

NOVATO SANITARY DISTRICT

Meeting Date: August 14, 2017

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m., Monday, August 14, 2017, at the District Offices, 500 Davidson Street, Novato.

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

AGENDA

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

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

4. **REVIEW OF MINUTES:**
 - a. Consider approval of minutes of the July 10, 2017 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, July 10 – August 14, 2017.
 - b. Ratify payroll and payroll related disbursements, July 2017.
 - c. Receive deposit summary, July 2017.
 - d. Receive 4th Quarter Investment Report, Fiscal Year (FY) 2016-17.
 - e. Receive 4th Quarter Financial Report, FY2016-17.
 - f. Receive Accounts Receivable (A/R) Summary Report as of June 30, 2017.
 - g. Approve transfer of \$95,868.78 from the Capital Fund to the Operating Fund for staff time spent on Capital Fund projects in FY 16-17.
 - h. 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 groundwater and hydro-test water, 7600 Redwood Boulevard location.
6. **NOVATO WATERSHED PROGRAM:**
 - a. Receive presentation on Novato Watershed Program from Marin County Public Works/Flood Control District staff.

7. ANNUAL BUDGET: FINAL FISCAL YEAR (FY) 2017-18 BUDGET

- a. Receive and adopt the Final FY2017-18 District Annual Budget.
- b. Adopt Resolution No. 3109 establishing appropriations limit for FY2017-18.

8. WASTEWATER OPERATIONS:

- a. Receive Wastewater Operations Reports, July 2017:
 - Collection Systems
 - Treatment Facilities
 - Reclamation Facilities

9. RECLAMATION: SLUDGE DISPOSAL, ACCOUNT NO. 63115

- a. Approve contract with Custom Tractor Services (CTS) for biosolids disposal and sludge lagoon cleaning in a not-to-exceed amount of \$188,500, and authorize the General Manager-Chief Engineer to execute it.

10. NORTH BAY WATER REUSE AUTHORITY (NBWRA): (INFORMATION ONLY)

- a. Receive report on payment to Sonoma County Water Agency (SCWA) in the amount of \$76,799 as the District's FY17-18 share of the cost of the NBWRA Phase 2 Feasibility Study – information only.

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 comments made.

- a. Copy of Platinum5 Peak Performance Award Certificate and program from 2017 Awards Ceremony of the National Association of Clean Water Agencies (NACWA) Utility Leadership Conference and Awards Ceremony in St. Louis, Missouri, July 23 - 26, 2017.

13. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

14. ADJOURNMENT:

Next Resolution No. 3110.

Next regular meeting date: Monday, September 11, 2017, 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: July 10, 2017

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, July 10, 2017, at the District offices, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: John Bailey, Plant Manager, Veolia Water
John O'Hare, Pretreatment Programs Manager, Veolia Water
Erik Brown, Technical Services Manager, Novato Sanitary District
Dee Johnson, Household Hazardous Waste Coordinator
Dale Thrasher, Administrative Services Officer, Novato Sanitary District
Delyn Keis, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: No public comment.

SPECIAL ANNOUNCEMENT:

- Receive report – Novato Sanitary District's Novato Wastewater Treatment Plant receives Platinum5 Peak Performance Award from the National Association of Clean Water Agencies (NACWA) for five years of 100% compliance. The General Manager stated that on July 6th, the National Association of Clean Water Agencies (NACWA) informed the District that the Novato Treatment Plant (NTP) had received NACWA's 2016 Platinum5 Peak Performance Award. He stated that NACWA awards this honor only to wastewater treatment facilities that have perfect permit performance records for five or more consecutive calendar years. He stated that this award recognizes NACWA-member agency facilities for excellence in wastewater treatment as measured by their compliance with their National Pollutant Discharge Elimination System (NPDES) permits.

The General Manager acknowledged the hard work and outstanding efforts of all District staff, Veolia staff, and the Board members. The Board members congratulated the General Manager-Chief Engineer and Veolia's Project Manager, John Bailey.

REVIEW OF MINUTES:

Consider approval of minutes of the June 26, 2017 meeting.

On motion of Director Dillon-Knutson, seconded by Director Mariani, and carried unanimously by those Directors present, the meeting minutes of June 26, 2017 were approved.

CONSENT CALENDAR:

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

- a. Approve capital project disbursements in the amount of \$383,520.90, regular disbursements in the amount of \$294,526.71, and Board member disbursements in the amount of \$2,774.23.
- b. Receive Deposit Summary, June 2017.
- c. Approve the Board President and the General Manager-Chief Engineer to attend the NACWA Utility Leadership Conference and Awards Ceremony in St. Louis, Missouri, July 23-26, 2017.

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

SOLID WASTE OPERATIONS:

The General Manager stated that items 7.a. – 7.e. would be taken as one item and reviewed by Dee Johnson, Household Hazardous Waste Coordinator.

- Receive Novato Disposal Service 1st Quarter 2017 report. The General Manager stated that Novato Disposal was not present to discuss this item and requested Ms. Johnson continue to items 7.b. - 7.e.

-Receive verbal report on Marin County JPA and Local Task Force. Ms. Johnson stated that the Marin County JPA and Local Task Force have not met in the past three months and noted that there is no new information at this time. She stated that CalRecycle is interested in increasing organic diversion in the residential and commercial markets as a result of upcoming Senate Bill (SB)1383.

- Receive Disposal/Diversion reports for 2016, and 1st Quarter 2017. Ms. Johnson reviewed the City of Novato and District AB 939 Disposal and Diversion Monitoring information. She noted that Novato's overall diversion for 2016 was 51.57%, which calculated the per capita disposal rate at 3.58 pounds per person per day. She went on to say that the diversion percentage based on CalRecycle's methodology for calculating per capita disposal is 76% diversion for 2016. The Board discussed the diversion calculation and asked Ms. Johnson for clarification on the calculation process.

Director Long suggested that the Solid Waste Committee and Ms. Johnson review the disposal and diversion formula being used to arrive at Novato's per capita diversion percentage, and then bring this information to the full Board.

- Receive verbal update on schools recycling program. Ms. Johnson stated that she, Scott Pariani of Novato Disposal Service, and Mark Silva of the Novato Unified School District, visited every school in the district to identify, review, and bolster their compost and recycling programs. She provided an overview of the various programs that are in place and stated that annual visits to each of the schools will begin in the fall. She stated that she was pleased to see the schools doing so well with food composting.

- Household Hazardous Waste (HHW) programs: (i) Receive 2017 HHW report, and (ii) Receive report from April 2017 E-Waste event. (i) Ms. Johnson was pleased to announce that participation in HHW programs has continued to increase and she stated that in one year alone, participation increased by 9%. (ii) Ms. Johnson stated that the April E-Waste event had the highest participation since 2011, with 1,050 residents bringing 50,926 pounds of e-waste to the collection center during the three day event. She stated that the Fall e-waste event is scheduled for October 7-9, 2017.

Ms. Johnson discussed a possible relocation of the household hazardous waste facility, including available sites in Novato, zoning limitations, and Novato Disposal's association at the facility. Director Long suggested that the Solid Waste Committee discuss relocation of the facility in further detail.

- Approve contract with DLJ Associates to provide AB939, household hazardous waste (HHW), and related services for FY2017-18 in the not-to-exceed amount of \$103,118, and authorize the General Manager-Chief Engineer to execute it. The General Manager stated that Dee Johnson of DLJ Associates has managed the District's HHW and AB 939 services for many years, and for the past six years, has also managed the Zero Waste outreach and AB 341 solid waste requirements. He recommended that the Board approve a contract with DLJ Associates to provide similar services for FY2017/18.

On motion of Director Mariani, seconded by Director Dillon-Knutson, and approved by those Directors present, the General Manager-Chief Engineer was authorized to execute a contract with DLJ Associates to provide AB 939, household hazardous waste (HHW), and related services for FY2017-18 in the not-to-exceed amount of \$103,118.

The Board thanked Ms. Johnson for her continued hard work.

Director Mariani requested that several items from previous discussion be agendaized to a meeting of the Solid Waste Committee at an appropriate time: (1) agenda item 7.a. (Receive Novato Disposal Service 1st Quarter 2017 report); (2) clarification of the disposal and diversion formula that is being used to arrive at Novato's per capita diversion percentage; and (3) potential HHW facility relocation sites.

Ms. Johnson left the meeting at 6:17 p.m.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, June 2017.

The General Manager stated that going forward, the reports would be presented in the following order: (1) Collections System Operation report, (2) Veolia Water Operations report, and (3) Reclamation Facilities report. He stated that Technical Services Manager Erik Brown would provide the Collections System and Reclamation Facilities report as Field Services Supervisor Steve Krautheim was on vacation.

The Technical Services Manager provided the Collection Systems Report for June, 2017. He stated that the Collections department cleaned 72,866 lineal feet of sewer pipelines and completed all of the 380 maintenance work orders that were generated. He stated that 27 line segments were televised, totaling 5,414 feet, and that staff conducted 8 sewer main inspections, totaling 822 feet, using the push camera. He further stated that an outside vendor foam-treated 166 line segments totaling 33,500 feet. The Technical Services Manager stated that there were no lost time accidents in June for a total of 2,301 accident-free days. He stated that there were zero (0) sanitary sewer overflows (SSOs) in June.

Veolia Project Manager John Bailey then provided an overview of the Treatment Facilities Monthly Operations Report for June. The Project Manager reviewed the treatment plant performance summary and noted that there were no excursions or violations for the month. He outlined the safety training that was completed in June, and stated that safety performance was excellent with a total of 2,593 accident-free days, or seven years. He reviewed the period's key events, and monthly safety and training topics. He stated that laboratory personnel Kurt Hawkyard and Liz Falejczyk both staffed Wetland Days, a two-day public education event at Sewerage Agency of Southern Marin (SASM). He stated that there were no neighborhood contacts in June.

The Technical Services Manager then summarized the Reclamation Facilities report for June 2017. He stated that the harvesting of pasture grass was slow due to harvesting equipment breakdown but that sites 3 & 7 were completed by the third week of June. He stated that after inventorying fallen eucalyptus trees last month, staff requested proposals from several local tree trimming companies to cut them up and when economical to do so, chip them into mulch. He stated that irrigation began on June 5th and that 88.6 MG of irrigation water was applied to the pastures. He noted that the irrigation storage pond levels dropped 5.4 feet to 3.2 feet.

GRAND JURY REPORTS:

The General Manager stated he would like to discuss the following two items as a summary item:

- Receive draft response to 2016-17 Marin County Civil Grand Jury report titled "Marin's Retirement Health Care Benefits – The Money Still Isn't There" dated May 17, 2017, and subject to changes or edits, authorize the Board President to provide the response to the Grand Jury.

- Receive draft response to 2016-17 Marin County Civil Grand Jury report titled "The Budget Squeeze – How Will Marin Fund Its Public Employee Pensions?" dated June 5, 2017, and subject to changes or edits, authorize the Board President to provide the response to the Grand Jury.

The General Manager stated that the Board had seen these reports previously, at the May 22nd and June 12th, 2017 meetings (respectively). He stated that staff worked with District Counsel to prepare the draft responses for each report and he recommended that the Board review both sets of draft responses, and subject to changes or edits, authorize the Board President to provide the responses to the Grand Jury.

The Board made no request for changes or edits after a brief discussion.

On motion of Director Long, seconded by Director Dillon-Knutson, and carried unanimously by those Directors present, Board President Jerry Peters was authorized to provide the responses to the Marin County Civil Grand Jury for the reports titled: "Marin's Retirement Health Care Benefits – The Money Still Isn't There" dated May 17, 2017, and "The Budget Squeeze – How Will Marin Fund Its Public Employee Pensions?" dated June 5, 2017.

ADMINISTRATION:

The General Manager stated that the following three agenda items relate to the same issue: the District's participation in the medical-after-retirement account for post-retirement medical expenses for employees hired after July 1, 2008. He introduced Administrative Services Officer Dale Thrasher, to address the items and provide more detail to the Board.

- (a) Receive report on District participation in Operating Engineers Local 3 (OE3) trust fund for post-retirement medical expenses for employees hired after July 1, 2008; (b) Approve change of trust fund service provider to International City/County Management Association – Retirement Corporation (ICMA-RC); and (c) Authorize the General Manager-Chief Engineer to execute an agreement with ICMA-RC, and transfer existing funds from the OE3 Health and Welfare Trust Fund into a new ICMA-RC account.

The Administrative Services Officer stated that for employees hired on or after July 1, 2008, the District began contributing 1.5% of an employee's base salary into a Medical After Retirement Account (MARA) in lieu of a retiree medical program. He stated that currently, there are eight (8) employees

participating in the MARA, and a total of \$26,970 has been contributed by the District into the Operating Engineers 3 (OE3) Health and Welfare Trust Fund. He stated that in March of this year, the OE3 fund notified the District that its administrative fee was increasing to \$15/month/employee, which results in an average administrative fee of approximately 18% on each individual District employees' MARA account. He stated that because of this increase, staff conducted a search for companies to provide these services at a lower cost.

The Administrative Services Officer stated that staff reviewed three companies and found that International City/County Management Association – Retirement Corporation (ICMA-RC) stood out as a respected, non-profit, nationwide administrator of public employee retirement accounts. He stated that ICMA-RC indicated that administrative fees for accounts similar to what the District is seeking are in the range of \$25/year/employee, thus providing a substantial savings to the District. He stated that staff recommends the Board approve the change of the trust fund service provider to ICMA-RC, authorize the General Manager-Chief Engineer to execute an agreement with ICMA-RC, and transfer existing funds from the current trust fund provider into a new account with ICMA-RC.

On motion of Director Mariani, seconded by Director Long, and carried unanimously by those Directors present, the Board approved a change of trust fund service provider to International City/County Management Association – Retirement Corporation (ICMA-RC), authorized the General Manager-Chief Engineer to execute an agreement with ICMA-RC, and transfer existing funds from the OE3 Health and Welfare Trust Fund into a new ICMA-RC account.

STAFF REPORTS (INFORMATION ONLY):

- Receive report on CalPERS Health Plan Premium Rates for 2017. The General Manager stated the CalPERS Health Plan Premium rate for 2018 will increase by 6.34% for regular health coverage and 5.28% for Medicare rates. He stated that the preliminary FY2017/18 budget had projected an increase of 8% across both sets of rates, and that the final budget will be revised to reflect actual rates.

Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for Fiscal Year (FY) 2016-17. The General Manager stated that the District utilizes the Uniform Public Construction Cost Accounting Act (UPCCAA, or the "Act") to perform certain projects year after year. He noted that this summary report is customarily brought before the Board at the first meeting in July, to report on the previous fiscal year's activities. He remarked that this is an informational item.

NORTH BAY WATER REUSE AUTHORITY (NBWRA): (INFORMATION ONLY)

- Receive report on refund of \$179,458 to District from Sonoma County Water Agency (SCWA) as the District's share of cost savings to NBWRA's three year (FY 14-15, FY15-16, and FY16-17) Phase 2 Feasibility Study program budget from new members joining the program. The General Manager stated that over the years, the District's potential projects, costs and benefits from participating in the NBWRA Phase 2 Feasibility Study were discussed at District Budget Workshops and Strategic Planning & New Facilities Committee meetings for Fiscal Years 14/15, FY15/16, and FY16/17. NBWRA had initially identified the District's cost over the three-year-period for the Phase 2 Study as \$1,134,778, and the District has paid \$927,434 to date. He stated that this year, because of an intermediate truing up due to new agencies joining the NBWRA Phase 2 program, the District has received a refund of \$179,458 from Sonoma County Water Agency (SCWA) in its role as the NBWRA administrative entity. He stated that a final "truing-up" process is expected at the end of the Phase 2 Feasibility Study to match each NBWRA agency's cost to the benefit it will receive. The General

Manager stated that an additional ~ \$51,000 has been received from SCWA from the truing up process of the NBWRA projects Phase 1 portion.

BOARD OF DIRECTORS: (INFORMATION ONLY)

The General Manager noted items 13.a.-e. were for information only and did not require Board action.

(a) Receive copy of e-mail (and attachment) – City of Novato, Draft 2017 Urban Growth Boundary (UGB) ordinance; (b) receive copy of Marin LAFCO staff response to the City on the draft UGB ordinance; (c) receive copy of District response to the City on the draft UGB ordinance; (d) receive copy of North Marin Water District (NMWD) response to the City on the draft UGB ordinance; and (e) receive copy of article published in the Novato Advance newspaper for the week of July 5, 2017 – “Details of growth boundary ordinance examined”.

The General Manager stated that on June 20, 2017, staff received an e-mail from City of Novato Community Development Director Bob Brown, which included a draft ordinance extending the 20-year term of the City’s 2017 Urban Growth Boundary (UGB), and making other regulatory and General Plan changes.

The General Manager noted that District staff reviewed the draft ordinance language, and worked with District Counsel to prepare the response letter (included with the Board packet). He stated that the response letter addresses the City’s draft language requesting that the District adopt policies and ordinance consistent with the City’s UGB, and also enter into a Memorandum of Understanding with the City to implement the UGB ordinance.

He stated that in summary, the District response letter takes the position that the District does not have land-use powers, and therefore cannot adopt any new policies or ordinances nor enter into any MOU with the City related to the 2017 UGB ordinance.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting of July 7, 2017 (Director Miller). Director Miller was not present; no report provided.

GENERAL MANAGER’S REPORT AND ANNOUNCEMENTS:

The General Manager had the following reports and announcements:

- California Special Districts Association workshop - Finance Management for Special Districts, Vallejo. He asked Director Dillon-Knutson to consider attending for consistency with District response to Grand Jury recommendation R5 of GJ report titled “Marin’s Retirement Health Care Benefits – The Money Still Isn’t There”, (item 9a. of Agenda Packet for this meeting). Director Dillon-Knutson indicated that she would go.
- The General Manager thanked the following District staff: Admin Sec. Julie Hoover, CSW I Joe Moreno, Staff Engr. Bill Northcroft, and E/I Tech I Russell Farmery. All of these individuals staffed the outreach booth at the Marin County Fair through July 4th – the event was sponsored by the Wastewater Treatment Agencies of Marin County: CMSA, LGVSD, NSD, SD #5 (Tiburon & Belvedere), Sausalito-Marín City SD, and SASM.

- He confirmed flight and hotel arrangements for the August CASA conference. Directors Mariani, Dillion-Knutson, and Peters indicated that they will be attending the California Sanitation Risk Management Authority (CSRMA) session on August 22.
- He noted that next Board meeting would be Monday, August 14th, with no second meeting in July.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Sandeep Karkal, Secretary

Julie Hoover, Recording

DRAFT

Novato Sanitary District Board Fees Check Register

For July 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Aug 10, 17			
08/10/2017	5066	Long, William C	313.79
08/10/2017	5067	Mariani, Jean M	304.79
08/10/2017	5065	Dillon-Knutson-, Carole	207.79
08/10/2017	5069	Peters, Arthur Gerald	204.79
08/10/2017	5068	Miller, Brant	
Aug 10, 17			<u>1,031.16</u>

**Novato Sanitary District
Operating Check Register**

July 11 - 24, 2017

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Jul 11 - 21, 17				
	07/21/2017	60865	Pacific, Gas & Electric	94,083.92
	07/21/2017	60837	CSRMA-	67,134.46
	07/21/2017	60871	Roto Rooter-(Inc.)	14,680.58
	07/21/2017	60849	Industrial Electrical Co.	10,704.00
	07/21/2017	60825	American Express-21007	5,936.18
	07/21/2017	60862	Novato, City	4,476.33
	07/21/2017	60833	Caltest Analytical Lab Inc.	4,253.15
	07/21/2017	60835	Central Marin Sanitation District	4,158.76
	07/21/2017	60878	WECO	4,065.45
	07/21/2017	60864	Optic Fuel Clean of CA, Inc.	3,556.50
	07/21/2017	60834	CASA	3,425.00
	07/21/2017	60879	Win-911 Software	2,715.00
	07/21/2017	60868	Rauch Communication Consultants. Inc.	2,140.63
	07/21/2017	60847	HACH/American Sigma Inc	1,988.00
	07/21/2017	60827	Aries Industries Inc.	1,869.06
	07/21/2017	60858	Monterey Mechanical, Inc.	1,800.00
	07/21/2017	60860	North Marin Water District - Lab	1,760.00
	07/21/2017	60850	Irvine Consulting Services Inc.	1,710.00
	07/21/2017	60823	Alliant Insurance Services, Inc	1,514.98
	07/21/2017	60831	Bay Area Barricade Service, Inc.	1,329.12
	07/21/2017	60861	North Marin Water District Payroll	1,272.50
	07/21/2017	60848	IEDA, INC	1,184.00
	07/21/2017	60853	Johnson Controls, Inc.	1,122.50
	07/21/2017	60870	Rotary Club of Ignacio	1,100.00
	07/21/2017	60876	Veolia Water North America, Lab	1,013.49
	07/21/2017	60875	Veolia Water North America, Inc.	986.08
	07/11/2017	60804	Alliant Insurance Services, Inc-Crime	950.00
	07/21/2017	60856	Marin/Sonoma Mosquito Dist	926.04
	07/21/2017	60832	BoundTree Medical, LLC	902.18
	07/21/2017	60824	Alpha Analytical Lab, Inc.	770.00
	07/21/2017	60836	Core Utilities, Inc.	630.00
	07/21/2017	60842	Frontier California Inc EQ	567.75
	07/21/2017	60877	Verizon Wireless-	499.29
	07/21/2017	60851	Jan-Pro Cleaning Systems	442.00
	07/21/2017	60867	Pitney Bowes Reserve Account	400.00
	07/21/2017	60869	Red Wing Shoe Store	364.40
	07/21/2017	60852	Jobs Available	362.00
	07/21/2017	60841	Fishman Supply Company	272.17
	07/21/2017	60839	Evoqua Water Technologies - Lab	272.00
	07/21/2017	60854	Lightning Services, Inc.	195.00
	07/21/2017	60829	Barnett Medical LLC	180.00
	07/21/2017	60845	Grainger	179.08
	07/21/2017	60844	Gotelli Plumbing-	175.00
	07/21/2017	60840	Farmery, Russell-	160.00
	07/21/2017	60843	Frontier Communications of CA	153.24
	07/21/2017	60830	Batteries Plus Inc	134.22
	07/21/2017	60855	Marin Independent Journal	128.65
	07/21/2017	60859	North Marin Water District	120.57
	07/21/2017	60857	Medical Center of Marin	100.00
	07/21/2017	60874	Unicorn Group	79.74
	07/21/2017	60826	American Messaging	71.11
	07/21/2017	60873	Steven Engineering Inc.	63.49
	07/21/2017	60872	Staples Advantage	43.90
	07/21/2017	60866	Petty Cash	35.00
	07/21/2017	60838	CT Promotions	20.73
	07/21/2017	60828	B.W.S. Distributors, Inc.	19.50
	07/21/2017	60846	Graybar Electric Co. Inc.	14.51
	07/21/2017	60863	Voided	0.00
Jul 11 - 21, 17				<u>249,211.26</u>

Novato Sanitary District Operating Check Register for August 14, 2017

Date	Num	Name	Credit
Aug 14, 17			
08/14/2017	60936	Veolia Water North America, Inc.	169,760.32
08/14/2017	60897	Duke's Root Control, Inc	66,597.17
08/14/2017	60930	Stericycle	36,959.98
08/14/2017	60937	Veolia Water North America, Lab	27,458.66
08/14/2017	60928	San Francisco Estuary	21,778.00
08/14/2017	60938	Veolia Water Recycled Water Oper.	11,751.32
08/14/2017	60908	Linscott Engineering Contractors Inc	10,040.00
08/14/2017	60922	PARS-PSRP-Post Employment Be...	9,298.00
08/14/2017	60921	PARS-OPEB-Post Employment Be...	6,782.75
08/14/2017	60906	Johnson, Dee	6,750.00
08/14/2017	60927	Rice Lake, formerly Heusser Newe...	5,362.16
08/14/2017	60934	U.S. Bank Card (3)Craig	2,984.92
08/14/2017	60931	Steven Engineering Inc.	2,700.62
08/14/2017	60896	Dearborn National	2,634.04
08/14/2017	60894	Cities Digital	2,433.00
08/14/2017	60932	U.S. Bank	2,420.00
08/14/2017	60892	Central Marin Sanitation District	2,351.07
08/14/2017	60900	Fisher-Scientific	2,275.62
08/14/2017	60935	Underground Service Alert, Inc.	1,921.76
08/14/2017	60924	Raco Manufacturing	1,830.25
08/14/2017	60888	Calcon Systems, Inc.	1,769.55
08/14/2017	60925	Rauch Communication Consultant...	1,684.75
08/14/2017	60911	Meyers, Nave, Riback, Silver & Wil...	1,643.00
08/14/2017	60910	Marin Mechanical II, Inc.	1,296.00
08/14/2017	60904	IDEXX Distributing Corp.	1,250.18
08/14/2017	60917	Novato Chamber of Commerce	1,225.00
08/14/2017	60915	North Marin Water District	1,206.32
08/14/2017	60893	Cintas Corporation	1,093.31
08/14/2017	60883	Aries Industries Inc.	1,006.93
08/14/2017	60905	Jan-Pro Cleaning Systems	1,005.00
08/14/2017	60891	CDW Government, Inc.	930.00
08/14/2017	60926	Ray Morgan, formerly Ricoh	720.60
08/14/2017	60898	Electronic Innovations, Inc	711.70
08/14/2017	60881	Alpha Analytical Lab, Inc.	702.00
08/14/2017	60940	Vision Service Plan	611.79
08/14/2017	60889	Calpacific Equipment Co	579.17
08/14/2017	60939	Verizon Wireless-	512.01
08/14/2017	60887	Cagwin & Dorward Inc.	448.00
08/14/2017	60918	Novato Disposal-	305.84
08/14/2017	60920	Orkin Pest Control, Inc.	300.68
08/14/2017	60890	Cantarutti Electric, Inc	260.00
08/14/2017	60914	North Coast Truck Inspections	260.00
08/14/2017	60895	Claremont EAP, Inc.	250.00
08/14/2017	60909	Marin County Ford	237.12
08/14/2017	60912	Moreno, Joe	200.00
08/14/2017	60901	Fishman Supply Company	197.47
08/14/2017	60886	Beecher Engineering, Inc	185.00
08/14/2017	60902	Grainger	172.99
08/14/2017	60923	Pini Hardware	158.88
08/14/2017	60882	American Messaging	144.50
08/14/2017	60885	Barnett Medical LLC	135.00
08/14/2017	60913	NAPA Auto Parts	125.08
08/14/2017	60916	Novato Builders Supply	92.02
08/14/2017	60903	Honey Bucket	66.57
08/14/2017	60884	AT&T Mobility	63.28
08/14/2017	60929	Staples Advantage	62.86
08/14/2017	60907	Leonardi Automotive & Electric, Inc.	47.60
08/14/2017	60933	U.S. Bank (Sandeep)	45.00
08/14/2017	60899	First Alarm	39.91
08/14/2017	60880	Alliant Insurance Services, Inc	12.00
08/14/2017	60919	O'Reilly Auto Parts	11.25
Aug 14, 17			<u>415,858.00</u>

Novato Sanitary District Capital Projects Check Register

July 24, 2017

Date	Num	Name	Credit
Jul 24, 17			
07/24/2017	3192	Nute Engineering Inc.	16,834.80
07/24/2017	3193	RMC Water & Environment, Inc.	6,401.82
Jul 24, 17			<u>23,236.62</u>

Novato Sanitary District Capital Projects Check Register

August 14, 2017

Date	Num	Name	Credit
Aug 14, 17			
08/14/2017	3198	Sonoma County Water Agency	76,799.00
08/14/2017	3197	RMC Water & Environment, Inc.	6,400.50
08/14/2017	3195	F.D. Thomas, Inc.	6,300.00
08/14/2017	3194	DB Gaya Consulting LLC	2,923.20
08/14/2017	3196	Lateral - Urban	2,000.00
Aug 14, 17			<u>94,422.70</u>

Novato Sanitary District
Payroll and Payroll Related Disbursements
July - 2017

Item 5.b.

Date	Description	Amount
07/31/2017	July Payroll	119,292.52
07/22/2017	July - Retirees Health Benefits	12,416.91
07/24/2017	PARS-OPEB Contribution	13,565.50
07/24/2017	PARS-Pension Contribution	18,596.00
07/24/2017	CALPERS Retirement	11,648.15
06/30/2017	United States Treasury	26,697.21
07/24/2017	CalPers Supplemental Income Plan	4,000.00
06/30/2017	EDD	7,838.80
07/24/2017	Lincoln Financial Group 457	9,064.50
07/24/2017	Lincoln Financial Group 457 Roth	50.00
07/24/2017	Lincoln Financial Group-401a Plan	9,021.63
07/24/2017	CALPERS Retirement	12,335.67
07/24/2017	CALPERS Retirement - Annual Required Contribution	215,243.00
07/24/2017	CalPERS Health	32,423.17
07/24/2017	Local Union 315	440.00
07/24/2017	Delta Dental	3,029.10
		495,662.16

Type	Date	Name	Account	Amount
Deposit	07/03/2017		11113 - Westamerica - Operations	
		NBWRA	(1) 11200 - Accounts Receivable	179,458.00
TOTAL				179,458.00
Deposit	07/05/2017		11113 - Westamerica - Operations	
		Marin H2O Inc	41040 - Permit & Inspection Fee	40.00
		Biomarin	11200 - Accounts Receivable	620.00
		CSRMA	(2) 11200 - Accounts Receivable	3,197.00
TOTAL				3,857.00
Deposit	07/11/2017		11113 - Westamerica - Operations	
		Ross, Steven	41040 - Permit & Inspection Fee	85.00
		Amesos Plumbing	41040 - Permit & Inspection Fee	40.00
		S. Waters	41040 - Permit & Inspection Fee	40.00
		City of Novato - Used Oil/Beverage	(3) 11200 - Accounts Receivable	14,917.00
TOTAL				15,082.00
Deposit	07/11/2017		11113 - Westamerica - Operations	
		USCG	11200 - Accounts Receivable	14,607.70
		USCG-Finance Center	11200 - Accounts Receivable	190.35
TOTAL				14,798.05
Deposit	07/18/2017		11113 - Westamerica - Operations	
		Reimbursements	66170 - Travel, Meetings & Training	24.00
		Reimbursements	66170 - Travel, Meetings & Training	96.00
		Ben Franklin Plumbing	41040 - Permit & Inspection Fee	40.00
		Von Haden, Carol	41040 - Permit & Inspection Fee	80.00
		Von Haden, Carol	51020 - Connection Charges	11,190.00
		Ben Franklin Plumbing	41040 - Permit & Inspection Fee	40.00
		Postage	66090 - Office Expense	54.00
		Roy's Sewer Service, Inc.-	11200 - Accounts Receivable	391.78
		North Marin Water District-	(4) 11200 - Accounts Receivable	4,076.14
TOTAL				15,991.92
Deposit	07/26/2017		11113 - Westamerica - Operations	
		P,G & E	41090 - Non-domestic Permit Fees	175.00
		Zada, Ali	41040 - Permit & Inspection Fee	40.00
		Boba Nosh LLC	41040 - Permit & Inspection Fee	25.00
		Ross, Steven	41040 - Permit & Inspection Fee	30.00
		Roto Rooter	11200 - Accounts Receivable	1,026.04
		Petaluma Septic	11200 - Accounts Receivable	480.48
TOTAL				1,776.52
			Total Deposits for July 2017	230,963.49

- (1) Received refund from NBWRA for portion of Phase II costs, and Phase II feasibility study.
- (2) Received Reimbursements for Safety expenditures through CSRMA Safety Grant program and Health & Wellness Grant program.
- (3) Received payment for Beverage Grant through City of Novato for 16/17 fiscal year
- (4) Collection of Recycled Water Facility billing for March and April of 2017 from North Marin Water District.

Novato Sanitary District

QUARTERLY INVESTMENT REPORT -- For Quarter Ended June 30, 2017

INVESTMENT	ACTIVITY	April	May	June	QTR TOTAL	
STATE TREASURER'S INVESTMENT FUND	Total deposits/transfers in	7,387,810	100,000	970,000	8,457,810	
	Total transfers out	838,000	1,064,000	863,000	2,765,000	
Current Yield 0.978%	Minimum daily balance	15,896,432	21,482,242	21,482,242	15,896,432	
	Maximum daily balance	22,446,242	22,446,242	21,589,242	22,446,242	
	Interest earned			47,614	47,614	
TRUST ACCOUNT						
BANK OF NEW YORK MELLON For COP Bond Funds	Total deposits/transfers in	0	0	0	0	
	Total transfers out	0	0	0	0	
	Minimum daily balance	1,693,990	1,694,005	1,694,018	1,693,990	
	Maximum daily balance	1,694,005	1,694,018	1,694,033	1,694,033	
	Interest earned	15	13	14	42	
The LAIF Pooled Money Investment Account Report is attached as specified in California Government Code Section 53646(e)						
CHECKING ACCOUNTS						
Interest Rate	Regular Warrants Account					
0.02%	Total deposits & transfers in	1,322,365	1,323,217	1,847,734	4,493,316	
	Total checks & transfers out	1,359,509	1,433,893	1,825,403	4,618,805	
	Minimum daily balance	41,784	8,343	6,663	6,663	
	Maximum daily balance	479,456	500,984	890,161	890,161	
	Interest earned	4	4	3	11	
	Payroll Account					
	Total transfers in	120,300	124,600	132,900	377,800	
	Total checks & transfers out	120,216	124,960	132,840	378,016	
	Minimum daily balance	596	105	351	105	
	Maximum daily balance	110,596	113,382	122,708	122,708	
Project Account						
Total transfers in	108,400	293,200	117,100	518,700		
Total checks & transfers out	89,406	290,301	148,980	528,687		
Minimum daily balance	2,548	2,863	2,513	2,513		
Maximum daily balance	79,648	167,592	96,268	167,592		
Interest earned		1	1	2		

NOTES: (1) The above investments are consistent with the annual Statement of Investment Policy approved by the District Board, most recently May 2017.

The District has the ability to meet six months cash needs.

(2) LAIF interest rate is currently .978% which is an increase from .821% in March of 2017, .719% in December, .634% in Septer and .576% in June 2016.



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
06/13/17	0.96	0.91	182
06/14/17	0.96	0.91	179
06/15/17	0.98	0.92	187
06/16/17	0.98	0.92	186
06/17/17	0.98	0.92	186
06/18/17	0.98	0.92	186
06/19/17	0.98	0.92	183
06/20/17	0.98	0.92	182
06/21/17	0.99	0.92	181
06/22/17	1.00	0.92	186
06/23/17	1.00	0.92	188
06/24/17	1.00	0.92	188
06/25/17	1.00	0.92	188
06/26/17	1.01	0.93	184
06/27/17	1.01	0.93	182
06/28/17	1.01	0.93	182
06/29/17	1.01	0.93	181
06/30/17	1.03	0.93	194
07/01/17	1.03	1.03	194
07/02/17	1.03	1.03	194
07/03/17	1.03	1.03	199
07/04/17	1.03	1.03	199
07/05/17	1.04	1.03	197
07/06/17	1.04	1.03	196
07/07/17	1.04	1.04	195
07/08/17	1.04	1.04	195
07/09/17	1.04	1.04	195
07/10/17	1.05	1.04	192
07/11/17	1.04	1.04	194
07/12/17	1.05	1.04	194
07/13/17	1.05	1.04	182

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

Quarter Ending 06/30/17

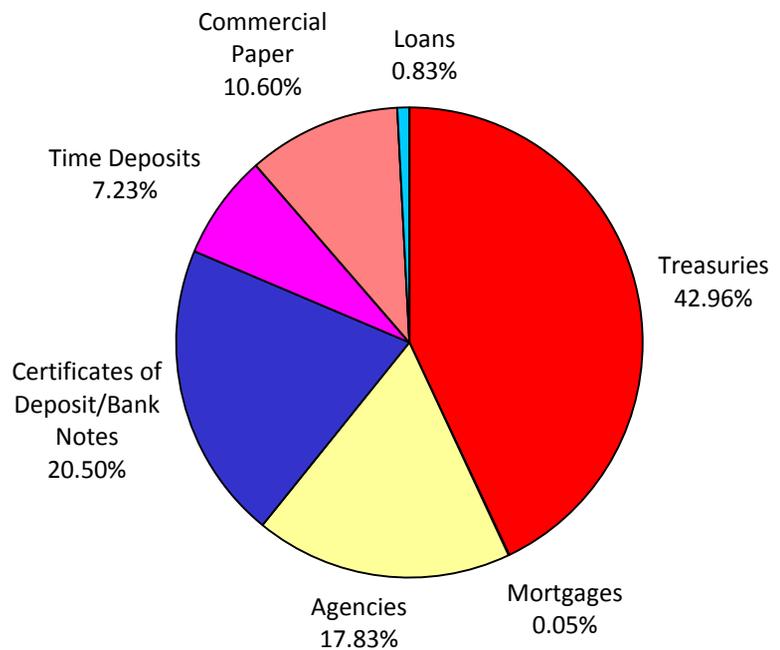
Apportionment Rate: 0.92%
 Earnings Ratio: .00002531309414880
 Fair Value Factor: 0.998940671
 Daily: 1.03%
 Quarter to Date: 0.93%
 Average Life: 194

PMIA Average Monthly Effective Yields

June 2017 0.978%
 May 2017 0.925%
 Apr 2017 0.884%

**Pooled Money Investment Account
Portfolio Composition**

**06/30/17
\$77.6 billion**



Based on data available as of 7/14/2017



**State of California
Pooled Money Investment Account
Market Valuation
6/30/2017**

	Carrying Cost Plus				
Description	Accrued Interest	Purch.	Amortized Cost	Fair Value	
				Accrued Interest	
1* United States Treasury:					
Bills	\$ 13,692,767,254.60		\$ 13,728,751,205.31	\$ 13,719,815,500.00	NA
Notes	\$ 19,630,327,075.06		\$ 19,625,299,421.83	\$ 19,577,358,000.00	\$ 41,280,649.00
1* Federal Agency:					
SBA	\$ 882,589,733.26		\$ 882,570,192.18	\$ 872,312,288.85	\$ 926,565.11
MBS-REMICs	\$ 38,996,383.12		\$ 38,996,383.12	\$ 40,714,810.85	\$ 182,997.66
Debentures	\$ 1,239,486,796.46		\$ 1,239,125,268.67	\$ 1,235,188,600.00	\$ 2,639,104.30
Debentures FR	\$ -		\$ -	\$ -	\$ -
Debentures CL	\$ 150,000,000.00		\$ 150,000,000.00	\$ 149,687,000.00	\$ 77,152.50
Discount Notes	\$ 11,150,617,374.66		\$ 11,169,310,958.04	\$ 11,165,630,000.00	NA
GNMA	\$ -		\$ -	\$ -	\$ -
1* Supranational Debentures	\$ 349,845,968.23		\$ 349,845,968.23	\$ 348,153,000.00	\$ 891,562.00
1* Supranational Debentures FR	\$ 50,000,000.00		\$ 50,000,000.00	\$ 50,080,000.00	\$ 137,713.46
2* CDs and YCDs FR	\$ 625,000,000.00		\$ 625,000,000.00	\$ 625,000,000.00	\$ 1,178,642.35
2* Bank Notes	\$ 600,000,000.00		\$ 600,000,000.00	\$ 599,802,348.48	\$ 1,899,500.00
2* CDs and YCDs	\$ 14,675,000,000.00		\$ 14,675,000,000.00	\$ 14,669,085,986.46	\$ 28,253,569.48
2* Commercial Paper	\$ 8,224,098,486.16		\$ 8,237,153,416.71	\$ 8,235,998,611.13	NA
1* Corporate:					
Bonds FR	\$ -		\$ -	\$ -	\$ -
Bonds	\$ -		\$ -	\$ -	\$ -
1* Repurchase Agreements	\$ -		\$ -	\$ -	\$ -
1* Reverse Repurchase	\$ -		\$ -	\$ -	\$ -
Time Deposits	\$ 5,604,740,000.00		\$ 5,604,740,000.00	\$ 5,604,740,000.00	NA
AB 55 & GF Loans	\$ 645,650,000.00		\$ 645,650,000.00	\$ 645,650,000.00	NA
TOTAL	\$ 77,559,119,071.55		\$ 77,621,442,814.09	\$ 77,539,216,145.77	\$ 77,467,455.86

Fair Value Including Accrued Interest

\$ 77,616,683,601.63

* Governmental Accounting Standards Board (GASB) Statement #72

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

The value of each participating dollar equals the fair value divided by the amortized cost (**0.998940671**). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$19,978,813.41 or \$20,000,000.00 x **0.998940671**.



Pooled Money Investment Account

Portfolio as of 06-30-17

PAR VALUES MATURING BY DATE AND TYPE

Maturities in Millions of Dollars

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out
TREASURY	\$ 1,500	\$ 1,300	\$ 1,900	\$ 2,600	\$ 1,300	\$ 800	\$ 1,100	\$ 7,500	\$ 5,600	\$ 8,450	\$ 1,400		
REPO													
TDs	\$ 2,084	\$ 805	\$ 993	\$ 308	\$ 604	\$ 812							
AGENCY	\$ 2,083	\$ 1,000	\$ 3,000	\$ 3,400	\$ 850	\$ 800	\$ 250	\$ 150	\$ 1,205	\$ 1,027	\$ 1,066	\$ 150	
CP	\$ 3,800	\$ 1,700	\$ 1,150	\$ 1,050	\$ 250	\$ 200	\$ 100						
CDs + BNs	\$ 4,350	\$ 1,550	\$ 3,600	\$ 2,950	\$ 500	\$ 1,450	\$ 400	\$ 100	\$ 675	\$ 325			
CORP BND													
TOTAL													
\$ 78,186	\$ 13,816	\$ 6,355	\$ 10,643	\$ 10,308	\$ 3,504	\$ 4,062	\$ 1,850	\$ 7,750	\$ 7,480	\$ 9,802	\$ 2,466	\$ 150	\$ -
PERCENT	17.7%	8.1%	13.6%	13.2%	4.5%	5.2%	2.4%	9.9%	9.6%	12.5%	3.2%	0.2%	0.0%

Notes:

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

NOVATO SANITARY DISTRICT

MEMORANDUM

BOARD

MEETING DATE: August 14, 2017

TO: District Board of Directors

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

SUBJECT: Fiscal Year (FY) 16-17 Fourth Quarter Financial Report (Unaudited)

INTRODUCTION

This memorandum presents a summary unaudited year-to-date financial report for the District as of the FY16-17 Fourth Quarter ended June 30, 2017. The following items are presented as three sections herein:

1. Revenue and Expenditure Report (for the quarter ended June 30, 2017).
2. Debt Service Schedule as of June 30, 2017.
3. Operating and Capital Cash Flow for July 1, 2016 – June 30, 2017

1.0 REVENUE AND EXPENDITURES REPORT

This section presents an overview of revenues and expenditures for the operating and capital funds through the fourth quarter of Fiscal Year 2016-17. A more detailed summary is presented in the attached tables titled “DRAFT – Revenues and Expenditures – Budget vs. Actual”. A brief discussion and analysis of items displaying variance from the final budget is also provided below, as appropriate.

OPERATING FUND

Table 1: OPERATING REVENUE

	YTD Balance Received	Annual Budget	Budget Overage	Pct. Received
Total Operating Revenues	\$10,267,213	\$10,108,692	\$158,521	100.6%

Discussion

Overall, operating revenues are approximately 100.6% of the total budget amount at the close of the fiscal year, with revenues coming in slightly higher than anticipated.

Table 2: OPERATING EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Total Operating Expenditures	\$ 9,402,177	\$9,972,648	\$570,471	94.3%

Discussion

Overall, operating expenditures are at approximately 94.3% of budget, with the year complete. Variances in individual expenditure accounts are discussed below:

Collection System (81.4%)

General: In general, no significant variances noted for this cost center for the fourth quarter.

Treatment Facilities - Contract Operations: (91.4%)

General: In general, no significant variances noted for this cost center for the fourth quarter.

Reclamation/Disposal Facilities: (94.2%)

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

Repairs & Maintenance: 103.3%. Per review of account, no significant items noted.

Gas & Electricity: 116.7%. Significant variance, primarily from the above normal winter rainfall resulting in higher than expected run times at the drainage stations this fiscal year.

Water: 162.1%. Water is a reimbursable expenditure billed and paid by the rancher at the end of the fiscal year. The account overage is primarily due to a leak at Site 3 at the reclamation facility, subsequently repaired.

Laboratory/Monitoring: (82.1%)

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

Permits & Fees. 118.5%. Significant variance on a small budget amount of \$3,000 – variance primarily due to the annual permit fee for the California Environmental Laboratory Accreditation Program (ELAP) increasing about \$600 from the prior fiscal year. The proposed FY17-18 budget has been adjusted to accommodate an increase for this account.

Pump Stations: (84.0%)

General: In general, no significant variances noted for this cost center for the 4th quarter.

Gas & Electricity 109.2%. Significant variance, primarily from the above normal winter rainfall resulting in higher than expected run times at the pump stations for the fiscal year.

Administration and Engineering: (110.9%)

General: In general, no significant variances noted for this cost center for the fourth quarter, after accounting for setting up and initiating funding of a trust account with Public Agency Retirement Services (PARS), Irvine, CA. This trust account incorporates separate sub-accounts for each of the District's Government Accounting Standards Board (GASB) Statement 45 (Other Post-Employment Benefits or OPEB) and Statement 68 (Net Pension Liability or NPL) liabilities. Other variances in individual expenditure accounts are discussed below.

Repairs & Maintenance: 102.7%. Per review of account, no significant items noted for the current fiscal year.

County Fees – Property Taxes: 118.4%. Per review of Account No. 66202, no significant items noted. However, collection fees for sewer service charges (Account No. 66203) declined significantly, thus more than offsetting the overage in Account No. 66202.

AB 939 Solid Waste Programs: (82.3%)

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

Household Hazardous Waste: 105.5%. Per review of account, no significant items noted for the current fiscal year. The proposed budget has been adjusted to accommodate the increase in this account.

Recycled Water: (90.0%)

General: In general, no significant variances noted for this cost center for the 4th quarter.

CAPITAL FUND

Table 3: CAPITAL REVENUE

Capital Revenue	YTD Balance Received	Annual Budget	Over/(Under) Budget	Pct. Received
Sewer Service Charges	\$7,576,289	\$ 7,595,952	(\$19,663)	99.7%
Property Taxes	2,293,091	1,938,000	355,091	118.3%
Connection Charges	227,567	434,400	(206,833)	52.3%
Collector Sewer/Special Equalization Charges	8,010	2,000	6,010	400.5%
Interest	83,007	25,000	58,007	332.0%
Other Revenue ⁽¹⁾	⁽¹⁾ 227,891	20,000	207,891	1,139.5% ⁽¹⁾
Grant Revenue	51,068	0	51,068	100.0%
Total Revenue	\$10,466,923	\$10,015,352	\$451,571	104.5%

(1) Includes \$225,000 for settlement of the Bayside matter - see Discussion below.

Discussion

Overall capital revenues are 104.5% of budget at the close of the current fiscal year. Of note, connection charges (collected on an ongoing basis through the year) are trending significantly lower than expected, likely from muted development. Also, property tax revenue, which is received only twice a year (in December and April), is higher than anticipated, likely due to increases in property sales and assessments.

In addition, the “Other Revenue” item is significantly higher than budgeted due to the resolution of the long-standing Bayside (Hamilton area) sub-division matter, and acceptance of the Bayside sewer system by the District in consideration of a settlement amount of \$225,000 to the District from the Bayside developer.

Further, the District also started to receive US Bureau of Reclamation (USBR) Title XVI grant funds through the North Bay Water Reuse Authority (NBWRA) Phase I program for the recycled water facility (RWF) expansion project.

Table 4: CAPITAL EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Capital Expenditures	\$8,979,739	\$11,734,705	(\$3,206,537)	86.5%

Discussion

The list of capital project accounts is shown in the attached tables. As noted in prior reports, capital work follows a different spending trajectory than normal operating expenditures. Generally, while all of the capital accounts are within budget for the fiscal year, overall expenses are 86.5% of budget, with a significant reason being to defer the construction phase of the Recycled Water Facility (RWF) Expansion into FY17-18.

The principal and interest accounts for repayment of the District's outstanding State Revolving Fund (SRF) loan and 2011 Certificates of Participation (COPs) are within budget for the current fiscal year.

Attachments:

1. Draft Revenue and Expenditure Reports:
 - a. Operating, July 2016-June 2017.
 - b. Capital, July 2016-June 2017.
2. Debt Service Schedule as of June 30, 2017
3. Operating and Capital Cash Flow, July 2016-June 2017.

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Income				
41000 · OPERATING INCOME				
41010 · Sewer Service Charges	9,260,306.55	9,208,992.00	51,314.55	100.56%
41030 · Plan Check & Inspection Fee	10,777.00	500.00	10,277.00	2,155.4%
41040 · Permit & Inspection Fee	6,080.00	6,000.00	80.00	101.33%
41060 · Interest Income	101,202.53	20,000.00	81,202.53	506.01%
41080 · Engineering & Admin Charges	95,868.78	165,000.00	(69,131.22)	58.1%
41090 · Non-domestic Permit Fees	22,399.21	25,000.00	(2,600.79)	89.6%
41100 · Garbage Franchise Fees	52,485.00	52,186.00	299.00	100.57%
41105 · AB 939 Collector Fees	354,134.00	354,134.00	0.00	100.0%
41107 · Oil/Bev/Tire Grants	70,837.15	59,880.00	10,957.15	118.3%
41130 · Ranch Income	94,439.20	70,000.00	24,439.20	134.91%
41135 · Recycle Water Facility Revenue	177,285.40	117,000.00	60,285.40	151.53%
41140 · Other Revenue	19,770.98	20,000.00	(229.02)	98.86%
41142 · Loss on disposal of assets	1,627.00	10,000.00	(8,373.00)	16.27%
Total 41000 · OPERATING INCOME	10,267,212.80	10,108,692.00	158,520.80	101.57%
Expense				
60000 · COLLECTION SYSTEM				
60010 · Salaries & Wages	548,512.47	627,355.00	(78,842.53)	87.43%
60020 · Employee Benefits	244,639.80	286,293.00	(41,653.20)	85.45%
60060 · Gas, Oil & Fuel	14,464.33	28,000.00	(13,535.67)	51.66%
60085 · Safety	3,416.58	3,500.00	(83.42)	97.62%
60091 · Software Maint	24,356.50	75,000.00	(50,643.50)	32.48%
60100 · Operating Supplies	27,242.42	30,000.00	(2,757.58)	90.81%
60150 · Repairs & Maintenance	77,406.30	85,000.00	(7,593.70)	91.07%
60152 · Small Tools	1,629.60	2,000.00	(370.40)	81.48%
60153 · Outside Services	163,348.35	175,000.00	(11,651.65)	93.34%
60192 · Water	9,363.17	12,000.00	(2,636.83)	78.03%
60193 · Telephone	1,806.11	2,000.00	(193.89)	90.31%
60200 · Other(Garbage Coll)	272.60	1,000.00	(727.40)	27.26%
60201 · Permits & Fees	16,563.22	65,000.00	(48,436.78)	25.48%
Total 60000 · COLLECTION SYSTEM	1,133,021.45	1,392,148.00	(259,126.55)	81.39%
61000-0 · Contract Operations				
61000-1 · Fixed Fee	2,037,123.84	2,113,278.00	(76,154.16)	96.4%
61000-2 · Insurance & Bonds	11,679.58	14,000.00	(2,320.42)	83.43%
61000-3 · Major Repair/Replacement	39,649.59	150,000.00	(110,350.41)	26.43%
61000-4 · Water/Permits/Telephone	63,705.15	90,000.00	(26,294.85)	70.78%
61000-5 · Gas & Electricity	660,584.35	708,913.00	(48,328.65)	93.18%
Total 61000-0 · Contract Operations	2,812,742.51	3,076,191.00	(263,448.49)	91.44%
63000 · RECLAMATION/DISPOSAL				
63010 · Salaries & Wages	84,848.41	91,943.00	(7,094.59)	92.28%
63020 · Employee Benefits	21,017.96	36,595.00	(15,577.04)	57.43%
63060 · Gasoline & Oil	2,067.84	4,000.00	(1,932.16)	51.7%
63085 · Safety	0.00	500.00	(500.00)	0.0%

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
63091 · Software Maintenance	1,000.00	2,000.00	(1,000.00)	50.0%
63100 · Operating Supplies	1,794.29	2,000.00	(205.71)	89.72%
63115 · Sludge Disposal	188,818.87	190,000.00	(1,181.13)	99.38%
63150 · Repairs & Maintenance	72,340.75	70,000.00	2,340.75	103.34%
63152 · Small Tools	68.65	500.00	(431.35)	13.73%
63157 · Ditch/Dike Maintenance	0.00	20,000.00	(20,000.00)	0.0%
63191 · Gas & Electricity	110,874.02	95,000.00	15,874.02	116.71%
63192 · Water - Reclamation	4,864.01	3,000.00	1,864.01	162.13%
63201 · Permits & Fees	3,752.71	6,000.00	(2,247.29)	62.55%
Total 63000 · RECLAMATION/DISPOSAL	491,447.51	521,538.00	(30,090.49)	94.23%
64000 · LABORATORY/MONITORING				
64010 · Contract Lab Services	340,563.43	368,136.00	(27,572.57)	92.51%
64060 · Gasoline & Oil	1,463.88	2,500.00	(1,036.12)	58.56%
64085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
64091 · Software Maintenance	984.00	4,000.00	(3,016.00)	24.6%
64100 · Operating Supplies	19,875.10	20,000.00	(124.90)	99.38%
64150 · Repairs & Maintenance	19,288.25	25,000.00	(5,711.75)	77.15%
64160 · Research & Monitoring	118,627.92	182,000.00	(63,372.08)	65.18%
64170 · Pollution Prevention/Public Ed	28,260.36	43,000.00	(14,739.64)	65.72%
64201 · Permits & Fees	3,555.00	3,000.00	555.00	118.5%
Total 64000 · LABORATORY/MONITORING	532,617.94	648,636.00	(116,018.06)	82.11%
65000 · PUMP STATIONS				
65010 · Salaries & Wages	300,580.55	344,528.00	(43,947.45)	87.24%
65020 · Employee Benefits	111,319.60	154,611.00	(43,291.40)	72.0%
65060 · Gasoline & Oil	2,903.91	6,000.00	(3,096.09)	48.4%
65085 · Safety Expenses	1,878.57	2,000.00	(121.43)	93.93%
65091 · Software Maintenance	5,493.69	12,000.00	(6,506.31)	45.78%
65100 · Operating Supplies	6,873.74	10,000.00	(3,126.26)	68.74%
65101 · Operating Chemicals	28.26	15,000.00	(14,971.74)	0.19%
65150 · Repairs & Maintenance	111,070.67	115,000.00	(3,929.33)	96.58%
65152 · Small Tools	1,679.94	2,000.00	(320.06)	84.0%
65153 · Outside Services, Electrical	20,808.47	35,000.00	(14,191.53)	59.45%
65191 · Gas & Electricity	120,102.15	110,000.00	10,102.15	109.18%
65192 · Water	6,873.60	7,000.00	(126.40)	98.19%
65193 · Telephone	20,878.06	24,000.00	(3,121.94)	86.99%
65201 · Permits & Fees	7,060.71	17,000.00	(9,939.29)	41.53%
Total 65000 · PUMP STATIONS	717,551.92	854,139.00	(136,587.08)	84.01%
66000 · ADMIN/ENGINEERING				
66010 · Salaries & Wages	1,015,707.83	1,152,160.00	(136,452.17)	88.16%
66020 · Employee Benefits	450,485.22	473,551.00	(23,065.78)	95.13%
66021 · Retiree Health Benefits	174,898.24	377,348.00	(202,449.76)	46.35%
66021-1 · Retiree Health Benefits(Trust)	700,000.00	0.00	700,000.00	100.0%
66022 · Pension Expense (Trust)	200,000.00	0.00	200,000.00	100.0%
66030 · Director's Fees	24,300.00	38,000.00	(13,700.00)	63.95%

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
66060 · Gasoline & Oil	5,967.04	10,000.00	(4,032.96)	59.67%
66070 · Insurance	126,801.85	150,000.00	(23,198.15)	84.54%
66071 · Insurance Claim Expense	20,395.12	50,000.00	(29,604.88)	40.79%
66075 · Agency Dues	58,725.75	62,000.00	(3,274.25)	94.72%
66080 · Memberships	6,951.60	10,000.00	(3,048.40)	69.52%
66085 · Safety	816.72	2,000.00	(1,183.28)	40.84%
66090 · Office Expense	24,899.36	27,000.00	(2,100.64)	92.22%
66100 · Engineering Supplies	6,919.15	10,000.00	(3,080.85)	69.19%
66121 · Accounting & Auditing	27,374.75	27,000.00	374.75	101.39%
66122 · Attorney Fees	19,985.32	75,000.00	(55,014.68)	26.65%
66123 · O/S Contractual	167,999.96	218,000.00	(50,000.04)	77.06%
66124 · IT/Misc Electrical	44,509.53	45,000.00	(490.47)	98.91%
66125 · Safety & Wellness Incent Prog	3,450.00	10,000.00	(6,550.00)	34.5%
66130 · Printing & Publications	18,439.12	22,000.00	(3,560.88)	83.81%
66150 · Repairs & Maintenance	51,343.85	50,000.00	1,343.85	102.69%
66170 · Travel, Meetings & Training	47,497.93	55,000.00	(7,502.07)	86.36%
66193 · Telephone	10,186.71	10,000.00	186.71	101.87%
66202 · County Fees - Property Taxes	30,782.82	26,000.00	4,782.82	118.4%
66203 · County Fees - Sewer Serv Chg	28,800.00	42,000.00	(13,200.00)	68.57%
66250 · Service Charge Sys Exp	0.00	5,150.00	(5,150.00)	0.0%
Total 66000 · ADMIN/ENGINEERING	3,267,237.87	2,947,209.00	320,028.87	110.86%
67000 · AB 939 SOLID WASTE PROGRAMS				
67400 · Consulting Services	81,630.92	134,750.00	(53,119.08)	60.58%
67500 · Household Hazardous Waste	232,128.75	220,000.00	12,128.75	105.51%
67530 · Used Oil/Beverage Cont Grant	4,950.00	22,537.00	(17,587.00)	21.96%
67540 · Outreach/Publicity/Education	13,520.82	23,500.00	(9,979.18)	57.54%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	10,000.00	10,000.00	0.00	100.0%
Total 67000 · AB 939 SOLID WASTE PROGRAI	342,230.49	415,787.00	(73,556.51)	82.31%
68000 · Recycled Water				
68010 · O & M Services	37,730.00	38,000.00	(270.00)	99.29%
68100 · Operating Supplies	2,026.84	2,000.00	26.84	101.34%
68101 · Operating Chemicals	19,729.22	26,000.00	(6,270.78)	75.88%
68150 · Repairs & Maintenance	13,157.38	14,000.00	(842.62)	93.98%
68160 · Research & Monitoring	9,405.00	12,000.00	(2,595.00)	78.38%
68191 · Gas & Electricity	23,278.76	24,000.00	(721.24)	97.0%
68201 · Permits & Fees	0.00	1,000.00	(1,000.00)	0.0%
Total 68000 · Recycled Water	105,327.20	117,000.00	(11,672.80)	90.02%
Total Expense	9,402,176.89	9,972,648.00	(570,471.11)	94.28%
Net Ordinary Income(Loss)	865,035.91	136,044.00	728,991.91	635.85%

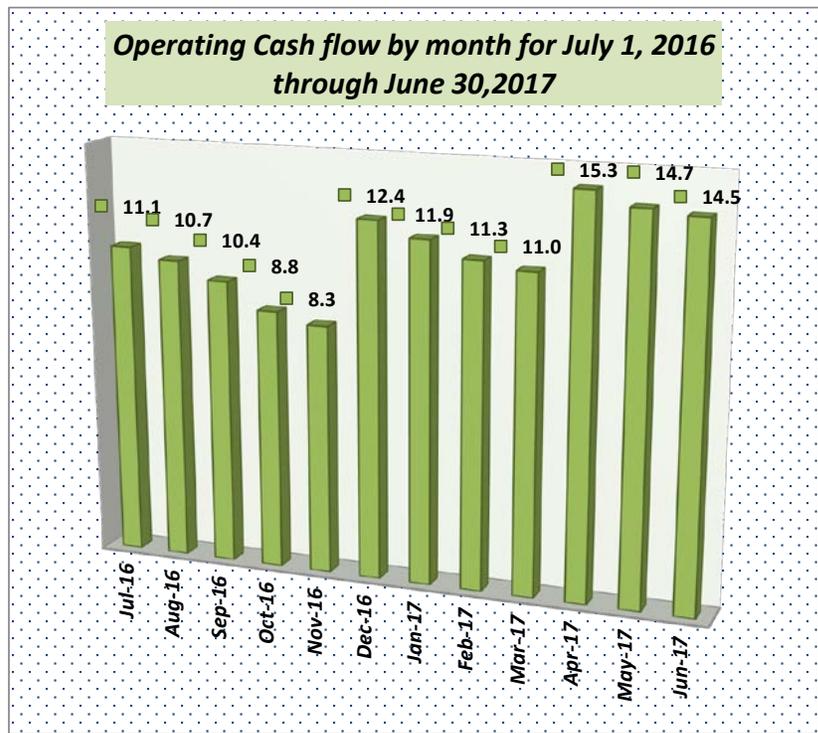
	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Income				
51000 · CAPITAL IMPROVEMENT INCOME				
51010 · Sewer Service Charges	7,576,288.94	7,595,952.00	(19,663.06)	99.74%
51015-1 · Property Tax - RDA Funds	107,840.51	0.00	107,840.51	100.0%
51015 · Property Taxes	2,185,250.85	1,938,000.00	247,250.85	112.76%
51020 · Connection Charges	227,566.80	434,400.00	(206,833.20)	52.39%
51030 · Collector Sewer Charges	6,516.00	1,000.00	5,516.00	651.6%
51040 · Special Equalization Charge	1,494.00	1,000.00	494.00	149.4%
51060 · Interest	83,006.83	25,000.00	58,006.83	332.03%
51070 · Other Revenue	227,890.72	20,000.00	207,890.72	1,139.45%
51072 · Grant Revenue	51,068.15	0.00	51,068.15	100.0%
Total 51000 · CAPITAL IMPROVEMENT INCOME	10,466,922.80	10,015,352.00	451,570.80	104.51%
Expense				
72000 · CAPITAL IMPROVEMENT PROJECTS				
72403 · Pump Station Rehabilitation	4,994.87	50,000.00	(45,005.13)	9.99%
72508 · N. Bay Water Recycling Auth	70,535.85	440,000.00	(369,464.15)	16.03%
72706 · Collection System Improv				
72706-1 · Lateral Replacement Program	48,500.00	60,000.00	(11,500.00)	80.83%
72706 · Collection System Improv - Other	952,043.50	1,200,000.00	(247,956.50)	79.34%
72707 · Hamilton Wetlands/Outfall Monit	192.85	10,000.00	(9,807.15)	1.93%
72708 · Cogeneration	21,097.81	45,000.00	(23,902.19)	46.88%
72802 · Annual Sewer Adj. for City Proj	6,621.08	10,000.00	(3,378.92)	66.21%
72803 · Annual Collection Sys Repairs	178,219.95	200,000.00	(21,780.05)	89.11%
72804 · Annual Reclamation Fac Imp	93,566.60	100,000.00	(6,433.40)	93.57%
72805 · Annual Treatment Plnt Improv	52,186.03	100,000.00	(47,813.97)	52.19%
72806 · Annual Pump Station Improv	73,191.46	100,000.00	(26,808.54)	73.19%
72808 · Strategic Plan Update	0.00	20,000.00	(20,000.00)	0.0%
72809 · Novato Creek Watershed	390.51	10,000.00	(9,609.49)	3.91%
73003 · Admin Bldg/Maint.Bldg Upgrades	28,300.90	350,000.00	(321,699.10)	8.09%
73004 · Odor Control & NTP Landscaping	46,803.28	75,000.00	(28,196.72)	62.4%
73005 · RWF Expansion	158,911.06	1,300,000.00	(1,141,088.94)	12.22%
73006 · NTP Corrosion Control	158,222.30	180,000.00	(21,777.70)	87.9%
73090 · Vehicle Replacement	26,256.86	425,000.00	(398,743.14)	6.18%
Total 72000 · CAPITAL IMPROVEMENT PROJECTS	1,920,034.91	4,675,000.00	(2,754,965.09)	41.07%
78400 · Principal and Interest				
78500 · Interest - Capital Projects	2,385,942.17	2,385,943.00	(0.83)	100.0%
78501 · Principal - Capital Projects	4,673,761.52	4,673,762.00	(0.48)	100.0%
Total 78400 · Principal and Interest	7,059,703.69	7,059,705.00	(1.31)	100.0%
Total Expense	8,979,738.60	11,734,705.00	(2,754,966.40)	76.52%
Net Income(Loss)	1,487,184.20	(1,719,353.00)	3,206,537.20	(86.5%)

3.0 OPERATING AND CAPITAL CASH FLOW

Operating:
 Cash Flow For Novato Sanitary District
 July 1, 2016 - June 30, 2017
 Dated: August 14, 2017

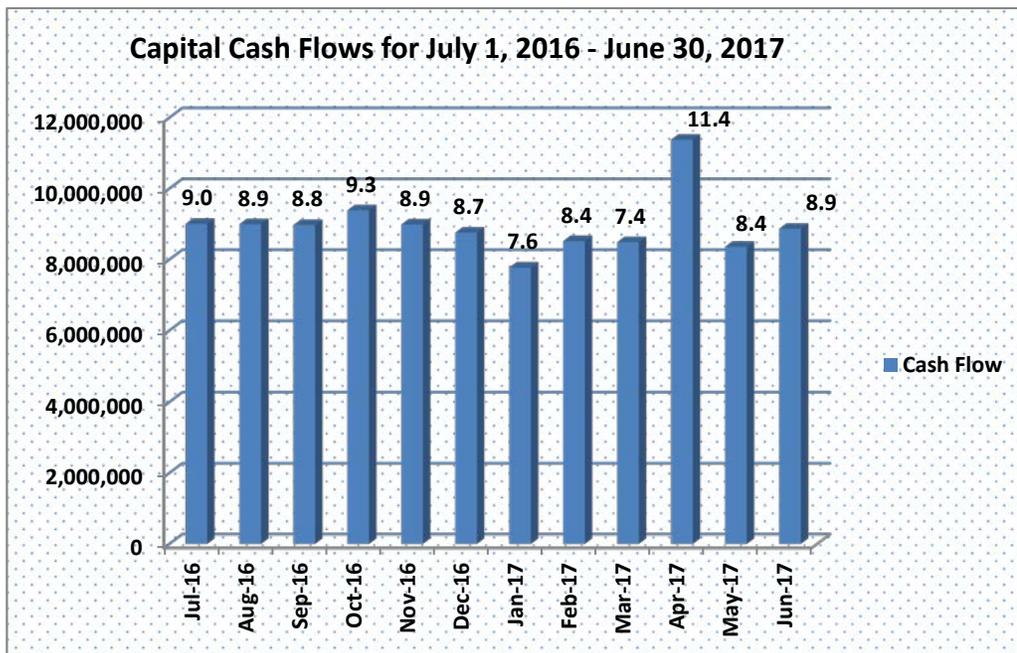
Month Earned	Operating Revenue	Monthly Operating Expenditures	Cash Balance
			* \$ 12,767,375
Jul-16	\$ 27,853	\$ 752,224	12,043,004
Aug-16	117,540	516,110	11,644,434
Sep-16	26,058	673,323	10,997,169
Oct-16	-	995,097	10,002,072
Nov-16	243,366	639,351	9,606,087
Dec-16	4,948,786	858,091	13,696,782
Jan-17	166,448	743,015	13,120,215
Feb-17	11,603	636,463	12,495,355
Mar-17	368,425	641,293	12,222,487
Apr-17	3,603,517	575,603	15,250,401
May-17	113,956	654,406	14,709,951
Jun-17	563,133	740,550	14,532,534

Note: Cash balances at year end split 55/45 - Operating/Capital based on split sewer service charges.
 * Beginning balance adjusted for accrual vs cash basis differences.



Capital:
Cash Flow For Novato Sanitary District
July 1, 2016 - June 30, 2017
Dated: August 14, 2017

Month Earned	Monthly Operating Expenditures	Debt Service	Capital Revenue	Cash Balance
				\$ 9,646,171
Jul-16	\$ 261,238	\$ 387,874	\$ 6,426	9,003,485
Aug-16	167,496		159,328	8,995,317
Sep-16	52,352		21,781	8,972,914
Oct-16	-		392,886	9,388,203
Nov-16	31,307		44,755	8,986,362
Dec-16	414,242	5,378,956	5,163,391	8,758,396
Jan-17	49,468	1,292,874	128,227	7,772,247
Feb-17	275,957		36,013	8,518,452
Mar-17	383,998		113,175	8,487,573
Apr-17	108,312		3,713,959	11,377,894
May-17	293,324		132,897	8,358,025
Jun-17	198,930		577,173	8,865,816



NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Accounts Receivable Aging Summary for the Period Ended June 30, 2017.

MEETING DATE: August 14, 2017

AGENDA ITEM NO.: 5.f.

RECOMMENDED ACTION: Receive Accounts Receivable Report as of June 30, 2017.

SUMMARY AND DISCUSSION:

The attached Accounts Receivable Summary shows the following receivables as of June 30, 2017:

1-45 days - \$239,128: Current.

46-90 days - \$0: No receivables in this category.

90+ days - \$65,897: Considered collectible solely for rancher's lease of the District's property which he uses for his cattle.

ATTACHMENTS: 1. Accounts Receivable (A/R) Aging Summary.

STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.

DEPT. MGR.: lmc, ssk

GENERAL MANAGER: SSK

	Current	1 - 45	46 - 90	> 90	TOTAL
Biomarin	5,230.35	0.00	0.00	0.00	5,230.35 (1)
CSRMA	3,197.00	0.00	0.00	0.00	3,197.00 (2)
Hayden, Ron	20,034.61	0.00	0.00	65,897.52	85,932.13 (3)
NBWRA	179,458.00	0.00	0.00	0.00	179,458.00 (4)
North Marin Water District-	14,511.07	0.00	0.00	0.00	14,511.07 (5)
Petaluma Septic	480.48	0.00	0.00	0.00	480.48 (6)
Roto Rooter	1,026.04	0.00	0.00	0.00	1,026.04 (6)
Roy's Sewer Service, Inc.-	391.78	0.00	0.00	0.00	391.78 (6)
USCG	14,608.10	0.00	0.00	0.00	14,608.10 (6)
USCG-Finance Center	190.35	0.00	0.00	0.00	190.35 (6)
TOTAL	239,127.78	0.00	0.00	65,897.52	305,025.30

- (1) Lab monitoring and analysis fees, permitted non-domestic discharge fees.
- (2) Reimbursement for Safety expenditures through CSRMA Safety Grant program and Health & Wellness Grant program.
- (3) Rancher's lease fees for first and second quarters of 2016/17 and water usage for 2016/17.
- (4) Reimbursement from NBWRA for portion of Phase II costs, and Phase II feasibility study.
- (5) Reimbursement for Recycled Water Facility for March, April and May 2017.
- (6) Includes billing for septic hauler and monthly billing for sewer service charges.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Annual Fund Transfer from Capital Account to Operating Account	MEETING DATE: August 14, 2017 AGENDA ITEM NO.: 5.g.
RECOMMENDED ACTION: Approve transfer of \$95,868.78 from the Capital Fund to the Operating Fund for staff time spent on Capital Fund projects in FY16-17.	
SUMMARY AND DISCUSSION: <p>At the end of each fiscal year, the Operating Fund is reimbursed from the Capital Fund for staff time spent on Capital Projects. Expenditures are based on actual time spent on an hourly rate basis, plus an allowance of 35% for overhead and supervision.</p> <p>On this basis, staff time for fiscal year 2016-17 amounted to \$71,013.91, plus overhead of \$24,854.87 for a total of \$95,868.78. The attached spreadsheet provides a breakdown of staff time by Capital Improvements Account number.</p> <p>For comparative purposes, the Capital Fund to Operating Fund transfer for FY15-16 was \$116,365.</p>	
ATTACHMENTS: 1. Fund Transfer 2016-17 – Capital Projects.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
BUDGET INFORMATION: Reclassifies \$95,869 as expenditures from the Capital Fund to the Operating Fund.	
DEPT. MGR.: lmc, ssk	GENERAL MANAGER: SSK

Item 5.g.
Attachment 1

Fund Transfer 2016-17	Erik		Erik		Sandeep		Steve		Bill		Craig		Kevin		Russell		Total	Total	+ Overhead
Capital Projects - 6/30/17	Rate	68.02	Rate	71.42	Rate	102.61	rate	75.00	rate	50.76	rate	66.41	Rate	44.94	Rate	30.42	Hours	\$	35%
			after 9/1/16																
Capital Projects																			
04-03 Pump Station Rehab							1	75.00			2.00	132.81					3.00	207.81	280.54
05-08 N. Bay Water Recycling Auth	7.00	476.14	5.00	357.12	24.50	2,514.03											36.50	3,347.30	4,518.85
07-06 Collect Sys. Improvements	8.00	544.16	25.00	1,785.61	33.00	3,386.25	244.00	18,298.94					40.00	1,797.73			325.00	25,812.69	34,847.13
07-07 Ham. Wetland/OF mon. & plan.		0.00	2.00	142.85	0.00	0.00	6.00										8.00	142.85	192.85
07-08 Cogeneration		0.00	9.00	642.82	0.00	0.00											9.00	642.82	867.81
08-02 Annual Sewer adj for the City							63.00	4,724.73					4.00	179.77			67.00	4,904.50	6,621.08
08-03 Annual Collection Sys. Repairs		0.00		0.00	5.00	513.07	142.00	10,649.39					26.00	1,168.52			173.00	12,330.98	16,646.82
08-04 Annual Reclamation Repairs							38.00	2,849.84									38.00	2,849.84	3,847.28
08-05 Annual TP Improvements	1.00	68.02		0.00	0.00	0.00	8.00	599.97	2.00	101.52			0.00	0.00			11.00	769.50	1,038.83
08-06 Annual PS Improvements		0.00		0.00			32.00	2,399.86					72.00	3,235.91			104.00	5,635.77	7,608.29
08-08 Strategic Plan Update		0.00		0.00	0.00	0.00											0.00	0.00	0.00
08-09 Novato Creek Watersheed		0.00	3.00	214.27			1.00	75.00									1.00	289.27	390.51
10-03 Admin Building Upgrad/Maint.	2.00	136.04	6.50	464.26	0.00	0.00	3.00	224.99					0.00	0.00			5.00	825.29	1,114.14
10-04 Odor and Landscaping		0.00	4.00	285.70			1.0	75.00									1.00	360.69	486.94
10-05 RWF Expansion	21.00	1,428.43	79.00	5,642.53	0.00	0.00					45.00	2,988.23			7.00	212.95	73.00	10,272.15	13,867.40
10-06 Corrosion Control	7.00	476.14	29.00	2,071.31			1.0	75.00									8.00	2,622.45	3,540.31
SUBTOTAL	46.00	3,128.94	162.50	11,606.47	62.50	6,413.34	540.00	40,047.69	2.00	101.52	47.00	3,121.04	142.00	6,381.93	7.00	212.95	956.00	71,013.91	95,868.78
PLUS 35% Overhead		\$1,095.13		\$4,062.27		\$2,244.67		\$14,016.69		\$35.53		\$1,092.36		\$2,233.68		\$74.53		\$24,854.87	
TOTAL:		\$4,224.08		\$15,668.74		\$8,658.02		\$54,064.38		\$137.05		\$4,213.41		\$8,615.61		\$287.49		\$95,868.78	

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Temporary Discharge Permit- PG&E Groundwater, 7600 Redwood Blvd.	MEETING DATE: August 14, 2017 AGENDA ITEM NO.: 5.h.
RECOMMENDED ACTION: 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 groundwater and hydro-test water, 7600 Redwood Boulevard location.	
SUMMARY AND DISCUSSION: <p>The District received a permit application from PG&E on July 6, 2017, for a temporary, Class I non-domestic discharge permit. PG&E will be removing and replacing gas distribution pipeline and associated components at 7600 Redwood Blvd. near the intersection of Rush Creek Place for its RT-730 and RT-731 Pipeline Replacement Projects. 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. Following installation, the pipe section will be hydrostatically strength tested. The source water for the hydrotest will be potable water. The approximately 1,000 gallons of (post-use) hydrotest water may be used onsite for dust control or site restoration activities, or comingled with the groundwater for treatment and disposal.</p> <p>PG&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 within 300 feet 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 August and November 2017. The total discharge is estimated at a maximum of 1,500,000 gallons of groundwater and 1,000 gallons of hydrotest water 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&E.</p>	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 3 (Alignment and Communications) of the latest Strategic Plan Update.	
BUDGET INFORMATION: Permit, monitoring, and discharge fees will offset the cost of preparing the permit and monitoring the discharge.	
DEPT. MGR.: eb	GENERAL MANAGER: SSK



FINAL BUDGET
FOR
FISCAL YEAR 2017-18

(And Preliminary Budget for Fiscal Year 2018-19)

Proposed August 14, 2017

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SECTION I

***LETTER OF TRANSMITTAL AND SUMMARY OF FUND
BALANCES***



NOVATO SANITARY DISTRICT

500 DAVIDSON STREET * NOVATO * CALIFORNIA 94945 * PHONE (415) 892-1694 * FAX (415) 898-2279
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BOARD OF DIRECTORS

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BRANT MILLER

SANDEEP KARKAL, P.E.
General Manager-Chief Engineer

KENTON L. ALM
Legal Counsel

August 14, 2017

Honorable Board of Directors
Novato Sanitary District
500 Davidson Street
Novato, California 94945

Honorable Board Members:

The proposed Final District Budget for fiscal year (FY) 2017-18 and Preliminary Budget for FY2018-19 is attached for your consideration and approval. The FY2017-18 Final Budget includes the following components:

- Summary of Fund Balances including Operating, Capital Improvement, and Reserve Funds (Section I).
- Operating Budget: Summary Revenues/Expenditures, and Summary Budget by Cost Center and Account Category (Section II).
- Detailed Operating Budget by Cost Center and Account Category (Section III).
- Capital Improvement Budget: Revenue and Expenditures Budget (Section IV)
- FY17-18 Wastewater Capital Reserve Fund and Certificates of Participation Reserve Fund (Section V)
- FY17-18 Rate Stabilization Fund (Section VI)
- FY17-18 Debt Service Fund Summary for State Revolving Fund (SRF) Loan and Certificates of Participation (COP) Bond Fund (Section VII).

Note that this year's annual Sewer Service Charge (SSC) increases from \$573 to \$594 per service unit, or an increase of 3.7% over the prior year. The basis of the rate increase is District Ordinance No. 120 – AN ORDINANCE OF THE NOVATO SANITARY DISTRICT ESTABLISHING SEWER SERVICE CHARGES FOR FISCAL YEARS 2016-17, 2017-18, 2018-19, 2019-20, AND 2020-21. This Ordinance No. 120 was adopted by the District Board at its regular meeting of June 13, 2016 upon completion of the appropriate Proposition 218 process.

As in prior years, the sewer service charge is divided in FY17-18, with \$330 (55%) allocated to the Operating Budget, and \$264 (45%) allocated to the Capital Budget.

A. BUDGET STRUCTURE

The District's budget is prepared on a cash basis. Operating and Capital Revenues and Expenditures are summarized in Table 1, and illustrated in Figure 1 at the end of this letter. Table 1 also compares the adopted budget for the immediate past year with the proposed budget for the next year. Total revenues are projected to increase overall by about 7 percent from a combination of the sewer service charge increase discussed above and anticipated increases in property tax revenues accruing to the District. Significant variances between the two budget years are also provided later in this letter.

B. FISCAL YEAR (FY) 2017-18 OPERATING BUDGET DETAILS

Operating Revenues

The proposed FY 2017-18 Operating Budget by revenue source is shown in Table 2 below (and graphically in Figure 2 at the end of this letter), along with the figures for the past two fiscal years. Total operating revenues are budgeted to increase by 5.4% or \$545,341 from FY2016-17.

	FY 16/17	FY 17/18	% Change
	Adopted Budget	Proposed Budget	FY 17 to FY 18
Operating Revenues	\$ 10,108,692	\$ 10,654,033	5.39%
Capital Revenues	10,015,352	10,926,445	9.10%
Total Revenues	\$ 20,124,044	\$ 21,580,478	7.24%
Operating Expenditures	9,972,648	10,329,235	3.58%
CIP Expenditures	4,675,000	5,680,000	21.50%
Debt Service	7,059,705	7,043,504	-0.23%
Total Expenditures	\$ 21,707,353	\$ 23,052,739	6.20%

Funding Sources by Category	FY 15-16	FY 16-17	FY 17-18	% Change
	Adopted Budget	Adopted Budget	Proposed Budget	FY 17 to FY 18
Operating Sewer Service Charges	\$ 9,121,520	\$ 9,208,992	\$ 9,691,440	5.24%
Permit & Inspection fees	31,500	31,500	26,500	-15.87%
Interest Income	18,000	20,000	43,000	115.00%
Engineering/Admin Chgs	165,000	165,000	165,000	0.00%
Franchise Fees	50,962	52,186	53,438	2.40%
AB 939 Collector Fees	342,621	354,134	376,426	6.29%
Oil and Beverage Grant	59,880	59,880	62,729	4.76%
Ranch Income	70,000	70,000	70,000	0.00%
Recycled Water Revenue	117,000	117,000	135,500	15.81%
Other Revenue	30,000	30,000	30,000	0.00%
Total Operating Revenue	\$10,006,483	\$10,108,692	\$10,654,033	5.39%

Operating Sewer Service Charges (SSCs) budgeted increase of \$482,448 or 5.24% primarily from the approved 3.7% rate increase recommended by the 2016 sewer service charge rate study, and adopted by Ordinance No. 120.

Interest Income budgeted increase of \$13,000 or 115.0% from potential increase in interest rates.

AB 939 Collector Fees budgeted to increase by \$22,292 or 6.29% as currently projected for the Solid/HHW Cost center.

Recycled Water Revenue is based on projections for cost recovery of operating costs through an agreement with the North Marin Water District (NMWD).

Operating Expenditures

A summary of proposed and prior two fiscal years Operating Expenditures is shown in Table 3. The proposed FY17-18 Operating Expenditures are also shown graphically in Figure 3 (by expense type) and Figure 4 (by department or cost center), at the end of this letter. Operating expenditures are budgeted to increase by 3.58% or \$ \$356,587 between FY2016-17 and FY2017-18. In terms of staffing, note that FY16-17 expenditures for Salaries and Benefits within individual cost centers are skewed by one-time “savings” from vacant positions; two of these positions were filled in the latter part of this budget period. In addition, the long-term incumbents in the following District positions recently announced their retirement: Construction

Inspector, Senior Engineer, Collection System Superintendent, and Field Services Manager. The actual retirement dates for these individuals range from July through November 2017, but the retirements will affect budgeted expenditures through the year as the District seeks to address these staff transitions.

Also of note in FY16-17, the District moved forward on addressing its liabilities under Government Accounting Standards Board (GASB) Statement 45 (GASB 45 - Other Post-Employment Benefits or OPEB) and Statement 68 (GASB 68 - Net Pension Liability or NPL). The District set up and initiated funding a trust account with Public Agency Retirement Services (PARS), Irvine, CA, which incorporates separate sub-accounts for each of the GASB 45 and 68 liabilities. Consistent with Board direction (provided November 14, 2016) future District budgets (including FY17-19) will include amounts to fund this trust, subject to Board approval.

Table 3: Operating Budget Expenditures 3-year Summary:

Expenditures by Department	FY 15-16	FY 16-17	FY 17-18	% Change
	Adopted Budget	Adopted Budget	Proposed Budget	FY 17 to FY 18
Collections	\$ 1,386,100	\$ 1,392,148	\$ 1,359,767	-2.33%
Treatment	3,018,331	3,076,191	3,160,475	2.74%
Reclamation	487,029	521,538	521,554	0.00%
Laboratory	601,633	648,636	599,461	-7.58%
Pump Stations	814,633	854,139	836,309	-2.09%
Administration/Engineering	2,936,237	2,947,210	3,277,014	11.19%
Hazardous Household Waste	402,501	415,787	439,155	5.62%
Recycled Water	117,000	117,000	135,500	15.81%
Total Expenditures	\$ 9,763,464	\$ 9,972,648	\$ 10,329,235	3.58%

Table 4 summarizes the main anticipated operating budget variances (1).

Table 4: Operating Budget Significant Budget Variances 2016-17 to 2017-18

Anticipated Budget Variances – Year-over-year, FY 16-17 to FY 17-18	Budget Impact
1. 4.5% increase in Salaries & Wages (See above discussion).	\$ 99,905
2. 3.4% increase in employee benefits category (See above discussion).	\$ 31,889
3. New account to fund Net Pension Liability (NPL) trust (See above discussion).	\$ 223,152
4. 66.7% decrease in District's Software maintenance expenses.	\$ (62,000)
5. 26.3% increase in Sludge Disposal - contract for Reclamation cost center.	\$ 50,000
6. 17.6% decrease for Research & Monitoring fees in the Lab cost center.	\$ (34,500)

(1) A "variance" is defined to be a 10% year-over-year change and a minimum \$25,000 year-over-year change.

C. FISCAL YEAR 2017-18 CAPITAL BUDGET DETAILS

Capital Revenues

The proposed FY2017-18 Capital Budget by Revenue source is shown in Table 5 below, along with the figures for the past two fiscal years. Percentage changes in actual property tax revenue for the last ten years is illustrated in Figure 5. Total capital revenues for FY17-18 are expected to increase by 9.10% or \$ 911,093 from FY 2016-17. Notable items include:

Capital SSC Revenues - projected increase of \$157,200 or 2.07% primarily from the 3.7% rate increase recommended by the current sewer service charge rate study.

Property Taxes - projected increase of \$250,963 or 12.94% from greater activity in the housing market over the past few years. For comparative purposes, Figure 5 (at the end of this letter) illustrates property tax-related revenues for the last ten years.

Connection Fees – projected to increase \$13,200 or 3.04% assuming about 40 new connections per year.

Interest Income – projected increase of \$15,000 or 60.0% from potential increase in interest rates.

Grant Revenue – anticipated grant of up to \$475,000 from potential USBR Title XVI grant funds through the North Bay Water Reuse Authority (NBWRA) Phase I Program for the Recycled Water Facility expansion project.

Table 5: Capital Budget Revenue 3-year Summary

Funding Sources by Category	FY 15-16	FY 16-17	FY 17-18	% Change
	Adopted Budget	Adopted Budget	Proposed Budget	FY 17 to FY 18
Capital Sewer Service Charges	\$ 7,435,040	\$ 7,595,952	\$ 7,753,152	2.07%
Property Taxes	1,900,000	1,938,000	2,188,693	12.94%
Connection Charges	518,000	434,400	447,600	3.04%
Collector/Special Equalization Chgs	6,000	2,000	2,000	0.00%
Interest Income	22,000	25,000	40,000	60.00%
Grant Revenue	0	0	475,000	100.00%
Other Revenue	20,000	20,000	20,000	0.00%
Total Capital Revenues:	\$9,901,040	\$10,015,352	\$10,926,445	9.10%

Capital Expenditures

The proposed Capital Improvement Program (CIP) Budget for FY17-18 is \$12,723,504 or \$988,799 more or an increase of 8.4% over last year. Capital projects for 2017-18 will be funded through sewer service charges, property taxes, and connection fees. Notable items include:

On-going major capital project work, including Collection System Improvements and the expansion of the Recycled Water Facility (RWF).

Continuing work on regional efforts including NBWRA, Novato Creek Watershed, and the Hamilton Wetlands/Outfall study.

Debt service of \$7,043,504 including principal and interest payments on the District’s State Revolving Fund (SRF) loan and the 2011 Certificates of Participation (COPs).

Table 6 shows summary Capital Debt Service and Capital Project Costs for three fiscal years.

As noted earlier, the District is facing the loss of several senior level long-term employees to recently announced retirements in the near term. This will affect the execution of the proposed capital project work for FY17-18, at a minimum, and necessitate the carryover of certain capital project work into subsequent years.

Debt Coverage Ratio

The 2011 Certificates of Participation (COP) Installment Sale Agreement requires the District to collect rates and charges each fiscal year that are sufficient to yield net revenues equal to at least 120 percent of the installment payments on the COPs

and all parity debt in the fiscal year, or a debt coverage ratio of 1.20. The projected Debt Coverage Ratio for FY2017-18 is 1.60.

Capital Expenditures	FY 15-16 Adopted Budget	FY 16-17 Adopted Budget	FY 17-18 Proposed Budget	% Change FY 17 to FY 18
Capital Projects	\$3,360,500	\$4,675,000	\$5,680,000	21.50%
Debt Service	7,075,104	7,059,705	7,043,504	-0.2%
Total	\$10,435,604	\$11,734,705	\$12,723,504	8.4%

A. COMPARISON OF ANNUAL SEWER SERVICE CHARGES LEVIED BY NEIGHBORING AGENCIES

The following table compares the District's rate with those of other nearby sanitation agencies. For illustrative purposes, see Figure 6 (following this letter) compares the District's SSC changes relative to changes in the Consumer Price Index (CPI) for the Water and Sewer Services industry for the last ten years.

AGENCY	RATE (\$/yr.)
Sanitary District No. 5 – Belvedere	1,985 ^(a)
Sausalito-Marin City Sanitary District ⁽¹⁾	1,377 ^(b)
Sanitary District No. 5 – Tiburon	1,034 ^(a)
Sanitary District No. 1 – City of Larkspur	1,125 ^(b)
Tamalpais Community Services District	1,397 ^(b)
City of Santa Rosa	957 ^(b)
Las Gallinas Valley Sanitary District	870 ^(b)
Ross Valley Sanitary District (SD #1)	856 ^(b)
City of Petaluma	823 ^(b)
City of Mill Valley	779 ^(b)
Napa Sanitation District	638 ^(b)
NOVATO SANITARY DISTRICT	594 ^(b)
Vallejo Sanitation & Flood Control District	520 ^(a)
Town of Corte Madera	500 ^(a)

Notes: ⁽¹⁾ Includes SMCS D charge of \$817 and City of Sausalito charge of \$492.
^(a)FY2016-17 charges; ^(b)FY2017-18 (proposed or adopted)

In conclusion, the proposed FY2017-18 budget will be able to accomplish the District's commitments to achieving the key goals set forth in its Strategic Plan while maintaining reasonable rates for its customers.

Sincerely,


SANDEEP KARKAL, PE
General Manager-Chief Engineer


LAURA CREAMER, CPA
Finance Officer

Additional Charts for Informational Purposes:

Figure 1:

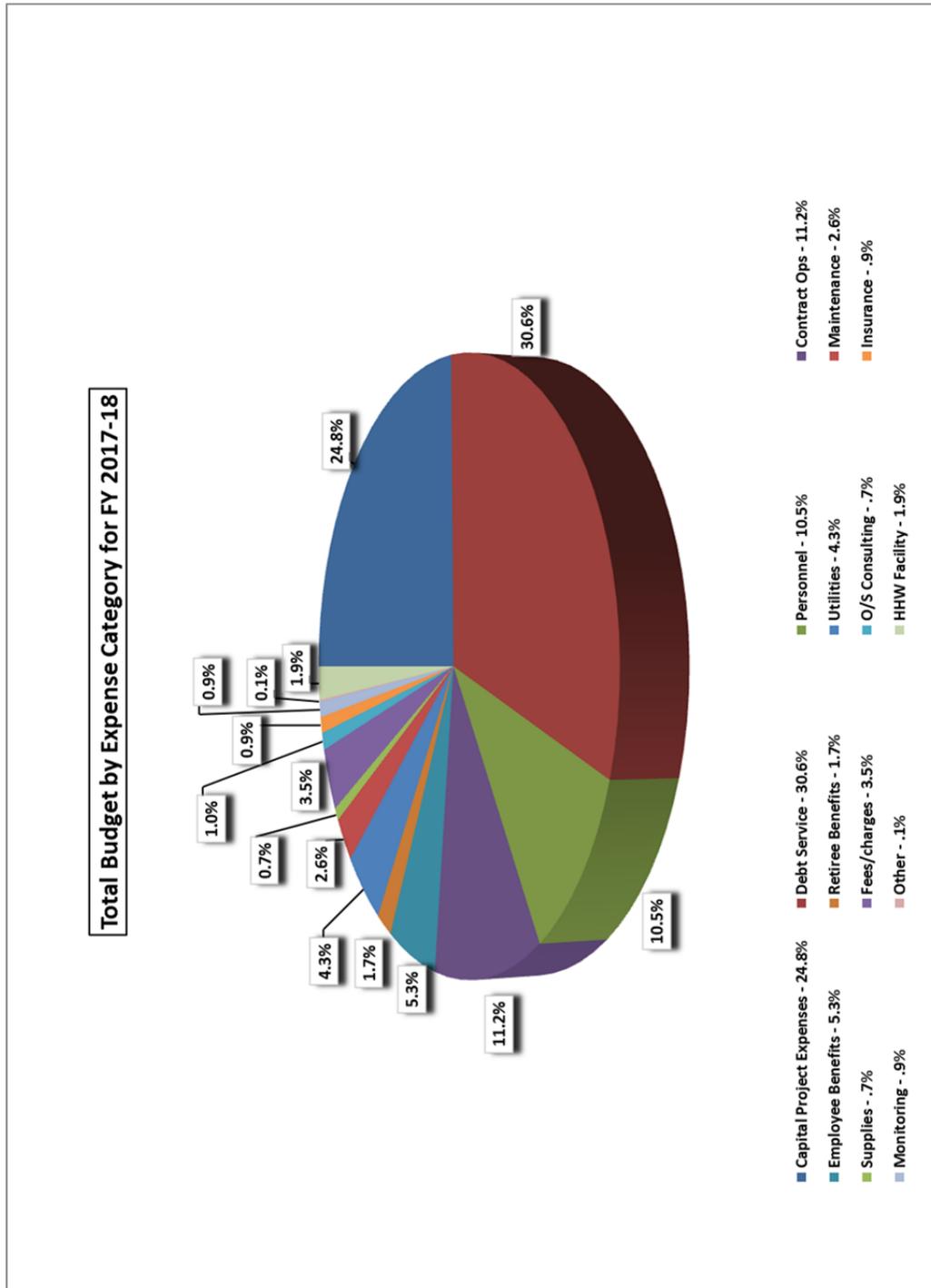


Figure 2:

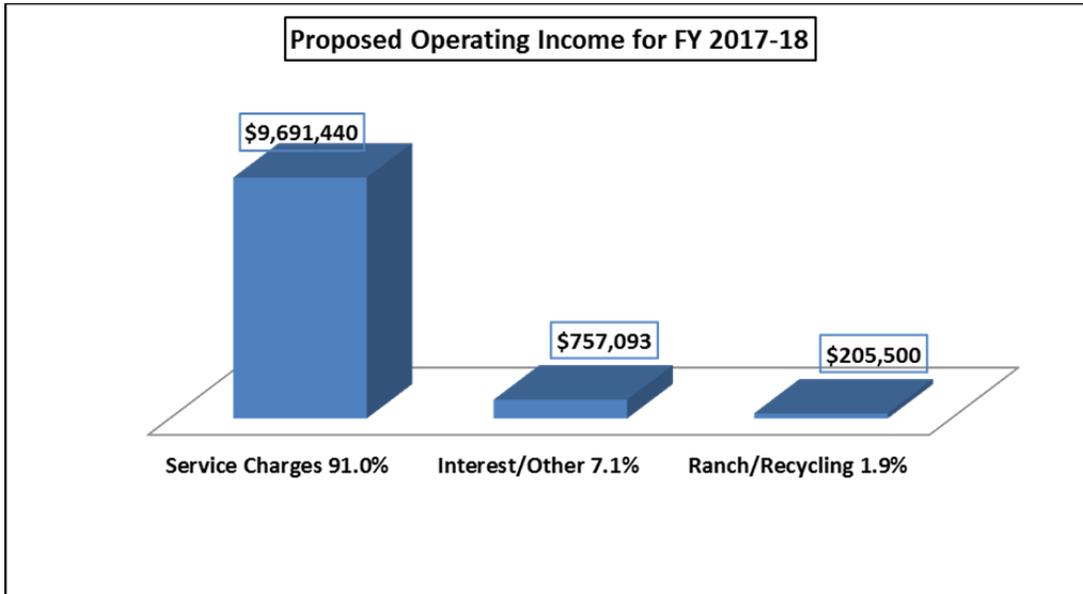


Figure 3:

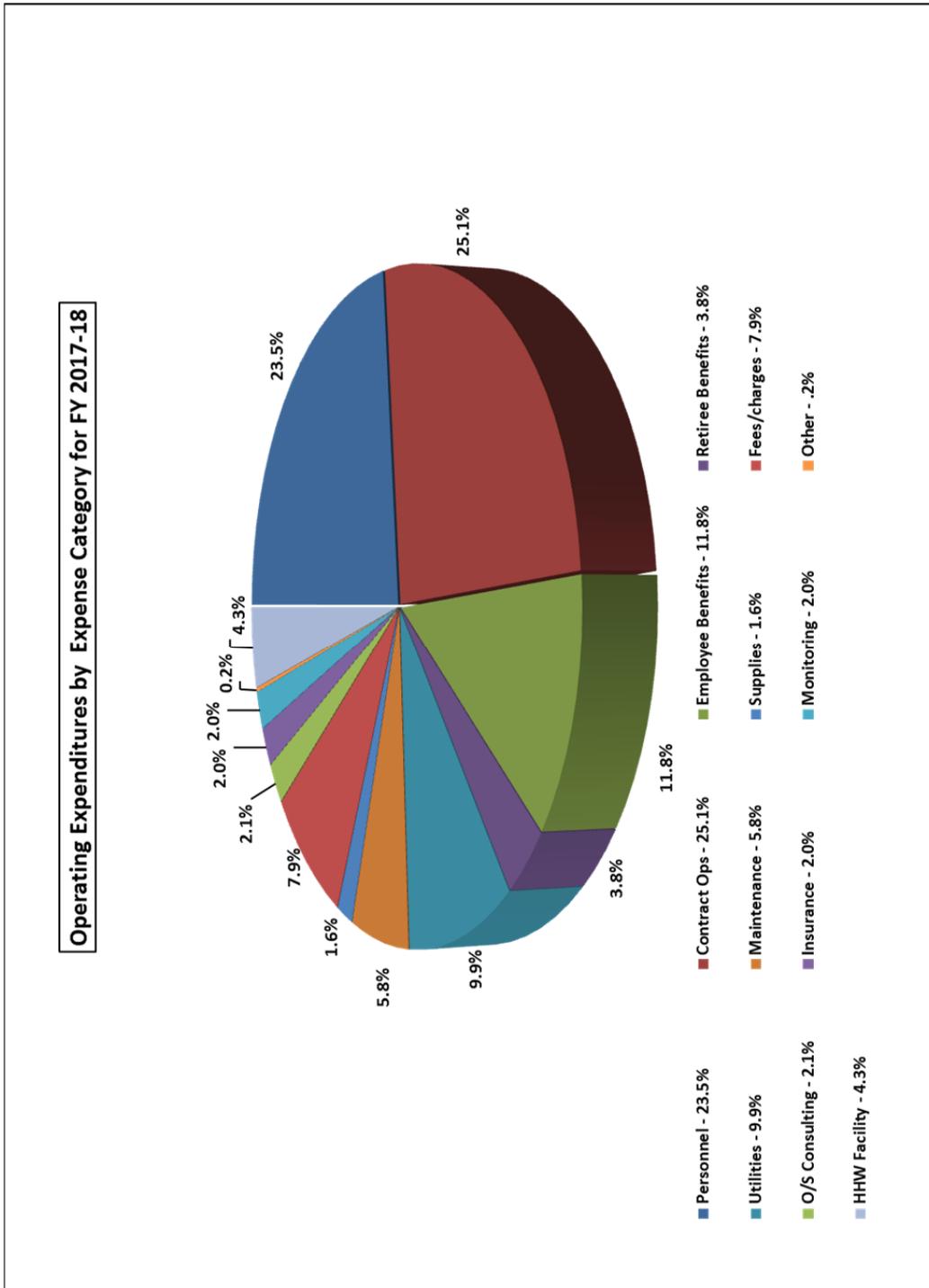


Figure 4:

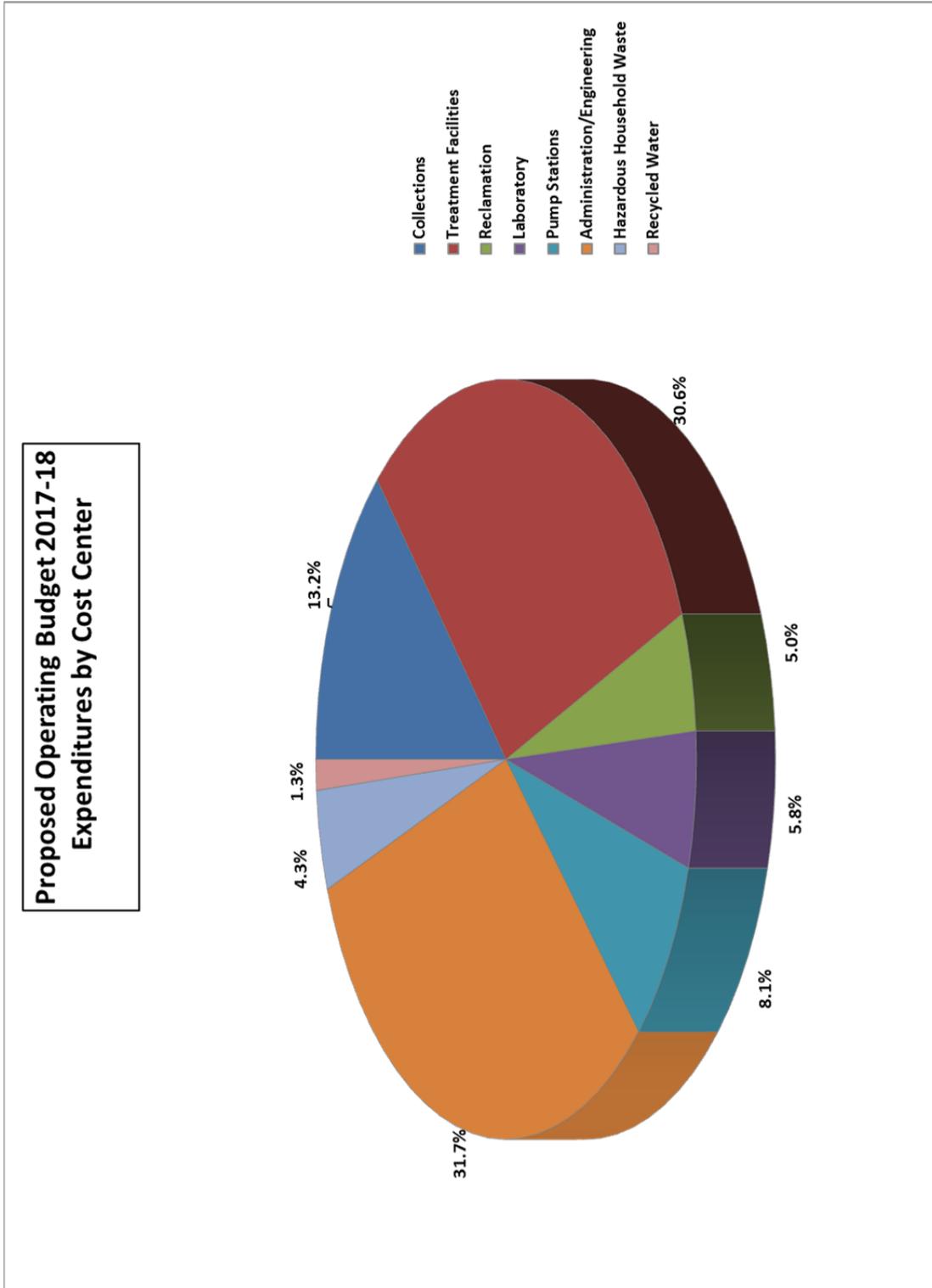
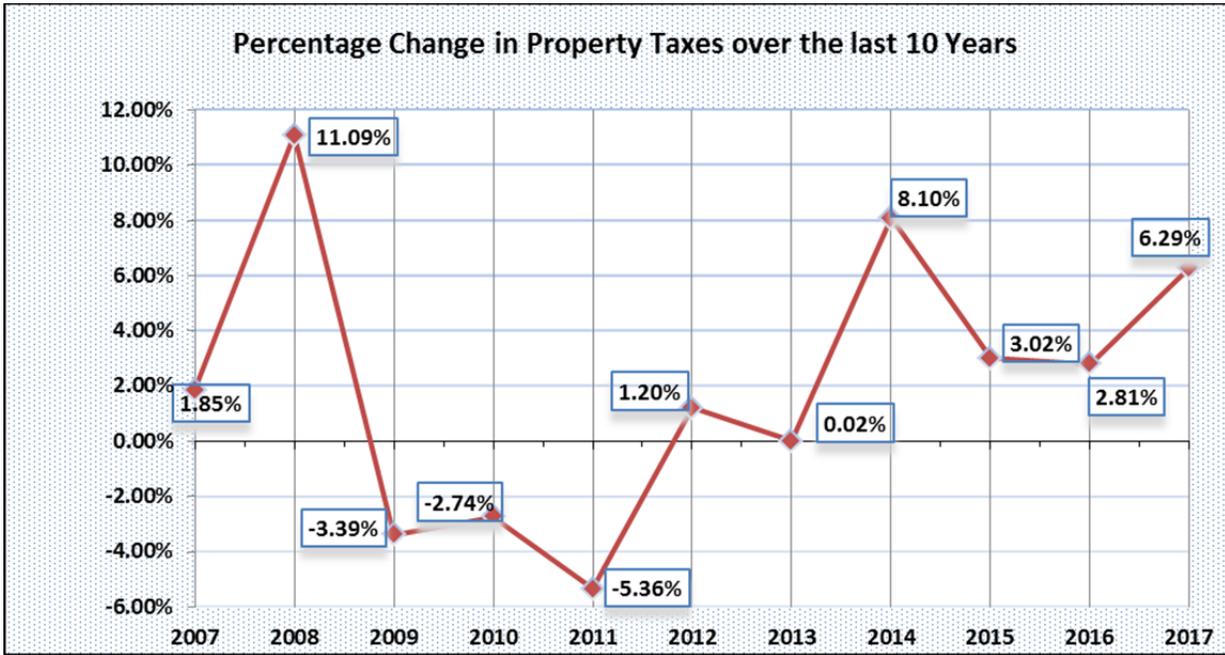
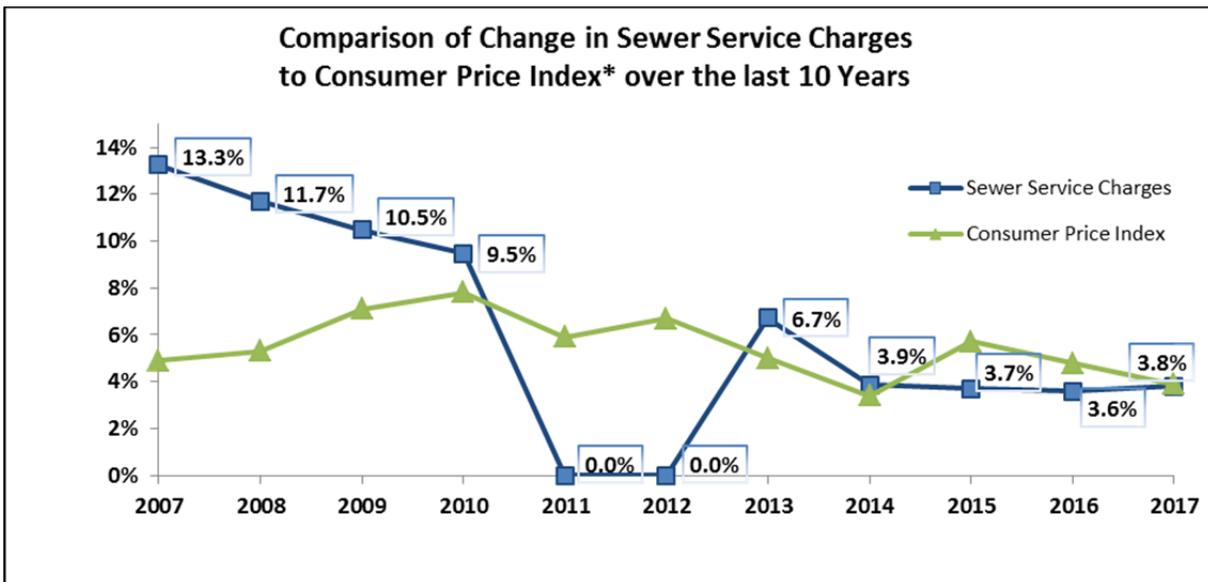


Figure 5:



Note: Based on actual revenues received through 15/16 and 16/17.

Figure 6:



*CPI – Bureau of Labor Statistics – Series Id: CUUR0000SEHG01; Not Seasonally Adjusted; U.S. city average; Water and sewerage maintenance; Base Period: 1982-84=100

SECTION II

OPERATING BUDGET SUMMARY SCHEDULES

**Novato Sanitary District
2017-19 Final Operating Budget
Summary of Revenues**

Operating Fund Revenue Center - 41000	Adopted Budget 15/16	Adopted Budget 16/17	Actual Revenues 2016-17	Proposed Budget 2017-18	Final Budget 2017-18	Preliminary Budget 2018-19
Accounts						
41010 · Sewer Service Charges (1)	9,121,520	9,208,992	9,260,307	9,691,440	9,691,440	10,145,760
41030 · Plan Check & Inspection Fee	500	500	10,777	500	500	500
41040 · Permit & Inspection Fee	6,000	6,000	6,080	6,000	6,000	6,000
41060 · Interest Income	18,000	20,000	101,203	43,000	43,000	50,000
41080 · Engineering & Admin Charges	165,000	165,000	95,869	165,000	165,000	165,000
41090 · Non-domestic Permit Fees (2)	25,000	25,000	22,399	20,000	20,000	20,000
41100 · Garbage Franchise Fees	50,962	52,186	52,485	53,438	53,438	54,721
41105 · AB 939 Collector Fees	342,621	354,134	354,134	362,502	376,426	388,722
41107 · Oil/Bev/Tire Grants (3)	59,880	59,880	70,837	54,000	62,729	62,779
41130 · Ranch Income	70,000	70,000	94,439	70,000	70,000	70,000
41135 · Recycled Water Revenue	117,000	117,000	177,285	135,500	135,500	142,000
41140 · Other Revenue (4)	20,000	20,000	19,771	20,000	20,000	20,000
41142 · Loss on disposal of assets	10,000	10,000	1,627	10,000	10,000	10,000
Totals	10,006,483	10,108,692	10,267,213	10,631,380	10,654,033	11,135,482

Comments:

- (1) Sewer Service Charge (SSC) revenue is based on rate increase approved on June 13, 2016 and actual revenue received in prior year. The Sewer Service Charges allocations are as follows:
 - For 2017/18 the charge is \$594 split between operating (\$330) and capital (\$264).
 - For 2018/19 the charge is \$615 split between operating (\$345) and capital (\$270).
- (2) Includes application fees, permits and monitoring charges.
- (3) Oil/Bev/Tire Grants ~ \$29,000/ JPA Reimb Fees \$33,700
- (4) Other revenue includes septic tank hauling fees, and miscellaneous revenue.

APPROPRIATIONS LIMITATION

The appropriations limitation, pursuant to Article XIII B of the California Constitution, is determined to be \$6,310,643 for the FY2017-18.

**Novato Sanitary District
2017-19 Final Budget
Operating Budget - Summary of Expenditures**

Operating Cost Center	Adopted Budget 15/16	Adopted Budget 16/17	Actual Exp 2016-17	Proposed Budget 2017-18	Final Budget 2017-18	Preliminary Budget 2018-19
Collections	1,386,100	1,392,148	1,133,021	1,397,514	1,359,767	1,434,938
Treatment Facilities	3,018,331	3,076,191	2,812,743	3,160,475	3,160,475	3,382,423
Reclamation	487,029	521,538	491,447	555,541	521,554	501,653
Laboratory	601,633	648,636	532,618	599,461	599,461	605,492
Pump Stations	814,633	854,139	717,552	859,031	836,309	895,386
Administration/Engineering	2,936,237	2,947,210	3,267,238	3,173,328	3,277,014	3,568,852
Solid/Hazardous Household Waste	402,501	415,787	342,230	439,155	439,155	451,501
Recycled Water	117,000	117,000	105,327	135,500	135,500	141,640
	9,763,464	9,972,648	9,402,177	10,320,004	10,329,235	10,981,886

Novato Sanitary District												
2017-18 Final Operating Budget												
Operating Budget:By Cost Center and Account Category												
	Treatment Facilities	Recl	L-M	Pump Stations	Collection System	A-E	HHW Program	Recycled Water	Total	As Percent of Budget	Over/Under PY Budget	% Over/Under PY Budget
Salaries and Wages		71,693		358,335	650,120	1,235,744			2,315,891	22.42%	99,905	4.51%
Contract Services (Operations & Lab)	2,173,976		363,761	153,974	299,148	504,956		50,000	2,587,737	25.05%	56,322	2.22%
Employee Benefits		24,860							982,938	9.52%	31,889	3.35%
Retiree Health Benefits						387,163			387,163	3.75%	9,815	2.60%
Pension Expense(Trust)						223,152			223,152	2.16%	223,152	100.00%
Directors' Fees						40,000			40,000	0.39%	2,000	5.26%
Election Expense						0			-	0%	-	0.00%
Gasoline, Oil & Fuel		2,000	1,500	5,000	15,000	5,000			28,500	0.28%	(22,000)	-43.56%
Insurance	14,000					150,000			164,000	1.59%	-	0.00%
Ins Claims Expense						45,000			45,000	0.44%	(5,000)	-10.00%
Agency Dues						54,000			54,000	0.52%	(8,000)	-12.90%
Memberships						10,000			10,000	0.10%	-	0.00%
Office Expense						26,000			26,000	0.25%	(1,000)	-3.70%
Safety		500	1,000	2,000	3,500	2,000			9,000	0.09%	-	0.00%
Software Maint		2,000	1,000	8,000	20,000	10,000		2,000	31,000	0.30%	(62,000)	-66.67%
Operating Supplies		2,000	20,000	10,000	28,000	10,000			72,000	0.70%	(2,000)	-2.70%
Operating Chemicals				2,000				27,300	29,300	0.28%	(11,700)	-28.54%
Sludge Disposal-Contractual		240,000							240,000	2.32%	50,000	26.32%
Accounting & Auditing						26,000			26,000	0.25%	(1,000)	-3.70%
Attorney						65,000			65,000	0.63%	(10,000)	-13.33%
Outside Consulting						223,000			223,000	2.16%	5,000	2.29%
IT/Misc. Electrical						40,000			40,000	0.39%	(5,000)	-11.11%
Safety & Wellness Incentive Program						10,000			10,000	0.10%	-	0.00%
Printing & Publication						22,000			22,000	0.21%	-	0.00%
Repairs & Maintenance		65,000	19,200	115,000	80,000	50,000		24,200	353,400	3.42%	(13,600)	-3.71%
Unusual Equipment Maint	150,000								150,000	1.45%	-	0.00%
Small Tools		500		2,000					4,500	0.04%	-	0.00%
Outside Services				30,000	175,000				205,000	1.98%	(5,000)	-2.38%
Ditch/Dike Maintenance		10,000							10,000	0.10%	(10,000)	-50.00%
Research & Monitoring			147,500					14,000	161,500	1.56%	(34,500)	-17.60%
Travel, Mfgs & Train.						65,000			65,000	0.63%	10,000	18.18%
Pollution Prevention/Pub. Ed.			41,500						41,500	0.40%	(1,500)	-3.49%
Gas & Electricity	732,499	95,000		115,000				17,000	959,499	9.29%	43,586	4.76%
Water		3,000		7,000	12,000				22,000	0.21%	-	0.00%
Telephone				24,000	4,000	12,000			40,000	0.39%	4,000	11.11%
Other/Operational Assistance					1,000				1,000	0.01%	-	0.00%
Permits & Fees	90,000	5,000	4,000	4,000	70,000			1,000	174,000	1.68%	(8,000)	-4.40%
Co. Collection Fees						66,000			66,000	0.64%	(2,000)	-2.94%
Ser. Chg. System Exp						5,000			5,000	0.05%	(150)	-2.91%
AB 939 Solid Waste Programs						439,155			439,155	4.25%	23,368	5.62%
Total	3,160,475	521,554	599,461	836,309	1,359,767	3,277,014	439,155	135,500	10,329,235	100.00%	356,587	3.56%
	30.60%	5.05%	5.80%	8.10%	13.16%	31.73%	4.25%	1%	100.00%			

SECTION III

***OPERATING BUDGET
By Cost Center and Account Category***

**Novato Sanitary District
2017-19 Final Budget
Operating Budget - Collections**

Collections Cost Center - 60000	Adopted Budget 15/16	Adopted Budget 16/17	Actual Exp 2016-17	Proposed Budget 2017-18	Final Budget 2017-18	Preliminary Budget 2018-19
Accounts						
60010 · Salaries & Wages	634,609	627,355	548,512	678,903	650,120	720,601
60020 · Employee Benefits	269,491	286,293	244,640	308,112	299,148	330,837
60060 · Gas, Oil & Fuel	28,000	28,000	14,464	15,000	15,000	15,000
60085 · Safety	7,000	3,500	3,417	3,500	3,500	3,500
60091 · Software Maint	25,000	75,000	24,357	20,000	20,000	20,000
60100 · Operating Supplies	30,000	30,000	27,242	28,000	28,000	28,000
60150 · Repairs & Maint	85,000	85,000	77,406	80,000	80,000	80,000
60152 · Small Tools	2,000	2,000	1,630	2,000	2,000	2,000
60153 · Outside Services	225,000	175,000	163,348	175,000	175,000	155,000
60192 · Water	12,000	12,000	9,363	12,000	12,000	12,000
60193 · Telephone	2,000	2,000	1,806	4,000	4,000	4,000
60200 · Other(Garbage Coll)	1,000	1,000	273	1,000	1,000	1,000
60201 · Permits & Fees	65,000	65,000	16,563	70,000	70,000	63,000
	1,386,100	1,392,148	1,133,021	1,397,514	1,359,767	1,434,938

**Novato Sanitary District
2017-19 Final Budget
Operating Budget - Treatment Facilities**

Treatment Facilities - Cost Center - 61000	Adopted Budget 15/16	Adopted Budget 16/17	Actual Exp 2016-17	Proposed Budget 2017-18	Final Budget 2017-18	Preliminary Budget 2018-19
Accounts						
61000-1 · Fixed Fee(1)	2,059,201	2,113,278	2,037,124	2,173,976	2,173,976	2,322,675
61000-2 · Insurance & Bonds	12,000	14,000	11,680	14,000	14,000	14,000
61000-3 · Major Repair/Replcmnt	150,000	150,000	39,650	150,000	150,000	150,000
61000-4 · Water/Permits/Phone	90,000	90,000	63,705	90,000	90,000	90,000
61000-5 · Gas & Electricity(2)	707,130	708,913	660,584	732,499	732,499	805,748
	3,018,331	3,076,191	2,812,743	3,160,475	3,160,475	3,382,423

Comments:

- (1) Fixed fee - 5% increase from prior year, and an allowance for contractual incentive payment.
- (2) Assumes 10% increase for purchased utility power based on actual expenditures for 2016/17, and an allowance for contractual incentive payment with 50-50 sharing of savings from power usage below contract baseline, between District and Veolia.

**Novato Sanitary District
2017-2019 Final Budget
Operating Budget - Reclamation**

Reclamation Cost Center - 63000	Adopted Budget 15/16	Adopted Budget 16/17	Actual Exp 2016-17	Proposed Budget 2017-18	Final Budget 2017-18	Preliminary Budget 2018-19
Accounts						
63010 · Salaries & Wages	75,400	91,943	84,848	94,562	71,693	97,827
63020 · Employee Benefits	28,629	36,595	21,018	35,978	24,860	18,827
63060 · Gasoline & Oil	4,000	4,000	2,068	2,000	2,000	2,000
63085 · Safety	500	500	0	500	500	500
63091 · Software Maint	2,000	2,000	1,000	2,000	2,000	2,000
63100 · Operating Supplies	2,000	2,000	1,794	2,000	2,000	2,000
63115 · Sludge Disposal	210,000	190,000	188,818	240,000	240,000	200,000
63150 · Repairs & Maint	50,000	70,000	72,341	65,000	65,000	65,000
63152 · Small Tools	500	500	69	500	500	500
63157 · Ditch/Dike Maint	20,000	20,000	0	10,000	10,000	10,000
63191 · Gas & Electricity	85,000	95,000	110,874	95,000	95,000	95,000
63192 · Water	3,000	3,000	4,864	3,000	3,000	3,000
63201 · Permits & Fees	6,000	6,000	3,753	5,000	5,000	5,000
	487,029	521,538	491,447	555,541	521,554	501,653

**Novato Sanitary District
2017-19 Final Budget
Operating Budget - Laboratory**

Laboratory Cost Center - 64000	Adopted Budget 15/16	Adopted Budget 16/17	Actual Exp 2016-17	Proposed Budget 2017-18	Final Budget 2017-18	Preliminary Budget 2018-19
Accounts						
64010 · Contract Lab Services (1)	357,133	368,136	340,564	363,761	363,761	375,792
64060 · Gasoline & Oil	3,000	2,500	1,464	1,500	1,500	1,500
64085 · Safety	1,000	1,000	0	1,000	1,000	1,000
64091 · Software Maintenance	4,000	4,000	984	1,000	1,000	1,000
64100 · Operating Supplies	20,000	20,000	19,875	20,000	20,000	20,000
64150 · Repairs & Maintenance	10,500	25,000	19,288	19,200	19,200	10,700
64160 · Research & Monitoring	163,000	182,000	118,628	147,500	147,500	150,000
64170 · Pollution Prev/Public Ed	40,000	43,000	28,260	41,500	41,500	41,500
64201 · Permits & Fees	3,000	3,000	3,555	4,000	4,000	4,000
	601,633	648,636	532,618	599,461	599,461	605,492

Comments:

- (1) Includes fees and charges paid for contract laboratory and environmental services provided by Veolia Water and North Marin Water District (NMWD).

**Novato Sanitary District
2017-2019 Final Budget
Operating Budget - Pump Stations**

Pump Stations Cost Center - 65000	Adopted Budget 15/16	Adopted Budget 16/17	Actual Exp 2016-17	Proposed Budget 2017-18	Final Budget 2017-18	Preliminary Budget 2018-19
Accounts						
65010 · Salaries & Wages	337,753	344,528	300,581	372,332	358,335	394,791
65020 · Employee Benefits	141,880	154,611	111,320	162,699	153,974	171,595
65060 · Gasoline & Oil	5,000	6,000	2,904	5,000	5,000	5,000
65085 · Safety	2,000	2,000	1,878	2,000	2,000	2,000
65091 · Software Maintenance	12,000	12,000	5,494	8,000	8,000	8,000
65100 · Operating Supplies	10,000	10,000	6,874	10,000	10,000	10,000
65101 · Operating Chemicals	15,000	15,000	28	2,000	2,000	2,000
65150 · Repairs & Maintenance	110,000	115,000	111,070	115,000	115,000	120,000
65152 · Small Tools	1,000	2,000	1,680	2,000	2,000	2,000
65153 · Outside Services, Elect.	32,000	35,000	20,808	30,000	30,000	30,000
65191 · Gas & Electricity	100,000	110,000	120,102	115,000	115,000	115,000
65192 · Water	7,000	7,000	6,874	7,000	7,000	7,000
65193 · Telephone	24,000	24,000	20,878	24,000	24,000	24,000
65201 · Permits & Fees	17,000	17,000	7,061	4,000	4,000	4,000
	814,633	854,139	717,552	859,031	836,309	895,386

**Novato Sanitary District
2017-2019 Final Budget
Operating Budget - Administration/Engineering**

Administration and Engineering Cost Center - 66000	Adopted Budget 15/16	Adopted Budget 16/17	Actual Exp 2016-17	Proposed Budget 2017-18	Final Budget 2017-18	Prelim Budget 2018-19
Accounts						
66010 · Salaries & Wages	1,102,409	1,152,160	1,015,707	1,226,084	1,235,744	1,292,503
66020 · Employee Benefits	440,568	473,551	450,485	513,033	504,956	558,940
66021 · Retiree Health Benefits(1)	375,260	377,348	174,898	207,274	224,377	253,848
66021-1 · Retiree Health Benefits(2)	0	0	700,000	162,786	162,786	167,521
66022 · Pension Expense (3)	0	0	0	223,152	223,152	290,041
66022-1 · Pension Expense (4)	0	0	200,000	0	0	0
66030 · Director's Fees	43,000	38,000	24,300	36,000	40,000	40,000
66040 · Election Expense	50,000	0	0	0	0	45,000
66060 · Gasoline & Oil	10,000	10,000	5,967	5,000	5,000	5,000
66070 · Insurance	135,000	150,000	126,802	150,000	150,000	150,000
66071 · Insurance Claim Expense	40,000	50,000	20,395	45,000	45,000	45,000
66075 · Agency Dues	55,000	62,000	58,726	54,000	54,000	54,000
66080 · Memberships	9,000	10,000	6,952	10,000	10,000	10,000
66085 · Safety	2,000	2,000	817	2,000	2,000	2,000
66090 · Office Expense	25,000	27,000	24,899	26,000	26,000	28,000
66100 · Engineering Supplies	8,000	10,000	6,919	10,000	10,000	10,000
66121 · Accounting & Auditing	24,000	27,000	27,375	26,000	26,000	27,000
66122 · Attorney Fees	90,000	75,000	19,985	50,000	65,000	70,000
66123 · O/S Contractual	270,000	218,000	168,000	167,000	223,000	235,000
66124 · IT/Misc Electrical	36,000	45,000	44,510	40,000	40,000	42,000
66125 · Safety & Wellness Incen Prog	10,000	10,000	3,450	10,000	10,000	10,000
66130 · Printing & Publications	22,000	22,000	18,439	22,000	22,000	24,000
66150 · Repairs & Maintenance	50,000	50,000	51,344	50,000	50,000	53,000
66170 · Travel, Meetings & Training	55,000	55,000	47,498	55,000	65,000	70,000
66193 · Telephone	10,000	10,000	10,187	12,000	12,000	12,000
66202 · County Fees-Property Taxes	27,000	26,000	30,783	26,000	26,000	27,000
66203 · County Fees-Sewer Ser Chg	42,000	42,000	28,800	40,000	40,000	42,000
66250 · Service Charge Sys Exp	5,000	5,150	0	5,000	5,000	5,000
	2,936,237	2,947,210	3,267,238	3,173,328	3,277,014	3,568,852

Comments:

- (1) Projected contribution to current retirees' health care premiums.
- (2) Represents FY16-17 contributions to set up a PARS* Trust (OPEB sub-account), per Board action of November 14, 2016, and FY17-19 Unfunded Actuarial Liability (UAL) contributions into the PARS Trust(OPEB sub-account).
- (3) Represents FY17-19 projected contributions to PARS Trust (Pension sub-account).
- (4) Represents FY16-17 contribution to set up a PARS Trust (Pension sub-account), per Board action of November 14, 2016.

*PARS = Public Agency Retirement Services.
OPEB = Other Post-Employment Benefits.

Novato Sanitary District
Final Operating Budget 2017-19
PERSONNEL DETAIL

Number	Position	Cost Center	Pay Range	Salaries	
				2017-18	2018-19
1.00	General Manager-Chief Engineer.....	A/E		224,104	233,516
1.00	Technical Services Manager.....	A/E	MC119	154,750	162,539
1.00	Field Services Manager25AE/.25CS/.25PS/.25Rec	MC119	45,497	-
1.00	Senior Engineer*.....	.65AE/.25PS/.10Rec	MC116.5	122,735	130,542
0.46	Administrative Services Specialist	A/E	MC117.5	66,941	69,752
1.00	Administrative/Risk Services and Safety Officer (1)	A/E	MC117.5	132,640	145,119
1.00	Administrative Assistant	A/E	MC103	46,296	67,537
1.00	Administrative Secretary.....	A/E	MC106	82,728	86,203
1.00	Finance Officer.....	A/E	MC115	128,328	133,718
1.00	Associate Engineer*.....	.65AE/.25PS/.10Rec	49.5	72,144	112,761
1.00	Staff Engineer.....	.5AE/.5CS	47	105,576	110,010
1.00	Construction Inspector.....	A/E	44.5	78,289	80,138
1.00	Information System Specialist II.....	.5AE/.5CS	43.5	89,028	92,767
1.00	Electrical/Instrumentation Tech I.....	.34AE/.33PS/.33Rec	40.5	66,986	73,292
1.00	Collection System Superintendent.....	.67CS/.33PS	MC115	124,765	133,718
1.00	Collection System Leadworker.....	.67CS/.33PS	47	98,154	107,391
0.00	Collection System Worker III.....	.67CS/.33PS	43.5	-	-
3.00	Collection System Worker II.....	.67CS/.33PS	40.5	222,240	239,143
4.00	Collection System Worker I.....	.67CS/.33PS	38.5	258,596	282,143
*Alternate Staffing					
1.00	Senior Project Manager.....	.65AE/.25PS/.10Rec	MC115.5	89,478	124,315
1.00	Project Engineer.....	.65AE/.25PS/.10Rec	48.5	85,890	107,397
1.00	Admin Intern	A/E	N/A	7,200	7,200
1.00	Engineering Aide - temp	A/E	N/A	8,640	8,640
0.40	Hourly Electrician	.25AE/.25PS/.50Rec	N/A	33,000	32,000
	Allowance for Overtime.....	C/S		33,000	33,000
	Allowance for Overtime.....	A/E		7,500	7,500
	Allowance for Standby Duty Pay.....	C/S		35,000	36,000
	Adjustment for CMSA Reimbursement(1)	A/E		(17,276)	(18,739)
	Subtotal			2,226,860	2,365,889
	Allowance for Possible COLA - across the board	4.20%		89,031	74,591
		3.30%			
				2,315,891	2,440,480
24.86	Administration and Engineering (A/E)		1,235,744	1,317,257	
	Collection System	67%	650,120	678,625	
	Pump Stations	33%	358,335	378,480	
	Reclamation Facilities		71,693	66,118	
	Total/Check		2,315,891	2,440,480	
(1) A portion of the compensation for this position to be reimbursed by Central Marin Sanitation Agency (CMSA) under the Joint Safety Program between CMSA and the District.					

**Novato Sanitary District
2017-2019 Final Budget
Operating Budget - Solid/Household Hazardous Waste**

Solid/HHW Cost Center - 67000	Adopted Budget 15/16	Adopted Budget 16/17	Actual Exp 2016-17	Proposed Budget 2017-18	Final Budget 2017-18	Preliminary Budget 2018-19
Accounts						
67400 · Management Services	131,464	134,750	81,631	138,118	138,118	142,464
67500 · Household Haz. Waste	211,500	220,000	232,128	242,500	242,500	248,000
67530 · Used Oil Grant	11,269	11,269	2,475	11,269	11,269	11,269
67530-1 Beverage Container Grant	11,268	11,268	2,475	11,268	11,268	11,268
67540 · Education/Public Outreach	22,000	23,500	13,521	21,000	21,000	23,500
67600 · Other	5,000	5,000	0	5,000	5,000	5,000
67610 · City AB 939 Admin Service	10,000	10,000	10,000	10,000	10,000	10,000
	402,501	415,787	342,230	439,155	439,155	451,501

Comments:

Per proposed budget by HHW Coordinator.

**Novato Sanitary District
2017-2019 Final Budget
Operating Budget - Recycled Water**

Recycled Water Cost Center - 68000	Adopted Budget 15/16	Adopted Budget 16/17	Actual Exp 2016-17	Proposed Budget 2017-18	Final Budget 2017-18	Preliminary Budget 2018-19
Accounts						
68010 · O & M Services	50,000	38,000	37,730	50,000	50,000	50,000
68100 · Operating Supplies	2,000	2,000	2,027	2,000	2,000	2,200
68101 · Operating Chemicals	26,000	26,000	19,729	27,300	27,300	30,030
68150 · Repairs & Maintenance	22,000	14,000	13,157	24,200	24,200	25,410
68160 · Research & Monitoring	14,000	12,000	9,405	14,000	14,000	14,000
68191 · Gas & Electricity (1)	2,000	24,000	23,279	17,000	17,000	19,000
68201 · Permits & Fees	1,000	1,000	0	1,000	1,000	1,000
	117,000	117,000	105,327	135,500	135,500	141,640

Comments:

(1) Per District Policy No. 3512, "Annual Budget - Non-Personnel Related Changes to Budget Amounts," a budget amount of \$22,000 has been reallocated from Accounts 68010 (\$12,000), 68150 (\$8,000) and 68160 (\$2,000) to Account 68191 for FY16-17.

SECTION IV

CAPITAL IMPROVEMENT BUDGET

**Novato Sanitary District
2017-19 Final Budget
Capital Improvement Budget - Summary of Revenues**

			Actual	Proposed	Final	Prelim
Capital Fund	Adopted	Adopted	Revenue	Budget	Budget	Budget
Revenue Center - 51000	Budget 15/16	Budget 16/17	2016-17	2017-18	2017-18	2018-19
Accounts						
Capital Improvement Income						
51010 · Sewer Service Charges(1)	7,435,040	7,595,952	7,576,289	7,753,152	7,753,152	7,940,160
51015 · Property Taxes	1,900,000	1,938,000	2,185,251	2,188,693	2,188,693	2,232,466
51015-1· Redevelopment Agency(2)	0	0	107,840	0	0	0
51020 · Connection Charges(3)	518,000	434,400	227,567	447,600	447,600	461,200
51030 · Collector Sewer Charges	2,000	1,000	6,516	1,000	1,000	2,000
51040 · Special Equalization Chrg	4,000	1,000	1,494	1,000	1,000	4,000
51060 · Interest	22,000	25,000	83,007	40,000	40,000	45,000
51070 · Other Revenue(4)	20,000	20,000	227,891	20,000	20,000	20,000
51072 · Grant Revenue - RWF	0	0	51,068	475,000	475,000	0
Total Capital Improvement Income	9,901,040	10,015,352	10,466,923	10,926,445	10,926,445	10,704,826
Comments:						
(1) Sewer Service Charge (SSC) revenue is based on rate increase approved on June 13, 2016 and actual revenue received in prior year. The Sewer Service Charges allocations are as follows:						
- For 2017/18 the charge is \$594 split between operations(\$330) and capital (\$264).						
- For 2018/19 the charge is \$615 split between operations(\$345) and capital (\$270).						
(2) Redevelopment Agency(RDA) related revenues are being shown separately as they have increased over the past few years from the dissolution and distribution of assets of these agencies. Also, projections for future RDA fund distributions are not available at this time.						
(3) Connection Charges projected at 40 new connections each year.						
- Per Ordinance 120, the connection charge beginning July 1, 2017 is \$11,190 per EDU, and increases by 3% on July 1, 2018 to \$11,530 per EDU.						
(4) Includes one-time amount of \$225,000 in FY16-17 from settlement of the Bayside matter.						

**Novato Sanitary District
2017-2019 Final Budget
Capital Improvement Budget - CIP Expenditures**

	Adopted	Adopted	Actual	Proposed	Final	Preliminary
Capital Improvements	Budget	Budget	Exp	Budget	Budget	Budget
Cost Centers - 72000 & 73000	15/16	16/17	2016-17	2017-18	2017-18	2018-19
Accounts						
72110 · Drainage PS 3&7 Outfall Rehab	5,000	0	0	0	0	0
72403 · Pump Station Rehabilitation	50,000	50,000	4,995	150,000	150,000	250,000
72508 · North Bay Water Reuse Authority (NBWRA)	403,000	440,000	70,536	100,000	100,000	100,000
72706 · Collection System Improvements	1,050,000	1,200,000	952,044	1,700,000	1,700,000	1,700,000
72706-1 · Lateral Replacement Program	50,000	60,000	48,500	80,000	80,000	100,000
72707 · Hamilton Wetlands/Outfall Integration	22,500	10,000	193	10,000	10,000	10,000
72708 · Cogeneration	20,000	45,000	21,098	350,000	350,000	700,000
72802 · Annual Sewer Adj. for City Proj	10,000	10,000	6,621	40,000	40,000	20,000
72803 · Annual Collection Sys Repairs	200,000	200,000	178,220	200,000	200,000	225,000
72804 · Annual Reclamation Fac Improvements	100,000	100,000	93,567	175,000	175,000	100,000
72805 · Annual Treatment Plant Improvements	300,000	100,000	52,186	300,000	300,000	100,000
72806 · Annual Pump Station Improvements	0	100,000	73,191	100,000	100,000	140,000
72807 · Annual Ignacio Facility Improvements	0	0	0	50,000	50,000	50,000
72808 · Strategic Plan Update	10,000	20,000	0	20,000	20,000	20,000
72809 · Novato Creek Watershed	15,000	10,000	390	5,000	5,000	5,000
73001 · WWTP Upgrade - Contract C(Solids handling)	10,000	0	0	0	0	0
73003 · Admin Building Upgrade/Maint. Building	740,000	350,000	28,301	350,000	350,000	50,000
73004 · Odor Control and NTP Landscaping	50,000	75,000	46,803	50,000	50,000	50,000
73005 · RWF Expansion (1)	150,000	1,300,000	158,911	1,460,000	1,460,000	50,000
73006 · NTP Corrosion Control	150,000	180,000	158,222	150,000	150,000	150,000
73090 · Vehicle Replacement	25,000	425,000	26,256	390,000	390,000	25,000
Subtotal before Debt Service	3,360,500	4,675,000	1,920,034	5,680,000	5,680,000	3,845,000
78500 · Interest - SRF Loan	1,698,525	1,610,195	1,610,195	1,519,744	1,519,744	1,427,123
78500 · Principal - SRF Loan	3,680,431	3,768,762	3,768,762	3,859,212	3,859,212	3,951,833
78500 · Interest - COP Bond	811,148	775,748	775,748	739,548	739,548	702,548
78500 · Principal - COP Bond	885,000	905,000	905,000	925,000	925,000	945,000
Subtotal for Debt Service	7,075,104	7,059,705	7,059,705	7,043,504	7,043,504	7,026,504
Totals	10,435,604	11,734,705	8,979,739	12,723,504	12,723,504	10,871,504

Comments:

(1) FY17-18 expenditures include provisions for USBR Title XVI grant funds through the NBWRA Phase I program, and potential reimbursement from the joint NMWD/NSD Recycled Water Capital Replacement and Expansion Fund.

SECTION V

***WASTEWATER CAPITAL RESERVE FUND &
CERTIFICATE OF PARTICIPATION (COP)
RESERVE FUND***

**Novato Sanitary District
2017-19 Final Budget
Wastewater Capital Reserve Fund**

		2017-19 Budget	
		Prelim	Final
<u>Wastewater Capital Reserve Fund</u>			
FUND BALANCE 6/30/16		3,275,000	3,275,000
	Required Deposits	0	0
FUND BALANCE 6/30/17		3,275,000	3,275,000
	Required Deposits/Transfers In	27,336	27,336
ANTICIPATED FUND BALANCE 6/30/18		3,302,336	3,302,336
	Required Deposits/Transfers In	297,317	297,317
ANTICIPATED FUND BALANCE 6/30/19		3,599,653	3,599,653
Note:	<p>The District borrowed \$81,307,947 between 2008 and 2011 from the State Revolving Fund (SRF) program, under a loan agreement with the State Water Resources Control Board (SWRCB). The loan agreement requires the District to deposit sufficient funds to build up the Wastewater Capital Reserve Fund (WCRF) at a minimum rate of 0.5% of the SRF loan amount each year for a period of ten years, beginning in FY08-09. The District's unused bonding capacity of \$3,275,000 from the 1970 and 1986 General Obligation (GO) bonds may be used to offset, dollar for dollar, the required cash deposits to the WCRF. The maximum required WCRF balance is \$3,599,654 of which \$3,275,000 is satisfied by the unused GO bonding capacity. District Policy No. 3500 (adopted August 8, 2013), paragraph 3500.33, sets the reserve amounts in accordance with the terms of the loan, and requires the remainder to be funded as follows: \$27,336 in FY17-18, and \$297,317 in FY18-19. These amounts are being funded from unreserved amounts in the capital improvement fund, and the total of these required deposits (i.e. \$324,653) is included in the Summary of Fund Balances table (Page 1).</p>		

**Novato Sanitary District
2017-19 Final Budget
COP Reserve Fund**

		2017-19 Budget			
		Preliminary	Final		
<u>Certificates of Participation Reserve Fund</u>					
FUND BALANCE 6/30/16		1,693,858	1,693,858		
	Interest Income	176	176		
FUND BALANCE 6/30/17		1,694,034	1,694,034		
	Interest Income	185	185		
ANTICIPATED FUND BALANCE 6/30/18		1,694,219	1,694,219		
	Interest Income	185	185		
ANTICIPATED FUND BALANCE 6/30/19		1,694,404	1,694,404		
Summary of COP Activity:					
		15/16	16/17	17/18	18/19
	Beginning Balance each year	1,693,343	1,693,858	1,694,034	1,694,219
	Cop Proceeds	-	-	-	-
	Less Withdrawals	-	-	-	-
	Interest earned and Reinvested	515	176	185	185
	Cash Balance for COP Expenditures	1,693,858	1,694,034	1,694,219	1,694,404
Note 1: The Trust Agreement established a reserve fund in October 2011.					
The reserve fund is funded based on the upcoming annual debt service payment which is currently at \$1.6 million, and is held by the Trustee. This amount will be used to make the final payment on the COPs, and the Reserve Fund will be closed out at that time.					

SECTION VI

RATE STABILIZATION FUND

**Novato Sanitary District
2017-19 Final Budget
Rate Stabilization Fund**

			2017-19 Budget	
			Prelim	Final
<u>RATE STABILIZATION FUND</u>				
FUND BALANCE 6/30/16			1,500,000	1,500,000
Required Deposits/Transfers from Operating			139,091	139,091
FUND BALANCE 6/30/17.....			1,639,091	1,639,091
Required Deposits/Transfers from Operating			49,173	49,173
FUND BALANCE 6/30/18			1,688,263	1,688,263
Required Deposits/Transfers from Operating			50,648	50,648
FUND BALANCE 6/30/19			1,738,911	1,738,911
Note: This fund is maintained at a minimum balance of \$1,500,000 adjusted annually for inflation from unreserved amounts in the operating fund. Beginning FY17-18, this Fund is also included in the Summary of Fund Balances table (Page 1) to relate the cash based methodology of the budget document with the accrual methodology of the Comprehensive Annual Financial Report (CAFR).				

SECTION VII

DEBT SERVICE FUND SUMMARY

**Novato Sanitary District
2017-19 Final Budget
State Revolving Fund Loan
and
COP Bond Fund**

		2017-18 Budget		
		Preliminary	Final	
<u>State Revolving Fund Loan</u>				
DEBT BALANCE 6/30/16		67,091,044	67,091,044	
Principal Payment 2016-17		(3,768,762)	(3,768,762)	
Interest payments 2016-17		(1,610,195)	(1,610,195)	
Transfer from Capital Improvement Fund 2016-17		1,610,195	1,610,195	
DEBT BALANCE 6/30/17		63,322,282	63,322,282	
Principal Payment 2017-18		(3,859,212)	(3,859,212)	
Interest payments 2017-18		(1,519,744)	(1,519,744)	
Transfer from Capital Improvement Fund 2017-18		1,519,744	1,519,744	
ANTICIPATED DEBT BALANCE 6/30/18		59,463,070	59,463,070	
<u>COP Bond Financing Issued October 2011</u>				
DEBT BALANCE 6/30/16		18,380,000	18,380,000	
Principal Payment 2016-17		(905,000)	(905,000)	
Interest payments 2016-17		(775,748)	(775,748)	
Transfer from Capital Improvement Fund 2016-17		775,748	775,748	
DEBT BALANCE 6/30/17		17,475,000	17,475,000	
Principal Payment 2017-18		(925,000)	(925,000)	
Interest payments 2017-18		(739,548)	(739,548)	
Transfer from Capital Improvement Fund 2017-18		739,548	739,548	
ANTICIPATED DEBT OWED 6/30/18		16,550,000	16,550,000	
		Actual	Final	Preliminary
		Rev/Exp	Budget	Budget
Debt Coverage Ratio(1)		Budget 16/17	2017-18	2018-19
Net Operating Revenue		136,044	865,036	324,798
Capital Revenue		10,015,352	10,466,923	10,926,445
Annual Debt Service		7,059,705	7,059,705	7,043,504
Debt Coverage Ratio		1.44	1.61	1.60
Net revenues covenant requires a 1.20 coverage ratio				
(1) Net Operating Revenue + Capital Revenue/ Annual Debt Service = Debt Coverage Ratio				

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Appropriations Limit for FY2017-18.	MEETING DATE: August 14, 2017 AGENDA ITEM NO.: 7.b.
RECOMMENDED ACTION: Adopt Resolution No. 3109 Establishing the District's Appropriations Limit for FY2017-18.	
SUMMARY AND DISCUSSION: <p>Under the Gann Spending-Limitation Initiative (Article XIII B of the State Constitution) adopted as Proposition 4 in June 1979 (and subsequently modified by Proposition 111 in June 1990), the District is required to annually adopt a resolution setting an appropriations limit for the upcoming year. For 2017-18, staff projects that the District's appropriations subject to limitation will be \$6,310,643.</p> <p>The Gann Spending-Limitation Initiative provides for the limitation of state and local government appropriations and is actually a limitation on tax revenues rather than a direct limitation on appropriations.</p> <p>Appropriations subject to limitation may not exceed appropriations made in 1978-79 except as adjusted for increases in the cost of living, population and service responsibility transfers.</p> <p>Appropriations financed through service fees (to the degree that they do not exceed the cost of performing the service), grant programs, and other specified "non-tax" sources are not subject to the appropriations limit.</p> <p>Originally, the Gann Initiative was self-executing, requiring no formal review; however, Proposition 111 requires that the annual calculation be reviewed as part of the annual financial audit.</p> <p>The annual adjustment factors for changes in population and cost of living for the appropriations limit calculation must be selected by a recorded vote of the Board.</p>	
ATTACHMENTS: 1. Memorandum - 2017-18 Appropriations Limit 2. Draft Resolution No. 3109.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
DEPT. MGR.: lc, ssk	GENERAL MANAGER: SSK

MEMORANDUM

TO: Board of Directors

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

BOARD

MEETING DATE: August 14, 2017

SUBJECT: 2017-18 Appropriations Limit

It is necessary to determine the District's appropriations limit for 2017-18 based on growth factors provided by the State Department of Finance.

Price Factor

Proposition 111, adopted in 1990, specifies that each entity of local government select its cost of living factor by a vote of its governing body. The District may select either (a) the percentage change in the California per capita personal income (CPCPI), or (b) the percentage change in the local assessment roll due to the addition of non-residential new construction.

The CPCPI percentage change over the prior year is 3.69% according to the State Department of Finance. Information obtained from the County Auditor-Controller's office shows the change in assessment due to new non-residential construction amounts to 7.30%. We have used the percentage change in the California per capita personal income for setting our 2017-18 appropriations limit.

Change in Population

Senate Bill 88, implementing Proposition 111, provides that a special district shall select its change in population annually by a recorded vote of the governing body. The Board may choose to use the change in population within its jurisdiction or within the county in which it is located. If a special district is wholly within a county, the county population shall be used unless the district requests a special census from the Department of Finance.

2017-18 Appropriations Limit

It is recommended that the 2017-18 appropriations limit be set at \$6,310,643 using the change in California per capita personal income percentage change and the annual percentage change in population for Marin County.

Attached are worksheets showing the adjustment factors to obtain the 2017-18 limit, and a historical Comparison of Limit to Tax Revenue.

Attachments

**Novato Sanitary District
 APPROPRIATIONS LIMIT**

2017-18

APPROPRIATION LIMIT ADJUSTMENT FACTORS

Under law (Proposition 111), the District's appropriations limit may increase annually by a factor comprised of the change in population combined with either the change in California per capita personal income or the change in the local assessment roll due to local non-residential construction:

May use Per Capita Change: 3.69%
 Per Capita converted to a ratio: 1.0369 Use for 2017-18 Calculation
 or

Change due to non-residential construction (1): 7.30%
 Change due to non-residential construction ratio: 1.0730

Population Change for Marin County: 0.18

Per Capita converted to a ratio: 1.0369
 Population converted to a ratio: 1.0018

Calculation of Factor for FY 2017-18:

Price factor (1.0369) x Population factor (1.0018)= 1.0388

The change factor is applied to last year's appropriation limit to obtain this year's limit:

Appropriation Limit prior FY	2016-17	6,075,132
Change Factor for this FY	2016-17	<u>1.0388</u>

APPROPRIATION LIMIT FOR	2017-18	<u>\$ 6,310,643</u>
--------------------------------	----------------	----------------------------

(1) The following information was provided by the County Auditor-Controller's Office:

Change in AV due to Construction Growth from 3-01-16 to 3-1-17	<u>43,212,503</u>	:	7.30%
Increase in total AV (+exemptions) from 2015-16 to 2016-17	592,065,817		

APPROPRIATIONS LIMIT WORKSHEET

Comparison of Limit to Tax Revenue

Year Ended June 30	APPROPRIATIONS SUBJECT TO LIMITATION				Amount Under Limit
	Approp Limit	Increase over PY	Tax Revenue	Increase or Decrease over PY	
2004	4,355,831	4.06%	1,392,792	3.58%	2,963,039
2005	4,611,180	5.86%	1,279,567	-8.13%	3,331,613
2006	4,872,715	5.67%	1,763,422	37.81%	3,109,293
2007	5,103,161	4.73%	1,796,003	1.85%	3,307,158
2008	5,380,409	5.43%	1,995,120	11.09%	3,385,289
2009 (1)	5,663,413	5.26%	2,527,507	26.68%	3,135,906
2010	5,744,684	1.44%	1,874,691	-25.83%	3,869,993
2011	5,792,485	0.83%	1,774,216	-5.36%	4,018,269
2012	5,841,350	0.84%	1,795,489	1.20%	4,045,861
2013	5,899,391	0.99%	1,795,781	0.02%	4,103,610
2014	5,925,116	0.44%	1,941,241	8.10%	3,983,875
2015	5,936,316	0.19%	1,999,816	3.02%	3,936,500
2016	5,995,198	0.99%	2,055,935	2.81%	3,939,263
2017	6,075,132	1.33%	2,171,007	5.60%	3,904,125
2018 (2)	6,310,643	3.88%	2,188,693	0.81%	4,121,950
15-Year Average		2.80%		4.22%	

(1) Property Taxes of approximately \$600k were miscoded at year end to sewer service charges, thus the significant jump in property taxes on this spreadsheet.

(2) As Provided in Proposition 111, the change in the California per capita personal income factor was used to calculate appropriations limit.

**RESOLUTION NO. 3109
A RESOLUTION OF THE NOVATO SANITARY DISTRICT
CORRECTING AND AMENDING PRIOR CALCULATIONS
AND MAKING DETERMINATION AND ESTABLISHING
THE 2017-18 APPROPRIATION LIMIT**

RESOLVED, by the Board of Directors of the Novato Sanitary District, Marin County, California, that in order to conform to modifications in the appropriation limit calculation as provided by Proposition 111 amending Article XIII B of the Constitution of the State of California and regulations adopted thereunder and by Senate Bill No. 88, Chapter 60 of Statutes of 1990 and especially the amendment of Section 7901 relating to the calculations of appropriation limits and the addition of Section 7914 defining "qualified capital outlay project" of the Government Code of the State of California, and in order to correct and adjust earlier calculations to comply with constitutional changes and with regulations adopted thereunder, the previously calculated limits for the District shall be amended in accordance with the appropriation limit calculations which have been on file and available in the office of the Secretary of the Novato Sanitary District. The District has calculated the maximum limit applicable to the appropriation of tax proceeds for the fiscal year 2017-18 to be the sum of SIX MILLION THREE HUNDRED TEN THOUSAND SIX HUNDRED FORTY-THREE AND NO/100 (\$6,310,643). The basis of said calculations are available and on file in the office of the Secretary and the Board of Directors does hereby determine that for said fiscal year the calculations are based on the percentage change in the California per capita personal income and the population change of the County of Marin within which the District is situated, and that this resolution shall be posted by the Secretary at the official places of posting and shall be effective immediately.

* * * * *

I hereby certify that the foregoing resolution was passed and adopted by the Board of Directors of the Novato Sanitary District, Marin County, California, at a meeting thereof held on the 14th day of August, 2017, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members: None

ABSENT, Members: None

President
Board of Directors

APPROVED:

Secretary

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Report, July 2017.

MEETING DATE: August 14, 2017

AGENDA ITEM NO.: 8.a.

RECOMMENDED ACTION: Receive Wastewater Operations Reports for July 2017:

- Collection Systems
- Treatment Facilities Operations
- Reclamation Facilities

SUMMARY AND DISCUSSION:

The July 2017 Wastewater Operations Report incorporating operations reports for collections systems, wastewater treatment operations, 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 July 2017.

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), SRK, DD, EB

GENERAL MANAGER: SSK

Novato Sanitary District Wastewater Operations - Collection System Operations Report July 2017

1.0 General:

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

- 1.3 FTE field workers for sewer maintenance (main line cleaning)
- 1.1 FTE field workers for pump stations' maintenance
- 0.3 FTE field workers for closed circuit television (CCTV) work
- 1.8 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to main line cleaning, CCTV work, pump station maintenance, or special activities (e.g. smoke testing of mainlines), and
- An equivalent of 2.5 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 265 work orders for the month. Collections staff completed 265 work orders, leaving zero work orders outstanding. The 265 maintenance work orders completed resulted in 50,788 feet of sewer pipelines cleaned by staff.



Clearing Stoppage at Marin Country Club

Root Treatment:

In June, the Collections Department initiated the annual root treatment program of selected sewer mains and manholes to inhibit root growth to prevent sewer overflows. With the assistance of District staff, this work was completed in July by an outside vendor who foam treated 80 line segments (work orders) totaling 16,488 feet.

CCTV Performance:

The District's CCTV van was in the field for four working days and televised 35 line segments, totaling 6,808 feet of sewer main inspected. Staff also conducted 15 sewer main inspections, totaling 2,320 feet, using the push camera.

CCTV Findings:

- Infrastructure related: CCTV work did not identify any areas that require immediate spot repairs.
- 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
July 2017**

3.0 Pump Station Maintenance:

Collections staff conducted 230 lift station inspections this month, of which 106 inspections were generated through the District’s JobsCal Plus CMMS system. There are zero (0) outstanding work orders for the month. A Collection Systems (Pump Stations) Work Order Statistics summary is attached.

4.0 Air Relief/Vacuum Valves (ARVs):

Staff completed maintenance inspections on eleven (11) air relief/vacuum valves.

5.0 Safety and Training:

General: Collections Department staff attended four (4) safety tailgate meetings this month.

Specialized training: Collections Department staff attended Traffic Control and Flagger Training conducted by Tim Thrift of TNT Safety Enterprises.

One Collections Department staff member attended CIWQS Training for data submitters reporting SSOs in the California Integrated Water Quality System.

Safety performance: There were no lost time accidents this month, for a total of 2,332 accident free days since the last lost time accident.



Water Quality Sampling

6.0 Miscellaneous Projects:

In July, Collections Department staff began performing all USA locating and marking of District sewer lines in the vicinity of planned excavations. This task was previously performed by the District’s Construction Inspector.

Collections Department staff have begun the annual Creek Crossing and Siphon Inspections previously performed by the Construction Inspector.

7.0 Sanitary Sewer Overflows (SSOs):

There were two (2) sanitary sewer overflows in July, as discussed below.

No.	Date	Location	Amount, gal	Cause/Probable Cause
1.	7/7/2017	676 Plum Street	776	Grease accumulation

On Friday, July 7, 2017, at 2:20PM, Administrative Secretary (Julie Hoover) received a call from the homeowner at 676 Plum Street reporting that a plumber she had contacted to clear her lateral told her that the sewer main in the street appeared to be plugged because a manhole in the street was surcharged. Julie contacted Collections Lead Worker Javier Vega and informed him of the surcharged manhole. Javier contacted Collection System Workers (CSW) PJ Siragusa & Liam O'Sullivan who responded to the site immediately.

PJ & Liam arrived on site at 2:24PM and began work to clear the stoppage. PJ verified the surcharged manhole condition. He then surveyed the area and found sewage in the planter and on the walkway on the east side of the house at 676 Plum Street. PJ noted that the cleanout in the planter was not overflowing at the time indicating that the stoppage may be a partial stoppage. Meanwhile, Liam worked to clear the stoppage and broke the stoppage at 2:35 PM.

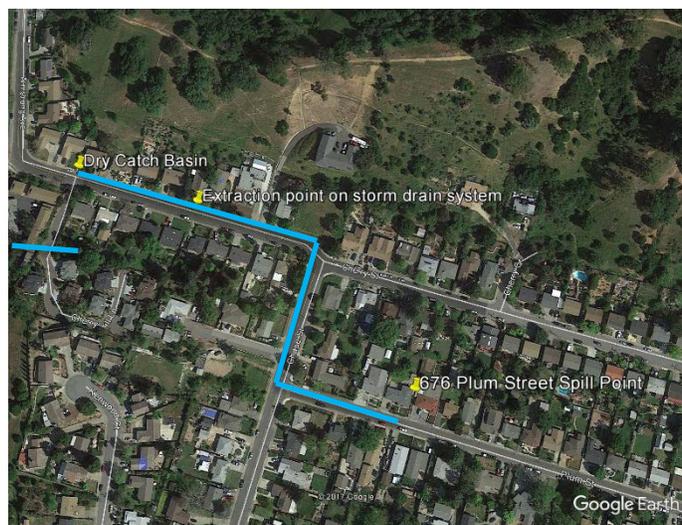


Site Map

Field Services manager Steve Krautheim arrived on site at approximately 2:38 PM and inspected the area around the overflow, and noticed that the overflow was entering a 4" yard drain. After interviewing the property owner, it was found that the yard drain discharged into the storm drain in Plum Street.

The crew followed the route of the storm drain down Plum Street to Chase Street, then north to Cherry Street, and then west towards Armstrong Avenue. Staff found a dry catch basin full of dry gravel in front of 724 Cherry Street. The crew returned to the next catch basin upstream at 712 Cherry Street and began to vacuum up water from the catch basin while flushing the storm drain downstream to draw any water in the storm drain back to the catch basin and remove it.

Meanwhile, CSW Aaron Hendricks retrieved the second hydroflusher from the treatment plant and returned to 676 Plum Street to commence cleanup operations with Javier. The crew cleaned up the yard and then flushed the yard drain and storm drain system with approximately 750 gallons of dye tainted chlorinated water. The crew followed up with the hydroflusher, flushing the accumulated water in the storm drain down to the catch basin at 712 Cherry Street where it was retrieved by the other truck.



Storm Drain Route

Follow up CCTV inspection revealed grease accumulation in the sewer main. This line segment was last cleaned using a hydro-flusher truck on April 17, 2015 and is on a 36-month frequency. As follow-up, the cleaning schedule for this segment is being increased, to a 12-month frequency. Staff also distributed grease and wipes informational flyer packets to residents upstream of the overflow.

This event was reported into the CIWQS database on July 31, 2017 as a Category III event with an estimated spill volume of 776 gallons, SSO Event ID # 837648 and was certified in CIWQS on August 2, 2017, Certification ID # 188184.

No.	Date	Location	Amount, gal	Cause/Probable Cause
2.	7/26/2017	Marin Country Club, Hole 11	4,050	Vandalism. Sand trap rake found in manhole.

On Wednesday, July 26, 2017, at 8:40am, Finance Officer Laura Creamer received a call from Kevin Pryseski of the Marin Country Club reporting that a manhole was overflowing and going into a pond at the golf course. Laura contacted Field Services Manager Steve Krautheim and informed him of the report. Steve called Aaron Hendricks, CSW II who responded with Liam O'Sullivan CSW I to the reported location. Steve also contacted Dasse de longh, Collection Systems Superintendent and all responded to the site immediately.

Aaron & Liam arrived on site at 9:06am and were met by an employee of the golf course. Aaron went with the employee to locate the manhole while Liam set up the hydro-flusher. Dasse arrived on site and the crew began work to clear the stoppage. Steve arrived and assisted Dasse with taking photos to document the event. The manhole discharge was flowing overland approximately 15 ft. into Arroyo San Jose Creek that is dammed to create a pond for the golf course.



Location Map

The stoppage was broken at 9:13am. Marin County Environmental Health Services and Cal-OES were both contacted to report the spill. The cause of the overflow was determined to be vandalism, as a sand trap rake from the golf course was found inside the manhole. The sand rake had blocked the flow channel in the manhole, thereby allowing rags and debris to accumulate behind it and obstruct the flow into the exit pipe.

The crew cleaned the manhole and removed five large yard waste bags of contaminated soil and debris. Fourteen WARNING signs were posted around the pond.

Water quality sampling was conducted through Tuesday, August 1 as required by Marin County Environmental Health Services.

Follow up CCTV work was performed to confirm that there were no other contributing factors to the overflow. None were found.

This event was reported into the CIWQS database on July 27, 2017 as a Category 1 event with an estimated spill volume of 4,050 gallons, SSO Event ID # 837552 and was certified in CIWQS on August 2, 2017, Certification ID # 178244.



Sand Trap Rake

Novato Sanitary District
Collection System Monthly Report For July 2017 (as of July 31, 2017)

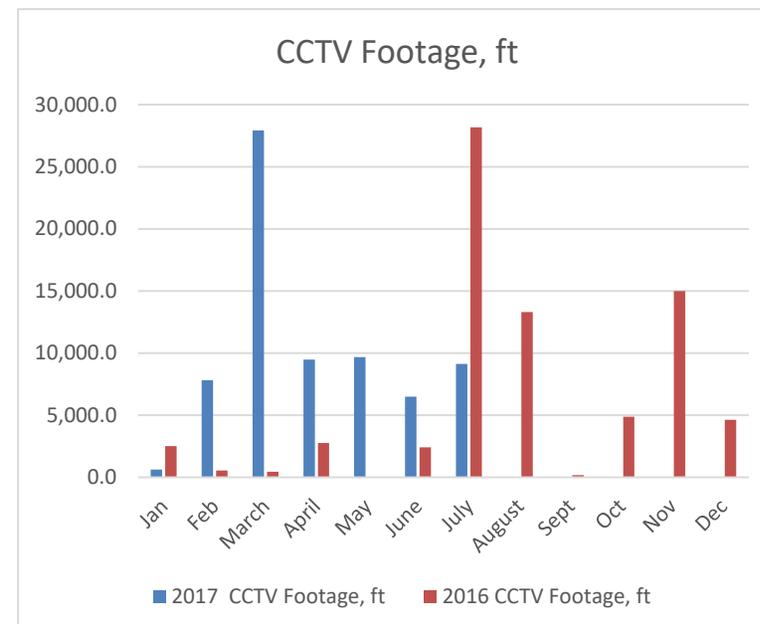
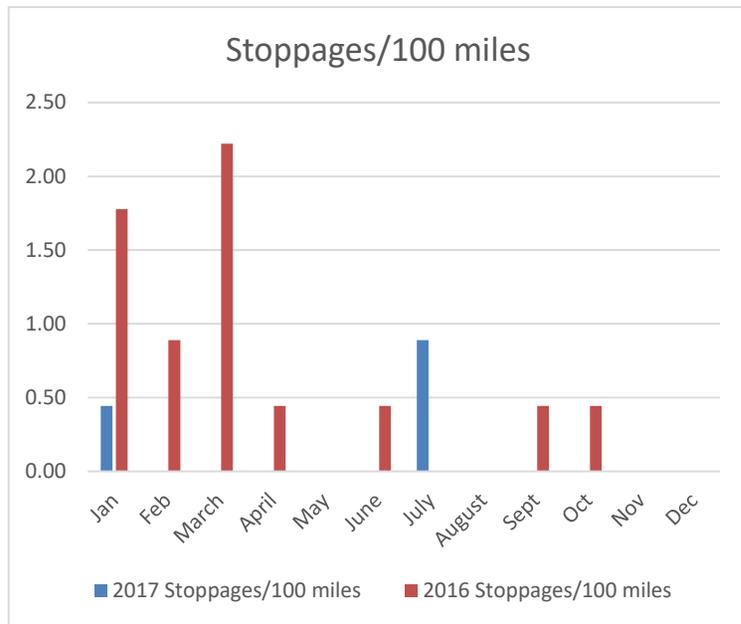
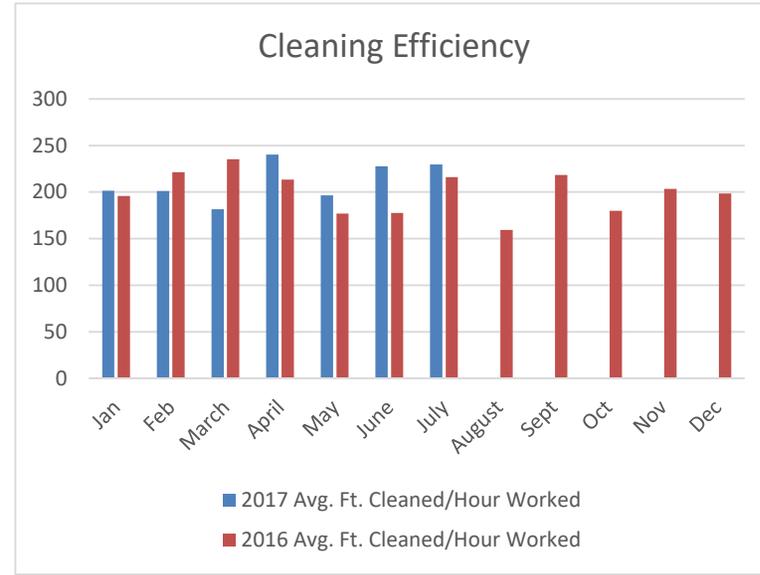
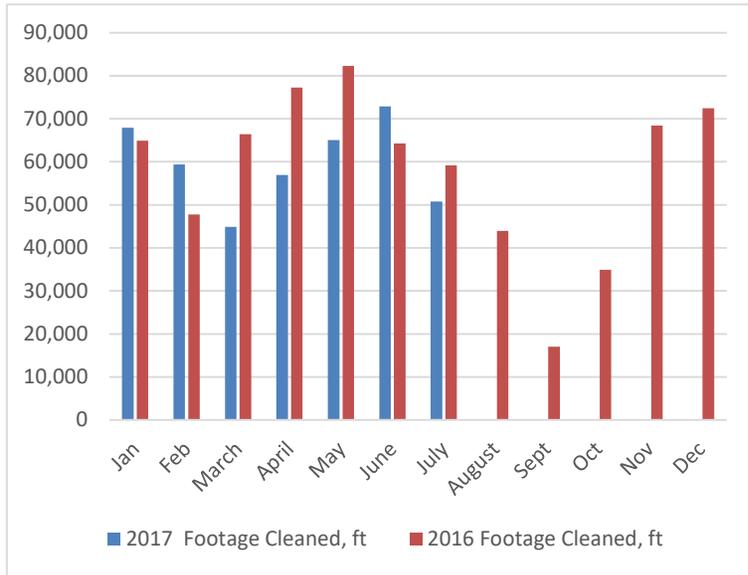
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
A. Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	1.9	1.8	1.4	1.5	1.8	1.9	1.3	0.0	0.0	0.0	0.0	0.0	NA	1.0
Number of FTEs (other)	2.0	1.7	2.0	1.5	2.2	1.9	1.8	0.0	0.0	0.0	0.0	0.0	NA	1.1
Number of FTEs (CCTV)	0.0	0.4	1.0	0.5	0.3	0.2	0.3	0.0	0.0	0.0	0.0	0.0	NA	0.2
Total, FTEs	3.9	3.9	4.3	3.5	4.3	4.0	3.4	0.0	0.0	0.0	0.0	0.0	NA	2.3
Regular Time Worked, (main line cleaning), hrs	337	295	247	237	331	320	221							
Regular Time Worked on Other, hrs (1)	360	270	362	247	415	331	301							
Regular Time Worked on CCTV (2)	2	57	182	75	58	41	46							
Total Regular time, worked, hrs	699	622	791	559	804	692	568	0	0	0	0	0	4,735	395
Total Vacation/Sick Leave/Holiday, hrs	359	295	254	391	300	310	442						2,351	336
Vacation/Sick Leave/Holiday, FTEs	2.0	1.8	1.4	2.4	1.6	1.8	2.4	0.0	0.0	0.0	0.0	0.0	13.5	1.1
Overtime Worked on Coll. Sys., hrs	0	0	0	0	0	0	0						0	0
Overtime Worked on Other, hrs (1)	74	11	4	4	20	20	30						163	23
Overtime Worked on CCTV (2)	0	5	0	0	0	0	0						5	1
Total Overtime, hrs	74	16	4	4	20	20	30	NA	NA	NA	NA	NA	168	24
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	39	28	6	15	66	34	22						210	30
Rodder 3208 ft. cleaned	8,884	5,385	1,145	3,310	11,176	6,466	4,356						40,722	5,817
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0						0	0
Flusher Work Orders generated	277	278	214	266	280	346	243						1,904	272
Truck 3205V ft. cleaned	8,395	12,037	512	776	4,349	7,096	1,304						34,469	4,924
Truck 3206V ft. cleaned	50,644	41,951	43,188	52,869	49,549	59,020	45,128						342,349	48,907
Flusher - outside services, ft. cleaned	0	0	0	0	0	284	0						284	
Total Footage cleaned(3)	67,923	59,373	44,845	56,955	65,074	72,866	50,788	NA	NA	NA	NA	NA	417,824	59,689
Work Orders completed	316	306	220	281	346	380	265						2,114	302
Work Orders backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Closed Circuit Television (CCTV)														
Camera Work Orders generated	0	0	0	0	0	0	0						0	
CCTV Truck 3126T, ft. videoed	0	7,055	27,927	8,727	9,682	5,414	6,808						65,613	9,373
CCTV (hand cam), ft. videoed	612	757	0	749	0	822	2,320						5,260	
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	250	0						250	
Total CCTV footage(3)	612	7,812	27,927	9,476	9,682	6,486	9,128	NA	NA	NA	NA	NA	71,123	
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category III)	1	0	0	0	0	0	2						3	NA
Major (Category II)	1	0	0	0	0	0	1						2	NA
Major (Category I)	0	0	0	0	0	0	0						0	NA
Major (Category I)	0	0	0	0	0	0	1						1	NA
Overflow Gallons	90	0	0	0	0	0	4,826						4,916	NA
Volume Recovered	0	0	0	0	0	0	600						600	NA
Percent Recovered	0%	NA	NA	NA	NA	NA	12%	NA	NA	NA	NA	NA	12%	NA
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	9	9	6	3	2	3	6						32	5
Normal hours S.C. response time, mins (avg.)	10	12	18	15	23	10	25						113	16
Service Callouts, after hours, #	0	1	0	0	0	0	1						2	0
After Hours S.C. response time, mins (avg.)	NA	30	NA	NA	NA	NA	30						60	30
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	202	201	182	240	197	228	230	NA	NA	NA	NA	NA	NA	211
Total Stoppages/100 Miles	0.4	0.0	0.0	0.0	0.0	0.0	0.9	0.0	0.0	0.0	0.0	0.0	1.3	NA
Average spill response time (mins)	0	NA	NA	NA	NA	NA	15						NA	8
Callouts/100 Miles	0.0	0.4	0.0	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.9	0.1
Overtime hours/100 Miles	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
Overflow Gallons/100 Miles	39	0	0	0	0	0	2098	0	0	0	0	-	2,137	178

(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: 2017 & 2016 Graphs



Novato Sanitary District
Pump Station Monthly Report For July 2017 (as of July 31, 2017)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	218	239	276	205	246	239	212	0	0	0	0	0	1,635	
Number of Employees (FTEs)	1.2	1.3	1.3	1.1	1.1	1.2	1.0	0.0	0.0	0.0	0.0	0.0		0.7
Regular Time Worked on Pump Sta	190	203	235	172	206	205	174						1,385	
Overtime Worked on Pump Sta	28	36	41	33	40	34	38						250	
After Hours Callouts	3	3	6	4	5	2	4						27	
Average Callout response time (mins)	23	28	30	13	24	17	26						161	23
Work Orders														
Number generated in month	99	95	87	91	117	98	106						693	99
Number closed in month	99	95	87	91	115	98	106						691	99
Backlog	0	0	0	0	2	0	0	0	0	0	0	0	2	0

**PUMP STATIONS
WORK ORDER STATISTICS
July 1, 2017-July 31, 2017**

	Open Work Orders Due Prior to 7/1/2017	Open Work Orders 7/1/2017-7/31/2017	Total Open Work Orders
Preventive	0	106	106
Corrective	0	0	0
Total	0	106	106

	Closed Work Orders 7/1/2017 - 7/31/2017
Preventive	106
Corrective	0
Total	106

Total Outstanding Work Orders as of 7/31/2017	0
--	----------



August 8, 2017

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

Subject: Veolia Water Operations Report – July 2017

Dear Mr. Karkal:

I am pleased to provide the Monthly Operations report for July 2017.

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

Best regards,

A handwritten signature in blue ink, appearing to read "John Bailey". The signature is stylized and cursive.

John Bailey
Project Manager, Veolia



MONTHLY OPERATIONS REPORT
July 2017

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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- B: SAFETY AND TRAINING
- C: OPERATIONS AND MAINTENANCE STATUS / REVIEW
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- E: ADMINISTRATION
- F: ODORS & LANDSCAPING
- G: MISCELLANEOUS

ATTACHMENTS

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

A: TREATMENT PLANT PERFORMANCE SUMMARY: July 2017:

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	3.65	4.16	N/A	N/A
Influent				
BOD ₅ , lb/day (month ave/max)	10,182	14,017	N/A	N/A
TSS, lb/day (monthly ave/max)	9,242	11,929	N/A	N/A
Effluent				
BOD ₅ , mg/L (monthly ave/max weekly ave)	<5	5	40	N/A
TSS, mg/L (monthly ave/max weekly ave)	<4	6	N/A	N/A
BOD ₅ - % Removal, Average	98	N/A	N/A	N/A
TSS - % Removal, Average	98	N/A	N/A	N/A
Ammonia, mg/L – (monthly ave/daily max)	0.45	0.45	N/A	N/A
pH, su (min / max)	6.8	7.1	6.0	9.0
Enterococcus, MPN/100 ml (30 day geo mean)	N/A	N/A	N/A	N/A
Total Coliform, MPN/100 ml (5 sample median)	33	N/A	240	N/A
Total Coliform, MPN/100 ml (maximum)	N/A	1,600	N/A	N/A
Total Permit Exceedances (NPDES)	0			

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	19.712	N/A
Average Turbidity	NTU	0.9	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	0	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	7.2	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	<2	240
Maximum Total Coliform 2 Samples 30 d	MPN/100 ml	<2	23
Total Coliform 7 Sample Median	MPN/100 ml	<2	2.2

Discussion of Violations / Excursions

- Reclamation / Storage (WDR Limits) – None
- Recycled Water – None



B: SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTP and Ignacio Transfer Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of July
- Accident Free: 6/1/10 – 7/31/17: 2,624 days
- Monthly Safety Topics and Training:
 - Compressed Gas Cylinders
 - Active Shooter/Active Threat

C: OPERATIONS & MAINTENANCE STATUS / REVIEW:

Key events for the period:

Novato

- Routine rounds, readings and maintenance
- HVAC on Blower Building repair
- Cleaned Headworks Channel #2
- Vibration analysis performed on effluent dry weather pump #4
- Annual Service on Forklift
- Annual Service on RWP Compressor
- Replacement of Operator Interface at Blower Building
- Repair to maintenance truck – brake booster replaced
- Prepping Digester #2 to come online

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

- Aeration basin #1 & #3 (standby)
- Primary clarifier #1 (standby)

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance
- Shape, Inc. programmed MAS (on-board system monitoring) alarms on new raw sewage pump
- Annual thermography, testing, and inspection of electrical systems

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

- None

Recycled Water Plant (RWP)

- Routine rounds, readings and maintenance
- Annual thermography, testing, and inspection of electrical systems

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

- None



Sludge Lagoons (and Reclamation Area)

- Performed routine rounds and inspection
- Irrigation of Site 2, Parcels 6, 7, & 8 with stored water from Dedicated Land Disposal (DLD) site. Subsequent to approval by Regional Water Quality Control Board.

D: LABORATORY ACTIVITIES SUMMARY:**Discharge to Reclamation****Wildlife Pond and Reclamation Activities****Wildlife Pond**

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

Irrigation Wetwell Sampling

Monthly sampling of the irrigation wetwell in July occurred (started in June) and will continue as long as pasture irrigation is occurring. The data collected will be compiled and reported in the 2018 triennial Irrigated Pasture Report.

Total Coliforms

Required while in reclamation mode only. Three samples were analyzed each week in July and all were well under the regulatory limits.

Enterococcus

Not required while in Reclamation mode.

Fecal Coliforms

Quarterly sample, not required while in Reclamation mode.

Public Education

Liz Falejczyk assisted Julie Hoover at a public education event at the Margaret Todd Senior Center. It started with a brief overview of wastewater treatment and the collections system including private laterals. Julie discussed NSD's private lateral replacement program. Liz demonstrated the difference between toilet paper, tissues, flushable wipes and wipes. After a lively Q&A session, bags were distributed with informational pamphlets and public education items. Approximately 30 seniors attended.

Training

Liz and Kurt Hawkyard attended the CWEA Redwood Empire Section dinner meeting and tour of the Windsor wastewater treatment plant.

Sanitary Sewer Overflow (SSO) Support

Performed in-house analysis of samples related to the July 26th SSO at the Marin County Club golf course for five days.



Pretreatment**Permits**

- Received one application for a Temporary Discharge Permit

Inspections and Sampling

- Inspected 2 food service establishments (FSE)
- Received support documentation from 2 FSEs

Reporting

- Submitted the Semi-Annual Pretreatment report to EPA and uploaded to CIWQS
- Received quarterly reports from all Significant Industrial Users (SIU)

F: ODORS & LANDSCAPING:

- Two contacts – July 1 & July 11.
- Jerome meter (H₂S) readings performed in neighborhood and within treatment plant.
- All readings in neighborhood were at the minimum detection threshold of the Jerome meter.

G: MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held weekly.
- PG&E Peak Demand Event / Load Shedding – 7/7 & 7/27.
- PCMP Audit – Veolia – Ed Dix
- Bay Area Air Quality Management District (BAAQMD) annual site inspection
- North America Clean Water Agencies – Peak Performance Award received by NSD, July 25, 2017.

Veolia Support Staff On/Off Site (Various Times)

John O'Hare (Veolia Corporate)

Technical Support, Pretreatment & Laboratory

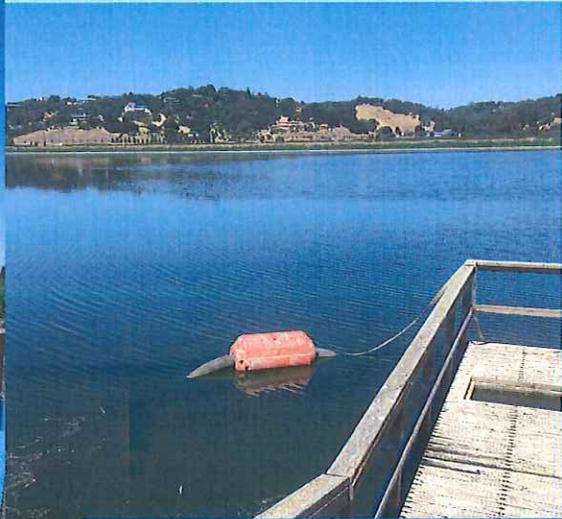
Ed Dix (Veolia Corporate)

Technical Support and Review



1) PHOTOS

DEDICATED LAND DISPOSAL – STORED WATER / IRRIGATION
JULY 2017



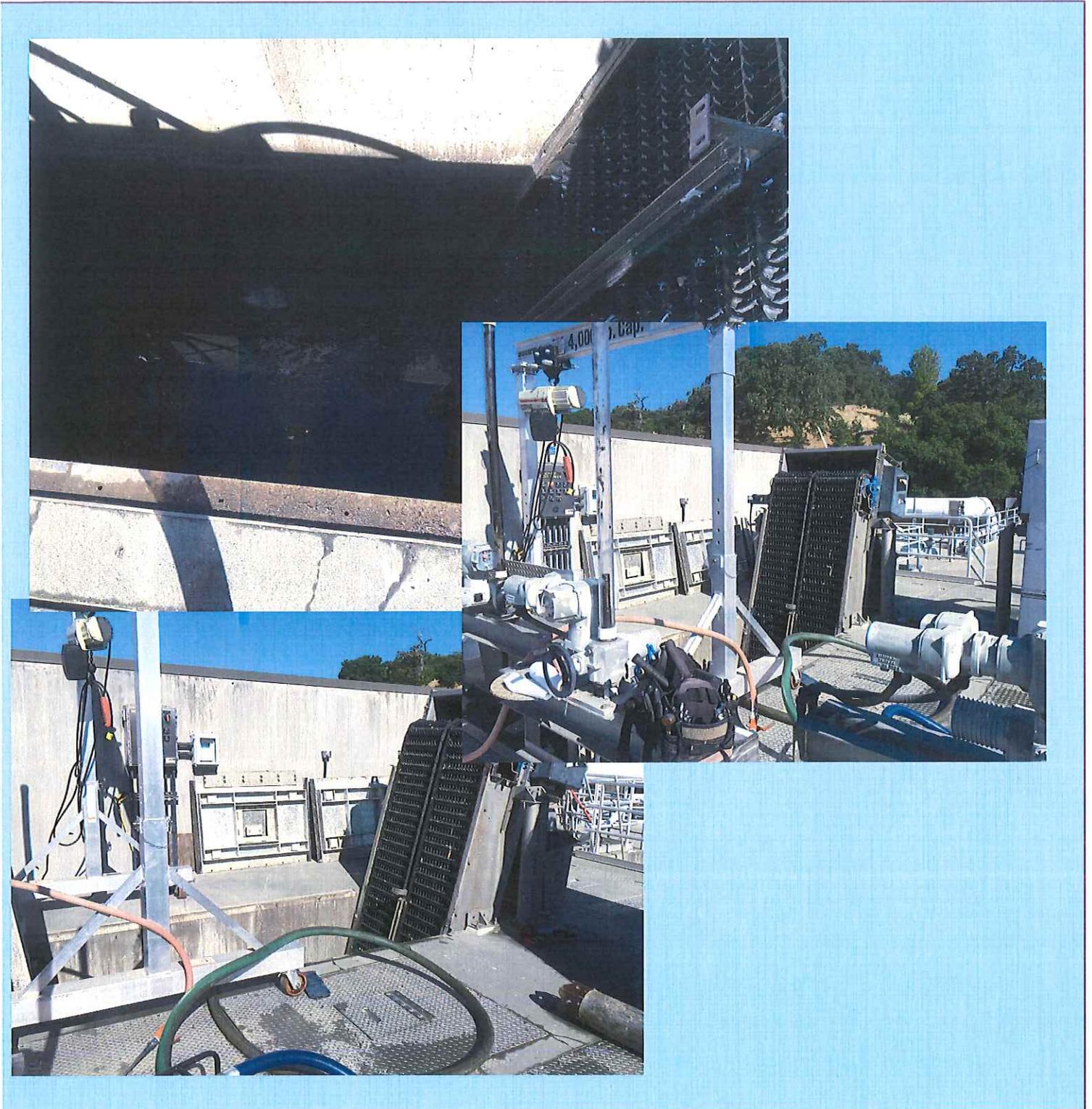
Top – Dedicated Land Disposal Site – Note, Water From Wet Season Storms
Bottom Left – Water Cannons for Irrigation of Site 2
Bottom Right – Water Cannon in Operation, Site 2, Parcel 7

PUBLIC EDUCATION OUTREACH
& CWEA REDWOOD SECTION MEETING
JULY 2017



Top and Bottom Left – Julie Hoover (NSD) and Liz Falejczyk (Veolia) Discuss Flushable vs Non-Flushable Materials. Event at Margaret Todd Senior Center.
Bottom Right – Kurt Hawkyard Listens as Brian Anderson (Windsor) Describes Windsor's Wastewater Facilities at the July, California Water Environment Association Redwood Section Meeting in Windsor.

CLEANING AND ANNUAL MAINTENANCE
HEADWORKS CHANNEL #2 AND AQUAGUARD SCREEN
JULY 2017



Annual Maintenance of Aquaguard Influent Screen and Cleaning on Headworks Channel

2) LABORATORY DATA

Novato Sanitary District
BOD/TSS Report



July, 2017

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			
07/01/17	3.64											
07/02/17	3.55											
07/03/17	3.59											
07/04/17	3.52											
07/05/17	3.78					<5	<133	4	107			
07/06/17	3.80	270	8,557	274	8,684	<5	<138	3	83	98.1	98.9	
07/07/17	3.53					5	132	4	105			
07/08/17	4.16											
07/09/17	3.82											
07/10/17	4.11											
07/11/17	3.43	490	14,017	417	11,929	<5	<124	6	149	99.0	98.6	
07/12/17	3.84					<5	<137	<3	<82			
07/13/17	3.61					<5	<130	3	78			
07/14/17	3.60											
07/15/17	3.50											
07/16/17	3.57											
07/17/17	3.74	330	10,293	291	9,077	<5	<126	<3	<76	98.5	99.0	
07/18/17	3.52					<5	<113	<3	<68			
07/19/17	3.60					<5	<116	<3	<70			
07/20/17	3.74											
07/21/17	3.65											
07/22/17	3.54											
07/23/17	3.63											
07/24/17	3.82											
07/25/17	3.49	270	7,859	250	7,277	<5	<117	5	117	98.1	98.0	
07/26/17	3.65					6	148	6	148			
07/27/17	3.57					<5	<111	5	111			
07/28/17	3.56											
07/29/17	3.50											
07/30/17	3.67											
07/31/17	3.39											
Weekly Averages												
07/01/17	Week 1	320	13,344	292	12,176	5	209	6	250			
07/08/17	Week 2	270	8,557	274	8,684	5	134	4	98			
07/15/17	Week 3	490	14,017	417	11,929	5	130	4	103			
07/22/17	Week 4	330	10,293	291	9,077	5	118	3	71			
07/29/17	Week 5	270	7,859	250	7,277	5	125	5	125			
Monthly												
Minimum		3.39	270	7,859	250	7,277	<5	<111	<3	<68	98	98
Maximum		4.16	490	14,017	417	11,929	6	148	6	149	99	99
Total		113.12										
Average		3.65	340	10,182	308	9,242	<5	<127	<4	<99	98	99

Novato Sanitary District
Conventional Pollutants Report



July, 2017

Date	INFLUENT - A001			Effluent - E002							
	Flow	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Oil & Grease	Temp	Rainfall
	Total			Fecal	Entero	Total					
MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L	Deg C	Inches	
07/01/17	3.64										
07/02/17	3.55										
07/03/17	3.59						7.0			23.6	
07/04/17	3.52						6.9			23.1	
07/05/17	3.78					2	7.0			23.3	
07/06/17	3.80					5	7.0			23.4	
07/07/17	3.53					17	6.9			24.2	
07/08/17	4.16										
07/09/17	3.82										
07/10/17	4.11						7.0			24.9	
07/11/17	3.43					1,600	6.9			22.8	
07/12/17	3.84					17	7.0			23.8	
07/13/17	3.61					33	7.0			23.6	
07/14/17	3.60	7.4					7.0			24.5	
07/15/17	3.50										
07/16/17	3.57										
07/17/17	3.74					33	7.0			24.3	
07/18/17	3.52					5	7.0			23.3	
07/19/17	3.60					8	7.0			24.4	
07/20/17	3.74						7.0			24.3	
07/21/17	3.65						7.0			24.5	
07/22/17	3.54										
07/23/17	3.63										
07/24/17	3.82						6.9			25.3	
07/25/17	3.49					9	7.0			24.3	
07/26/17	3.65					17	6.9			24.0	
07/27/17	3.57					17	7.0			24.1	
07/28/17	3.56						6.9			24.7	
07/29/17	3.50										
07/30/17	3.67										
07/31/17	3.39										
Monthly											
Minimum	3.39	7.4				2	6.9			22.8	
Maximum	4.16	7.4				1,600	7.0			25.3	
Total	113.12										
Average	3.65	7.4					7.0			24.0	

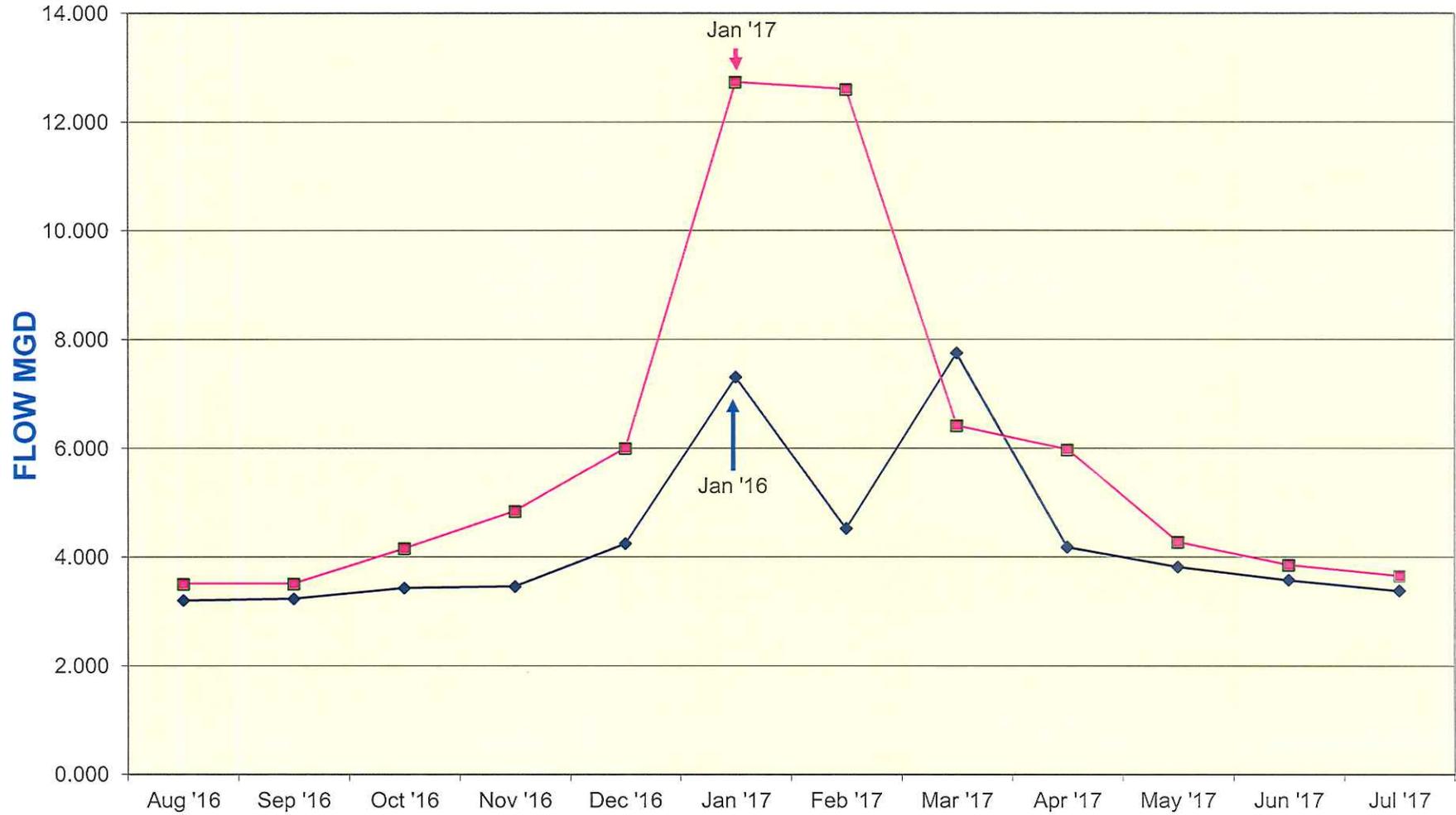
3) RECYCLED WATER REPORT

NOVATO SANITARY DISTRICT RECYCLED WATER COMPLIANCE SUMMARY REPORT

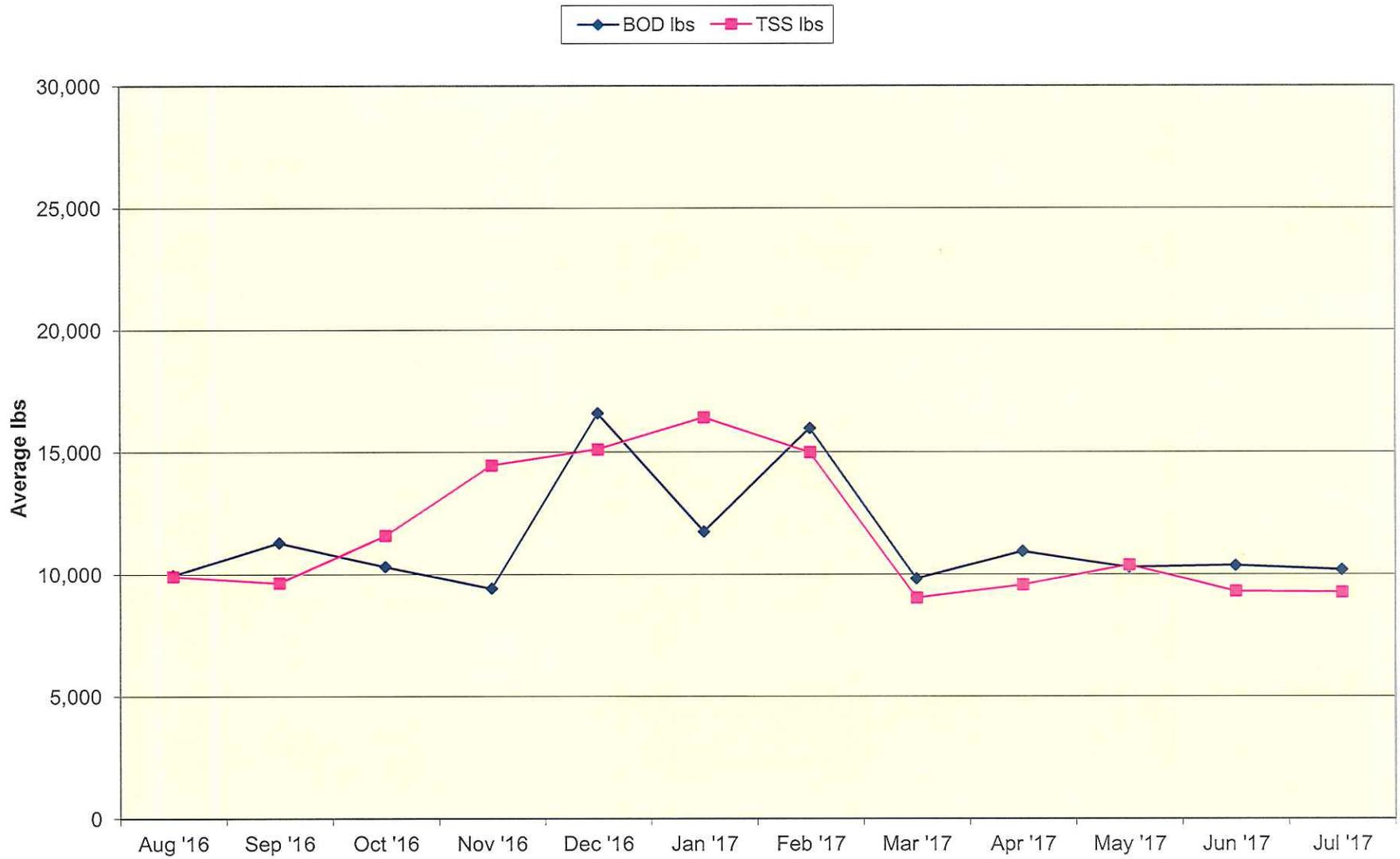
Date	Filter Influent Flow	Recycled Water Flow to Plum St.	Recycled Water Banked	Banked Water To Plum Street Tank	Potable Water To Plum St Tank	Recycled Water Influent Turbidity Max	Recycled Water Influent Turbidity Ave.	Minutes Over 5 Turbidity	Filter Effluent 24 Hr Average Turbidity	Recycled Water Inf 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)	vPN/100m	Minutes
7/1/2017	0.590	0.502					1.3	0	0.5			<2	>450.000
7/2/2017	0.770	0.660					1.3	0	0.5		7.3	<2	>450.000
7/3/2017	0.740	0.652					1.6	0	0.6		7.3	<2	>450.000
7/4/2017	0.710	0.604					1.3	0	1.1		7.2	<2	>450.000
7/5/2017	0.920	0.580					1.3	0	1.1			<2	>450.000
7/6/2017	0.650	0.487					2.5	0	0.9			<2	>450.000
7/7/2017	0.630	0.375					2.0	0	0.8			<2	>450.000
7/8/2017	0.660	0.269					2.0	0	0.9			<2	>450.000
7/9/2017	0.650	0.328					1.8	0	0.8		7.4	<2	>450.000
7/10/2017	0.680	0.396					1.4	0	0.9		7.3	<2	>450.000
7/11/2017	0.590	0.460					2.3	0	1.2		7.2	<2	>450.000
7/12/2017	0.650	0.566					1.3	0	0.9			<2	>450.000
7/13/2017	0.650	0.504					2.1	0	0.5			<2	>450.000
7/14/2017	0.640	0.532					1.3	0	0.4			<2	>450.000
7/15/2017	0.660	0.548					1.5	0	0.5			<2	>450.000
7/16/2017	0.700	0.566					1.4	0	0.4		7.4	<2	>450.000
7/17/2017	0.880	0.713					1.3	0	0.5		7.6	<2	>450.000
7/18/2017	0.930	0.821					1.3	0	0.7		7.5	<2	>450.000
7/19/2017	0.940	0.808					1.0	0	0.9			<2	>450.000
7/20/2017	1.110	0.856					1.8	0	1.2			<2	>450.000
7/21/2017	0.870	0.713					2.4	0	1.2			<2	>450.000
7/22/2017	1.060	0.824					1.7	0	1.3			<2	>450.000
7/23/2017	0.860	0.708					2.1	0	1.3		8.1	<2	>450.000
7/24/2017	0.760	0.797					1.2	0	1.5		8.2	<2	>450.000
7/25/2017	0.920	0.696					2.9	0	1.6		7.4	<2	>450.000
7/26/2017	0.790	0.696					2.6	0	1.1			<2	>450.000
7/27/2017	1.070	0.903					2.2	0	0.9			<2	>450.000
7/28/2017	0.800	0.701					2.0	0	1.2			<2	>450.000
7/29/2017	0.910	0.803					2.1	0	1.2			<2	>450.000
7/30/2017	0.980	0.866					2.2	0	1.3		7.5	<2	>450.000
7/31/2017	1.260	0.778					2.2	0	1.0		7.6	<2	>450.000
Total	25.030	19.712											
Minimum	0.590	0.269					1.0	0	0.4		7.2	<2	>450.0
Maximum	1.260	0.903					2.9	0	1.6		8.2	<2	>450.0
Average	0.807	0.636					1.8	0	0.9		7.5	<2	>450.0

4) ANNUAL PERFORMANCE SUMMARY

WASTEWATER INFLUENT FLOW COMPARISON



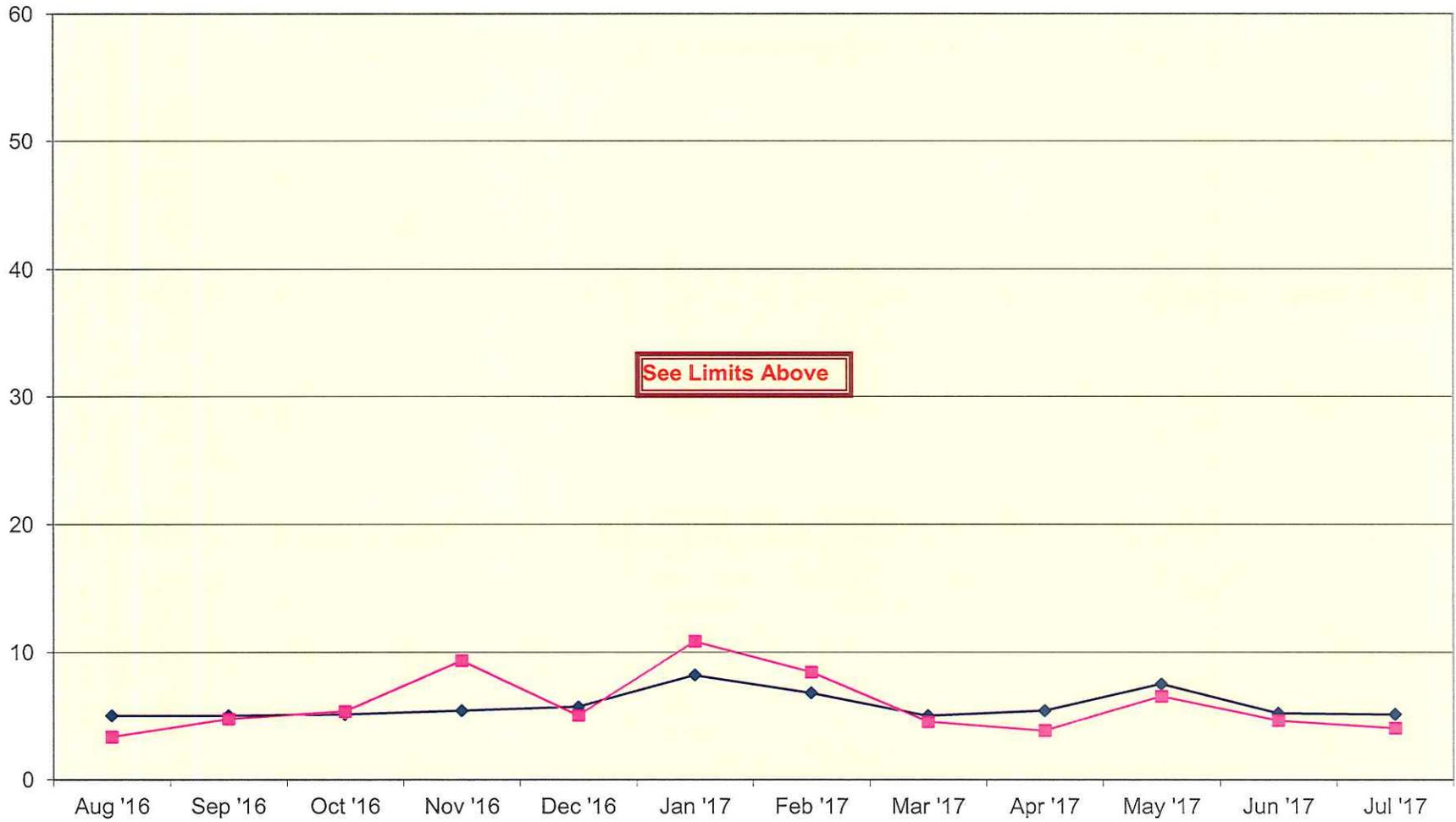
Influent Load BOD / TSS lbs



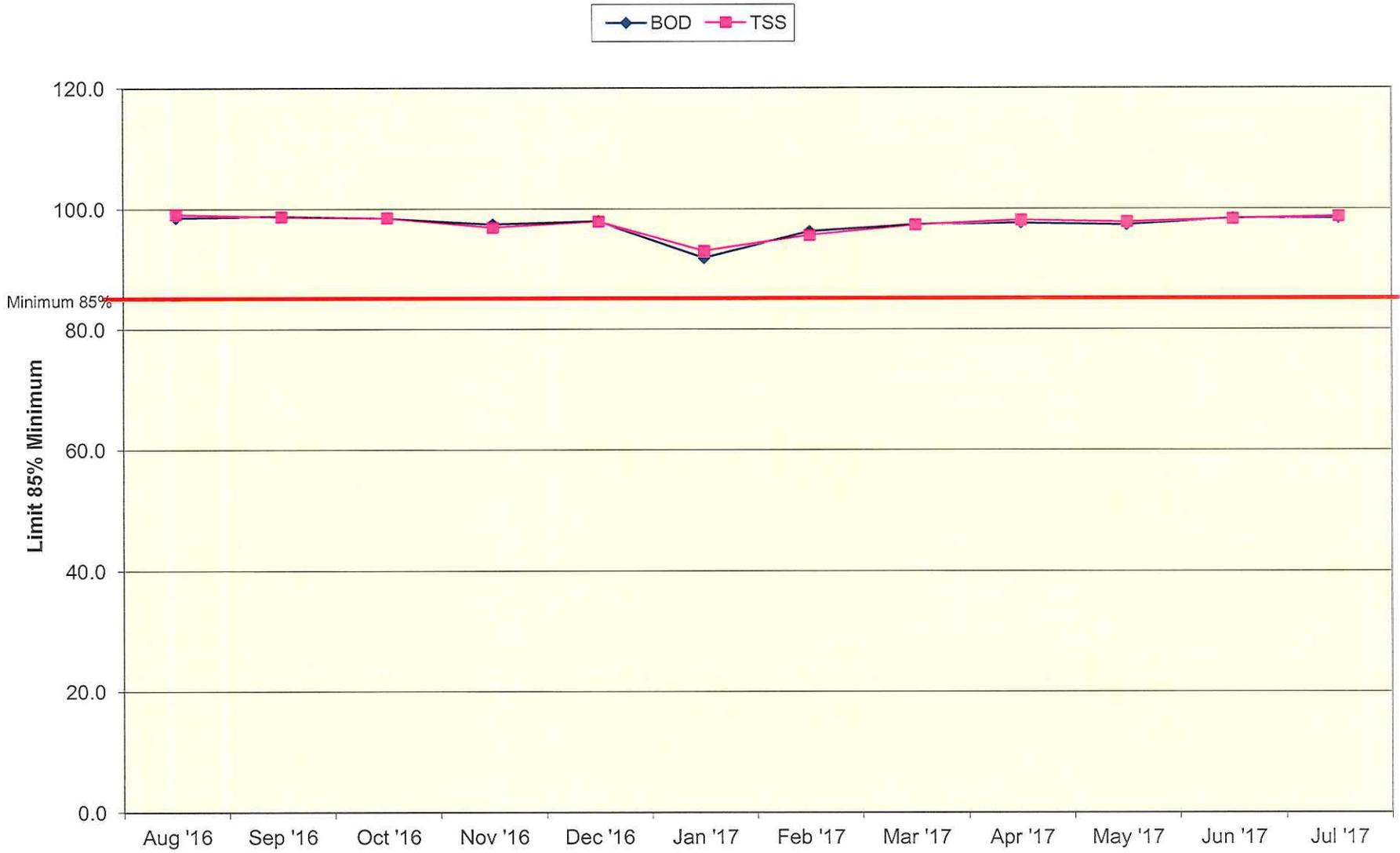
Effluent BOD / TSS Concentration

NPDES LIMITS WET WEATHER
 BOD & TSS - 30 mg/L
 NPDES LIMITS DRY WEATHER
 BOD - 15 mg/L
 TSS - 15 mg/L
**WDR (Waste Discharge Requirements) RECLAMATION
 BOD - 40 mg/L**

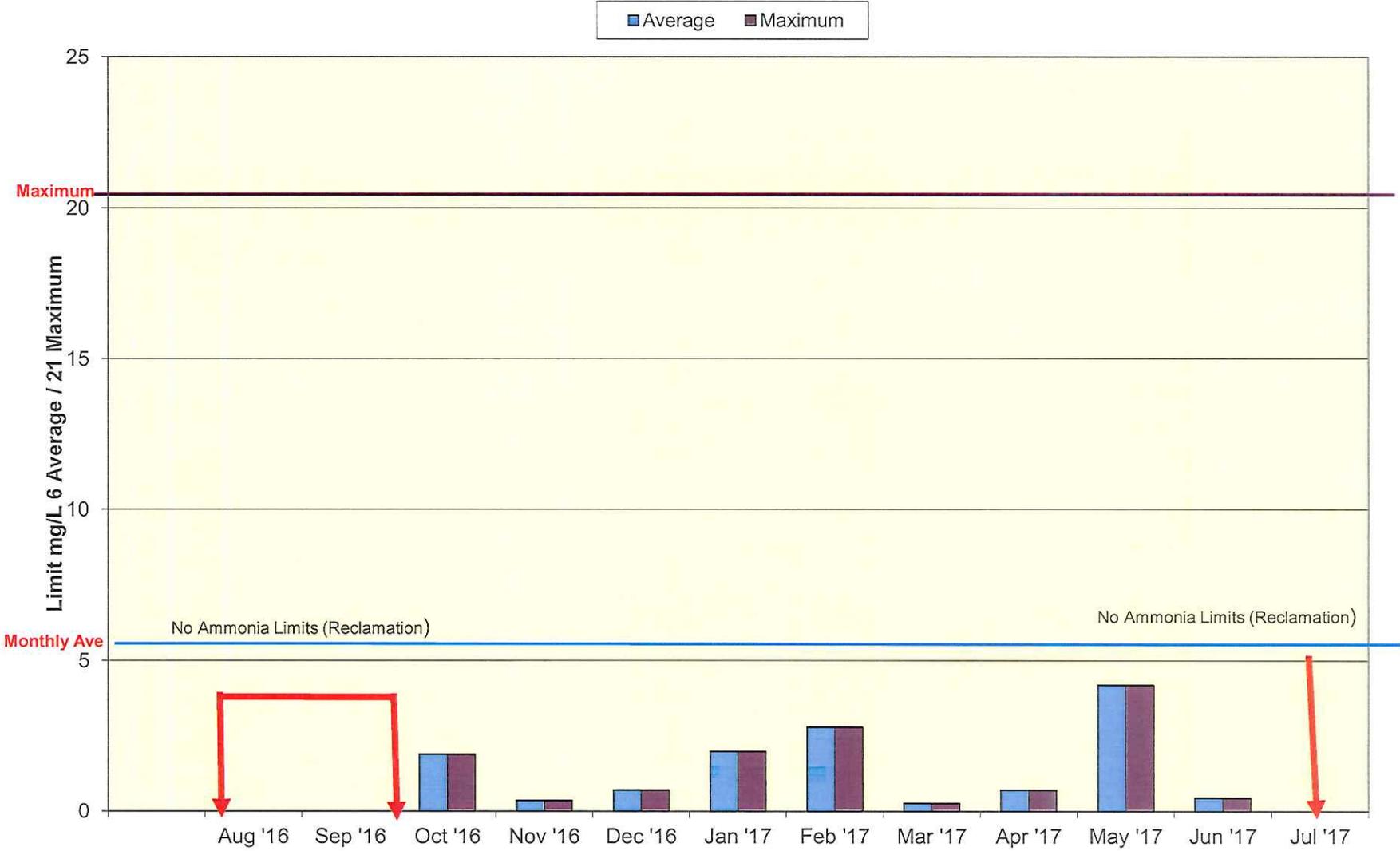
◆ BOD ■ TSS



BOD / TSS Percent Removal

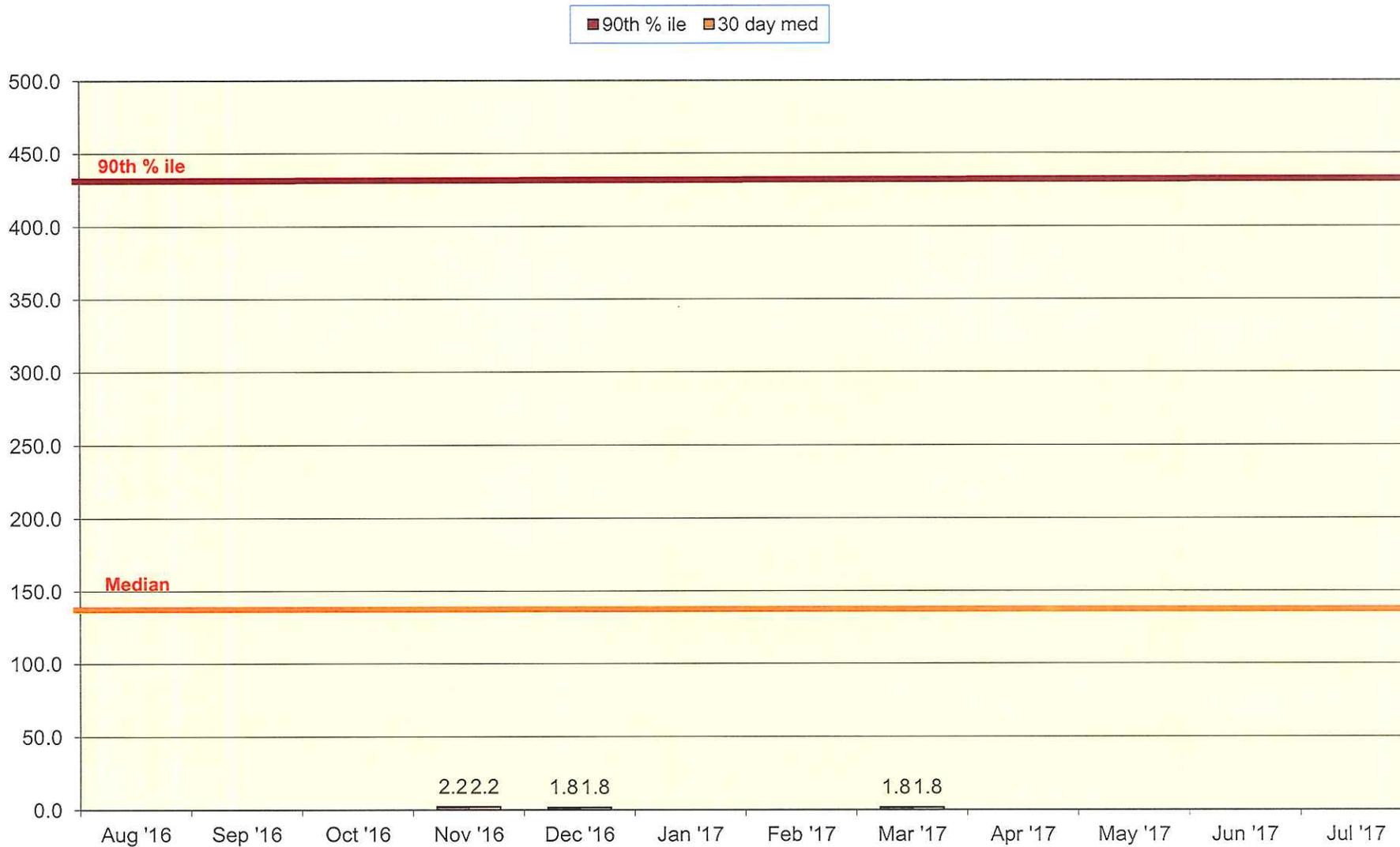


Effluent Ammonia



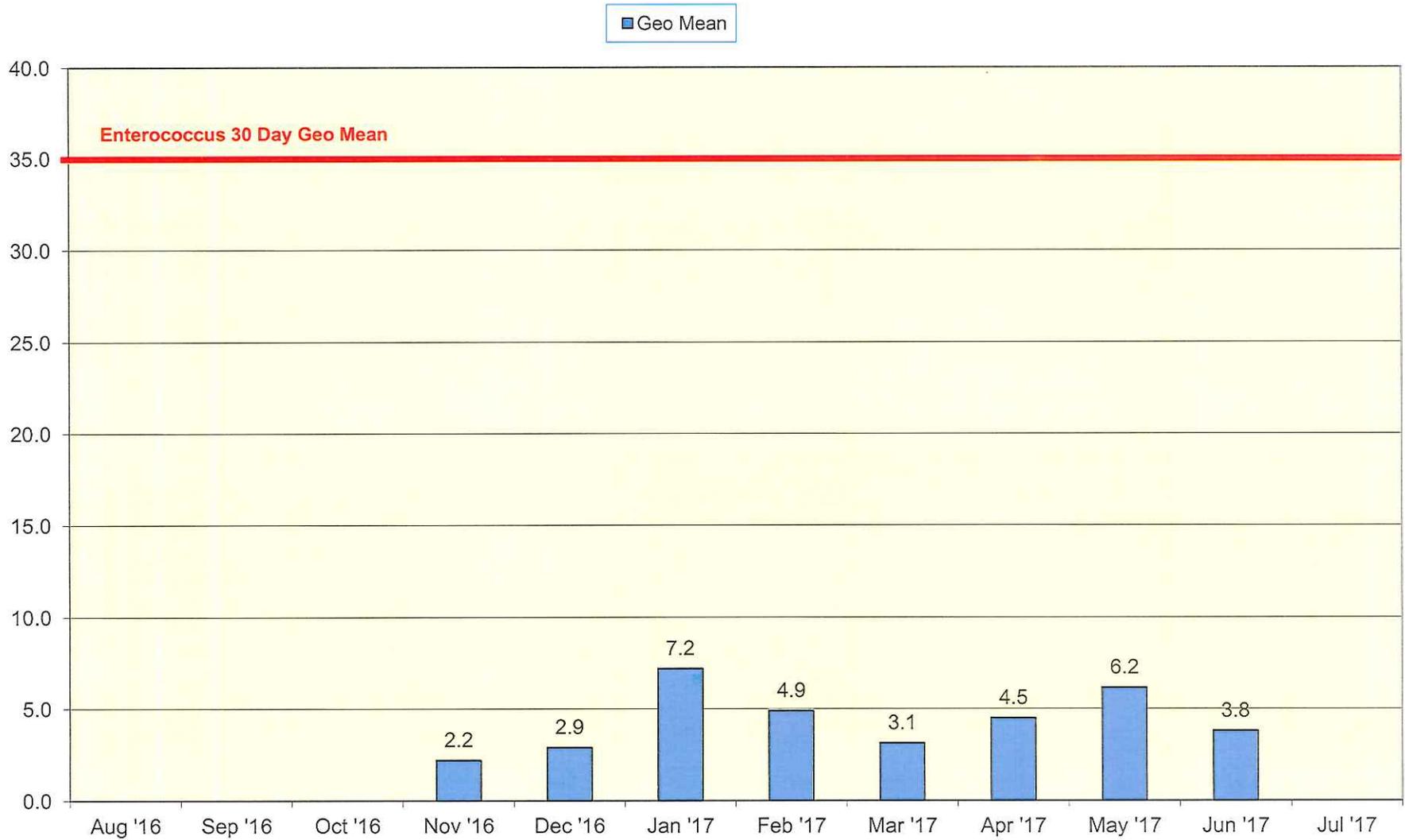
Disinfection - Fecal Coliform

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



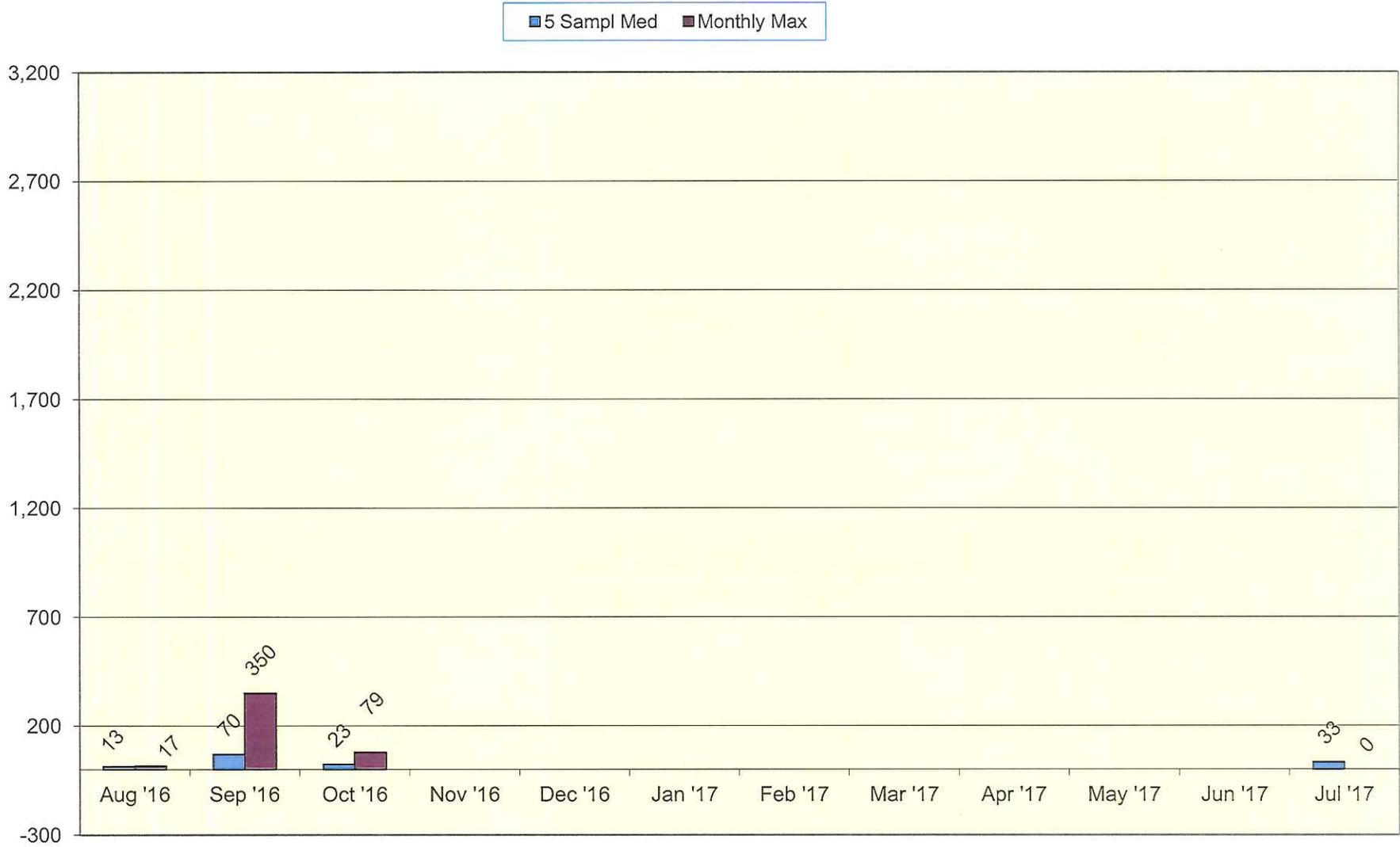
Disinfection - Enterococcus

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

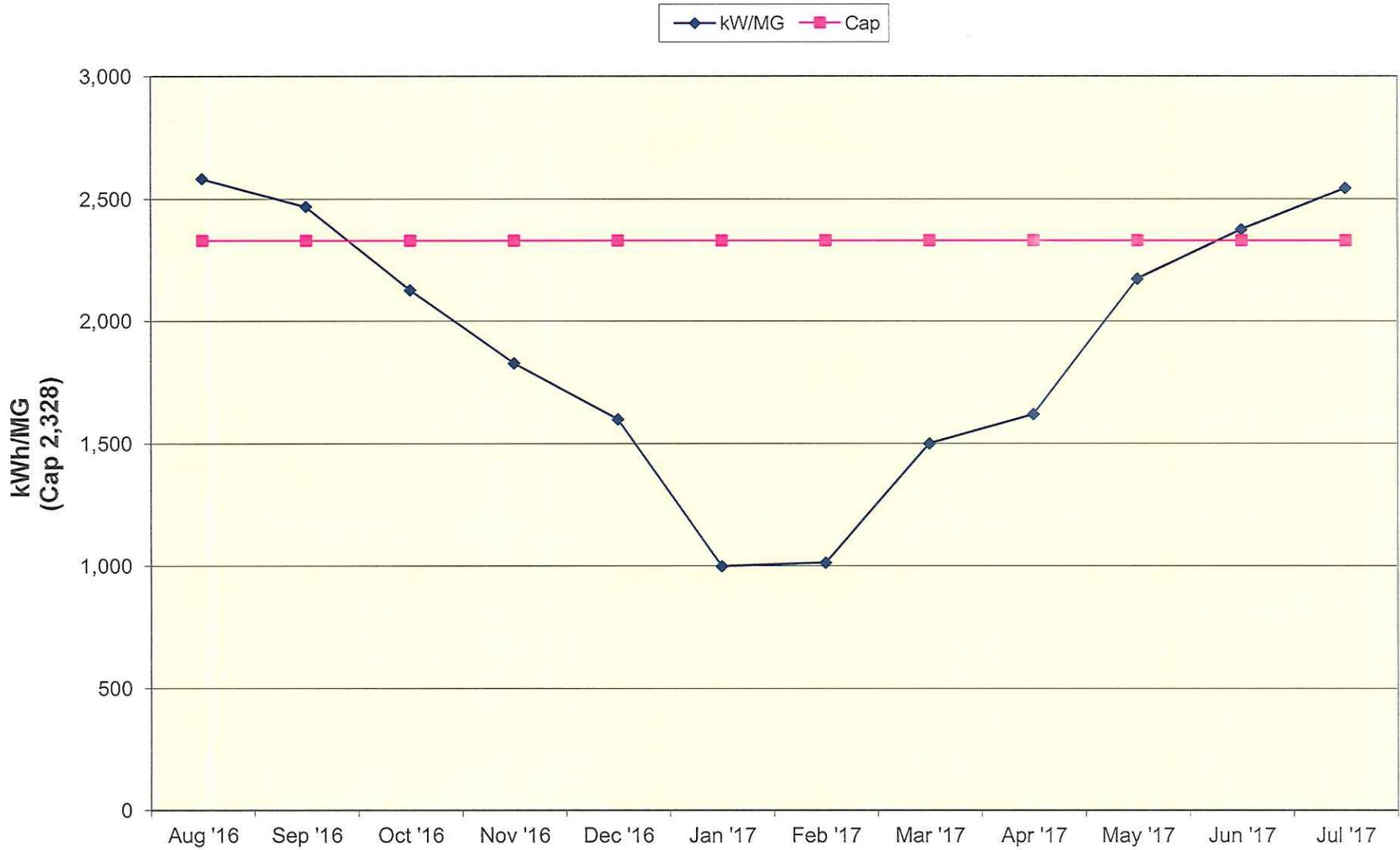


Disinfection - Total Coliform

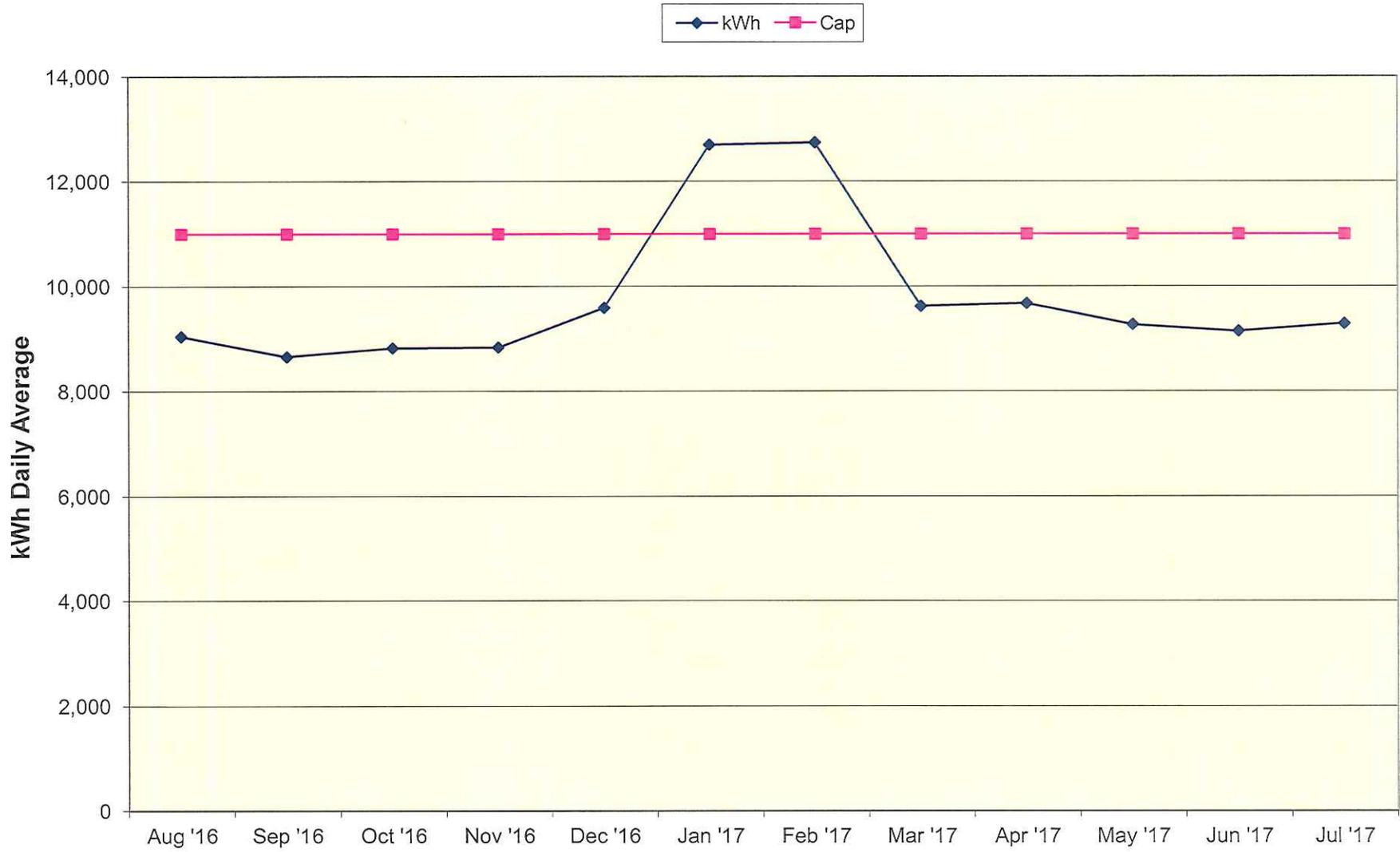
TOTAL COLIFORM LIMITS - WDR
 5 Sample Median - 240 mpn /100 ml
 Maximum - 10,000 mpn/100 ml



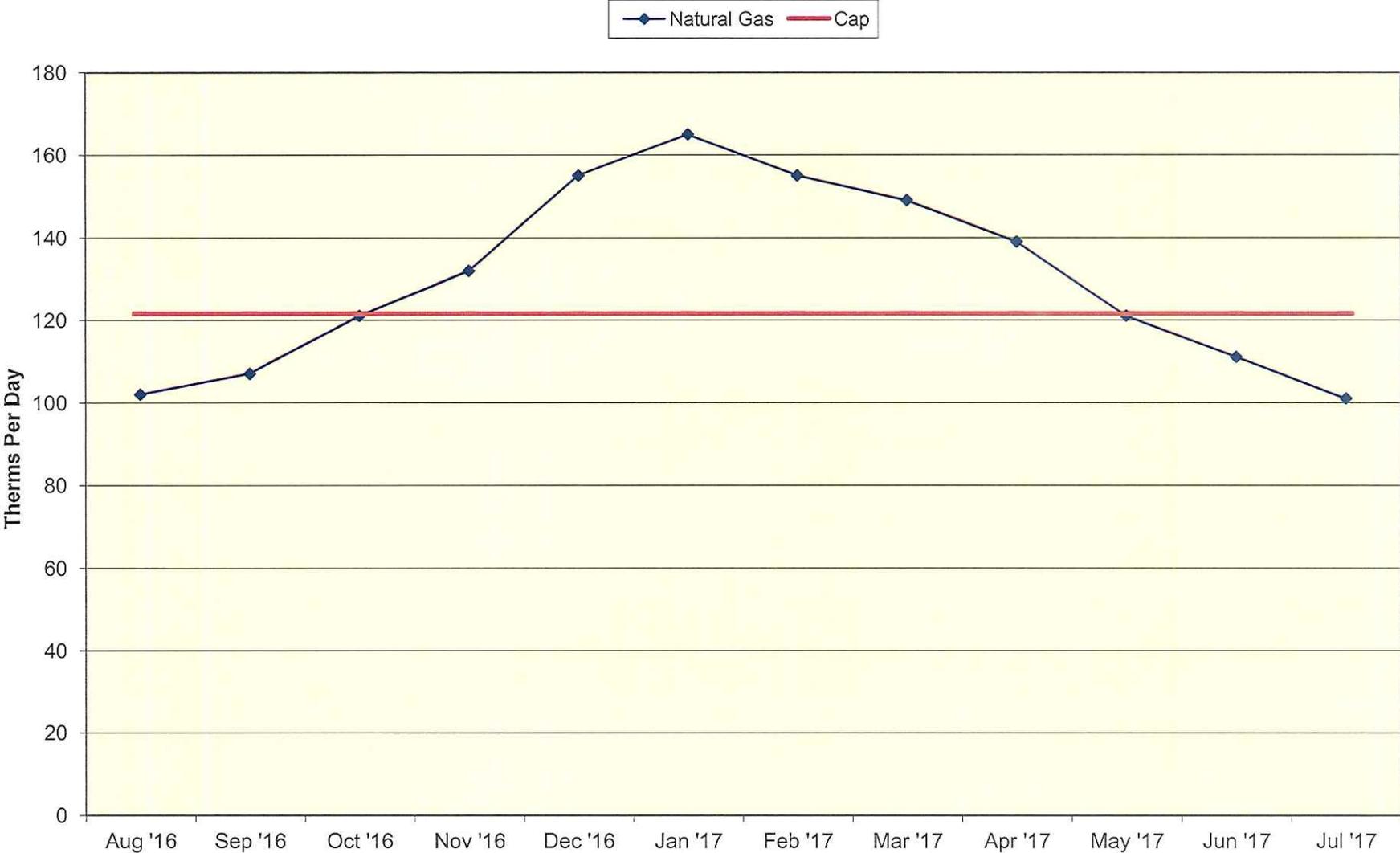
Energy kWh/MG



Energy kWh

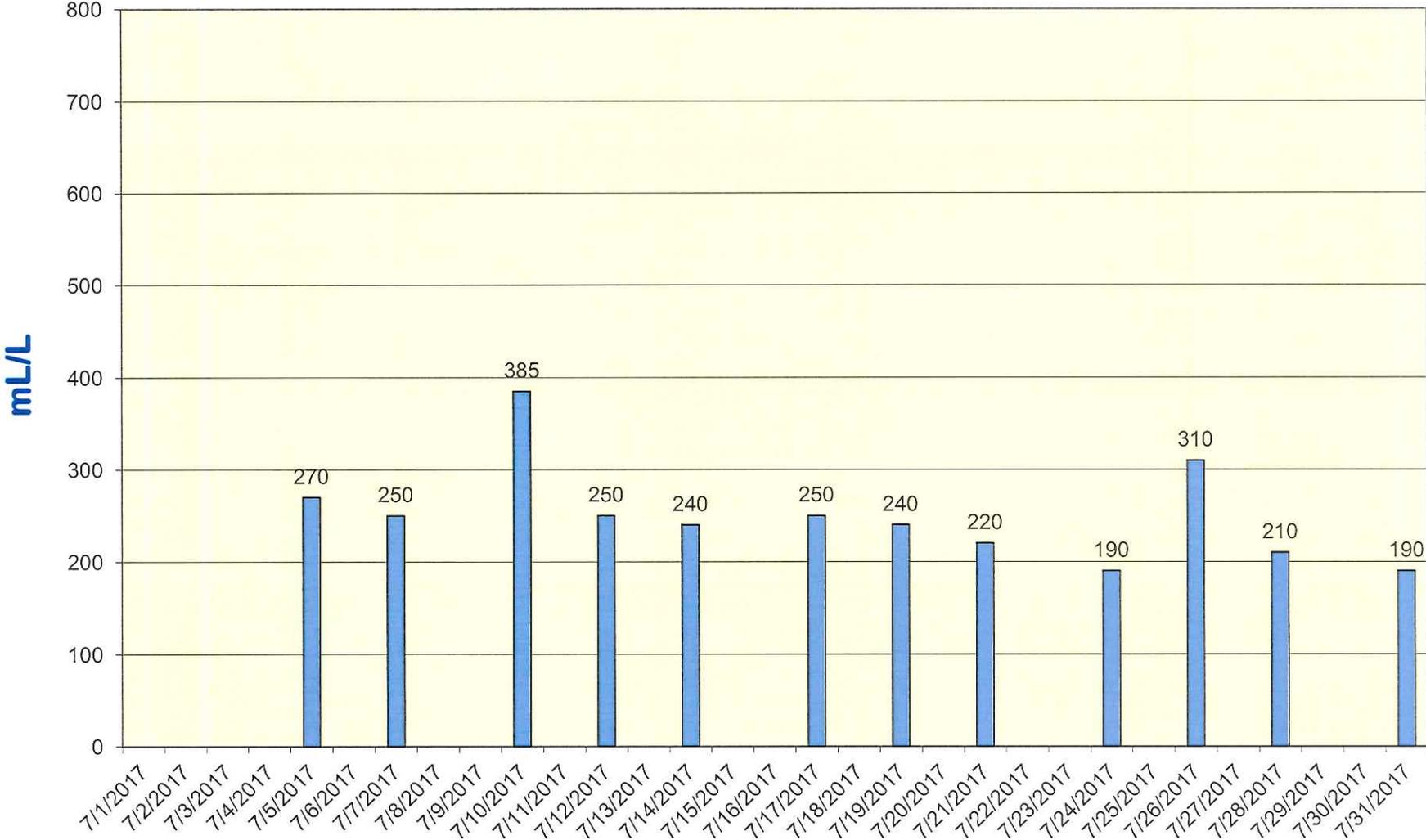


Natural Gas Use

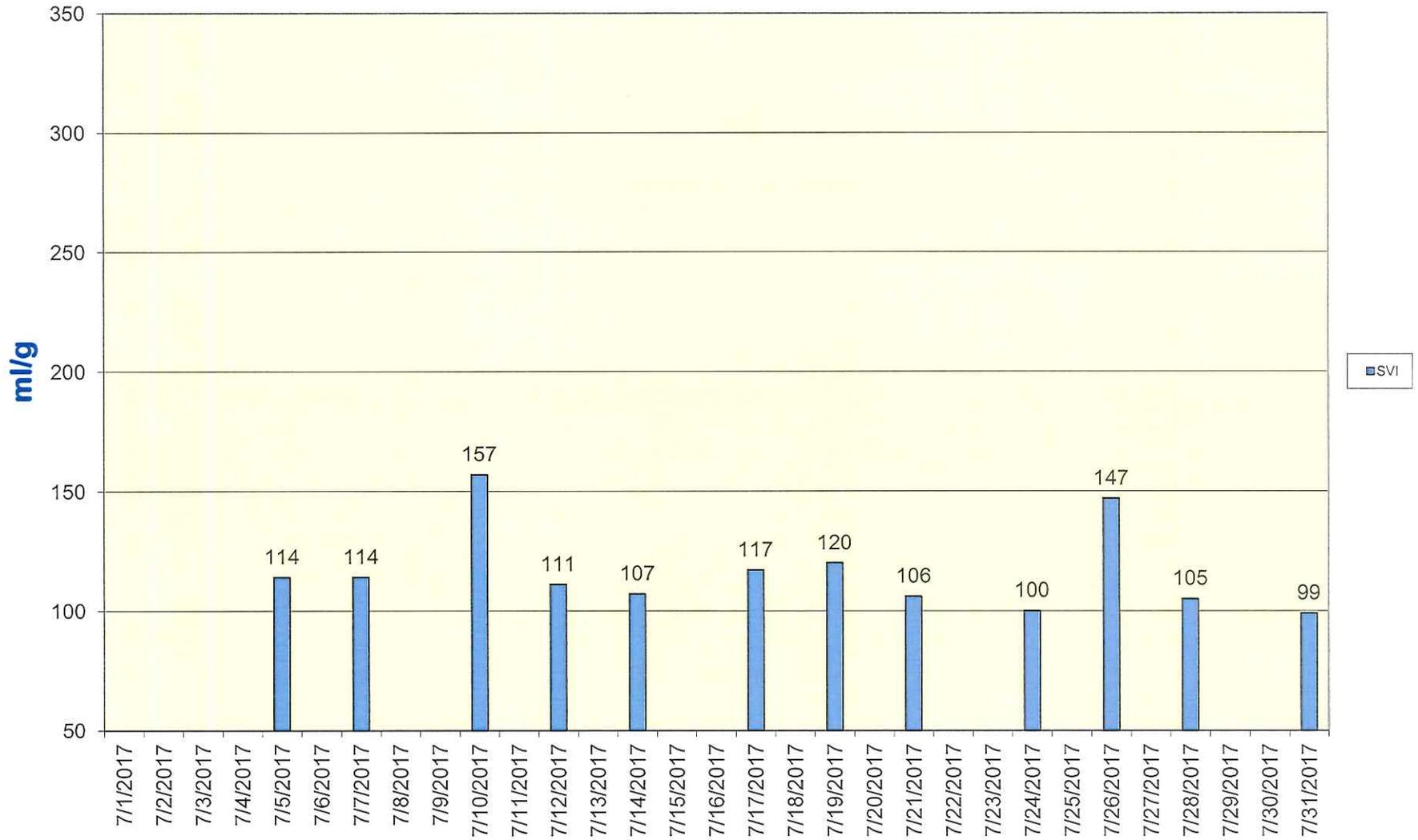


5) *PROCESS CONTROL DATA / GRAPHS*

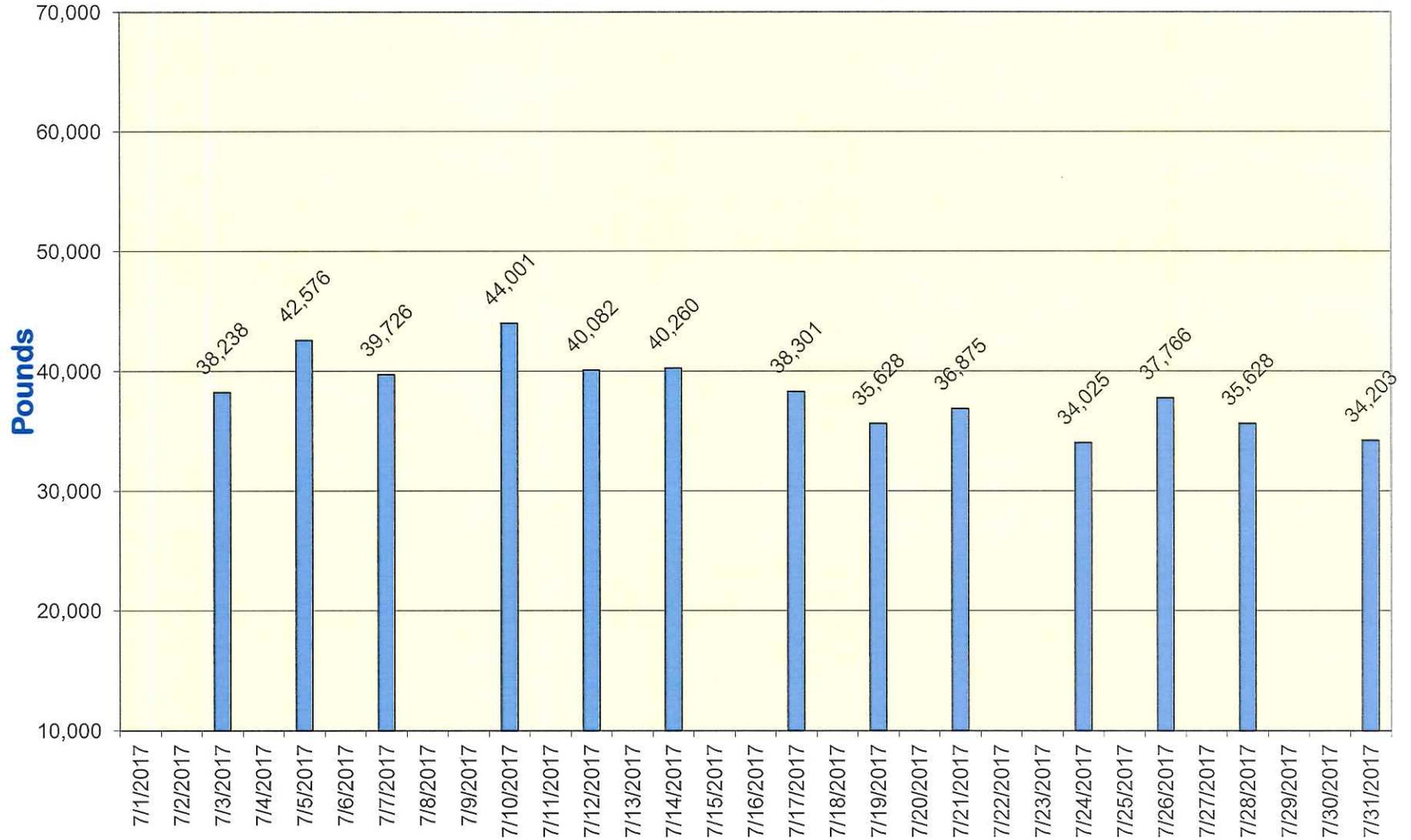
Settleability



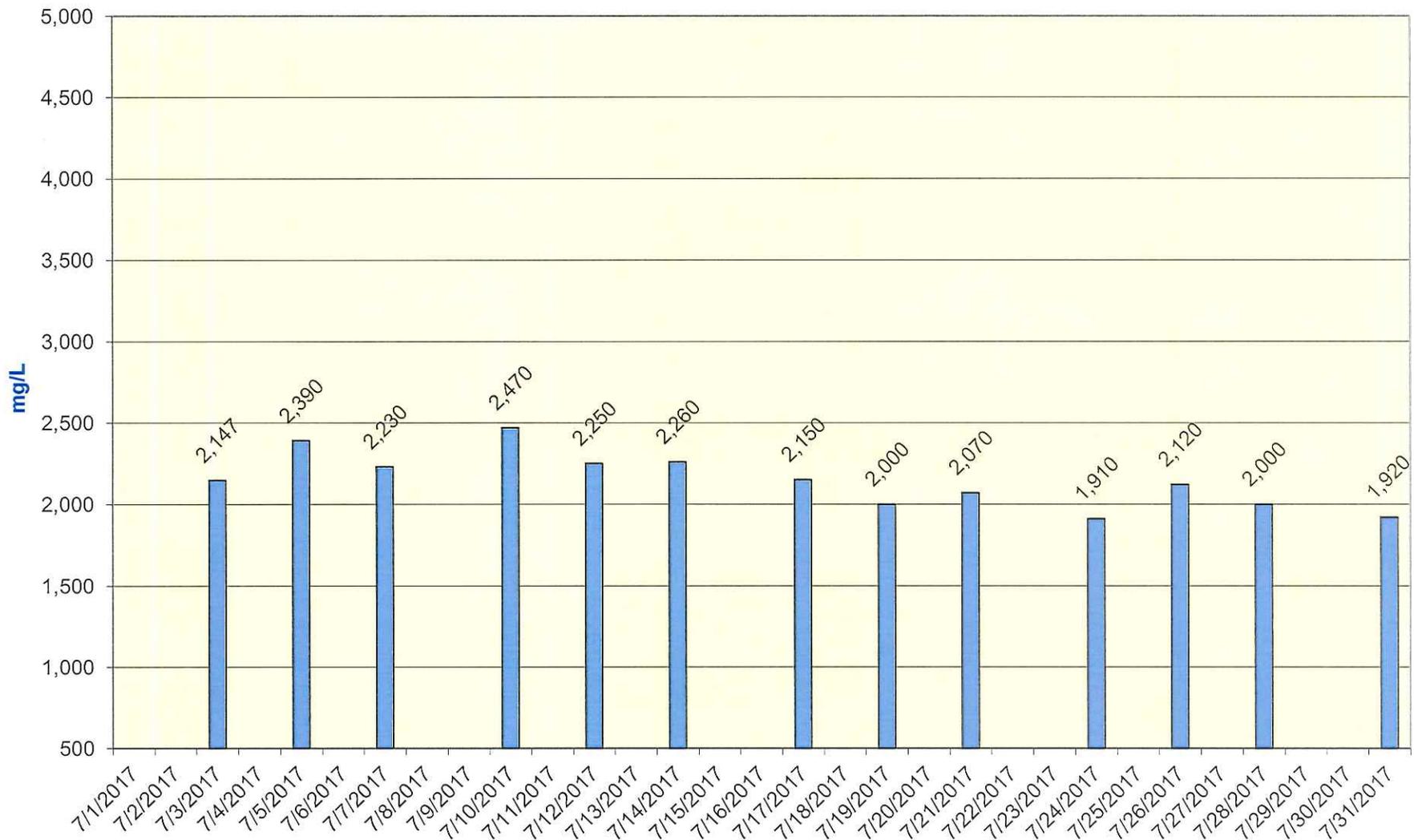
Sludge Volume Index



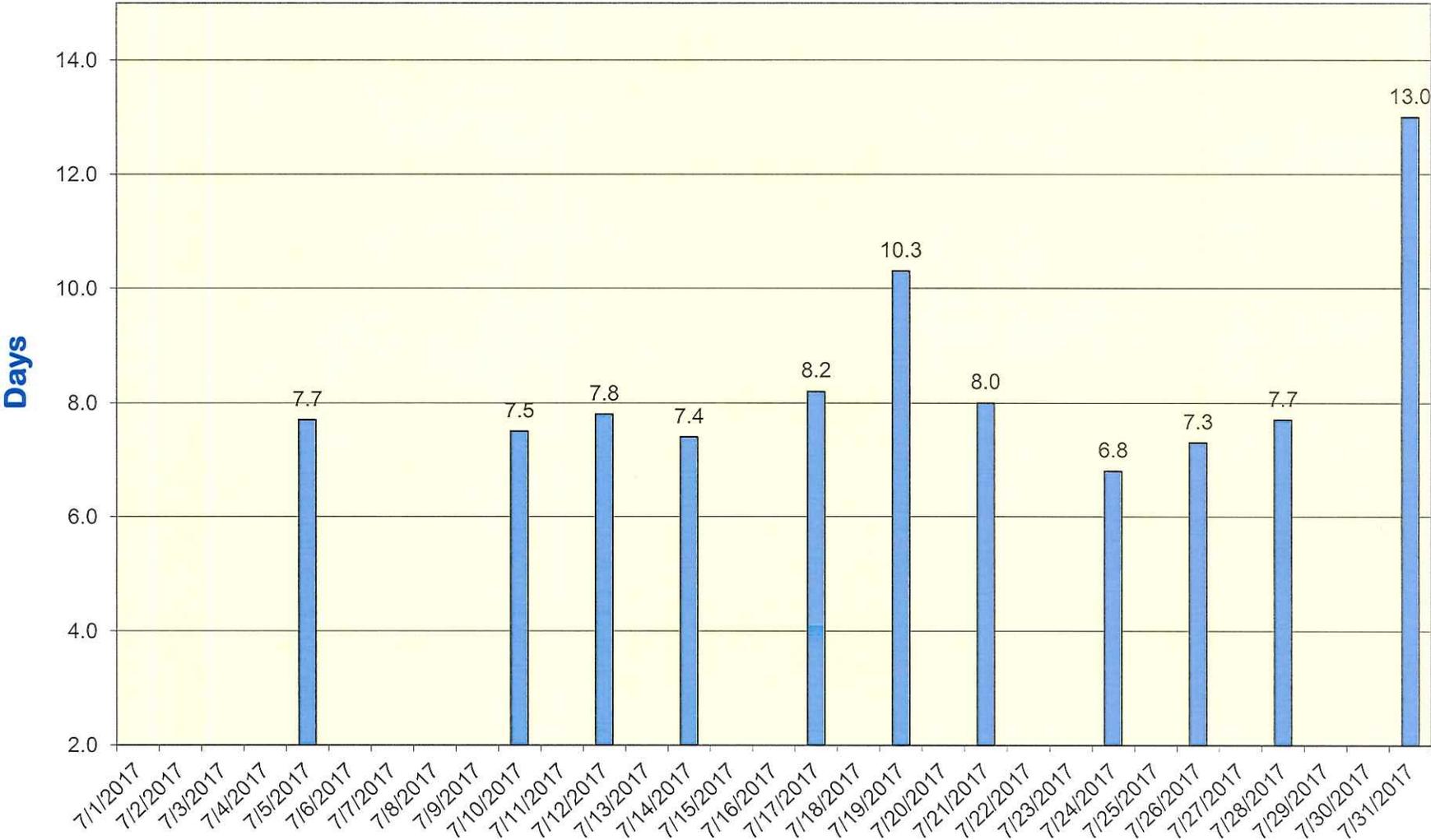
MLSS Inventory



MLSS Concentration



Mean Cell Residence Time

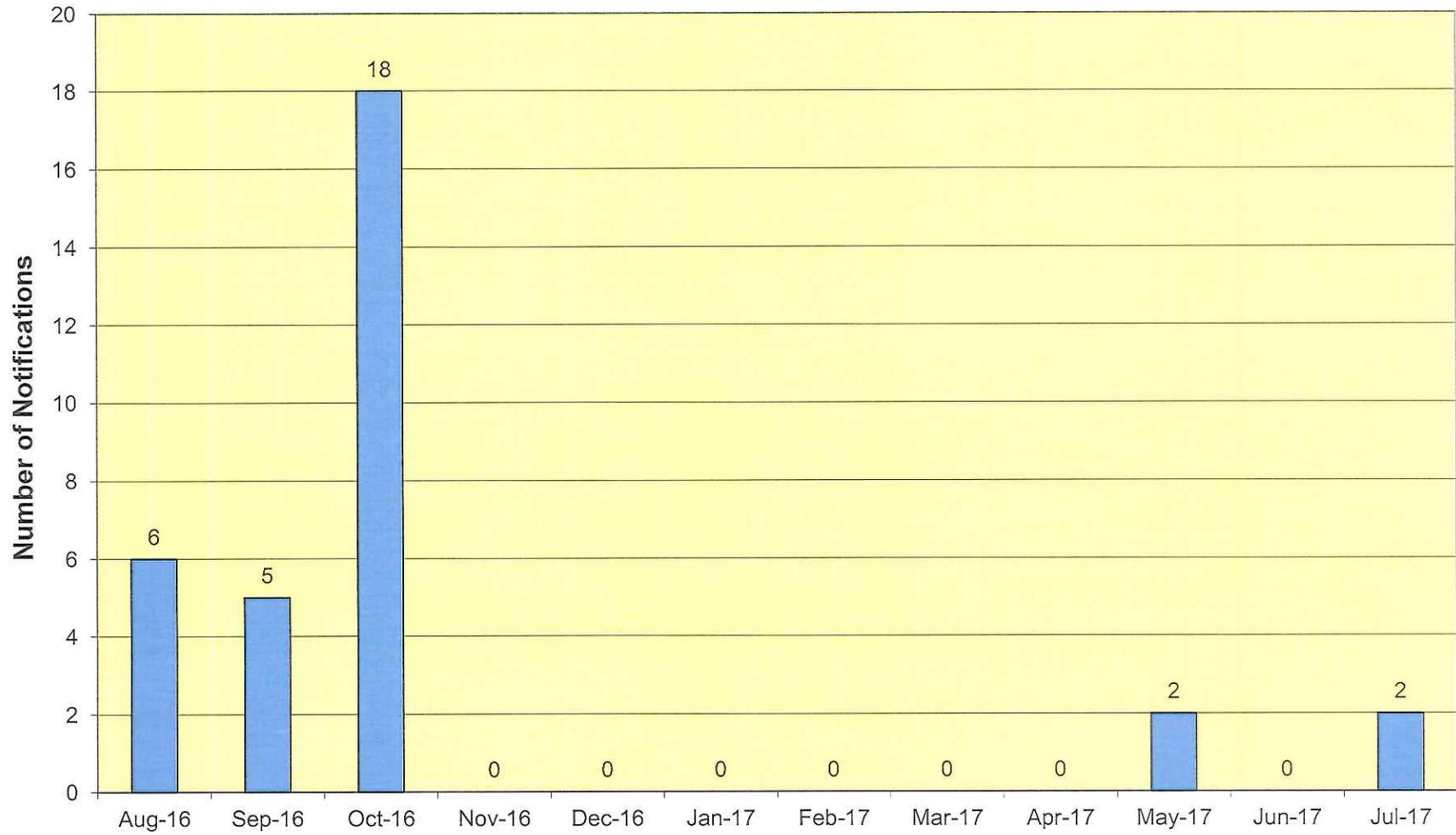


Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
7/1/2017	3.64						
7/2/2017	3.55						
7/3/2017	3.59		2,147	38,238			
7/4/2017	3.52						
7/5/2017	3.78	270	2,390	42,576		7.7	114
7/6/2017	3.80						
7/7/2017	3.53	250	2,230	39,726			114
7/8/2017	4.16						
7/9/2017	3.82						
7/10/2017	4.11	385	2,470	44,001		7.5	157
7/11/2017	3.43						
7/12/2017	3.84	250	2,250	40,082		7.8	111
7/13/2017	3.61						
7/14/2017	3.60	240	2,260	40,260		7.4	107
7/15/2017	3.50						
7/16/2017	3.57						
7/17/2017	3.74	250	2,150	38,301		8.2	117
7/18/2017	3.52						
7/19/2017	3.60	240	2,000	35,628		10.3	120
7/20/2017	3.74						
7/21/2017	3.65	220	2,070	36,875		8.0	106
7/22/2017	3.54						
7/23/2017	3.63						
7/24/2017	3.82	190	1,910	34,025		6.8	100
7/25/2017	3.49						
7/26/2017	3.65	310	2,120	37,766		7.3	147
7/27/2017	3.57						
7/28/2017	3.56	210	2,000	35,628		7.7	105
7/29/2017	3.50						
7/30/2017	3.67						
7/31/2017	3.39	190	1,920	34,203		13.0	99
Minimum	3.39	190	1,910	34,025	0.00	6.8	99
Maximum	4.16	385	2,470	44,001	0.00	13.0	157
Total	113.12						
Average	3.65	250	2,147	38,255	#DIV/0!	8.3	116

6) NEIGHBORHOOD CONTACTS

Neighborhood Contacts Received



June 26, 2017		WEEKLY NEIGHBOR CONTACT LOG										Notes		
		June 26, 2017 - July 2, 2017												
		Mon 26-Jun	Tue 27-Jun	Wed 28-Jun	Thu 29-Jun	Fri 30-Jun	Sat 1-Jul	Sun 2-Jul	Time	Time	Time		Time	
NEIGHBOR														
Neighbor #1														
Neighbor #2														
Neighbor #3									6	6	10:30			Neighbor said "getting some really strong poop odors"
Neighbor #4														
Total														

Legend

Description	
Aeration Basins	1
Raw Sewage	2
H2S	3
Aeration + Sewage	4
Aeration, Sewage, H2S	5
Sewage + H2S	6
Other (see notes)	7
Not Specified / Unknown	8
Intensity	
Mild Intermittent	1
Mild Persistent	2
Moderate Intermittent	3
Moderate Persistent	4
Strong Intermittent	5
Strong Persistent	6
Other (see notes)	7
Not Specified / Unknown	8

Operator responded to the area within 20 minutes. Operator reported no odors at the time. Met with resident as well as other neighbors. Increased sodium hypochlorite feed to influent junction structure.

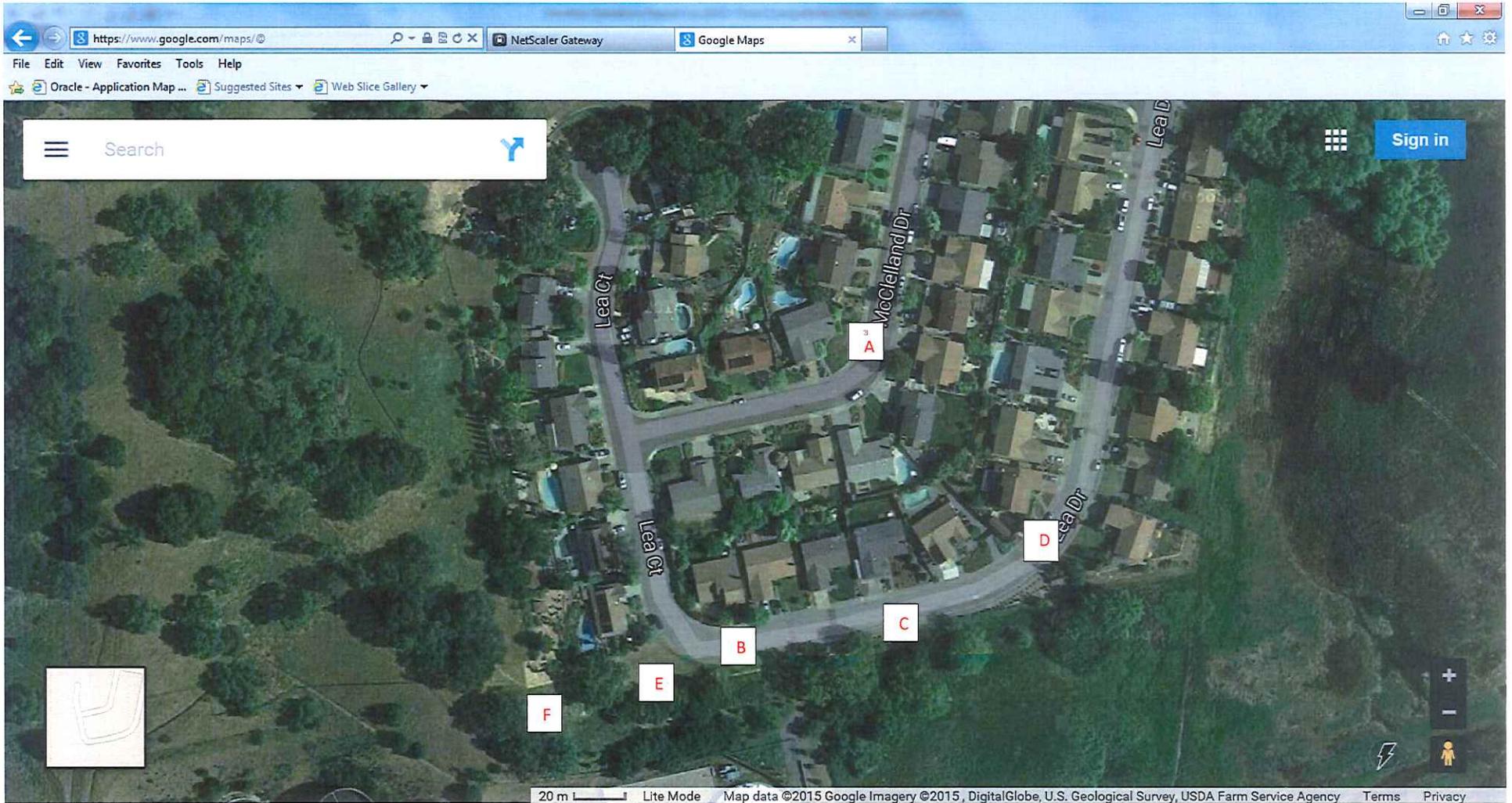
July 10, 2017		WEEKLY NEIGHBOR CONTACT LOG											Notes		
		July 10, 2017 - July 16, 2017													
NEIGHBOR	Mon	10-Jul	Tue	11-Jul	Wed	12-Jul	Thu	13-Jul	Fri	14-Jul	Sat	15-Jul	Sun	16-Jul	
	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time			
Neighbor #1															
Neighbor #2															
Neighbor #3			6	3	10:18										"fairly stinky right now"
Neighbor #4															
Total															

Legend

Description		Odors were a result of annual cleaning of influent channel.
Aeration Basins	1	
Raw Sewage	2	
H2S	3	
Aeration + Sewage	4	
Aeration, Sewage, H2S	5	
Sewage + H2S	6	
Other (see notes)	7	
Not Specified / Unknown	8	
Intensity		
Mild Intermittent	1	
Mild Persistent	2	
Moderate Intermittent	3	
Moderate Persistent	4	
Strong Intermittent	5	
Strong Persistent	6	
Other (see notes)	7	
Not Specified / Unknown	8	

7) JEROME METER READINGS & LOCATIONS

NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



JEROME METER READINGS - JULY 2017

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	0.000	0.0000	Neighborhood
F: Lea 5	0.000	0.000	0.0000	Neighborhood

NOVATO SANITARY DISTRICT
Wastewater Operations - Reclamation Facilities Report
July 2017

1.0 Summary:

Livestock was delivered to Site 2. Proposals were received to remove the fallen eucalyptus trees on Site 2. A temporary irrigation system was installed to dispose of rainwater in the Dedicated Land Disposal (DLD) site. The Wildlife Pond level was raised to inhibit cattail growth.

2.0 Ranch Operations:

A small herd of cattle was delivered to Site 2 to feed on the pasture grass that was not harvested this year. The rancher was culling the yearlings out of the herd for market this month.

Staff requested proposals from several local tree service companies and received three proposals to cut up and remove/chip up the fallen eucalyptus trees on Site 2; the low bid to perform the work was \$47,725 from Fahy Tree Service (San Rafael, CA). Staff expects the contractor to start work sometime in late August, after the contract is executed.

3.0 Irrigation Parcels:

Due to low storage pond levels, staff ceased irrigation for two weeks this month (one cycle) to accumulate irrigation water in Pond 1 to create higher suction head for the irrigation pumps. Low head conditions can send nuisance alarms to staff when the pumps start up in the early morning hours. Pond 2 was isolated from the system to help raise the level faster. 31.45 MG of irrigation water was applied to the pastures in July.

As previously reported, the DLD is full of rainwater from the above average rainfall this past winter and needs to be emptied before sludge can be applied. District and Veolia staff worked with the Regional Water Quality Control Board (RWQCB) to come up with a disposal plan. The plan to distribute the water over several parcels on Site 2 was accepted by the RWQCB. The District contracted with Rain for Rent, Inc. to install a temporary pump, pipework, and water cannons to dispose of the water over three parcels. The temporary irrigation system was installed and disposal of the water will begin in August.

4.0 Irrigation Pump Station:

The Irrigation Storage Ponds were holding 89.8 MG of stored irrigation water at the end of the month. The Wildlife Pond level was raised two feet this month, as recommended in the Reclamation Operations & Maintenance Manual. Also, 47 MG of water was recirculated through the Wildlife Pond.

5.0 Sludge Handling & Disposal:

There were no sludge handling activities this month. Staff requested a proposal from Custom Tractor Service (CTS, Petaluma, CA) to empty the sludge ponds later this summer/fall.

NOVATO SANITARY DISTRICT
Reclamation Facility - Monthly Statistics for Calendar Year 2017, as of July 2017

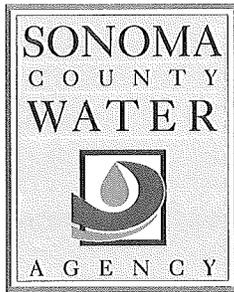
	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
Irrigation Pump Station														
Plant flow to ponds (MG)		0	0	0	0	0	93.41						93.4	7.78
Irrigation (MG)		0	0	0.0	0	0	88.62	31.45					120.1	10.01
Irrigation Pump 1 Hours							131.2	46.6					177.8	14.82
Irrigation Pump 2 Hours							124.9	54.7					179.6	14.97
Irrigation Pump 3 Hours							122.2	44.3					166.5	13.88
Washdown Water Pump Hours													-	0.00
Wildlife Feed Pump Hours					734	601.1	746.1						2,081.2	173.43
Water Circulated through Wildlife Pond (MG)		0	0	0	46	38	47	0	0	0	0	0	131.1	10.93
Strainer No. 1 Hours						46.7	18.1						64.8	5.40
Strainer No. 2 Hours						47.5	18.2						65.7	5.48
Pond 1 Gauge @ Beginning of Month	8.1	9.5	9.4	9	9	8.6	3.2							
Pond 1 Gauge @ End of Month	9.5	9.4	9	9	8.6	3.2	7.6							
Pond 1 Gallons Stored @ End of Month(MG)	74	73	70	70	65	21.6	57.8							
Pond 2 Gauge @ Beginning of Month	8.1	9.5	9.4	9	9	8.6	3.2							
Pond 2 Gauge @ End of Month	9.5	9.4	9	9	8.6	3.2	3.6							
Pond 2 Gallons Stored @ End of Month(MG)	95	94	90	90	85	27.4	32							
Total Irrigation Water Stored	169	167	160	160	150	49	89.8	0	0	0	0	0		
Drainage Pump Station No. 3														
Drainage Pump No. 1 Hours	427.9	315.2	312.9	0	0.1	0	0							
Drainage Pump No. 2 Hours	69.3	123.5	0	0	9.8	0	0							
Drainage Pump No. 3 Hours	226.5	0	70.8	192.7	0	0	0							
Total Gallons Stormwater Pumped (MG)	217.11	131.61	115.11	57.81	2.97	0	0	0	0	0	0	0	524.61	43.72
Drainage Pump Station No. 7														
Drainage Pump No. 1 Hours	50.6	230.1	117.8	0	0	0	0							
Drainage Pump No. 2 Hours	380.8	532.8	0	0	17.7	0	0							
Drainage Pump No. 3 Hours	345.9	0	0	143.3	0.1	0	0							
Total Gallons Stormwater Pumped (MG)	349.79	343	53	64.49	8.01	0	0	0	0	0	0	0	818.60	68.22

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Reclamation: Sludge Disposal, Account No. 63115	MEETING DATE: August 14, 2017 AGENDA ITEM NO.: 9.a.
RECOMMENDED ACTION: Approve contract with Custom Tractor Services (CTS) for biosolids disposal and sludge lagoon cleaning in a not-to-exceed amount of \$188,500, and authorize the General Manager-Chief Engineer to execute it.	
SUMMARY AND DISCUSSION: <p>Under the terms of its discharge permit, the District is required to dispose of biosolids generated from its treatment facilities at its dedicated land disposal (DLD) site off Highway 37, in accordance with Title 40 Code of Federal Regulations (CFR) Part 503. Options for final disposal historically have been either by spreading or by injection into the DLD in summer.</p> <p>For the past several years, the District has contracted with Custom Tractor Service (CTS) of Petaluma to perform this work. CTS has been performing this work satisfactorily for the Las Gallinas Valley Sanitary District for the past several years as well, and they are the only contractor in this area that has the type of equipment to adequately perform this work. CTS performed this work last season for the District for \$125,000.</p> <p>Staff requested and received a proposal from CTS to perform these services this year. This year, CTS proposes to provide the biosolids disposal services for a lump sum amount of \$126,500. The total cost has increased \$1,500 over last year.</p> <p>In addition, some of the biosolids typically accumulate and compact in the bottom of the lagoons so that they cannot be completely removed by pumping. This results in reducing the overall holding capacity of the lagoons. Staff requested a proposal from CTS to excavate and spread these solids in the DLD using a manure spreader. This work must be done immediately after a lagoon is emptied in order to place it back into service. CTS performed this work the previous three years for \$62,000. CTS proposes to clean out the four ponds for the same amount as last year. Both work items would be funded from Account No. 63115 – Sludge Disposal.</p> <p>Staff recommends that the Board accept the CTS proposal that incorporates: (a) a lump sum amount of \$126,500 for sludge pumping, and (b) a lump sum amount of \$62,000 for cleaning out the lagoons, and authorize the General Manager-Chief Engineer to execute a contract with CTS in the lump sum amount of \$188,500.</p>	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.	
BUDGET INFORMATION: The FY16-17 Preliminary Budget includes \$240,000 under Account No. 63115 - Sludge Disposal, for this work.	
DEPT.MGR.: srk, ssk	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Informational Item - North Bay Water Reuse Authority (NBWRA), Account No. 72508.	MEETING DATE: August 14, 2017 AGENDA ITEM NO.: 10.a.
RECOMMENDED ACTION: Receive report on payment to Sonoma County Water Agency (SCWA) in the amount of \$76,799 as the District's FY17-18 share of the cost of the NBWRA Phase 2 Feasibility Study – information only.	
SUMMARY AND DISCUSSION: <p>Over the years, the District's potential projects, costs, and benefits from participating in the NBWRA Phase 2 Feasibility Study were discussed at District Budget Workshops and Strategic Planning & New Facilities Committee meetings for Fiscal Years FY14-15, FY15-16, FY16-17, and FY17-18, and approved by the Board as part of the annual budget approval and adoption process each year.</p> <p>NBWRA had initially identified the total cost for this study to its member agencies at \$4,985,479 over the three-year period of FY14-15, FY15-16, and FY16-17. The NBWRA Board of Directors approved its FY14-15, FY15-16, and FY16-17 budgets and the member agencies' cost allocations at its May 19, 2014 meeting. The resulting initial cost allocation for the District over the three-year period was \$1,134,778, with payments spread out as \$343,005 in FY14-15, \$377,090 in FY15-16, and \$414,684 in FY16-17. The District made payments of \$343,005 in FY14-15, \$377,090 in FY15-16, and \$207,344 in FY16-17, or a total of \$927,434.</p> <p>While project scopes evolved and costs were refined further as part of the Phase 2 Feasibility Study, the 3-year budget cost allocation for individual agencies (including the District), did not change until recently. A final "truing-up" process is expected at the end of the Phase 2 Feasibility Study (similar to what occurred after the Phase 1 Feasibility Study), to match each NBWRA agency's cost to the benefit it will receive. In the meanwhile, SCWA performed an intermediate truing-up to account for new agencies joining the NBWRA Phase 2 program, and reallocated costs between the member agencies. The result was that the District received a refund of \$179,458 from Sonoma County Water Agency (SCWA) in its role as the NBWRA administrative entity (as discussed at the July 10, 2017 Board meeting), leaving the amount contributed to date by the District at \$747,976 towards the NBWRA Phase 2 program.</p> <p>In addition, at its May 22, 2017 meeting, the NBWRA Board of Directors approved NBWRA's FY2017-18 budget, and SCWA has calculated the District's FY17-18 Phase 2 contribution as \$76,799 (see Attachment 1). Staff will work with SCWA staff to process this payment.</p>	
ATTACHMENTS: 1. Correspondence from SCWA.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.	
BUDGET INFORMATION: The adopted FY17-18 Preliminary Budget includes \$100,000 in Account No. 72508 to pay the District's FY17-18 share of the cost of the Phase 2 Feasibility Study, with no expenditures to date.	
DEPT. MGR.: eb, ssk	GENERAL MANAGER: SSK



Item 10.a.
Attachment 1
(Pages 136 to 140)

CF/71-700-21.7 Among Parties (Memorandum of Understanding (MOU) for North Bay Water Reuse Authority) TW No (ID 1726)

July 24, 2017

Mr. Sandeep Karkal
General Manager
Novato Sanitary District
500 Davidson Street
Novato, CA 94945-3399

Subject: **Invoice to Novato Sanitary District for the North Bay Water Reuse Authority, FY 2017/2018 Budget**

Dear Mr. Karkal,

The North Bay Water Reuse Authority's (NBWRA) Board of Directors approved the FY 2017/2018 Budget on May 22, 2017. The FY 2017/2018 budget covers Phase 2 and Joint Use work for a total cost of \$595,643.00 (See Exhibit A).

Member agency cost allocation is specified in NBWRA's Third Amended Memorandum of Understanding (MOU). The Third Amended MOU states that Phase 2 and Joint Use costs shall be shared equally by the members participating in each phase. Recognizing that sharing Phase 2 costs equally had a significant impact on several agencies with smaller projects, the NBWRA Board of Directors approved allocating Phase 2 costs according to proposed project cost. This change will be incorporated into the MOU during its next revision.

Based upon the approved budget for FY 2017/2018, Novato Sanitary District's total amount owed is:

Phase 2 – Support	\$ 25,121
Phase 2 – Feasibility Study	\$ 32,328
<u>Joint Use</u>	<u>\$ 19,350</u>
Total	\$ 76,799

Please remit the amount of \$76,799.00 to NBWRA's Administrative Agency, Sonoma County Water Agency.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Booker", is written over a faint, illegible background.

Kevin Booker
North Bay Water Reuse Authority, Administrative Agency

c: SCWA: Jake Spaulding, Brad Elliott
NBWRA: Chuck Weir

RECEIVED
JUL 26 2017
NOVATO SANITARY DISTRICT

pa\\T:\Pinks\07-17-2017\Novato FY 1718.docx

SONOMA COUNTY WATER AGENCY
on behalf of North Bay Water Reuse Authority

Chapter 994 of the Statutes of 1949, as Amended

404 Aviation Blvd.
Santa Rosa, CA 95403
Phone: (707) 526-5370

Mr. Sandeep Karkal
Novato Sanitary District
500 Davidson Street
Novato, CA 94945

INVOICE NO. WTRN-42
ACCOUNT NO. WTR00000255
DATE 07/24/17
PAYMENT DUE DATE 08/24/17

FUND	DEPT.	ACCOUNT	AMOUNT
82440	80250200	12102	\$ 76,799.00

QUANTITY	UNIT	DESCRIPTION	PRICE	AMOUNT
		<u>NORTH BAY WATER REUSE AUTHORITY</u> Invoicing for FY 2017/2018: Phase 2 - Support Phase 2 - Feasibility Study Joint Use		 25,121.00 32,328.00 19,350.00 \$ 76,799.00
Please direct questions to Kevin Booker @ (707) 521-1865				

TOTAL DUE	\$ 76,799.00
-----------	--------------

MAKE CHECKS PAYABLE TO:
Sonoma County Water Agency
404 Aviation Blvd
Santa Rosa, CA 95403

Exhibit A

North Bay Water Reuse Authority's (NBWRA) Board of
Directors approved budget for the FY 2016/2017 and Invoice
Amounts

Leah Walker
Mark Williams

City of Petaluma
Las Gallinas Valley Sanitary District

3. Public Comments

There were no comments from the public

4. Introductions

Introductions were not made.

5. Board Meeting Minutes of March 27, 2017.

A motion by Director Gibson, seconded by Director Baker, to approve the minutes of the March 27, 2017 meeting was unanimously approved.

6. Report from the Chair

a. Consultant Progress Reports

The Board reviewed the consultant progress reports for March and April 2017.

b. Financial Reports

The Board reviewed the Financial Reports for the period ending April 30, 2017.

7. Board Information Requests

Chair Rabbitt reported that there are no Board information requests at this time.

8. Proposed FY2017/18 Title XVI Program Budget

Chair Rabbitt reported on the two options that were discussed in detail at the March 27, 2017 meeting. At that time the Board provided direction in support of Alternative 2: the Limited Program. A motion by Vice Chair Techel, seconded by Director Long to approve Alternative 2 for the FY2017/18 Title XVI Program Budget was unanimously approved, with director Gorin abstaining.

With the approval of the FY2017/18 Budget, proposed quarterly meeting dates are:

August 28, 2017

November 27, 2017 (This date is subject to change due to conflicts)

February 26, 2018

May 21, 2018 (Due to Memorial Day Holiday)

9. Proposed Revisions to the Memorandum of Understanding

The Program Manager provided a summary of the recommended changes to the Memorandum of Understanding (MOU). He suggested that if agencies were in the process of reviewing the recommended changes that they should provide them by May 31, 2017. If they have not yet begun their review, it would be more efficient to wait for the next version to be reviewing. The intent is to have a second draft available for review in June such that a final version can be presented to the Board at the August 28, 2017 meeting. If the Board approves the revisions, then then, each agency will need to approve the revised MOU and it would become official once two thirds of the agencies have signed it. Board and TAC members asked for assurances that the revisions would include the following: timely exit for Phase 1 agencies to drop to the Associate Member level, and Phase 2 cost reconciliation at the completion of the Phase 2 projects. The

Proposed FY 17/18 Title XVI Program Budget

- ◆ 2-year Contract will be Prepared for Contracting Cost-efficiencies
 - The proposed FY 18/19 budget (\$595,643) is the same as FY 17/18 budget
 - Each year's budget will be approved annually
 - Phase 1 Members will no longer participate in cost-sharing at the end of FY 18/19

Program Budget	LGVSD	Napa SD	Novato SD	SVCSD	SCWA	NMWD	Napa County	Petaluma	MMWD	American Canyon
FY17/18	\$19,350	\$76,799	\$76,799	\$76,799	\$76,799	\$19,350	\$19,350	\$76,799	\$76,799	\$76,799
FY 18/19	\$19,350	\$76,799	\$76,799	\$76,799	\$76,799	\$19,350	\$19,350	\$76,799	\$76,799	\$76,799
Total Budget	\$38,700	\$153,598	\$153,598	\$153,598	\$153,598	\$38,700	\$38,700	\$153,598	\$153,598	\$153,598

Platinum

AWARD

Item 12.a.
(Pages 141 to 143)



The National Association of Clean Water Agencies

is pleased to present this award to

Novato Sanitary District, CA
Novato Wastewater Treatment Plant

in recognition of five years of complete and consistent National Pollutant Discharge Elimination System permit compliance

A handwritten signature in blue ink that reads "Adam Krantz".

Adam Krantz, NACWA Chief Executive Officer

July 25, 2017

Date Issued

The NACWA logo consists of the acronym "NACWA" in a large, blue, sans-serif font. Below it is the tagline "A Clear Commitment to America's Waters" in a smaller, blue, sans-serif font. The logo is set against a background of three wavy blue lines of varying shades.

EXCELLENCE IN
Management
 Recognition
 PROGRAM

PLATINUM RECOGNITION

Hampton Roads Sanitation District, VA
 Narragansett Bay Commission, RI

GOLD RECOGNITION

Anchorage Water & Wastewater Utility, AK
 Boston Water & Sewer Commission, MA

SILVER RECOGNITION

Beaufort-Jasper Water & Sewer Authority, SC
 City of Raleigh Public Utilities Department, NC



Novato Sanitary District, CA

Novato Wastewater Treatment Plant

DC Water, DC

Blue Plains Wastewater Treatment

Marion County Utilities, FL

Stonecrest Water Reclamation Facility

Gwinnett County Department of Water Resources, GA

Yellow River Water Reclamation Facility

City and County of Honolulu, HI

Kaunae Wastewater Treatment Plant

Johnson County Wastewater, KS

New Century Air Center Wastewater Treatment Plant

Winahawk Creek Wastewater Treatment Plant

Louisville and Jefferson County Metropolitan

Sewer District, KY

Floyds Fork Water Quality Treatment Center

Washington Suburban Sanitary Commission, MD

Piscataway Wastewater Treatment Plant

Metropolitan Council Environmental Services, MN

Metropolitan Wastewater Treatment Facility

Metropolitan Sewerage District of Buncombe County, NC

French Broad River Water Reclamation Facility

Clark County Water Reclamation District, NV

Flamingo Water Resource Center

City of Gresham, OR

Gresham Wastewater Treatment Plant

Beaufort-Jasper Water & Sewer Authority, SC

Hardeeville Wastewater Treatment Plant

Renewable Water Resources, SC

Piedmont Regional Wastewater Treatment Plant

Spartanburg Water, SC

Fingerville Wastewater Treatment Facility

King County Department of Natural Resources

& Parks, WA

Carnation Wastewater Treatment Plant

NEW Water, WI

De Pere Facility

NACWA

2017 AWARDS CEREMONY

CELEBRATING
 ACHIEVEMENTS IN
 THE CLEAN WATER
 COMMUNITY

2017 AWARDS CEREMONY CELEBRATING ACHIEVEMENTS IN THE CLEAN WATER COMMUNITY

July 25, 2017 • Hyatt Regency St. Louis at the Arch

OPENING REMARKS & INTRODUCTION OF OFFICERS

Adam Krantz
Chief Executive Officer, NACWA

HALL OF FAME INDUCTIONS PRESENTATION OF DISTINGUISHED SERVICE AWARD PRESENTATION OF BOARD SERVICE AWARDS

Cathy Gerall
NACWA President
District Manager
Metro Wastewater Reclamation District, CO

PRESENTATION OF PRESIDENT'S AWARDS

Ray Marshall
NACWA President 2016-2017
Executive Director
Narragansett Bay Commission, RI

RECOGNITION OF EXCELLENCE IN MANAGEMENT

Diane Taniguchi-Dennis
Vice Chair, NACWA Awards Committee
Deputy General Manager
Clean Water Services, OR

RECOGNITION OF FACILITY PEAK PERFORMANCE & PRESENTATION OF PLATINUM HONORS

Diane Taniguchi-Dennis
Vice Chair, NACWA Awards Committee
Tom Sigmund
Member, NACWA Awards Committee
Executive Director
NEW Water, WI

CLOSING REMARKS

Diane Taniguchi-Dennis
Vice Chair, NACWA Awards Committee

HALL OF FAME INDUCTIONS

Julius Ciaccia
Former Chief Executive Officer
Northeast Ohio Regional Sewer District, OH

Martin Umberg
Former Sewer Chief Engineer
Metropolitan Sewer District of Greater Cincinnati, OH

DISTINGUISHED SERVICE AWARD

Dennis Stowe
Former Manager
Littleton/Englewood Wastewater Treatment Plant, CO

BOARD SERVICE AWARDS

Julius Ciaccia
NACWA President 2013-2014
Board Member 2008-2017
Northeast Ohio Regional Sewer District, OH

Timothy Houghton
NACWA Board Member 2008-2017
City & County of Honolulu, HI

Ricky Clifton
NACWA Board Member 2009-2017
Gulf Coast Authority, TX

Raymond J. Marshall
NACWA President 2016-2017
NACWA Board Member 2007-2017
Narragansett Bay Commission, RI

Adel H. Hagekhalil
NACWA President 2015-2016
NACWA Board Member 2008-2017
City of Los Angeles - LA Sanitation, CA

Daniel C. Thompson
NACWA Board Member 2007-2017
City of Tacoma Environmental Services
Department, WA

PRESIDENT'S AWARDS

Susan T. Holmes
Chairwoman
Central Davis Sewer District, UT

Adel H. Hagekhalil
Assistant Director
City of Los Angeles - LA Sanitation, CA

Todd Danielson
Chief Utilities Executive
Avon Lake Regional Water, OH

