lineal feet of existing 10-inch asbestos cement sewer main using cured-in-place pipe lining, rehabilitating ten (10) existing sanitary sewer manholes, and associated tasks to perform the work including minor excavation, bypass pumping, traffic control, and surface restoration. The purpose of this project is to rehabilitate the existing sewer main by lining it with a cured in place pipe. The existing asbestos cement sewer main is showing signs of significant degradation. This project continues the lining rehabilitation upstream from where the last phase of the project left off in 2016 (BMK Trunk Sewer Main Rehab Project 72706 Phase K).</p> <p>The Engineer’s Estimate for this work is \$564,000. Staff has completed the California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt. This determination is made because the work is considered installation of a replacement of the existing sanitary sewer facility that will not expand the capacity of the existing sanitary sewer conveyance system.</p> <p>Staff recommends that the Board approve the CEQA findings, and authorize the General Manager-Chief Engineer to accept plans and specifications and advertise for bids. Bids are expected to be received on or about August 15, 2018, and will be presented to the Board at a subsequent meeting.</p>	
 <p style="text-align: center;"><u>LOCATION MAP</u></p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> This work will be funded from the budget for Account No. 72706: Collection System Improvements, which has an FY18-19 preliminary budget amount of \$2,450,000 with an estimated encumbered amount of \$413,000.	
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE:** Capital Projects Update, June 2018.

**MEETING DATE:** July 9, 2018

**AGENDA ITEM NO.:** 8.c.

**RECOMMENDED ACTIONS:** Receive Capital Projects Update for June 2018.

**SUMMARY AND DISCUSSION:**

At its regular meeting of June 11, 2018, the Board adopted the preliminary Capital Improvements Program (CIP) Budget for FY18-20.

In the interest of keeping the Board and members of the public informed on the progress of administering the Capital Improvement Program, staff will be presenting a monthly Capital Projects Update.

The June 2018 Capital Projects Update is attached.

District staff will be present at the meeting to provide an overview of the memo, and be available to discuss the status of the various projects or respond to any questions.

**ATTACHMENTS:** 1. Capital Projects Update, June 2018.

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

**DEPT. MGR.:** EB

**GENERAL MANAGER:** SSK

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

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**Account No. 72403: Pump Station Improvements**

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

- No update this month.

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

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

- No update this month.

**Account No. 72706: Collection System Improvements**

1. Redwood Blvd. Sewer Rehab Project: Rehabilitation of about 1,850 feet of 12-inch sewer main along Redwood Blvd. between Lamont Avenue and Diablo Avenue.
  - Currently at 95% Design
  - Advertise for Bids August 2018, Expected Completion March 2019.
  - FY 18/19 Prelim Budget: \$850,000.
2. Bel Marin Keys Blvd. Sewer Rehab Project: Rehabilitation of about 950 feet of 10-inch and about 1,350 feet of 8-inch sewer main in Bel Marin Keys Blvd.
  - Advertise for bids July 2018; expected substantial completion - November 2018
  - FY 18/19 Prelim Budget: \$700,000.
3. Golden Gate Place: See discussion below under Account 72803.
4. Collection System Master Plan (CSMP): Continuing work associated with the CSMP currently underway for the District.
5. Birdie Drive Sewer Main Replacement: Relocation of about 700 feet of 8-inch sewer main.
  - Award July 9 to Team Ghilotti for Bid Amount of \$386,603.
  - Expected substantial completion October 2018

### **Account No. 72706-1: Lateral Replacement Program**

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

- As of June 30<sup>th</sup>, \$40,000 of the \$80,000 budget was obligated in FY 17/18. The FY 18/19 budget remains \$80,000.

### **Account No. 72707: Hamilton Wetlands/Outfall Integration**

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

- SCC's first phase levee project is currently in design. District staff are working with SCC for modification of outfall easement in the project area.

### **Account No. 72708: Cogeneration**

- The District's Consultant, Woodard and Curran has submitted the Draft Cogeneration Evaluation Technical Memo Update. District staff are currently reviewing.
- The District entered into an agreement with Enovity, an energy services company who will be evaluating optimization/energy savings measures/projects eligible for PG&E's on bill financing (OBF) program. Kickoff meeting scheduled later this month.

### **Account No. 72803: Annual Collection System Repairs**

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

Collection system repairs are generally reported monthly as part of the Collection System Operations report and reported annually in the UPCA report; however, a recent event is discussed below for more clarity.

- Golden Gate Place: While performing line maintenance a collapsed pipe was discovered that necessitated a repair. This portion of sewer main that crosses the SMART right-of-way is an old (ca. 1949) 8-inch corrugated metal pipe (CMP) within another 12-inch CMP sleeve.

During the repair, it was observed that the pipe was significantly deteriorated and the decision was made to attempt to slipline the pipe with a new 6-inch HDPE pipe.

After several attempts, the effort was deemed unsuccessful due to the CMP pipe “accordioning” making passage infeasible.

Upon consultation with SMART, the decision was made to abandon the crossing and fill the void with an expandable concrete. The sewer can be rerouted to the north where there is another SMART crossing at Rush Creek Place.

In the meantime, a SmartCover has been placed at the new terminus manhole and is being pumped out manually. Fortunately there are few properties being served by this sewer main. District staff are working with their Consultant, Nute Engineering to expedite a design for the first phase of the realignment to be constructed prior to the wet weather season.

#### **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.

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

#### **Account No. 72805: Annual Treatment Plant Improvements**

This budget account is established to fund small projects to repair District treatment related facilities at the Novato Treatment Plant.

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

#### **Account No. 72806: Annual Pump Station Improvements**

This budget account was established to fund small projects to repair District pumping facilities at the various pump stations throughout the District.

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

#### **Account No. 72807: Annual Ignacio Facility Improvements**

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

- No update this month.

#### **Account No. 72808: Strategic Plan Update:**

- No update this month.

### **Account No. 72809: Novato Creek Watershed**

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

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

- No update this month.

### **Account No. 73003: Administration Building Upgrades/Maintenance Building**

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

- District staff are working on procurement documents for the new modular building. An RFQ is expected to be issued late August with project completion expected in the winter of 2019.

### **Account No. 73004: Odor and Landscaping Improvements**

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

- Removal of existing, and installation of new media in the large odor control bed serving the Headworks is expected to be complete by the end of summer 2018.

### **Account No. 73005: RWF Expansion**

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

- As of 6/30/18 the project is approximately 40% complete with \$763,622 of progress payments issued for the original \$1,940,122 contract. There are 5 open change orders under review.
- Substantial completion of the project is expected 9/20/18.

### **Account No. 73006: NTP Corrosion Control**

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

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

### **Account No. 73090: Vehicle Replacement**

This account includes a budget amount for the purchase a 40kw portable generator and replacement of up to three light duty trucks.

- The District received the new CCTV van on July 2<sup>nd</sup>. The van was delivered in good condition with no apparent defects. Staff will need to outfit the vehicle and receive training on the equipment and software prior to mobilizing the vehicle for use.
- A light duty 2WD truck is currently on order and expected to arrive later this summer.
- Both vehicles above were procured under the FY 17/18 budget. The FY 18/19 budget for Vehicle Replacement is \$140,000 and includes provisions for a new portable generator and up to four (4) light duty vehicles.

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Staff Reports: CalPERS Health Plan Premium Rates for 2019 – Information only</b>	<b>MEETING DATE: July 11, 2018.</b>  <b>AGENDA ITEM NO.: 9.a.</b>																								
<b>RECOMMENDED ACTION: Receive report on CalPERS Health Plan Premium Rates for 2019 –information only.</b>																									
<b>SUMMARY AND DISCUSSION:</b>  <p>The District has received notification of health plan premiums for calendar year 2019 from CalPERS as follows:</p> <p style="text-align: center;"><b>CalPERS Health Plan (Kaiser North rates):</b></p> <table style="margin-left: auto; margin-right: auto; border: none;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center;">2018 Rates (for comparison)</th> <th style="text-align: center;">2019 Rates</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>Basic Premium rates – Bay Area:</b></td> </tr> <tr> <td style="padding-left: 20px;"><b>Subscriber</b></td> <td style="text-align: right;">\$779.86/mo</td> <td style="text-align: right;">\$768.25/mo</td> </tr> <tr> <td style="padding-left: 20px;"><b>Subscriber +1</b></td> <td style="text-align: right;">\$1559.72/mo</td> <td style="text-align: right;">\$1,536.50/mo</td> </tr> <tr> <td style="padding-left: 20px;"><b>Family Rate</b></td> <td style="text-align: right;">\$2027.64/mo</td> <td style="text-align: right;">\$1997.45/mo</td> </tr> <tr> <td colspan="3"> <b>Medicare Eligible Retiree</b></td> </tr> <tr> <td style="padding-left: 20px;"><b>Single Supplemental Medicare</b></td> <td style="text-align: right;">\$316.34/mo</td> <td style="text-align: right;">\$323.74/mo</td> </tr> <tr> <td style="padding-left: 20px;"><b>2-Party Supplemental Medicare</b></td> <td style="text-align: right;">\$632.68/mo</td> <td style="text-align: right;">\$647.48/mo</td> </tr> </tbody> </table> <p>This represents a decrease of 1.49% for regular health coverage and 2.34% increase in Medicare rates. The preliminary FY2018-19 budget had projected an increase of 8% across both sets of rates. The Final FY2018-19 budget will be revised to reflect actual rates.</p>			2018 Rates (for comparison)	2019 Rates	<b>Basic Premium rates – Bay Area:</b>			<b>Subscriber</b>	\$779.86/mo	\$768.25/mo	<b>Subscriber +1</b>	\$1559.72/mo	\$1,536.50/mo	<b>Family Rate</b>	\$2027.64/mo	\$1997.45/mo	 <b>Medicare Eligible Retiree</b>			<b>Single Supplemental Medicare</b>	\$316.34/mo	\$323.74/mo	<b>2-Party Supplemental Medicare</b>	\$632.68/mo	\$647.48/mo
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<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 3 (Board District and Community, Alignment and Communications) and Goal 4 (Well Planned Finances with a long-Range Outlook) of the latest Strategic Plan Update.																									
<b>BUDGET INFORMATION:</b> The preliminary FY2018-19 budget had projected an eight percent (8%) increase in these rates.																									
<b>DEPT. MGR.:</b> drt	<b>GENERAL MANAGER:</b> SSK																								

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Staff Reports: Uniform Public Construction Cost Accounting Act (UPCCAA) Implementation for FY17-18.</b>	<b>MEETING DATE: July 9, 2018</b> <b>AGENDA ITEM NO.: 9.b.</b>
<b>RECOMMENDED ACTION:</b> Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for Fiscal Year (FY) 2017-18 – Information only.	
<b>SUMMARY AND DISCUSSION:</b> <p>The District utilizes the Uniform Public Construction Cost Accounting Act (UPCCAA, or the “Act”) to perform certain projects each year. The Act allows a local agency to perform these projects if the agency elects to follow the cost accounting procedures set forth in the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission. The Act is enacted under Public Contracts Code Sections 22000 through 22045. The District utilizes this Act under its Resolution No. 2947 adopting Ordinance No. 109 dated August 28, 2006, and updated by Ordinance No. 118 adopted on August 12, 2013.</p> <p>The District utilizes provisions of the Act for alternative bidding procedures as follows: (a) Projects of \$45,000 or less may be performed by negotiated contract or by purchase order, (b) Projects of \$175,000 or less may be let to contract by the informal procedures set forth in the Act, and (c) Projects of more than \$175,000 are to be let to contract by formal bidding procedures. In short, the District uses the relevant provisions of the Act to allow the District to complete projects with less administrative effort while maintaining work quality.</p> <p>For FY2017-18, the District utilized the Act provisions under item (a) and (b) above to complete work across the following projects/accounts:</p> <ol style="list-style-type: none"> <li>1. Account No. 63150 (Reclamation: Repairs &amp; Maintenance) - total amount \$25,209, five contractors.</li> <li>2. Account No. 65150 (Pump Stations: Repairs &amp; Maintenance) – total amount \$35,056, six contractors</li> <li>3. Account No. 65153 (Pump Stations: Outside Services, Electrical)- total amount \$2,400, one contractor</li> <li>4. Account No. 66124 (Admin/Engineering: IT/Misc. Electrical)- total amount \$1,984, two contractors</li> <li>5. Account No. 66150 (Admin/Engineering: Repairs &amp; Maintenance) – total amount \$11,185, three contractors.</li> <li>6. Account No. 72706 (Collection System Improvements) – total amount \$49,387, two contractors.</li> <li>7. Account No. 72803 (Annual Collection System Repairs) - total amount \$31,628, two contractors.</li> <li>8. Account No. 72804 (Annual Reclamation Facilities Improvements) - total amount \$47,725, one contractors.</li> <li>9. Account No. 72805 (Annual Treatment Plant) - total amount \$41,219, two contractors.</li> <li>10. Account No. 73003 (Admin/Maintenance Building) – total amount \$6,200, one contractor.</li> </ol> <p>The total amount of work performed under the Act provisions in FY2017-18 was \$251,993. Of this, one project was over \$45,000 but less than \$175,000, under Account No. 72804 (\$47,725).</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Board of Directors: Board meetings</b>	<b>MEETING DATE: July 9, 2018.</b>  <b>AGENDA ITEM NO.: 10.a.</b>
<b>RECOMMENDED ACTION:</b> Receive information on regularly scheduled Board/Commission meeting days and start times for Marin County water and sanitary districts, and other Bay area sewer districts, and provide direction, if any.	
<b>SUMMARY AND DISCUSSION:</b>  <p>At its June 11, 2018 meeting the District Board of Directors discussed a change to its meeting schedule, whereby the current schedule of two regular meetings per month would be changed to one regular meeting per month, with any additional meetings to be special meetings if and as required. Additionally, the Board also discussed potentially changing its meeting start time to be earlier than the current 5:30 PM.</p> <p>The Board directed staff to research information on regularly scheduled Board/Commission meeting days and start times for similar agencies and and present it at the Board's July 9, 2018 regular meeting. The attached tables provide this information for Marin County water and wastewater agencies, as well as for other Bay Area sewer districts.</p> <p>Staff also asked District Counsel to provide an opinion on if there are any legal/statutory, etc. requirements that must be satisfied if the Board wishes to move ahead with a regular meeting of once/month. District Counsel responded that he is not aware of any reason that the Board cannot go to one meeting a month. He noted that having a single meeting once a month is relatively common for small to medium size agencies and even for some very large agencies. He stated that from a legal perspective there is no reason not to give it a try if it will work better from management and the Board's perspective.</p> <p>Accordingly, staff recommends that the Board review the information presented and provide direction on regular Board meeting days and times, if any.</p>	
<b>ATTACHMENTS:</b> Table 1: Regular Board/Commission meeting days & start times, Marin County water/sewer agencies. Table 2: Regular Board meeting days & start times, other Bay Area sewer agencies.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 3 (Board District and Community Alignment), and Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> ssk	<b>GENERAL MANAGER:</b> SSK

**Table 1: Regular Board/Commission meeting days & start times, Marin County water/sewer districts**

No.	Agency	Board Meeting Frequency	Meeting Day(s)	Time	FTEs
1	Almonte Sanitary District	Monthly	4th Monday	7:00 PM	1.0
2	Alto Sanitary District	Monthly	4th Wednesday	7:30 PM	0.2
3	BMK Community Services District <sup>(1)</sup>	Monthly	3rd Thursday	7:30 PM	2.0
4	Bolinas Comm. PUD	Monthly	3rd Wednesday	7:30 PM	6.0
5	Central Marin Sanitation Agency	Monthly	2nd Tuesday	7:00 PM	41.0
6	Homestead Valley Sanitary District	Monthly	4th Tuesday	7:30 PM	0.3
7	Inverness PUD	Monthly	4th Wednesday	9:00 AM	4.0
8	Las Gallinas Valley SD	Bi-monthly	2nd & 4th Thursday	4:30PM	18.0
9	Marin Municipal Water District	Bi-monthly	1st & 3rd Tuesday	7:30 PM	239.0
10	Muir Beach CSD	Monthly	3rd Wednesday	7:00 PM	3.0
11	North Marin WD	Bi-monthly	1st & 3rd Tuesday	7:00 PM	50.5
12	<i>Novato Sanitary District</i>	<i>Bi-monthly</i>	<i>2nd &amp; 4th Monday</i>	<i>5:30 PM</i>	<i>21.0</i>
13	Richardson Bay SD	Monthly	3rd Tuesday	4:00 PM	4.0
14	Ross Valley Sanitary District	Monthly	3rd Wednesday	6:00 PM	38.0
15	San Rafael Sanitation District	Monthly	2nd Thursday	3:30 PM	15.0
16	Sausalito-Marín City Sanitary District	Monthly	1st Monday	7:00 PM	13.0
17	Sewer Auth. Southern Marin (SASM)	Monthly	3rd Thursday	7:00 PM	16.0
18	Stinson Beach Water District	Monthly	3rd Saturday	9:30 AM	8.0
19	Tamalpais CSD	Monthly	2nd Wednesday	7:00 PM	12.0
20	Tiburon Sanitary District No. 5	Monthly	3rd Thursday	5:00 PM	8.0

Source: Marin LAFCO

FTEs - full time employee equivalents.

<sup>(1)</sup>Not a water/sewer service agency, but served by NSD.

**Table 2: Regular Board meeting days & start times, other Bay Area sewer districts**

No.	Agency	Board Meeting Frequency	Meeting Day(s)	Time	FTEs
1	Castro Valley Sanitary District	Monthly	1st Tuesday	6:30 PM	22
2	Central Contra Costa SD	Bi-monthly	1st & 3rd Thursday	1:30 PM	~290
3	Delta Diablo Sanitation District	Monthly	2nd Wednesday	4:30 PM	~80
4	East Bay Dischargers Authority	Monthly	3rd Thursday	9:30 AM	~4 <sup>(1)</sup>
5	East Bay MUD	Bi-monthly	2nd & 4th Tuesday	1:15 PM	>1,800
6	Fairfield-Suisun Sewer District	Monthly	4th Monday	6:00 PM	~80
7	Mt View Sanitary District	Monthly	2nd Thursday	6:30 PM	~15
8	Napa Sanitation District	Bi-monthly	1st & 3rd Wednesday	4:00 PM	~50
9	Oro Loma Sanitary District	Bi-monthly	2nd & 4th Tuesday	3:00 PM	~45
10	Silicon Valley Clean Water	Monthly	2nd Thursday	8:00 AM	~75
11	Vallejo Wastewater District	Monthly	2nd Tuesday	6:00 PM	~80
12	West Valley Sanitation District	Monthly	2nd Wednesday	6:00 PM	~30

Source: Agency web-sites

FTEs - full time employee equivalents.

<sup>(1)</sup>JPA - includes Cities of Hayward & San Leandro, Castro Valley SD, Oro Loma SD, Union SD, and LAVWMA.

## Marin County employee wages rank high nationally, but strike threat looms

*By Richard Halstead, Marin Independent Journal*

Saturday, June 16, 2018



With the results of a strike vote by the union that represents a majority of Marin County’s public employees imminent, one group has offered its opinion on whether Marin County employees deserve a raise.

[In a blog post](#) by the Nevada Policy Research Institute, a “free-market” think tank, analyst Robert Fellner uses federal Bureau of Labor statistics to assert that “the average wage for Marin County local government workers is richer than what their peers in 99.8 percent of counties nationwide receive.”

Fellner uses the same data source to support an argument that Marin County government workers’ wages are “significantly above average when measured against private-sector earnings.”

But Fellner also noted the Bureau of Labor data reflects all local government workers in Marin County and not just those employed by the county of Marin.

Robert Eyler, chief economist of the Marin Economic Forum and a professor at Sonoma State University, said, “It’s not a shocker that Marin County, which has one of the highest personal incomes per capita, has government workers that get paid higher than most other counties in the United States.”

In 2016, the most recent year for which data is available, Marin had a per capita personal income of \$115,952, the fifth-highest of any county in the nation.

But Jody Morales, founder of Marin’s Citizens for Sustainable Pension Plans, said, “It is troubling to read that the Marin Association of Public Employees are threatening a strike if their demands aren’t met. The county’s offered pay raise is more than fair — but there is nothing fair about forcing taxpayers to pay for MAPE’s demand of even more.”

### **Contract talks**

At last report, Marin County and the Marin Association of Public Employees remained at loggerheads over a new three-year contract.

The county has proposed wage increases of 2.5 percent, 2.5 percent and 2 percent over each of the next three years. The union has countered with a proposal for wage increases of 3.5 percent, 4 percent and 3.5 percent.

In addition to the dispute over pay raises, county managers and MAPE are at odds over several changes the county is seeking that could result in significant pay reductions for some lower-paid county employees.

On Wednesday, the two sides began working with a state mediator, but in an email Thursday evening MAPE executive director Rollie Katz wrote, “We remain far apart.”

MAPE conducted a strike vote last week and counting of the ballots was expected to begin late Friday afternoon. Another negotiating session with the mediator is scheduled for June 25.

In his blog, Fellner wrote, “In 2017, local government workers in Marin County received an average annual wage of \$76,138 — which ranked 6th out of the 2,867 counties surveyed nationwide, and was 53 percent higher than the \$49,712 received by local governments nationally.”

#### **Average wage**

Data, however, shows that Marin County ranks ninth. Fellner moved Marin County up in the rankings by omitting two counties, one in New York and one in California, whose locations are not specified. He also chose not to count the District of Columbia, which ranked second. A spokesman for the bureau confirmed that all three were correctly listed on the data sheet for counties.

“I took out all the unknowns,” Fellner told the Independent Journal. “They just seemed very strange. I don’t know what unknown means. Even with the unknowns in, Marin County is right up there.”

Katz said, “He also cites averages, which of course include higher-paid employees who MAPE does not represent.”

Fellner noted that though the Bureau of Labor average of \$76,138 includes all Marin government workers, the average wage for county of Marin employees — excluding police and firefighters — is \$86,629, according to the Marin County Employees’ Retirement Association.

Jeff Wickman, administrator for MCERA, said, however, that average only includes members of the retirement system. It excludes Marin County’s 798 temporary and part-time employees, which make up 41 percent of its workforce.

#### **Private sector**

In his blog, Fellner also said he adjusted Marin’s \$76,138 wage for regional cost differences using a percentage supplied by the federal Bureau of Economic Analysis. According to the BEA’s website, the calculation includes all consumption goods and services, including rents.

But Ken Jacobs, chairman of the UC Berkeley Center for Labor Research and Education, said the BEA’s calculation “does not fully capture the difference in cost of living, most notably housing.

“Other measures result in much larger adjustments,” Jacobs said.

Fellner wrote in his blog that after adjusting for regional cost differences, Marin County’s average wage ranked eighth nationally. If Fellner had included the two counties he omitted, it would have ranked 11th and if he had included the District of Columbia, it would have ranked 12th.

He used Bureau of Labor statistics to compare the Marin County average annual wage of \$76,138 to the average wage of Marin County private-sector workers, which was \$67,301 in 2017.

Fellner noted that Marin government workers’ average wage was 13 percent above that of private-sector workers. Nationwide, average local government wages were 10 percent below private-sector workers, he noted.

He wrote that while Marin County private-sector wages were 6 percent above private-sector wages nationally, Marin County local government workers’ wages were 34 percent higher than local government wages nationally.

#### **Cost of living**

Fellner argues that the reason that public sector wages are so high is because “elected officials who approve these labor contracts bear none of the cost.”

“In fact,” Fellner writes, “these elected officials are routinely rewarded for doing so, as the concentrated political support bestowed upon them by appreciative government unions far outweighs the cost of taxpayers’ dispersed frustration.”

Eyler said, “The gist of what is being said is basically correct. Your typical government worker plucked at random is going to make quite a bit of money in Marin. A lot of that is a cost of living issue and how collective bargaining has used the cost of living to boot up wages.”

Eyler said it is also worth noting, however, that another reason that public wages in Marin outstrip private wages is due to the predominant type of jobs that exist in Marin — personal services jobs that require lower skills. While Marin County’s local government wage average ranked ninth nationally in 2017, its private wage average ranked 92nd.

“He is trying to make the point that the unions are what are driving this,” Eyler said, “but that’s not the only thing driving it.”

Jacobs said, “Public sector workers on average have higher levels of education and experience and are more likely to be in professional occupations than those in the private sector, so direct comparisons are misleading.”

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URL: <http://www.marinij.com/general-news/20180616/marin-county-employee-wages-rank-high-nationally-but-strike-threat-looms>

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## Marin public employees' union authorizes strike

*By Richard Halstead, Marin Independent Journal*

Monday, June 18, 2018



The Marin Association of Public Employees, the union that represents a majority of Marin County's public employees, has voted to authorize a strike.

The vote was taken last week and ballots were counted late on Friday. Rollie Katz, executive director of the Marin Association of Public Employees, said 654 of the union's members voted in favor of a strike authorization and 47 voted not to authorize a strike.

The union represents 1,471 of the county's 2,740 employees. Only 1,280 of the employees represented by the union are members,

however; the remaining 191 are fee payers who are entitled to representation but do not enjoy the privileges of membership.

"It's a pretty strong statement by the members," Katz said.

The vote authorizes the union's 15-member bargaining team to call a strike if they deem it necessary. The team is made up of rank-and-file members elected by the full membership. Katz said no date for a strike has been set at this time.

"We hope we don't have to strike," Katz said, "but this vote is a very clear sign to the Board of Supervisors that they need to get management to move off of some of their positions and find a resolution."

The two sides began working with a state mediator on June 13. The next meeting with the mediator is scheduled for June 25.

At last report, Marin County and MAPE were at loggerheads over a new three-year contract.

The county had proposed wage increases of 2.5 percent, 2.5 percent and 2 percent over each of the next three years. The union countered with a proposal for wage increases of 3.5 percent, 4 percent and 3.5 percent.

In addition to the dispute over pay raises, county managers and MAPE are at odds over several changes the county is seeking that could result in significant pay reductions for some lower-paid county employees.

"I can't talk in detail about what has happened in mediation," Katz said. "We've got a few smaller items off the table, but none of the make-or-break proposals. Nothing has happened that would move the needle significantly."

"We would hope there would be further movement in bargaining," Katz said. "We're certainly prepared to compromise. We have been offering compromises."

There has been speculation that if MAPE calls a strike, other county unions, including the Marin County Management Employees' Association, might stage a sympathy strike or work slowdown.

Katz said, “My expectation is that if we have a strike a number of other workers, including MCMEA, will be very supportive.”

The last time Marin County employees went on strike was the summer of 1998. At that time, MAPE was seeking a 10 percent wage increase over two years. County managers started out offering a 7.5 percent wage hike over three years. At the end of the seven-day strike, however, the county agreed to a contract that gave employees a 10.5 percent wage increase over three years.

As of July 2017, 55 percent of Marin County’s employees lived outside of Marin. Many say they can’t afford Marin housing prices.

Mary Hao, Marin County’s director of human resources, said Marin County recently conducted a survey of salaries across the Bay Area, including San Mateo, Napa, Solano, Sonoma, Alameda and Contra Costa counties; the city and county of San Francisco; and the cities of Novato, Berkeley, Santa Rosa, San Rafael, Vallejo and Palo Alto.

“This cross sampling helps us determine the market rate for the same or similar jobs in those collective areas, based on median of the pay in these jurisdictions versus average,” Hao wrote in an email. “What we discovered in our research was that 90 percent of MAPE — represented job classifications have a pay range, that is — on average — 7.8 percent above the market rate.”

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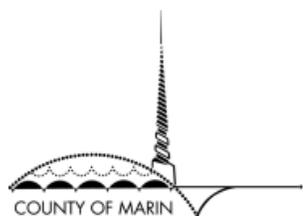
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## County of Marin - News Releases - Employee Strike Averted



### NEWS RELEASE

[www.marincounty.org/news](http://www.marincounty.org/news)

For Immediate Release  
June 30, 2018

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### Labor Deal Reached, Employee Strike Averted *County and largest bargaining unit come to tentative agreement*

**San Rafael, CA** – There will not be a strike by County of Marin employees. That means there will be no picketing today at the [Marin County Fair](#) on its opening day.

The Marin Association of Public Employees (MAPE), the County's largest bargaining unit with more than 1,300 employees, reached a tentative three-year labor agreement with County representatives at approximately 11:20 p.m. Friday, June 29, after a full day of mediated negotiations at the Marin County Civic Center in San Rafael.

MAPE has set a ratification vote for Monday, July 9. The tentative agreement must be ratified by the Marin County Board of Supervisors, and its next meeting is Tuesday, July 10.

The terms of the agreement include a one-time bargaining bonus of \$1,000 for employees making less than \$90,000 per year and \$500 for those making more than \$90,000. The wage adjustments are 2.5 percent in 2018, 3 percent in 2019, and 2.5 percent in 2020. Other specific terms of agreement will be released later on Saturday, June 30, and will be available on the County's [labor negotiations webpage](#).

MAPE had intended to stage a strike from Sunday, July 1, through Tuesday, July 3, following a Saturday demonstration just outside the ticket booths on the first day of the Marin County Fair.

"Fortunately, there will be no strike and County business resumes as usual," said County Administrator Matthew Hymel. "We appreciate our employees and we are glad to have reached an agreement."

If you are a person with a disability and require an accommodation to participate in a County program, service, or activity, requests may be made by calling (415) 473-4381 (Voice), (415) 473-3232 (TDD/TTY), or by [email](#) at least five days in advance of the event. Copies of documents are available in alternative formats upon request.

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# Nine Teams Design for Rising Sea Levels in Nine Places; A Special Section Reveals Resilient Design in Action

# New Report Synthesizes All We Know About Bay Sediment Supply

# East and West Coast Sewage Plants Remodel with Storm Surge in Mind

# Restoration Authority Greenlights Permitting Integration Team

# Corps Explores New Ecological Territory

# Mourning Morrison



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# ESTUARY NEWS



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## I N F R A S T R U C T U R E

# NYC and Novato Sewage Plants Adapt

The city of Novato completed its \$100 million new wastewater treatment plant in 2011. The plant sits in the same place as the old one, only ten to fourteen feet higher. Raising the facility cost a few million dollars, estimates general manager Sandeep Karkal, but it also lowered energy costs dramatically by cutting pumping demands nearly in half. Even more importantly, it helped protect the plant from sea-level rise for at least this century.

"We figured that we needed to address [sea-level rise] in some form, and we took a pretty conservative approach," says Karkal. "We think we're in pretty good shape, even for a worst-case scenario."

Novato is far from alone in thinking about the impact of sea-level-rise on its ability to manage wastewater in the coming decades. Treatment plants along the Bayshore — there are 28 in all — and across our nation's coastline must face this impending threat, which can cause harm in two different ways. First, it increases the likelihood that a plant will flood and potentially fail during an extreme rainfall event or storm surge. On a more gradual basis, rising seas will also degrade pipes and other infrastructure while reducing the plant's ability to discharge treated wastewater by gravity as saltwater climbs higher and higher into the system.

"All of the treatment plants that are along the edge of the Bay ... will be impacted by a combination of sea-level rise and flooding. Some are impacted in the 30-year time frame, while others will be impacted in the 50- or 100-year timeframe," says Dave Williams, executive director of Bay Area Clean Water Agencies, an organization that represents sanitation agencies throughout the region. "It's a matter of time, so you need to be prepared or else you'll be flooded out."

At treatment plants' disposal are a variety of potential remedies, from sandbags to seawalls, sealing holes to raising buildings. Other responses to the various threats posed by sea-level rise include adding new gates to pipe ends that prevent backflows, discharging treated wastewater to upland areas of marshes instead of directly to the ocean or bay, expanding recycled-water programs so that less water must be discharged, and replacing concrete pipes with less corrodible plastic pipes.

Ultimately some plants will be retrofitted, some will be rebuilt, and some may even be abandoned. Each plant's fate is likely to depend its age, size, location, elevation, and treatment volume.

New York City recently discovered just how complex the issue can be. Even before Hurricane Sandy caused more than \$100 million in damages to 10 of the city's 14 treatment plants (and 42 of its 96 pumping stations), the city had begun to prepare its wastewater system for sea-level rise, says Alan Cohn of the Department of Environmental Protection, which oversees New York's water supply and wastewater system.

After the storm the agency redoubled its efforts by preparing a detailed report on vulnerabilities and adaptation strategies at all facilities. Released just one year later in 2013, the report recommends protective measures on an asset-by-asset basis — final settling tanks, substation buildings, chlorine contact tanks, waste gas burners — and estimates the cost of action versus inaction for each. By spending \$187 million across all 14 plants, the report concludes, the city could theoretically avoid \$901 million in damages from a "critical" flood event: a 100-year-flood plus 30 inches of sea-level rise.

Late last year the Department of Environmental Protection announced that work was underway on approximately \$400 million of resiliency upgrades to critical wastewater collection and treatment facilities. This includes raising some equipment above the floodplain, installing floodgates, and waterproofing rooms and buildings. At the North River Wastewater Treatment Plant, the first to be retrofitted, repairs to flood-proof equipment and seal the massive main building were estimated in the report to cost \$17.2 million but potentially save \$94.1 million in damages from a single storm — and avoid \$445.8 million in risk over 50 years.

Here in the Bay Area, Novato is ahead of the curve because its decades-old plant recently needed replacement, says Karkal, and pragmatism and common sense demanded a response to sea level rise.

*continued on next page*



SLR-ready Novato Wastewater Treatment Plant. Photo courtesy Novato Sanitary District

Other cities aren't far behind. San Francisco is considering the addition of a "living levee" to its Southeast Treatment Plant, which would protect against sea-level rise while providing habitat and improving resilience (see page 16).

In Sunnyvale, the city's aging wastewater treatment plant is undergoing a total rebuild with flood protection in mind. Over the next ten years, the city will tear down and rebuild the entire thing, says plant manager Bhavani Yerrapotu, with the final product expected to stand at least 60 years. The idea isn't to elevate as in Novato, but rather to rely on walls, including a new flood wall surrounding the facility on all sides — with watertight gates at access points that can be closed when needed — and, beyond that, a shoreline levee being coordinated by the Santa Clara Valley Water District.

Meanwhile, the city of Palo Alto is in the midst of planning to protect its 45-year-old plant. In the near term,

that will include raising electrical equipment and constructing a second outfall pipe to allow more discharge capacity during big storm surges or king tides, says Watershed Protection Manager Karin North.

The city is also exploring the idea of building a horizontal levee to utilize treated effluent directly in front of the wastewater treatment plant and adjacent Palo Alto Airport, which will connect with a larger levee network likely protecting nearby San Francisquito Creek and much of East Palo Alto. The city is better off than most of its South Bay neighbors, North Says, because it has protected the natural wetlands fringing the land. "We're a little bit lucky here in Palo Alto because we actually own all of the wetlands in front of our facility," North says. "So we can buy a little time." **NS**

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Boat washes onto the premises of the Coney Island Wastewater Treatment Plant after Superstorm Sandy, Brooklyn, NY 2012. Photo courtesy NT Department Environmental Protection.

## BAY NATURE PREVIEW

*Special coverage of the Resilient by Design Bay Area Challenge can be found in both Bay Nature's July-Sept 2018 issue (a big picture overview of the challenge by Zach St. George) and this issue of ESTUARY News (9 sites, 9 visions, 9 communities in detail).*

## Rise

"Now is the time for cities to rise up, and for regions to collaborate," said Libby Schaaf, Mayor of Oakland.

In 2013, following Hurricane Sandy, the US Department of Housing and Urban Development launched a contest it called Rebuild by Design, inviting architects and design firms to pitch their ideas on how to design a more disaster-ready shoreline in New York City and New Jersey. Now, five years later, seven of the 10 resulting project proposals are on their way to real life.

After Gil Kelly, former director of the planning department at San Francisco, attended a conference about the contest, he returned to the Bay Area wondering if the region could pull off a similar contest. Over the next year, teams of architects, engineers, and designers would identify vulnerable sites around the Bay and propose design solutions.

"The big difference between the New York process and Resilient by Design," says Amanda Brown-Stevens of the Resilient By Design nonprofit, "is that we don't have a huge pot of disaster recovery funds." After the contest concludes, the projects might get built, or they might not.

Andy Gunther, a member of the challenge's scientific advisory panel, acknowledged that possibility for cynicism. "In 10 years, we'll look back and say 'Are any of these designs under construction?'" Gunther says. "I don't know, but I think the designs they create are going to help us think in new ways about the future Bay Area. That is a very valuable product." **ZSG & MHA**

**READ THE FULL STORY- Rise**  
[www.baynature.org/rise](http://www.baynature.org/rise)



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# Supreme Court Decision Impacts Public Employee Unions

By CSDA ADMIN posted 2 days ago

0 RECOMMEND



On June 27, in a landmark decision with a major impact on public employee unions and represented employees, the United States Supreme Court declared “fair share” fees collected from non-members unconstitutional under the First Amendment. As a result of [Janus v. AFSCME Council 31](#), public employee unions in 23 states, including California, will lose the

ability to collect fair share fees, used to cover the costs of collective bargaining and enforcing the union contract. The vote was 5-4, with the court's conservatives in the majority.

The decision overturns a 1977 Supreme Court opinion (Abood v. Detroit Board of Education) that permitted unions to collect fair share or "agency fees" given that unions have a legal obligation to represent all workers, whether or not they choose to be a member of the union. Mark Janus, a child support specialist at the State of Illinois Department of Healthcare and Family Services, argued that Illinois was required to show it has a strong compelling need to bargain with exclusive representatives that overrides employees' First Amendment right not to subsidize union advocacy. Janus's lawyers argued that he objected to the policy positions that the union advocates, and that "bargaining with the government is political speech indistinguishable from lobbying the government."

In response, AFSCME argued that "agency fees pass First Amendment muster because they prevent free-riding, support workplace fairness and maintain labor peace." The union's brief disputed the notion that everything a union does is political, pointing out that "many collective bargaining topics are (about) mundane employment conditions...generally do not raise matters of public concern, yet consume significant union resources."

Justice Samuel Alito wrote for the majority, "we conclude that this arrangement violates the free speech rights of nonmembers by compelling them to subsidize private speech on matters of substantial public concern." The majority based its ruling on the First Amendment, ruling that compelling payment to unions that negotiate with the government forces public employees to endorse political messages that they may disagree with.

In her dissent, Justice Elena Kagan wrote, "[t]he majority overthrows a decision entrenched in this nation's law – and in its economic life – for over 40 years... And it does so by weaponizing the First Amendment, in a way that unleashes judges, now and in the future, to intervene in economic and regulatory policy."

The decision means that a public employer cannot deduct an agency fee to a public sector union from an employee's pay unless the employee has affirmatively consented to the payment, specifically saying, "neither an agency fee nor any other payment to the union may be deducted from a nonmember's wages, nor may any other attempt be made to collect such a payment, unless the employee affirmatively consents to pay. By agreeing to pay, nonmembers are waiving their First Amendment rights, and such a waiver cannot be presumed...to be effective, the waiver must be freely given and shown by 'clear and compelling' evidence."

Special districts should carefully evaluate their options and legal risks before taking any action, and public employers should not communicate about the *Janus* decision with employees, unless they discuss their options with legal counsel in light of the decision as well as recently enacted SB 866 (which went into effect upon its signing on June 27).

In next week's eNews, CSDA will provide an overview of SB 866 and other legislation promulgated by public employee unions in response to this court case. CSDA will continue to monitor all legal cases and legislation affecting special districts and represented employees. If you have any questions about the *Janus* decision, contact Legislative Analyst – Attorney Mustafa Hessabi at [mustafah@csda.net](mailto:mustafah@csda.net).

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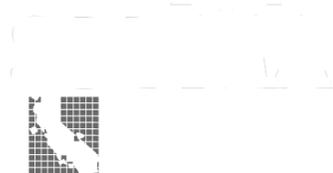


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