

# NOVATO SANITARY DISTRICT

Meeting Date: August 12, 2019

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m., Monday, August 12, 2019, at the District Offices, 500 Davidson Street, Novato.**

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

## AGENDA

**1. PLEDGE OF ALLEGIANCE:**

**2. AGENDA APPROVAL:**

**3. PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):**

*This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Each individual will be limited to a three-minute presentation, and comments must be spoken into the microphone set up to receive public comment. No action will be taken by the Board at this time as a result of any discussion or any public comments made.*

**4. REVIEW OF MINUTES:**

- a. Approve minutes of the August 8, 2019 special meeting.

**5. CONSENT CALENDAR:**

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

- a. Approve regular disbursements, June 10 – August 12, 2019.
- b. Ratify payroll and payroll related disbursements, June and July 2019.
- c. Receive deposit summary, June and July 2019.
- d. Receive 4<sup>th</sup> Quarter Investment Report, Fiscal Year (FY) 18-19.
- e. Receive 4<sup>th</sup> Quarter Financial Report, FY 18-19.
- f. Receive Accounts Receivable (A/R) Summary Report as of June 30, 2019.
- g. Approve transfer of \$93,757 from unspent funds in the "Salaries and Benefits" categories of the FY 18-19 Operating Budget as of June 30, 2019, to the District's Public Agency Retirement Services (PARS) Trust account.
- h. Approve transfer of \$25,990 from the Capital Fund to the Operating Fund for staff time spent on Capital Fund projects in FY 18-19.
- i. Approve Subordination Request from the Successor Agency to the Dissolved Redevelopment Agency of the City of Novato.
- j. Authorize the General Manager-Chief Engineer to renew the District issued Class I Non-Domestic Temporary Discharge Permit No. ExxonMobil-031.

**6. CLEAN WATER STATE REVOLVING FUND LOAN REFINANCING:**

- a. Receive update on refinancing process from financing team.
- b. Receive Standard and Poor's Global Ratings Letter and Report on its "AAA" rating for the District's Series 2019 Revenue Refunding Bonds, and raising its rating on the District's 2017 outstanding Series 2017 Revenue Refunding Bonds to "AAA" from "AA+".

**7. ANNUAL BUDGET: FINAL FISCAL YEAR (FY) 19-20 BUDGET:**

- a. Receive and adopt the Final FY 19-20 District Annual Budget.
- b. Adopt Resolution No. 3139 establishing appropriations limit for FY 19-20.

**8. SOLID WASTE OPERATIONS:**

- a. Receive Recology 1<sup>st</sup> and 2<sup>nd</sup> Quarter 2019 reports.
- b. Receive verbal report on Marin County JPA and Local Task Force.
- c. Receive verbal report on SB 1383 (Lara) regulations.
- d. Receive Annual 2018, and 1<sup>st</sup> Quarter 2019 AB 939 Disposal/Diversion reports; and 1<sup>st</sup> and 2<sup>nd</sup> Quarter 2019 Recology Disposal/Diversion reports.
- e. Receive Per Capita Diversion Calculation report for 2018.
- f. Receive 2019 Household Hazardous Waste (HHW) and E-Waste reports.

**9. WASTEWATER OPERATIONS:**

- a. Receive draft Collection System Master Plan (CSMP) document, and set a special meeting at 4:00 p.m., September 9, 2019, for a workshop presentation on the CSMP.
- b. Receive Wastewater Operations Report, June and July 2019:
  - i. Collection Systems
  - ii. Treatment Facilities
  - iii. Reclamation Facilities

**10. RECLAMATION: SLUDGE DISPOSAL, ACCOUNT NO. 63115**

- a. Approve contract with Custom Tractor Services (CTS) for biosolids disposal and sludge lagoons cleaning in a not-to-exceed amount of \$211,450, and authorize the General Manager-Chief Engineer to execute it.

**11. CAPITAL PROJECTS:**

- a. *Annual Treatment Plant Improvements, Account No. 72805:* Approve a proposal from Veolia Water in the amount of \$175,256 to perform the cleaning of Digester No. 1 at the Novato Treatment Plant, as "Additional Services" under Section 8 of the 2014 Amended and Restated Contract Service Agreement (Agreement), and authorize the General Manager-Chief Engineer to execute an Addendum to the Agreement in the not-to-exceed amount of \$175,256.
- b. *Collection System Improvements, Account No. 72706 - Golden Gate Rush Creek Sewer Phase II Project:* Review bids received, and authorize the General Manager-Chief Engineer to award the construction contract to JMB Construction, Inc., and to execute it in the bid amount of \$618,281.
- c. *Collection System Improvements, Account No. 72706 - Redwood Blvd. Sewer Rehab. Project:* Review bids received, and authorize the General Manager-Chief Engineer to award the construction contract to KJ Woods Construction, Inc., and to execute it in the bid amount of \$888,000.
- d. Receive Capital Projects Update, June and July 2019.

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

- a. Receive report on CalPERS Health Plan Premium Rates for 2019.
- b. Receive report on Fiscal Year (FY) 18-19 Capacity Charges, California Government Code (CGC) §66013.
- c. Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for Fiscal Year (FY) 18-19.

**13. BOARD OF DIRECTORS:**

- a. Presidential appointment of Board members to Board Committees, FY 19-20.

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

- a. North Bay Watershed Association (NBWA) meeting, July 12, 2019.

**15. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:**

**16. ADJOURN:**

Next Resolution No. 3140.

**Next meeting date: Monday, September 9, 2019, Special Meeting at 4:00 p.m., followed by a regular meeting at 5:30p.m., at the Novato Sanitary District office, 500 Davidson Street, Novato, CA.**

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

## NOVATO SANITARY DISTRICT

### Board Meeting Minutes

Meeting Date: August 8, 2019

A special meeting of the Board of Directors of the Novato Sanitary District was held at 3:00 p.m., Monday, August 8, 2019, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Carole Dillon-Knutson, Directors Jean Mariani and Jerry Peters. Director William Long joined the meeting at 3:22 p.m.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, District Counsel Lauren Quint, and Administrative Secretary Julie Hoover.

ALSO PRESENT:

Dale Thrasher, Administrative Services Officer, Novato Sanitary District  
Dale Kline, Novato resident, Board candidate  
Gary Butler, Novato resident, Board candidate  
Tim Fuelle, Novato resident, Board candidate  
Erik Brown, Deputy General Manager (joined the meeting at 3:23 p.m.)

The General Manager stated that Director Long was not available at the start of the meeting due to a scheduling conflict (CASA conference call). He suggested that the Board meeting proceed, but that a short break be declared after candidate Fuelle is excused to review his interview questions. He then stated that the meeting could be resumed when Director Long was able to rejoin the meeting. President Dillon-Knutson agreed and the meeting continued.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Approve minutes of the August 5, 2019 special meeting.

*On motion of Director Peters, seconded by Director Mariani, and carried unanimously, the Board approved the minutes of the August 5, 2019 special meeting.*

BOARD OF DIRECTORS:

- Interview candidates for open Board position (continued from August 5, 2019 special Board meeting). The General Manager stated that the special meeting was a continuation of the process from Monday's special meeting, and was for the purpose of allowing candidate Tim Fuelle to interview for the open Board position. He stated that three of the four candidates were in attendance: Dale Kline, Gary Butler, and Tim

Fuette. (The fourth candidate, Ed Schulze, was not present.) The General Manager outlined the procedure for the interview process and stated that the format would be the same as at the August 5<sup>th</sup> meeting: the candidate's interview would be scheduled for about 15-minutes, allowing 5 minutes to make an opening statement and the remaining ten minutes for Board questions and discussion. The questions were provided to the candidate and he was retired to the break room until he would be called for his interview.

At 3:08 p.m. President Dillon-Knutson declared a recess until Director Long could join the meeting.

At 3:22 p.m. Director Long joined the meeting.

At 3:23 p.m. President Dillon-Knutson reconvened the meeting. Mr. Fuette was then called from the break room and the interview process began.

The Board concluded the interview for Mr. Fuette at 3:40 p.m.

- Board deliberations (continued from August 5, 2019 special Board meeting):

President Dillon-Knutson and the Board members thanked the candidates, and unanimously agreed that the decision to choose only one of the candidates as the new Director would be difficult because each would bring distinctive qualities to the position.

The Board discussed the unique qualifications of each candidate.

- Nomination of new Board member. Director Mariani moved to nominate Tim Fuette. She stated that Mr. Fuette brings a particular knowledge and breadth of experience to the position, and noted that he also resides in District 3, which is open at this time.

Director Long moved to nominate Gary Butler. He stated that Mr. Butler has particular strengths that complement the District such as risk-management knowledge, as well as having past experience as a Novato Sanitary District Board member.

Discussion followed and legal counsel informed the Board on to how to proceed with a formal nomination.

*On motion of Director Mariani, seconded by Director Dillon-Knutson and carried unanimously, the Board appointed Mr. Timothy Fuette to fill the Novato Sanitary District Board vacancy.*

- Adopt Resolution No. 3138, appointing new Board member.

*On motion of Director Long, seconded by Director Peters, and carried unanimously, the Board adopted Resolution No. 3138: A Resolution Appointing a Director to Fill a Vacancy in an Elective Office.*

- Administration of Oath of Office and Seating of new Board member. The General Manager proceeded to administer the Oath of Office to Mr. Timothy Fvette.

ADJOURNMENT: There being no further business to come before the Board, President Dillon-Knutson adjourned the meeting at 3:37 p.m.

Respectfully submitted,

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Sandeep Karkal  
Secretary

Julie Hoover, Recording

DRAFT

**Novato Sanitary District  
Board fees Check Register**

For June 2019

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Date	Num	Name	Credit
<b>Jul 8, 19</b>			
07/08/2019	6136	Dillon-Knutson-, Carole	615.58
07/08/2019	6137	Long, William C	521.58
07/08/2019	6138	Mariani, Jean M	502.58
07/08/2019	6139	Miller, Brant	
07/08/2019	6140	Peters, Arthur Gerald	207.79
<b>Jul 8, 19</b>			<b><u>1,847.53</u></b>

# Novato Sanitary District Board Fees Check Register

For July 2019

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Date	Num	Name	Credit
<b>Aug 8 - 9, 19</b>			
08/08/2019	6195	Dillon-Knutson-, Carole	407.79
08/08/2019	6196	Long, William C	313.78
08/08/2019	6197	Mariani, Jean M	502.57
08/08/2019	6198	Peters, Arthur Gerald	207.79
<b>Aug 8 - 9, 19</b>			<b><u>1,431.93</u></b>

**Novato Sanitary District**  
**Safety Recognition Summary**  
For FY2018/19

Date	Description	Amount
<b>Jul 29, 19</b>		
	07/29/2019 Safety Recognition Checks	<u>926.38</u>
<b>Jul 29, 19</b>	<b>Total</b>	<u><b>926.38</b></u>

# Novato Sanitary District Operating Check Register

June 24, 2019

Date	Num	Name	Credit
<b>Jun 24, 19</b>			
06/24/2019	63075	Pacific, Gas & Electric	78,293.42
06/24/2019	63079	Stericycle	20,921.90
06/24/2019	63071	Meyers, Nave, Riback, Silver &...	3,908.00
06/24/2019	63073	North Marin Water District - Lab	2,761.00
06/24/2019	63074	North Marin Water District Payroll	1,700.75
06/24/2019	63062	CT Promotions	1,471.62
06/24/2019	63065	IEDA, INC	1,225.00
06/24/2019	63072	North Marin Water District	1,041.50
06/24/2019	63057	Alliant Insurance Services, Inc-...	950.00
06/24/2019	63059	Buckles-Smith1	814.00
06/24/2019	63063	Fastsigns	568.00
06/24/2019	63069	Marin Mechanical II, Inc.	537.60
06/24/2019	63060	Cagwin & Dorward Inc.	461.00
06/24/2019	63077	Recology Sonoma Marin	451.70
06/24/2019	63061	Core Utilities, Inc.	450.00
06/24/2019	63066	Leete Generators	396.05
06/24/2019	63070	McMaster-Carr Supply Co.	347.70
06/24/2019	63058	B.W.S. Distributors, Inc.	216.00
06/24/2019	63067	Marin County Ford	213.84
06/24/2019	63078	Staples Advantage	129.64
06/24/2019	63068	Marin Independent Journal	128.65
06/24/2019	63080	VWR International Inc.	97.52
06/24/2019	63056	Able Tire & Brake Inc.	52.50
06/24/2019	63076	Petty Cash	36.34
06/24/2019	63064	Grainger	17.48
<b>Jun 24, 19</b>			<b><u>117,191.21</u></b>

# Novato Sanitary District Operating Check Register

July 8, 2019

Date	Num	Name	Credit
<b>Jul 8, 19</b>			
07/08/2019	DD	CALPERS Retirement-1	348,932.00
07/08/2019	63088	Calcon Systems, Inc.	18,743.00
07/08/2019	63109	PARS-PSRP-Post Employment...	15,056.63
07/08/2019	63090	Citi Visa (Costco)	9,503.22
07/08/2019	63108	PARS-OPEB-Post Employment...	8,626.79
07/08/2019	63102	Mennekes Electrical Products	8,543.74
07/08/2019	63099	Johnson, Dee	8,280.00
07/08/2019	63094	Diesel Direct West, Inc.	7,790.18
07/08/2019	63083	Alliant Insurance Services, Inc	5,694.00
07/08/2019	63098	Grainger	5,326.30
07/08/2019	63118	Woodard & Curran formerly RMC	4,624.25
07/08/2019	63092	CT Promotions	1,954.03
07/08/2019	63103	Monterey Mechanical, Inc.	1,800.00
07/08/2019	63095	Environmental Dynamics	1,581.00
07/08/2019	63105	North Marin Water District	1,566.52
07/08/2019	63089	Caltest Analytical Lab Inc.	1,269.68
07/08/2019	63082	Able Tire & Brake Inc.	1,189.32
07/08/2019	63086	BoundTree Medical, LLC	804.63
07/08/2019	63117	WECO	766.73
07/08/2019	63114	U.S. Bank Equipment Finance	686.38
07/08/2019	63107	Onspot Welding & Design Inc	675.00
07/08/2019	63115	UniFirst Corporation	618.88
07/08/2019	63116	Vision Service Plan	567.42
07/08/2019	63087	Buckles-Smith1	512.48
07/08/2019	63100	Leete Generators	425.95
07/08/2019	63085	Batteries Plus Inc	294.74
07/08/2019	63091	Claremont EAP, Inc.	250.00
07/08/2019	63093	Datco Billing Inc.	234.00
07/08/2019	63110	Pini Hardware	190.33
07/08/2019	63101	McMaster-Carr Supply Co.	110.39
07/08/2019	63111	Randall Bros. Auto Inc.	106.49
07/08/2019	63113	TNT Safety Enterprises, Inc.	105.00
07/08/2019	63096	Federal Express	85.88
07/08/2019	63112	Staples Advantage	81.28
07/08/2019	63084	AT&T Mobility	62.81
07/08/2019	63097	First Alarm	42.34
07/08/2019	63104	NAPA Auto Parts	40.12
07/08/2019	63106	Novato Builders Supply	35.45
<b>Jul 8, 19</b>			<b><u>457,176.96</u></b>

# Novato Sanitary District Operating Check Register

July 22, 2019

Date	Num	Name	Credit
<b>Jul 22, 19</b>			
07/22/2019	63174	Veolia Water North America, Inc.	179,366.05
07/22/2019	63147	CSRMA-	135,520.00
07/22/2019	63168	Pacific, Gas & Electric	75,630.08
07/22/2019	63150	Duke's Root Control, Inc	46,348.02
07/22/2019	63175	Veolia Water North America, Lab	30,172.41
07/22/2019	63145	County of Marin-Central Collect...	14,949.22
07/22/2019	63143	Caltest Analytical Lab Inc.	12,819.87
07/22/2019	63176	Veolia Water Recycled Water ...	11,871.72
07/22/2019	63138	Aqua Science	5,850.00
07/22/2019	63166	Novato, City	5,746.97
07/22/2019	63170	Rauch Communication Consult...	5,718.05
07/22/2019	63178	WaterSavers Irrigation Inc.	4,840.66
07/22/2019	63148	CT Promotions	3,895.12
07/22/2019	63142	Cagwin & Dorward Inc.	2,765.00
07/22/2019	63163	Meyers, Nave, Riback, Silver &...	2,725.90
07/22/2019	63154	IDEXX Distributing Corp.	2,367.41
07/22/2019	63153	Grainger	2,147.41
07/22/2019	63177	VWR International Inc.	1,927.86
07/22/2019	63144	Clipper Controls Inc.	1,818.02
07/22/2019	63165	North Marin Water District Payroll	1,653.75
07/22/2019	63135	Alliant Insurance Services, Inc	1,514.98
07/22/2019	63158	Lightning Services, Inc.	1,496.67
07/22/2019	63155	IEDA, INC	1,268.00
07/22/2019	63134	Able Tire & Brake Inc.	1,251.72
07/22/2019	63139	B.W.S. Distributors, Inc.	1,166.80
07/22/2019	63146	Crane & Equipment Regulatory...	750.00
07/22/2019	63136	Alpha Analytical Lab, Inc.	541.50
07/22/2019	63161	McMaster-Carr Supply Co.	468.11
07/22/2019	63156	Leete Generators	395.16
07/22/2019	63157	Leonardi Automotive & Electric,...	376.81
07/22/2019	63171	Recology Sonoma Marin	334.06
07/22/2019	63179	WECO	333.43
07/22/2019	63151	Evoqua Water Technologies - ...	294.09
07/22/2019	63149	CWEAmembers	275.00
07/22/2019	63172	Red Wing Shoe Store	170.41
07/22/2019	63140	Barnett Medical LLC	170.00
07/22/2019	63162	Medical Center of Marin-Novato	158.00
07/22/2019	63160	Marin Independent Journal	150.38
07/22/2019	63164	North Marin Water District	131.56
07/22/2019	63159	Marin County Ford	122.36
07/22/2019	63173	Staples Advantage	77.16
07/22/2019	63137	American Messaging	68.09
07/22/2019	63167	O'Reilly Auto Parts	50.85
07/22/2019	63169	Petty Cash	50.07
07/22/2019	63152	First Alarm	42.34
07/22/2019	63141	Buck's Saw Service, Inc.	28.16
<b>Jul 22, 19</b>			<b><u>559,819.23</u></b>

# Novato Sanitary District Operating Check Register

August 8 - 12, 2019

Date	Num	Name	Credit
<b>Aug 8 - 12, 19</b>			
08/12/2019	63219	Veolia Water North America, Inc.	199,350.29
08/12/2019	63215	U.S. Bank Corporate	151,320.00
08/12/2019	63214	Stericycle	51,885.69
08/12/2019	63220	Veolia Water North America, Lab	32,297.53
08/12/2019	63194	Duke's Root Control, Inc	24,829.54
08/12/2019	63208	PARS-PSRP-Post Employment...	15,056.63
08/12/2019	63198	Koffler Electrical Mech, Inc.	13,054.36
08/12/2019	63221	Veolia Water Recycled Water ...	13,007.30
08/08/2019	63180	Citi Visa (Costco)	11,050.20
08/12/2019	63197	Johnson, Dee	8,730.00
08/12/2019	63207	PARS-OPEB-Post Employment...	8,626.79
08/12/2019	63202	Mennekes Electrical Products	7,857.56
08/12/2019	63224	WECO	6,695.94
08/12/2019	63225	Woodard & Curran formerly RMC	5,168.77
08/12/2019	63190	Central Marin Sanitation District	4,088.55
08/12/2019	63192	Comcast Business	3,383.33
08/12/2019	63187	Buckles-Smith1	3,033.90
08/12/2019	63189	CASA	2,975.00
08/12/2019	63217	Underground Service Alert, Inc.	2,496.99
08/12/2019	63188	Cagwin & Dorward Inc.	2,400.00
08/12/2019	63205	North Marin Water District - Lab	2,035.00
08/12/2019	63204	North Marin Water District	1,625.27
08/12/2019	63184	B.W.S. Distributors, Inc.	1,510.33
08/12/2019	63196	Harris & Associates, Inc	1,375.00
08/12/2019	63211	Rotary Club of Ignacio	1,200.00
08/12/2019	63201	McMaster-Carr Supply Co.	887.98
08/12/2019	63212	Rotary Club of Novato Sunrise	804.00
08/12/2019	63218	UniFirst Corporation	773.60
08/12/2019	63195	Grainger	622.46
08/12/2019	63186	BoundTree Medical, LLC	606.73
08/12/2019	63222	Vision Service Plan	567.42
08/12/2019	63181	Alpha Analytical Lab, Inc.	546.00
08/12/2019	DD	Karkal, Sandeep	518.08
08/12/2019	63209	Pini Hardware	461.27
08/12/2019	63193	CWEAmembers	395.00
08/12/2019	63223	VWR International Inc.	296.37
08/12/2019	63191	Claremont EAP, Inc.	250.00
08/12/2019	63200	MarinScope Inc.	247.00
08/12/2019	63203	NAPA Auto Parts	220.89
08/12/2019	63216	U.S. Bank Equipment Finance	219.06
08/12/2019	63185	Barnett Medical LLC	180.00
08/12/2019	63182	American Messaging	69.59
08/12/2019	63183	AT&T Mobility	61.94
08/12/2019	63210	Randall Bros. Auto Inc.	60.00
08/12/2019	63199	Leonardi Automotive & Electric,...	56.36
08/12/2019	63226	Zenith Instant Printing, Inc.	34.72
08/12/2019	63206	O'Reilly Auto Parts	31.13
08/12/2019	63213	Staples Advantage	24.07
<b>Aug 8 - 12, 19</b>			<b><u>582,987.64</u></b>

# Novato Sanitary District Capital Projects Check Register

June 24, 2019

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Date	Num	Name	Credit
<b>Jun 24, 19</b>			
06/24/2019	3448	Fahy Tree Service	54,475.00
06/24/2019	3445	Associated Northwest Valv...	15,956.13
06/24/2019	3452	Shape Incorporated	14,289.46
06/24/2019	3446	Campway's	4,324.07
06/24/2019	3447	CDW Government, Inc.	2,301.37
06/24/2019	3450	Lateral-Herner	2,000.00
06/24/2019	3451	Recology Sonoma Marin	498.25
06/24/2019	3449	Grainger	86.40
<b>Jun 24, 19</b>			<b><u>93,930.68</u></b>

# Novato Sanitary District Capital Projects Check Register

July 8, 2019

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Date	Num	Name	Credit
<b>Jul 8, 19</b>			
07/08/2019	3460	Koffler Electrical Mech, Inc.	36,025.56
07/08/2019	3455	Calcon Systems, Inc.	25,511.25
07/08/2019	3467	Shape Incorporated	17,018.23
07/08/2019	3457	Design Space Modular Buil...	16,307.55
07/08/2019	3458	GHD Inc.	10,968.50
07/08/2019	3464	Nute Engineering Inc.	10,836.25
07/08/2019	3456	CDW Government, Inc.	2,783.97
07/08/2019	3461	Lateral-Goodwin	2,000.00
07/08/2019	3462	Lateral-Mishner	2,000.00
07/08/2019	3454	Cagwin & Dorward Inc.	1,872.00
07/08/2019	3468	Woodard & Curran formerl...	1,389.88
07/08/2019	3459	Grainger	950.81
07/08/2019	3466	Selma Nissan	398.00
07/08/2019	3465	Pini Hardware	294.19
07/08/2019	3453	Beecher Engineering, Inc	195.00
07/08/2019	3463	Novato Builders Supply	42.27
<b>Jul 8, 19</b>			<b><u>128,593.46</u></b>

# Novato Sanitary District Capital Projects Check Register

July 22, 2019

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Date	Num	Name	Credit
<b>Jul 22, 19</b>			
07/22/2019	3469	Bank of New York Mellon	315,500.00
07/22/2019	3470	Cagwin & Dorward Inc.	12,293.00
07/22/2019	3477	World Oil Services	1,725.00
07/22/2019	3476	Woodard & Curran formerl...	1,625.54
07/22/2019	3475	Unicorn Group	1,094.41
07/22/2019	3471	Environmental Dynamics	818.00
07/22/2019	3473	Marin Independent Journal	791.30
07/22/2019	3472	Lightning Services, Inc.	610.00
07/22/2019	3474	Recology Sonoma Marin	498.25
<b>Jul 22, 19</b>			<b><u>334,955.50</u></b>

# Novato Sanitary District Capital Projects Check Register

July 30 through August 12, 2019

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Date	Num	Name	Credit
<b>Jul 30 - Aug 12, 19</b>			
07/30/2019	Wire	Bank of New York Mellon	806,769.14
08/12/2019	3480	Nute Engineering Inc.	13,287.00
08/12/2019	3479	GHD Inc.	8,705.50
08/12/2019	3483	Woodard & Curran formerl...	7,027.36
08/12/2019	3482	Sutter Health	6,524.60
08/12/2019	3478	Campway's	968.82
08/12/2019	3481	Steven Engineering Inc.	691.89
<b>Jul 30 - Aug 12, 19</b>			<b><u>843,974.31</u></b>

**Novato Sanitary District  
Payroll and Payroll Related Disbursements  
June - 2019**

Item 5.b.  
(Pages 18 to 19)

Date	Description	Amount
06/28/2019	June Payroll	126,988.20
06/28/2019	United States Treasury	24,653.54
06/28/2019	EDD	8,453.78
06/21/2019	CalPERS Health	30,133.85
06/21/2019	June Retiree Health Benefits	14,071.79
06/21/2019	CALPERS Retirement	11,751.77
06/21/2019	CALPERS Retirement	14,124.88
06/21/2019	CalPers Supplemental Income Plan	3,433.33
06/21/2019	Lincoln Financial Group 457	8,606.85
06/21/2019	Lincoln Financial Group Roth 457	100.00
06/21/2019	Lincoln Financial Group-401a Plan	8,834.38
06/21/2019	Local Union 315	600.00
06/21/2019	California State Disbursement Unit	571.00
06/21/2019	Delta Dental	2,902.24
06/21/2019	Dearborne National	2,651.67
06/21/2019	ICMA-RC Retiree Health Program	1,521.11
<b>Total for June 2019</b>		<b><u>259,398.39</u></b>

**Novato Sanitary District  
Payroll and Payroll Related Disbursements  
July - 2019**

Date	Description	Amount
07/31/2019	July Payroll	131,448.87
07/31/2019	United States Treasury	25,662.34
07/31/2019	EDD	8,864.22
07/19/2019	CalPERS Health	29,690.79
07/19/2019	July Retiree Health Benefits	14,071.79
07/19/2019	CALPERS Retirement	12,398.46
07/19/2019	CALPERS Retirement	15,557.84
07/19/2019	CalPers Supplemental Income Plan	3,433.33
07/19/2019	Lincoln Financial Group 457	8,645.91
07/19/2019	Lincoln Financial Group Roth 457	100.00
07/19/2019	Lincoln Financial Group-401a Plan	9,030.25
07/19/2019	PARS-OPEB Contribution	8,626.79
07/19/2019	PARS-Pension Contribution	15,056.63
07/19/2019	Local Union 315	584.00
07/19/2019	California State Disbursement Unit	571.00
07/19/2019	Delta Dental	2,902.24
07/19/2019	Dearborne National	2,651.67
07/19/2019	ICMA-RC Retiree Health Program	1,583.57
<b>Total for July 2019</b>		<b>290,879.70</b>

**Novato Sanitary District**  
**Deposit Detail**  
June 2019

Item 5.c.  
(Pages 20 to 21)

Type	Date	Name	Account	Amount
<b>Deposit</b>	<b>06/04/2019</b>		<b>11113 · Westamerica - Operations</b>	
		Selma Nissan	73090 · Vehicle Replacement	398.00
		County of Marin	51015-1 · Property Tax - RDA Funds	21,768.56
<b>TOTAL</b>				<b>22,166.56</b>
<b>Deposit</b>	<b>06/04/2019</b>	Marin H2O Inc	41040 · Permit & Inspection Fee	40.00
		Rubelo, Frank	41040 · Permit & Inspection Fee	25.00
		Bethel, Edward	21045 · Novato Heights Debt Service (1)	4,334.05
		Center Veterinary Clinic	41040 · Permit & Inspection Fee	60.00
<b>TOTAL</b>				<b>4,459.05</b>
<b>Deposit</b>	<b>06/11/2019</b>	USCG	11200 · Accounts Receivable	15,886.95
<b>Deposit</b>	<b>06/13/2019</b>	Gene Burch Plumbing	41040 · Permit & Inspection Fee	40.00
		Roto Rooter	41040 · Permit & Inspection Fee	55.00
		Adobe Creek Brewing	41040 · Permit & Inspection Fee	60.00
		Runway Cafe	41040 · Permit & Inspection Fee	60.00
		Adobe Creek Brewing	51020 · Connection Charges	1,153.00
		Lincoln Financial Group	21075 · Deferred Comp Payable	100.00
		Moritz, Bob	41040 · Permit & Inspection Fee	60.00
		P,G & E	11200 - Accounts Receivable	4.61
<b>TOTAL</b>				<b>1,532.61</b>
<b>Deposit</b>	<b>06/18/2019</b>	Ben Franklin Plumbing	41040 · Permit & Inspection Fee	80.00
		County of Marin	51015 · Property Taxes	50.49
		Postage	66090 · Office Expense	20.00
		Auburn Ravine Ranch	21041 · Cash in Lieu of Bond (2)	25,000.00
<b>TOTAL</b>				<b>25,150.49</b>
<b>Deposit</b>	<b>06/20/2019</b>	County of Marin	51015 · Property Taxes	95,452.83
			41010 · Sewer Service Charges	330,500.55
			51015 · Property Taxes	270,409.53
			21045 · Novato Heights Debt Service	6,360.74
<b>TOTAL</b>				<b>702,723.65</b>
<b>Deposit</b>	<b>06/20/2019</b>	Marin H2O Inc	41040 · Permit & Inspection Fee	60.00
		Alliant Insurance Services, Inc	66070 · Insurance	211.00
		County of Marin	51015 · Property Taxes	53.93
		KB Home North Bay LLC	41040 · Permit & Inspection Fee	7,140.00
		KB Home North Bay LLC	51020 · Connection Charges	115,300.00
		North Marin Water District-	11200 - Accounts Receivable (3)	2,979.57
<b>TOTAL</b>				<b>125,744.50</b>
<b>Deposit</b>	<b>06/25/2019</b>	County of Marin	51015 · Property Taxes	2,940.81
		J.M. O'Neil Inc	41040 · Permit & Inspection Fee	60.00
		Kleinfelder	41090 · Non-domestic Permit Fees	175.00
		City of Novato - Used Oil/Beverage	11200 - Accounts Receivable (4)	15,048.00
<b>TOTAL</b>				<b>18,223.81</b>
<b>Deposit</b>	<b>06/27/2019</b>	Dana, Donald	41040 · Permit & Inspection Fee	60.00
		Dana, Donald	51020 · Connection Charges	47,849.50
<b>TOTAL</b>				<b>47,909.50</b>
			<b>Total Deposits for June 2019</b>	<b>963,797.12</b>
(1) Collection of Novato Heights special assessment district for property located on Half Moon Road.				
(2) Collection of deposit for new ranch lease from Auburn Ravine Ranch.				
(3) Collection of Recycled Water Facility billing for March 2019 from North Marin Water District.				
(4) Collection of Used Oil Grant receivable from the City of Novato for FY18-19.				

## Novato Sanitary District Deposit Detail July 2019

Type	Date	Name	Account	Amount
<b>Deposit</b>	<b>07/08/2019</b>		<b>11113 · Westamerica - Operations</b>	
		USCG	11200-Accounts Receivable	15,886.55
TOTAL				<u>15,886.55</u>
<b>Deposit</b>	<b>07/10/2019</b>			
		Jolliff, Dan	41040 · Permit & Inspection Fee	60.00
		Marin H2O Inc	41040 · Permit & Inspection Fee	40.00
		Blevins, Timothy	41040 · Permit & Inspection Fee	40.00
		Hoover, Julie-	66090 · Office Expense	100.00
		Cavallero, Ken	41040 · Permit & Inspection Fee	240.00
		Team Ghilotti, Inc.	72706 · Collection System Improv	50.00
		Recology	11200-Accounts Receivable	<b>(1)</b> 27,520.50
		County of Marin	11200-Accounts Receivable	1,499.23
TOTAL				<u>29,549.73</u>
<b>Deposit</b>	<b>07/17/2019</b>			
		John's Plumbing Service	41040 · Permit & Inspection Fee	40.00
		Sutter Health	41040 · Permit & Inspection Fee	60.00
		Sutter Health	51020 · Connection Charges	27,908.60
		CSRMA	11200-Accounts Receivable	434.90
		Roto Rooter	11200-Accounts Receivable	<b>(2)</b> 908.80
TOTAL				<u>29,352.30</u>
<b>Deposit</b>	<b>07/18/2019</b>			
		County of Marin	11200-Accounts Receivable	<b>(3)</b> 119,629.52
TOTAL				<u>119,629.52</u>
<b>Deposit</b>	<b>07/23/2019</b>			
		BioSearch Technologies, Inc.	11200-Accounts Receivable	250.00
		Roy's Sewer Service, Inc.-	11200-Accounts Receivable	<b>(2)</b> 1,388.33
		North Marin Water District-	11200-Accounts Receivable	<b>(4)</b> 12,534.06
TOTAL				<u>14,172.39</u>
<b>Total Deposits for July 2019</b>				<b><u><u>208,590.49</u></u></b>
<b>(1)</b>	Collection on second half of franchise fee for FYE18/19 from Recology Inc.			
<b>(2)</b>	Collection on receivable for Septic Haulers invoices - Roto Rooter and Roy's Sewer.			
<b>(3)</b>	Collection of final property taxes and sewer service charges for FY 2018-19.			
<b>(4)</b>	Collection of Recycled Water Facility billing for April 2019 from North Marin Water District.			

**Novato Sanitary District**

02-Aug-19

**QUARTERLY INVESTMENT REPORT -- For Quarter Ended June 30, 2019**

INVESTMENT	ACTIVITY	April	May	June	QTR TOTAL
STATE TREASURER'S INVESTMENT FUND	Total deposits/transfers in	8,120,000	257,000	400,000	<b>8,777,000</b>
	Total transfers out	744,000	945,000	381,000	<b>2,070,000</b>
Current Yield 2.428%	Minimum daily balance	21,464,113	28,140,113	28,152,113	<b>28,140,113</b>
	Maximum daily balance	28,840,113	28,840,113	28,171,113	<b>28,840,113</b>
	Interest earned	0	0	178,106	<b>178,106</b>
<b>TRUST ACCOUNTS</b>					
For 2017 Refunding Wastewater Bond Funds (3)	Total deposits/transfers in	0	0	0	<b>0</b>
	Total transfers out	0	0	0	<b>0</b>
	Minimum daily balance	0	0	0	<b>0</b>
	Maximum daily balance	0	0	0	<b>0</b>
	Interest earned	0	0	0	<b>0</b>
<b>The LAIF Pooled Money Investment Account Report is attached as specified in California Government Cosde Section 53646 (e)</b>					
<b>CHECKING ACCOUNTS</b>					
Interest Rate	<b>Operations Account</b>				
0.02%	Total deposits & transfers in	8,917,450	1,232,964	1,344,797	<b>11,495,211</b>
	Total checks & transfers out	8,902,126	1,213,020	1,368,272	<b>11,483,418</b>
	Minimum daily balance	19,114	17,380	35,931	<b>17,380</b>
	Maximum daily balance	8,381,949	590,915	875,828	<b>8,381,949</b>
	Interest earned	3	3	4	<b>10</b>
	<b>Payroll Account</b>				
	Total transfers in	126,200	149,400	129,800	<b>405,400</b>
	Total checks & transfers out	128,531	137,560	141,578	<b>407,669</b>
	Minimum daily balance	404	727	444	<b>404</b>
	Maximum daily balance	111,741	116,064	115,604	<b>116,064</b>
	<b>Project Account</b>				
	Total transfers in	118,500	300,600	143,500	<b>562,600</b>
	Total checks & transfers out	319,672	255,303	104,880	<b>679,855</b>
	Minimum daily balance	8,648	4,604	2,549	<b>2,549</b>
	Maximum daily balance	209,560	252,104	96,552	<b>252,104</b>
	Interest earned	1	1	1	<b>3</b>

- NOTES:** (1) The above investments are consistent with the annual Statement of Investment Policy approved by the District Board, most recently May 2019.  
The District has the ability to meet six months cash needs.
- (2) LAIF interest rate is currently 2.428% which is a slight decrease from 2.436% in March 2019 but it is an increase from 2.291% in December 2018, 2.063% in September 2018 and 1.854% in June 2018.
- (3) New bond fund accounts consist of debt service payments, no balance required in these accounts until debt service payments are funded which are due in February and August.



# CALIFORNIA STATE TREASURER FIONA MA, CPA



## PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
06/30/19	2.39	2.44	173
07/01/19	2.40	2.40	180
07/02/19	2.40	2.40	180
07/03/19	2.39	2.40	182
07/04/19	2.39	2.40	182
07/05/19	2.39	2.40	182
07/06/19	2.39	2.40	182
07/07/19	2.39	2.39	182
07/08/19	2.39	2.39	179
07/09/19	2.39	2.39	179
07/10/19	2.39	2.39	178
07/11/19	2.38	2.39	179
07/12/19	2.38	2.39	179
07/13/19	2.38	2.39	179
07/14/19	2.38	2.39	179
07/15/19	2.38	2.39	176
07/16/19	2.38	2.39	178
07/17/19	2.38	2.39	179
07/18/19	2.37	2.39	180
07/19/19	2.37	2.39	179
07/20/19	2.37	2.39	179
07/21/19	2.37	2.39	179
07/22/19	2.37	2.38	179
07/23/19	2.37	2.38	177
07/24/19	2.37	2.38	178
07/25/19	2.37	2.38	175
07/26/19	2.37	2.38	176
07/27/19	2.37	2.38	176
07/28/19	2.37	2.38	176
07/29/19	2.37	2.38	179
07/30/19	2.37	2.38	178

\*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

## LAIF Performance Report

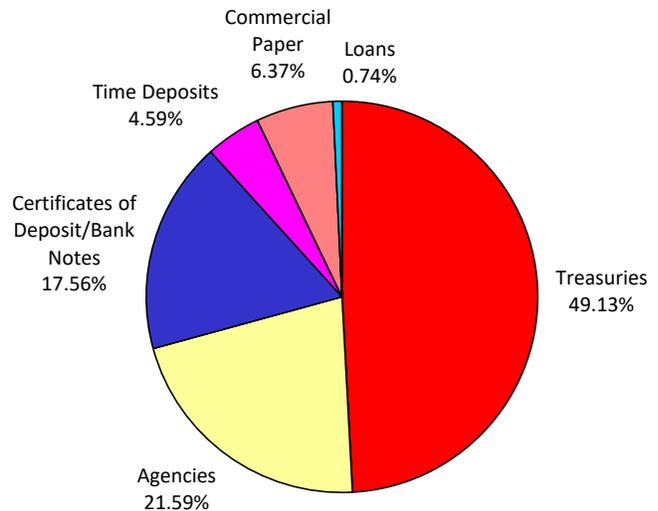
### Quarter Ending 06/30/19

Apportionment Rate: 2.57  
 Earnings Ratio: .0007028813234525  
 Fair Value Factor: 1.001711790  
     Daily: 2.39%  
 Quarter to Date: 2.44%  
 Average Life: 173

### PMIA Average Monthly Effective Yields

**June 2019 2.428**  
 May 2019 2.449  
 Apr 2019 2.445

## Pooled Money Investment Account Portfolio Composition 06/30/19 \$105.7 billion



Percentages may not total 100% due to rounding

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1)

Based on data available as of 07/31/2019



## State of California Pooled Money Investment Account Market Valuation 6/30/2019

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch. Amortized Cost		
1* United States Treasury:				
Bills	\$ 23,918,024,321.09	\$ 24,115,845,160.16	\$ 24,142,790,000.00	NA
Notes	\$ 27,621,433,111.61	\$ 27,606,428,208.13	\$ 27,725,679,500.00	\$ 112,016,945.00
1* Federal Agency:				
SBA	\$ 658,202,155.36	\$ 658,202,155.36	\$ 656,508,632.63	\$ 1,513,884.88
MBS-REMICs	\$ 21,840,826.04	\$ 21,840,826.04	\$ 22,510,770.11	\$ 102,118.93
Debentures	\$ 2,529,170,529.05	\$ 2,528,402,612.39	\$ 2,540,481,800.00	\$ 12,002,880.70
Debentures FR	\$ -	\$ -	\$ -	\$ -
Debentures CL	\$ 300,000,000.00	\$ 300,000,000.00	\$ 300,819,000.00	\$ 672,542.00
Discount Notes	\$ 18,590,094,499.95	\$ 18,690,188,861.19	\$ 18,695,685,000.00	NA
1* Supranational Debentures	\$ 538,905,703.78	\$ 538,905,703.78	\$ 543,312,900.00	\$ 2,578,584.50
1* Supranational Debentures FR	\$ 200,251,812.61	\$ 200,251,812.61	\$ 200,385,641.07	\$ 887,652.30
2* CDs and YCDs FR	\$ 500,000,000.00	\$ 500,000,000.00	\$ 500,000,000.00	\$ 1,600,616.08
2* Bank Notes	\$ 600,000,000.00	\$ 600,000,000.00	\$ 600,272,961.97	\$ 5,545,041.68
2* CDs and YCDs	\$ 17,475,000,000.00	\$ 17,475,000,000.00	\$ 17,485,383,524.93	\$ 95,083,513.93
2* Commercial Paper	\$ 6,738,624,722.19	\$ 6,765,082,125.03	\$ 6,767,140,361.11	NA
1* Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
1* Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
1* Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 4,854,740,000.00	\$ 4,854,740,000.00	\$ 4,854,740,000.00	NA
AB 55 & GF Loans	\$ 778,773,000.00	\$ 778,773,000.00	\$ 778,773,000.00	NA
<b>TOTAL</b>	<b>\$ 105,325,060,681.68</b>	<b>\$ 105,633,660,464.69</b>	<b>\$ 105,814,483,091.82</b>	<b>\$ 232,003,780.00</b>

Fair Value Including Accrued Interest

\$ 106,046,486,871.82

\* 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 (1.001711790). 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 \$20,034,235.80 or \$20,000,000.00 x 1.001711790.



Pooled Money Investment Account

Portfolio as of 06-30-19

## 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	\$ 4,550	\$ 6,450	\$ 3,200	\$ 5,050	\$ 4,000	\$ 2,100	\$ 3,600	\$ 4,300	\$ 6,150	\$ 12,550			
REPO													
TDs	\$ 927	\$ 860	\$ 714	\$ 956	\$ 700	\$ 698							
AGENCY	\$ 6,208	\$ 1,235	\$ 5,525	\$ 3,200	\$ 2,950	\$ 350		\$ 340	\$ 1,050	\$ 2,470	\$ 733	\$ 50	
CP	\$ 2,000	\$ 800	\$ 1,500	\$ 850	\$ 750	\$ 250		\$ 650					
CDs + BNs	\$ 5,150	\$ 1,450	\$ 2,850	\$ 4,650	\$ 1,425	\$ 500		\$ 2,150	\$ 400				
CORP BND													
<b>TOTAL</b>													
<b>\$ 106,291</b>	<b>\$ 18,835</b>	<b>\$ 10,795</b>	<b>\$ 13,789</b>	<b>\$ 14,706</b>	<b>\$ 9,825</b>	<b>\$ 3,898</b>	<b>\$ 3,600</b>	<b>\$ 7,440</b>	<b>\$ 7,600</b>	<b>\$ 15,020</b>	<b>\$ 733</b>	<b>\$ 50</b>	<b>\$ -</b>
<b>PERCENT</b>	<b>17.7%</b>	<b>10.2%</b>	<b>13.0%</b>	<b>13.8%</b>	<b>9.2%</b>	<b>3.7%</b>	<b>3.4%</b>	<b>7.0%</b>	<b>7.2%</b>	<b>14.1%</b>	<b>0.7%</b>	<b>0.0%</b>	<b>0.0%</b>

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 12, 2019

**TO:** District Board of Directors

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

**SUBJECT:** Fiscal Year (FY) 18-19 Fourth Quarter Financial Report (Unaudited)

### INTRODUCTION

This memorandum presents a summary unaudited year-to-date financial report for the District for the fiscal year ended June 30, 2019, excluding in-process transactions for FY18-19. The following items are presented herein:

1. Revenue and Expenditure Report (for the year ended June 30, 2019).
2. Debt Service Schedule as of June 30, 2019.
3. Operating and Capital Cash Flow for July 1, 2018 – June 30, 2019.

### 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 FY 18-19. 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
<b>Total Operating Revenues</b>	\$11,393,092	\$11,282,802	\$110,290	101.0%

**Discussion**

Overall, operating revenues are approximately 101.0% of the total budget amount at the close of the fiscal year. The operating revenue accounts are generally within the normal range for this time of year, since the District receives its primary revenues in December and April. Note that there is a significant variance in Account No. 41060 due to an increase in interest income received versus budgeted from higher than anticipated interest rates. In addition, actual revenues for Revenue Account 41135 – Recycled Water, are higher than previously budgeted. However, expenditures against this Revenue Account are also commensurately higher, and offset the increased revenues (see Cost Center 68000). Therefore, consistent with District Policy 3512.5, revenue and expenditure balances are trued up, and actual amounts are being shown in this report.

**Table 2: OPERATING EXPENDITURES**

	<b>YTD Balance</b>	<b>Annual Budget</b>	<b>Budget Unused</b>	<b>Pct. Used</b>
<b>Total Operating Expenditures</b>	\$ 9,757,053	\$10,740,490	\$983,437	90.8%

**Discussion**

Overall, operating expenditures are at approximately 90.8% of budget at the close of the fiscal year. Variances in individual expenditure accounts are discussed below:

**Collection System (87.2%)**

General: One significant variance in percentage terms only (not dollar terms) noted for this cost center for the fourth quarter as discussed below. Note that overall cost center is within budget.

Gas, Oil & Fuel: 119.6% Per review of account, significant variance in percentage terms (not dollar amounts) due to increase in purchases this fiscal year to prepare for potential power outages (“Public Safety Power Shutdowns, or PSPS”) proposed by Pacific, Gas & Electric Company (PG&E). However, as noted, overall cost center is within budget.

**Treatment Facilities - Contract Operations: (93.6%)**

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

**Reclamation/Disposal Facilities: (95.0%)**

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

Gas, Oil & Fuel: 122.5% Please see above explanation in Collection System. Note overall cost center is within budget.

Ditch/Dike Maintenance: 105.4%. Per review of account, significant variance due to more expenditures in tree work due to a wetter and windier winter. However, overall cost center is within budget for the fiscal year.

**Laboratory/Monitoring: (93.8%)**

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

**Pump Stations: (97.3%)**

General: Two significant variances in percentage terms only (not dollar terms) noted for this cost center for the fourth quarter as discussed below. Note that overall cost center is within budget. .

Safety Expense: 111.3%, Significant variance on a small budgeted base amount of \$2,000, primarily due to purchase of safety equipment for new employees and maintenance for the gas detectors including replacement of batteries, cylinders, and filters. However, as noted, overall cost center is within budget.

Gas & Electricity: 115.2% Per review of account, significant variance in percentage terms (not dollar amounts) due to longer than usual run times for the pumps through winter and spring due to the heavy rains from an unusually wet winter. However, as noted, overall cost center is within budget.

**Administration and Engineering: (88.0%)**

General: Two significant variances in percentage terms only (not dollar terms) noted for this cost center for the fourth quarter as discussed below. Note that overall cost center is within budget.

Gas, Oil & Fuel: 131.3% See explanation in Collection System Cost Center.

**Repairs & Maintenance:** 121.9%. Per review of account, significant variance in percentage terms (not dollar amounts) primarily due to a number of necessary unscheduled repairs to the roof, plumbing, and HVAC systems. However, as noted the overall cost center is within budget (at 88.0%).

**Telephone:** 106.5%. Per review of account, no significant items noted. However, as noted the overall cost center is within budget.

**AB 939 Solid Waste Programs: (71.7%)**

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

**Recycled Water: (119.5%)**

**General:** Overall, significant variances exist for individual accounts and the cost center as a whole for the fourth quarter and the year. Notably, actual expenditures for this Cost Center are higher than previously budgeted. However, revenues for this Cost Center (see Revenue Account 41135 - Page 2 of budget) are also commensurately higher, and offset the increased expenditures. Therefore, consistent with District Policy 3512.5, revenue and expenditure balances are trued up, and actual amounts are being shown in this Report.

Further, the primary reason for the variances is that as the Recycled Water Facility (RWF) was operated longer than anticipated to address additional recycled water users coming on-line with the first year of the expanded recycled water distribution system. Also, note that these costs are pass-through costs reimbursed by North Marin Water District (NMWD).

**CAPITAL FUND**

**Table 3: CAPITAL REVENUE**

Capital Revenue	YTD Balance Received	Annual Budget	Over/(Under) Budget	Pct. Received
<b>Sewer Service Charges</b>	\$8,328,898	\$ 7,940,160	\$388,738	104.9%
<b>Property Taxes-RDA</b>	67,829	0	67,829	100.0%
<b>Property Taxes</b>	2,435,047	2,335,914	99,133	104.2%
<b>Connection Charges</b>	319,240	461,200	(141,960)	69.2%
<b>Collector Swr/Special Equalization Chgs</b>	32	2,000	(1,968)	3.2%
<b>Interest</b>	255,803	125,000	130,803	204.6%
<b>Other Revenue</b>	0	20,000	(20,000)	0.0%
<b>Grant Revenue</b>	150,149	151,000	(851)	99.4%
<b>Total Revenue</b>	<b>\$11,556,998</b>	<b>\$11,035,274</b>	<b>\$521,724</b>	<b>104.7%</b>

**Discussion**

Overall capital revenues are 104.7% of budget at the close of fiscal year, consistent with the District receiving the bulk of its revenue in December and April.

**Table 4: CAPITAL EXPENDITURES**

	<b>YTD Balance</b>	<b>Annual Budget</b>	<b>Budget Unused</b>	<b>Pct. Used</b>
<b>Capital Expenditures</b>	\$10,200,592	\$13,642,456	(\$3,441,864)	74.8%

**Discussion**

The list of capital project accounts is shown in the attached tables. Overall expenses are 74.8% of budget.

**Attachments:**

1. Draft Revenue and Expenditure Reports:
  - a. Operating, July 2018 - June 2019.
  - b. Capital, July 2018 - June 2019.
2. Debt Service Schedule as of June 30, 2019
3. Operating and Capital Cash Flow, July 2018 - June 2019.

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**Novato Sanitary District**  
**DRAFT - Revenues & Expenditures Budget vs. Actual**  
July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>41000 · OPERATING INCOME</b>				
41010 · Sewer Service Charges	10,180,435.33	10,145,760.00	34,675.33	100.34%
41030 · Plan Check & Inspection Fee	25.00	500.00	(475.00)	5.0%
41040 · Permit & Inspection Fee	13,190.00	6,000.00	7,190.00	219.83%
41060 · Interest Income	312,641.33	120,000.00	192,641.33	260.53%
41080 · Engineering & Admin Charges	25,989.57	165,000.00	(139,010.43)	15.75%
41090 · Non-domestic Permit Fees	42,417.02	25,000.00	17,417.02	169.67%
41100 · Garbage Franchise Fees	56,515.00	55,041.00	1,474.00	102.68%
41105 · AB 939 Collector Fees	400,772.00	400,772.00	0.00	100.0%
41107 · Oil/Bev/Tire Grants	35,818.26	62,729.00	(26,910.74)	57.1%
41130 · Ranch Income	29,339.27	70,000.00	(40,660.73)	41.91%
41135 · Recycle Water Facility Revenue	241,382.61	202,000.00	39,382.61	119.5%
41140 · Other Revenue	15,120.63	20,000.00	(4,879.37)	75.6%
41142 · Gain/Loss on disposal of assets	39,446.00	10,000.00	29,446.00	394.46%
<b>Total 41000 · OPERATING INCOME</b>	<b>11,393,092.02</b>	<b>11,282,802.00</b>	<b>110,290.02</b>	<b>101.0%</b>
<b>Expense</b>				
<b>60000 · COLLECTION SYSTEM</b>				
60010 · Salaries & Wages	633,019.46	666,060.00	(33,040.54)	95.04%
60020 · Employee Benefits	319,990.31	318,682.00	1,308.31	100.41%
60060 · Gas, Oil & Fuel	17,942.56	15,000.00	2,942.56	119.62%
60085 · Safety	3,341.13	3,500.00	(158.87)	95.46%
60091 · Software Maint	27,891.74	50,000.00	(22,108.26)	55.78%
60100 · Operating Supplies	20,539.38	25,000.00	(4,460.62)	82.16%
60150 · Repairs & Maintenance	47,950.82	75,000.00	(27,049.18)	63.93%
60152 · Small Tools	733.99	2,000.00	(1,266.01)	36.7%
60153 · Outside Services	102,617.58	120,000.00	(17,382.42)	85.52%
60192 · Water	8,064.25	12,000.00	(3,935.75)	67.2%
60193 · Telephone	1,994.19	4,000.00	(2,005.81)	49.86%
60200 · Other(Garbage Coll)	115.70	700.00	(584.30)	16.53%
60201 · Permits & Fees	12,259.00	80,000.00	(67,741.00)	15.32%
<b>Total 60000 · COLLECTION SYSTEM</b>	<b>1,196,460.11</b>	<b>1,371,942.00</b>	<b>(175,481.89)</b>	<b>87.2%</b>
<b>61000 · TREATMENT FACILITIES</b>				
<b>61000-0 · Contract Operations</b>				
61000-1 · Fixed Fee	2,181,489.60	2,262,043.00	(80,553.40)	96.44%
61000-2 · Insurance & Bonds	11,819.83	14,000.00	(2,180.17)	84.43%
61000-3 · Major Repair/Replacement	102,840.52	150,000.00	(47,159.48)	68.56%
61000-4 · Water/Permits/Telephone	71,265.27	85,000.00	(13,734.73)	83.84%
61000-5 · Gas & Electricity	689,263.52	755,586.00	(66,322.48)	91.22%
<b>Total 61000 · TREATMENT FACILITIES</b>	<b>3,056,678.74</b>	<b>3,266,629.00</b>	<b>(209,950.26)</b>	<b>93.6%</b>
<b>63000 · RECLAMATION/DISPOSAL</b>				
63010 · Salaries & Wages	86,651.79	86,021.00	630.79	100.73%
63020 · Employee Benefits	20,338.26	22,950.00	(2,611.74)	88.62%
63060 · Gasoline & Oil	2,450.73	2,000.00	450.73	122.54%
63085 · Safety	463.65	500.00	(36.35)	92.73%

**Novato Sanitary District**  
**DRAFT - Revenues & Expenditures Budget vs. Actual**  
July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>63091 · Software Maintenance</b>	1,000.00	2,000.00	(1,000.00)	50.0%
<b>63100 · Operating Supplies</b>	25.98	2,000.00	(1,974.02)	1.3%
<b>63115 · Sludge Disposal</b>	208,815.00	220,000.00	(11,185.00)	94.92%
<b>63150 · Repairs &amp; Maintenance</b>	60,159.61	60,000.00	159.61	100.27%
<b>63152 · Small Tools</b>	169.39	500.00	(330.61)	33.88%
<b>63157 · Ditch/Dike Maintenance</b>	10,544.00	10,000.00	544.00	105.44%
<b>63191 · Gas &amp; Electricity</b>	69,089.45	75,000.00	(5,910.55)	92.12%
<b>63192 · Water - Reclamation</b>	1,981.83	5,000.00	(3,018.17)	39.64%
<b>63201 · Permits &amp; Fees</b>	4,763.83	5,000.00	(236.17)	95.28%
<b>Total 63000 · RECLAMATION/DISPOSAL</b>	<b>466,453.52</b>	<b>490,971.00</b>	<b>(24,517.48)</b>	<b>95.0%</b>
<b>64000 · LABORATORY/MONITORING</b>				
<b>64010 · Contract Lab Services</b>	362,538.10	378,910.00	(16,371.90)	95.68%
<b>64060 · Gasoline &amp; Oil</b>	1,479.78	1,500.00	(20.22)	98.65%
<b>64085 · Safety</b>	0.00	1,000.00	(1,000.00)	0.0%
<b>64091 · Software Maintenance</b>	0.00	1,000.00	(1,000.00)	0.0%
<b>64100 · Operating Supplies</b>	14,684.15	20,000.00	(5,315.85)	73.42%
<b>64150 · Repairs &amp; Maintenance</b>	5,705.44	10,000.00	(4,294.56)	57.05%
<b>64160 · Research &amp; Monitoring</b>	119,056.72	125,000.00	(5,943.28)	95.25%
<b>64170 · Pollution Prevention/Public Ed</b>	38,702.48	40,000.00	(1,297.52)	96.76%
<b>64201 · Permits &amp; Fees</b>	5,294.00	6,000.00	(706.00)	88.23%
<b>Total 64000 · LABORATORY/MONITORING</b>	<b>547,460.67</b>	<b>583,410.00</b>	<b>(35,949.33)</b>	<b>93.8%</b>
<b>65000 · PUMP STATIONS</b>				
<b>65010 · Salaries &amp; Wages</b>	321,605.29	345,078.00	(23,472.71)	93.2%
<b>65020 · Employee Benefits</b>	148,245.52	144,148.00	4,097.52	102.84%
<b>65060 · Gasoline &amp; Oil</b>	4,995.11	5,000.00	(4.89)	99.9%
<b>65085 · Safety Expenses</b>	2,226.83	2,000.00	226.83	111.34%
<b>65091 · Software Maintenance</b>	6,127.69	7,000.00	(872.31)	87.54%
<b>65100 · Operating Supplies</b>	4,370.64	10,000.00	(5,629.36)	43.71%
<b>65101 · Operating Chemicals</b>	0.00	2,000.00	(2,000.00)	0.0%
<b>65150 · Repairs &amp; Maintenance</b>	120,328.29	120,000.00	328.29	100.27%
<b>65152 · Small Tools</b>	605.04	2,000.00	(1,394.96)	30.25%
<b>65153 · Outside Services, Electrical</b>	51,854.31	55,000.00	(3,145.69)	94.28%
<b>65191 · Gas &amp; Electricity</b>	120,975.55	105,000.00	15,975.55	115.22%
<b>65192 · Water</b>	6,959.47	7,000.00	(40.53)	99.42%
<b>65193 · Telephone</b>	19,709.75	24,000.00	(4,290.25)	82.12%
<b>65201 · Permits &amp; Fees</b>	4,933.00	7,000.00	(2,067.00)	70.47%
<b>Total 65000 · PUMP STATIONS</b>	<b>812,936.49</b>	<b>835,226.00</b>	<b>(22,289.51)</b>	<b>97.3%</b>
<b>66000 · ADMIN/ENGINEERING</b>				
<b>66010 · Salaries &amp; Wages</b>	1,186,850.73	1,208,103.00	(21,252.27)	98.24%
<b>66020 · Employee Benefits</b>	536,902.30	541,496.00	(4,593.70)	99.15%
<b>66021-1 · Retiree Health Benefits (Trust)</b>	212,146.05	212,146.00	0.05	100.0%
<b>66021 · Retiree Health Benefits</b>	203,728.24	218,550.00	(14,821.76)	93.22%
<b>66022 · Pension Expense (Trust)</b>	290,016.50	290,016.00	0.50	100.0%
<b>66030 · Director's Fees</b>	23,175.00	34,000.00	(10,825.00)	68.16%

**Novato Sanitary District**  
**DRAFT - Revenues & Expenditures Budget vs. Actual**  
July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
66040 · Election Expense	39,465.60	90,000.00	(50,534.40)	43.85%
66060 · Gasoline & Oil	6,566.41	5,000.00	1,566.41	131.33%
66070 · Insurance	127,331.98	180,500.00	(53,168.02)	70.54%
66071 · Insurance Claim Expense	487.95	45,000.00	(44,512.05)	1.08%
66075 · Agency Dues	56,736.82	66,000.00	(9,263.18)	85.97%
66080 · Memberships	13,112.75	14,000.00	(887.25)	93.66%
66085 · Safety	2,010.94	2,000.00	10.94	100.55%
66090 · Office Expense	19,935.31	28,000.00	(8,064.69)	71.2%
66100 · Engineering Supplies	2,862.74	5,000.00	(2,137.26)	57.26%
66121 · Accounting & Auditing	26,086.20	28,000.00	(1,913.80)	93.17%
66122 · Attorney Fees	11,623.24	50,000.00	(38,376.76)	23.25%
66123 · O/S Contractual	110,309.18	231,000.00	(120,690.82)	47.75%
66124 · IT/Misc Electrical	40,208.37	43,000.00	(2,791.63)	93.51%
66125 · Safety & Wellness Incentive Pro	1,396.27	10,000.00	(8,603.73)	13.96%
66130 · Printing & Publications	11,262.23	24,000.00	(12,737.77)	46.93%
66150 · Repairs & Maintenance	60,954.89	50,000.00	10,954.89	121.91%
66170 · Travel, Meetings & Training	44,418.24	70,000.00	(25,581.76)	63.46%
66193 · Telephone	13,841.07	13,000.00	841.07	106.47%
66202 · County Fees - Property Taxes	32,698.99	33,000.00	(301.01)	99.09%
66203 · County Fees - Sewer Service Chg	28,809.00	30,000.00	(1,191.00)	96.03%
66250 · Service Charge Sys Exp	450.00	5,000.00	(4,550.00)	9.0%
<b>Total 66000 · ADMIN/ENGINEERING</b>	<b>3,103,387.00</b>	<b>3,526,811.00</b>	<b>(423,424.00)</b>	<b>88.0%</b>
<b>67000 · AB 939 SOLID WASTE PROGRAMS</b>				
67400 · Consulting Services	92,430.00	142,464.00	(50,034.00)	64.88%
67500 · Household Hazardous Waste	210,007.77	260,000.00	(49,992.23)	80.77%
67530 · Used Oil/Beverage Cont Grant	5,400.00	22,537.00	(17,137.00)	23.96%
67540 · Outreach/Publicity/Education	13,631.67	23,500.00	(9,868.33)	58.01%
67600 · Other	824.35	5,000.00	(4,175.65)	16.49%
67610 · City AB 939 Admin Services	10,000.00	10,000.00	0.00	100.0%
<b>Total 67000 · AB 939 SOLID WASTE PROGRAMS</b>	<b>332,293.79</b>	<b>463,501.00</b>	<b>(131,207.21)</b>	<b>71.7%</b>
<b>68000 · Recycled Water</b>				
68010 · O & M Services	114,648.00	55,000.00	59,648.00	208.45%
68100 · Operating Supplies	5,336.83	4,400.00	936.83	121.29%
68101 · Operating Chemicals	44,154.39	60,100.00	(15,945.61)	73.47%
68150 · Repairs & Maintenance	28,076.07	30,500.00	(2,423.93)	92.05%
68160 · Research & Monitoring	14,683.00	14,000.00	683.00	104.88%
68191 · Gas & Electricity	34,484.32	38,000.00	(3,515.68)	90.75%
<b>Total 68000 · Recycled Water</b>	<b>241,382.61</b>	<b>202,000.00</b>	<b>39,382.61</b>	<b>119.5%</b>
<b>Total Expense</b>	<b>9,757,052.93</b>	<b>10,740,490.00</b>	<b>(983,437.07)</b>	<b>90.8%</b>
<b>Net Income</b>	<b>1,636,039.09</b>	<b>542,312.00</b>	<b>1,093,727.09</b>	<b>301.68%</b>

**Novato Sanitary District**  
**DRAFT Revenues & Expenditures - Capital**  
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>51000 · CAPITAL IMPROVEMENT INCOME</b>				
51010 · Sewer Service Charges	8,328,898.28	7,940,160.00	388,738.28	104.9%
51015-1 · Property Tax - RDA Funds	67,829.49	0.00	67,829.49	100.0%
51015 · Property Taxes	2,435,046.38	2,335,914.00	99,132.38	104.24%
51020 · Connection Charges	319,240.25	461,200.00	(141,959.75)	69.22%
51030 · Collector Sewer Charges	0.00	1,000.00	(1,000.00)	0.0%
51040 · Special Equalization Charge	31.50	1,000.00	(968.50)	3.15%
51060 · Interest	255,802.89	125,000.00	130,802.89	204.64%
51070 · Other Revenue	0.00	20,000.00	(20,000.00)	0.0%
51072 · Grant Revenue	150,148.78	151,000.00	(851.22)	99.44%
<b>Total 51000 · CAPITAL IMPROVEMENT INCOME</b>	<b>11,556,997.57</b>	<b>11,035,274.00</b>	<b>521,723.57</b>	<b>104.7%</b>
<b>Expense</b>				
<b>72000 · CAPITAL IMPROVEMENT PROJECTS</b>				
72403 · Pump Station Rehabilitation	0.00	50,000.00	(50,000.00)	0.0%
72508 · N. Bay Water Recycling Auth	79,265.65	80,000.00	(734.35)	99.08%
72706 · Collection System Improv	748,012.95	2,450,000.00	(1,701,987.05)	30.53%
727 72706-1 · Lateral Replacement Program	34,000.00	80,000.00	(46,000.00)	42.5%
72707 · Hamilton Wetlands/Outfall Integ	862.95	10,000.00	(9,137.05)	8.63%
72708 · Cogeneration/Alt Energy	27,867.23	350,000.00	(322,132.77)	7.96%
72802 · Annual Sewer Adj. for City Proj	436.32	25,000.00	(24,563.68)	1.75%
72803 · Annual Collection Sys Repairs	85,714.22	225,000.00	(139,285.78)	38.1%
72804 · Annual Reclamation Fac Imp	157,792.45	175,000.00	(17,207.55)	90.17%
72805 · Annual Treatment Plnt Improv	22,873.03	300,000.00	(277,126.97)	7.62%
72806 · Annual Pump Station Improv	137,617.79	140,000.00	(2,382.21)	98.3%
72807 · Annual Ignacio Facility Improv	43,908.18	50,000.00	(6,091.82)	87.82%
72808 · Strategic Plan Update	0.00	20,000.00	(20,000.00)	0.0%
72809 · Novato Creek Watershed	0.00	5,000.00	(5,000.00)	0.0%
73003 · Admin Bldg/Maint.Bldg Upgrades	323,627.76	350,000.00	(26,372.24)	92.47%
73004 · Odor Control & NTP Landscaping	82,359.59	100,000.00	(17,640.41)	82.36%
73005 · RWF Expansion	1,478,479.26	2,020,000.00	(541,520.74)	73.19%
73006 · NTP Corrosion Control	0.00	233,000.00	(233,000.00)	0.0%
73090 · Vehicle Replacement	138,318.63	140,000.00	(1,681.37)	98.8%
<b>Total 72000 · CAPITAL IMPROVEMENT PROJECTS</b>	<b>3,361,136.01</b>	<b>6,803,000.00</b>	<b>(3,441,863.99)</b>	<b>49.4%</b>
<b>78400 · Principal and Interest</b>				
78500 · Interest - Capital Projects	2,097,623.31	2,097,623.00	0.31	100.0%
78501 · Principal - Capital Projects	4,741,832.88	4,741,833.00	(0.12)	100.0%
<b>Total 78400 · Principal and Interest</b>	<b>6,839,456.19</b>	<b>6,839,456.00</b>	<b>0.19</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>10,200,592.20</b>	<b>13,642,456.00</b>	<b>(3,441,863.80)</b>	<b>74.8%</b>
<b>Net Income(Loss)</b>	<b>1,356,405.37</b>	<b>(2,607,182.00)</b>	<b>3,963,587.37</b>	<b>(52.0%)</b>

**Novato Sanitary District  
State Revolving Fund Loan Payable  
and 2017 Wastewater Revenue Refunding Bonds Payable Balances**

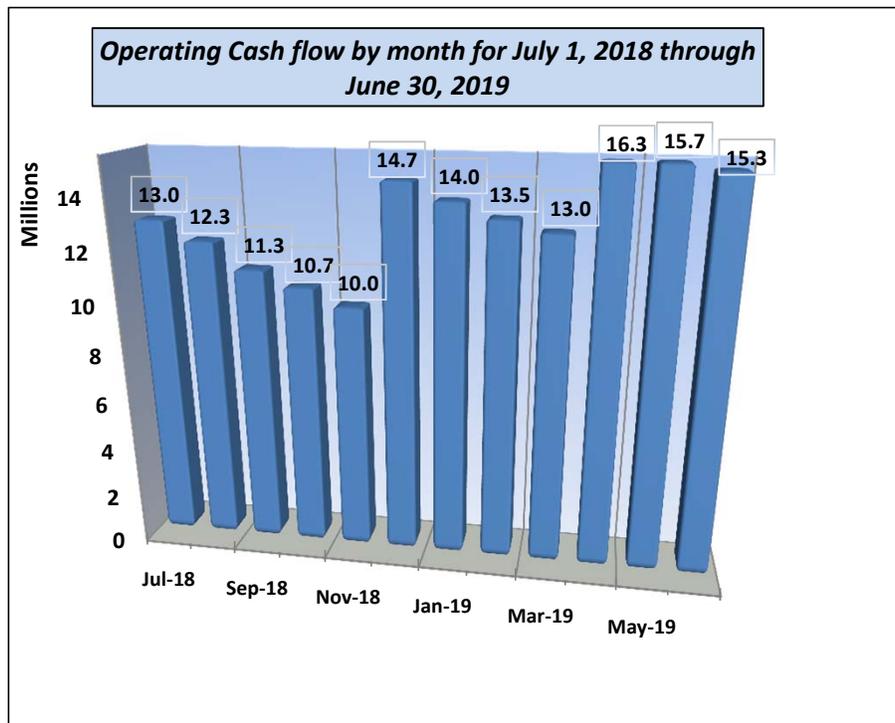
**2.0 Debt Service Schedule as of June 30, 2019**

	<b><u>State Revolving Fund (SRF) Loan</u></b>		
		<b>Principal</b>	<b>Interest</b>
	<b>SRF Loan Payable 7/1/2018.....</b>	59,463,471	
	Principal Payment 2018-19	(3,951,833)	
	Interest payments 2018-19		(1,427,123)
	<b>SRF Loan Balance/Interest Paid 6/30/2019.....</b>	<b>55,511,638</b>	<b>(1,427,123)</b>
	<b><u>2017 Wastewater Revenue Refunding Bonds</u></b>		
	<b>Revenue Bond Payable Balance 7/1/2018.....</b>	13,410,000	
	Principal payments 2018-19	(790,000)	
	Interest payments 2018-19		(670,500)
	<b>Revenue Bond Payable Balance/Interest Paid 6/30/2019</b>	<b>12,620,000</b>	<b>(670,500)</b>
	Note: Principal and Interest payment for SRF Loan paid in December 2018.		
	Principal and Interest payments for the Wastewater Revenue Bonds paid in August 2018 and February 2019.		

### 3.0 OPERATING AND CAPITAL CASH FLOW

**Operating:**  
**Cash Flow For Novato Sanitary District**  
**July 1, 2018 - June 30, 2019**  
**Dated: August 12, 2019**

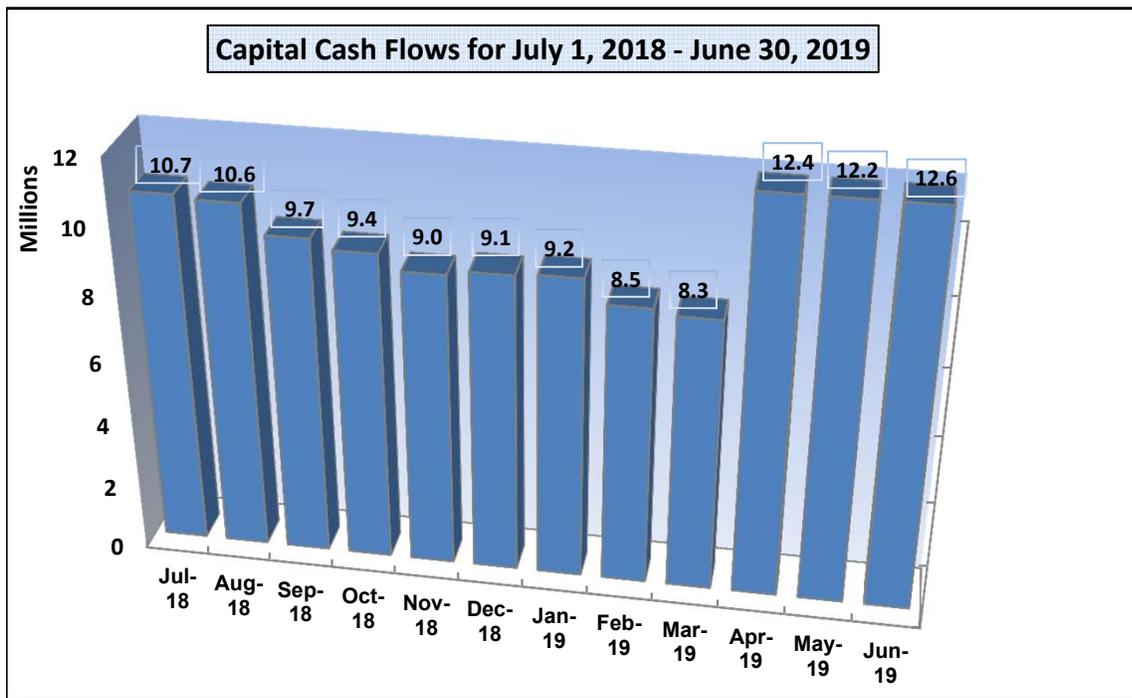
Month Earned	Operating Revenue	Monthly Operating Expenditures	Cash Balance
			* \$ 13,835,003
Jul-18	\$ 102,971	\$ 908,709	13,029,265
Aug-18	29,346	777,900	12,280,711
Sep-18	105,033	1,119,530	11,266,214
Oct-18	171,990	769,218	10,668,986
Nov-18	252,023	927,586	9,993,423
Dec-18	5,565,912	850,916	14,708,419
Jan-19	114,025	788,905	14,033,539
Feb-19	113,951	693,358	13,454,132
Mar-19	397,159	818,340	13,032,951
Apr-19	4,000,351	740,514	16,292,788
May-19	128,724	730,474	15,691,038
Jun-19	487,169	900,599	15,277,608



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, 2018 - June 30, 2019**  
**Dated: August 12, 2019**

Month Earned	Monthly Operating Expenditures	Debt Service	Capital Revenue	Cash Balance
Jul-18	\$ 670,224	\$ 335,250	\$ 98,970	\$ 11,599,992
Aug-18	138,153		34,534	10,693,488
Sep-18	941,925		76,260	10,589,869
Oct-18	413,028		132,555	9,724,204
Nov-18	518,671		63,740	9,443,731
Dec-18	178,081	5,378,956	5,705,430	8,988,800
Jan-19	100,623		176,401	9,137,193
Feb-19	97,168	1,125,250	518,226	9,212,971
Mar-19	245,739		84,811	8,508,779
Apr-19	118,494		4,121,835	8,347,851
May-19	300,687		139,909	12,351,192
Jun-19	222,333		640,610	12,190,414
	\$ 3,945,126	\$ 6,839,456	\$ 11,793,281	12,608,691



# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Accounts Receivable Aging Summary for the Period Ended June 30, 2019.</b>	<b>MEETING DATE: August 12, 2019</b>  <b>AGENDA ITEM NO.: 5.f.</b>
<b>RECOMMENDED ACTION:</b> Receive Accounts Receivable Report as of June 30, 2019.	
<b>SUMMARY AND DISCUSSION:</b>  <p>The attached Accounts Receivable Summary shows the following receivables as of June 30, 2019:</p> <p><b><u>1-45 days - \$237,564:</u></b> Current.</p> <p><b><u>46-120 days - \$19,999:</u></b> Considered collectible – consists of receivable for the ranch lease for the second quarter of FY2018/19.</p> <p><b><u>120+ days - \$33,544:</u></b> Considered collectible - consists of receivables for the ranch lease for the first quarter of FY2018/19 and the water usage billing for FY2018/19.</p>	
<b>ATTACHMENTS:</b> 1. Accounts Receivable (A/R) Aging Summary.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> lmc, ssk	<b>GENERAL MANAGER:</b> SSK

	<b>Current</b>	<b>46 - 120</b>	<b>&gt; 120</b>	<b>TOTAL</b>
<b>Biomarin</b>	4,063.36	0.00	0.00	4,063.36 <b>(1)</b>
<b>BioSearch Technologies, Inc.</b>	250.00	0.00	0.00	250.00 <b>(1)</b>
<b>County of Marin</b>	124,033.50	0.00	0.00	124,033.50 <b>(2)</b>
<b>CSRMA</b>	434.90	0.00	0.00	434.90 <b>(3)</b>
<b>Hayden, Ron</b>	0.00	19,998.66	33,543.93	53,542.59 <b>(4)</b>
<b>Marin Biologic Lab, Inc.</b>	250.00	0.00	0.00	250.00 <b>(1)</b>
<b>Marin County Flood Control</b>	8,184.92	0.00	0.00	8,184.92 <b>(5)</b>
<b>North Marin Water District-</b>	50,590.08	0.00	0.00	50,590.08 <b>(6)</b>
<b>Recology</b>	27,520.50	0.00	0.00	27,520.50 <b>(7)</b>
<b>Roto Rooter</b>	908.80	0.00	0.00	908.80 <b>(8)</b>
<b>Roy's Sewer Service, Inc.-</b>	1,388.33	0.00	0.00	1,388.33 <b>(8)</b>
<b>USCG</b>	15,682.40	0.00	0.00	15,682.40 <b>(9)</b>
<b>USCG-Finance Center</b>	204.15	0.00	0.00	204.15 <b>(9)</b>
<b>Veolia Water</b>	4,052.88	0.00	0.00	4,052.88 <b>(10)</b>
<b>TOTAL</b>	<b><u>237,563.82</u></b>	<b><u>19,998.66</u></b>	<b><u>33,543.93</u></b>	<b><u>291,106.41</u></b>

- (1) Lab monitoring, analysis and permit fees for Biomarin, BioSearch Technologies and Marin Biological Lab.
- (2) Billing for Final Teeter from County of Marin for sewer service charges and property taxes for FY2018-19.
- (3) Billing for reimbursement from CSRMA for safety expenses for FY2018-19.
- (4) Rancher's lease fees for the first and second quarter of FY2018-19 and the billing for water usage for FY2018-19.
- (5) Billing for reimbursement from Marin County Flood Control for utilities usage during Jan - April 2019.
- (6) Billing for reimbursement from North Marin Water District for April to June 2019 for Recycled Water Facility operations.
- (7) Billing for the second half of the District's annual Franchise Fee from Recology.
- (8) Billing for septic haulers for May and June 2019.
- (9) Billing for monthly sewer service charges for U.S. Coast Guard.
- (10) Billing for reimbursement of quarterly expenses from Veolia Water for fourth quarter FY2018-19.

# NOVATO SANITARY DISTRICT BOARD AGENDA AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Contribution to the District’s Public Agency Retirement Services (PARS) Trust Account.</b>	<b>MEETING DATE: August 12, 2019</b>  <b>AGENDA ITEM NO.: 5.g.</b>
<b>RECOMMENDED ACTION: Approve transfer of \$93,757 from unspent funds in the “Salaries and Benefits” and “Retiree Health Benefits” categories of the FY 18-19 Operating Budget as of June 30, 2019, to the District’s Public Agency Retirement Services (PARS) Trust account.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>The Fiscal Year (FY) 18-19 Fourth Quarter Financial Report (Unaudited), for the quarter ending June 30, 2019 identifies that the “Salaries and Benefits” and “Retiree Health Benefits” categories of the Operating Budget are underspent. Therefore, as of June 30, 2019, a total of \$93,757 remains unused in these two categories of the FY 18-19 Operating Budget.</p> <p>As of June 30, 2019, the District’s PARS account balance was \$2,543,652.05 (see Attachment 1). Of this, the subaccount related to the District’s Governmental Accounting Standards Board Statement No. 75 (GASB 75) related Other Post-Employment Benefits (OPEB) liability had a balance of \$1,326,187.52. The subaccount related to the GASB 68 Net Pension Liability (NPL) had a balance of \$1,217,464.53. For informational purposes only, the District’s OPEB liability as of June 30, 2018 (latest available year) is \$4,494,027, and the NPL liability as of June 30, 2018 (latest available year) is \$5,544,711.</p> <p>One of the goals (Goal 4.4) of the District’s Strategic Plan is to appropriately and prudently address and manage its unfunded liabilities related to pensions and benefits. Therefore, staff recommends that the Board consider transferring \$93,757 of unspent funds in the “Salaries and Benefits” categories of the FY 18-19 Operating Budget as of June 30, 2019, to its PARS Trust account.</p>	
<b>ATTACHMENTS: 1. PARS Statement, June 2019.</b>	
<b>STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) and Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.</b>	
<b>DEPT. MGR.:</b> lc, ssk	<b>GENERAL MANAGER:</b> SSK

**NOVATO SANITARY DISTRICT  
PARS Post-Employment Benefits Trust**

**Account Report for the Period  
6/1/2019 to 6/30/2019**

Sandeep Karkal  
General Manager  
Novato Sanitary District  
500 Davidson Street  
Novato, CA 94945

**Account Summary**

Source	Beginning Balance as of 6/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 6/30/2019
OPEB	\$1,267,055.81	\$27,377.88	\$32,017.80	\$263.97	\$0.00	\$0.00	\$1,326,187.52
PENSION	\$1,160,805.36	\$36,252.00	\$20,760.87	\$353.70	\$0.00	\$0.00	\$1,217,464.53
<b>Totals</b>	<b>\$2,427,861.17</b>	<b>\$63,629.88</b>	<b>\$52,778.67</b>	<b>\$617.67</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,543,652.05</b>

**Investment Selection**

Source	
OPEB	<b>Moderately Conservative Index PLUS</b>
PENSION	<b>Conservative Index PLUS</b>

**Investment Objective**

Source	
OPEB	The dual goals of the Moderately Conservative Strategy are current income and moderate capital appreciation. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.
PENSION	The primary goal of the Conservative Strategy is to provide a consistent level of inflation-protected income over the long-term. The major portion of the assets will be fixed income related. Equity securities are utilized to provide inflation protection.

**Investment Return**

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	2.49%	2.66%	6.57%	-	-	-	1/31/2017
PENSION	1.75%	2.59%	6.71%	-	-	-	1/31/2017

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.  
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.  
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Annual Fund Transfer from Capital Account to Operating Account	<b>MEETING DATE:</b> August 12, 2019  <b>AGENDA ITEM NO.:</b> 5.h.
<b>RECOMMENDED ACTION:</b> Approve transfer of \$25,989.57 from the Capital Fund to the Operating Fund for staff time spent on Capital Fund projects in FY18-19.	
<b>SUMMARY AND DISCUSSION:</b>  <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 2018-19 amounted to \$19,251.54, plus overhead of \$6,738.04 for a total of \$25,989.57.</p> <p>For comparative purposes, the Capital Fund to Operating Fund transfer for FY17-18 was \$19,084. Due to several staff retirements in FY17-18, the transfer allocation of the time spent on capital projects is still less than in previous years.</p>	
<b>ATTACHMENT:</b> Allocation of Administration/Engineering for Capital Projects FY 18-19	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> Reclassifies \$25,990 as expenditures from the Capital Fund to the Operating Fund.	
<b>DEPT. MGR.:</b> lmc, ssk	<b>GENERAL MANAGER:</b> SSK

Item 5.h.  
Attachment 1

	Erik		Erik		Sandeep		Jeff B.		Russell		Steve		Total	Total	+ Overhead
<b>Fund Transfer 2018-19</b>	Rate	86.97	Rate	91.32	Rate	121.89	Rate	76.96	Rate	36.14	Rate	80.80	Hours	\$	35%
<b>Capital Projects - 6/30/19</b>			after 9/1/18												
<b>Capital Projects</b>															
05-08 N. Bay Water Recycling Auth					3.00	365.67							3.00	365.67	493.65
07-06 Collect Sys. Improvements	5.00	434.84	30.00	2,739.51							78.00	6,302.40	113.00	9,476.75	12,793.61
07-07 Ham. Wetland/OF mon. & plan.			7.00	639.22									7.00	639.22	862.95
07-08 Cogeneration	1.00	86.97	6.00	547.90			5.00	384.79					12.00	1,019.66	1,376.54
08-02 Annual Sewer adj for the City											4.00	323.20	4.00	323.20	436.32
08-03 Annual Collection Sys. Repairs											35.00	2,828.00	35.00	2,828.00	3,817.80
08-04 Annual Reclamation Repairs											2.00	161.60	2.00	161.60	218.16
10-03 Admin Building Upgrad/Maint.							20.00	1,539.14	6.00	216.83			26.00	1,755.97	2,370.56
10-05 RWF Expansion	8.00	695.74	7.00	639.22			2.00	153.91	33.00	1,192.59			50.00	2,681.46	3,619.98
<b>SUBTOTAL</b>	14.00	1,217.54	50.00	4,565.86	3.00	365.67	27.00	2,077.85	39.00	1,409.43	119.00	9,615.20	252.00	19,251.53	25,989.57
PLUS 35% Overhead		\$426.14		\$1,598.05		\$127.98		\$727.25		\$493.30		\$3,365.32		6,738.04	
<b>TOTAL:</b>		<b>\$1,643.68</b>		<b>\$6,163.91</b>		<b>\$493.65</b>		<b>\$2,805.09</b>		<b>\$1,902.73</b>		<b>\$12,980.52</b>		<b>\$25,989.57</b>	

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Staff Reports: Subordination Request from the City of Novato.</b>	<b>MEETING DATE: August 12, 2019</b>  <b>AGENDA ITEM NO.: 5.i.</b>
<b>RECOMMENDED ACTION: Approve Subordination Request from the Successor Agency to the Dissolved Redevelopment Agency of the City of Novato.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District has received a request from the City of Novato Successor Agency to the Dissolved Redevelopment Agency (Agency) to acknowledge and approve the subordination of pass-through property tax revenue payable to the District. The successor agency intends to issue bonds to refund the Hamilton Field Redevelopment Project Tax Allocation Bonds.</p> <p>As a result of the dissolution of redevelopment agencies, revenues that successor agencies do not need in order to pay approved obligations are distributed to the taxing entities within the redevelopment area as a residual payment. Novato Sanitary District is a taxing entity subject to statutory pass-through payments.</p> <p>In the event that future property tax revenues available to the Successor Agency are insufficient to make payments on the bonds, property tax revenues currently passed through to the District would be subordinate to bond payments and would be reduced or eliminated to ensure payment on the bonds. However, the Successor Agency has provided tax revenue and cost projections that demonstrate that the Successor Agency will be able to make all future bond payments and fund the subordination pass-through taxes over the life of the bonds.</p> <p>In order to disapprove this subordination, Novato Sanitary District must find, based on substantial evidence, that the Successor Agency will not be able to pay the debt service on the Bonds and the taxes that it is required to pay the Novato Sanitary District.</p> <p>The District has previously approved similar Subordination Agreements on December 27, 2004, March 24, 2008, and March 2, 2011.</p> <p>As noted above, the District has very limited authority to deny the request and staff recommends approval.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 3 (Board District and Community, Alignment and Communications) of the latest Strategic Plan Update.	
<b>DEPT. MGR.: ssk</b>	<b>GENERAL MANAGER: SSK</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: Class I Temporary Discharge Permit for Groundwater Remediation Project – Permit Renewal</b>	<b>MEETING DATE: August 12, 2019</b>  <b>AGENDA ITEM NO.: 5.j.</b>
<b>RECOMMENDED ACTION: Authorize the General Manager-Chief Engineer to renew the District issued Class I Non-Domestic Temporary Discharge Permit No. ExxonMobil-031.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>The remediation site is a former gasoline service station site located at 1400 South Novato Blvd. (adjacent to O’Reilly Auto Parts). The remediation has been ongoing since 2012. The project is now winding down and no discharges have occurred in 2019. The treatment system is currently shut down to see if rebound occurs and to test for soil vapors. Approval has not yet been granted to close the remediation site from the San Francisco Bay Regional Water Quality Control Board; therefore discharge may be required during the next 3 year permit cycle.</p> <p>Based on the information provided above, staff recommends that the Board authorize the General Manager-Chief Engineer to reissue a Class I Non-Domestic Temporary Discharge Permit permitting the discharge of treated groundwater by ExxonMobil (as contracted to Kleinfelder, Inc.), from the groundwater remediation system at 1400 South Novato Blvd.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 3 (Board District and Community, Alignment and Communications) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The following standard District fees will continue to apply to this discharge: application fee (\$175); Permit issuance fee (\$1,240) inspection fee (\$40 per inspection); and current discharge fee (\$30.91) per 1,000 gallons discharged), which is subject to change.	
<b>DEPT. MGR.: EB</b>	<b>GENERAL MANAGER: SSK</b>

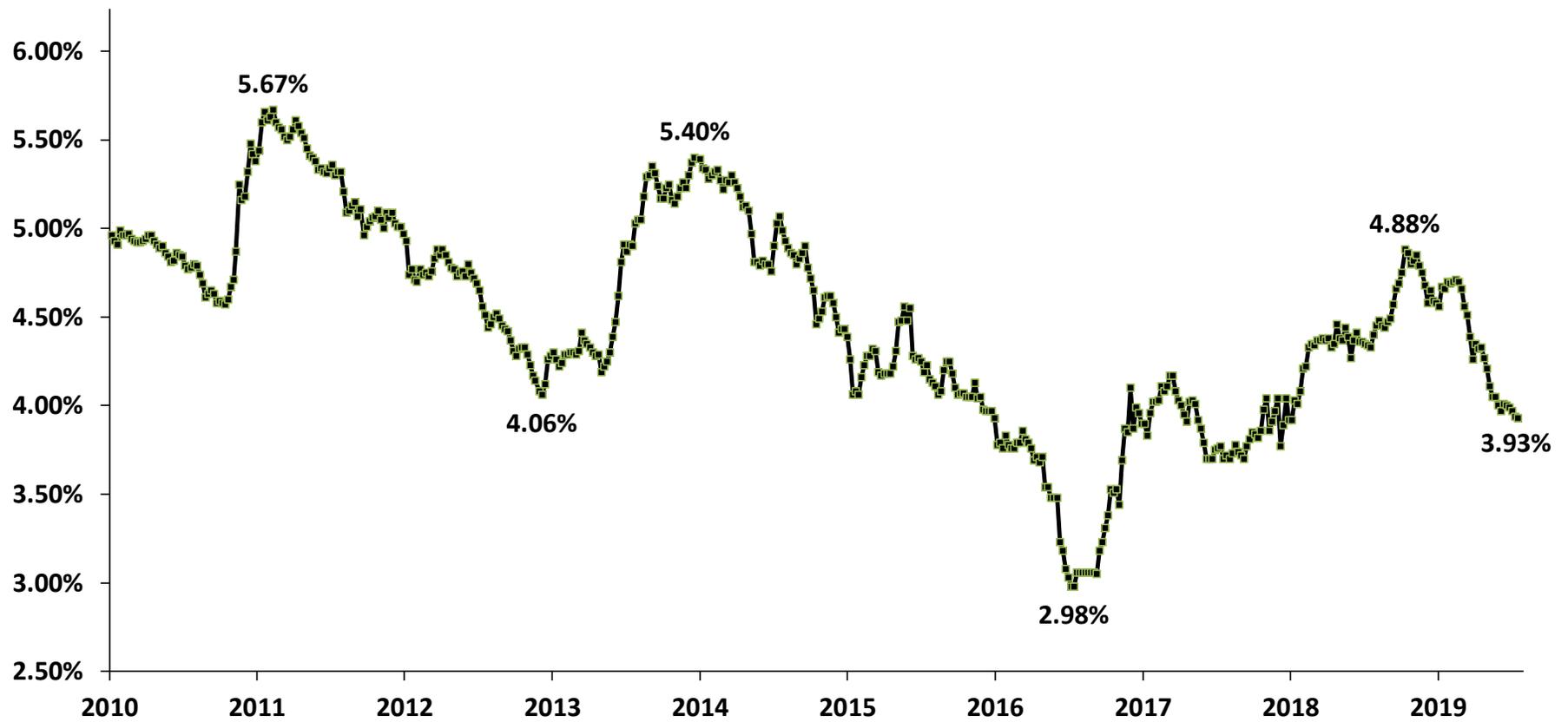
**Novato Sanitary District**  
**2019 Wastewater Revenue Refunding Bonds**

**Final Results**

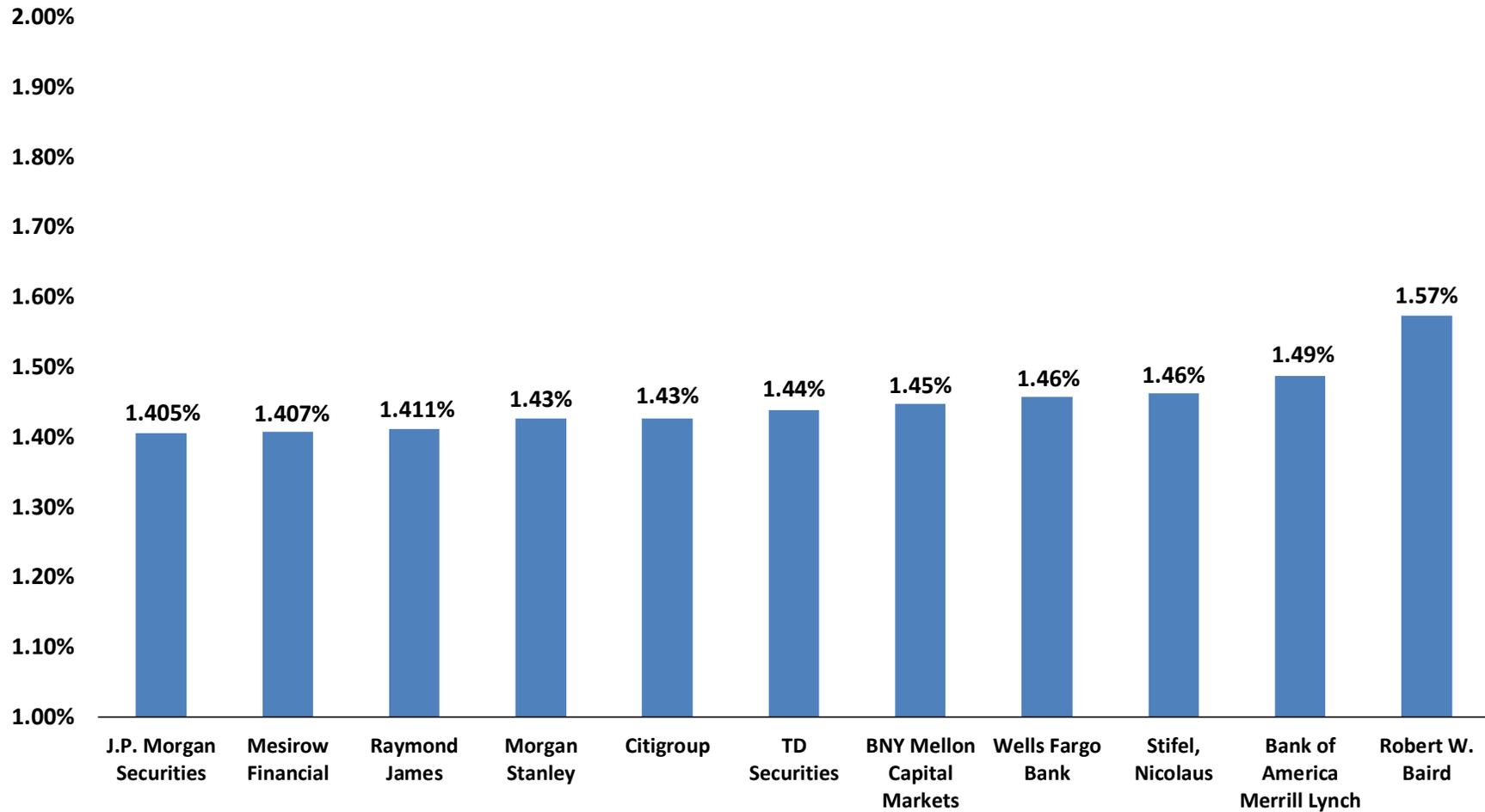
**July 24, 2019**

**Prepared by Steven Gortler**  
**Telephone (415) 298-3319**  
**Email: [steven.gortler@att.net](mailto:steven.gortler@att.net)**

## Historical Trends in Municipal Revenue Bond Yields (Bond Buyer Revenue Bond Index)



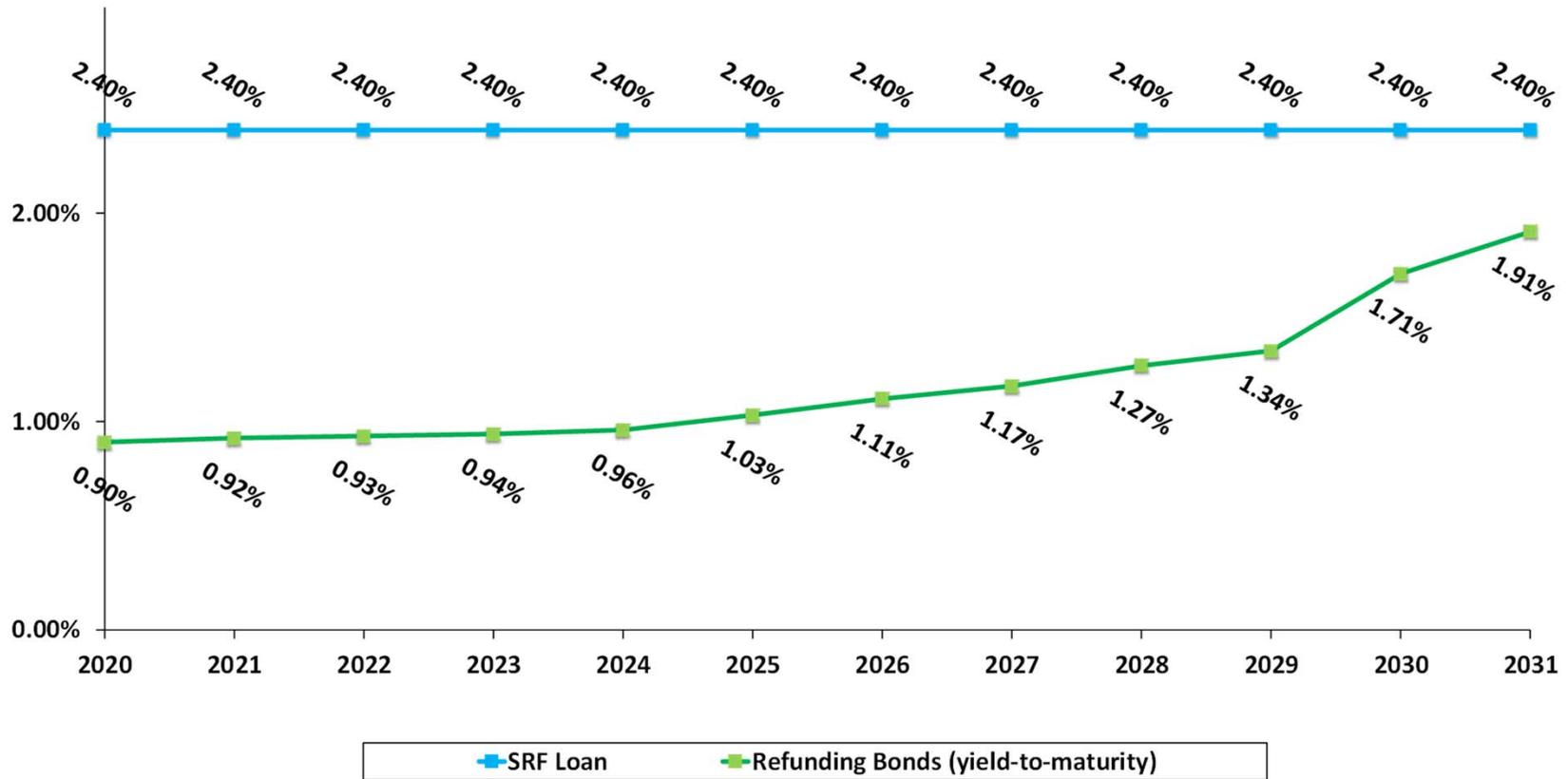
## 2019 Refunding Bonds Competitive Bid Results True Interest Cost (TIC%)



**2019 Refunding Bonds  
Competitive Bid Results  
True Interest Cost (TIC%)**

Bid Award*	Bidder Name	TIC
<input checked="" type="checkbox"/> Reoffering	<a href="#">J.P. Morgan Securities LLC</a>	1.405070
<input type="checkbox"/>	<a href="#">Mesirow Financial, Inc.</a>	1.407143
<input type="checkbox"/>	<a href="#">Raymond James &amp; Associates, Inc.</a>	1.411373
<input type="checkbox"/>	<a href="#">Morgan Stanley &amp; Co, LLC</a>	1.426452
<input type="checkbox"/>	<a href="#">Citigroup Global Markets Inc.</a>	1.426469
<input type="checkbox"/>	<a href="#">TD Securities</a>	1.438504
<input type="checkbox"/>	<a href="#">BNYMellon Capital Markets</a>	1.447770
<input type="checkbox"/>	<a href="#">Wells Fargo Bank, National Association</a>	1.456999
<input type="checkbox"/>	<a href="#">Stifel, Nicolaus &amp; Co., Inc.</a>	1.462081
<input type="checkbox"/>	<a href="#">Bank of America Merrill Lynch</a>	1.487490
<input type="checkbox"/>	<a href="#">Robert W. Baird &amp; Co., Inc.</a>	1.573609

## Interest Rate Comparison: SRF Loan vs. J.P. Morgan Winning Bid



## Debt Service Savings

12-Mo. Ending Feb 1,	Outstanding SRF Loan			2019 Refunding Bonds				Debt Service Savings	
	Principal	Interest	Total	Principal	Interest	Interest on SRF Loan	Total	Annual	Cumulative
<b>2020</b>	4,046,677	1,332,279	5,378,956	3,480,000	1,091,536	806,769	5,378,305	<b>651</b>	<b>651</b>
<b>2021</b>	4,143,797	1,235,159	5,378,956	3,005,000	2,084,350		5,089,350	<b>289,606</b>	<b>290,257</b>
<b>2022</b>	4,243,248	1,135,708	5,378,956	3,155,000	1,934,100		5,089,100	<b>289,856</b>	<b>580,114</b>
<b>2023</b>	4,345,086	1,033,870	5,378,956	3,310,000	1,776,350		5,086,350	<b>292,606</b>	<b>872,720</b>
<b>2024</b>	4,449,368	929,588	5,378,956	3,475,000	1,610,850		5,085,850	<b>293,106</b>	<b>1,165,826</b>
<b>2025</b>	4,556,153	822,803	5,378,956	3,650,000	1,437,100		5,087,100	<b>291,856</b>	<b>1,457,682</b>
<b>2026</b>	4,665,501	713,455	5,378,956	3,835,000	1,254,600		5,089,600	<b>289,356</b>	<b>1,747,039</b>
<b>2027</b>	4,777,473	601,483	5,378,956	4,025,000	1,062,850		5,087,850	<b>291,106</b>	<b>2,038,145</b>
<b>2028</b>	4,892,132	486,824	5,378,956	4,225,000	861,600		5,086,600	<b>292,356</b>	<b>2,330,501</b>
<b>2029</b>	5,009,543	369,413	5,378,956	4,435,000	650,350		5,085,350	<b>293,606</b>	<b>2,624,107</b>
<b>2030</b>	5,129,772	249,184	5,378,956	4,660,000	428,600		5,088,600	<b>290,356</b>	<b>2,914,463</b>
<b>2031</b>	5,252,887	126,069	5,378,956	4,890,000	195,600		5,085,600	<b>293,356</b>	<b>3,207,820</b>
	<b>55,511,638</b>	<b>9,035,836</b>	<b>64,547,475</b>	<b>46,145,000</b>	<b>14,387,886</b>	<b>806,769</b>	<b>61,339,655</b>	<b>3,207,820</b>	



## *Net Present Value (NPV) Savings*

<b>Net Present Value (NPV) Savings</b>	<b>2,976,527</b>
Par Amount of Refunded Bonds	55,511,638
<b>NPV Savings / Refunded Par Amount</b>	<b>5.36%</b>



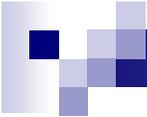
## *Sources & Uses of Funds*

### **Sources of Funds:**

Par Amount of Bonds	46,145,000.00
Original Issue Premium	9,658,221.60
Transfer from Prior Debt Service Fund	806,769.14
<b>Total Sources</b>	<b>56,609,990.74</b>

### **Uses of Funds:**

Deposit to Redemption Fund	56,318,407.61
Estimated Costs of Issuance	291,583.13
<b>Total Uses</b>	<b>56,609,990.74</b>



## *Estimated Costs of Issuance*

<b>Service</b>	<b>Estimated Fee</b>
Underwriter (0.143606%)	66,266.99
Bond Counsel	60,000.00
Financial Advisor	50,000.00
Disclosure Counsel	35,000.00
Rating Agency	33,000.00
Rate Consultant	12,500.00
Trustee & Counsel	6,000.00
Continuing Disclosure	2,850.00
Financial Printer	2,650.00
Advertising	1,500.00
Ipreo Bidding Platform	1,500.00
Contingency	20,316.14
	<b>291,583.13</b>



One California Street,  
31st Floor  
San Francisco, CA  
94111-5432  
tel 415 371-5000  
reference no.: 1576403

July 9, 2019

Novato Sanitation District  
500 Davidson st.  
Novato, CA 94945  
Attention: Mr. Sandeep Karkal, District Manager-Engineer

Re: ***US\$45,920,000 Novato Sanitary District, California, 2019 Wastewater Revenue Refunding Bonds, dated: Date of delivery, due: February 1, 2031***

Dear Mr. Karkal:

Pursuant to your request for an S&P Global Ratings rating on the above-referenced obligations, S&P Global Ratings has assigned a rating of "AAA" . S&P Global Ratings views the outlook for this rating as stable. A copy of the rationale supporting the rating is enclosed.

This letter constitutes S&P Global Ratings' permission for you to disseminate the above-assigned ratings to interested parties in accordance with applicable laws and regulations. However, permission for such dissemination (other than to professional advisors bound by appropriate confidentiality arrangements or to allow the Issuer to comply with its regulatory obligations) will become effective only after we have released the ratings on [standardandpoors.com](http://standardandpoors.com). Any dissemination on any Website by you or your agents shall include the full analysis for the rating, including any updates, where applicable. Any such dissemination shall not be done in a manner that would serve as a substitute for any products and services containing S&P Global Ratings' intellectual property for which a fee is charged.

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cc: ***Mr. David Fama, Esq.***  
***Mr. James Wawrzyniak***  
***Ms. Laura Creamer***  
***Ms. Lauren Quint, Esq.***  
***Mr. Steven Gortler***

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**Summary:**

## Novato Sanitary District, California; Water/Sewer

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**Secondary Contact:**

Chloe S Weil, San Francisco (1) 415-371-5026; chloe.weil@spglobal.com

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Rationale

Outlook

## Summary:

# Novato Sanitary District, California; Water/Sewer

### Credit Profile

US\$45.92 mil wastewtr rev rfdg bnds ser 2019 due 02/01/2031

*Long Term Rating* AAA/Stable New

Novato Sanitary District wastewtr rev rfdg bnds

*Long Term Rating* AAA/Stable Upgraded

## Rationale

S&P Global Ratings raised its long-term rating to 'AAA' from 'AA+' on the Novato Sanitary District, Calif.'s outstanding series 2017 wastewater revenue refunding bonds. At the same time, S&P Global Ratings assigned its 'AAA' rating to the district's series 2019 wastewater refunding bonds. The rating reflects, in our opinion, the combination of an extremely strong enterprise risk profile and an extremely strong financial risk profile. The outlook is stable.

The raised rating reflects the district's improved financial metrics and declining leverage, which we believe is sustainable, given management's pre-approved rate plans and lack of additional debt needs. Management's well-defined long-range plans, sufficient wastewater treatment capacity, and formalized financial policies also support the higher rating.

The purpose of the series 2019 wastewater revenue refunding bonds is to refund the interagency sales agreement with the State Water Resources Control Board currently outstanding in the principal amount of about \$55.5 million. After the issuance of the series 2019 obligations, the district will have principal outstanding in the amount of \$12 million for the series 2017 revenue refunding bonds and \$45 million of the series 2019 revenue refunding bonds. At this point in time, the district does not have any other future debt plans.

The enterprise risk profile reflects our view of the district's:

- Built-out service area with very strong income levels that participates in the broad and diverse San Francisco-Oakland-Hayward metropolitan statistical area economy;
- Very low industry risk as a monopolistic service provider of an essential public utility;
- Extremely strong market position supported by pre-approved rate increases through fiscal year 2021; and
- Well-defined operational management practices and policies.

The financial risk profile reflects our view of the district's:

- Rising all-in coverage metrics to an extremely strong level in fiscal 2018 at about 1.8x from about 1.5x in fiscal 2015, and our belief the district will continue to produce extremely strong metrics, based on its five-year forecast and revenue requirements;

- Extremely strong liquidity position, which equated to 1,000 days of cash on hand as of June 30, 2018, and which we believe will stay above 760 days of operating expenses given the planned annual drawdown to fund capital needs;
- Moderate leverage based on a debt-to-capitalization ratio of 40%, with no plans to issue additional debt; and
- Comprehensive financial management practices and policies.

The system has a predominantly locally derived revenue base. Local service charges, derived through an autonomous rate-setting process, represent virtually all of the system's revenue. This, coupled with operating expense flexibility, limits exposure to federal revenue.

We view the series 2019 bond provisions as credit neutral. The bonds are secured by the district's net revenue. Key bond provisions include a rate covenant set at 1.20x annual debt service and an additional bonds test set at 1.25x maximum annual debt service. The district does not intend to provide a debt service reserve fund for the series 2019 bonds. In our opinion, the lack of a debt service reserve is credit neutral given the district's extremely strong cash position.

### **Enterprise risk**

The Novato Sanitary District serves an estimated population of 60,000 and is located in northern Marin County, about 30 miles north of San Francisco. The district's service area includes the city of Novato as well as other unincorporated surrounding areas. In our view, the service area exhibits extremely strong economic metrics. The median household effective buying income (MHHEBI) is very strong, in our view, at 147% of the national median, and the district enjoys low unemployment, which last stood at 2.2% in April 2019, lower than the national median of 3.3%.

The customer base is stable, primarily residential, and very diverse. As of 2016, the district provides sewer service for 29,700 equivalent dwelling units (EDUs), 77% of which are residential. The number of system connections has been stable over the past five years, and management projects connections to remain stable in the near future albeit with some modest commercial growth. We consider the customer base very diverse, based on the leading 10 customers accounting for about 7.2% of total fiscal 2018 service charge revenue. The leading customers include BioMarin Pharmaceutical and Novato Unified School District, which account for 1.4% and 1.3%, respectively, of system revenue.

We view the district's market position as extremely strong based on its affordable service rates in the context of the service area's very strong income levels and the county's low poverty rate. The residential rate structure is a flat annual fee for single-family residences, currently at \$615, or a monthly equivalent of \$51.25. We view the service rates as affordable, at approximately 0.82% of MHHEBI, and we also note that the county's poverty rate, according to the U.S. Department of Agriculture, is low, at 7.5%. The district's sewer service charges are collected by the county on the semiannual property tax bill. We understand that the district participates in the county Teeter Plan, and under this arrangement, it receives the full amount of billed sewer service charges from the county regardless of any payment delinquencies by the customer base.

The district's primary responsibilities include wastewater collection and treatment, water recycling, and solid waste collection and disposal. The collection system, which is owned and operated by the district, consists of approximately 250 miles of sewers, 40 pump stations, and 6,000 manholes. The district completed major upgrades to its wastewater treatment plant in 2011, and Veolia operates the plant (with a peak wet weather flows of 30.7 million gallons per day,

or mgd) through a long-term agreement that extends through 2021. In 2018, the average dry weather flow was 48% of the treatment plant's 7.0 mgd dry weather capacity. The district also has approximately 820 acres of pasture fields irrigated with secondary reclaimed water, and production capability of up to 1.2 mgd of tertiary recycled water used to irrigate parks, cemeteries, and golf courses.

Based on our operational management assessment, we view the district to be a '1' on a six-point scale in which '1' is the strongest. We view the district's operational management as extremely strong. Although no formal succession plan for key staff members exists, the staff is cross-trained to be able to step up as needed. Rates are reviewed and adjusted regularly, and management has routinely engaged external consultants to perform in-depth rate analyses. We understand that the district commissioned a cost-of-service rate study in early 2016 to form the basis for a new multiyear rate schedule. In June 2016, the board unanimously approved a five-year rate increase that raised wastewater rates by \$21 per EDU each year from fiscal 2017 through fiscal 2021. In addition, the district plans to have another formal rate study performed in 2021.

In 2017, 2018 and 2019, the National Assn. of Clean Water Agencies awarded its Platinum 5 Peak Performance Award to the district's wastewater plant--an award that is given only to wastewater treatment facilities with perfect performance records for five consecutive years. Appropriately, the management reports that there have been no service interruptions during the past three years, nor has the district paid any fines or penalties related to its wastewater operations during this period.

Consistent with "Methodology: Industry Risk" (published Nov. 19, 2013, on RatingsDirect), we consider industry risk for the system to be very low, the most favorable assessment possible on a six-point scale, with '1' being the best.

### **Financial risk**

The district's financial metrics have improved over the past few years to levels we view to be commensurate with the higher rating, which we anticipate will remain consistent over the five-year forecast period. All-in coverage improved to 1.8x in fiscal 2018, up from 1.4x in fiscal 2014. In addition, management's forecast, which we believe is achievable, assumes modest 0.14% customer growth per year, the adopted rate increases through fiscal 2022, and 3%–5% increases in operating and maintenance costs per year, and indicates coverage will range between 1.7x and 1.9x over this period.

We view the district's liquidity position as extremely strong, and we anticipate that it will likely remain a key credit strength going forward. Unrestricted cash and investments at the end of fiscal year 2018 totaled \$25.7 million, equivalent to 1,070 days of operating expenses. Based on our analysis of management-provided projections, which include annual capital expenditures of between \$3 million and \$5 million annually, we expect cash will stay extremely strong. We expect cash balances will improve modestly to about \$27.7 million by fiscal 2022.

The district's five-year capital improvement plan totals \$24.7 million through 2024, and consists largely of collection system and treatment plant renewal and replacement projects, which will be funded with cash from operations. We understand that management is in the process of completing its collection system master plan, which will further define future capital needs. In our view, the district's debt-to-capitalization ratio of 40% indicates a moderate leverage position. We do not expect the district's leverage position will rise given management has no plans for additional borrowing in the near future.

Based on our financial management assessment, we view the district's management practices to be a '2' on a six-point scale in which '1' is the strongest. A score of 'good' means that financial practices and policies are transparent and comprehensive. Management annually updates the district's long-term financial and capital projections. Revenue and expense assumptions are reasonable, and management presents interim financial data to the board on a quarterly basis throughout the year. The district has codified debt management, reserve, and investment policies. Financial and operational information are relatively easily obtained on an annual basis, as the district's financial statements and rate studies are readily available on its website.

## **Outlook**

The stable outlook reflects our opinion that management's forecast is feasible and that all-in coverage and cash will be maintained at an extremely strong level. In addition, the stable outlook reflects the district's lack of future debt plans, manageable capital plan, and strong management practices, as well as our expectation that the district will undertake a rate study to establish a new five-year rate plan in 2021 to ensure a healthy financial position.

### **Downside scenario**

We could lower the rating if the district's planned renewal of its Veolia contract results in a materially different cost structure, leading to higher expenses and lower all-in coverage metrics. In addition, we could lower the rating if unforeseen capital or regulatory needs arise, leading to additional leverage, lower all-in coverage, and a decline in the district's unrestricted cash position.

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# FINAL BUDGET

## FOR

# Fiscal Year 2019-20

(And Preliminary Budget for Fiscal Year 2019-20)

*Presented August 12, 2019*

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***LETTER OF TRANSMITTAL***



# NOVATO SANITARY DISTRICT

500 DAVIDSON STREET \* NOVATO \* CALIFORNIA 94945 \* PHONE (415) 892-1694 \* FAX (415) 898-2279  
www.novatosan.com

## BOARD OF DIRECTORS

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General Manager-Chief Engineer

LAUREN QUINT  
Legal Counsel

August 12, 2019

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) 19-20 and the Preliminary Budget for FY 20-21 is attached for your consideration and approval. The 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)
- FY 19-20 Wastewater Capital Reserve Fund (Section V)
- FY 19-20 Rate Stabilization Fund (Section VI)
- FY 19-20 Debt Service Fund Summary (Section VII).

Note that this year's basic annual Sewer Service Charge (SSC), i.e. the service charge for a service unit with average water usage, increases from \$615 to \$636 per service unit, or an increase of 3.4% 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 basic annual Sewer Service Charge (SSC) of \$636 is allocated between the Operating and Capital Budgets, consistent with the District's 2016 Sewer Rate Study. Therefore, for FY 19-20, \$350 (55%) of the SSC is allocated to the Operating Budget, and \$286 (45%) is 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.

Overall, it is projected that total revenues will increase by about 2.9 percent primarily from the sewer service charge increase discussed above, but also from anticipated increases in property tax revenues accruing to the District, and from increased interest income. Variances between the two budget years are also provided later in this letter.

	FY 18-19 Adopted Budget	FY 19-20 Proposed Budget	% Change FY 19 to FY 20
Operating Revenues	\$ 11,282,802	\$ 11,534,649	2.23%
Capital Revenues	\$ 11,035,274	11,420,960	3.50%
<b>Total Revenues</b>	<b>\$ 22,318,076</b>	<b>\$ 22,955,609</b>	<b>2.86%</b>
Operating Expenditures	10,740,490	11,423,358	6.36%
CIP Expenditures	6,803,000	5,400,000	-20.62%
Debt Service	6,839,456	6,829,956	-0.14%
<b>Total Expenditures</b>	<b>\$ 24,382,946</b>	<b>\$ 23,653,314</b>	<b>-2.99%</b>

**B. FISCAL YEAR FY 19-20 OPERATING BUDGET DETAILS**

*Operating Revenues*

The proposed FY 19-20 Operating Budget by revenue source is shown in Table 2 below (and graphically in Figure 2), along with the figures for the past two fiscal years.

Funding Sources by Category	FY 17-18 Adopted Budget	FY 18-19 Adopted Budget	FY 19-20 Proposed Budget	% Change FY 19 to FY 20
Operating Sewer Service Charges	\$ 9,691,440	\$ 10,145,760	\$ 10,306,800	1.59%
Permit & Inspection fees	26,500	31,500	36,500	15.87%
Interest Income	43,000	120,000	180,000	50.00%
Engineering/Admin Chgs	165,000	165,000	165,000	0.00%
Franchise Fees	53,438	55,041	58,210	5.76%
AB 939 Collector Fees	376,426	400,772	434,260	8.36%
Oil and Beverage Grant	62,729	62,729	52,009	-17.09%
Ranch Income	70,000	70,000	40,000	-42.86%
Recycled Water Revenue	135,500	202,000	231,870	14.79%
Other Revenue	30,000	30,000	30,000	0.00%
<b>Total Operating Revenue</b>	<b>\$10,654,033</b>	<b>\$11,282,802</b>	<b>\$11,534,649</b>	<b>2.23%</b>

As seen from Table 2, total operating revenues are budgeted to increase by 2.2% or \$251,847 from FY 18-19. Other notable items include:

**Operating SSCs** budgeted increase of \$161,040 or 1.6%, primarily from the approved 3.4% rate increase recommended by the 2016 sewer service charge rate study, and adopted by District Ordinance No. 120.

**Interest Income** budgeted increase of \$60,000 or 50% due to a continued potential for increases in interest rates, and a change of interest income allocation from a 55-45 split between operating and capital revenues to a 60-40 split.

**Oil and Beverage grant** budgeted to decrease by \$10,720 or 17.1% from elimination of beverage grant revenue.

**Ranch Income** budgeted to decrease by \$30,000 or 42.9% due to change in upcoming new lease agreement.

**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**

**General:** A summary of proposed and prior two fiscal years Operating Expenditures is shown in Table 3. The proposed FY 19-20 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 6.4% or \$682,868 between FY 18-19 and FY 19-20.

**Adoption of a New Cost Center:** A notable enhancement to the budget document from a transparency perspective beginning with this year’s budget is the creation of the new “Non-Departmental” cost center. This cost center includes expenditure items that were included under the “Administrative/Engineering (A/E)” cost center in prior budgets, but that could not be readily attributed to an administrative or engineering function, while providing an extremely skewed budget expenditure picture for the A/E cost center. In other words, the new Non-Departmental cost center seeks to independently account for expenditures that are either District-wide or not directly attributable to a specific department or cost center.

**IRS Section 115 Prefunding Trust:** In FY16-17, the District moved to address 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 adopted and initiated funding an Internal Revenue Service (IRS) Section 115 prefunding trust account with Public Agency Retirement Services (PARS), Irvine, CA, which incorporates separate sub-accounts for each of the GASB 45 and GASB 68 liabilities.

In June 2018, the District implemented GASB 75, which superseded GASB 45 for disclosure and reporting of OPEB. Consistent with Board direction (provided November 14, 2016), future District budgets (including the FY 19-21 budgets) will include amounts to fund this trust, subject to Board approval.

For FY 19-21, budgeted amounts for the PARS trust account are provisioned in the Operating Budget under the Non-Departmental Cost Center (Cost Center 69000), page 14 of the budget document.

The investments of this trust are longer-term investments, with the GASB 75 (OPEB) subaccount adopting a “moderately conservative” investment strategy, and the GASB 68 Pension Prefunding subaccount adopting a “conservative” investment strategy. With respect to both trust subaccounts, U.S. Bank is the Trustee, HighMark Capital is the Investment Manager, and PARS is the Trust Administrator and Consultant.

As of June 30, 2019, the GASB 75 (OPEB) trust subaccount had a balance of about \$1.326 million, and the GASB 68 (Pension Prefunding) trust subaccount had a balance of about \$1.217 million, for a total PARS Trust fund balance of about \$2.543 million.

**Table 3: Operating Budget Expenditures 3-year Summary:**

Expenditures by Department	FY 17-18	FY 18-19	FY 19-20	% Change
	Adopted Budget	Adopted Budget	Proposed Budget	FY 19 to FY 20
Collections	\$ 1,359,767	\$ 1,371,942	\$ 1,414,791	3.12%
Treatment	3,160,475	3,266,628	3,345,819	2.42%
Reclamation	521,554	490,972	513,974	4.69%
Laboratory	599,461	583,410	591,048	1.31%
Pump Stations	836,309	835,226	851,343	1.93%
Administration/Engineering	2,174,699	2,188,599	2,561,751	17.05%
Hazardous Household Waste	439,155	463,501	486,269	4.91%
Recycled Water	135,500	202,000	231,870	14.79%
Non-Departmental	1,102,315	1,338,212	1,426,493	6.60%
<b>Total Expenditures</b>	<b>\$ 10,329,235</b>	<b>\$ 10,740,490</b>	<b>\$ 11,423,358</b>	<b>6.36%</b>

Table 4 summarizes the main anticipated operating budget variances.

Anticipated Budget Variances – Year-over-year, FY 18-19 to FY 19-20	Variance, %	Budget Impact, \$	Budget Impact, %
1. Salaries and wages (across all cost centers).	7.9	\$ 181,908	1.59
2. Employee Benefits (across all cost centers).	8.9	\$ 91,113	0.80
3. GASB 68 (Net Pension Liability) PARS Trust Fund contributions.	24.6	\$ 71,343	0.62
4. Gas & Electricity (across all cost centers)	9.7	\$ 94,360	0.83
5. Outside consulting (Admin & Eng. cost center).	22.5	\$ 52,000	0.46
6. Repairs & Maintenance (across all cost centers).	17.40	\$ 60,250	0.53
7. Outside services in the Pump Station & Collection System cost centers.	14.30	\$ 25,000	0.22

### C. FISCAL YEAR FY 19-20 CAPITAL BUDGET DETAILS

#### *Capital Revenues*

The proposed FY 19-20 Capital Budget by Revenue source is shown in Table 5 below, along with the figures for the prior two fiscal years. Total capital revenues for FY 19-20 are expected to increase by 3.5% or \$385,686 from FY 18-19. Notable items include:

**Capital SSC Revenues** - projected increase of \$481,968 or 6.1% primarily from the approved 3.4% rate increase recommended by the 2016 sewer service charge rate study, and adopted by District Ordinance No. 120.

**Property Taxes** - projected increase of \$46,718 or 2% from greater housing market activity over the past few years.

**Connection Fees** – projected to increase \$14,000 or 3.0% assuming about 40 new connections per year.

**Grant Revenue** – projected decrease of \$151,000 or 100% from FY 18-19 since the District has received all anticipated Title XVI grant funds for its Recycled Water Facility (RWF) expansion project from the US Bureau of Reclamation (USBR) through the North Bay Water Reuse Authority (NBWRA) Phase I Program.

Funding Sources by Category	FY 17-18	FY 18-19	FY 19-20	% Change
	Adopted Budget	Adopted Budget	Proposed Budget	FY 19 to FY 20
Capital Sewer Service Charges	\$ 7,753,152	\$ 7,940,160	\$ 8,422,128	6.07%
Property Taxes	2,188,693	2,335,914	2,382,632	2.00%
Connection Charges	447,600	461,200	475,200	3.04%
Collector/Special Equalization Chgs	2,000	2,000	1,000	-50.00%
Interest Income	40,000	125,000	120,000	-4.00%
Grant Revenue	475,000	151,000	0	-100.00%
Other Revenue	20,000	20,000	20,000	0.00%
<b>Total Capital Revenues:</b>	<b>\$10,926,445</b>	<b>\$11,035,274</b>	<b>\$11,420,960</b>	<b>3.50%</b>

#### *Capital Expenditures*

The proposed Capital Improvement Program (CIP) Budget for FY 19-20 is \$12,229,956 or \$1,403,000 less or 10.3% less than last year. Capital projects for FY 19-20 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, Reclamation Facility Improvements, potential Cogeneration/Alternative Energy project work and vehicle replacement (primarily a new combination vacuum/flusher unit).

**Continuing work on regional efforts** including the North Bay Water Reuse Authority (NBWRA), Novato Creek Watershed, and the Hamilton Wetlands/Outfall study.

**Debt service** of \$6,829,956 including principal and interest payments on the District's State Revolving Fund (SRF) loan and the 2017 Revenue Refunding Bonds.

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

Capital Expenditures	FY 17-18	FY 18-19	FY 19-20	% Change
	Adopted Budget	Adopted Budget	Proposed Budget	FY 19 to FY 20
Capital Projects	\$5,680,000	\$6,803,000	\$5,400,000	-20.62%
Debt Service	7,043,504	6,829,956	6,829,956	0.0%
<b>Total</b>	<b>\$12,723,504</b>	<b>\$13,632,956</b>	<b>\$12,229,956</b>	<b>-10.3%</b>

**Debt Coverage Ratio** In the 2011 Certificates of Participation (COP) Installment Sale Agreement, the District agreed to collect rates and charges each fiscal year that would be 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, for a Debt Coverage Ratio (DCR) of 1.20.

In October 2017, the District retired these COPs by issuing the 2017 Revenue Refunding Bonds without extending terms, thereby saving the District over \$2 million in debt service costs over the remainder of the term of the original debt. While the 2017 Revenue Refunding Bonds do not require disclosure of the DCR, the District's projected DCR of 1.69 for FY 19-20 serves as an indicator of its financial stability.

#### **D. 2019 CLEAN WATER STATE REVOLVING FUND LOAN REFINANCING**

The District funded its Treatment Facilities Upgrade Project (completed in 2011) through an approximately \$81 million State of California Clean Water State Revolving Fund (CWSRF) loan. The repayment term of the loan is 20-years (2011-2031), at a fixed interest rate of 2.40%.

In June 2019, the District initiated a refinancing of the current loan balance (about \$55 million) to take advantage of historically low interest rates. Subsequently, in August 2019, the District issued its 2019 Wastewater Revenue Refinancing Bonds without extending the original loan term, saving the District about \$3.2 million in debt service costs over the next twelve years.

Standard and Poors Global Rating (S&P Global Rating) has rated the new bonds "AAA", its highest possible rating designation. Also, as part of its rating of the 2019 Bonds, S&P Global Ratings raised its rating on the District's 2017 Bonds from AA+ to AAA, reflecting the District's continued improving operational and financial management.

Note that the timing of the sale of the 2019 Bonds (with a close of August 7, 2019) means that the effects of the refinancing will not show up in the District's FY 19-20 Final Budget and the current Preliminary Budget for FY 20-21. Instead, these effects will be reflected in the District's preliminary FY 20-22 Budget (to be initiated in Spring 2020).

**E. COMPARISON OF ANNUAL SEWER SERVICE CHARGES LEVIED BY NEIGHBORING AGENCIES**

Table 7 compares the District's annual sewer service charge for an average water use service unit with those of other nearby sanitation agencies. For illustrative purposes,

Figure 5 (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.

**Table 7: Sewer Service Charge Comparisons**

<b>AGENCY</b>	<b>RATE (\$/yr.)</b>
Sanitary District No. 5 – Belvedere	1,985 <sup>(b)</sup>
Tamalpais Community Services District	1,771 <sup>(b)</sup>
Sausalito-Marín City Sanitary District <sup>(1)</sup>	1,490 <sup>(b)</sup>
Sanitary District No. 1 – City of Larkspur	1,356 <sup>(b)</sup>
Sanitary District No. 5 – Tiburon	1,034 <sup>(b)</sup>
City of Santa Rosa	1,021 <sup>(b)</sup>
Ross Valley Sanitary District (SD#1)	961 <sup>(b)</sup>
Las Gallinas Valley Sanitary	927 <sup>(b)</sup>
City of Petaluma	920 <sup>(b)</sup>
City of Mill Valley	779 <sup>(a)</sup>
Napa Sanitation District	710 <sup>(b)</sup>
Vallejo Sanitation & Flood Control District	672 <sup>(b)</sup>
<b>NOVATO SANITARY DISTRICT</b>	<b>636 <sup>(b)</sup></b>
Town of Corte Madera	500 <sup>(b)</sup>

Notes: <sup>(1)</sup> Includes SMCS D charge of \$866 and City of Sausalito charge of \$624;

<sup>a)</sup>FY 18-19 charges; <sup>(b)</sup>FY 19-20 (proposed or adopted)

In conclusion, the proposed FY 19-20 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, P.E.  
General Manager-Chief Engineer



LAURA CREAMER, CPA  
Finance Officer

Additional Charts for Informational Purposes:

Figure 1:

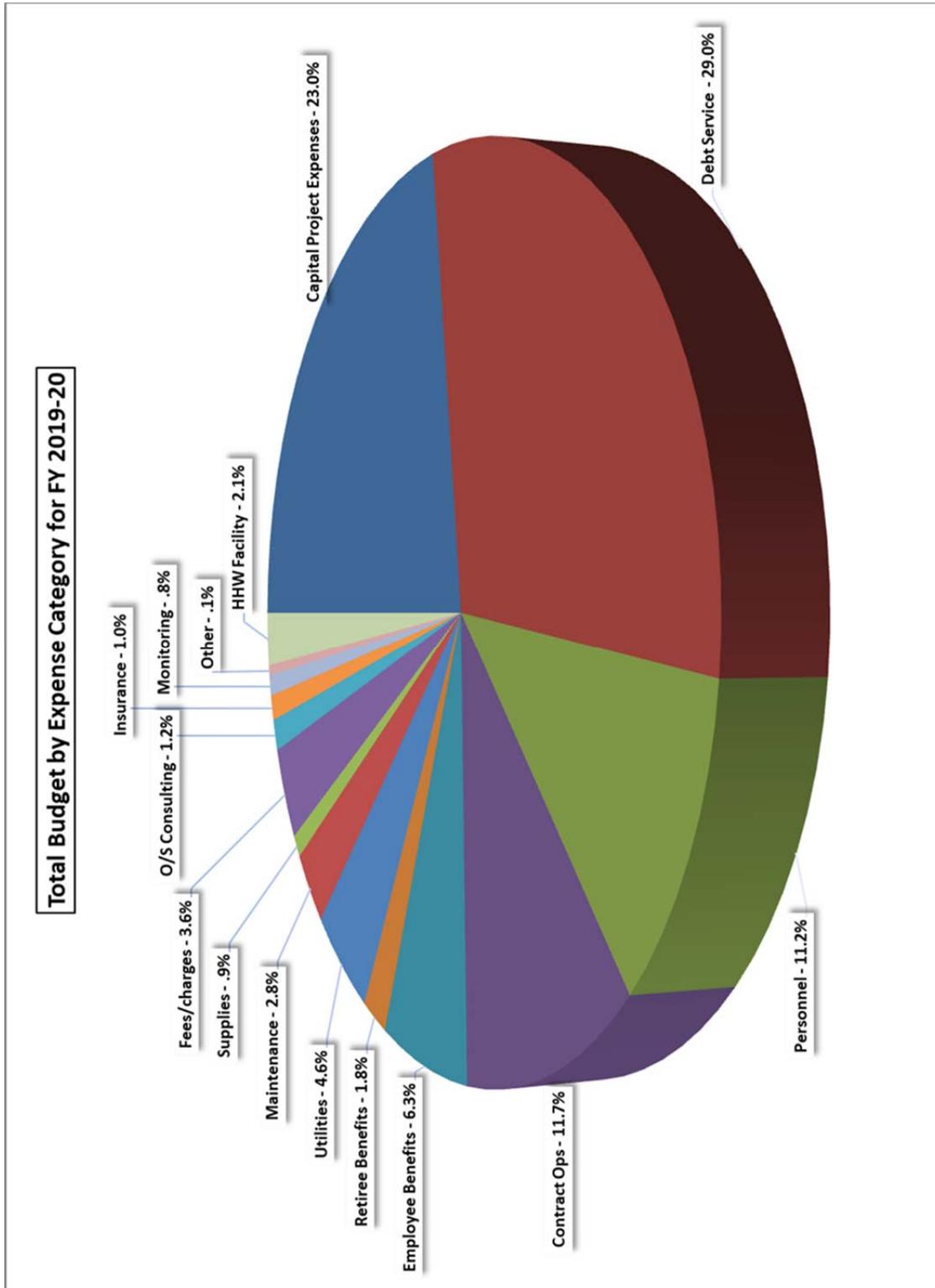


Figure 2:

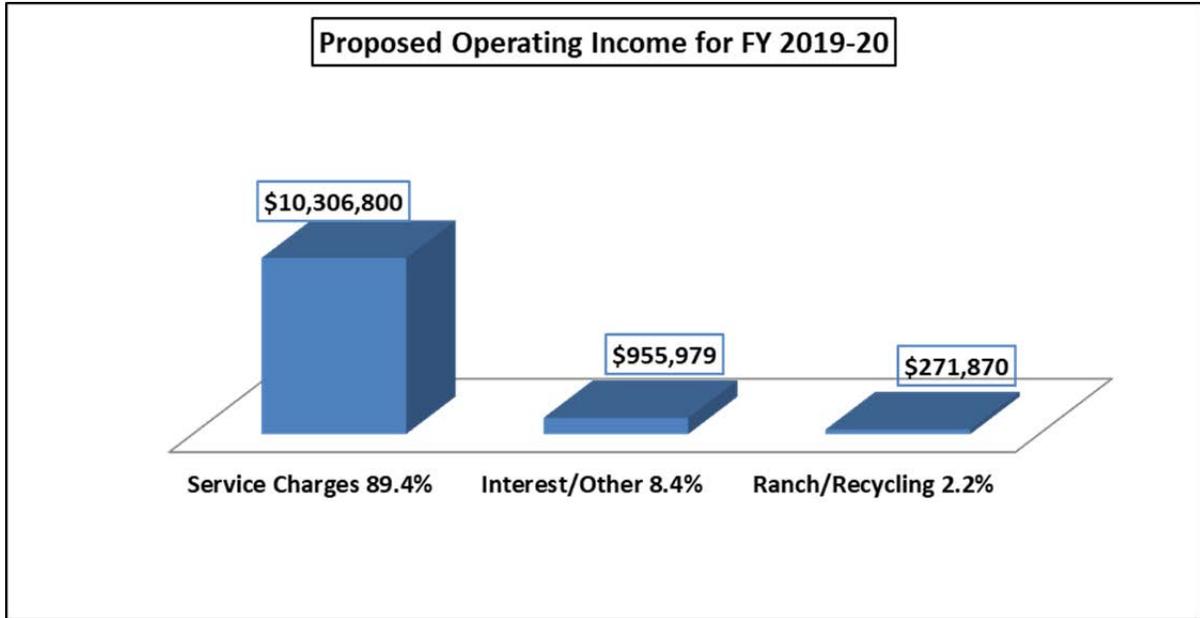


Figure 3:

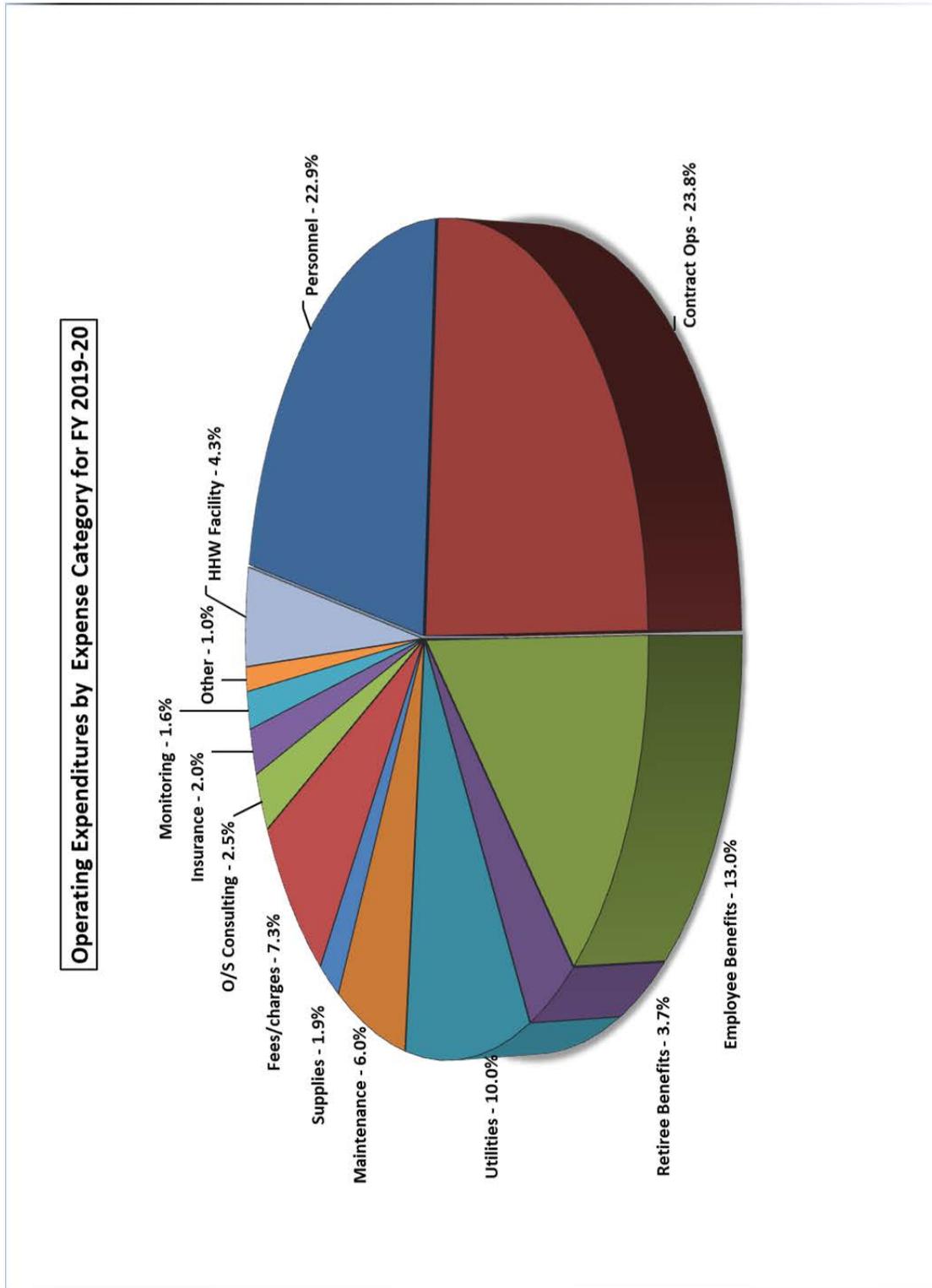


Figure 4:

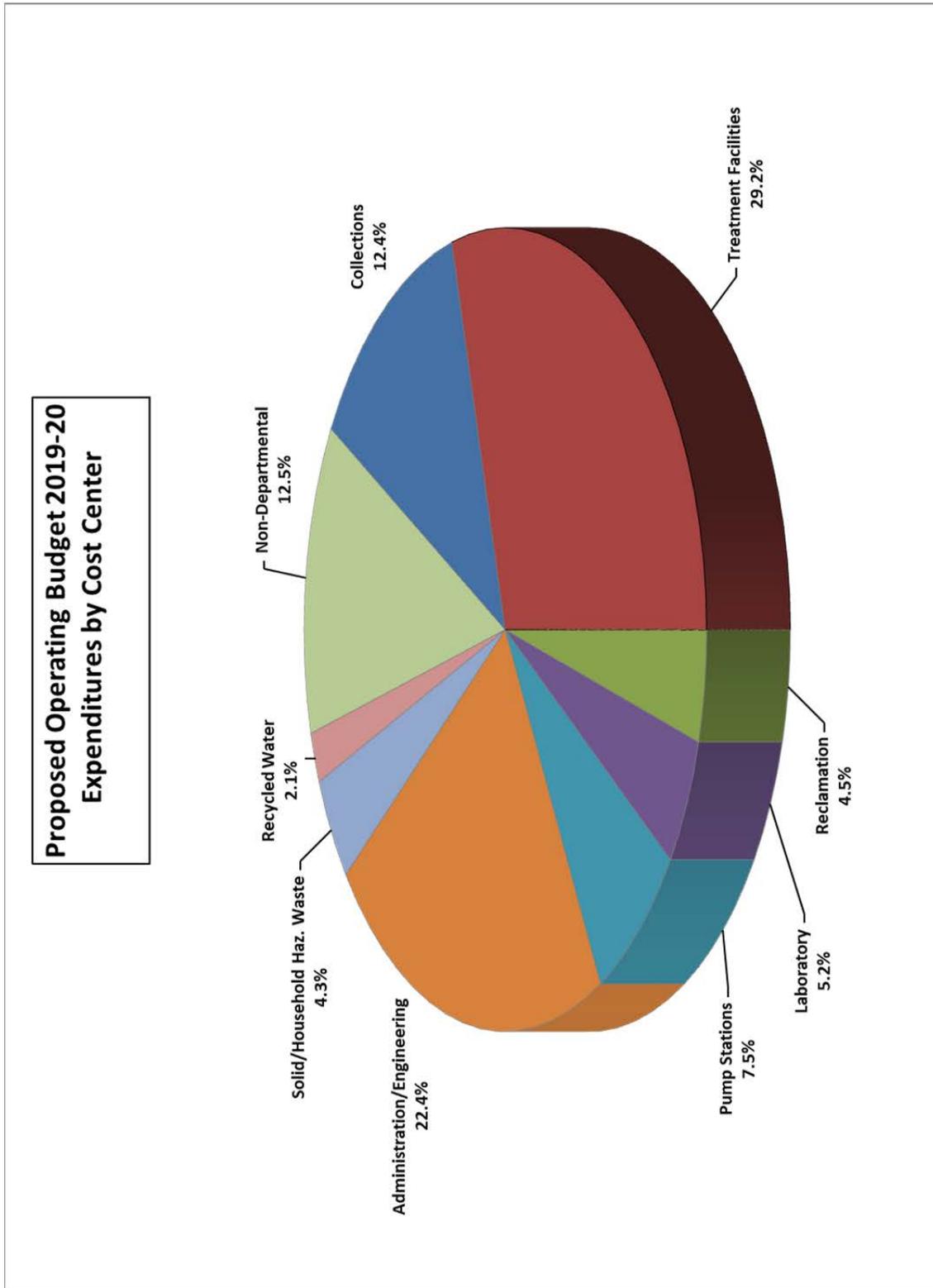
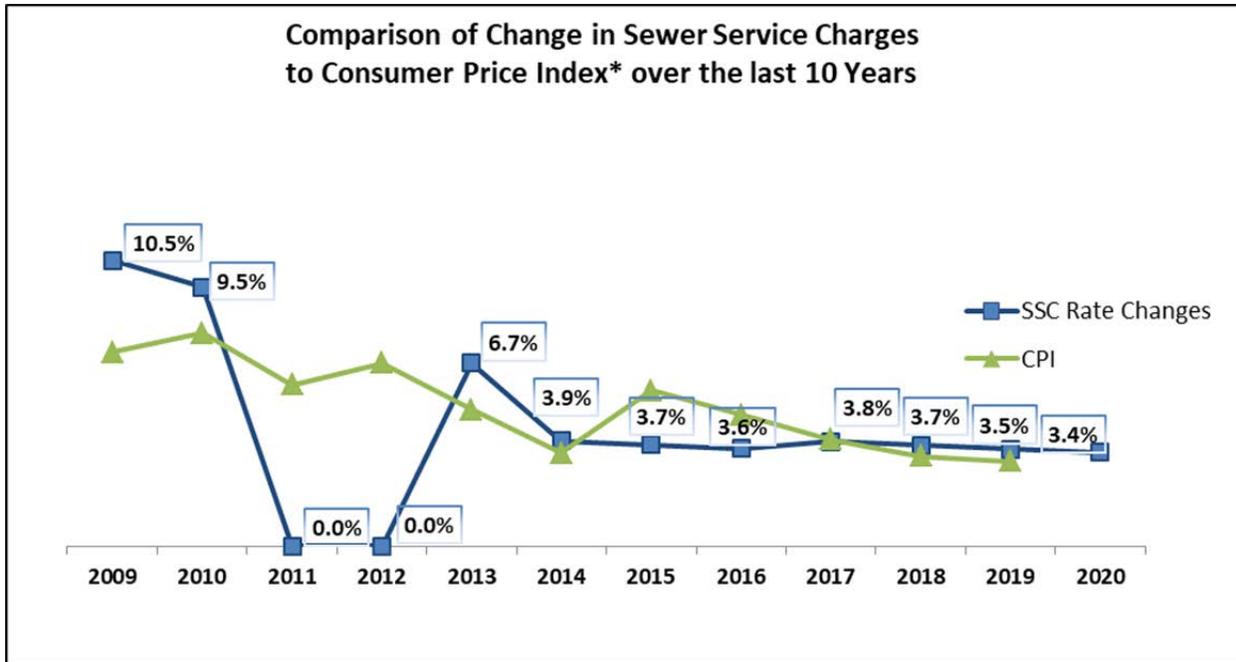


Figure 5:



\*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 I***

***SUMMARY OF FUND BALANCES***

**Novato Sanitary District  
2019-21 Final Budget  
Summary of Fund Balances**

	Adopted Budget 2018-19	Actual Rev/Exp 2018-19	Final Budget 2019-20	Preliminary Budget 2020-21
<b>Operating Fund at July 1st Beginning of Each Year</b>	12,825,706	12,825,706	14,046,186	12,605,310
<b>Operating Revenue (p. 2)</b>	11,282,802	11,393,092	11,534,649	11,926,394
<b>Operating Expenditures (p. 3)</b>	10,740,490	9,850,808	11,423,358	11,874,421
<b>Net Operating Revenue</b>	542,312	1,542,284	111,291	51,973
<b>Operating Fund Balances before transfers at Year End</b>	13,368,018	14,367,990	14,157,477	12,657,283
<b>Transfers Out - to Rate Stabilization Fund (RSF)</b>	50,648	50,648	52,167	53,732
<b>Transfers Out - to Capital Improvement Fund</b>	271,156	271,156	1,500,000	1,500,000
<b>Operating Fund Balances after transfers at the End of Each Year</b>	<b>13,046,214</b>	<b>14,046,186</b>	<b>12,605,310</b>	<b>11,103,551</b>
<b>Capital Improvement Fund at July 1st Beginning of Each Year</b>	9,074,817	9,074,817	10,405,062	10,346,066
<b>Capital Revenue (p. 15)</b>	11,035,274	11,556,998	11,420,960	11,795,333
<b>Transfers In (1)</b>	271,156	271,156	1,500,000	1,500,000
<b>Total Capital Revenue and Fund Transfers</b>	11,306,430	11,828,154	12,920,960	13,295,333
<b>Capital Expenditures (p. 16)</b>	6,803,000	3,361,136	5,400,000	5,212,000
<b>Debt Service (p. 19)</b>	6,839,456	6,839,456	6,829,956	6,818,956
<b>Transfers Out (2)</b>	297,317	297,317	750,000	750,000
<b>Total Capital Expenditures and Fund Transfers</b>	13,939,773	10,497,909	12,979,956	12,780,956
<b>Capital Improvement Fund Balances after transfers at the End of Each Year</b>	<b>6,441,474</b>	<b>10,405,062</b>	<b>10,346,066</b>	<b>10,860,443</b>
<b>Wastewater Capital Reserve Fund (WCRF), Fund Balance at the End of Each Year (p. 17)</b>	<b>324,653</b>	<b>324,653</b>	<b>1,074,653</b>	<b>1,824,653</b>
<b>Rate Stabilization Fund (RSF), Fund Balance at the End of Each Year (p. 18)</b>	<b>1,738,912</b>	<b>1,738,912</b>	<b>1,791,079</b>	<b>1,844,812</b>
<b>Fund Balances at The End of Each Year</b>	<b>21,551,253</b>	<b>26,514,813</b>	<b>25,817,107</b>	<b>25,633,459</b>

(1) From Operating Fund Balances.

(2) To Wastewater Capital Reserve Fund.

***SECTION II***

***OPERATING BUDGET SUMMARY SCHEDULES***

**Novato Sanitary District  
2019-21 Final Operating Budget  
Summary of Revenues**

Operating Revenue Center - 41000	Adopted Budget 2017-18	Adopted Budget 2018-19	Actual Revenues 2018-19	Proposed Budget 2019-20	Final Budget 2019-20	Preliminary Budget 2020-21
<b>Accounts</b>						
41010 · Sewer Service Charges (1)	9,691,440	10,145,760	10,180,435	10,306,800	10,306,800	10,645,168
41030 · Plan Check & Inspection Fee	500	500	25	500	500	500
41040 · Permit & Inspection Fee	6,000	6,000	13,190	6,000	6,000	6,000
41060 · Interest Income(2)	43,000	120,000	312,641	240,000	180,000	189,000
41080 · Engineering & Admin Charges	165,000	165,000	25,990	165,000	165,000	165,000
41090 · Non-domestic Permit Fees (3)	20,000	25,000	42,417	30,000	30,000	30,000
41100 · Garbage Franchise Fees	53,438	55,041	56,515	56,692	58,210	59,957
41105 · AB 939 Collector Fees	376,426	400,772	400,772	441,640	434,260	441,760
41107 · Oil/Bev/Tire Grants (4)	62,729	62,729	35,818	44,629	52,009	52,009
41130 · Ranch Income	70,000	70,000	29,339	40,000	40,000	70,000
41135 · Recycled Water Revenue(5)	135,500	202,000	241,383	231,870	231,870	237,000
41140 · Other Revenue (6)	20,000	20,000	15,121	20,000	20,000	20,000
41142 · Gain/Loss - disposal of assets	10,000	10,000	39,446	10,000	10,000	10,000
<b>Totals</b>	<b>10,654,033</b>	<b>11,282,802</b>	<b>11,393,092</b>	<b>11,593,131</b>	<b>11,534,649</b>	<b>11,926,394</b>

**Notes:**

- (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 2019/20 the charge is \$636 split between operating (\$350) and capital (\$286).
  - For 2020/21 the charge is \$657 split between operating (\$361) and capital (\$296).
- (2) Reflects higher interest rates.
- (3) Includes application fees, permits and monitoring charges.
- (4) Oil Grant ~ \$15,060/ JPA Reimb Fees \$36,000
- (5) For FY 18-19, actual revenues for this Revenue Account are higher than previously budgeted. However, expenditures against this Revenue Account are also commensurately higher, and offset the increased revenues (see Cost Center 68000, page 13). Therefore, consistent with District Policy 3512.5, revenue and expenditure balances are trued up, and actual amounts are being shown in this budget document.
- (6) 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 \$6,804,989 for the FY19-20.

**Novato Sanitary District  
2019-21 Final Budget  
Operating Budget - Summary of Expenditures**

Operating Cost Center	Adopted Budget 2017-18	Adopted Budget 2018-19	Actual Exp 2018-19	Proposed Budget 2019-20	Final Budget 2018-19	Preliminary Budget 2020-21
<b>60000 · Collections</b>	1,359,767	1,371,942	1,228,193	1,417,481	1,414,791	1,469,025
<b>61000 · Treatment Facilities</b>	3,160,475	3,266,628	3,056,678	3,406,609	3,345,819	3,521,141
<b>63000 · Reclamation</b>	521,554	490,972	468,434	513,066	513,974	528,319
<b>64000 · Laboratory</b>	599,461	583,410	547,461	596,348	591,048	624,667
<b>65000 · Pump Stations</b>	836,309	835,226	832,312	853,053	851,343	896,673
<b>66000 · Administration/Engineering</b>	2,174,699	2,188,599	2,055,548	2,556,757	2,561,751	2,623,991
<b>67000 · Solid/Household Haz. Waste</b>	439,155	463,501	332,294	486,269	486,269	493,769
<b>68000 · Recycled Water</b>	135,500	202,000	241,382	231,870	231,870	237,000
<b>69000 · Non-Departmental*</b>	1,102,315	1,338,212	1,088,506	1,399,493	1,426,493	1,479,836
<b>TOTALS</b>	10,329,235	10,740,490	9,850,808	11,460,946	11,423,358	11,874,421

\*District-wide allocations

Novato Sanitary District													
2019-20 Preliminary Operating Budget													
Operating Budget:By Cost Center and Account Category													
												Over/	% Over/
	Treatment			Pump	Collection		HHW	Recycled	Non-		As Percent	Under PY	Under PY
	Facilities	Recl	L-M	Stations	System	A-E	Program	Water	Departmental	Total	of Budget	Budget	Budget
Salaries and Wages		86,909		337,492	679,353	1,383,416				2,487,170	21.77%	181,908	7.89%
Contract Services (Operations & Lab)	2,275,786		379,848					66,000		2,721,633	23.83%	25,680	0.95%
Employee Benefits		24,565		136,951	328,737	628,135				1,118,389	9.79%	91,113	8.87%
Retiree Health Benefits									428,334	428,334	3.75%	(2,362)	-0.55%
Pension Expense(Trust)									361,359	361,359	3.16%	71,343	24.60%
Directors' Fees						32,400				32,400	0.28%	(1,600)	-4.71%
Election Expense									95,000	95,000	1%	5,000	0.00%
Gasoline, Oil & Fuel		1,000	500	6,400	18,000	2,600				28,500	0.25%	-	0.00%
Insurance	14,000								167,000	181,000	1.58%	(13,500)	-6.94%
Ins Claims Expense									45,000	45,000	0.39%	-	0.00%
Agency Dues									74,800	74,800	0.65%	8,800	13.33%
Memberships/Certifications									10,000	10,000	0.09%	(4,000)	-28.57%
Office Expense						28,000				28,000	0.25%	-	0.00%
Safety		1,500	1,000	4,000	5,500	4,200				16,200	0.14%	7,200	80.00%
Software Maint		2,000	1,000	8,500	35,000					46,500	0.41%	(13,500)	-22.50%
Operating Supplies		2,000	20,500	10,000	25,000	5,000		4,400		66,900	0.59%	500	0.75%
Operating Chemicals				0				72,120		72,120	0.63%	10,020	16.14%
Sludge Disposal-Contractual		225,000								225,000	1.97%	5,000	2.27%
Accounting & Auditing						30,000				30,000	0.26%	2,000	7.14%
Attorney									50,000	50,000	0.44%	-	0.00%
Outside Consulting						283,000				283,000	2.48%	52,000	22.51%
IT/Misc. Electrical						57,000				57,000	0.50%	14,000	32.56%
Safety & Wellness Incentive Program									10,000	10,000	0.09%	-	0.00%
Printing & Publication									24,000	24,000	0.21%	-	0.00%
Repairs & Maintenance		70,000	12,200	120,000	75,000	95,000		33,550		405,750	3.55%	60,250	17.44%
Unusual Equipment Maint	150,000									150,000	1.31%	-	0.00%
Small Tools		500		2,000	2,000					4,500	0.04%	-	0.00%
Outside Services				55,000	145,000					200,000	1.75%	25,000	14.29%
Ditch/Dike Maintenance		11,000								11,000	0.10%	1,000	10.00%
Research & Monitoring			130,000					14,000		144,000	1.26%	5,000	3.60%
Travel, Mtgs & Train.									91,000	91,000	0.80%	21,000	30.00%
Pollution Prevention/Pub. Ed.			40,000							40,000	0.35%	-	0.00%
Gas & Electricity	816,033	80,000		115,000				41,800		1,052,833	9.22%	79,247	8.14%
Water		5,000		7,000	12,000					24,000	0.21%	-	0.00%
Telephone				42,000	3,500	13,000				58,500	0.51%	17,500	42.68%
Other/Operational Assistance					700					700	0.01%	-	0.00%
Permits & Fees	90,000	4,500	6,000	7,000	85,000			0		192,500	1.69%	9,500	5.19%
Co. Collection Fees									65,000	65,000	0.57%	2,000	3.17%
Ser. Chg. System Exp								5,000		5,000	0.04%	-	0.00%
AB 939 Solid Waste Programs							486,269			486,269	4.26%	22,768	4.91%
Subtotal before Pass through expenses	<b>3,345,819</b>	<b>513,974</b>	<b>591,048</b>	<b>851,343</b>	<b>1,414,791</b>	<b>2,561,751</b>	<b>486,269</b>	<b>231,870</b>	<b>1,426,493</b>	<b>11,423,358</b>	<b>100.00%</b>	<b>682,867</b>	<b>6.36%</b>
Pass through expenses							(486,269)	(231,870)		(718,139)	-6.71%	(52,638)	
<b>Total</b>	<b>3,345,819</b>	<b>513,975</b>	<b>591,048</b>	<b>851,343</b>	<b>1,414,791</b>	<b>2,561,750</b>	<b>0</b>	<b>0</b>	<b>2,852,986</b>	<b>10,705,219</b>	<b>93.29%</b>	<b>630,229</b>	<b>6.26%</b>
	31.25%	4.80%	5.52%	7.95%	13.22%	23.93%	0.00%	0.00%	26.65%	100.00%			

***SECTION III***

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

**Novato Sanitary District  
2019-21 Final Budget  
Operating Budget - Collections**

<b>Collections Cost Center - 60000</b>	<b>Adopted Budget 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Actual Expenses 2018-19</b>	<b>Proposed Budget 2019-20</b>	<b>Final Budget 2019-20</b>	<b>Preliminary Budget 2020-21</b>
<b>Accounts</b>						
<b>60010 · Salaries &amp; Wages</b>	650,120	666,060	666,060	679,353	679,353	715,183
<b>60020 · Employee Benefits</b>	299,148	318,682	318,682	333,428	328,737	353,993
<b>60060 · Gas, Oil &amp; Fuel</b>	15,000	15,000	17,943	18,000	18,000	18,450
<b>60085 · Safety</b>	3,500	3,500	3,341	3,500	5,500	5,700
<b>60091 · Software Maint</b>	20,000	50,000	27,892	35,000	35,000	75,000
<b>60100 · Operating Supplies</b>	28,000	25,000	20,539	25,000	25,000	28,000
<b>60150 · Repairs &amp; Maint</b>	80,000	75,000	47,951	75,000	75,000	80,000
<b>60152 · Small Tools</b>	2,000	2,000	734	2,000	2,000	2,000
<b>60153 · Outside Services</b>	175,000	120,000	102,618	145,000	145,000	155,000
<b>60192 · Water</b>	12,000	12,000	8,064	12,000	12,000	12,000
<b>60193 · Telephone</b>	4,000	4,000	1,994	3,500	3,500	4,000
<b>60200 · Other(Garbage Coll)</b>	1,000	700	116	700	700	700
<b>60201 · Permits &amp; Fees</b>	70,000	80,000	12,259	85,000	85,000	19,000
	<b>1,359,767</b>	<b>1,371,942</b>	<b>1,228,193</b>	<b>1,417,481</b>	<b>1,414,791</b>	<b>1,469,025</b>

**Novato Sanitary District  
2019-21 Final Budget  
Operating Budget - Treatment Facilities**

<b>Treatment Facilities - Cost Center - 61000</b>	<b>Adopted Budget 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Actual Exp 2018-19</b>	<b>Proposed Budget 2019-20</b>	<b>Final Budget 2019-20</b>	<b>Preliminary Budget 2020-21</b>
<b>Accounts</b>						
<b>61000-1 · Fixed Fee(1)</b>	2,173,976	2,262,042	2,181,490	2,321,464	2,275,786	2,385,825
<b>61000-2 · Insurance &amp; Bonds</b>	14,000	14,000	11,820	14,000	14,000	14,000
<b>61000-3 · Major Repair/Replcmnt</b>	150,000	150,000	102,840	150,000	150,000	150,000
<b>61000-4 · Water/Permits/Phone</b>	90,000	85,000	71,265	90,000	90,000	90,000
<b>61000-5 · Gas &amp; Electricity(2)</b>	732,499	755,586	689,263	831,145	816,033	881,316
	<b>3,160,475</b>	<b>3,266,628</b>	<b>3,056,678</b>	<b>3,406,609</b>	<b>3,345,819</b>	<b>3,521,141</b>

**Notes:**

(1) Fixed fee - 2.8% increase from prior year, and an allowance for contractual incentive payment.

(2) Assumes 8% increase for purchased utility power over prior year budget, 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  
2019-2021 Final Budget  
Operating Budget - Reclamation**

<b>Reclamation Cost Center - 63000</b>	<b>Adopted Budget 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Actual Exp 2018-19</b>	<b>Proposed Budget 2019-20</b>	<b>Final Budget 2019-20</b>	<b>Preliminary Budget 2020-21</b>
<b>Accounts</b>						
<b>63010 · Salaries &amp; Wages</b>	71,693	86,021	86,021	86,909	86,909	91,864
<b>63020 · Employee Benefits</b>	24,860	22,951	22,950	24,657	24,565	26,504
<b>63060 · Gasoline &amp; Oil</b>	2,000	2,000	2,450	1,000	1,000	1,000
<b>63085 · Safety</b>	500	500	464	500	1,500	1,500
<b>63091 · Software Maint</b>	2,000	2,000	1,000	2,000	2,000	2,100
<b>63100 · Operating Supplies</b>	2,000	2,000	26	2,000	2,000	2,000
<b>63115 · Sludge Disposal</b>	240,000	220,000	208,815	225,000	225,000	225,000
<b>63150 · Repairs &amp; Maint</b>	65,000	60,000	60,160	70,000	70,000	72,000
<b>63152 · Small Tools</b>	500	500	169	500	500	550
<b>63157 · Ditch/Dike Maint</b>	10,000	10,000	10,544	11,000	11,000	11,300
<b>63191 · Gas &amp; Electricity</b>	95,000	75,000	69,089	80,000	80,000	85,000
<b>63192 · Water</b>	3,000	5,000	1,982	5,000	5,000	5,000
<b>63201 · Permits &amp; Fees</b>	5,000	5,000	4,764	4,500	4,500	4,500
	<b>521,554</b>	<b>490,972</b>	<b>468,434</b>	<b>513,066</b>	<b>513,974</b>	<b>528,319</b>

**Novato Sanitary District  
2019-21 Final Budget  
Operating Budget - Laboratory**

Laboratory Cost Center - 64000	Adopted Budget 2017-18	Adopted Budget 2018-19	Actual Exp 2018-19	Proposed Budget 2019-20	Final Budget 2019-20	Preliminary Budget 2020-21
<b>Accounts</b>						
<b>64010 · Contract Lab Services (1)</b>	363,761	378,910	362,538	385,148	379,848	408,142
<b>64060 · Gasoline &amp; Oil</b>	1,500	1,500	1,480	500	500	500
<b>64085 · Safety</b>	1,000	1,000	0	1,000	1,000	1,000
<b>64091 · Software Maintenance</b>	1,000	1,000	0	1,000	1,000	1,000
<b>64100 · Operating Supplies</b>	20,000	20,000	14,684	20,500	20,500	21,115
<b>64150 · Repairs &amp; Maintenance</b>	19,200	10,000	5,706	12,200	12,200	12,710
<b>64160 · Research &amp; Monitoring</b>	147,500	125,000	119,057	130,000	130,000	134,000
<b>64170 · Pollution Prev/Public Ed</b>	41,500	40,000	38,702	40,000	40,000	40,000
<b>64201 · Permits &amp; Fees</b>	4,000	6,000	5,294	6,000	6,000	6,200
	<b>599,461</b>	<b>583,410</b>	<b>547,461</b>	<b>596,348</b>	<b>591,048</b>	<b>624,667</b>

**Notes:**

- (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  
2019-21 Final Budget  
Operating Budget - Pump Stations**

<b>Pump Stations Cost Center - 65000</b>	<b>Adopted Budget 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Actual Emp 2018-19</b>	<b>Proposed Budget 2019-20</b>	<b>Final Budget 2019-20</b>	<b>Preliminary Budget 2020-21</b>
<b>Accounts</b>						
<b>65010 · Salaries &amp; Wages</b>	358,335	345,078	345,078	337,492	337,492	357,007
<b>65020 · Employee Benefits</b>	153,974	144,149	144,148	140,661	136,951	147,306
<b>65060 · Gasoline &amp; Oil</b>	5,000	5,000	4,995	6,400	6,400	6,560
<b>65085 · Safety</b>	2,000	2,000	2,227	2,000	4,000	4,500
<b>65091 · Software Maintenance</b>	8,000	7,000	6,129	8,500	8,500	9,000
<b>65100 · Operating Supplies</b>	10,000	10,000	4,371	10,000	10,000	10,000
<b>65101 · Operating Chemicals</b>	2,000	2,000	0	0	0	0
<b>65150 · Repairs &amp; Maintenance</b>	115,000	120,000	120,328	120,000	120,000	125,000
<b>65152 · Small Tools</b>	2,000	2,000	605	2,000	2,000	2,100
<b>65153 · Outside Services, Elect.</b>	30,000	55,000	51,854	55,000	55,000	57,500
<b>65191 · Gas &amp; Electricity</b>	115,000	105,000	120,975	115,000	115,000	118,000
<b>65192 · Water</b>	7,000	7,000	6,959	7,000	7,000	7,200
<b>65193 · Telephone</b>	24,000	24,000	19,710	42,000	42,000	45,000
<b>65201 · Permits &amp; Fees</b>	4,000	7,000	4,933	7,000	7,000	7,500
	<b>836,309</b>	<b>835,226</b>	<b>832,312</b>	<b>853,053</b>	<b>851,343</b>	<b>896,673</b>

**Novato Sanitary District  
2019-21 Final Budget  
Operating Budget - Administration/Engineering**

Administration and Engineering  Cost Center - 66000	Adopted Budget  2017-18	Adopted Budget  2018-19	Actual Exp  2018-19	Proposed Budget  2019-20	Final Budget  2019-20	Preliminary Budget  2020-21
<b>Accounts</b>						
<b>66010 · Salaries &amp; Wages</b>	1,235,744	1,208,103	1,208,103	1,383,416	1,383,416	1,454,105
<b>66020 · Employee Benefits</b>	504,956	541,496	541,496	634,141	628,135	691,621
<b>66030 · Director's Fees</b>	40,000	34,000	23,175	23,400	32,400	27,900
<b>66060 · Gasoline &amp; Oil</b>	5,000	5,000	6,566	2,600	2,600	2,665
<b>66085 · Safety</b>	2,000	2,000	2,011	2,200	4,200	4,700
<b>66090 · Office Expense</b>	26,000	28,000	19,935	28,000	28,000	28,000
<b>66100 · Admin/Engineering Supplies</b>	10,000	5,000	2,863	5,000	5,000	5,000
<b>66121 · Accounting &amp; Auditing</b>	26,000	28,000	26,086	30,000	30,000	30,500
<b>66123 · O/S Contractual</b>	223,000	231,000	110,309	283,000	283,000	226,000
<b>66124 · IT/Misc Electrical</b>	40,000	43,000	40,208	57,000	57,000	45,000
<b>66150 · Repairs &amp; Maintenance</b>	50,000	50,000	60,955	95,000	95,000	95,000
<b>66193 · Telephone</b>	12,000	13,000	13,841	13,000	13,000	13,500
	<b>2,174,699</b>	<b>2,188,599</b>	<b>2,055,548</b>	<b>2,556,757</b>	<b>2,561,751</b>	<b>2,623,991</b>

Novato Sanitary District						
Final Operating Budget 2019-21						
PERSONNEL DETAIL						
Number	Position	Cost Center	Pay Range	Salaries		
				2019-20	2020-21	
1.00	General Manager-Chief Engineer.....	A/E		253,524	261,130	
1.00	Deputy General Manager.....	A/E	MC122.5	197,846	205,411	
1.00	Field Services Manager .....	.25AE/.25CS/.25PS/.25Rec	MC119	162,069	173,114	
1.00	Senior Engineer.....	.65AE/.25PS/.10Rec	MC116.5	-	-	
0.46	Project Manager (1)	A/E	MC119	77,568	79,895	
0.46	Administrative Services Specialist (1) .....	A/E	MC117.5	72,115	74,279	
1.00	Administrative/Risk Services and Safety Officer (2)	A/E	MC117.5	156,252	160,940	
1.00	Administrative Assistant .....	A/E	MC103	47,511	68,511	
1.00	Administrative Secretary.....	A/E	MC106	89,136	91,810	
1.00	Finance Officer.....	A/E	MC115	138,276	142,424	
1.00	Staff Engineer.....	.5A/E/.5CS	47	113,760	117,173	
1.00	Construction Inspector.....	A/E	44.5	88,098	95,274	
1.00	Information System Specialist II.....	.5A/E/.5CS	43.5	95,928	98,806	
1.00	Electrical/Instrumentation Tech I.....	.34A/E/.33PS/.33Rec	40.5	79,582	85,358	
1.00	Collection System Superintendent.....	.67CS/.33PS	MC115	121,933	131,868	
1.00	Collection System Leadworker.....	.67CS/.33PS	47	113,760	117,173	
0.00	Collection System Worker III.....	.67CS/.33PS	43.5	-	-	
3.00	Collection System Worker II.....	.67CS/.33PS	40.5	242,790	254,041	
3.00	Collection System Worker I.....	.67CS/.33PS	38.5	199,137	214,242	
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	32,000	32,000	
	Allowance for Overtime.....	C/S		28,000	29,000	
	Allowance for Overtime.....	A/E		7,500	7,500	
	Allowance for Standby Duty Pay.....	C/S		36,000	37,000	
	Adjustment for CMSA Reimbursement(1)	A/E		(20,703)	(21,324)	
	Subtotal			2,347,922	2,471,462	
	Allowance for salary adjustments (including COLA) .....			139,247	146,697	
				2,487,170	2,618,159	
23.32			<b>2019-20</b>	<b>2020-21</b>		
	Administration and Engineering (A/E)		1,383,416	1,454,105		
	Collection System	67%	679,353	715,183		
	Pump Stations	33%	337,492	357,007		
	Reclamation Facilities		86,909	91,864		
	Total/Check		2,487,170	2,618,159		
(1)	Part-time position.					
(2)	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  
2019-21 Final Budget  
Operating Budget - Solid/Household Hazardous Waste**

<b>Solid/HHW Cost Center - 67000</b>	<b>Adopted Budget 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Actual Exp 2018-19</b>	<b>Proposed Budget 2019-20</b>	<b>Final Budget 2019-20</b>	<b>Preliminary Budget 2020-21</b>
<b>Accounts</b>						
<b>67400 · Management Services</b>	138,118	142,464	92,430	147,500	147,500	150,000
<b>67500 · Household Haz. Waste</b>	242,500	260,000	210,008	292,000	292,000	297,000
<b>67530 · Used Oil Grant</b>	11,269	11,269	5,400	11,269	11,269	11,269
<b>67530-1 Beverage Container Grant</b>	11,268	11,268	0	0	0	0
<b>67540 · Education/Public Outreach</b>	21,000	23,500	13,632	20,500	20,500	20,500
<b>67600 · Other</b>	5,000	5,000	824	5,000	5,000	5,000
<b>67610 · City AB 939 Admin Service</b>	10,000	10,000	10,000	10,000	10,000	10,000
	<b>439,155</b>	<b>463,501</b>	<b>332,294</b>	<b>486,269</b>	<b>486,269</b>	<b>493,769</b>

**Notes:**

Per proposed budget by HHW Coordinator.

**Novato Sanitary District  
2019-21 Final Budget  
Operating Budget - Recycled Water**

Recycled Water Cost Center - 68000*	Adopted Budget 2017-18	Adopted Budget 2018-19	Actual Exp 2018-19	Proposed Budget 2019-20	Final Budget 2019-20	Preliminary Budget 2020-21
<b>Accounts</b>						
<b>68010 · O &amp; M Services (1)</b>	50,000	55,000	114,648	66,000	66,000	66,000
<b>68100 · Operating Supplies (2)</b>	2,000	4,400	5,337	4,400	4,400	5,280
<b>68101 · Operating Chemicals (2)</b>	27,300	60,100	44,154	72,120	72,120	74,000
<b>68150 · Repairs &amp; Maintenance(3)</b>	24,200	30,500	28,076	33,550	33,550	35,000
<b>68160 · Research &amp; Monitoring</b>	14,000	14,000	14,683	14,000	14,000	14,000
<b>68191 · Gas &amp; Electricity (2)</b>	17,000	38,000	34,484	41,800	41,800	43,000
<b>68201 · Permits &amp; Fees</b>	1,000	0	0	0	0	0
	<b>135,500</b>	<b>202,000</b>	<b>241,382</b>	<b>231,870</b>	<b>231,870</b>	<b>237,000</b>

**Notes:**

\*For FY 18-19, actual expenditures for this Cost Center are higher than previously budgeted. However, revenues for this Cost Center (see Revenue Account 41135 - Page 2 of budget) are also commensurately higher, and offset the increased expenditures. Therefore, consistent with District Policy 3512.5, revenue and expenditure balances are trued up, and actual amounts are being shown in this budget document.

**Novato Sanitary District  
2019-21 Final Budget  
Operating Budget - Non-Departmental**

Non-Departmental (District-wide allocations) Cost Center - 69000	Adopted Budget 2017-18	Adopted Budget 2018-19	Actual Exp 2018-19	Proposed Budget 2019-20	Final Budget 2019-20	Preliminary Budget 2020-21
<b>Accounts</b>						
<b>69021 · Retiree Health Benefits(1)</b>	224,377	218,550	218,550	221,291	226,673	245,752
<b>69021-1 · Retiree Health Benefits(2)</b>	162,786	212,146	212,146	207,043	201,661	189,754
<b>69022 · Pension Expense (3)</b>	223,152	290,016	290,016	361,359	361,359	410,800
<b>69040 · Election Expenses</b>	0	90,000	39,466	72,000	95,000	60,000
<b>69070 · Insurance</b>	150,000	180,500	127,332	167,000	167,000	180,000
<b>69071 · Insurance Claim Expense</b>	45,000	45,000	488	45,000	45,000	45,000
<b>69075 · Agency Dues</b>	54,000	66,000	56,737	74,800	74,800	78,530
<b>69080 · Memberships/Certifications</b>	10,000	14,000	13,113	10,000	10,000	11,000
<b>69122 · Attorney Fees</b>	65,000	50,000	11,623	50,000	50,000	55,000
<b>69125 · Safety &amp; Wellness Incent Prog</b>	10,000	10,000	1,396	10,000	10,000	10,000
<b>69130 · Printing &amp; Publications</b>	22,000	24,000	11,263	24,000	24,000	24,000
<b>69170 · Board Travel &amp; Training</b>	17,000	19,000	21,471	24,000	26,000	28,000
<b>69171 · Staff Travel &amp; Training</b>	48,000	51,000	22,947	63,000	65,000	69,000
<b>69202 · County Fees-Property Taxes</b>	26,000	33,000	32,699	33,000	33,000	35,000
<b>69203 · County Fees-Sewer Ser Chg</b>	40,000	30,000	28,809	32,000	32,000	33,000
<b>69250 · Service Charge Sys Exp</b>	5,000	5,000	450	5,000	5,000	5,000
	<b>1,102,315</b>	<b>1,338,212</b>	<b>1,088,506</b>	<b>1,399,493</b>	<b>1,426,493</b>	<b>1,479,836</b>

**Notes:**

- (1) Projected contribution to current retirees' health care premiums.
  - (2) Represents FY 19-21 Unfunded Actuarial Liability (UAL) contributions into the PARS Trust (OPEB sub-account) established November 2016.
  - (3) Represents FY 19-21 projected contributions to PARS Trust (Pension sub-account).
- \*PARS = Public Agency Retirement Services.  
OPEB = Other Post-Employment Benefits.

***SECTION IV***

***CAPITAL IMPROVEMENT BUDGET***

**Novato Sanitary District  
2019-21 Final Budget  
Capital Improvement Budget - Summary of Revenues**

Capital Fund	Adopted	Adopted	Actual	Proposed	Final	Preliminary
Revenue Center - 51000	Budget	Budget	Revenue	Budget	Budget	Budget
	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21
<b>Accounts</b>						
<b>Capital Improvement Income</b>						
51010 · Sewer Service Charges(1)	7,753,152	7,940,160	8,328,898	8,422,128	8,422,128	8,728,448
51015 · Property Taxes	2,188,693	2,335,914	2,435,047	2,382,632	2,382,632	2,430,285
51015-1 · Redevelopment Agency(2)	0	0	67,829	0	0	0
51020 · Connection Charges(3)	447,600	461,200	319,240	475,200	475,200	489,600
51030 · Collector Sewer Charges	1,000	1,000	0	0	0	0
51040 · Special Equalization Chrg	1,000	1,000	32	1,000	1,000	1,000
51060 · Interest	40,000	125,000	255,803	160,000	120,000	126,000
51070 · Other Revenue	20,000	20,000	0	20,000	20,000	20,000
51072 · Grant Revenue - RWF	475,000	151,000	150,149	0	0	0
<b>Total Capital Improvement Income</b>	<b>10,926,445</b>	<b>11,035,274</b>	<b>11,556,998</b>	<b>11,460,960</b>	<b>11,420,960</b>	<b>11,795,333</b>
<b>Comments:</b>						
<b>(1) Sewer Service Charge (SSC) revenue is based on rate increase approved on June 13, 2016 and actual revenue received in prior year. The SSC allocations are as follows:</b>						
- For FY 19-20 the SSC is \$636, split between operating (\$350) and capital (\$286).						
- For FY 20-21 the SSC is \$657, split between operating (\$361) and capital (\$296).						
<b>(2) Redevelopment Agency (RDA) revenues are being shown separately as the District continues to receive them from the dissolution and distribution of assets of these agencies. However, these RDA fund distributions are difficult to predict, and are set to zero for budget purposes.</b>						
<b>(3) Connection Charges projected at 40 new connections each year.</b>						
- Per District Ordinance No. 119, the connection charge beginning July 1, 2019 is \$11,880 per EDU, and increases by 3% on July 1, 2020 to \$12,240 per EDU.						

**Novato Sanitary District  
2019-21 Final Budget  
Capital Improvement Budget - CIP Expenditures**

Capital Improvements Cost Centers - 72000 & 73000	Adopted Budget 2017-18	Adopted Budget 2018-19	Actual Exp 2018-19	Proposed Budget 2019-20	Final Budget 2019-20	Preliminary Budget 2020-21
<b>Accounts</b>						
72403 · Pump Station Rehabilitation	150,000	50,000	0	50,000	50,000	250,000
72508 · North Bay Water Reuse Authority (NBWRA)	100,000	80,000	79,266	25,000	25,000	25,000
72706 · Collection System Improvments	1,700,000	2,450,000	748,013	2,200,000	2,910,000	1,900,000
72706-1 · Lateral Replacement Program	80,000	80,000	34,000	60,000	60,000	60,000
72707 · Hamilton Wetlands/Outfall Integration	10,000	10,000	863	10,000	10,000	10,000
72708 · Cogeneration/Alt. Energy	350,000	350,000	27,867	400,000	400,000	550,000
72802 · Annual Sewer Adj. for City Proj	40,000	25,000	436	25,000	25,000	30,000
72803 · Annual Collection Sys Repairs	200,000	225,000	85,714	100,000	100,000	110,000
72804 · Annual Reclamation Fac Improvements	175,000	175,000	157,792	600,000	400,000	1,030,000
72805 · Annual Treatment Plant Improvements	300,000	300,000	22,873	300,000	300,000	100,000
72806 · Annual Pump Station Improvements	100,000	140,000	137,618	175,000	175,000	175,000
72807 · Annual Ignacio Facility Improvements	50,000	50,000	43,908	50,000	50,000	75,000
72808 · Strategic Plan Update	20,000	20,000	0	20,000	20,000	20,000
72809 · Novato Creek Watershed	5,000	5,000	0	5,000	5,000	5,000
73003 · Admin Building Upgrade/Maint. Building	350,000	350,000	323,628	150,000	150,000	130,000
73004 · Odor Control and NTP Landscaping	50,000	100,000	82,360	50,000	50,000	52,000
73005 · RWF Expansion (1)	1,460,000	2,020,000	1,478,479	10,000	10,000	0
73006 · NTP Corrosion Control	150,000	233,000	0	300,000	80,000	370,000
73090 · Vehicle Replacement	390,000	140,000	138,319	580,000	580,000	320,000
<b>Subtotal before Debt Service</b>	<b>5,680,000</b>	<b>6,803,000</b>	<b>3,361,136</b>	<b>5,110,000</b>	<b>5,400,000</b>	<b>5,212,000</b>
78500 · Interest - SRF Loan	1,519,744	1,427,123	1,427,123	1,332,279	1,332,279	1,235,159
78500 · Principal - SRF Loan	3,859,212	3,951,833	3,951,833	4,046,677	4,046,677	4,143,797
78500 · Interest - COP Bond/Rev. Refunding Bond	739,548	670,500	670,500	631,000	631,000	590,000
78500 · Principal - COP Bond/Rev. Refunding Bond	925,000	790,000	790,000	820,000	820,000	850,000
<b>Subtotal for Debt Service</b>	<b>7,043,504</b>	<b>6,839,456</b>	<b>6,839,456</b>	<b>6,829,956</b>	<b>6,829,956</b>	<b>6,818,956</b>
<b>Totals</b>	<b>12,723,504</b>	<b>13,642,456</b>	<b>10,200,592</b>	<b>11,939,956</b>	<b>12,229,956</b>	<b>12,030,956</b>

***SECTION V***

***WASTEWATER CAPITAL RESERVE FUND***

**Novato Sanitary District  
2019-21 Final Budget  
Wastewater Capital Reserve Fund**

		<b>2019-21 Budget</b>	
		Prelim	Final
<b><u>Wastewater Capital Reserve Fund</u></b>			
<b>FUND BALANCE 6/30/18 . . . . .</b>		3,302,336	3,302,336
	Required Deposits	297,317	297,317
<b>FUND BALANCE 6/30/19 . . . . .</b>		<b>3,599,653</b>	<b>3,599,653</b>
	Required Deposits/Transfers In	750,000	750,000
<b>ANTICIPATED FUND BALANCE 6/30/20 . . . . .</b>		<b>4,349,653</b>	<b>4,349,653</b>
	Proposed Deposits/Transfers In	750,000	750,000
<b>ANTICIPATED FUND BALANCE 6/30/21 . . . . .</b>		<b>5,099,653</b>	<b>5,099,653</b>
<b>Note:</b>	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). Separately, unreserved amounts in the capital improvement fund are being transferred into the WCRF in the FY 19-21 years to serve as reserves for future projects.		

***SECTION VI***

***RATE STABILIZATION FUND***

**Novato Sanitary District  
2019-21 Final Budget  
Rate Stabilization Fund**

		<b>2019-21 Budget</b>	
		Prelim	Final
<b><u>RATE STABILIZATION FUND</u></b>			
	<b>FUND BALANCE 6/30/18 .....</b>	1,688,264	1,688,264
	Required Deposits/Transfers from Operating	50,648	50,648
	<b>FUND BALANCE 6/30/19.....</b>	<b>1,738,912</b>	<b>1,738,912</b>
	Required Deposits/Transfers from Operating	52,167	52,167
	<b>FUND BALANCE 6/30/20 .....</b>	<b>1,791,079</b>	<b>1,791,079</b>
	Required Deposits/Transfers from Operating	53,732	53,732
	<b>FUND BALANCE 6/30/21 .....</b>	<b>1,844,812</b>	<b>1,844,812</b>
<b>Note:</b> 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 BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Appropriations Limit for FY2019-20.	<b>MEETING DATE:</b> August 12, 2019  <b>AGENDA ITEM NO.:</b> 7.b.
<b>RECOMMENDED ACTION:</b> Adopt Resolution No. 3139 Establishing the District's Appropriations Limit for FY2019-20, subject to minor edits.	
<b>SUMMARY AND DISCUSSION:</b>  <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 2019-20, staff projects that the District's appropriations subject to limitation will be \$6,804,989.</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>	
<b>ATTACHMENTS:</b> 1. Memorandum - 2019-20 Appropriations Limit 2. Draft Resolution No 3139.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> lmc, ssk	<b>GENERAL MANAGER:</b> SSK

## **MEMORANDUM**

**TO:** Board of Directors

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

**BOARD**

**MEETING DATE:** August 12, 2019

**SUBJECT:** 2019-20 Appropriations Limit

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It is necessary to determine the District's appropriations limit for 2019-20 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 3.85% 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 1.19%. We have used the percentage change in the California per capita personal income for setting our 2019-20 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.

### 2019-20 Appropriations Limit

It is recommended that the 2019-20 appropriations limit be set at \$6,804,989 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 2019-20 limit, and a historical Comparison of the Limit to Tax Revenue.

Attachments

**Novato Sanitary District  
APPROPRIATIONS LIMIT**

**2019-20**

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:	3.85%	
Per Capita converted to a ratio:	1.0385	Use for 2019-20 Calculation
or		
Change due to non-residential construction (1):	1.19%	
Change due to non-residential construction ratio:	1.0119	
Population Change for Marin County:	-0.01	
Per Capita converted to a ratio:	1.0385	
Population converted to a ratio:	0.9999	
Calculation of Factor for FY	2019-20:	

Price factor (1.0385) x Population factor (.9999)=	1.0384
----------------------------------------------------	--------

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

Appropriation Limit prior FY	2018-19	6,553,365
Change Factor for this FY	2019-20	<u>1.0384</u>

<b>APPROPRIATION LIMIT FOR</b>	<b>2019-20</b>	<b><u>\$ 6,804,989</u></b>
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(1) The following information was provided by the County Auditor-Controller's Office:

Change in AV due to Construction Growth from 3-01-18 to 3-1-19	<u>6,064,901</u>	=	1.19%
Increase in total AV (+exemptions) from 2017-18 to 2018-19	509,314,606		

## 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/Decrease over PY	
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
(2) '2009	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	6,310,643	3.88%	2,290,112	5.49%	4,020,531
2019	6,553,365	3.85%	2,435,047	6.33%	4,118,318
(1) 2020	6,804,989	3.84%	2,382,632	-2.15%	4,422,357
15-Year Average		2.65%		5.11%	

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

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

**RESOLUTION NO. 3139  
A RESOLUTION OF THE NOVATO SANITARY DISTRICT  
CORRECTING AND AMENDING PRIOR CALCULATIONS  
AND MAKING DETERMINATION AND ESTABLISHING  
THE 2019-20 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 2019-20 to be the sum of SIX MILLION EIGHT HUNDRED FOUR THOUSAND NINE HUNDRED EIGHT-NINE AND NO/100 (\$6,804,989). 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 12th day of August 2019, by the following vote of the members thereof:

AYES, and in favor thereof, Members: \_\_\_\_\_  
NOES, Members: \_\_\_\_\_  
ABSENT, Members: \_\_\_\_\_

\_\_\_\_\_  
Carole Dillon-Knutson,  
President, Board of Directors

APPROVED:

\_\_\_\_\_  
Sandeep Karkal,  
Secretary, Board of Directors



**Recology Sonoma Marin  
Quarterly Report - Novato  
Service Period: 01/01/2019 to 03/31/2019**

<b>7.2.3 (c) Green Waste Collection (Tons)</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Total</b>
Commercial	32.37	23.68	26.58	82.63
Multi Family	17.85	13.06	14.66	45.57
Residential	1,186.03	867.63	973.92	3,027.57
Roll Off (Debris Box)	203.19	194.33	144.50	542.02
<b>Totals</b>	<b>1,439.44</b>	<b>1,098.70</b>	<b>1,159.66</b>	<b>3,697.79</b>
Food Waste (included above)	70.23	64.93	68.19	203.34
Wood Waste (included above)	2.63	3.84	2.93	9.40

Organic waste was processed at Redwood Landfill, W. Contra Costa Sanitary Landfill, and Napa Recycling and Waste Services.

<b>7.2.3 (e) MSW Accounts</b>					<b>Number of Receptacles*</b>		
<b>by Receptacle Size</b>	<b>Commercial</b>	<b>MFU</b>	<b>Residential</b>	<b>Roll Off</b>	<b>MSW</b>	<b>RCY</b>	<b>OW</b>
20 Gallon	2	1	2,642		2,654		
32 Gallon	130	20	10,669		11,708	1,747	38
64 Gallon	140	18	3,170		3,479	949	318
95 Gallon	120	12	389		607	16,357	16,840
1.5 yard						3	1
2 yard	114	13			128	78	19
3 yard	333	65			476	300	9
4 yard	60	4			69	126	1
6 yard	26	6			39	28	1
15 yard				18	21		
20 yard				42	56		
30 yard				23	28		
40 yard							
Compactors				13	23		
<b>Total Receptacles</b>	<b>925</b>	<b>139</b>	<b>16,870</b>	<b>96</b>	<b>19,288</b>	<b>19,588</b>	<b>17,227</b>

\* RO Bins all listed in MSW and exclude on call boxes.

<b>7.2.3 (f) Bulky Waste</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Total</b>
No Charge Bulky Item Pick Ups	409	272	390	1,071
Charge Bulky Item Pick Ups	15	8	14	37
<b>Total Bulky Item Pick Ups</b>	<b>424</b>	<b>280</b>	<b>404</b>	<b>1,108</b>

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

**Community Outreach**

- Attached: Recology-Novato-2019-Q1-Education and Outreach
- Attached: Recology Newsletter -Spring 2019-Novato
- Attached: Recology MarinScope Quarter Page Ad

## Q1 2019 Novato WZ Summary

<b>2019</b>	Total Accounts Touched	First Time Touches This Year	Site Audit	Presentation/ Training	Host Table	Gave Outreach Materials	Started Recycling	Increased Recycling	Started Compost	Increased Compost	Decreased Garbage
January	23	7	19	5	0	5	1	0	5	0	0
February	19	10	18	0	1	9	0	0	2	0	0
March	18	9	17	4	0	11	0	0	3	0	0
	<b>60</b>	<b>26</b>	<b>54</b>	<b>9</b>	<b>1</b>	<b>25</b>	<b>1</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>

## Novato Waste Zero Q1 2019 Highlights

Date	Organization	Highlight	WZ Employees(s)	
January 2019	Novato	Novato Unified School Dist	3 School Presentations	Garen
January 10, 2019	Novato	Novato Chamber of Comm	Novato Chamber Awards Dinner	Garen, Celia
February 1, 2019	Novato	Novato Chamber/School District	Coordinated Donation for Olive School	Garen
February 2019	All	Recology Sonoma Marin	Completed 8 Spring Newsletters, jurisdiction revue, translation, addresses, submitted to printer, found a new vendor with substantial savings.	Casey
February 7, 2019	Novato	City of Novato	Climate Action Roundtable	Garen
February 20, 2019	Novato	City of Novato	Novato Senior Health Fair	Garen
February 20, 2019	Novato	Novato Community Television	Filming at Recycling Center	Garen
March 13, 2019	Novato	Novato Chamber of Commerce	Leadership Presentation	Garen
March 18, 2019	Novato	Novato Sanitary District	Outreach presentation	Garen, Celia
March 25, 2019	Novato	Marinscope	Designed 1/4 page ad	Casey
March 26, 2019	Novato	CalRecycle	Annual Visit	Garen, Celia

## Novato Waste Zero Q1 2019 Report

#	Date	Account Name	Address	City	Franchise Code	Account Type (MFD/ COM/ SCHOOL/ GOV)	Tier 3 AB1826 Applies? (Y/N)	First Time working with Customer? (Y/N)	Purpose or of visit/call	Outcome
1	1/7/2019	Rackport Healthcare Services	1565 Hill Rd	Novato	NOV	COM	N	N	Follow up on new service change	Site audit, follow up on new service change
2	1/7/19	Chick Fil A	35 Rowland Way	Novato	NOV	COM	Y	N	Start Compost	Start Compost, gave outreach material, follow up on new service change, site audit
3	1/7/2019	Maxwell A Mayers (Peets Coffee)	7320 Redwood Blvd	Novato	NOV	COM	Y	N	AB 1826 Compliance	Start Compost, site audit
4	1/8/2019	Vintage Oaks Shoping Center	208 Vintage Way	Novato	NOV	COM	Y	N	AB 1826 Compliance	Site audit
5	1/8/2019	Mary's Pizza Shack	121 San Marin Drive	Novato	NOV	COM	Y	N	Follow up on service change	Follow up on new service change, site audit, gave outreach material
6	1/10/2019	Novato Charter School	940 C Street	Novato	NOV	SCHOOL	Y	N	Presentation	Gave presentation, gave outreach materials
7	1/10/2019	Kimco Realty Corporation (Habit Burger)	924 Diablo Ave	Novato	NOV	COM	Y	N	AB 1826 Compliance	Start Compost, gave outreach material, follow up on new service change, site audit
8	1/11/2019	Hill Valley Apartments	1518 Hill Road	Novato	NOV	MFD	Y	N	Buddy Bags	Gave outreach materials
9	1/11/2019	Moylans	15 Rowland Way	Novato	NOV	COM	Y	N	Follow up on service change	Follow up on new service change, site audit
10	1/11/2019	Ghiringellis	1535 S Novato Blvd	Novato	NOV	COM	Y	N	Follow up on service change	Follow up on new service change, site audit
11	1/14/2019	BioMarin	95 Digital Drive	Novato	NOV	COM	Y	Y	Give tour/site audit	Gave tour, site audit
12	1/15/2019	Lu Sutton School	1800 Center Road	Novato	NOV	SCHOOL	Y	N	Give presentation	Gave presentation, site audit

Recology-Novato-2019-Q1-Education and Outreach - Details

#	Date	Account Name	Address	City	Franchise Code	Account Type (MFD/ COM/ SCHOOL/ GOV)	Tier 3 AB1826 Applies? (Y/N)	First Time working with Customer? (Y/N)	Purpose or of visit/call	Outcome
13	1/15/2019	River Road - Chipotle	880 DeLong Ave	Novato	NOV	COM	Y	N	AB 1826 Compliance	Start compost, site audit
14	1/16/2019	Olive School	629 Plum St	Novato	NOV	SCHOOL	Y	N	Give presentation	Gave presentation, site audit
15	1/22/2019	Abage, Chas (Group Home)	837 Sweetser Ave	Novato	NOV	COM	N	Y	Give presentation	Gave presentation, site audit
16	1/22/2019	Sunshine Ret - Deer Park	646 Canyon Rd	Novato	NOV	MFD	Y	Y	AB 1826 Compliance	Start compost, site audit
17	1/22/2019	Canyon Manor	655 Canyon Rd	Novato	NOV	MFD	Y	Y	AB 1826 Compliance	Site audit
18	1/23/2019	Madison Marquette	5800 Nave Drive	Novato	NOV	MFD	Y	N	Follow up on service change	Follow up on service change, site audit.
19	1/23/2019	Century Rowland	44 Rowland Way	Novato	NOV	COM	Y	N	Folow up on service change	Follow up on service change, site audit.
20	1/23/2019	Best Western	215 Alameda Del Prado	Novato	NOV	COM	Y	N	Contamination tag	Follow up on contamination tag
21	1/24/2019	Finnegan's	877 Grant Ave	Novato	NOV	COM	Y	Y	AB 1826 Compliance	Site audit
22	1/24/2019	Chianti Ristorante	7416 Redwood Blvd	Novato	NOV	COM	Y	Y	Site audit	Site audit
23	1/30/2019	Valley Memorial Park	650 Bugeia Ln	Novato	NOV	COM	Y	Y	Start recycle	Start Recycle
24	2/6/2019	Vintage Oaks Shopping Center (Target Account)	208 Vintage Plaza	Novato	NOV	COM	Y	N	AB 1826 Compliance	Site Audit
25	2/6/2019	Mariott	1400 N Hamilton Pkwy	Novato	NOV	COM	Y	Y	AB 1826 Compliance	Site Audit
26	2/6/2019	Boca Tavern	340 Ignacio Blvd	Novato	NOV	COM	Y	Y	AB 1826 Compliance	Site Audit
27	2/6/2019	Pacheco Plaza (Target Account)	454 Ignacio Blvd	Novato	NOV	COM	Y	Y	AB 1826 Compliance	Site Audit
28	2/8/2019	Chipotle (Target Account)	880 De Long Ave	Novato	NOV	COM	Y	N	Follow up on service change	Site Audit, Gave outreach materials, follow up on new service change
29	2/8/2019	Deer Park Retirement	646 Canyon Rd	Novato	NOV	COM	Y	N	Follow up on service change	Site Audit, Gave outreach materials, follow up on new service change

Recology-Novato-2019-Q1-Education and Outreach - Details

#	Date	Account Name	Address	City	Franchise Code	Account Type (MFD/ COM/ SCHOOL/ GOV)	Tier 3 AB1826 Applies? (Y/N)	First Time working with Customer? (Y/N)	Purpose or of visit/call	Outcome
30	2/8/2019	Peets (Target Account)	7320 Redwood Blvd	Novato	NOV	COM	Y	N	Follow up on service change	Site Audit, Gave outreach materials, follow up on new service change
31	2/8/2019	Kimco Realty (Target Account)	924 Diablo Ave	Novato	NOV	COM	Y	N	Follow up on service change	Site Audit, Gave outreach materials, follow up on new service change
32	2/8/19	Prima Fleur Botanicals	84 Galli Drive	Novato	NOV	COM	Y	Y	AB 1826 Compliance	Site Audit, Gave outreach materials, <b>started compost</b>
33	2/19/2019	Century Rowland	44 Rowland Way	Novato	NOV	COM	Y	N	Dumping	Site audit
34	2/19/2019	EAH Housing	1455 N Hamilton Pkwy	Novato	NOV	COM	N	Y	Start Compost	Site audit, <b>start compost</b>
35	2/20/2019	Margaret Todd Center	1560 Hill Rd	Novato	NOV	COM	Y	N	Host Table	Hosted Table
36	2/21/2019	BioMarin (Target Account)	73 Digital	Novato	NOV	COM	Y	N	AB 1826 Compliance	Site audit, gave outreach materials
37	2/21/2019	Finnegans (Target Account)	877 Grant Ave	Novato	NOV	COM	Y	N	AB 1826 Compliance	Site audit
38	2/21/2019	Whole Foods (Target Account)	790 De Long Ave	Novato	NOV	COM	Y	Y	Program improvement	Site audit, gave outreach materials
39	2/22/2019	MOD Pizza (Target Account)	140 Vintage Way	Novato	NOV	COM	Y	Y	AB 1826 Compliance	Site Audit
40	2/27/2019	Trader Joes	7514 Redwood Blvd	Novato	NOV	COM	Y	Y	AB 1826 Compliance	Site audit
41	2/27/2019	Zenni Optical	150 Alameda Del Prado	Novato	NOV	COM	Y	Y	AB 1826 Compliance	Site Audit, Gave outreach materials
42	2/27/2019	William Bradley Electrical	90 Hill Rd	Novato	NOV	COM	Y	Y	AB 1826 Compliance	Site Audit, Gave outreach materials
43	3/7/2019	James Campbell (Vintage Oaks Shopping Center)	208 Vintage Way	Novato	NOV	COM	Y	N	AB 1826	Site audit, gave outreach materials, gave training, <b>Start Compost</b>
44	3/7/2019	MOD Pizza	140 Vintage Way	Novato	NOV	COM	Y	N	AB 1826	Site audit, gave outreach materials, gave training, <b>Start Compost</b>

Recology-Novato-2019-Q1-Education and Outreach - Details

#	Date	Account Name	Address	City	Franchise Code	Account Type (MFD/ COM/ SCHOOL/ GOV)	Tier 3 AB1826 Applies? (Y/N)	First Time working with Customer? (Y/N)	Purpose or of visit/call	Outcome
45	3/8/2019	River Road - Chipotle	880 De Long Ave	Novato	NOV	COM	Y	N	Follow up on service change	Site audit, gave outreach materials, Follow up on service change
46	3/8/2019	Deer Park Retirement	646 Canyon Rd	Novato	NOV	COM	Y	N	Follow up on service change	Site audit, gave outreach materials, Follow up on service change
47	3/8/19	Kimco Realty (Habit Burger)	924 Diablo Ave	Novato	NOV	COM	Y	N	Follow up on service change	Site audit, gave outreach materials, Follow up on service change
48	3/8/2019	Maxwell A Mayers (Peets)	7320 Redwood Blvd	Novato	NOV	COM	Y	N	Follow up on service change	Site audit, gave outreach materials, Follow up on service change
49	3/8/2019	ROIC California/Trader Joe	7514 Redwood Blvd	Novato	NOV	COM	Y	Y	AB 1826	Site audit, gave outreach materials, gave training, <b>Start Compost</b>
50	3/12/2019	BioMarin	73 Digital Dr	Novato	NOV	COM	Y	N	AB 1826	Site audit
51	3/16/2019	San Jose Middle School	1000 Sunset Pkwy	Novato	NOV	SCHOOL	Y	Y	Presentation	Gave presentation, gave outreach materials
52	3/20/2019	Hamilton Burger Partners	83 Digital Dr	Novato	NOV	COM	Y	Y	Contamination	Site audit, Follow up on contamination, gave outreach material
53	3/20/2019	Marin Christian Academy	1370 S Novato Blvd	Novato	NOV	SCHOOL	Y	Y	AB 1826	Site audit
54	3/25/2019	Moylans	15 Rowland Way	Novato	NOV	COM	Y	N	Site Audit	Site audit
55	3/25/2019	Hamilton Marketplace	5800 Nave Drive	Novato	NOV	COM	Y	N	Site Audit	Site audit
56	3/25/2019	Wildfox	225 Alameda Del Prado	Novato	NOV	COM	Y	Y	Site Audit	Site audit
57	3/25/2019	Captains Landing	Mariner Way	Novato	NOV	MFD	Y	Y	Site Audit	Site audit
58	3/25/2019	Quail Hollow Meadow	186 Sandpiper	Novato	NOV	MFD	Y	Y	Site Audit	Site audit

#	Date	Account Name	Address	City	Franchise Code	Account Type (MFD/ COM/ SCHOOL/ GOV)	Tier 3 AB1826 Applies? (Y/N)	First Time working with Customer? (Y/N)	Purpose or of visit/call	Outcome
59	3/27/2019	My Thai II	811 Grant Ave	Novato	NOV	COM	Y	Y	AB 1826	Site audit, gave outreach material
60	3/27/2019	Marvin's Breakfast Club	1112 Grant Ave	Novato	NOV	COM	Y	Y	AB 1826	Site audit, gave outreach material

# The Recology<sup>®</sup> **RESOURCE**

**We're On Pins & Needles! See Page 5**

**WHAT'S INSIDE:** Event Season p2 / Compost & Recycling\* p3 /  
Curbside Clean-up\* p4 / Hazardous Waste\* p5 / Waste Zero Services p6  
(\*English & Spanish)



**NOVATO | SPRING 2019 EDITION**



**Your recyclables being sorted  
at our facility in Santa Rosa, CA**

NSD Board Agenda Packet  
August 12, 2019 (Page 120 of 251)



## IT'S EVENT SEASON!

Novato is known for impressive geography, delicious local cuisine, gorgeous scenery, and a wide variety of entertaining festivals that take place nearly all year long.

Have you seen us at an event? We hosted educational tables at 138 events throughout Marin and Sonoma Counties last year! We love meeting our customers and being available to answer questions about the services we offer. Our favorite questions are the tricky “what goes where?” types. If you see our Recology tent at your favorite event, stop by, say “hello” and try to stump one of our Waste Zero Specialists with your best recycling or compost questions!

We are also committed to helping local events “go green” by reducing overall waste while adding compost and recycling services. In 2018, we were very proud to introduce public-facing compost

receptacles at both the Marin Greek Festival and the Rotary Polenta Feed. We want the people of Marin County to attend events and say, “Where are the compost carts?” before they even order their first giant turkey leg (yes, that turkey bone can go in the compost when you are done).

Sustainability starts well before any event. Making sure that attendees are encouraged to bring their own utensils, water bottle and coffee cup is an important way to reduce waste. Single-use coffee cups and utensils/straws are not recyclable and must be put in the trash. While water bottles are recyclable, it is much more environmentally friendly to bring your own and use it over and over again. Another common question we receive is regarding “compostable” plastics. Many food vendors use these plastics with the best of intentions. Unfortunately though,

“compostable” plastics do not break down at the compost facilities we take materials to. This means that “compostable” plastics will end up in the landfill.

We just launched a new web page [www.Recology.com/RSMEvents](http://www.Recology.com/RSMEvents), where you can find out more about how to plan a WASTE ZERO event. There are purchasing guides to give to your vendors, information about the event services we offer, and even printable signs you can use to help guests at anything from the largest music festival, to the most intimate backyard BBQ. Let's make 2019 the greenest event season yet!

### CONTACT US

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

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

800.243.0291

# COMPOST & RECYCLE



## COMPOST



- ✓ **Food scraps**  
*Restos de comida*



- ✓ **Plant trimmings**  
*Recortes de plantas*



- ✓ **Soiled paper**  
*Papel sucio*



- ✓ **Wooden chop sticks & stir sticks**  
*Palillos chinos y palitos de madera*

## Compost Pro Tips

- ✓ YES, you can put food scraps and soiled paper in your yard trimmings cart (AKA compost cart)!
- ✓ Use a kitchen pail and empty daily.
- ✓ Wrap food scraps in newspaper or paper bags.
- ✓ Store food scraps in the freezer and put them in your compost cart the night before your service day.



## RECYCLE



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



- ✓ **Plastic containers**  
*Contenedores de plástico*



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



- ✓ **Paper & cardboard**  
*Papel y cartón*

## Recycle Pro Tips

- ♻️ Do not trap recyclables in a plastic bag. Plastic bags do not get opened.
- ♻️ Containers must be empty & dry. Food & liquids can contaminate an entire load of recyclables.
- ♻️ These symbols don't always mean "recyclable". They are just used to identify the type of plastic an item is made from. When recycling plastics, think containers (bottles, tubs, & jugs)!



# BULKY ITEM PICKUP

Novato residents can schedule a bulky item pickup by calling **800.243.0291** or emailing **RecologySonomaMarin@Recology.com**.

## THE BASICS

- ✓ **4 free pickups per year for residents**  
*4 recolecciones gratuitas por año*
- ✓ **Set out approximately 3 cubic yards of material**  
*Ponga aproximadamente 3 yardas cúbicas de material*
- ✓ **No liquid waste or hazardous materials**  
*No desechos líquidos ni materiales peligrosos*



## REUSE



**Reuse** is one of our all time favorite “R’s” (Tied for first place with Reduce, Recycle, and **Recologize!**) If you have an item that is no longer of use to you, that doesn’t mean it won’t be useful to someone else.

- Consider donating the item to a local thrift store or charity.
- List working items on websites like Craigslist, Nextdoor, or Letgo.
- Make some art! It’s amazing what you can do with some paint and glue.
- Have a community yard sale. It’s a great way to earn some extra money, and keep items out of the landfill.

# HAZARDOUS WASTE



**The Novato Household Hazardous Waste (HHW) Facility**, under the operation of the Novato Sanitary District, is open from 8:30am-1:30pm on the 1st and 3rd Sundays and Mondays of each month. The HHW Facility is located at **7576 Redwood Blvd.**, behind the Novato Recycling Center. Household hazardous wastes such as paints, aerosols, auto products, household cleaners, pesticides, fertilizers, and small propane tanks are accepted.

In addition, the HHW Facility now accepts electronic waste, including computers, TVs, microwaves, and small electrical appliances. For more information visit [www.novatosan.com](http://www.novatosan.com) or call the HHW hotline at 415.892.7344.

Latex paints, household or car batteries, fluorescent bulbs, used motor oil, oil filters, or antifreeze can be dropped off at the Novato Recycling Center, (7576 Redwood Blvd) during regular business hours, 10:00am – 4:00pm, Tuesday – Sunday.



**DO NOT dispose of needles, syringes, or lancets in garbage, recycling, or compost bins.** They are extremely dangerous to sanitation workers and must be disposed of properly.

Drop-off syringes, needles, and lancets in **approved red containers** and pick up a free one at the following locations:

<b>Kaiser Novato</b> 97 San Marin Drive 415.899.7470	<b>Novato HHW Facility</b> 7576 Redwood Boulevard 415.892.7344
------------------------------------------------------------	----------------------------------------------------------------------

<b>Safeway Pharmacy</b> 5720 Nave Drive 415.881.9260	<b>Pharmaca Integrative Pharmacy</b> 7514 Redwood Boulevard 415.892.3700
------------------------------------------------------------	--------------------------------------------------------------------------------

For more information, please go to the Novato Sanitary District website at [www.novatosan.org](http://www.novatosan.org) and follow the link to the "Green Pages".



# LEGISLATIVE UPDATE

## AB 341

### Mandatory Commercial Recycling

California Assembly Bill 341 (AB 341) mandates that as of January 1, 2012 commercial establishments that generate 4 cubic yards or more of solid waste per week, and multifamily dwellings of 5 units or more must have recycling services. AB 341 is designed to reduce greenhouse gas emissions in the state by 5 million metric tons of carbon dioxide (CO2) by 2020.



## AB 1826

### Mandatory Commercial Organics

California Assembly Bill 1826 (AB 1826) mandates that as of January 1, 2019 commercial establishments that generate 4 cubic yards or more of solid waste per week must arrange for an organics recycling program. Organics include food scraps, plant trimmings, and soiled paper. AB 1826 is designed to conserve resources and curb greenhouse gas emissions.



# WASTE ZERO SERVICES

Let our Waste Zero Team help your business, multi-family dwelling, or school recycle and compost more, while saving money on your monthly bill!

**We offer commercial customers (at no charge):**

- Technical assistance from Waste Zero Specialists
- Employee trainings & school presentations
- Educational tables at events
- Posters, labels, magnets, & window clings
- Indoor green & blue containers

To reach our Waste Zero Team, call **800.243.0291** or email [RecologySonomaMarin@Recology.com](mailto:RecologySonomaMarin@Recology.com).



# TRIM YOUR WASTE



# SAVE SOME GREEN



**Recycle** and **Compost** more.  
Reduce your **Garbage**.  
Good for the environment.  
Good for your bank account!



800.243.0291

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

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

[Facebook.com/RecologySonomaMarin](https://www.facebook.com/RecologySonomaMarin)

**Recology Sonoma Marin**  
**Quarterly Report - Novato**  
**Service Period: 04/01/2019 to 06/30/2019**

<b>7.2.3 (a&amp;d) Garbage Collection (Tons)</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Commercial	753.07	755.46	697.06	2,205.59
Multi Family	255.33	256.14	236.34	747.81
Residential	983.60	1,052.60	917.90	2,954.10
Roll Off (Debris Box)	70.27	73.90	94.50	238.67
<b>Totals</b>	<b>2,062.27</b>	<b>2,138.10</b>	<b>1,945.80</b>	<b>6,146.17</b>

<b>7.2.3 (b) Recyclable Material Collection (Tons)</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Commercial	246.66	267.10	247.60	761.36
Multi Family	36.44	39.46	36.58	112.49
Residential	633.60	686.13	636.03	1,955.76
Roll Off (Debris Box)	273.80	277.90	268.40	820.10
Buy-back Center	20.60	21.90	27.00	69.50
<b>Totals</b>	<b>1,211.10</b>	<b>1,292.50</b>	<b>1,215.61</b>	<b>3,719.21</b>

**C&D Material** (included above) 208.20 236.10 226.50 670.80

The MRF at 3417 is not currently capable of processing all incoming RSM material. For Q2 2019, RSM shipped 50.2% of mixed recycling to outside facilities for processing. Novato mixed recycling is almost exclusively collected at the Petaluma South location due to proximity. This recycling location does not have sorting equipment. Materials collected at this location must either be shipped to the MRF at 3417 Standish or shipped to another processing facility. In order to operate most efficiently and avoid shipping material twice, RSM shipped nearly 100% of material collected at Petaluma South to outside facilities.

Novato had 2,580 tons of incoming mixed recycling. Of these tons, RSM sent 1,748 tons to Pacific Recycling in Ukiah and 817 tons to Greenwaste in San Jose, accounting for 99.4% of incoming mixed recycling from Novato.

RSM is currently evaluating upgrade options to improve recycling processing capabilities at the 3417 and allow the processing of all collected recycling in house. Due to capital needs related to CARB requirements and permitting issues, the upgrade is expected in 2020 or 2021.

**Recology Sonoma Marin**  
**Quarterly Report - Novato**  
**Service Period: 04/01/2019 to 06/30/2019**

Recyclables and Processed	Curbside	Roll Off	Buyback	Total	
Single Stream	679.78	-	-	679.78	
Paper	928.32	-	-	928.32	
Metal	-	-	-	-	
Cardboard	452.51	-	-	452.51	
Glass	533.45	-	41.80	575.25	
Mixed Plastic	137.79	-	3.96	141.75	
Plastic-PET	-	-	10.71	10.71	
Plastic-HDPE	-	-	0.03	0.03	
Plastic-CHDPE	-	-	-	-	
Tin	57.07	20.50	13.00	90.57	
Tires & Trucks	40.70	-	-	40.70	
Other RCY	-	19.90	-	19.90	
Dry Waste	-	-	-	-	
C&D	-	670.80	-	670.80	
Concrete	-	51.80	-	51.80	
Wood Waste	-	15.30	-	15.30	
Dirt	-	57.10	-	57.10	
Yard Waste	3,661.70	381.47	-	4,043.17	
Food Waste	219.96	-	-	219.96	
<b>Total Collected</b>	<b>6,711.27</b>	<b>1,216.87</b>	<b>69.50</b>	<b>7,997.64</b>	
Residual	649.42	574.17	-	1,223.59	<b>Diversion</b>
<b>Total Diverted</b>	<b>6,061.85</b>	<b>642.70</b>	<b>69.50</b>	<b>6,774.05</b>	47.9%

7.2.3 (c) Green Waste Collection (Tons)	April	May	June	Total
Commercial	50.48	51.95	52.23	154.66
Multi Family	23.89	24.59	24.72	73.20
Residential	1,331.60	1,308.90	1,013.30	3,653.80
Roll Off (Debris Box)	149.30	136.90	110.57	396.77
<b>Totals</b>	<b>1,555.27</b>	<b>1,522.34</b>	<b>1,200.83</b>	<b>4,278.43</b>
Food Waste (included above)	74.37	76.54	69.06	219.96
Wood Waste (included above)	8.70	3.30	3.30	15.30

Organic waste was processed at Redwood Landfill, W. Contra Costa Sanitary Landfill, and Napa Recycling and Waste Services.

**Recology Sonoma Marin**  
**Quarterly Report - Novato**  
**Service Period: 04/01/2019 to 06/30/2019**

7.2.3 (e) MSW Accounts by Receptacle Size	Number of Receptacles*						
	Commercial	MFU	Residential	Roll Off	MSW	RCY	OW
20 Gallon	2	1	2,664		2,676		
32 Gallon	129	20	10,600		11,637	1,842	54
64 Gallon	139	18	3,203		3,512	979	844
95 Gallon	118	12	396		615	16,136	17,358
1.5 yard	-					3	1
2 yard	117	13			131	81	21
3 yard	334	66			480	301	9
4 yard	61	5			72	128	2
6 yard	26	7			40	27	4
10 yard				1	1		
15 yard				25	28		
20 yard				53	65		
30 yard				26	32		
40 yard							
Compactors				14	24		
<b>Total</b>	<b>926</b>	<b>142</b>	<b>16,863</b>	<b>119</b>	<b>19,313</b>	<b>19,497</b>	<b>18,293</b>

\* RO Bins all listed in MSW and exclude on call boxes.

7.2.3 (f) Bulky Waste	April	May	June	Total
No Charge Bulky Item Pick Ups	402	386	368	1,156
Charge Bulky Item Pick Ups	15	10	20	45
<b>Total Bulky Item Pick Ups</b>	<b>417</b>	<b>396</b>	<b>388</b>	<b>1,201</b>

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

**Community Outreach**

- Attached: Recology-Novato-2019-Q2-Education and Outreach
- Attached: RSM Novato Chamber Handbook Advertisement
- Attached: RSM Novato MFD Door Hanger

## Q2 2019 Novato WZ Summary

<b>2019</b>	Total Accounts Touched	Site Audit	Presentation/ Training	Host Table	Gave Outreach Materials	Started Recycling	Increased Recycling	Started Compost	Increased Compost	Decreased Garbage
April	16	9	4	3	10	0	2	4	1	0
May	15	14	3	0	10	0	0	2	0	1
June	15	10	1	1	6	0	0	3	1	0
	<b>46</b>	<b>33</b>	<b>8</b>	<b>4</b>	<b>26</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>1</b>

## Novato Waste Zero Q2 2019 Highlights

Date	Organization	Highlight	WZ Employees(s)	
April 4, 2019	Novato	Recology Sonoma Marin	Completed Commercial Door Hangers	Casey
April 20, 2019	Novato	City of Novato	Novato Climate Action and Sustainability Fair	Garen
April 4, 2019	Novato	Recology/NSD	Waste Characterization Study	Garen, Celia
May 1, 2019	Novato	Marin County	AB939 LTF Meeting	Garen
May 2, 2019	Novato	Novato Chamber	Gave Noontime Networking Presentation	Garen
May 4, 2019	Novato	Novato School Fuel	Novato School Fuel/Tour of Novato Table	Garen
May 16, 2019	Novato	Rotary Club of Ignacio	Rotary Club Presentation	Garen
June 4, 2019	Novato	Novato Chamber of Commerce	Government Advisory Committee Meeting	Garen
June 7, 2019	Novato	Novato Chamber of Commerce	Educational table at Novato Art and Wine Festival with Novato Sanitary District	WZS Team
June 10, 2019	Novato	Recology/NSD	Waste Characterization Study	Garen
June 21, 2019	Novato	Chamber of Commerce	Ad for their handbook	Casey
June 22, 2019	Novato	City of Novato/Novato Sanitary District	Recology Volunteer Project - Hill Soccer Field Restoration	Recology Sonoma Marin

## Novato Waste Zero Q2 2019 Report

#	Date	Account Name	Address	City	Franchise Code	Account Type (MFD/ COM/ SCHOOL/ GOV)	Tier 3 AB1826 Applies? (Y/N)	First Time working with Customer? (Y/N)	Purpose or of visit/call	Outcome
1	4/1/2019	Novato Rotary	NA	Novato	NOV	NA	NA	NA	Presentation	Gave presentation
2	4/5/2019	Harvest Market	155 San Marin Drive	Novato	NOV	COM	Y	N	Vermin issue	Site audit, gave outreach materials, <b>increase compost</b>
3	4/6/2019	Nugget Market	470 Ignacio Blvd	Novato	NOV	COM	Y	Y	Tabling Event	Host table, gave outreach material
4	4/11/2019	Finnegan's	877 Grant Ave	Novato	NOV	COM	Y	N	Start compost	Site audit, gave outreach material, <b>start compost</b>
5	4/11/2019	Maxwell A Mayers	7320 Redwood Blvd	Novato	NOV	COM	Y	N	New tenant	Site audit, gave outreach, <b>Increase recycling</b>
6	4/11/2019	ROIC Trader Joes	7514 Redwood Blvd	Novato	NOV	COM	Y	N	Site audit	Site audit, gave outreach materials, follow up on new service change
7	4/12/2019	Sycamore Glade	1721 Novato Blvd	Novato	NOV	MFD	N	N	Follow up on contamination	Site audit, gave outreach materials
8	4/13/2019	West Marin Food and Wine Fest	N/A	Marshall	NOV	NA	NA	NA	Event	Host table
9	4/16/19	Beercraft	7388 Redwood Blvd	Novato	NOV	COM	N	Y	Increase recycle	Gave outreach materials, Site audit, <b>Increase recycling</b>
10	4/16/2019	Zenbay Real Estate	150 Alameda Del Prado	Novato	NOV	COM	Y	N	Start compost	Site audit, gave outreach materials, <b>start compost</b>
11	4/18/2019	Novato High School	625 Arthur	Novato	NOV	SCHOOL	Y	N	Start compost	Site audit, Gave outreach materials, <b>Start compost</b>
12	4/20/2019	Novato Sustainability Fair	NA	Novato	NOV	NA	NA	NA	Event	Hosted Table
13	4/22/2019	Good Shepherd Lutheran School	1180 Lynwood Dr	Novato	NOV	School	Y	Y	Presentation	Gave presentation
14	4/24/2019	Hermitage Medical Foundation	4 Hamilton Landing	Novato	NOV	COM	Y	Y	Presentation	Gave presentation

Recology-Novato-2019-Q2-Education and Outreach - Details

#	Date	Account Name	Address	City	Franchise Code	Account Type (MFD/ COM/ SCHOOL/ GOV)	Tier 3 AB1826 Applies? (Y/N)	First Time working with Customer? (Y/N)	Purpose or of visit/call	Outcome
15	4/25/2019	Peak Restaurant Partners	144 Vintage Way	Novato	NOV	COM	Y	Y	Site audit	Site audit, gave outreach material, <a href="#">start compost</a>
16	4/25/2019	Alchemia	NA	Novato	NOV	NA	NA	NA	Presentation	Gave presentation
17	5/1/2019	Whole Foods	790 De Long Ave	Novato	NOV	COM	Y	N	Training Booth	Site audit, training, gave outreach material
18	5/6/2019	Marriott *Target Account*	1400 N Hamilton Pkwy	Novato	NOV	COM	Y	N	Start Compost	Site audit, <a href="#">started compost</a>
19	5/6/2019	Novato Community Hospital *target Account*	180 Rowland Way	Novato	NOV	COM	Y	N	AB 1826	Site audit
20	5/9/2019	Valley Memorial Park	650 Bugeia Ln	Novato	NOV	COM	Y	Y	Start Compost	Site audit, gave outreach material, <a href="#">started compost</a>
21	5/13/19	Finnegans *Target Account*	877 Grant Ave	Novato	NOV	COM	Y	N	New Start	Site audit, gave outreach materials, follow up on new service change
22	5/13/19	Perry's Deli	7380 Redwood Blvd	Novato	NOV	COM	Y	Y	New restaurant	Site audit, gave outreach materials
23	5/21/2019	Atria *Target Account*	853 Tamalpais Ave	Novato	NOV	COM	Y	N	Start Compost	Site audit, gave outreach materials, <a href="#">started compost</a> , decreased garbage, gave training
24	5/21/2019	Professional Investors	1701 Novato Blvd	Novato	NOV	COM	Y	Y	Site audit	Site audit, gave outreach materials
25	5/22/2019	Novato High School	625 Arthur St	Novato	NOV	SCHOOL	Y	N	Training/Presentation	Site audit, gave outreach materials, gave training/presentation
26	5/23/2019	Professional Financial Investors	1500 Grant Ave	Novato	NOV	COM	Y	Y	Site audit	Site audit, gave outreach materials
27	5/23/2019	Professional Financial Investors	3 Bel Marin Keys B	Novato	NOV	COM	Y	Y	Site audit	Site audit, gave outreach materials

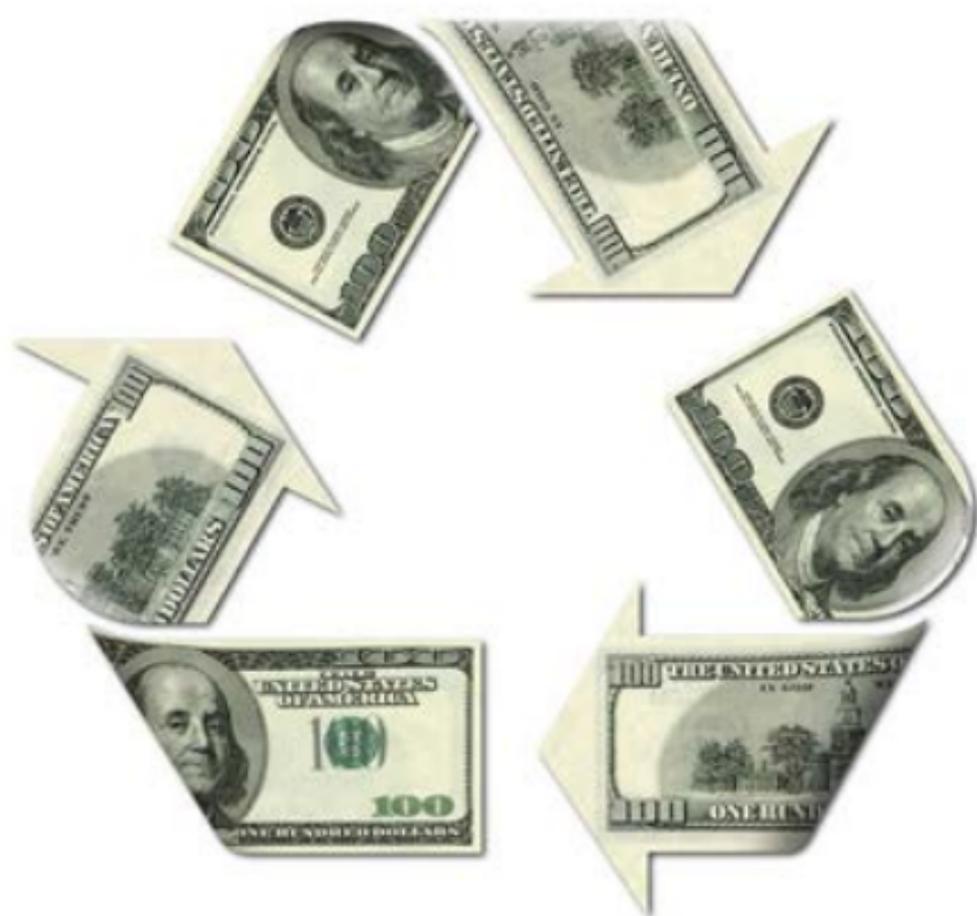
#	Date	Account Name	Address	City	Franchise Code	Account Type (MFD/ COM/ SCHOOL/ GOV)	Tier 3 AB1826 Applies? (Y/N)	First Time working with Customer? (Y/N)	Purpose or of visit/call	Outcome
28	5/24/2019	Professional Financial Investors	350 Ignacio Blvd	Novato	NOV	COM	Y	Y	Site audit	Site audit, gave outreach materials
29	5/24/2019	Professional Financial Investors	1682 Bel Marin Keys Blvd	Novato	NOV	COM	Y	Y	Site audit	Site audit, gave outreach materials
30	5/29/2019	My Thai II	811 Grant Ave	Novato	NOV	COM	Y	N	AB 1826	Site audit
31	5/29/2019	Ignacio Pines Apartments *Target Account*	195 Los Robles Rd	Novato	NOV	MFD	Y	N	AB 341	Site audit
32	6/4/19	Dr Insomniac?	800 Grant Ave	Novato	NOV	COM	Y	Y	Compost	Site audit
33	6/4/19	Grazie Restaurant	823 Grant Ave	Novato	NOV	COM	Y	Y	Compost	Site audit
34	6/6/19	Mcdonalds #1361 (Target Account)	7340 Redwood Blvd	Novato	NOV	COM	Y	N	Compost	Site audit, <b>Started Compost</b> , gave outreach material, follow up on service change
35	6/6/19	Kentucky Fried Chicken (Target Account)	7145 Redwood Blvd	Novato	NOV	COM	Y	N	Compost	Site audit, <b>Started Compost</b> , gave outreach material, follow up on service change
36	6/8/19	Novato Art and Wine Festival	Grant Avte	Novato	NOV	GOV	NA	NA	Host Table	Hosted table
37	6/17/19	Madison Marquette		Novato	NOV	COM	Y	N	Incre Compost	Site audit, <b>increased compost</b>
38	6/17/19	Savoir Faire		Novato	NOV	COM	Y	Y	Start Compost	Site audit, <b>started compost</b> , gave presentation, gave outreach materials
39	6/18/19	Taqueria Mi Pueblo (Target Account)		Novato	NOV	COM	Y	N	Compost	Site audit, gave outreach material
40	6/18/19	My Thai		Novato	NOV	COM	Y	N	Compost	Site audit, gave outreach material
41	6/20/19	The Square Shopping Center (Target Account)		Novato	NOV	COM	Y	N	Compost/Recycle	Site Audit

#	Date	Account Name	Address	City	Franchise Code	Account Type (MFD/ COM/ SCHOOL/ GOV)	Tier 3 AB1826 Applies? (Y/N)	First Time working with Customer? (Y/N)	Purpose or of visit/call	Outcome
42	6/20/19	Sloat Garden Center (Target Account)		Novato	NOV	COM	Y	Y	Compost	Site Audit
43	6/21/19	Canyon Manor (Target Account)	646 Canyon Rd	Novato	NOV	COM	Y	Y	Contamination Tag	Follow up on contamination
44	6/26/19	Nave Brothers	1553 S Novato Blvd	Novato	NOV	COM	Y	N	Contamination Tag	Follow up on contamination
45	6/28/19	Fourteen Hundred Building	1400 Grant Ave	Novato	NOV	COM	Y	N	Contamination Tag	Follow up on contamination, gave outreach material
46	6/28/19	Wyndover Apartments	805 Diablo Ave	Novato	NOV	MFD	N	N	Contamination Tag	Follow up on contamination

# TRIM YOUR WASTE



# SAVE SOME GREEN



**Recycle** and **Compost** more.  
Reduce your **Garbage**.  
Good for the environment.  
Good for your bank account!

**R**  
**Recology**  
Sonoma Marin  
WASTE ZERO

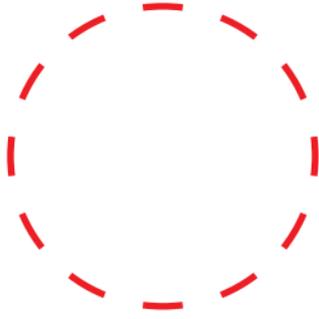
800.243.0291

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

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

NSD Board Agenda Packet  
[Facebook.com/RecologySonomaMarin](https://www.facebook.com/RecologySonomaMarin)

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**PAPER & CARDBOARD**  
*Papel y cartón*



**PLASTIC CONTAINERS**  
*Contenedores de plástico*



**GLASS**  
*Vidrio*



**METAL**  
*Metal*



**RECYCLE**



**FOOD SCRAPS**  
*Restos de comida*



**SOILED PAPER**  
*Papel sucio*



**PLANTS**  
*Plantas*



**COMPOST**

**HAZARDOUS WASTE**

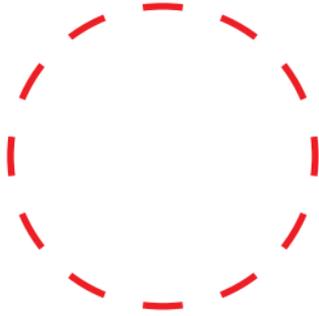
California law prohibits the disposal of hazardous waste in landfills. **DO NOT** place hazardous waste in any waste bins, as it may harm human health and the environment.

*La ley de California prohíbe la eliminación de desechos peligrosos en los vertederos de basura. NO ponga los residuos peligrosos en los contenedores de basura, ya que pueden dañar la salud humana y al medio ambiente.*

**The Novato Household Hazardous Waste Facility** has several options for residents to dispose of hazardous waste.  
**novatosan.com**

**The Novato Household Hazardous Waste Facility** tiene varias opciones para que los residentes eliminen los residuos domésticos peligrosos adecuadamente. **novatosan.com**





## RECYCLE PRO TIPS



**Do not bag recyclables. Place items loose in recycle bins.**

*No ponga los materiales reciclables en bolsas. Coloque los artículos sueltos en los contenedores de reciclaje.*



**Flatten cardboard before placing in recycle bins.**

*Aplaste las cajas de cartón antes de colocarlas en los botes de reciclaje.*



**Do not leave bin lids open.**

*No deje las tapas de los contenedores de reciclaje abiertas.*



**Keep enclosure area clear of debris.**

*Mantenga el área donde están los botes de basura libre de escombros.*

## MOVING?



Do you need to let go of any furniture, appliances, or other household items? If they are still in good, reusable condition, consider **donating** them. There are many local organizations that would love to help give your old stuff a new home. You can also list items for free on various websites and smart phone apps.



**It is illegal to dump or abandon bulky items.**

**Contact us** to properly dispose of items not in reusable condition:

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

[Facebook.com/RecologySonomaMarin](https://www.facebook.com/RecologySonomaMarin)

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

CITY OF NOVATO & DISTRICT AB939 DISPOSAL AND DIVERSION MONITORING					
Haulers: Recology Self Haulers		Reporting period: January - December 2018			
	<b>Recology Restated</b>				
<b>A. 2018 DIVERSION</b>	<b>1st Qtr.</b>	<b>2nd Qtr</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>TOTAL 2018</b>
Recology Recycled (Curbside & Buyback)	2,827.00	3,066.00	2,877.00	2,940.00	11,710.00
MRRC recovery	1,103.54	420.37	388.37	375.18	2,287.46
Self haul Inerts Diverted Redwood Landfill	1,034.70	1,926.15	1,893.37	1,371.61	6,225.83
Redwood Landfill self haul C&D& wood waste recycled	48.06	54.64	53.49	82.52	238.71
City of Novato C&D diverted(included in Recology)	N/A	N/A	N/A	N/A	N/A
ADC from MRRC	N/A	N/A	N/A	N/A	N/A
Compost from MRRC	55.89	74.53	102.13	88.97	321.52
Greenwaste From Redwood Landfill self haul/compost	22.09	124.95	188.11	136.74	471.89
Recology Inerts	690.00	775.00	889.00	822.00	3,176.00
Recology Green/Food Waste used for compost	3,228.00	4,009.00	3,290.00	3,744.00	14,271.00
Recology commercial food waste used for compost	46.00	50.00	59.00	95.00	250.00
<b>2018 TOTAL TONS DIVERTED</b>	<b>9,055.28</b>	<b>10,500.64</b>	<b>9,740.47</b>	<b>9,656.02</b>	<b>38,952.41</b>
<b>B. 2018 DISPOSAL</b>					
Recology MSW& Debris Box	6,410.00	6,453.00	6,328.00	6,449.00	25,640.00
Recology residuals	977.00	1,157.00	1,188.00	1,236.00	4,558.00
MRRC Residuals	578.60	554.86	610.79	511.90	2,256.15
MRRC Wood/Yard Waste incinerated/transformation	101.27	101.78	175.11	107.63	485.79
Redwood Landfill self haul C&D waste disposed	1,694.02	1,525.28	2,283.03	1,515.31	7,017.64
Novato waste disposed out-of-county	N/A	N/A	N/A	N/A	N/A
<b>2018 TOTAL TONS DISPOSED</b>	<b>9,760.89</b>	<b>9,791.92</b>	<b>10,584.93</b>	<b>9,819.84</b>	<b>39,957.58</b>
<b>C. 2018 TOTAL WASTE GENERATED(TONS)</b>	<b>18,816.17</b>	<b>20,292.56</b>	<b>20,325.40</b>	<b>19,475.86</b>	<b>78,909.99</b>
<b>D. COMPLIANCE WITH AB939 DIVERSION MANDATE</b>	<b>48.18%</b>	<b>51.80%</b>	<b>48.01%</b>	<b>49.63%</b>	<b>49.42%</b>
<b>Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste)</b>					
<b>REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)</b>					
	<b>1st Qtr.</b>	<b>2nd Qtr</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>TOTAL 2018</b>
Inerts/ Diverted	1,034.70	1,926.15	1,893.37	1,371.61	6,225.83
Greenwaste Diverted/compost	22.09	124.95	188.11	136.74	471.89
C&D/ Disposed	1,694.02	1,525.28	2,283.03	1,515.31	7,017.64
C&D & Wood Waste Recycled	48.06	54.64	53.49	82.52	238.71
<b>Total</b>	<b>2,798.87</b>	<b>3,631.02</b>	<b>4,418.00</b>	<b>3,106.18</b>	<b>13,954.07</b>
<b>Percent Redwood self haul diverted</b>	<b>39.47%</b>	<b>57.99%</b>	<b>48.32%</b>	<b>51.22%</b>	<b>49.71%</b>

CITY OF NOVATO & DISTRICT AB939 DISPOSAL AND DIVERSION MONITORING										
Haulers: Novato Disposal/Recology Self Haulers		Reporting period: Comparison 2010 - 2018								
<b>A. DIVERSION</b>		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Novato Disposal/Recology Recycled (Curbside & Buyback)		13,962.00	14,144.00	14,298.00	14,306.00	12,091.00	11,839.00	10,774.58	12,293.00	11,710.00
MRRC recovery		1,271.88	1,512.83	1,672.94	2,047.79	2,335.73	2,164.16	2,151.87	2,572.42	2,287.46
Self haul Inerts Diverted Redwood Landfill		7,653.87	5,830.80	8,362.25	7,176.55	5,216.94	7,734.40	5,431.43	5,365.79	6,225.83
Redwood Landfill self haul C&D recycled		42.52	107.89	290.56	397.63	318.11	386.87	311.13	435.35	238.71
City of Novato Inerts diverted		0.00	N/A							
ADC from MRRC		0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A	N/A
Compost from MRRC		185.50	193.74	253.51	190.26	189.44	187.74	206.39	372.40	321.52
Greenwaste From Redwood Landfill self haul/compost		893.20	779.83	453.99	588.20	335.06	313.27	344.64	420.75	471.89
Novato Disposal/Recology Inerts		6,370.63	3,748.00	3,440.00	4,023.00	3,334.00	3,693.00	2,440.20	1,984.00	3,176.00
Novato Disposal/Recology Green Waste/food waste for compost		14,973.97	14,076.00	14,328.00	13,397.00	13,163.00	13,374.00	13,828.48	14,815.00	14,271.00
Novato Disposal/Recology commercial food waste for compost			117.00	137.00	100.00	88.00	143.00	361.80	358.00	250.00
North Marin Metal Recycling					53.84	50.94	N/A	N/A	0.00	0.00
<b>TOTAL TONS DIVERTED</b>		<b>45,353.57</b>	<b>40,510.09</b>	<b>43,236.25</b>	<b>42,280.27</b>	<b>37,122.22</b>	<b>39,835.44</b>	<b>35,850.52</b>	<b>38,616.71</b>	<b>38,952.41</b>
<b>B. DISPOSAL</b>										
MSW& Debris Box/Novato Disposal/Recology		31,557.69	29,336.00	25,859.00	25,294.00	26,093.00	26,397.00	28,237.00	28,292.00	25,640.00
MRRC Residuals		856.37	886.75	929.21	1,092.33	1,135.70	1,277.46	1,593.43	3,007.83	2,256.15
MRRC Wood/Yard Waste incinerated		238.86	253.36	308.38	404.08	376.79	435.12	354.40	616.47	485.79
Redwood Landfill self haul C&D waste disposed		3,569.07	3,181.87	4,006.14	3,435.86	2,730.24	3,893.88	4,169.39	8,833.71	7,017.64
Novato waste disposed out-of-county		N/A	N/A	N/A	N/A	11.48	N/A	N/A	N/A	N/A
Recology Residuals										4,558.00
<b>TOTAL TONS DISPOSED</b>		<b>36,221.99</b>	<b>33,657.98</b>	<b>31,102.73</b>	<b>30,856.27</b>	<b>30,347.21</b>	<b>32,003.46</b>	<b>34,354.22</b>	<b>40,750.01</b>	<b>39,957.58</b>
<b>C. TOTAL WASTE GENERATED(TONS)</b>		<b>81,575.56</b>	<b>74,168.07</b>	<b>74,338.98</b>	<b>73,135.54</b>	<b>67,469.43</b>	<b>71,838.90</b>	<b>70,204.74</b>	<b>79,366.72</b>	<b>78,909.99</b>
<b>D. COMPLIANCE WITH AB939 DIVERSION MANDATE</b>		<b>55.63%</b>	<b>54.96%</b>	<b>58.16%</b>	<b>57.81%</b>	<b>55.58%</b>	<b>56.06%</b>	<b>51.57%</b>	<b>48.73%</b>	<b>49.42%</b>
Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste)										
<b>REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)</b>										
		<b>TOTAL 2010</b>	<b>TOTAL 2011</b>	<b>TOTAL 2012</b>	<b>TOTAL 2013</b>	<b>TOTAL 2014</b>	<b>TOTAL 2015</b>	<b>TOTAL 2016</b>	<b>TOTAL 2017</b>	<b>TOTAL 2018</b>
Inerts/ Diverted		7,653.87	5,830.80	8,362.25	7,176.55	5,216.94	7,734.40	5,431.43	5,365.79	6,225.83
Greenwaste Diverted/compost		893.20	779.83	453.99	588.20	335.06	313.27	344.64	420.75	471.89
C&D/ Disposed		3,569.07	3,181.87	4,006.14	3,435.86	2,730.24	3,893.88	4,169.39	8,833.71	7,017.64
C&D Recycled		42.52	107.89	248.84	397.63	318.11	386.87	311.13	435.35	238.71
<b>Total</b>		<b>12,158.66</b>	<b>9,900.39</b>	<b>13,071.22</b>	<b>11,598.24</b>	<b>8,600.35</b>	<b>12,328.42</b>	<b>10,256.59</b>	<b>15,055.60</b>	<b>13,954.07</b>
<b>Percent Redwood self haul diverted</b>		<b>70.65%</b>	<b>67.86%</b>	<b>69.35%</b>	<b>70.38%</b>	<b>68.25%</b>	<b>68.42%</b>	<b>59.35%</b>	<b>41.33%</b>	<b>49.71%</b>

**CITY OF NOVATO & DISTRICT AB939 DISPOSAL AND DIVERSION MONITORING**

Haulers: Recology  
Self Haulers

Reporting period: January - December 2019

<b>A. 2019 DIVERSION</b>	<b><u>1st Qtr.</u></b>	<b><u>2nd Qtr</u></b>	<b><u>3rd Qtr.</u></b>	<b><u>4th Qtr.</u></b>	<b><u>TOTAL 2019</u></b>
Recology Recycled (Curbside & Buyback)	3,183.00				
MRRC recovery	363.03				
Self haul Inerts Diverted Redwood Landfill	1,010.81				
Redwood Landfill self haul C&D& wood waste recycled	24.93				
City of Novato C&D diverted(included in Recology)	N/A				
ADC from MRRC	0.00				
Compost from MRRC	85.54				
Greenwaste From Redwood Landfill self haul/compost	146.86				
Recology Inerts	500.00				
Recology Green/Food Waste used for compost	3,485.00				
Recology commercial food waste used for compost	203.00				
<b>2019 TOTAL TONS DIVERTED</b>	<b>9,002.17</b>				
<b>B. 2019 DISPOSAL</b>					
Recology MSW& Debris Box	6,151.00				
Recology residuals	1,131.00				
MRRC Residuals	571.46				
MRRC Wood/Yard Waste incinerated/transformation	121.47				
Redwood Landfill self haul C&D waste disposed	965.34				
Novato waste disposed out-of-county	N/A				
<b>2019 TOTAL TONS DISPOSED</b>	<b>8,940.27</b>				
<b>C. 2019 TOTAL WASTE GENERATED(TONS)</b>	<b>17,942.44</b>				
<b>D. COMPLIANCE WITH AB939 DIVERSION MANDATE</b>	<b>50.24%</b>				
<b>Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste)</b>					

**REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)**

	<b><u>1st Qtr.</u></b>	<b><u>2nd Qtr</u></b>	<b><u>3rd Qtr.</u></b>	<b><u>4th Qtr.</u></b>	<b><u>TOTAL 2019</u></b>
Inerts/ Diverted	1,010.81				
Greenwaste Diverted/compost	146.86				
C&D/ Disposed	965.34				
C&D & Wood Waste Recycled	24.93				
<b>Total</b>	<b>2,147.94</b>				
<b>Percent Redwood self haul diverted</b>	<b>55.06%</b>				

<b><u>RECOLOGY 2019 DISPOSAL/DIVERSION(TONS)</u></b>	<b><u>1stQ</u></b>	<b><u>2ndQ</u></b>	<b><u>3rdQ</u></b>	<b><u>4thQ</u></b>	<b><u>TOTAL</u></b>
Recology Recycled Collected (Curbside & Buyback)	3,183	2,899			
Recology C&D, Wood, Inerts	500	836			
Recology Green waste & residential food waste for compost	3,485	4,043			
Recology Commercial Food Waste for compost	203	220			
<b>TOTAL TONS COLLECTED AND PROCESSED FOR RECYCLING</b>	<b>7,372</b>	<b>7,997</b>			
<b>RECYCLING RESIDUALS DISPOSED</b>	<b>-1,131</b>	<b>-1,224</b>			
<b>RESIDUALS DISPOSED AS PERCENT OF RECYCLING</b>	<b>15.34%</b>	<b>15.30%</b>			
<b>TOTAL TONS DIVERTED</b>	<b>6,241</b>	<b>6,774</b>			
<b>GARBAGE DISPOSAL</b>					
MSW & Debris Box	6,151	6,146			
<b>TOTAL GARBAGE TONS DISPOSED</b>	<b>6,151</b>	<b>6,146</b>			
<b>TOTAL DISPOSAL (GARBAGE + RESIDUALS)</b>	<b>7,282</b>	<b>7,370</b>			
<b>TOTAL WASTE GENERATED(DISPOSAL + RESIDUALS + DIVERTED)</b>	<b>13,523</b>	<b>14,144</b>			
<b>PERCENT DIVERTED</b>	<b>46.15%</b>	<b>47.89%</b>			
<b>PERCENT DIVERTED WITH REDWOOD &amp; MRRC</b>	<b>50.24%</b>				

## Per Capita Diversion Calculation for 2018 and Measurement System

In 2009, the state adopted SB 1016 which changed the reporting requirements of waste goal measurement from a diversion-based system to a **disposal-based indicator**--the per capita disposal rate. This system uses only 2 factors - a jurisdiction's population and its disposal, as reported by disposal facilities.

In order for CalRecycle and jurisdictions to more properly focus on successful program implementation, SB 1016 shifted from the historical emphasis on using calculated generation and estimated diversion to using annual disposal as a factor when evaluating jurisdictions' program implementation.

Overall benefits of the new approach include:

- A focus on PROGRAMS rather than numbers
- Measures disposal as reported by disposal facilities rather than estimating total diversion
- Accounts for population growth
- Eliminates complex calculations and simplifies goal measurement
- CalRecycle evaluates jurisdiction based on how well they are implementing programs as set forth in SRRE and Annual Report

This system still maintains the AB939 requirement of 50% waste diversion. In order to shift to the per capita disposal rate, the state calculated a "50 percent equivalent per capita disposal target method" – an amount of disposal that is approximately equivalent to a jurisdiction's current 50 percent diversion requirement. It is calculated using the average of 2003-2006 per capita generation for each jurisdiction and dividing this generation average in half to determine the 50 percent equivalent per capita disposal target. To reach the per capita disposal target, the jurisdiction needs to dispose of its 50 percent equivalent per capita rate or less. The lower the annual disposal rate, the better.

According to CalRecycle, cities, counties and regional agencies will NOT be compared to each other. Each jurisdiction's target is unique since it is based upon a unique base year target rate.

CalRecycle no longer considers diversion rates as a measurement goal. However, the state recognizes that many cities and counties have relied upon the diversion rate calculation, so an equivalent calculation rate was developed.

Below are the 2018 annual per capita disposal rate, and its equivalent diversion rate for Novato.

### \*\*Calculation for Annual per Capita Disposal Rate and Equivalent Diversion rate method

#### 1. First calculate base period target rate:

#### To calculate base period target rate for City of Novato:

Average 2003 – 2006 generation rates. Divide by 2 to get disposal for jurisdiction if at 50% diversion

Avg. 2003-2006 generation = 139,115 tons/2 = 69,557 tons= disposal at 50%diversion  
69,557 tons x 2000pounds/54,161 population\*/365 days = **7.04 pounds per person per day disposal target rate**

2. To calculate 2018 Annual Per Capita Disposal Rate

Disposal Tons x 2000 pounds /Population/365 = Pounds per Person per Day Disposed

2018 Disposal Tons = 39,958

39,958 tons x 2000 pounds/54,161 population\*/365 = 4.04 Pounds per Person per Day Disposed

To calculate equivalent diversion rate, assume:

1 = (Current year per capita disposal/target per capita disposal \*2)

1 = 4.04/7.04\*2

1= 4.04/14.08

= 0.29 disposal

vs. 0.71 diversion

**71% Equivalent Diversion rate for Novato for 2018**

**\*\*All Calculations are based on CalRecycle required calculation method**

\*All City of Novato populations taken from State of CA Department of Finance statistics

**If using Novato Sanitary District population for 2018 (59,400), 2018 diversion rate would be 72%**

Please note: This equivalent diversion calculation is not used by CalRecycle to measure progress towards disposal/diversion goals. The County JPA reports the total Marin County per capita rate and other program information to CalRecycle, as required, on annual basis. The per capita disposal target is the only numeric goal measurement CalRecycle reviews.

HHW FACILITY SUMMARY 2019	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
<b>Total Participants</b>	347	306	405	412	479	456	549						
Been to events before?(Yes)	288	258	357	347	408	387	472						
Permanent facility?	248	227	317	296	380	345	419						
Temporary events?	65	50	73	64	82	61	87						
First time user?	59	48	48	65	71	69	77						
<b>Type of waste brought in?</b>													
Antifreeze	19	8	26	28	22	22	31						
Asbestos	1	0	0	3	1	1	2						
Auto products	35	24	43	59	57	58	77						
Batteries, household	108	86	123	126	130	128	178						
Car batteries	10	2	3	3	5	9	11						
<b>Computer monitors</b>	33	26	39	21	38	32	39						
Cements, sealers	20	26	39	39	44	58	78						
<b>E-Waste(all types)</b>	165	158	180	193	189	185	227						
Fluorescent tubes& bulbs	58	43	70	67	81	47	101						
Fuels(gas, kerosene, diesel)	23	20	25	24	40	35	46						
<b>Household cleaners, polishes</b>	74	63	92	105	116	109	144						
<b>Latex paint</b>	84	72	117	118	147	153	176						
Motor oil/filters	49	28	53	64	70	60	74						
<b>Oil base paint</b>	44	44	71	88	96	90	122						
<b>Paint thinners, solvents</b>	58	48	82	84	97	85	115						
<b>Pesticides, herbicides, insecticides</b>	48	44	67	68	79	77	95						
Pet care products	9	5	11	10	12	8	13						
Photo chemicals	0	0	2	1	2	4	2						
Pool Chemicals	3	6	10	10	10	8	13						
Propane/helium tanks/fire extinguishers	24	13	25	38	46	42	54						
Sharps	7	1	9	7	3	4	7						
<b>Spray paints</b>	39	35	54	71	60	70	67						
<b>Television</b>	46	32	35	43	45	36	58						
Thermometers/Thermostats	8	0	4	4	7	2	8						
Wood preservatives, stains	26	14	36	40	52	48	61						
Other	6	5	10	12	8	10	13						
<b>Hear about program?</b>													
Recycling Center flier	132	113	130	158	189	169	195						
Sanitary District newsletter	86	44	92	99	107	83	118						
Sanitary District website	54	34	64	53	69	49	100						
Novato Disposal newsletter	114	102	176	158	190	182	218						
Word of mouth	48	58	61	78	72	77	83						
Other	21	24	30	23	30	28	30						
<b>Change your own motor oil?</b>													
<b>Yes</b>	45	45	56	53	64	54	94						
Novato Recycling Center	34	29	34	38	48	37	62						
O'Reilly's	10	20	21	20	25	21	37						
Pennzoil	1	2	2	2	0	1	3						
Other	3	1	6	3	0	2	6						
If yes, want curbside pickup?	19	17	17	12	22	13	39						
<b>No</b>	314	289	349	359	415	402	455						
<b>Comments</b>													
<b>Compliments/Good</b>	102	98	132	116	152	162	164						
Open more Often	3	2	6	5	8	7	6						
Wait too long				0	2	0	1						
Wanted walk-up service	0	1	1	0	0	0	0						
<b>E-Waste ONLY</b>	93	92	98	89	86	107	109						

Item 8.f.  
(Pages 145 to 147)

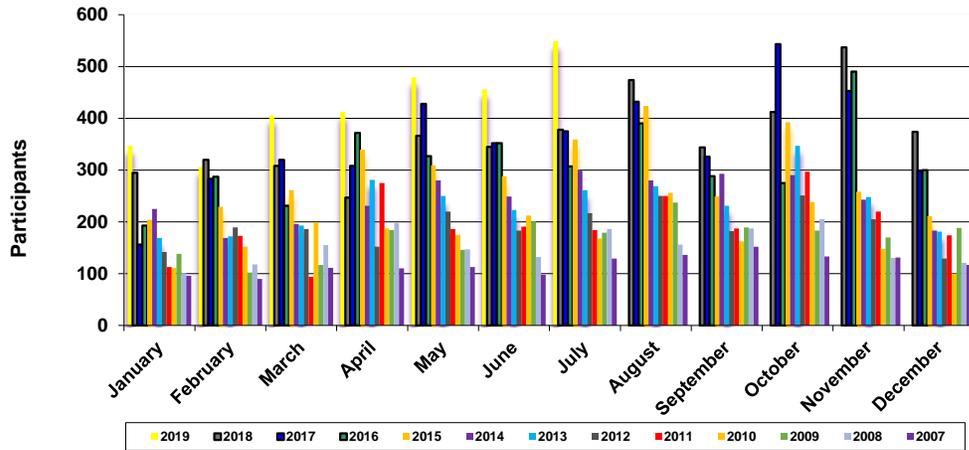
% of E-Waste ONLY

26.80%    30.07%    24.20%    21.60%    17.95%    23.46%    19.85%

**HHW PARTICIPANTS 2006 - 2019**

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Totals</u>
2019	347	306	405	412	479	456	549						2,954
2018	295	320	308	247	366	345	378	474	344	412	537	374	4,400
2017	156	283	320	308	428	352	375	432	326	543	453	299	4,275
2016	193	287	231	372	327	352	307	390	288	275	490	300	3,812
2015	204	229	261	339	309	288	359	424	249	392	258	211	3,523
2014	225	169	196	231	280	249	299	280	293	290	262	183	2,957
2013	169	172	193	281	250	223	261	269	231	347	248	181	2,825
2012	142	189	186	152	220	183	217	250	182	251	205	129	2,306
2011	113	173	94	275	186	191	184	250	187	297	220	174	2,344
2010	111	152	199	187	175	212	168	256	162	238	148	100	2,108
2009	138	102	117	184	146	201	179	237	189	183	170	188	2,034
2008	101	118	155	198	147	132	186	156	187	205	130	121	1,836
2007	96	90	111	110	113	98	129	136	152	133	131	117	1,416
2006	57	118	115	112	140	111	145	120	119	95	106	73	1,311
<b>% Change from 2018</b>	17.63%	-4.38%	31.49%	66.80%	30.87%	32.17%	45.24%						

### HHW Facility Monthly Participation 2007- 2019



# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE:** Collection System Improvements, Account No. 72706 – Collection System Master Plan.

**MEETING DATE:** August 12, 2019

**AGENDA ITEM NO.:** 9.a.

**RECOMMENDED ACTION:** Receive draft Collection System Master Plan (CSMP) document, and set a special meeting at 4:00 p.m., September 9, 2019, for a workshop presentation on the CSMP.

## **SUMMARY AND DISCUSSION:**

In July 2016, the District contracted with RMC Water and Environment (RMC) to develop a Collection System Master Plan (CSMP). RMC (now Woodward and Curran) has completed the majority of its work and prepared a draft CSMP. Hard copies of the document will be available at the Board meeting, and an electronic copy will remain available until further notice at the District's website at:

[www.novatosan.com/newsletters-press-documents/documents/#planning-and-facilities](http://www.novatosan.com/newsletters-press-documents/documents/#planning-and-facilities)

It is recommended that the Board receive the draft document and set a special meeting at 4:00 p.m., September 9, 2019, for a workshop presentation on the CSMP, where Woodward and Curran staff will be present along with District staff, to address any questions or comments from the Board.

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

**DEPT. MGR.:** eb

**GENERAL MANAGER:** SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE:** Wastewater Operations Report, June and July 2019.

**MEETING DATE:** August 12, 2019

**AGENDA ITEM NO.:** 9.b.

**RECOMMENDED ACTIONS:** Receive Wastewater Operations Reports for June and July 2019:

- Collection System
- Treatment Facilities
- Reclamation Facilities

## **SUMMARY AND DISCUSSION:**

The June and July 2019 Wastewater Operations Reports incorporating operations reports for collections system, wastewater treatment facilities, and the reclamation facilities are 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 months of June and July 2019.

**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.:** JO (Veolia), JA, JJB

**GENERAL MANAGER:** SSK

**Novato Sanitary District**  
**Wastewater Operations - Collection System Operations Report**  
**June 2019**

Item 9.b.  
Collections System Report  
June 2019  
(Pages 150 to 155)

## 1.0 General:

The equivalent of about seven (7) full time employees (FTEs) worked on collection system maintenance activities during the month. The breakdown of staff time for the month in terms of equivalent FTE hours utilized, works out approximately as follows:

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

## 2.0 Collection System Maintenance:

Performance metrics 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 543 work orders for the month. Collections staff completed 368 work orders. Contractors completed 175 root foaming work orders, leaving zero (0) work orders outstanding. The completed work orders resulted in 70,717 feet of sewer pipelines cleaned by staff and 34,577 foamed by contractor.

### Closed Circuit Television (CCTV) Performance:

The District's CCTV equipment was in the field for four (4) working days and televised a total of 3,990 feet of sewer main.

### CCTV Findings:

- Infrastructure-related: CCTV work did not identify any new issue related to infrastructure.
- O&M related: CCTV work did not identify any area that would require a change in sewer line maintenance operations.

## 3.0 Pump Station Maintenance:

Collections staff conducted 154 lift station inspections this month. 38 of the inspections were generated through the District's JobsCal Plus CMMS system. There are no outstanding work orders for the month.

A Pump Stations' Work Order Statistics summary is attached.

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
June 2019**

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

Staff completed maintenance inspections on five (5) air relief/vacuum valves this month.

**5.0 Safety and Training:**

General:

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

Specialized Training:

- Lock out Tag out

Safety performance:

There were no lost time accidents for the month of June.

**6.0 Miscellaneous Projects:**

- Root Foaming has begun.
- Installed new pump at Hamilton Meadows Pump Station
- Check valve installed by contractor at Olive Pump Station.
- Annual Crane inspection.
- Repairs made to hatches on the wet well vault at Blackpoint Pump Station.
- Bahia Pump Station high weed fire abatement.



**Bahia Main Pump Station after  
high weed fire abatement.**

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

There were no (zero) sanitary sewer overflow in June. The No Spills certification ID is #2547034.

**Novato Sanitary District**  
**Collection System Monthly Report For June 2019 (as of June 30, 2019)**

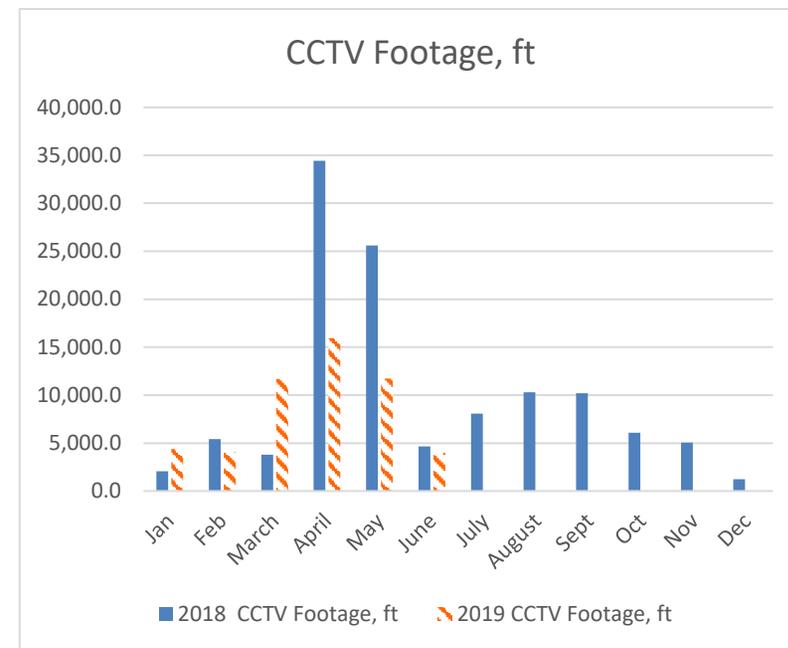
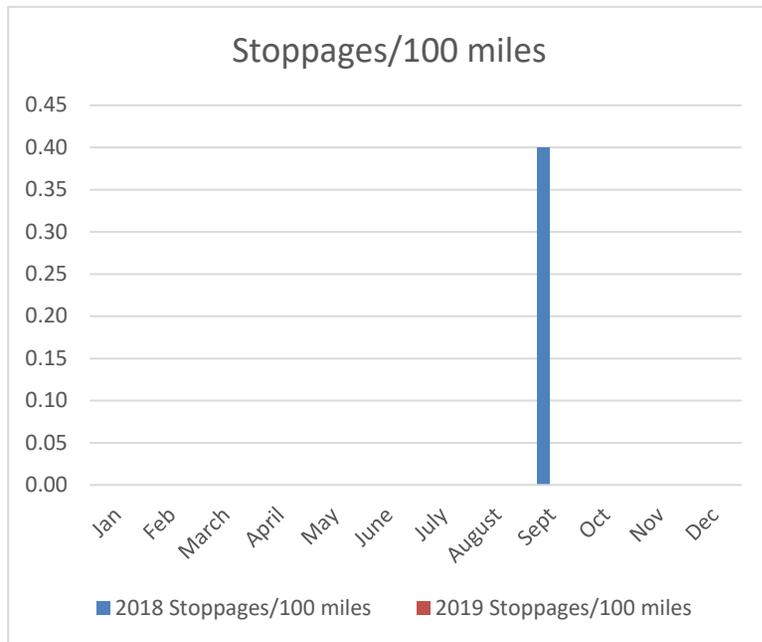
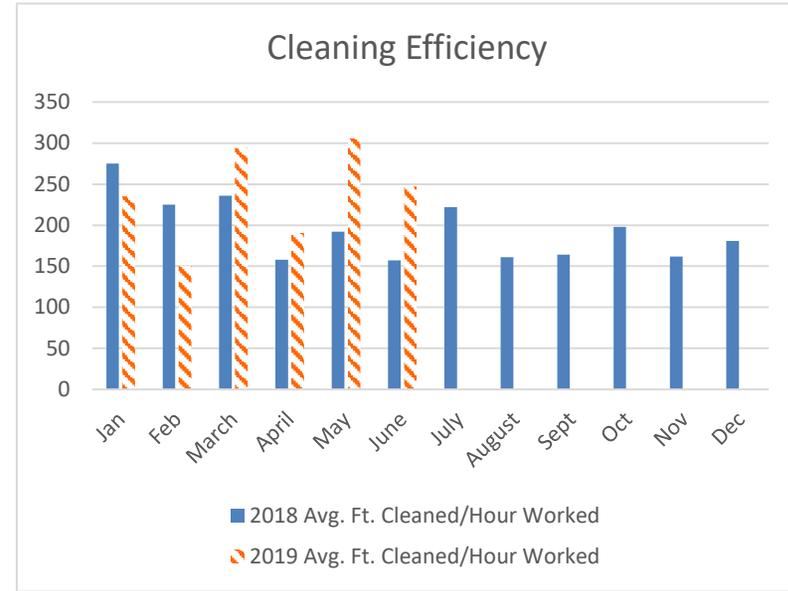
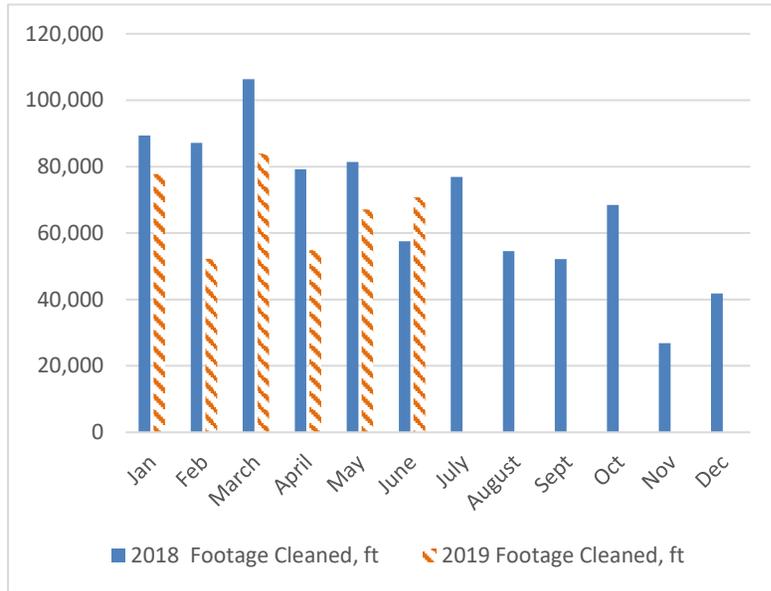
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning)	1.8	2.2	1.7	1.9	1.2	1.8	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.9
Number of FTEs (other)	1.9	2.7	3.0	3.0	3.2	3.4	0.0	0.0	0.0	0.0	0.0	0.0	NA	1.4
Number of FTEs (USAs)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.0
Number of FTEs (CCTV)	0.1	0.2	0.2	0.1	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.1
Total, FTEs	3.8	5.1	4.9	5.0	4.6	5.3	0.0	0.0	0.0	0.0	0.0	0.0	NA	2.4
Regular Time Worked, (main line cleaning), hrs	331	348	286	288	220	286	0	0	0	0	0	0	1,757	146
Regular Time Worked on Other, hrs (1)	355	421	489	458	575	545	0	0	0	0	0	0	2,842	237
Regular Time Worked on USAs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Regular Time Worked on CCTV (2)	22	32	33	21	21	15	0	0	0	0	0	0	143	12
Total Regular time, worked, hrs	707	800	807	766	816	846	0	0	0	0	0	0	4,741	395
Total Vacation/Sick Leave/Holiday, hrs	197	164	175	129	238	79	0	0	0	0	0	0	981	82
Vacation/Sick Leave/Holiday, FTEs	1.1	1.0	1.1	0.8	1.3	0.5	0.0	0.0	0.0	0.0	0.0	0.0	5.9	0.5
Overtime Worked on Coll. Sys., hrs	24	42	11	4	4	18	0	0	0	0	0	0	103	9
Overtime Worked on Other, hrs (1)	2	2	0	14	9	4	0	0	0	0	0	0	31	3
Overtime Worked on USAs, hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overtime Worked on CCTV (2)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Overtime, hrs	26	44	11	18	13	21	NA	NA	NA	NA	NA	NA	133	22
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	43	33	61	24	23	57	0	0	0	0	0	0	241	20
Rodder 3208 ft. cleaned	1,453	681	5,520	4,872	6,711	9,624	0	0	0	0	0	0	28,861	2,405
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Flusher Work Orders generated	338	240	390	366	354	311	0	0	0	0	0	0	1,999	167
Truck 3205V ft. cleaned	0	1,314	352	0	4,154	0	0	0	0	0	0	0	5,820	485
Truck 3206V ft. cleaned	14,940	5,330	15,040	13,499	28,015	12,282	0	0	0	0	0	0	89,106	7,426
Truck 3209F ft. cleaned	61,343	44,888	62,994	36,430	28,238	48,810	0	0	0	0	0	0	282,703	23,559
Flusher - outside services, ft. cleaned	0	405	0	0	0	34,577	0	0	0	0	0	0	34,982	0
Total Footage cleaned(3)	77,736	52,213	83,906	54,801	67,118	70,716	NA	NA	NA	NA	NA	NA	406,490	67,748
Work Orders completed	381	306	451	390	377	543	0	0	0	0	0	0	2,448	204
Work Orders backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CCTV Truck 3126T, ft. videoed	3,405	3,465	7,839	2,345	3,183	2,063	0	0	0	0	0	0	22,300	1,858
CCTV (hand cam), ft. videoed	979	596	3,839	13,582	8,529	1,927	0	0	0	0	0	0	29,452	2,454
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total CCTV footage(3)	4,384	4,061	11,678	15,927	11,712	3,990	NA	NA	NA	NA	NA	NA	51,752	8,625
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category III)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category II)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category I)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Overflow Gallons	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Volume Recovered	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Percent Recovered	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>D. Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	7	4	6	2	5	0	0	0	0	0	0	0	24	2
Normal hours S.C. response time, mins (avg.)	26.4	18.25	19.83	10	30	0	0	0	0	0	0	0	104	9
Service Callouts, after hours, #	0	0	0	4	0	0	0	0	0	0	0	0	4	0
After Hours S.C. response time, mins (avg.)	NA	NA	NA	33	NA	NA	NA	NA	NA	NA	NA	NA	33	33
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	235	150	294	191	306	247	NA	NA	NA	NA	NA	NA	NA	237
Total Stoppages/100 Miles	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA
Average spill response time (mins)	0	0	0	NA	NA	NA	0	NA	NA	NA	0	NA	NA	0
Callouts/100 Miles	0.0	0.0	0.0	1.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.7	0.1
Overtime hours/100 Miles	11	19	5	2	2	8	0	0	0	0	0	0	45.56	4
Overflow Gallons/100 Miles	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

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

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

# Collection System: 2018 & 2019 Graphs



Novato Sanitary District

Pump Station Monthly Report For June 2019 (as of June 30, 2019)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>	262	188	203	202	224	236	0	0	0	0	0	0	1,313	
Number of Employees (FTEs)	1.1	0.9	1.1	1.1	1.1	1.2	0.0	0.0	0.0	0.0	0.0	0.0		0.5
Regular Time Worked on Pump Sta	200	149	174	173	199	196	0	0	0	0	0	0	1,090	
Overtime Worked on Pump Sta	62	39	30	29	25	40	0	0	0	0	0	0	223	
After Hours Callouts	0	0	0	0	0	0	0	0	0	0	0	0	0	
Average Callout response time (mins)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Work Orders</b>														
Number generated in month	50	46	42	48	38	38	0	0	0	0	0	0	262	22
Number closed in month	50	46	42	48	38	38	0	0	0	0	0	0	262	22
Backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**PUMP STATIONS  
WORK ORDER STATISTICS  
June 1, 2019-June 30, 2019**

	<b>Open Work Orders Due Prior to 6/1/2019</b>	<b>Open Work Orders 6/1/2019-6/30/2019</b>	<b>Total Open Work Orders</b>
Preventive	0	38	38
Corrective	0	0	0
Total	0	38	38

	<b>Closed Work Orders 6/1/2019 -6/30/2019</b>
Preventive	38
Corrective	0
Total	38

<b>Total Outstanding Work Orders as of 6/30/2019</b>	<b>0</b>
------------------------------------------------------------------	----------



July 17, 2019

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

**Subject: Veolia Water Operations Report – June 2019**

Dear Mr. Karkal:

I am pleased to provide the Monthly Operations report for June 2019.

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

Best regards,

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

John P. O'Hare  
Project Manager, Veolia

MONTHLY OPERATIONS REPORT  
June 2019

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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- A: TREATMENT PLANT PERFORMANCE SUMMARY
- B: SAFETY AND TRAINING
- C: OPERATIONS AND MAINTENANCE STATUS / REVIEW
- D: ENVIRONMENTAL SERVICES ACTIVITIES SUMMARY
- E: ADMINISTRATION
- F: ODORS & LANDSCAPING
- G: MISCELLANEOUS

ATTACHMENTS

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

**A: TREATMENT PLANT PERFORMANCE SUMMARY – June 2019**

**National Pollution Discharge Elimination System Permit – Table 1.0**

Parameter	Value		Limits	
	Ave	Max		
Flow, MGD (monthly ave/max)	3.90	4.56	N/A	
<b>Influent</b>				
BOD <sub>5</sub> , lb/day (month ave/max)	9,772	11,030	N/A	
TSS, lb/day (monthly ave/max)	10,251	11,906	N/A	
<b>Effluent</b>				
BOD <sub>5</sub> , mg/L (monthly ave/max weekly ave)	<5	7	15	30
TSS, mg/L (monthly ave/max weekly ave)	<3	4	10	20
BOD <sub>5</sub> - % Removal, Average	98		85 minimum	
TSS - % Removal, Average	99		85 minimum	
Ammonia, mg/L – (monthly ave/daily max)	5.57	11.0	5.9	21
pH, su (min / max)	6.9	7.0	6.5	8.5
Enterococcus, MPN/100 ml (30 day geo mean)	2.93		35	
Fecal Coliform, MPN/100 ml (monthly median)	3.9		140	
Fecal Coliform, MPN/100 ml (90 <sup>th</sup> PCTL)	3.9		430	
Total Coliform, MPN/100 ml (5 sample median)	N/A		N/A	
Total Coliform, MPN/100 ml (monthly maximum)	N/A		N/A	

**Title 22 - Recycled Water Production and Quality – Table 2.0**

Description	Units	Value	Limit
Volume Produced	Million Gallons	24.399	N/A
Average Turbidity	NTU	0.8	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	20	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	8.2	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	10	240
Maximum Total Coliform 2 Samples 30 days	MPN/100 ml	<1	23
Total Coliform 7 Sample Median	MPN/100 ml	<1	2.2

**Discussion of Violations / Excursions**

- National Pollution Discharge Elimination System Permit (NPDES) Limits - None
- Recycled Water Permit – None
- Bay Area Air Quality Management District - None

**B: SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato Wastewater Treatment Plant and Ignacio Transfer Pump Station completed
- Tailgate training held during weekly meetings
- No safety incidents for the month of June 2019
- Monthly Safety Topics and Training: Hearing Conservation Safety

- Annual Hearing Testing for all employees

## **C: OPERATIONS & MAINTENANCE STATUS / REVIEW:**

### **Key events for the period:**

#### **Novato Wastewater Treatment Plant**

- Annual service on forklift
- Annual flow meter calibrations
- Replaced flow tube on primary clarifier #1 sludge line
- Installed rebuilt waste activated sludge pump #1
- Semi-annual service on Heating Ventilation Air Conditioning /rooftop fans

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

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

#### **Ignacio Transfer Pump Station**

- Routine rounds, readings and preventative maintenance
- Pulled conveyance pump #2 for repair in house
- Semi-annual service on rooftop fan

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

- None

#### **Recycled Water Plant (RWP)**

- Routine rounds and maintenance
- Annual service of the stationary air compressor
- Replaced turbo on the portable air compressor

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

- None

#### **Sludge Lagoons (and Reclamation Area)**

- Routine maintenance – managing decant and sludge levels

## **D: ENVIRONMENTAL SERVICES ACTIVITIES SUMMARY**

### **Discharge to San Pablo Bay NPDES Permit – June 1 - 30, 2019**

#### **Regulatory Programs:**

##### **Public Education**

Liz Falejczyk, Veolia Water Environmental Services Supervisor worked with Julie Hoover, Novato Sanitary District Administrative Secretary to source, design and purchase outreach material regarding wipes (not flushing wipes) specifically targeted towards the senior citizens population.

### Bay Area Clean Water Agency (BACWA)

Liz attended the BACWA Permits and Laboratory Committee Meetings.

### National Pollution Discharge Elimination System (NPDES) Permit Renewal

Liz attended the kick off meeting with the Novato Sanitary District and Woodward and Curran engineers to discuss the upcoming NPDES permit renewal and provided permit support information.

### Training

Kurt Hawkyard, Veolia Water Laboratory Technician attended the 6<sup>th</sup> of 6 trainings sessions "The First Steps to Implementing the TNI 2016 Standards, Rev 2.1".

### Whole Effluent Toxicity Testing

Quarterly Acute (96 hours) and Chronic (7 days) Toxicity is required during Bay Discharge. Testing began on June 13th. Both analyses were performed by Aqua Science in Davis, CA and results reported were in compliance with the NPDES permit. Acute Toxicity testing results yielded 100% survival. The Chronic Toxicity test results for survival and growth were very good at <1.0 TUc each. The table below provides the 2016-2019 results.

Historical Toxicity Testing 2016-2019

Test Date	1/16	4/16	11/16	1/17	4/17	6/17	10/17	1/18	4/18	9/18	12/18	3/19	6/19
EC <sub>25</sub> (%)	>100	>100	>100	>100	>100	>100	>100	>100	>100	>100	>100	>100	>100
NOEC (%)	100	100	100	100	100	100	65	100	100	100	100	100	100
TUc(100/EC <sub>25</sub> )	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0

EC<sub>25</sub> = Effective Concentration resulting in a response in 25% of test organisms  
NOEC = No Observable Effects Concentration  
TUc = Chronic Toxicity Units

### Pretreatment Program

### Discharge Permits

- Reissued two Class III Industrial User Wastewater Discharge Permits.
- Received one Temporary Discharge Permit renewal application.

### Inspections and Sampling

- Inspected two Class III Industrial Users.
- Sampled on Significant Industrial User.
- Inspected one Non-Significant Categorical Industrial User applicant.
- Inspected one car wash interceptor system.
- Received support documentation confirming compliance from 2 Food Service Establishments.

### E: ADMINISTRATION:

- May 2019 Electronic Discharge Monitoring Report (EDMR-US EPA) and May 2019 Self-Monitoring Report (SMR-State of California) submitted on June 26, 2019

### F: ODORS & LANDSCAPING:

- Jerome meter (H<sub>2</sub>S) parts per million (ppm) readings performed in neighborhood

- All readings in neighborhood were 0 ppm

**G: MISCELLANEOUS**

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

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

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

Bill Hanley, West Region Capital Projects Director

Paul Savage, West Region VP of Operations

Aaron Winer, Area Manager Northern California

James Loven, West Technical Director

## ***1) PHOTOS***

## PLANT OPERATION AND MAINTENANCE JUNE 2019



Above Left – John Bailey providing instructions to startup the primary clarifier to Paul Bailey (left) and Martin Yungul (right)

Above Right - Kurt Hawkyard calibrating the primary effluent sampler.

Below Left – Secondary Clarifier #2 cleaning process.

Below Right – Secondary Clarifier #1

## **2) *LABORATORY DATA***

Novato Sanitary District  
Conventional Pollutants Report



June, 2019

Date	INFLUENT - A001			Effluent - E002							
	Flow Total	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Oil & Grease	Temp	Rainfall
	MGD	su	mg/L	Fecal	Enteroc	Total	su	mg/L	mg/L	Deg C	Inches
				MPN/100 mL							
06/01/19	4.36										
06/02/19	4.02										
06/03/19	4.27						7.0			21.2	
06/04/19	4.56			3.9	13.2		6.9	11.00	<1.5	22.1	
06/05/19	4.07				7.5		6.9			22.6	
06/06/19	4.40				3.1		7.0			22.0	
06/07/19	4.27	7.1					6.9			21.5	
06/08/19	3.93										
06/09/19	4.02										
06/10/19	3.96	7.2					6.9			23.2	
06/11/19	3.89				1.4		7.0			23.4	
06/12/19	3.83				<1.0		7.0			23.8	
06/13/19	3.92				8.6		6.9			22.9	
06/14/19	4.20	7.4					7.0			23.1	
06/15/19	3.61										
06/16/19	4.13										
06/17/19	3.84						7.0			22.9	
06/18/19	3.58						7.0			23.3	
06/19/19	3.87				6.3		6.9			22.8	
06/20/19	3.61				1.4		6.9	3.50		23.1	
06/21/19	3.99	7.3			1.0		6.9	2.20		22.9	
06/22/19	3.42										
06/23/19	3.75										
06/24/19	3.47				3.1		6.9			23.2	
06/25/19	3.69				2.0		6.9			23.3	
06/26/19	3.88				2.0		7.0			22.8	
06/27/19	4.12						7.0			22.7	
06/28/19	3.03	6.8					6.9			23.2	
06/29/19	3.78										
06/30/19	3.67										
<b>Monthly</b>											
Minimum	3.03	6.8		3.9	<1.0		6.9	2.20		21.2	
Maximum	4.56	7.4		3.9	13.2		7.0	11.00	<1.5	23.8	
Total	117.14										
Average	3.90	7.2					6.9	5.57	<1.5	22.8	
Geomean					2.93						

Novato Sanitary District  
BOD/TSS Report



June, 2019

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
06/01/19	4.36										
06/02/19	4.02										
06/03/19	4.27										
06/04/19	4.56										
06/05/19	4.07	260	8,825	285	9,674	<5	<138	<3	<83	98.1	98.9
06/06/19	4.40					6	194	<3			
06/07/19	4.27										
06/08/19	3.93										
06/09/19	4.02										
06/10/19	3.96										
06/11/19	3.89	340	11,030	367	11,906	4	103	<3	<77	98.8	99.2
06/12/19	3.83										
06/13/19	3.92										
06/14/19	4.20										
06/15/19	3.61										
06/16/19	4.13										
06/17/19	3.84										
06/18/19	3.58										
06/19/19	3.87										
06/20/19	3.61	360	10,839	377	11,350	7	172	3	74	98.1	99.2
06/21/19	3.99										
06/22/19	3.42										
06/23/19	3.75										
06/24/19	3.47	290		279	8,074	<5		<3	<65	98.3	98.9
06/25/19	3.69										
06/26/19	3.88										
06/27/19	4.12										
06/28/19	3.03										
06/29/19	3.78										
06/30/19	3.67										
<b>Weekly Averages</b>											
06/01/19	Week 1	300	10,558	333	11,720	6	157	4	104		
06/08/19	Week 2	260	8,825	285	9,674	6	166	3	83		
06/15/19	Week 3	340	11,030	367	11,906	4	103	3	77		
06/22/19	Week 4	360	10,839	377	11,350	7	172	3	74		
06/29/19	Week 5	290		279	8,074	5		3	65		
<b>Monthly</b>											
Minimum	3.03	260	8,825	279	8,074	4	103	<3	<65	98	99
Maximum	4.56	360	11,030	377	11,906	7	194	3	<83	99	99
Total	117.14										
Average	3.90	313	10,231	327	10,251	<5	<152	<3	<75	98	99

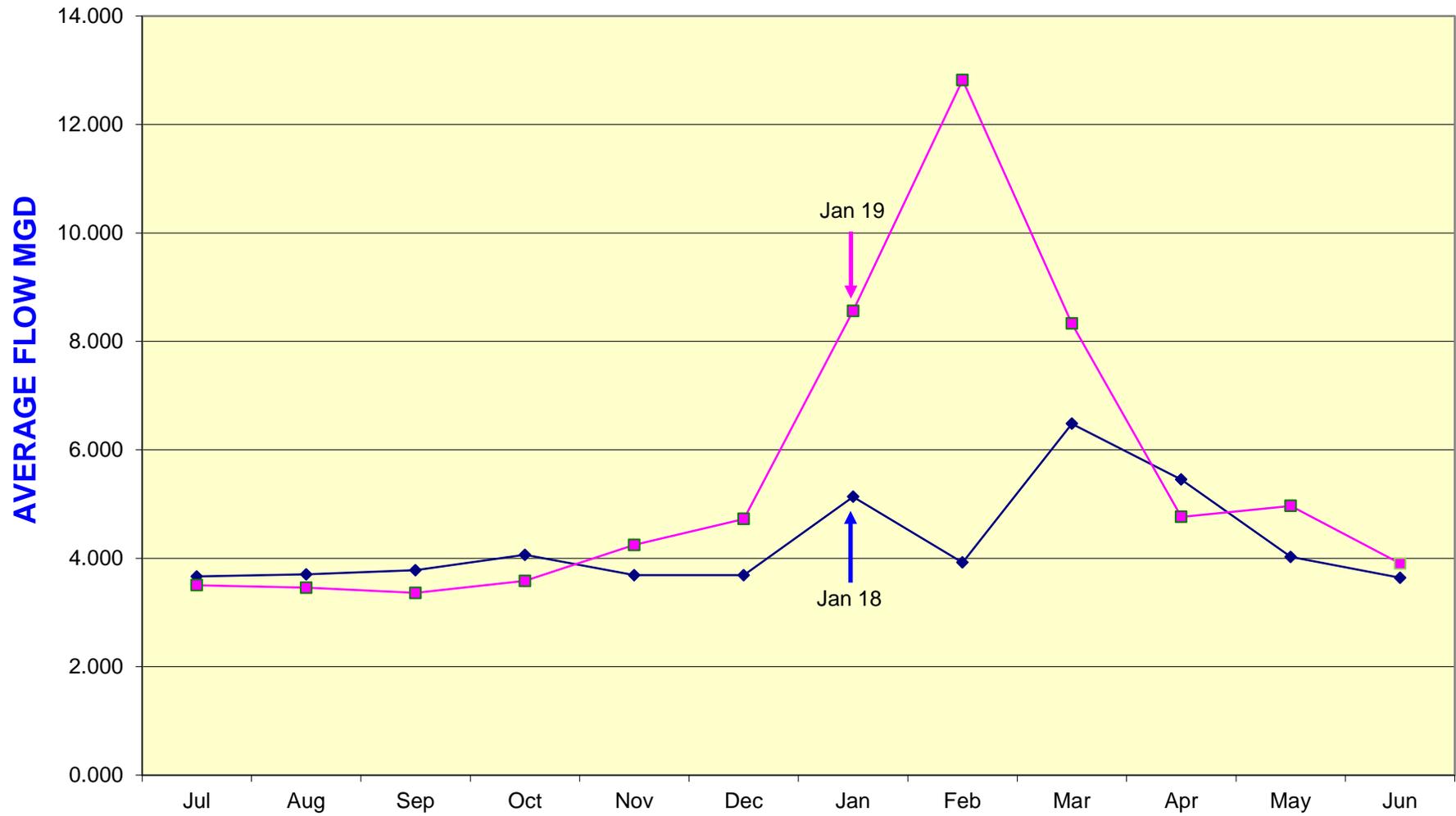
### **3) *RECYCLED WATER REPORT***

NOVATO SANITARY DISTRICT  
 RECYCLED WATER  
 COMPLIANCE SUMMARY REPORT

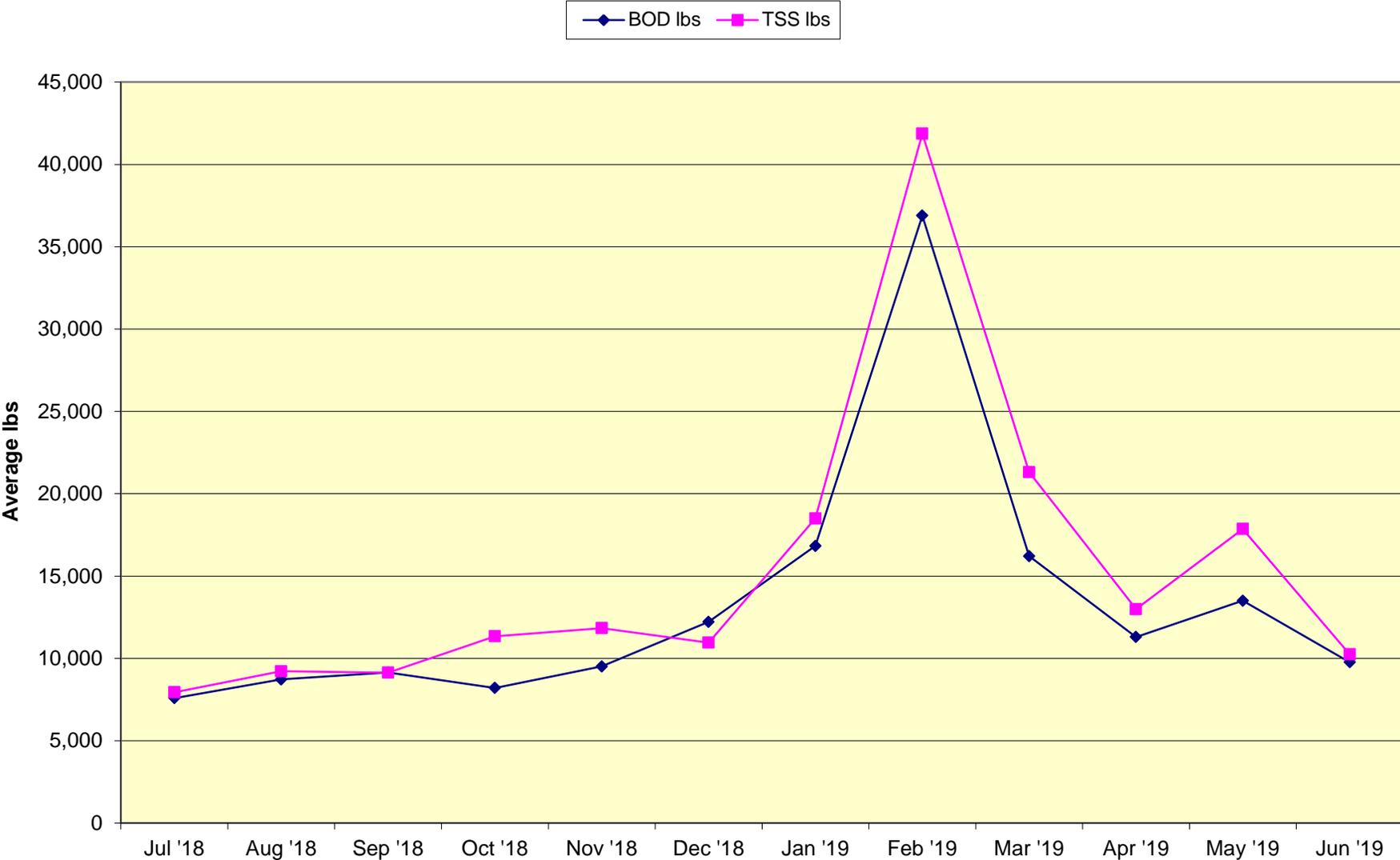
	Filter Influent Flow	Recycled Water Flow to Plum St.	Potable Water To Plum St Tank	Recycled Water Influent Turbidity Ave.	Minutes Over 5 NTU Turbidity	Filter Effluent 24 Hr Average Turbidity	Filter Effluent Dissolved Oxygen	Filter Effluent Total Coliform	Disinfection CT Value
Date	MGD	MGD	MGD	NTU	(m)	NTU	(mg/l)	MPN/100ml	mg-min / l
6/1/2019	0.960	0.801		1.5	0	1.1		<1	>450.000
6/2/2019	0.830	0.731		1.7	0	0.9	8.8	<1	>450.000
6/3/2019	0.920	0.861		1.6	0	0.8		<1	>450.000
6/4/2019	1.223	0.722		1.2	0	0.6	8.6	<1	>450.000
6/5/2019	1.070	0.771		1.6	0	0.8	8.6	<1	>450.000
6/6/2019	0.720	0.529		1.5	0	0.8		<1	>450.000
6/7/2019	0.740	0.619		1.8	0	0.7		<1	>450.000
6/8/2019	0.710	0.657		1.4	0	0.6		<1	>450.000
6/9/2019	0.720	0.689		1.3	0	0.6	8.6	10	>450.000
6/10/2019	1.170	1.115		1.4	0	0.7	8.4	<1	>450.000
6/11/2019	0.860	0.797		0.9	1	0.7	8.3	<1	>450.000
6/12/2019	0.920	0.920		3.2	0	0.9		<1	>450.000
6/13/2019	0.990	0.740		4.9	1	1.1		<1	>450.000
6/14/2019	0.990	0.925		4.9	20	1.1		<1	>450.000
6/15/2019	0.890	0.686		3.7	5	0.5		<1	>450.000
6/16/2019	0.970	0.807		2.2	4	0.9		<1	>450.000
6/17/2019	1.030	0.974		4.1	0	1.3	8.5	<1	>450.000
6/18/2019	0.980	0.667		2.7	4	0.7	8.2	<1	>450.000
6/19/2019	1.120	1.100		2.8	0	0.4	8.2	<1	>450.000
6/20/2019	0.850	0.658		1.8	0	0.8		<1	>450.000
6/21/2019	1.030	0.979		1.8	0	1.1		<1	>450.000
6/22/2019	0.810	0.695		1.8	0	1.2		<1	>450.000
6/23/2019	1.140	0.921		1.5	0	0.9	8.3	<1	>450.000
6/24/2019	0.910	0.881		1.6	1	1.1		<1	>450.000
6/25/2019	0.980	0.731		1.4	0	1.3	8.5	<1	>450.000
6/26/2019	1.180	1.054		1.7	0	1.3	8.4	<1	>450.000
6/27/2019	0.230	0.778		2.0	0	0.3	8.3	<1	>450.000
6/28/2019	1.050	0.858		1.5	0	0.6		<1	>450.000
6/29/2019	1.010	0.831		3.1	0	0.4		<1	>450.000
6/30/2019	1.070	0.902		0.8	0	0.6	8.3	<1	>450.000
Total	28.073	24.399							
Minimum	0.230	0.529		0.8	0	0.3	8.2	<1	>450.0
Maximum	1.223	1.115		4.9	20	1.3	8.8	10	>450.0
Average	0.936	0.813		2.1	1	0.8	8.4	<1	>450.0

## ***4) ANNUAL PERFORMANCE SUMMARY – GRAPHS***

## WASTEWATER INFLUENT FLOW COMPARISON

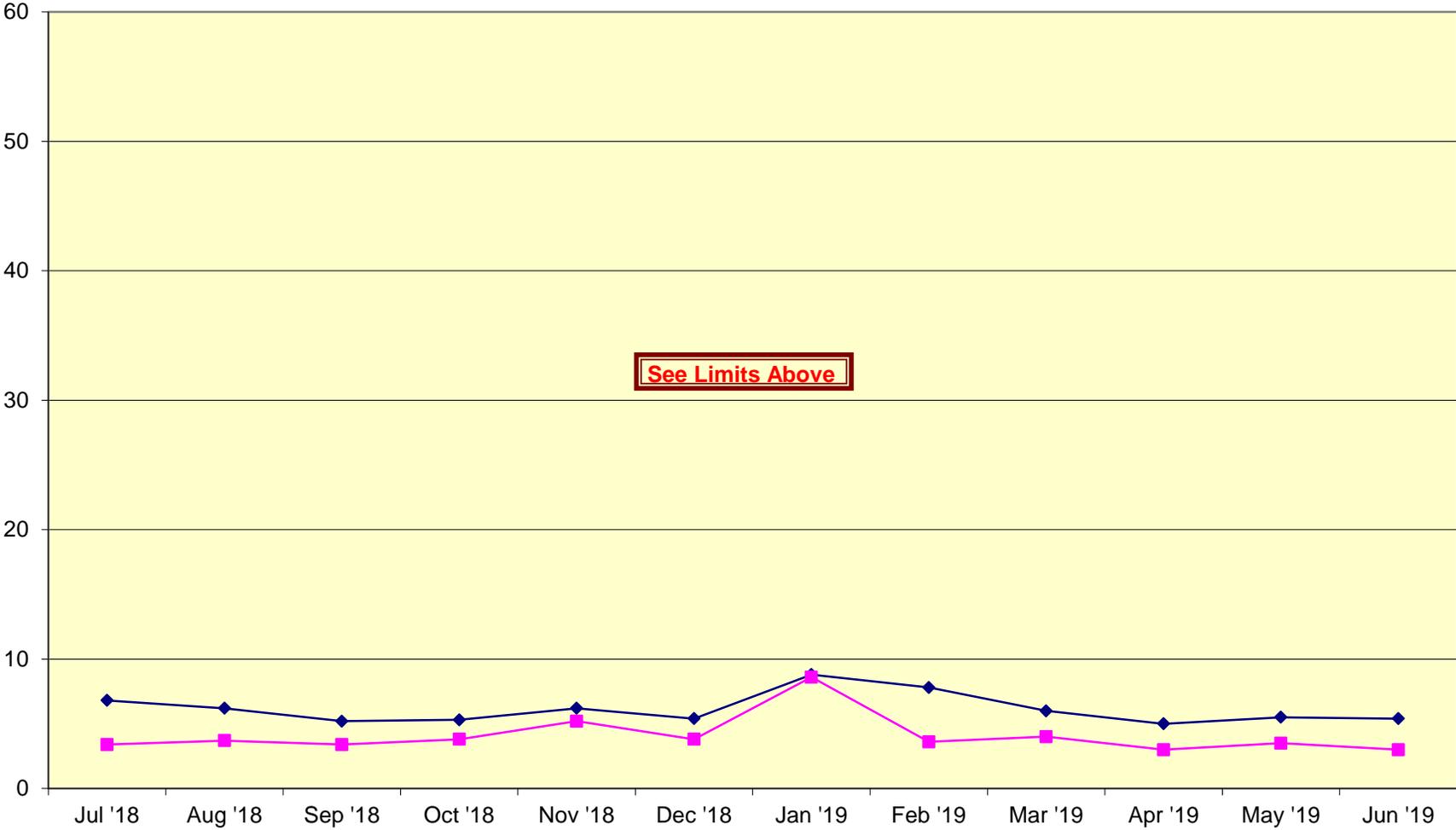


### Influent Load BOD / TSS lbs



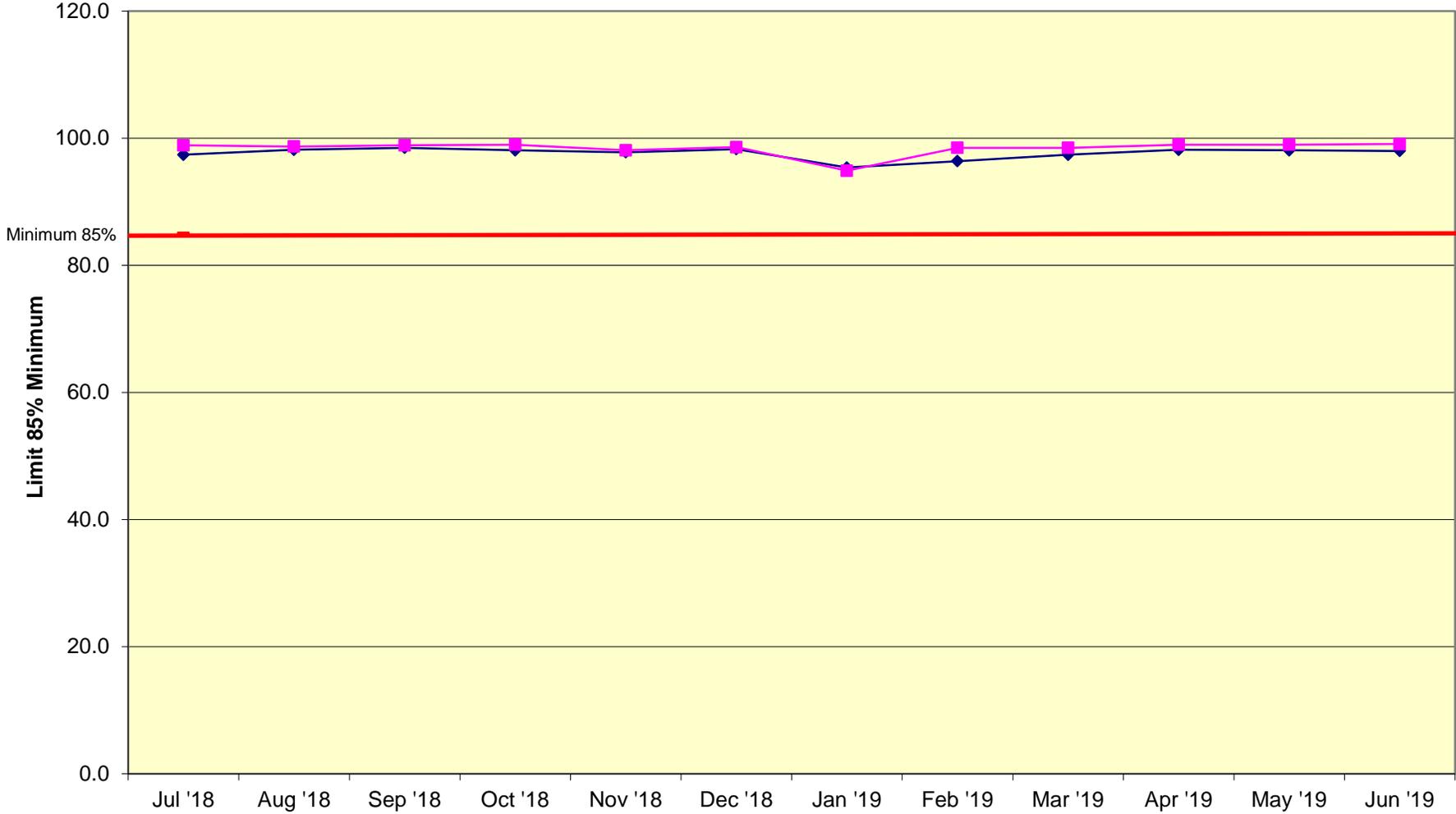
# Effluent BOD / TSS Concentration

**NPDES LIMITS DRY SEASON**  
BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave  
TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave

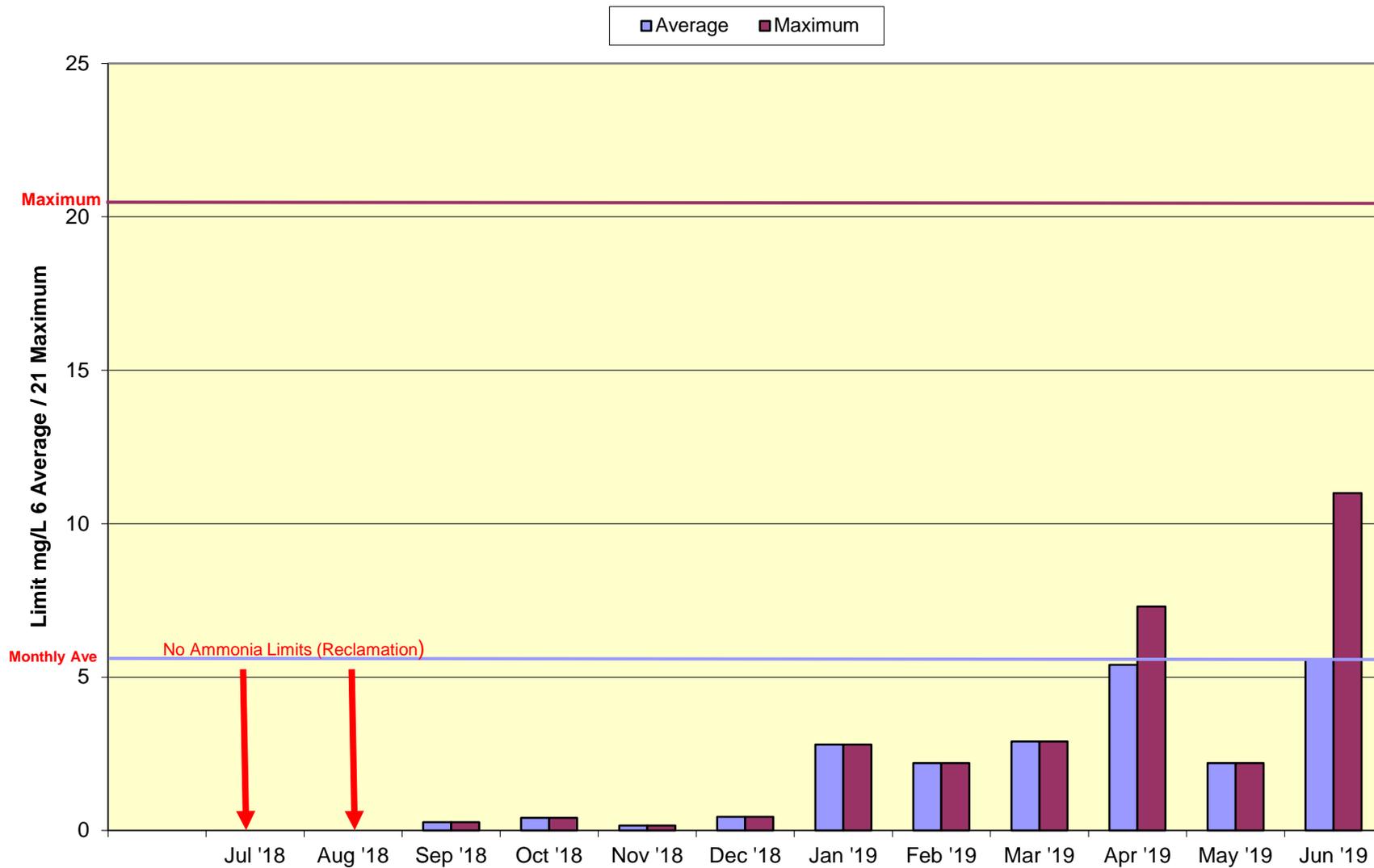


# BOD / TSS Percent Removal

◆ BOD    ■ TSS

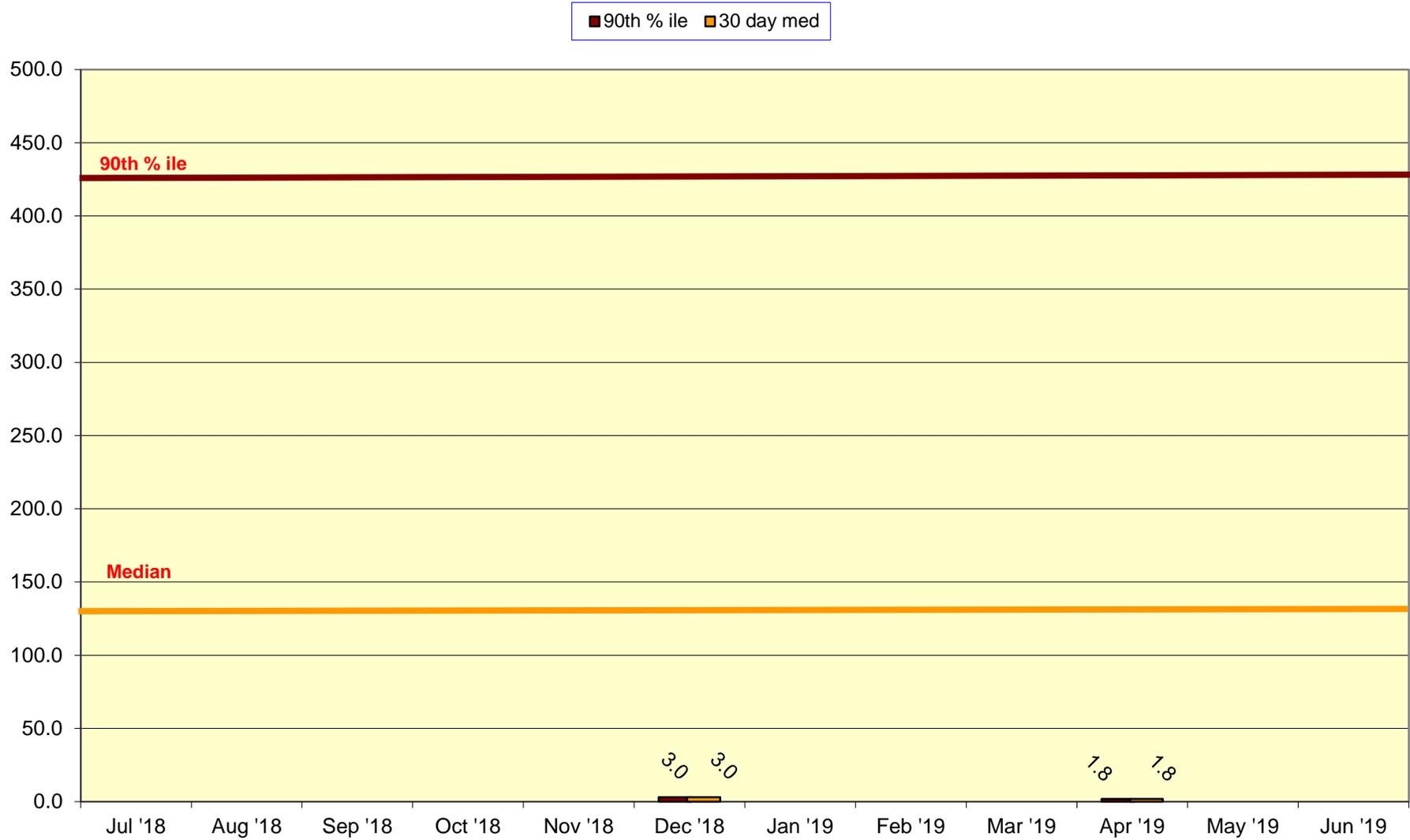


## Effluent Ammonia



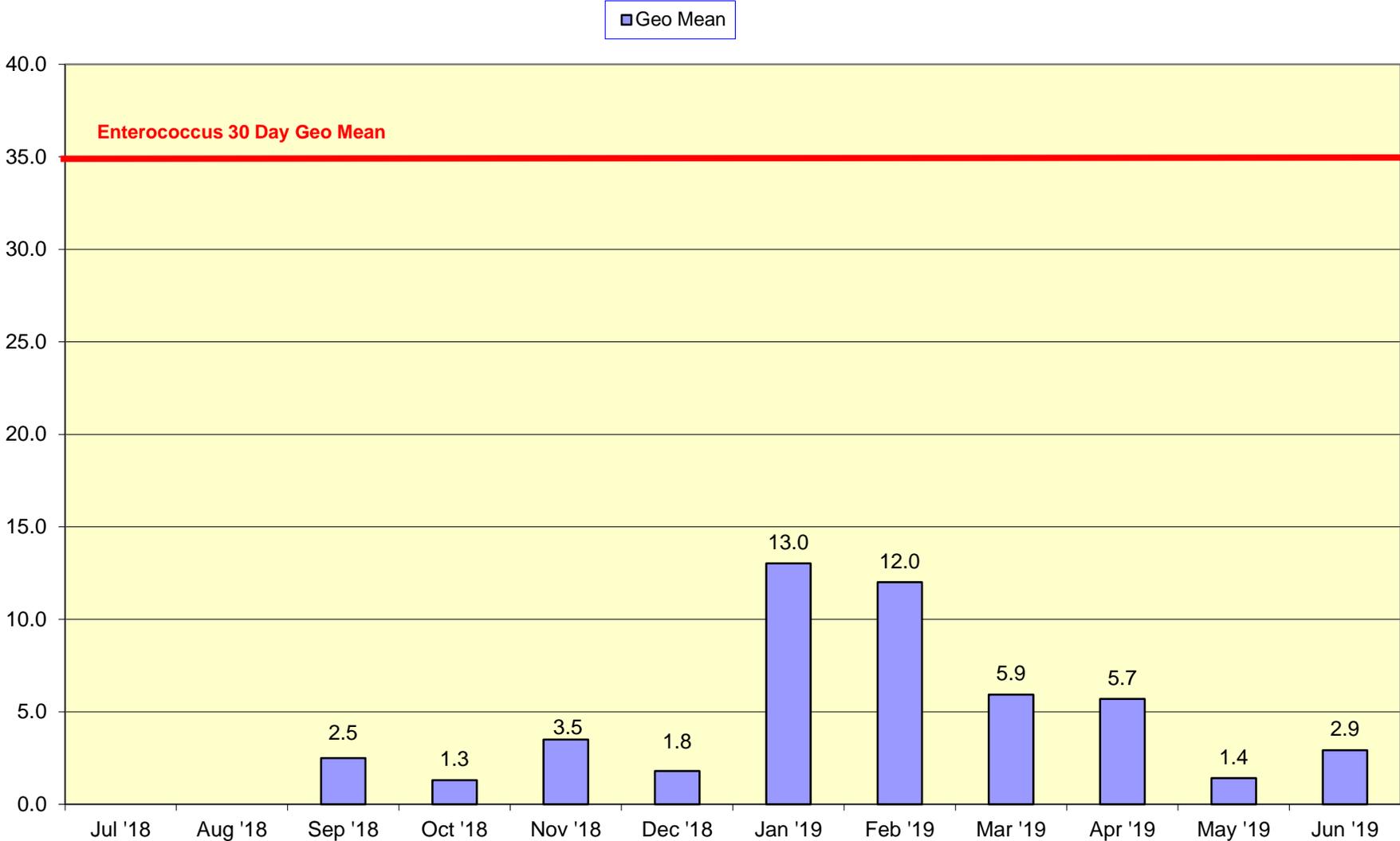
# Disinfection - Fecal Coliform

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



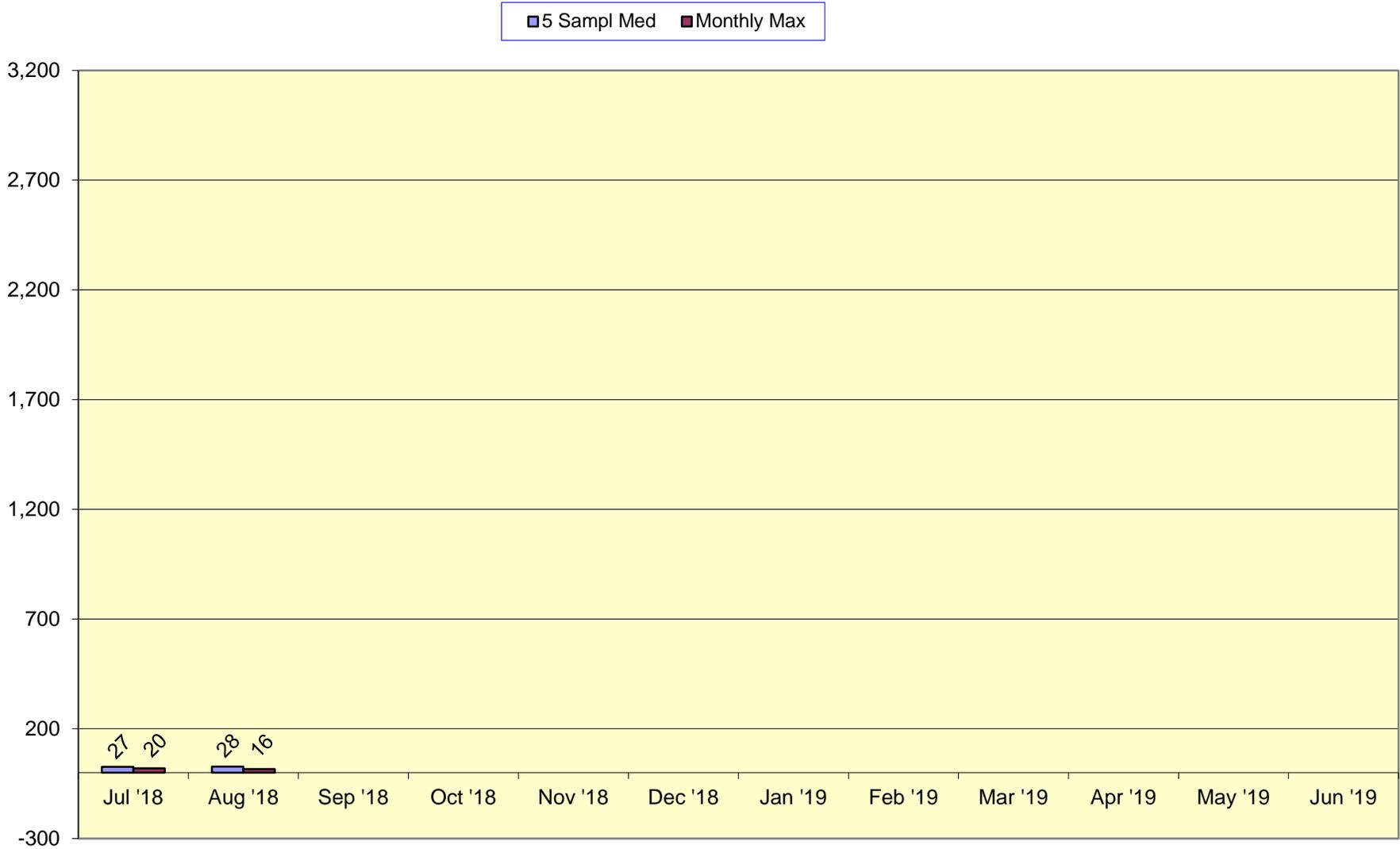
# Disinfection - Enterococcus

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



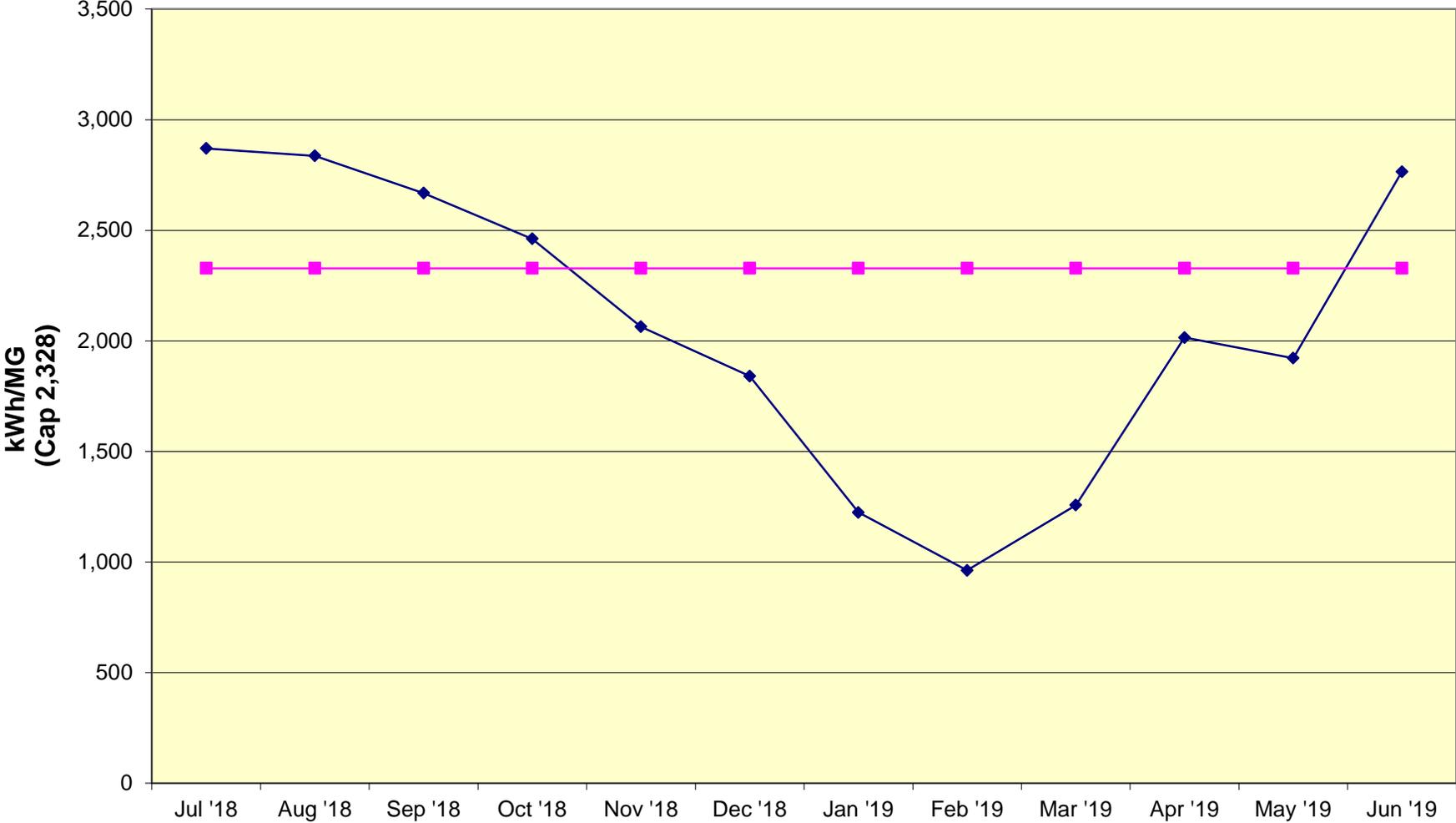
# Disinfection - Total Coliform

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

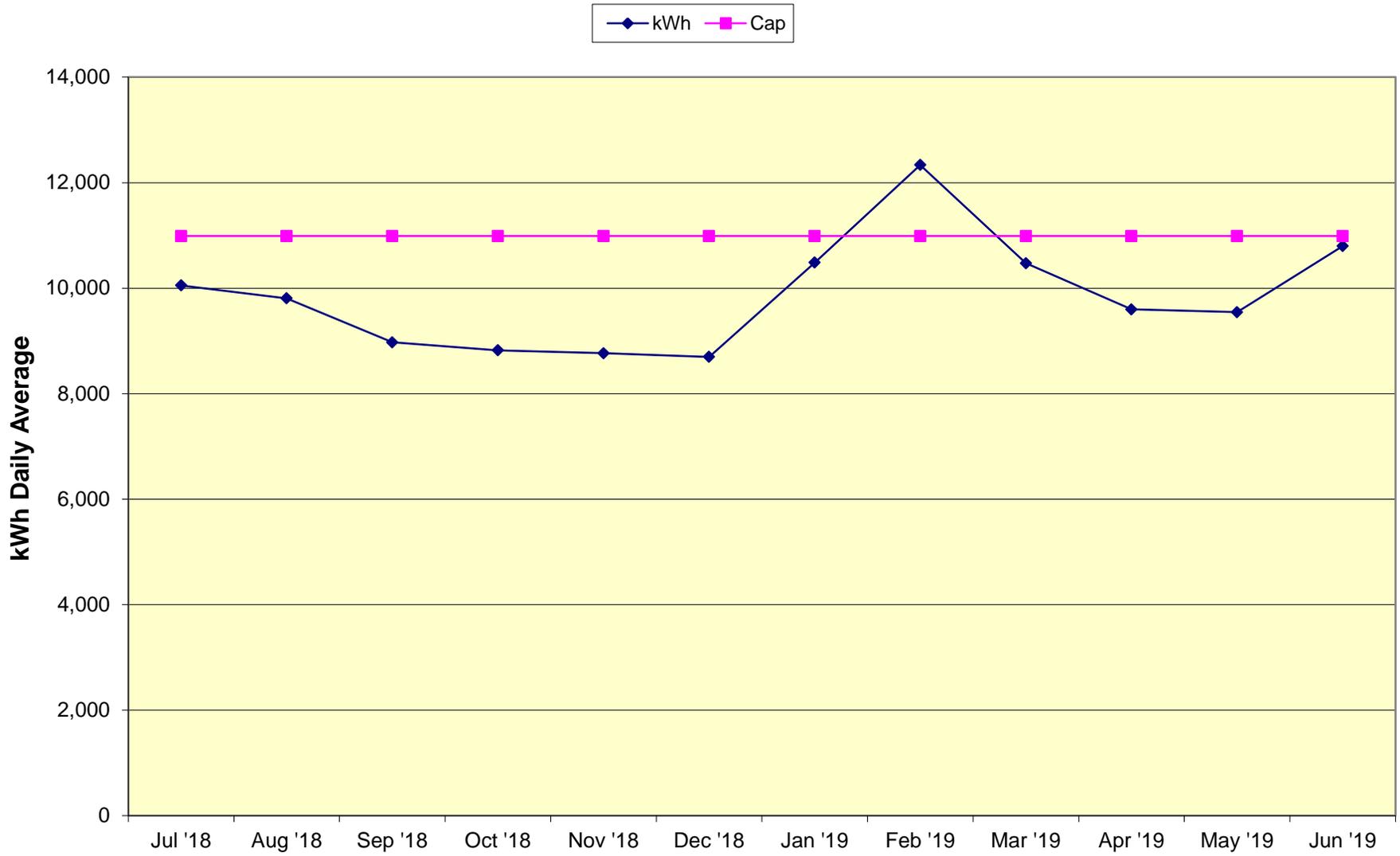


### Energy kWh/MG

◆ kW/MG    ■ Cap

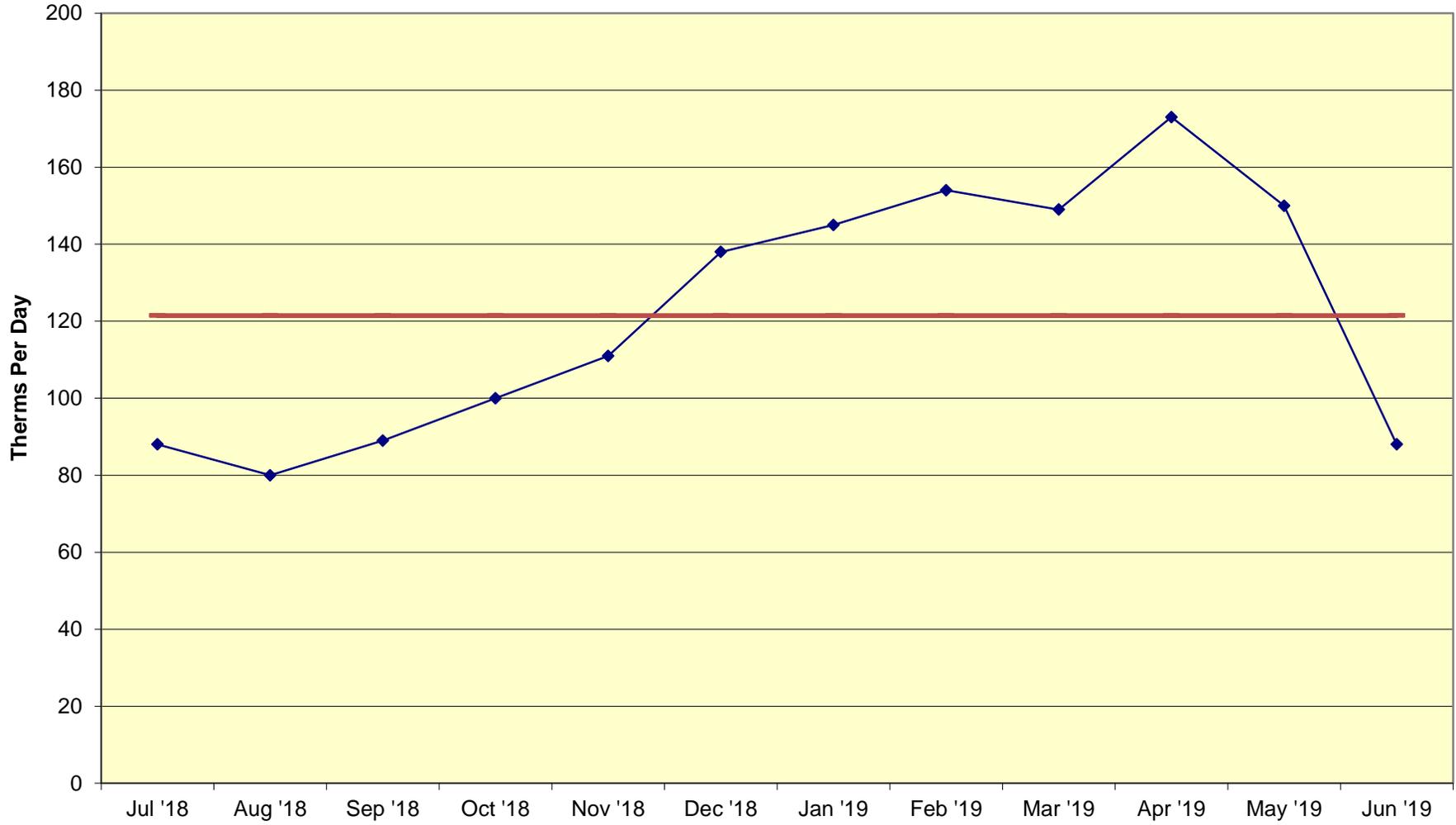


# Energy kWh



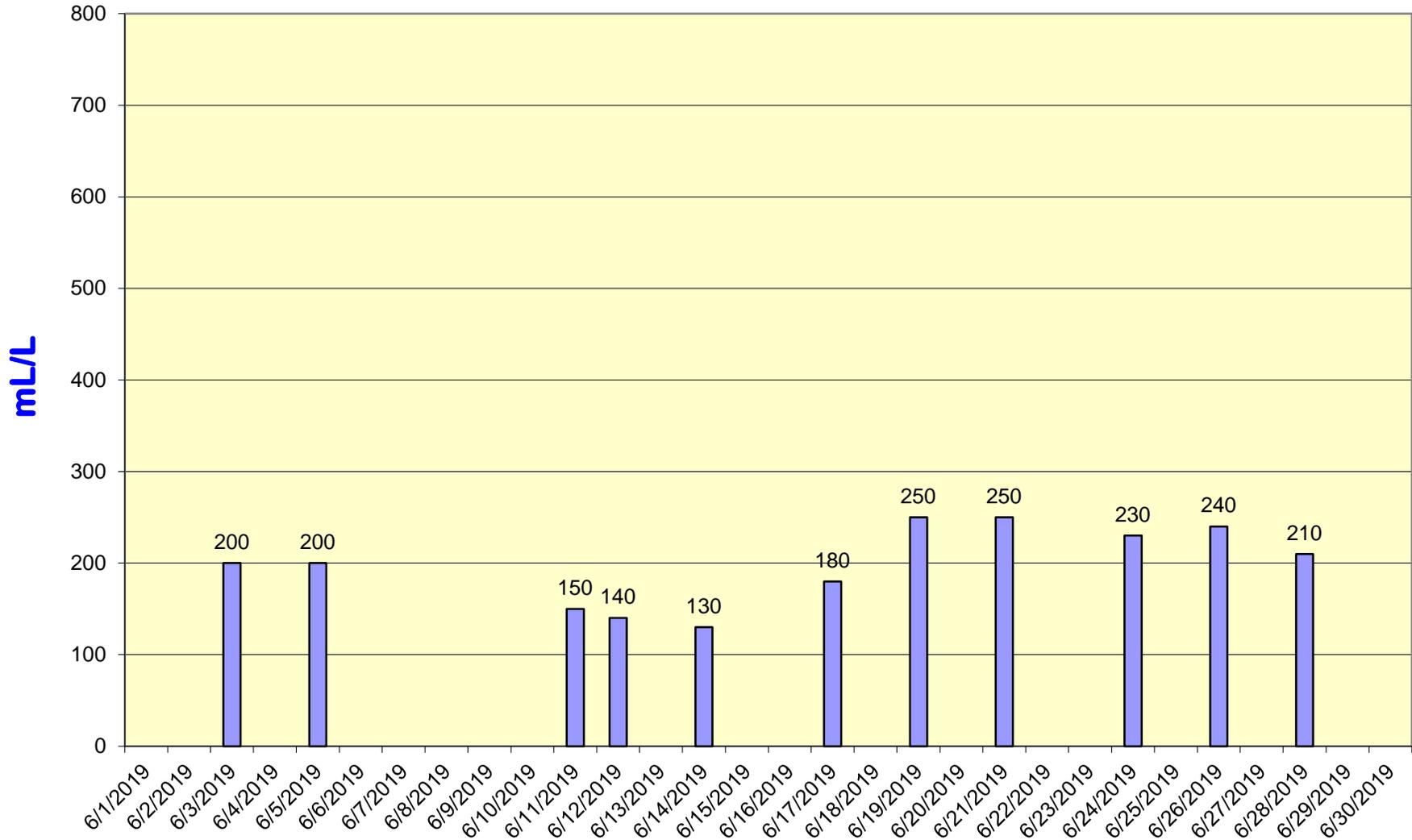
### Natural Gas Use

◆ Natural Gas — Cap

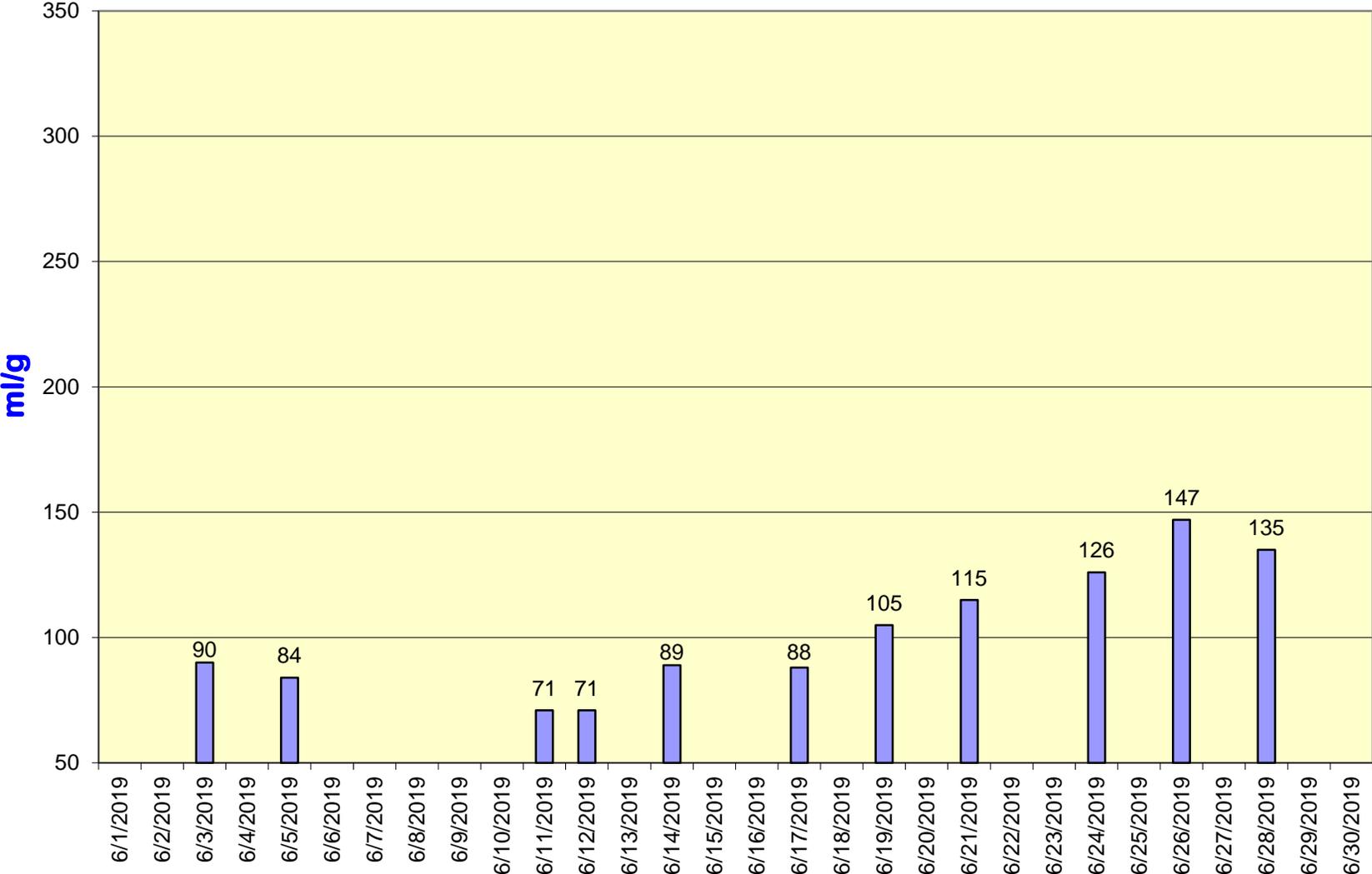


## ***5) PROCESS CONTROL DATA / GRAPHS***

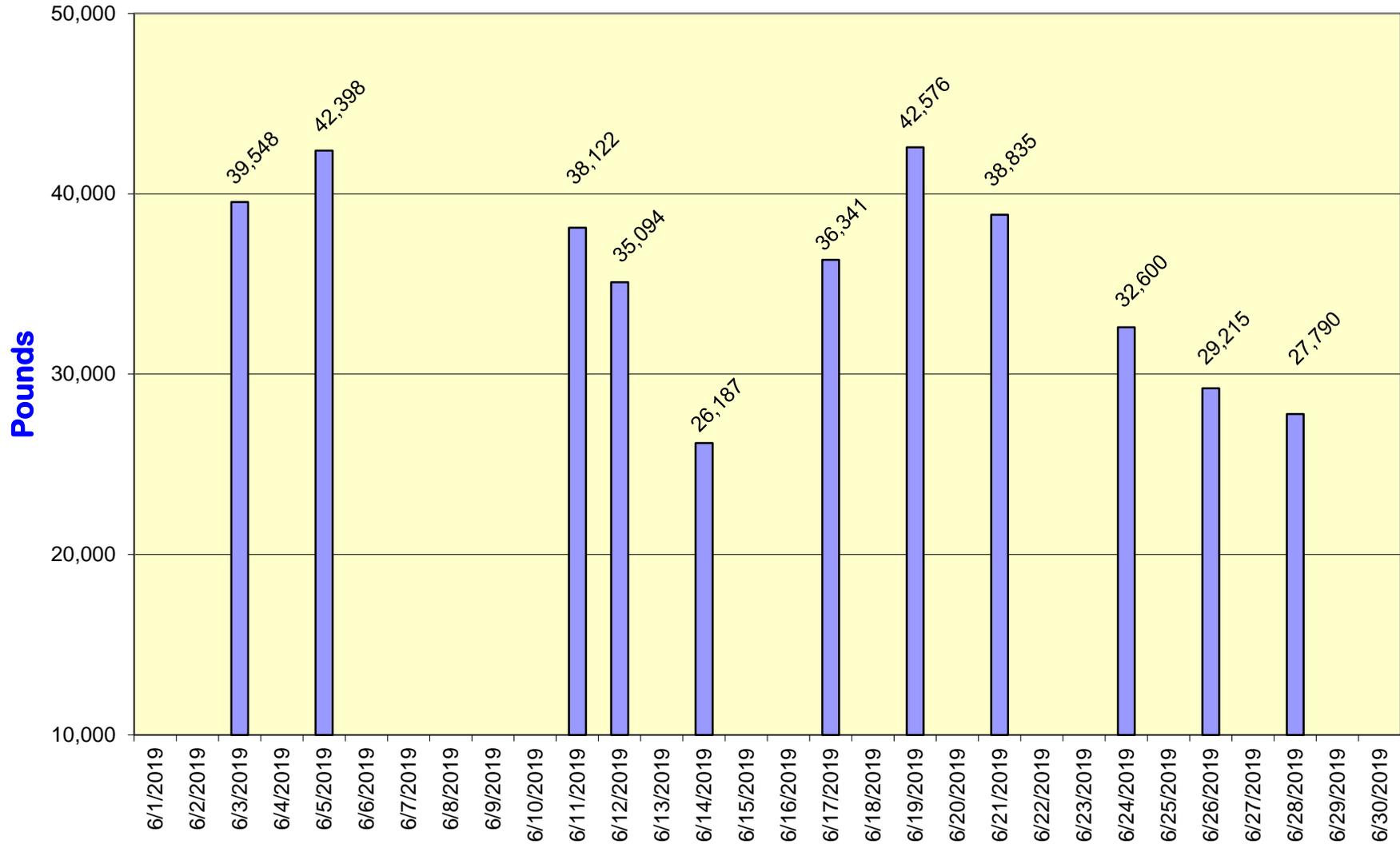
# Settleability



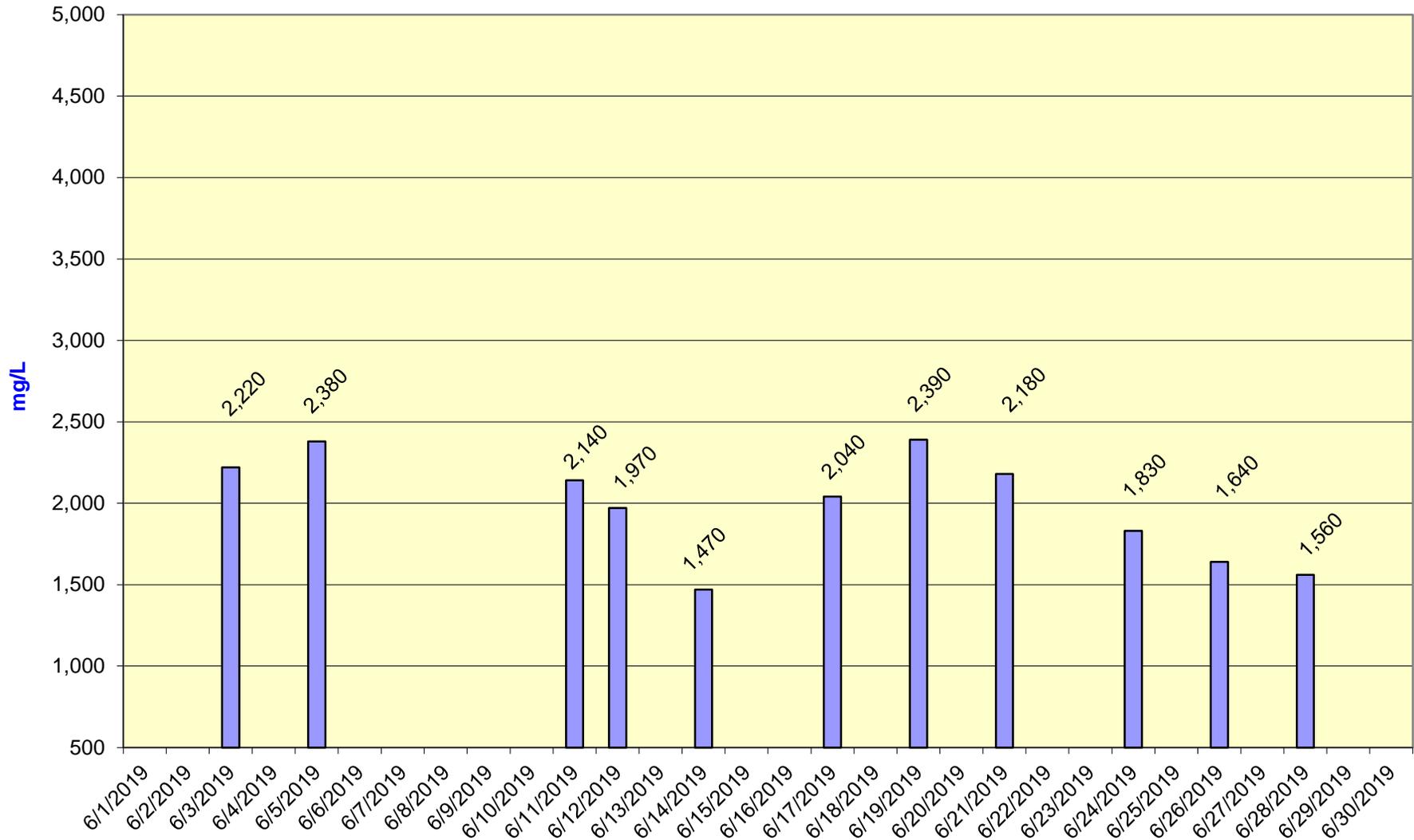
# Sludge Volume Index



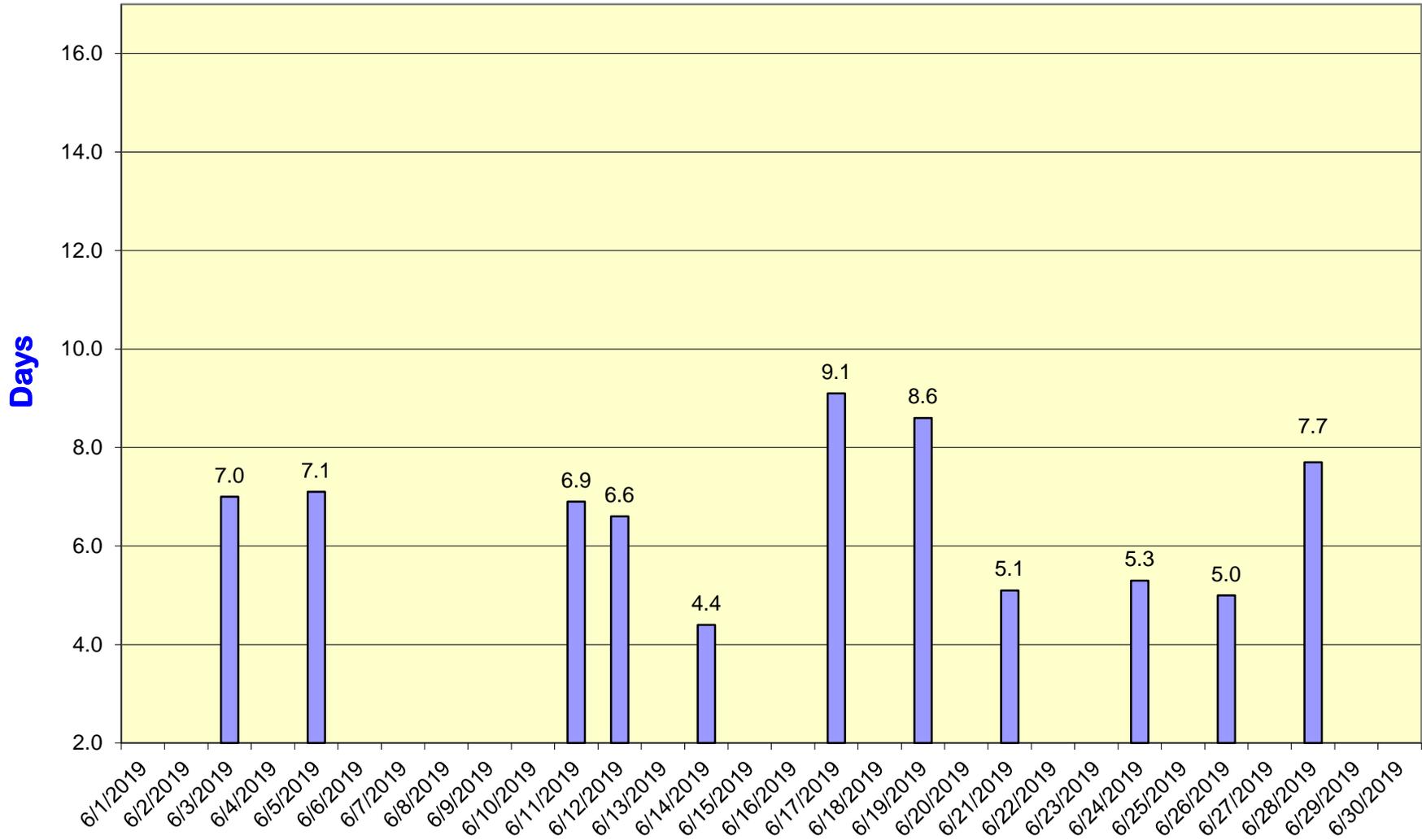
# MLSS Inventory



### MLSS Concentration



# Mean Cell Residence Time

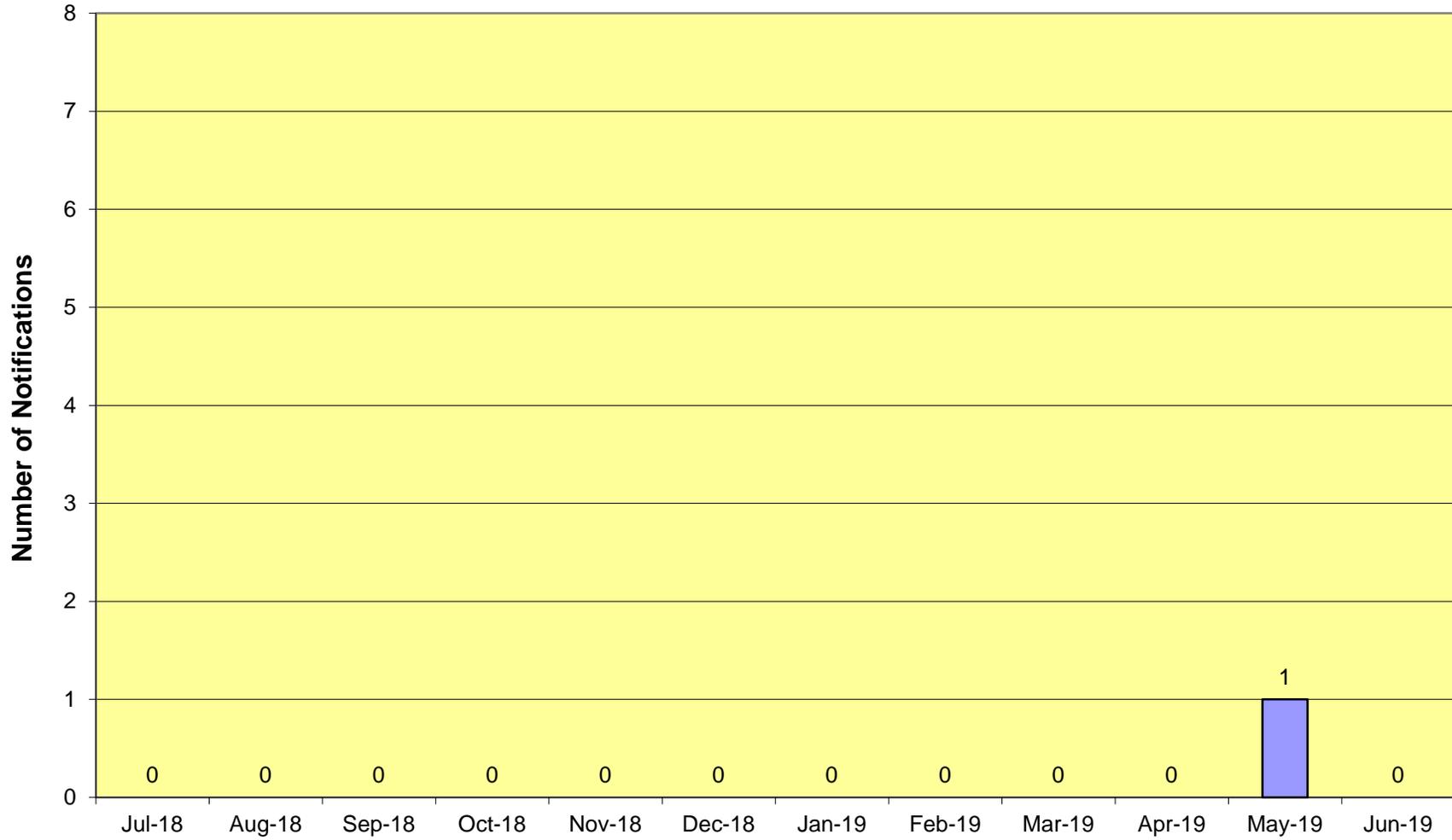


## Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	MCRT	SVI
6/1/2019	4.36					
6/2/2019	4.02					
6/3/2019	4.27	200	2,220	39,548	7.0	90
6/4/2019	4.56					
6/5/2019	4.07	200	2,380	42,398	7.1	84
6/6/2019	4.40					
6/7/2019	4.27					
6/8/2019	3.93					
6/9/2019	4.02					
6/10/2019	3.96					
6/11/2019	3.89	150	2,140	38,122	6.9	71
6/12/2019	3.83	140	1,970	35,094	6.6	71
6/13/2019	3.92					
6/14/2019	4.20	130	1,470	26,187	4.4	89
6/15/2019	3.61					
6/16/2019	4.13					
6/17/2019	3.84	180	2,040	36,341	9.1	88
6/18/2019	3.58					
6/19/2019	3.87	250	2,390	42,576	8.6	105
6/20/2019	3.61					
6/21/2019	3.99	250	2,180	38,835	5.1	115
6/22/2019	3.42					
6/23/2019	3.75					
6/24/2019	3.47	230	1,830	32,600	5.3	126
6/25/2019	3.69					
6/26/2019	3.88	240	1,640	29,215	5.0	147
6/27/2019	4.12					
6/28/2019	3.03	210	1,560	27,790	7.7	135
6/29/2019	3.78					
6/30/2019	3.67					
Minimum	3.03	130	1,470	26,187	4.4	71
Maximum	4.56	250	2,390	42,576	9.1	147
Total	117.14					
Average	3.90	198	1,984	35,337	6.6	102

## ***6) NEIGHBORHOOD CONTACTS***

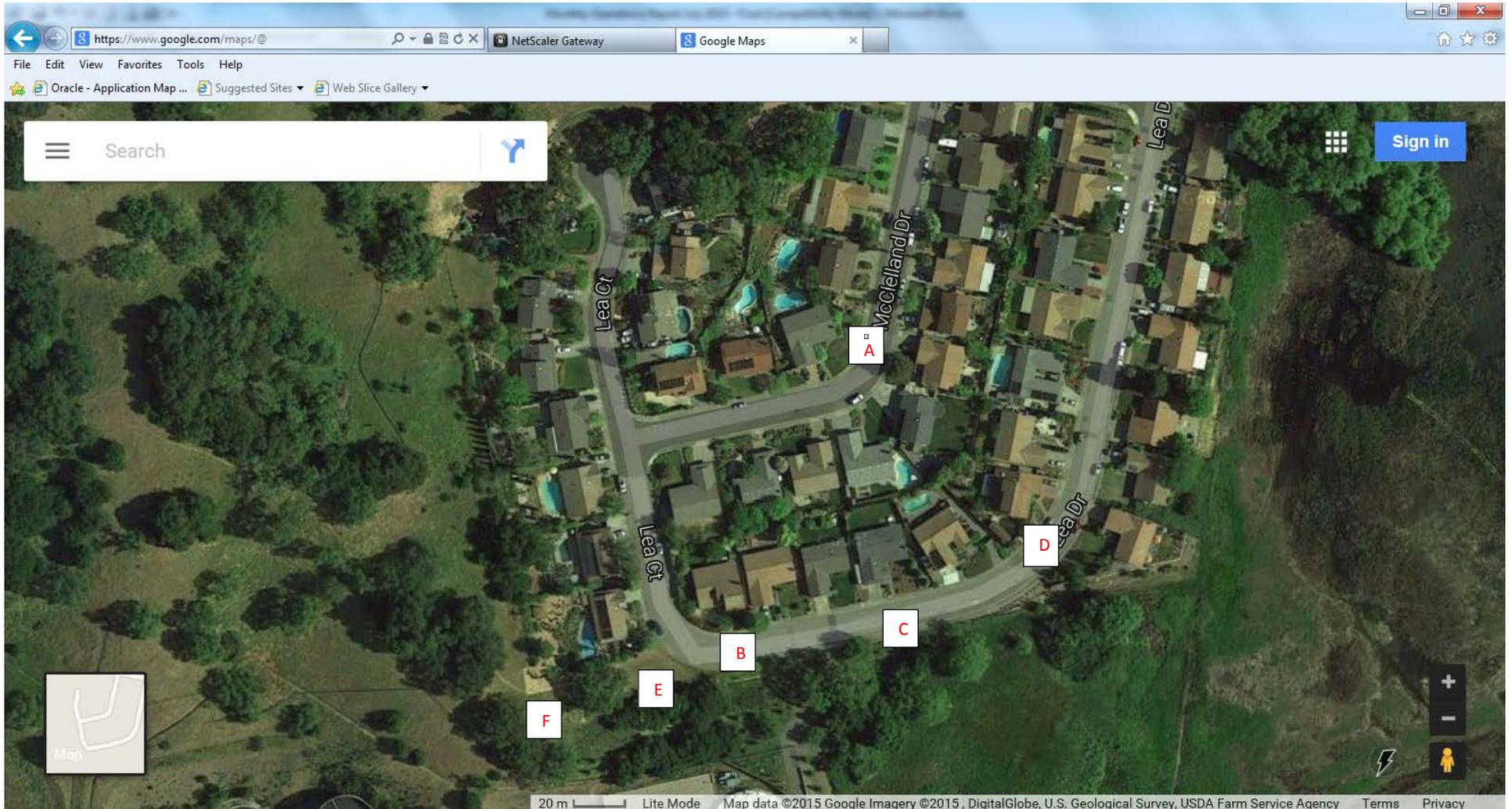
# Neighborhood Contacts Received



## ***7) JEROME METER READINGS & LOCATIONS***

JEROME METER READINGS - JUNE 2019				
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

# NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



**NOVATO SANITARY DISTRICT**  
**Wastewater Operations - Reclamation Facilities Report**  
**June 2019**

---

**1.0 Summary:**

1.1 During June 2019:

- The treatment plant was in Bay Discharge mode (i.e. plant effluent was discharged to the bay).
- Pump #3 at Drainage Pump Station No. 7 was repaired off site, and reinstalled on 6/4/2019.
- Fahy Tree Service completed the removal of over sixty (60) fallen eucalyptus trees at Site 2.

**2.0 Ranch Operations:**

2.1 Drainage Pump Stations No. 3 and 7 pumped approximately 600,000 and 900,000 gallons, respectively this month.

2.2 Koffler Electrical Mechanical Apparatus completed shop work on DPS 7 Pump #3 which included shaft, seal, and bearing replacements. Koffler and Bigge Crane Service reinstalled, tested, and recommissioned Pump #3 on June 4, 2019.

2.3 Fahy Tree Service continued removing fallen trees and chips throughout the first half of June 2019. Wood chips were hauled off site for energy production at a cogeneration plant.

2.4 District staff continued to work with staff at Auburn Ravine Ranch, Inc. to complete the Ranch Lease agreement.



**Figure 1: Koffler Electrical Mechanical reinstalling P3 at DPS 7**

**3.0 Irrigation Parcels:**

3.1 No irrigation of any parcels occurred in June 2019.

3.2 Marin Sonoma Mosquito and Vector Control sprayed various areas of District reclamation land.

**4.0 Irrigation Pump Station:**

4.1 The Wildlife Pond pump level was maintained at 6.0 feet.

4.2 Storage pond Nos. 1 and 2 levels dropped from 5.0 feet to 4.7 feet throughout late June 2019 as the wildlife feed pump transferred water from the storage ponds to the wildlife pond and due to evaporation.

**5.0 Biosolids (sludge) Handling & Disposal:**

5.1 No biosolids handling or disposal was performed in June 2019.

5.2 A new submersible pump was installed in the Dedicated Land Disposal (DLD) basin to accelerate drainage of storm water from the DLD to the sludge decant return system.

**NOVATO SANITARY DISTRICT**  
**Reclamation Facility - Monthly Statistics for Calendar Year 2019, as of June 30, 2019**

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
<b>Irrigation Pump Station</b>														
Plant flow to ponds (MG)	0	0	0	0	0	0								
Irrigation (MG)	0	0	0	0	0	0								
Irrigation Pump 1 Hours	0	0	0	0	0	0								
Irrigation Pump 2 Hours	0	0	0	0	0	0								
Irrigation Pump 3 Hours	0	0	0	0	0	0								
Washdown Water Pump Hours	0	0	0	0	0	0								
Wildlife Feed Pump Hours	0	0	0	168	744	720								
Water Circulated through Wildlife Pond (MG)	0	0	0	10.6	46.9	45.4								
Strainer No. 1 Hours	0	0	0	0	0	0								
Strainer No. 2 Hours	0	0	0	0	0	0								
Pond 1 Gauge @ Beginning of Month (feet)	3	4	5.8	5.8	5.6	5								
Pond 1 Gauge @ End of Month (feet)	4	5.8	5.8	5.6	5	4.7								
Pond 1 Gallons Stored @ End of Month(MG)	28	43	43	41	36	34								
Pond 2 Gauge @ Beginning of Month (feet)	3	4	5.8	5.8	5.6	5								
Pond 2 Gauge @ End of Month (feet)	4	5.8	5.8	5.6	5	4.7								
Pond 2 Gallons Stored @ End of Month(MG)	36	55	55	53	47	44								
Total Irrigation Water Stored (MG)	64	98	98	94	83	78								
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	411.3	639.2	302.1	0	0	0.4								
Drainage Pump No. 2 Hours	555.8	666.8	692	359.6	0	1.6								
Drainage Pump No. 3 Hours	192.9	478.6	655.3	0	68.8	0								
Total Gallons Stormwater Pumped (MG)	348	535.38	494.82	107.88	20.64	0.6	NA	0	--	--	--	--	1507.32	251.22
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	39.2	305.1	72.6	0	0	0								--
Drainage Pump No. 2 Hours	249.3	276.8	319.6	72.5	41.8	0								--
Drainage Pump No. 3 Hours	23.4	1.9	0	0	0	2								--
Total Gallons Stormwater Pumped (MG)	140.36	262.71	176.49	32.63	18.81	0.90	NA	0.00	--	--	--	--	631.89	105.32

**Novato Sanitary District**  
**Wastewater Operations - Collection System Operations Report**  
**July 2019**

Item 9.b.  
Collections System Report  
July 2019  
(Pages 195 to 200)

### **1.0 General:**

The equivalent of about seven (7) full time employees (FTEs) worked on collection system maintenance activities during the month. The breakdown of staff time for the month in terms of equivalent FTE hours utilized, works out approximately as follows:

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

### **2.0 Collection System Maintenance:**

Performance metrics 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 376 work orders for the month. Collections staff completed 288 work orders. Contractors completed 88 root foaming work orders, leaving zero (0) work orders outstanding. The completed work orders resulted in 51,424 feet of sewer pipelines cleaned by staff and 17,861 foamed by contractor.

#### Closed Circuit Television (CCTV) Performance:

The District's CCTV equipment was in the field for six (6) working days and televised a total of 7,742 feet of sewer main.

#### CCTV Findings:

- Infrastructure-related: CCTV work did not identify any new issue related to infrastructure.
- O&M related: CCTV work did not identify any area that would require a change in sewer line maintenance operations.

### **3.0 Pump Station Maintenance:**

Collections staff conducted 171 lift station inspections this month. 46 of the inspections were generated through the District's JobsCal Plus CMMS system. There are no outstanding work orders for the month.

A Pump Stations' Work Order Statistics summary is attached.

**Novato Sanitary District  
Wastewater Operations - Collection System Operations Report  
July 2019**

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

Staff completed maintenance inspections on thirteen (13) air relief/vacuum valves this month.

**5.0 Safety and Training:**

General:

Collections staff attended five (5) safety tailgate meetings in July.

Specialized Training:

- Traffic Safety
- Microsoft Excel

Safety performance:

There were no lost time accidents for the month of July.

**6.0 Miscellaneous Projects:**

- Root Foaming was completed.
- New pressure gauges installed at East Hamilton Pump Station.

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

There were no (zero) sanitary sewer overflows in July. The No Spills certification ID is #2548907.



**A Vendor displays new features  
during a Combo Truck  
Demonstration.**

\*\*\*\*\*

Novato Sanitary District  
Collection System Monthly Report For July 2019 (as of July 31, 2019)

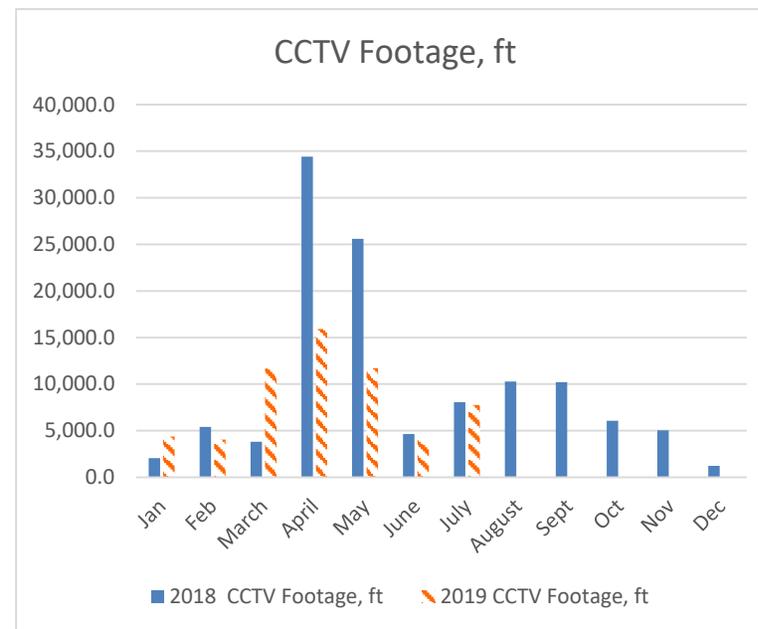
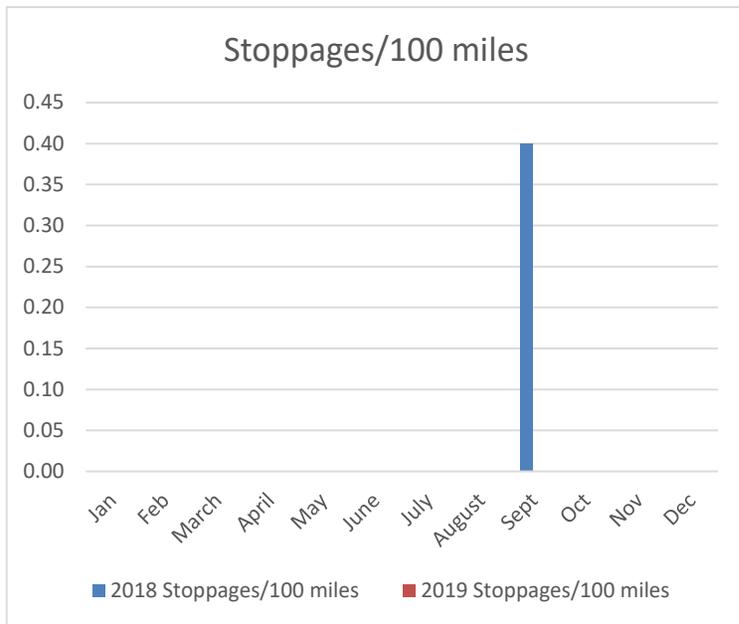
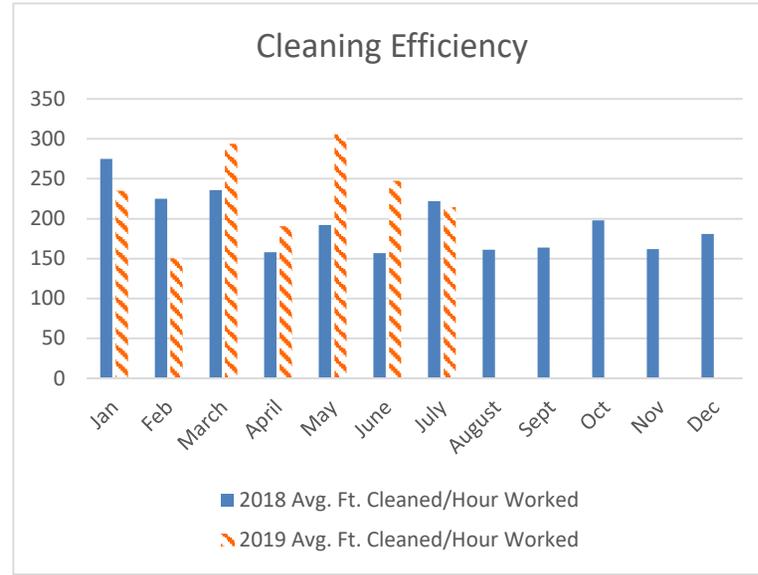
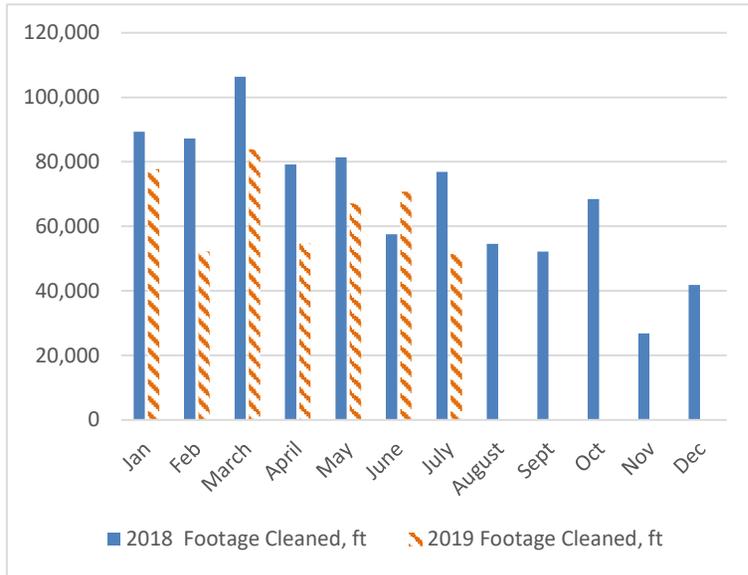
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>A. Employee Hours Worked</b>														
Number of FTEs (main line cleaning)	1.8	2.2	1.7	1.9	1.2	1.8	1.3	0.0	0.0	0.0	0.0	0.0	NA	1.0
Number of FTEs (other)	1.9	2.7	3.0	3.0	3.2	3.4	1.7	0.0	0.0	0.0	0.0	0.0	NA	1.6
Number of FTEs (USAs)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.0
Number of FTEs (CCTV)	0.1	0.2	0.2	0.1	0.1	0.1	0.5	0.0	0.0	0.0	0.0	0.0	NA	0.1
Total, FTEs	3.8	5.1	4.9	5.0	4.6	5.3	3.5	0.0	0.0	0.0	0.0	0.0	NA	2.7
Regular Time Worked, (main line cleaning), hrs	331	348	286	288	220	286	240	0	0	0	0	0	1,996	166
Regular Time Worked on Other, hrs (1)	355	421	489	458	575	545	311	0	0	0	0	0	3,152	263
Regular Time Worked on USAs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Regular Time Worked on CCTV (2)	22	32	33	21	21	15	98	0	0	0	0	0	240	20
Total Regular time, worked, hrs	707	800	807	766	816	846	648	0	0	0	0	0	5,388	449
Total Vacation/Sick Leave/Holiday, hrs	197	164	175	129	238	79	403	0	0	0	0	0	1,384	115
Vacation/Sick Leave/Holiday, FTEs	1.1	1.0	1.1	0.8	1.3	0.5	2.2	0.0	0.0	0.0	0.0	0.0	8.0	0.7
Overtime Worked on Coll. Sys., hrs	24	42	11	4	4	18	5	0	0	0	0	0	108	9
Overtime Worked on Other, hrs (1)	2	2	0	14	9	4	10	0	0	0	0	0	40	3
Overtime Worked on USAs, hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overtime Worked on CCTV (2)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Overtime , hrs	26	44	11	18	13	21	15	NA	NA	NA	NA	NA	148	21
<b>B. Productivity</b>														
<b>1. Line Cleaning</b>														
Rodder Work Orders generated	43	33	61	24	23	57	29	0	0	0	0	0	270	23
Rodder 3208 ft. cleaned	1,453	681	5,520	4,872	6,711	9,624	5,408	0	0	0	0	0	34,269	2,856
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Flusher Work Orders generated	338	240	390	366	354	311	347	0	0	0	0	0	2,346	196
Truck 3205V ft. cleaned	0	1,314	352	0	4,154	0	0	0	0	0	0	0	5,820	485
Truck 3206V ft. cleaned	14,940	5,330	15,040	13,499	28,015	12,282	5,711	0	0	0	0	0	94,817	7,901
Truck 3209F ft. cleaned	61,343	44,888	62,994	36,430	28,238	48,810	40,305	0	0	0	0	0	323,008	26,917
Flusher - outside services, ft. cleaned	0	405	0	0	0	34,577	17,861	0	0	0	0	0	52,843	0
Total Footage cleaned(3)	77,736	52,213	83,906	54,801	67,118	70,716	51,424	NA	NA	NA	NA	NA	457,914	65,416
Work Orders completed	381	306	451	390	377	543	376	0	0	0	0	0	2,824	235
Work Orders backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>2. Closed Circuit Television (CCTV)</b>														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CCTV Truck 3126T, ft. videoed	3,405	3,465	7,839	2,345	3,183	2,063	5,760	0	0	0	0	0	28,060	2,338
CCTV (hand cam), ft. videoed	979	596	3,839	13,582	8,529	1,927	1,982	0	0	0	0	0	31,434	2,620
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total CCTV footage(3)	4,384	4,061	11,678	15,927	11,712	3,990	7,742	NA	NA	NA	NA	NA	59,494	8,499
<b>C. Sanitary Sewer Overflows (SSOs)</b>														
Minor (Category III)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category II)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category I)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Overflow Gallons	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Volume Recovered	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Percent Recovered	NA	NA	NA	NA	NA	NA	NA							
<b>D. Service Calls (non-SSO related)</b>														
Service calls, normal hours, #	7	4	6	2	5	0	5	0	0	0	0	0	29	2
Normal hours S.C. response time, mins (avg.)	26.4	18.25	19.83	10	30	0	12.6	0	0	0	0	0	117	10
Service Callouts, after hours, #	0	0	0	4	0	0	1	0	0	0	0	0	5	0
After Hours S.C. response time, mins (avg.)	NA	NA	NA	33	NA	NA	19	NA	NA	NA	NA	NA	52	26
<b>E. Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	235	150	294	191	306	247	215	NA	NA	NA	NA	NA	NA	234
Total Stoppages/100 Miles	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA
Average spill response time (mins)	0	0	0	NA	NA	NA	0	NA	NA	NA	0	NA	NA	0
Callouts/100 Miles	0.0	0.0	0.0	1.8	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0	2.2	0.2
Overtime hours/100 Miles	11	19	5	2	2	8	2	0	0	0	0	0	47.78	4
Overflow Gallons/100 Miles	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

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

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

# Collection System: 2018 & 2019 Graphs



Novato Sanitary District

Pump Station Monthly Report For July 2019 (as of July 31, 2019)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>	262	188	203	202	224	236	283	0	0	0	0	0	1,596	
Number of Employees (FTEs)	1.1	0.9	1.1	1.1	1.1	1.2	1.4	0.0	0.0	0.0	0.0	0.0		0.7
Regular Time Worked on Pump Sta	200	149	174	173	199	196	255	0	0	0	0	0	1,345	
Overtime Worked on Pump Sta	62	39	30	29	25	40	28	0	0	0	0	0	251	
After Hours Callouts	0	0	0	0	0	0	0	0	0	0	0	0	0	
Average Callout response time (mins)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Work Orders</b>														
Number generated in month	50	46	42	48	38	38	46	0	0	0	0	0	308	26
Number closed in month	50	46	42	48	38	38	46	0	0	0	0	0	308	26
Backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**PUMP STATIONS  
WORK ORDER STATISTICS  
July 1, 2019-July 31, 2019**

	<b>Open Work Orders Due Prior to 7/1/2019</b>	<b>Open Work Orders 7/1/2019-7/31/2019</b>	<b>Total Open Work Orders</b>
Preventive	0	46	46
Corrective	0	0	0
Total	0	46	46

	<b>Closed Work Orders 7/1/2019 -7/31/2019</b>
Preventive	46
Corrective	0
Total	46

<b>Total Outstanding Work Orders as of 7/31/2019</b>	<b>0</b>
------------------------------------------------------------------	----------



August 6, 2019

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

**Subject: Veolia Water Operations Report – July 2019**

Dear Mr. Karkal:

I am pleased to provide the Monthly Operations report for July 2019.

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

Best regards,

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

John P. O'Hare  
Project Manager, Veolia

MONTHLY OPERATIONS REPORT  
July 2019

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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- E: ADMINISTRATION
- F: ODORS & LANDSCAPING
- G: MISCELLANEOUS

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  - 2) Laboratory Data
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  - 4) Annual Performance Summary - Graphs
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  - 6) Neighborhood Contacts (Odor / Noise)
  - 7) Jerome Meter Readings and Locations
-

**A: TREATMENT PLANT PERFORMANCE SUMMARY – July 2019**

**National Pollution Discharge Elimination System Permit – Table 1.0**

Parameter	Value		Limits	
	Ave	Max		
Flow, MGD (monthly ave/max)	3.57	4.29	N/A	
<b>Influent</b>				
BOD <sub>5</sub> , lb/day (month ave/max)	10,124	12,260	N/A	
TSS, lb/day (monthly ave/max)	10,364	13,526	N/A	
<b>Effluent</b>				
BOD <sub>5</sub> , mg/L (monthly ave/max weekly ave)	<5	<5	15	30
TSS, mg/L (monthly ave/max weekly ave)	<3	<4	10	20
BOD <sub>5</sub> - % Removal, Average	99		85 minimum	
TSS - % Removal, Average	99		85 minimum	
Ammonia, mg/L – (monthly ave/daily max)	0.17	0.17	5.9	21
pH, su (min / max)	6.8	7.1	6.5	8.5
Enterococcus, MPN/100 ml (30 day geo mean)	1.31		35	
Fecal Coliform, MPN/100 ml (monthly median)	N/A		140	
Fecal Coliform, MPN/100 ml (90 <sup>th</sup> PCTL)	N/A		430	
Total Coliform, MPN/100 ml (5 sample median)	N/A		N/A	
Total Coliform, MPN/100 ml (monthly maximum)	N/A		N/A	

**Title 22 - Recycled Water Production and Quality – Table 2.0**

Description	Units	Value	Limit
Volume Produced	Million Gallons	27.042	N/A
Average Turbidity	NTU	0.5	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	31	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	7.8	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	45	240
Maximum Total Coliform 2 Samples 30 days	MPN/100 ml	2	23
Total Coliform 7 Sample Median	MPN/100 ml	<1	2.2

**Discussion of Violations / Excursions**

- National Pollution Discharge Elimination System Permit (NPDES) Limits - None
- Recycled Water Permit – None
- Bay Area Air Quality Management District - None

**B: SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato Wastewater Treatment Plant and Ignacio Transfer Pump Station completed
- Tailgate training held during weekly meetings
- No safety incidents for the month of July 2019
- Monthly Safety Topics and Training: Crane Safety for General Industry

## **C: OPERATIONS & MAINTENANCE STATUS / REVIEW:**

### **Key events for the period:**

#### **Novato Wastewater Treatment Plant**

- Annual Inspection/Certification on all hoists/rails throughout plant
- Annual service for the emergency generators
- Annual service on uninterruptible power supply units located in the operations control room
- Submission of the annual grit profile to Waste Management Inc.
- Annual service for the secondary clarifier scum pumps – removed pump #1 for in house repair
- Replaced the starter on forklift

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

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

#### **Ignacio Transfer Pump Station**

- Routine rounds, readings and preventative maintenance
- Installed conveyance pump #1 into conveyance pump #2 position
- Annual service for the emergency generator

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

- None

#### **Recycled Water Plant (RWP)**

- Routine rounds and maintenance

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

- None

#### **Sludge Lagoons (and Reclamation Area)**

- Routine maintenance – managing decant and sludge levels

## **D: ENVIRONMENTAL SERVICES ACTIVITIES SUMMARY**

### **Discharge to San Pablo Bay NPDES Permit – July 1 - 31, 2019**

#### **Regulatory Programs:**

##### **Public Education**

Liz Falejczyk, Veolia Water Environmental Services Supervisor worked with Julie Hoover, Novato Sanitary District Administrative Secretary to distribute public outreach materials on the safe disposal of fats, oils and greases, flushable wipes and unwanted medications to 220 residents of the Los Robles Mobile Home Park. Also being planned is a presentation.

Liz and Julie visited the Atria Senior Living complex to provide a presentation on how the wastewater collection system and treatment plant operate. During this presentation the differences between toilet paper, tissues, and flushable wipes was highlighted.

### **National Pollution Discharge Elimination System (NPDES) Permit Renewal**

Liz provided analytical data to Woodward and Curran engineers as part of the NPDES permit renewal.

### **Central Marin Sanitation Agency**

Liz participated in an interview panel for an Environmental Compliance Inspector open position.

### **Pretreatment Program**

#### **Discharge Permits**

- Received permit renewal application from a Class III Industrial User.

#### **Inspections and Sampling**

- Inspected 14 Food Services Establishments (FSEs).
- Received support documentation confirming compliance from 2 Food Service Establishments.
- Inspected one car wash in conjunction with a City of Novato representative.
- Inspected and sampled a marble and stone cutting/polishing company.

#### **E: ADMINISTRATION:**

- June 2019 Electronic Discharge Monitoring Report (EDMR-US EPA) and June 2019 Self-Monitoring Report (SMR-State of California) submitted on July 25, 2019

#### **F: ODORS & LANDSCAPING:**

- Jerome meter (H<sub>2</sub>S) parts per million (ppm) readings performed in neighborhood
- All readings in neighborhood were 0 ppm

#### **G: MISCELLANEOUS**

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

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

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

Bill Hanley, West Region Capital Projects Director

Paul Savage, West Region VP of Operations

Aaron Winer, Area Manager Northern California

James Loven, West Technical Director

## ***1) PHOTOS***

# PLANT OPERATION AND MAINTENANCE JULY 2019



Above Left – Contracted crane removing the secondary clarifier scum pumps for annual service  
Above Right – Jeff Hendricks and Alejo Cuntapay, Veolia Mechanics preparing for the re-installation of the secondary clarifier scum pump after inspection  
Below Left – Alejo Cuntapay – Veolia Mechanic, Martin Yungul and Paul Bailey-Veolia Wastewater Operators, working on the anaerobic digester sludge transfer piping  
Below Right – Sun burst over the aeration tanks

## **2) LABORATORY DATA**

Novato Sanitary District  
BOD/TSS Report



July, 2019

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		
07/01/19	3.62										
07/02/19	3.88			418	13,526			<3	<75		99.3
07/03/19	3.46							<3	<53		
07/04/19	3.36										
07/05/19	4.00										
07/06/19	3.42										
07/07/19	4.29										
07/08/19	3.43										
07/09/19	3.55	410	12,139	387	11,458	<5	<95	<3	<57	98.8	99.2
07/10/19	4.20	350	12,260	316	11,069	<5	<142	<3	<85	98.6	99.1
07/11/19	3.47										
07/12/19	3.50										
07/13/19	3.47										
07/14/19	3.53										
07/15/19	3.61										
07/16/19	3.69										
07/17/19	3.97										
07/18/19	3.55					<5	<116	<3	<69		
07/19/19	3.31	280	7,730	292	8,061						
07/20/19	3.39										
07/21/19	3.58										
07/22/19	3.41										
07/23/19	3.51										
07/24/19	3.46	290	8,368	267	7,705	<5	<102	4	82	98.3	98.5
07/25/19	3.36										
07/26/19	3.38										
07/27/19	3.43										
07/28/19	3.45										
07/29/19	3.56										
07/30/19	3.41										
07/31/19	3.48										
<b>Weekly Averages</b>											
07/06/19	Week 1			418	13,526			3	64		
07/13/19	Week 2	380	12,199	352	11,263	5	118	3	71		
07/20/19	Week 3	280	7,730	292	8,061	5	116	3	69		
07/27/19	Week 4	290	8,368	267	7,705	5	102	4	82		
	Week 5										
<b>Monthly</b>											
Minimum	3.31	280	7,730	267	7,705	<5	<95	<3	<53	98	99
Maximum	4.29	410	12,260	418	13,526	<5	<142	4	<85	99	99
Total	110.73										
Average	3.57	333	10,124	336	10,364	<5	<114	<3	<70	99	99

Novato Sanitary District  
Conventional Pollutants Report



July, 2019

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	
07/01/19	3.62				5.2		6.8			23.7	0.00
07/02/19	3.88				1.4		6.9			23.1	0.00
07/03/19	3.46				2.0		7.0	0.17	<1.4	23.4	0.00
07/04/19	3.36						6.9			23.1	0.00
07/05/19	4.00	7.3					7.0			23.4	0.00
07/06/19	3.42										0.00
07/07/19	4.29										0.00
07/08/19	3.43						7.0			23.7	0.00
07/09/19	3.55				<1.0		7.0			23.1	0.00
07/10/19	4.20				2.0		7.0			23.0	0.00
07/11/19	3.47				<1.0		6.9			23.8	0.00
07/12/19	3.50	7.3					6.9			23.7	0.00
07/13/19	3.47										0.00
07/14/19	3.53										0.00
07/15/19	3.61						7.0			24.5	0.00
07/16/19	3.69				1.4		6.9			24.1	0.00
07/17/19	3.97				<1.0		6.9			24.1	0.00
07/18/19	3.55				<1.0		6.8			24.3	0.00
07/19/19	3.31						6.8			23.8	0.00
07/20/19	3.39										0.00
07/21/19	3.58										0.00
07/22/19	3.41				<1.0		6.9			24.3	0.00
07/23/19	3.51				<1.0		6.9			24.2	0.00
07/24/19	3.46				1.4		6.8			24.5	0.00
07/25/19	3.36	7.0					7.0			24.3	0.00
07/26/19	3.38						6.9			24.0	0.00
07/27/19	3.43										0.00
07/28/19	3.45										0.00
07/29/19	3.56				<1.0		6.9			24.3	0.00
07/30/19	3.41				1.0		7.1			24.1	0.00
07/31/19	3.48				1.0		7.0			24.4	0.00
<b>Monthly</b>											
Minimum	3.31	7.0			<1.0		6.8	0.17		23.0	0.00
Maximum	4.29	7.3			5.2		7.1	0.17	<1.4	24.5	0.00
Total	110.73										0.00
Average	3.57	7.2					6.9	0.17	<1.4	23.9	0.00
Geomean					1.31						

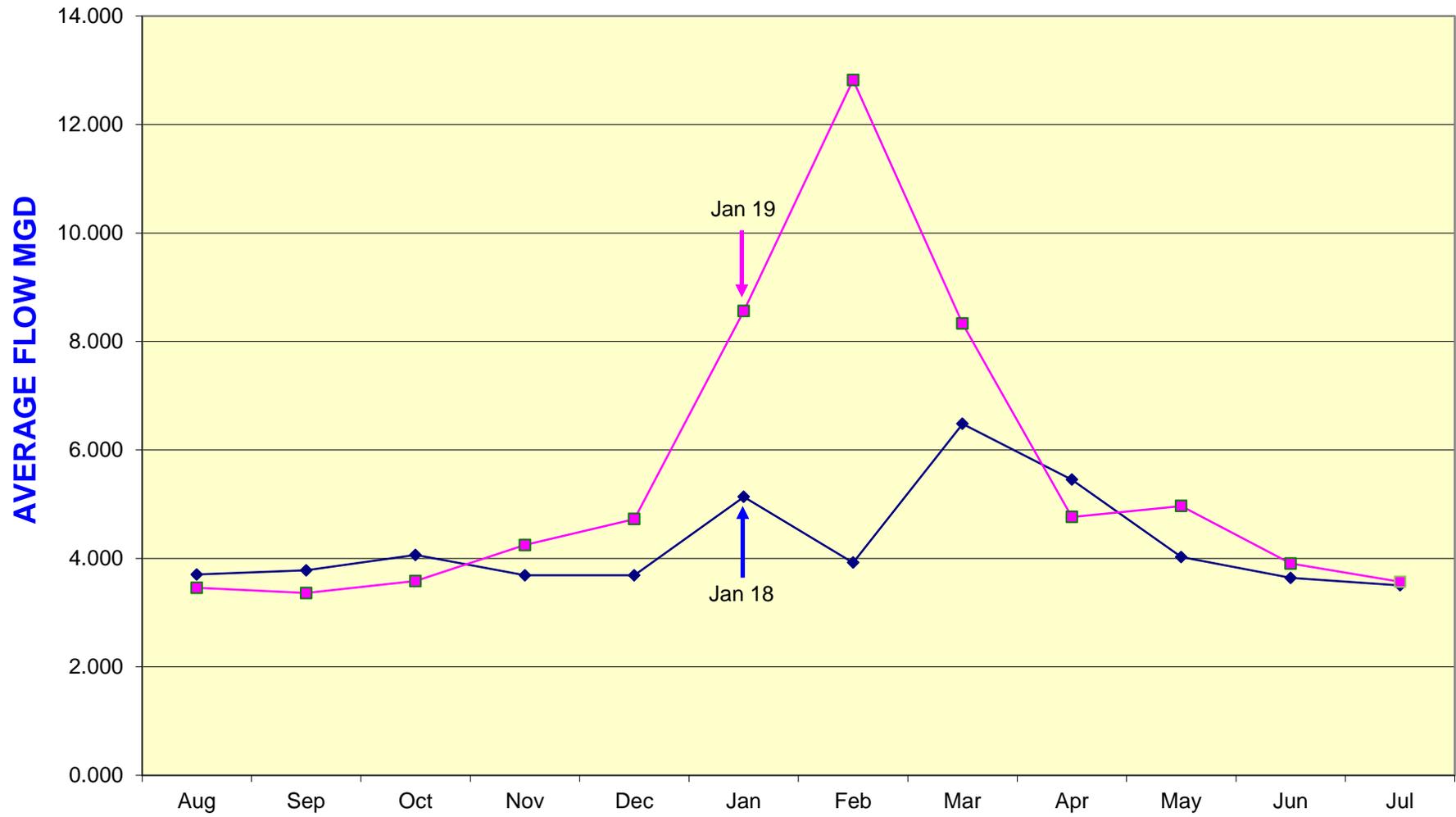
### **3) *RECYCLED WATER REPORT***

NOVATO SANITARY DISTRICT  
RECYCLED WATER  
COMPLIANCE SUMMARY REPORT

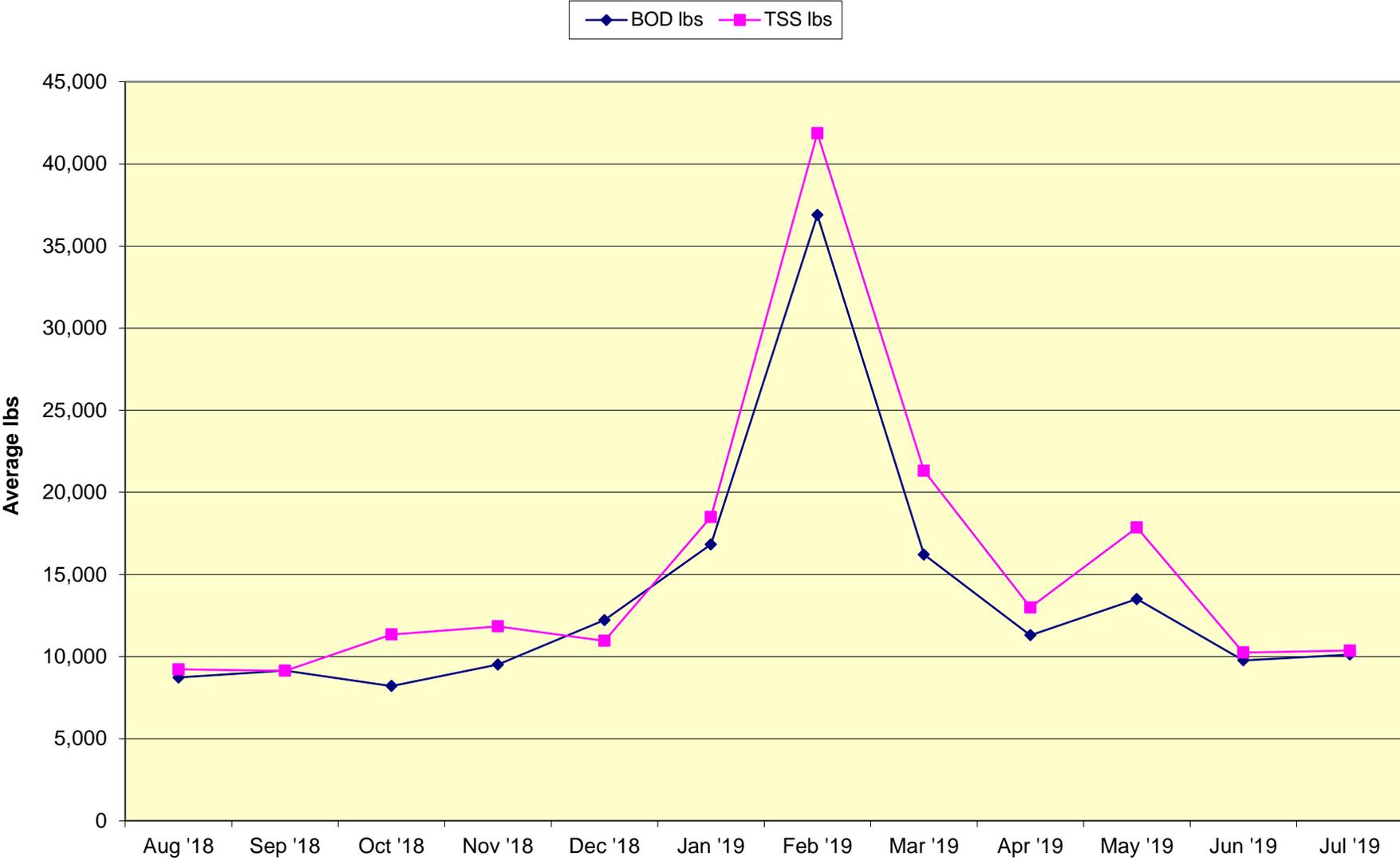
Date	Filter Influent Flow MGD	Recycled Water Flow to Plum St. MGD	Potable Water To Plum St Tank MGD	Recycled Water Influent Turbidity Ave. NTU	Minutes Over 5 NTU Turbidity (m)	Filter Effluent 24 Hr Average Turbidity NTU	Filter Effluent Dissolved Oxygen (mg/l)	Filter Effluent Total Coliform MPN/100ml	Disinfection CT Value mg-min/l
7/1/2019	0.900	0.735		2.1	0	0.4	8.3	<1	>450.000
7/2/2019	1.010	0.894		2.6	0	0.3	8.3	<1	>450.000
7/3/2019	1.320	1.360		1.1	0	0.3		<1	>450.000
7/4/2019	0.970	0.776		1.0	31	0.8		<1	>450.000
7/5/2019	1.200	0.921		0.8	0	0.2		<1	>450.000
7/6/2019	0.900	0.498		1.0	0	0.3		<1	>450.000
7/7/2019	0.870	0.487		0.8	0	0.3	8.3	<1	>450.000
7/8/2019	0.800	0.731		1.0	20	0.3	8.3	<1	>450.000
7/9/2019	1.520	1.278		0.8	0	0.3	8.2	<1	>450.000
7/10/2019	1.100	0.798		0.8	0	0.5		<1	>450.000
7/11/2019	0.900	0.725		1.1	0	0.5		<1	>450.000
7/12/2019	1.160	1.066		0.8	0	0.5		<1	>450.000
7/13/2019	1.080	0.907		1.0	0	0.6		<1	>450.000
7/14/2019	0.920	0.866		1.3	0	0.8	8.2	<1	>450.000
7/15/2019	1.050	0.816		1.3	6	0.7	8.1	<1	>450.000
7/16/2019	0.880	0.834		1.0	0	0.5	8.0	<1	>450.000
7/17/2019	1.100	0.784		2.2	0	0.4		<1	>450.000
7/18/2019	1.100	0.778		3.1	0	0.4		<1	>450.000
7/19/2019	1.220	0.977		4.4	0	0.5		<1	>450.000
7/20/2019	0.940	0.631		3.1	0	0.5		<1	>450.000
7/21/2019	1.070	1.029		2.3	0	0.4	8.1	2	>450.000
7/22/2019	1.200	0.797		3.3	0	0.4	8.1	<1	>450.000
7/23/2019	1.000	0.843		3.2	2	0.4	8.2	<1	>450.000
7/24/2019	1.090	1.014		2.1	0	0.4		<1	>450.000
7/25/2019	0.880	0.621		2.1	0	0.5		<1	>450.000
7/26/2019	1.190	1.075		1.8	0	0.6		<1	>450.000
7/27/2019	0.910	0.801		1.7	0	0.8		<1	>450.000
7/28/2019	0.970	0.772		2.8	0	0.5	7.9	45	>450.000
7/29/2019	1.350	1.215		2.0	2	0.8	7.8	<1	>450.000
7/30/2019	1.100	0.839		2.0	0	0.5	8.0	<1	>450.000
7/31/2019	1.200	1.174		2.1	0	0.8		<1	>450.000
<b>Total</b>	<b>32.900</b>	<b>27.042</b>							
Minimum	0.800	0.487		0.8	0	0.2	7.8	<1	>450.0
Maximum	1.520	1.360		4.4	31	0.8	8.3	45	>450.0
Average	1.061	0.872		1.8	2	0.5	8.1	<2	>450.0

## ***4) ANNUAL PERFORMANCE SUMMARY – GRAPHS***

## WASTEWATER INFLUENT FLOW COMPARISON

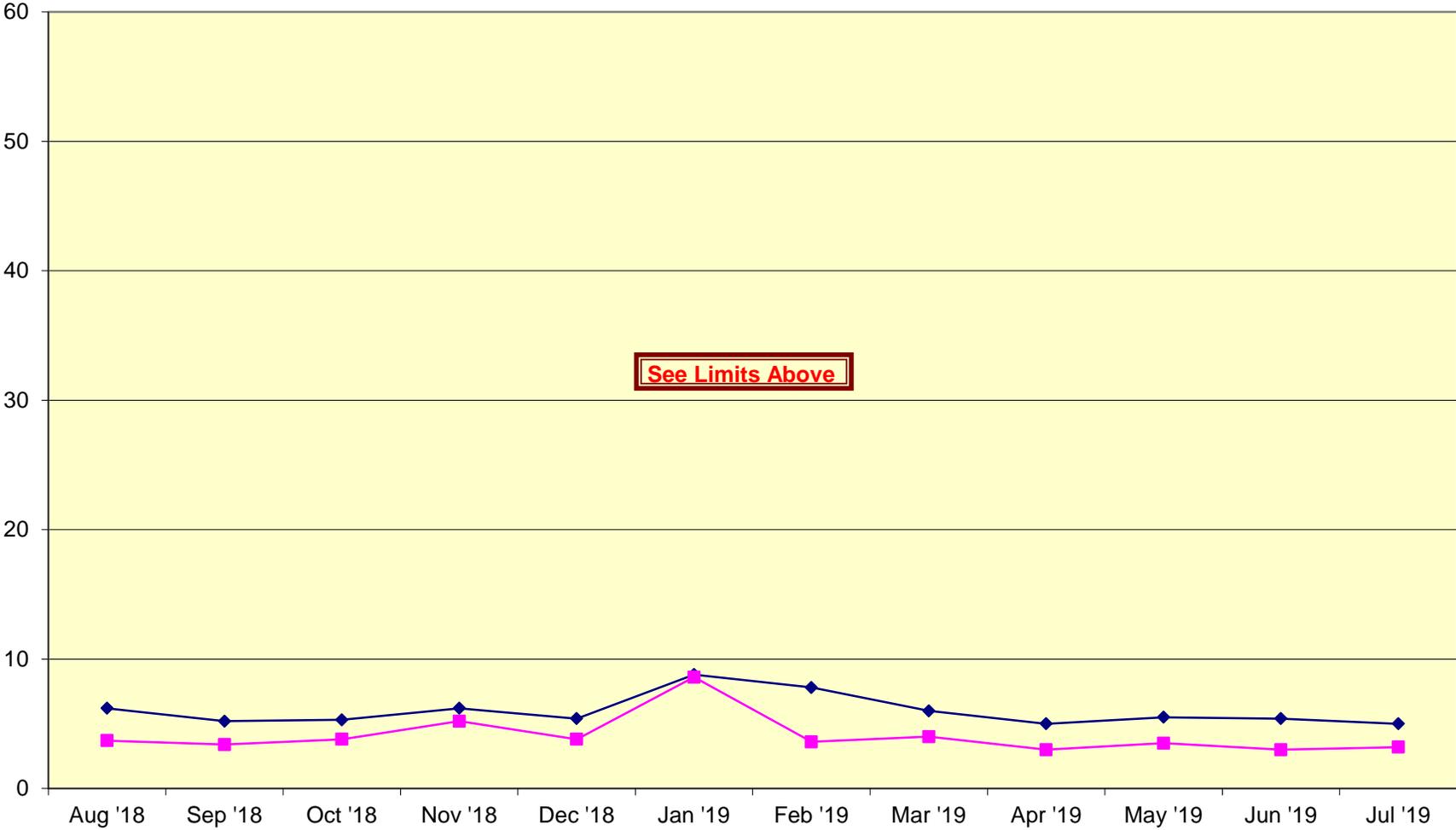


### Influent Load BOD / TSS lbs



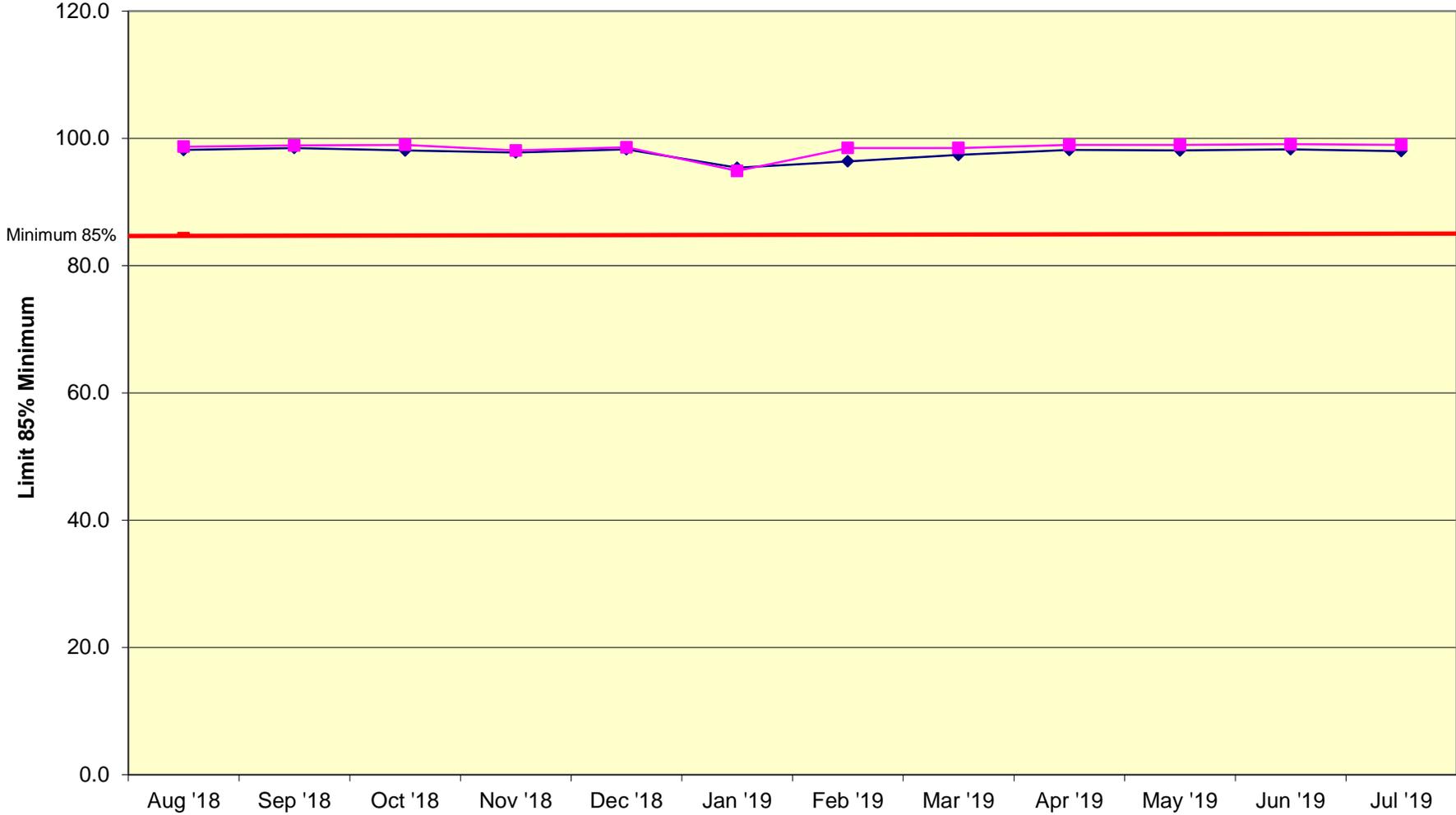
# Effluent BOD / TSS Concentration

**NPDES LIMITS DRY SEASON**  
BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave  
TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave

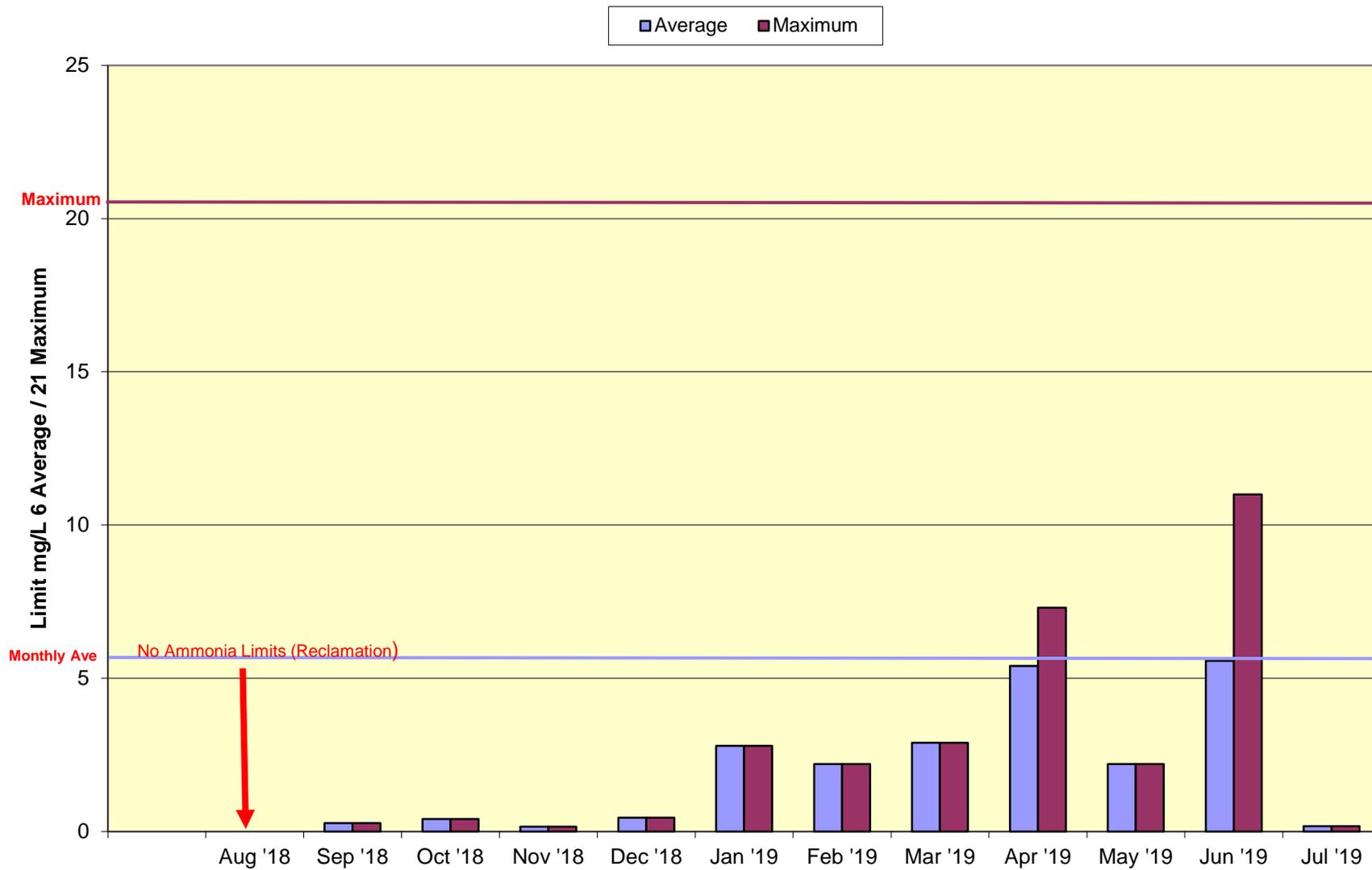


# BOD / TSS Percent Removal

◆ BOD    ■ TSS

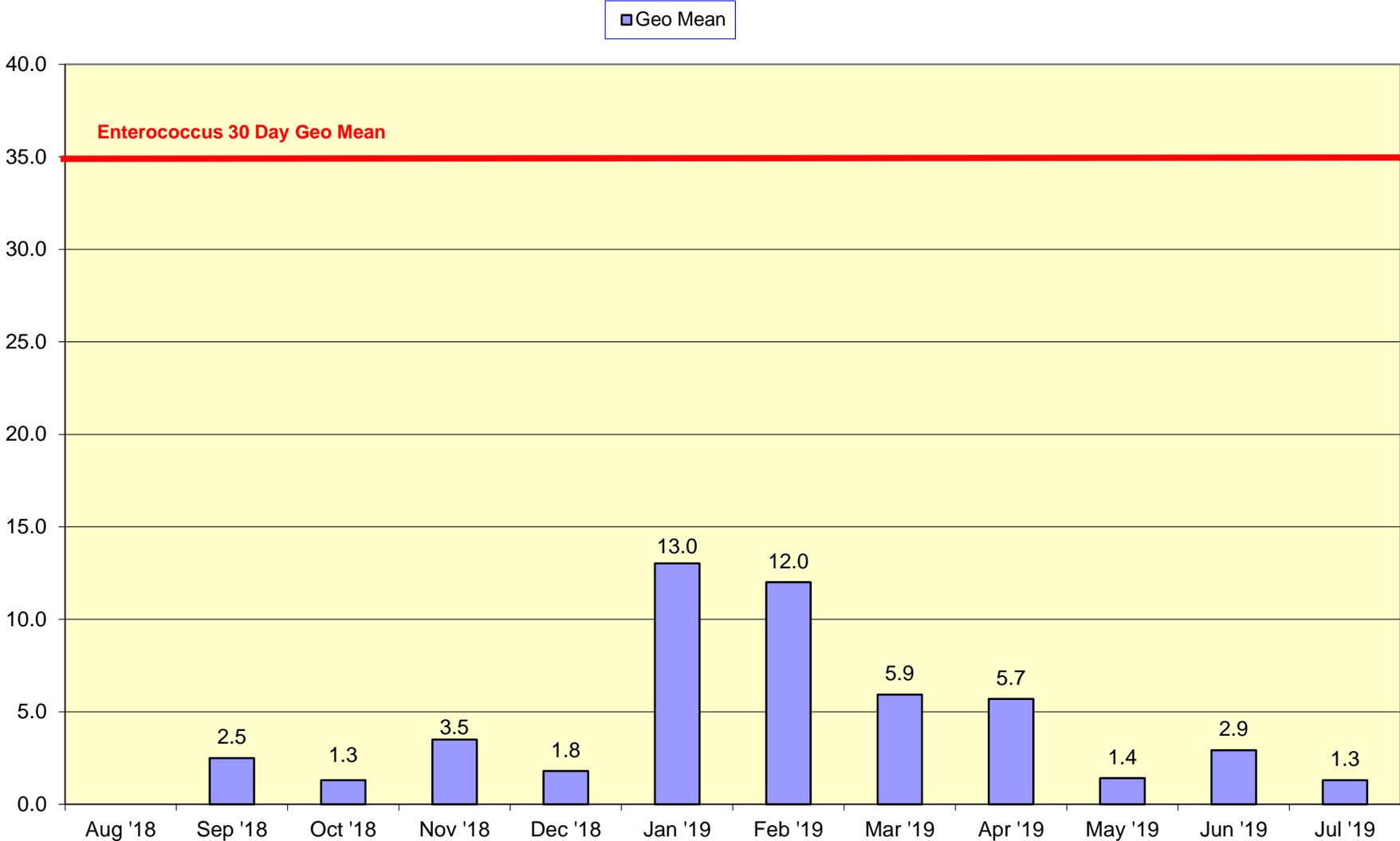


# Effluent Ammonia

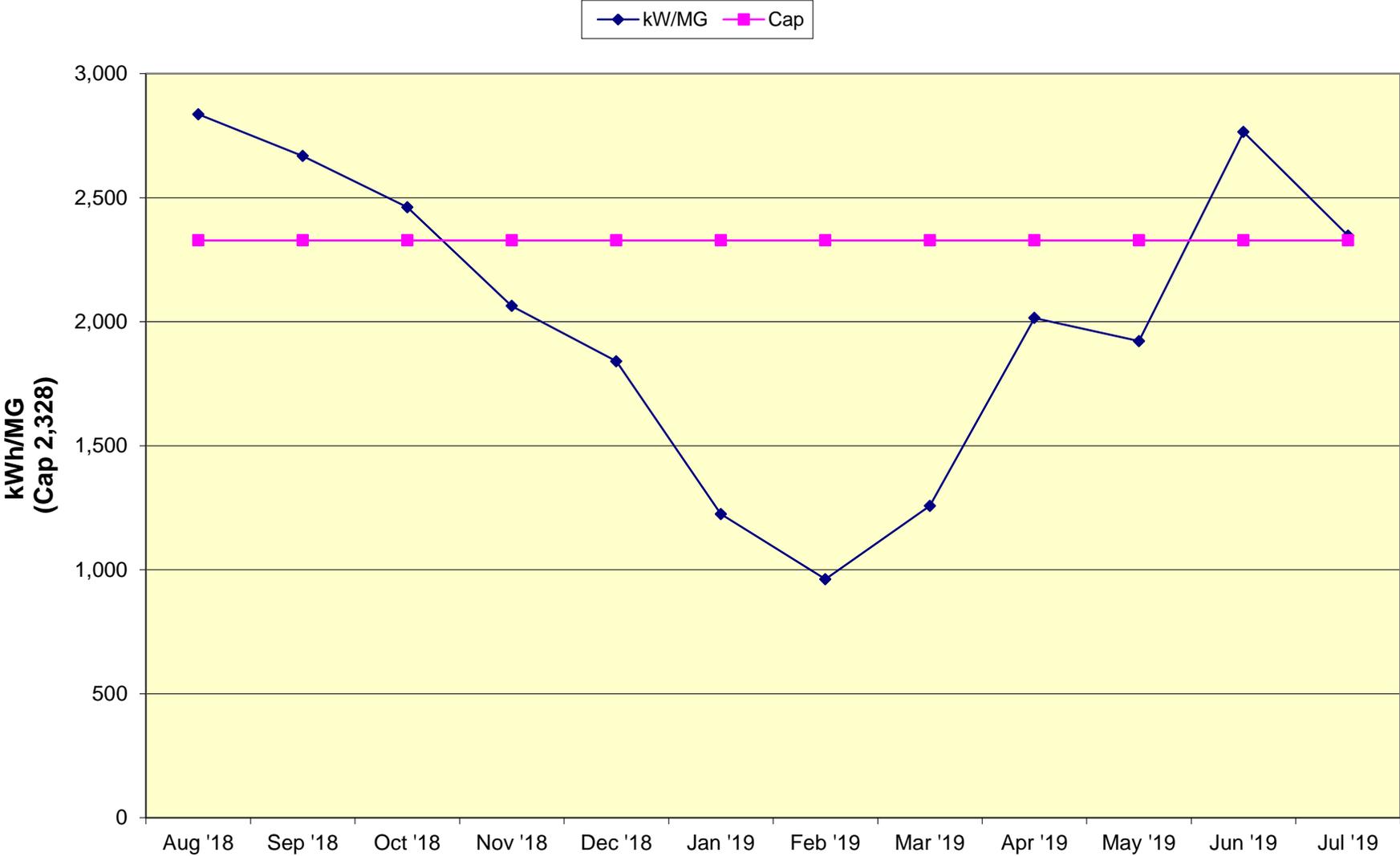


# Disinfection - Enterococcus

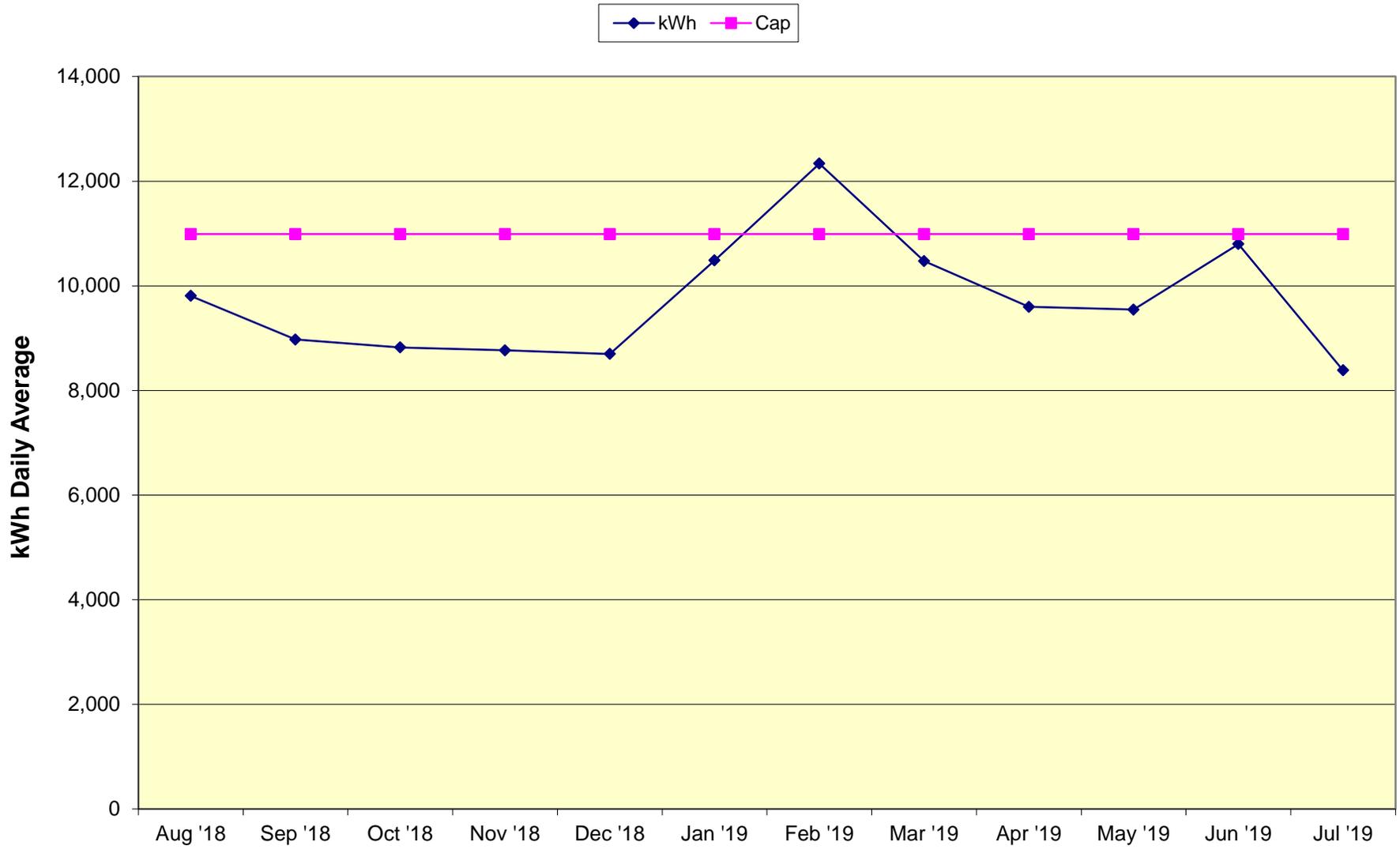
LIMITS - NPDES  
Enterococcus 30 day geo mean 35 mpn /100ml



### Energy kWh/MG

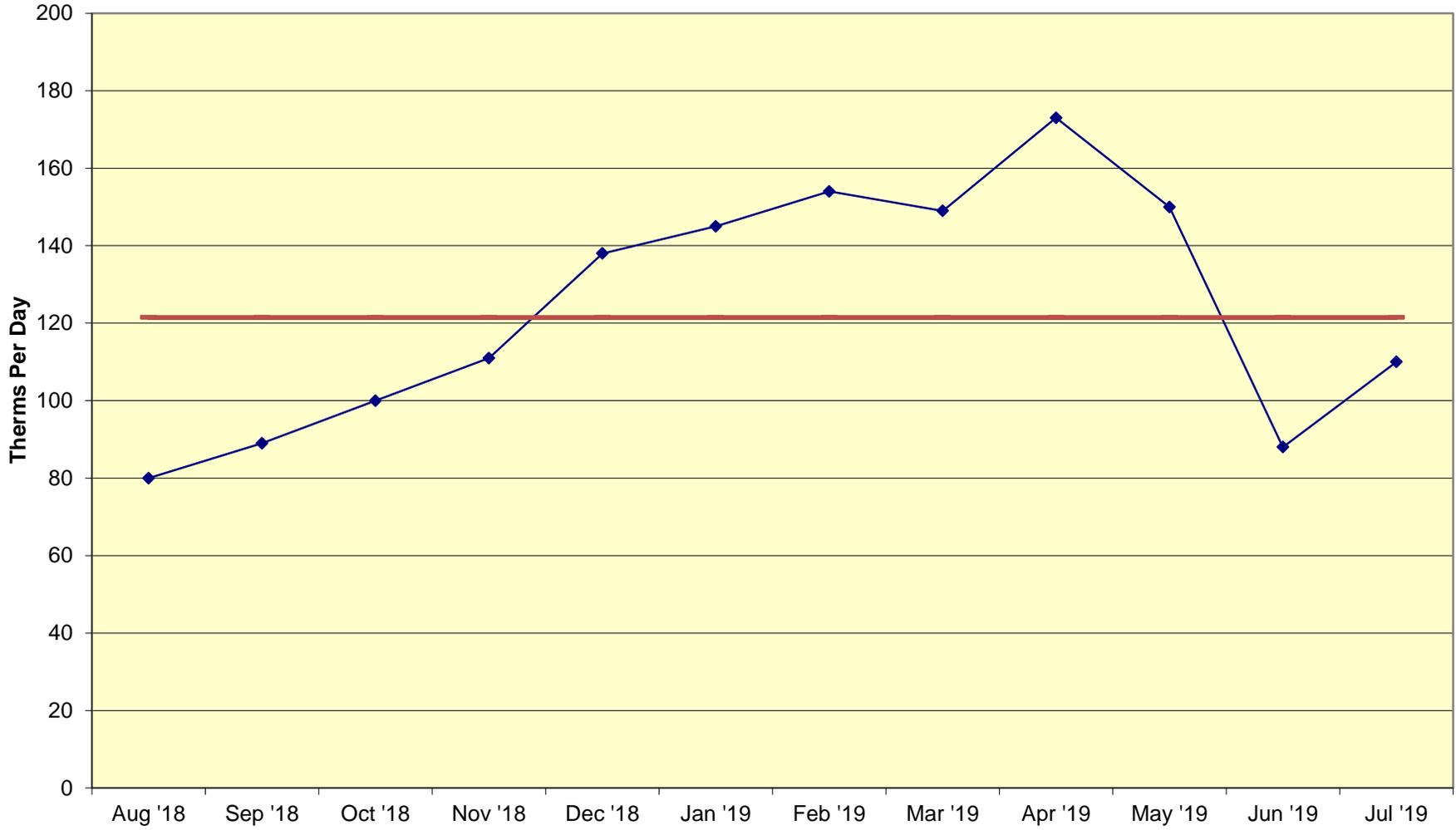


# Energy kWh



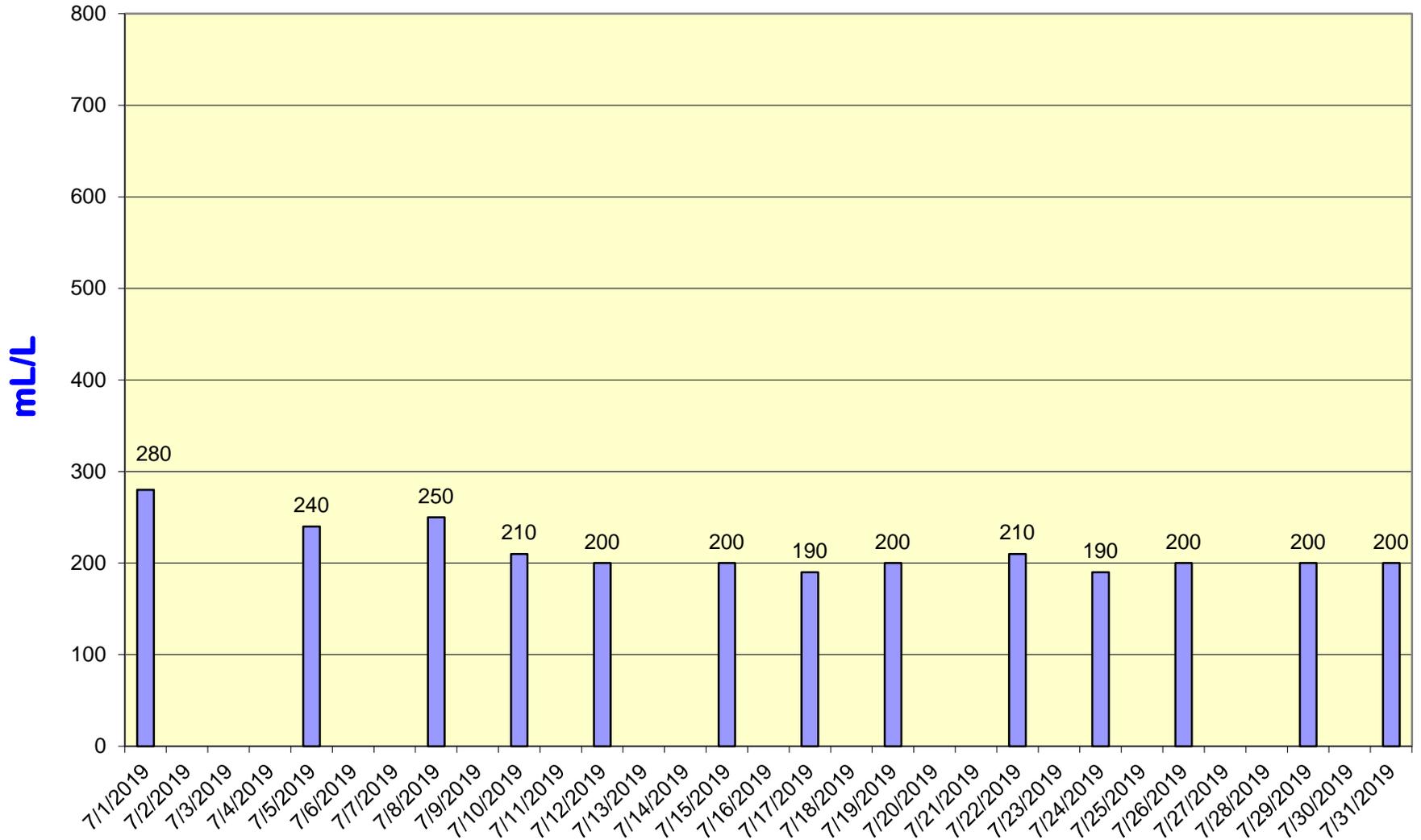
### Natural Gas Use

◆ Natural Gas    — Cap

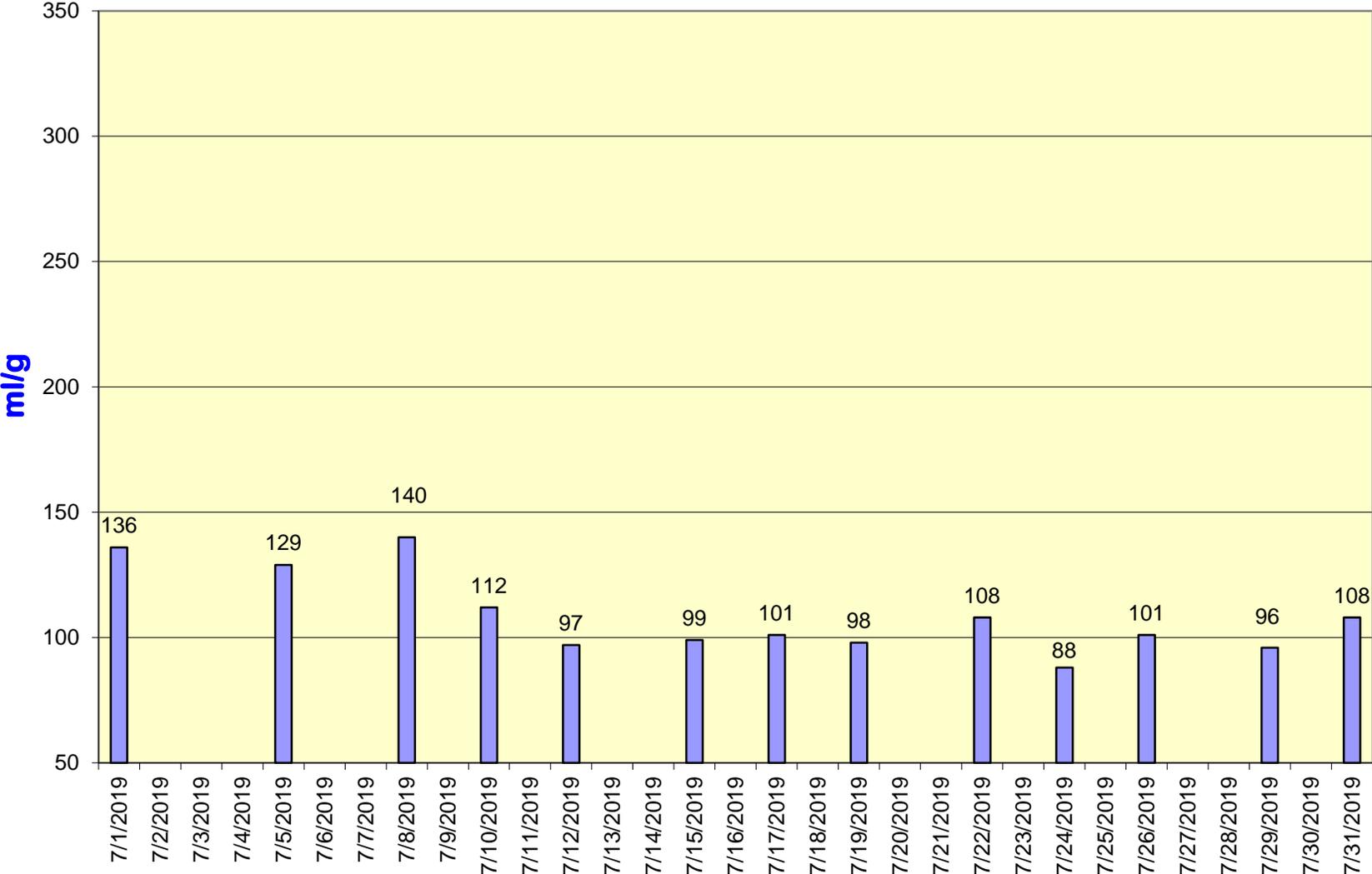


## ***5) PROCESS CONTROL DATA / GRAPHS***

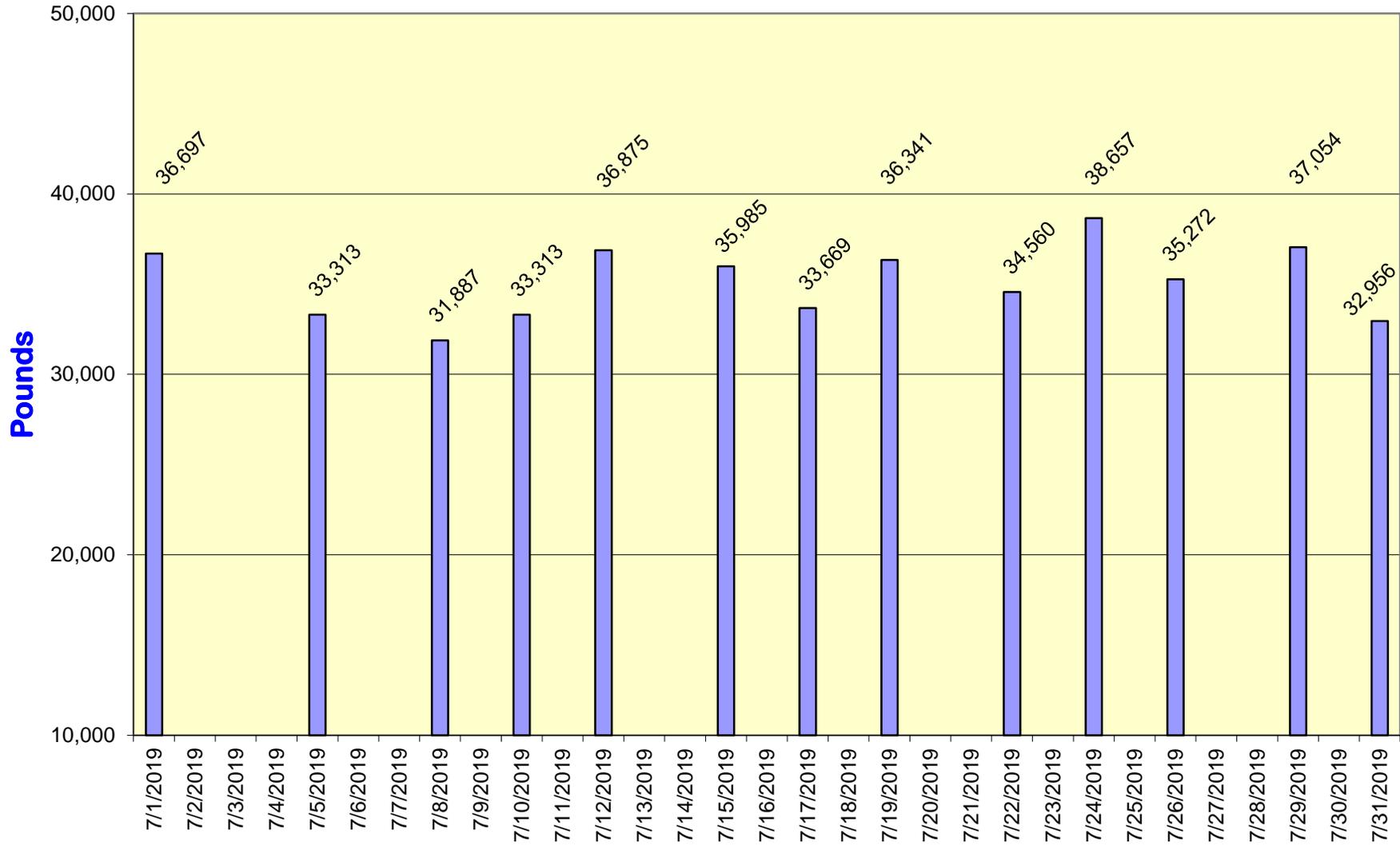
# Settleability



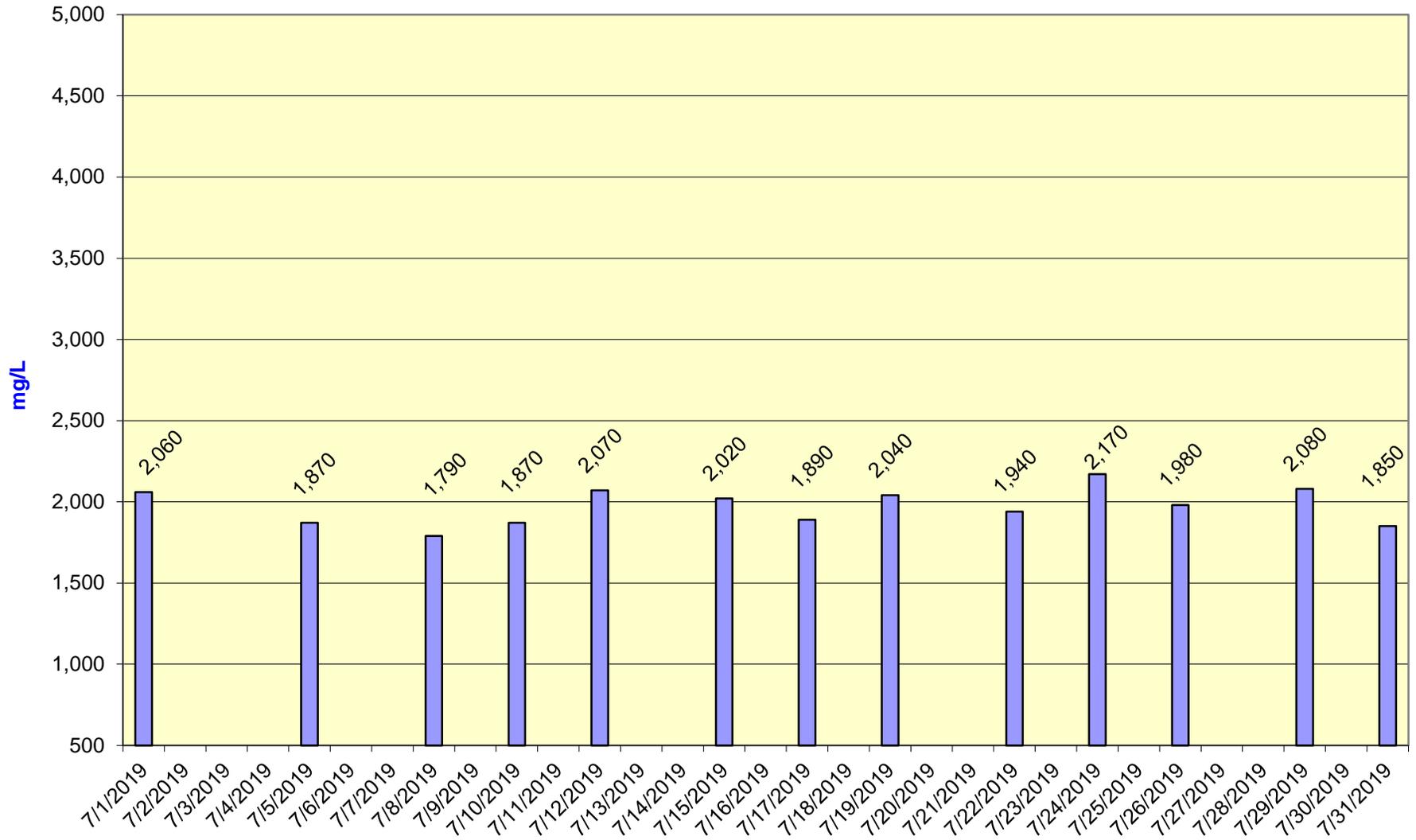
# Sludge Volume Index



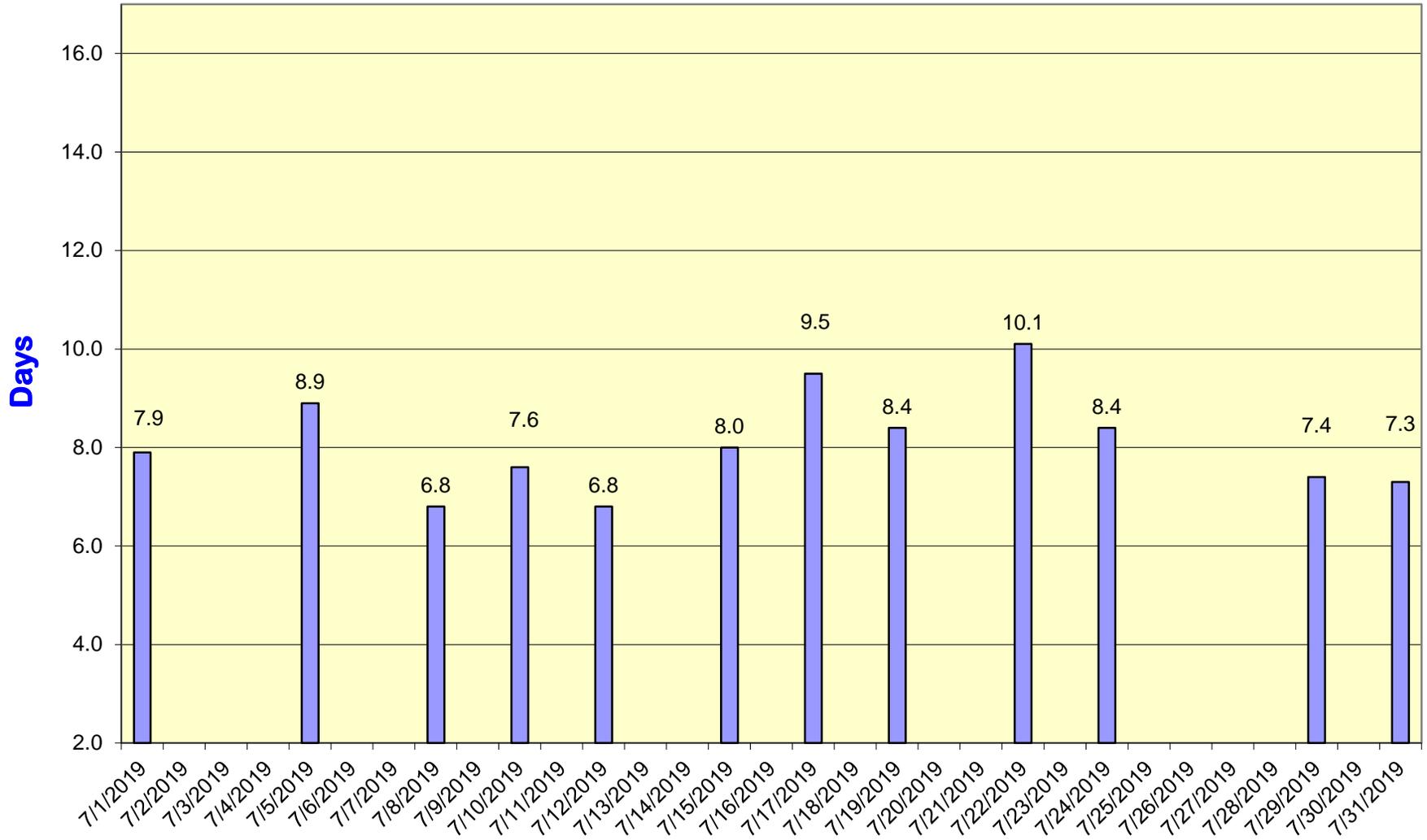
# MLSS Inventory



### MLSS Concentration



# Mean Cell Residence Time

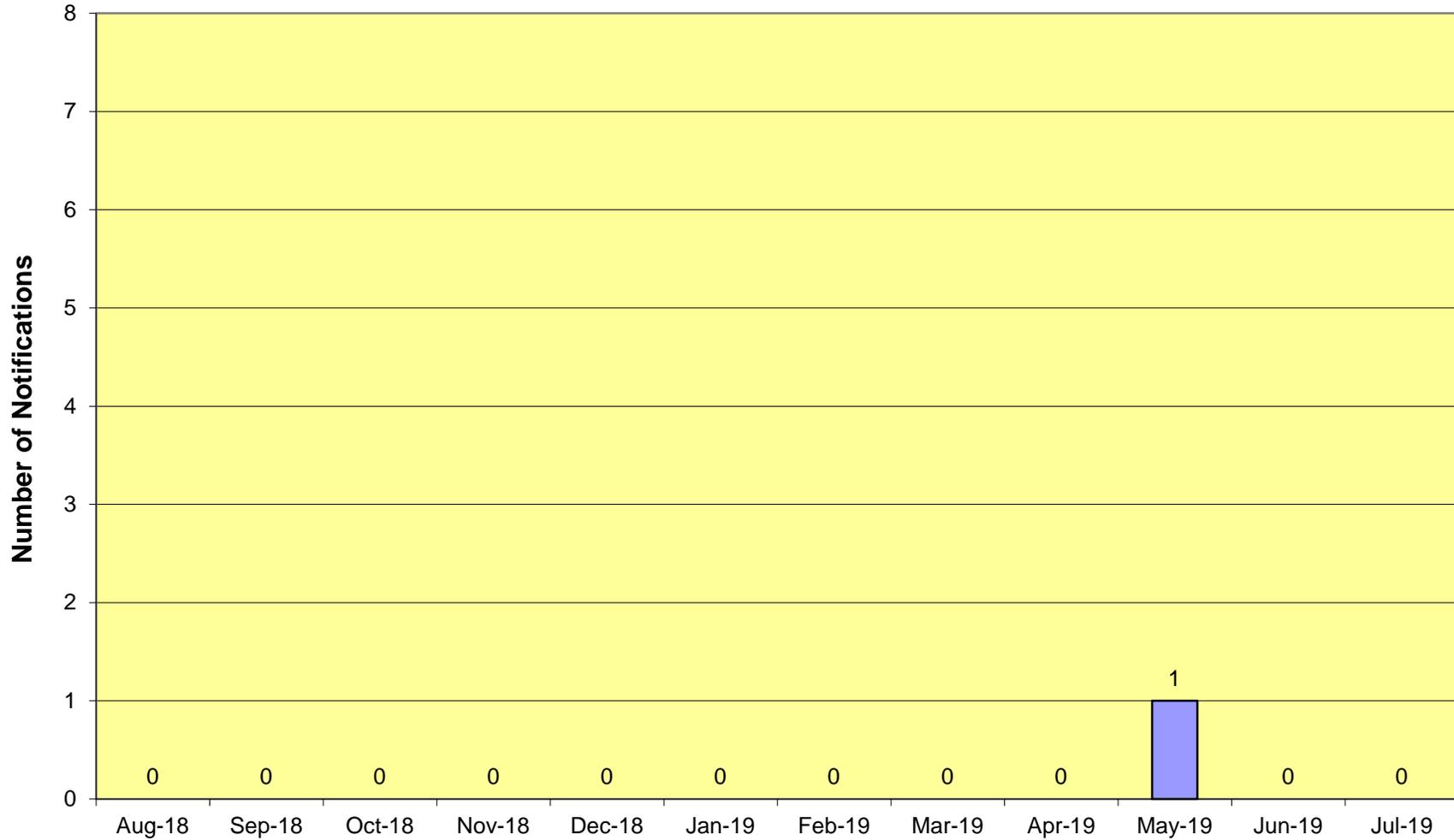


## Process Control Data

	<b>Influent Flow</b>	<b>Settleability</b>	<b>MLSS Concentration</b>	<b>MLSS Inventory</b>	<b>MCRT</b>	<b>SVI</b>
7/1/2019	3.62	280	2,060	36,697	7.9	136
7/2/2019	3.88					
7/3/2019	3.46					
7/4/2019	3.36					
7/5/2019	4.00	240	1,870	33,313	8.9	129
7/6/2019	3.42					
7/7/2019	4.29					
7/8/2019	3.43	250	1,790	31,887	6.8	140
7/9/2019	3.55					
7/10/2019	4.20	210	1,870	33,313	7.6	112
7/11/2019	3.47					
7/12/2019	3.50	200	2,070	36,875	6.8	97
7/13/2019	3.47					
7/14/2019	3.53					
7/15/2019	3.61	200	2,020	35,985	8.0	99
7/16/2019	3.69					
7/17/2019	3.97	190	1,890	33,669	9.5	101
7/18/2019	3.55					
7/19/2019	3.31	200	2,040	36,341	8.4	98
7/20/2019	3.39					
7/21/2019	3.58					
7/22/2019	3.41	210	1,940	34,560	10.1	108
7/23/2019	3.51					
7/24/2019	3.46	190	2,170	38,657	8.4	88
7/25/2019	3.36					
7/26/2019	3.38	200	1,980	35,272		101
7/27/2019	3.43					
7/28/2019	3.45					
7/29/2019	3.56	200	2,080	37,054	7.4	96
7/30/2019	3.41					
7/31/2019	3.48	200	1,850	32,956	7.3	108
Minimum	3.31	190	1,790	31,887	6.8	88
Maximum	4.29	280	2,170	38,657	10.1	140
Total	110.73					
Average	3.57	213	1,972	35,121	8.1	109

## ***6) NEIGHBORHOOD CONTACTS***

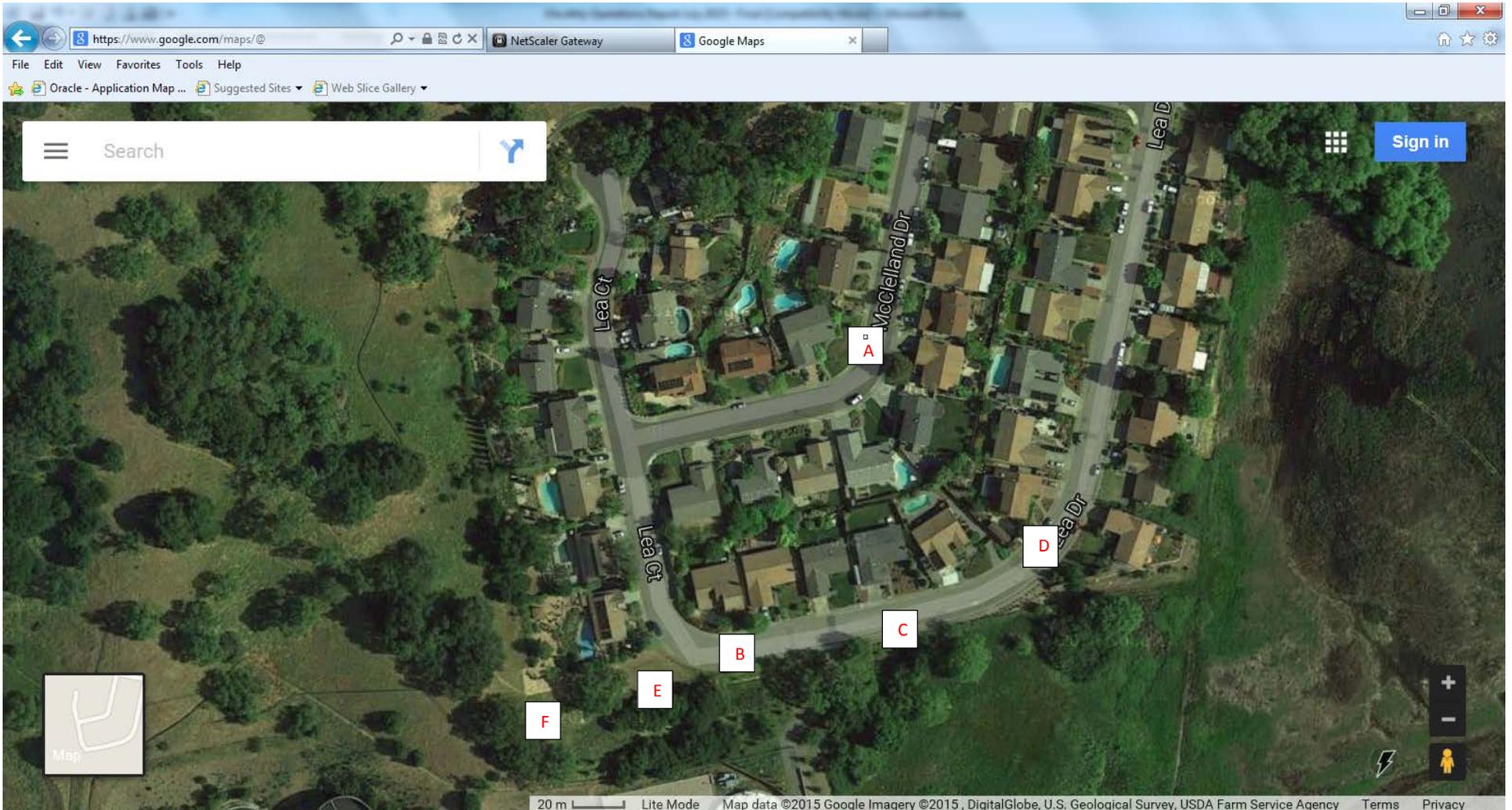
# Neighborhood Contacts Received



## ***7) JEROME METER READINGS & LOCATIONS***

JEROME METER READINGS - JULY 2019				
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

# NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



**NOVATO SANITARY DISTRICT**  
**Wastewater Operations - Reclamation Facilities Report**  
**July 2019**

---

**1.0 Summary:**

1.1 During July 2019:

- The treatment plant was in Bay Discharge mode (i.e. plant effluent was discharged to the bay).
- Auburn Ravine Ranch began to move staff and equipment onto the ranch and then began mowing the pastures in preparation for cattle stocking.

**2.0 Ranch Operations:**

2.1 Drainage Pump Stations No. 3 and 7 did not pump any water in July 2019.

2.2 Beginning in early July 2019, Auburn Ravine Ranch moved in tractors, mowers, and several staff to mow the areas in between the sprinkler heads and string trim around each sprinkler head in preparation for cattle stocking and irrigation this season. By the end of July 2019, all of Site 7 and portions of Site 3 were mowed. Due to less than ideal site conditions from winter flooding and the time involved with negotiating a new ranch lease, no hay was processed in 2019.



**Figure 1 Site 7 Pasture after mowing**

**3.0 Irrigation Parcels:**

3.1 No irrigation of any parcels occurred in July 2019.

3.2 Marin Sonoma Mosquito and Vector Control sprayed various areas of District reclamation land.

**4.0 Irrigation Pump Station:**

4.1 The Wildlife Pond level was maintained at 6.0 feet.

4.2 Storage pond Nos. 1 and 2 levels dropped from 4.7 feet to 3.8 feet throughout the month of July 2019 due primarily to evaporation.

**5.0 Biosolids (sludge) Handling & Disposal:**

5.1 No biosolids handling or disposal was performed in July 2019.

5.2 A new submersible pump which was installed in June 2019 in the Dedicated Land Disposal (DLD) continued pumping storm water from the DLD to the sludge decant return system throughout July 2019.

**NOVATO SANITARY DISTRICT**

**Reclamation Facility - Monthly Statistics for Calendar Year 2019, as of July 30, 2019**

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
<b>Irrigation Pump Station</b>														
Plant flow to ponds (MG)	0	0	0	0	0	0	0							
Irrigation (MG)	0	0	0	0	0	0	0							
Irrigation Pump 1 Hours	0	0	0	0	0	0	0							
Irrigation Pump 2 Hours	0	0	0	0	0	0	0							
Irrigation Pump 3 Hours	0	0	0	0	0	0	0							
Washdown Water Pump Hours	0	0	0	0	0	0	0							
Wildlife Feed Pump Hours	0	0	0	168	744	720	744							
Water Circulated through Wildlife Pond (MG)	0	0	0	10.6	46.9	45.4	46.9							
Strainer No. 1 Hours	0	0	0	0	0	0	0							
Strainer No. 2 Hours	0	0	0	0	0	0	0							
Pond 1 Gauge @ Beginning of Month (feet)	3	4	5.8	5.8	5.6	5	4.7							
Pond 1 Gauge @ End of Month (feet)	4	5.8	5.8	5.6	5	4.7	3.8							
Pond 1 Gallons Stored @ End of Month(MG)	28	43	43	41	36	34	26							
Pond 2 Gauge @ Beginning of Month (feet)	3	4	5.8	5.8	5.6	5	4.7							
Pond 2 Gauge @ End of Month (feet)	4	5.8	5.8	5.6	5	4.7	3.8							
Pond 2 Gallons Stored @ End of Month(MG)	36	55	55	53	47	44	34							
Total Irrigation Water Stored (MG)	64	98	98	94	83	78	60							
<b>Drainage Pump Station No. 3</b>														
Drainage Pump No. 1 Hours	411.3	639.2	302.1	0	0	0.4	0							
Drainage Pump No. 2 Hours	555.8	666.8	692	359.6	0	1.6	0							
Drainage Pump No. 3 Hours	192.9	478.6	655.3	0	68.8	0	0							
Total Gallons Stormwater Pumped (MG)	348	535.38	494.82	107.88	20.64	0.6	NA	0	--	--	--	--	1507.32	251.22
<b>Drainage Pump Station No. 7</b>														
Drainage Pump No. 1 Hours	39.2	305.1	72.6	0	0	0	0							--
Drainage Pump No. 2 Hours	249.3	276.8	319.6	72.5	41.8	0	0							--
Drainage Pump No. 3 Hours	23.4	1.9	0	0	0	2	0							--
Total Gallons Stormwater Pumped (MG)	140.36	262.71	176.49	32.63	18.81	0.90	NA	0.00	--	--	--	--	631.89	105.32

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Reclamation: Sludge Disposal, Account No. 63115</b>	<b>MEETING DATE: August 12, 2019</b> <b>AGENDA ITEM NO.: 10.a.</b>
<b>RECOMMENDED ACTION: Approve contract with Custom Tractor Services (CTS) for biosolids disposal and sludge lagoons cleaning in a not-to-exceed amount of \$211,450, and authorize the General Manager-Chief Engineer to execute it.</b>	
<b>SUMMARY AND DISCUSSION:</b>  <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.</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.</p> <p>Staff requested and received a proposal from CTS to perform these services this year. CTS proposes to provide the biosolids disposal services for a lump sum amount of \$142,200.</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 \$69,250. 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 \$142,200 for sludge pumping, and (b) a lump sum amount of \$69,250 for cleaning out the lagoons, and authorize the General Manager-Chief Engineer to execute a contract with CTS in the lump sum amount of \$211,450.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.	
<b>BUDGET INFORMATION:</b> The FY 19-20 proposed Final Budget includes \$220,000 under Account No. 63115 - Sludge Disposal, for this work.	
<b>DEPT.MGR.:</b> jjb, esb	<b>GENERAL MANAGER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Annual Treatment Plant Improvements, Account No. 72805</b>	<b>MEETING DATE: August 12, 2019</b>  <b>AGENDA ITEM NO.: 11.a.</b>
<p><b>RECOMMENDED ACTION:</b> Approve a proposal from Veolia Water in the amount of \$175,256.00 to perform the cleaning of Digester No. 1 at the Novato Treatment Plant, as “Additional Services” under Section 8 of the 2014 Amended and Restated Contract Service Agreement (Agreement), and authorize the General Manager-Chief Engineer to execute and Addendum to the Agreement in the not-to-exceed amount of \$175,256.00.</p>	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>Digester No. 1 is in need of recommended maintenance, which will require the digester be taken out of service, cleaned and its contents disposed. Digester No. 2 will remain in service and meet all digestion demands of the plant while Digester No. 1 is out of service. In preparation, Veolia has removed digester No. 1 from service after ensuring that the contents meet the Process to Significantly Reduce Pathogens (PSRP) and Vector Attraction Reduction (VAR) requirements of 40 Code of Federal Regulations (CFR), Part 503 biosolids regulations.</p> <p>Veolia Water has demonstrable experience in cleaning or managing the cleaning of digesters at the various treatment facilities that they operate (including NSD) nationwide. Section 8.1.3 and 8.2 of the District’s 2014 Amended and Restated Contract Service Agreement (Agreement) with Veolia provides for additional services on a negotiated basis. Staff requested, and Veolia has provided a proposal, that as the operator of the District’s treatment facilities, Veolia will assume the responsibility to clean digester No. 1 and appropriately dispose of the contents to the District’s sludge facilities at its Reclamation Area, in accordance with all regulations. Also, Veolia’s proposal is explicit in that Veolia shall be solely responsible for the means and methods employed for accomplishing the cleaning and sludge disposal.</p> <p>To prepare their proposal, Veolia developed specifications and solicited bids from five companies. Two companies provided proposals; Wastewater Solids Management Co. (WSM) of Yerington, NV and Synagro of Rancho Cordova, CA. Veolia negotiated a contract with WSM, whereby WSM will perform the required cleaning and disposal services, for a lump sum of \$147,960. Veolia’s proposal also includes a project management fee of 10% or \$14,796, and staff finds this to be reasonable. Also, typical to such operations, and to account for unknowns related to sludge quantities ultimately handled, the contract includes a \$25,000 initial contingency. Veolia has agreed to cost-share this contingency with the District to a \$12,500 amount each. Any contingency that exceeds the initial \$25,000 will be Veolia’s responsibility to negotiate with WSM. The total not to exceed cost will be \$175,256.00 to the District. Staff recommends that the Board approve the Veolia proposal in this amount, and authorize the General Manager-Chief Engineer to execute an Addendum to the Agreement in the not-to-exceed amount of \$175,256.00.</p>	
<p><b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.</p>	
<p><b>BUDGET INFORMATION:</b> The work will be funded from Account No. 72805 – Annual Treatment Plant Improvements, which has a FY 19-20 proposed Final Budget amount of \$300,000.</p>	
<b>DEPT. MGR.: EB</b>	<b>GENERAL MANAGER: SSK</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Capital Projects: Collection System Improvements (Golden Gate Rush Creek Sewer Phase II Project), Account No. 72706.	<b>MEETING DATE:</b> August 12, 2019  <b>AGENDA ITEM NO.:</b> 11.b.																
<b>RECOMMENDED ACTION:</b> Review bids received, and authorize the General Manager-Chief Engineer to award the construction contract to JMB Construction, Inc., and to execute it in the bid amount of \$618,281.																	
<b>SUMMARY AND DISCUSSION:</b>  At its June 10, 2019 meeting, the District Board authorized the General Manager-Chief Engineer to accept plans and specifications and advertise for bids for this project. On July 23, 2019, seven (7) bids were received as follows:																	
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Bidder</u></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>1. W.R. Forde Associates:</td> <td style="text-align: right;">\$438,646.00</td> </tr> <tr> <td>2. JMB Construction, Inc.:</td> <td style="text-align: right;">\$618,281.00</td> </tr> <tr> <td>3. Cratus, Inc:</td> <td style="text-align: right;">\$619,270.00</td> </tr> <tr> <td>4. Team Ghilotti:</td> <td style="text-align: right;">\$637,141.70</td> </tr> <tr> <td>5. Argonaut Constructors:</td> <td style="text-align: right;">\$684,422.00</td> </tr> <tr> <td>6. Maggiora &amp; Ghilotti, Inc.</td> <td style="text-align: right;">\$725,725.00</td> </tr> <tr> <td>7. D&amp;D Pipelines</td> <td style="text-align: right;">\$743,922.00</td> </tr> </tbody> </table>		<u>Bidder</u>	<u>Amount</u>	1. W.R. Forde Associates:	\$438,646.00	2. JMB Construction, Inc.:	\$618,281.00	3. Cratus, Inc:	\$619,270.00	4. Team Ghilotti:	\$637,141.70	5. Argonaut Constructors:	\$684,422.00	6. Maggiora & Ghilotti, Inc.	\$725,725.00	7. D&D Pipelines	\$743,922.00
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6. Maggiora & Ghilotti, Inc.	\$725,725.00																
7. D&D Pipelines	\$743,922.00																
<p>Initially, W.R. Forde Associates had the apparent lowest bid of \$438,646. However, on July 30, 2019, the District received a request from W.R. Forde requesting to retract their bid due to a clerical error in their final bid form calculations. Staff discussed the issue with Doug McManamon (of Meyers/Nave), District Counsel for construction contract related matters. Mr. McManamon determined that W.R. Forde satisfied the requirements of Public Contract Code 5103 for retracting their bid. The resultant apparent lowest bidder was JMB Construction Inc. (South San Francisco, CA) with a bid of \$618,281. The Engineer's Estimate of Probable Cost was \$540,832. JMB's bid documents were reviewed and they appear to be in order. Staff then contacted JMB to discuss their bid, and they are comfortable and confident with their bid.</p>																	
<p>The FY 19-20 Final Budget includes \$2,910,000 in Account No. 72706 - Collection System Improvements. Therefore, at this time, it is recommended that the Board authorize the General Manager-Chief Engineer to award the construction contract to JMB Construction, Inc. and to execute it in the bid amount of \$618,281.</p>																	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.																	
<b>BUDGET INFORMATION:</b> This work will be funded under Account No. 72706 - Collection System Improvements of the FY 19-20 proposed Final Budget, which includes \$2,910,000 for this Account.																	
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK																

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Capital Projects: Collection System Improvements (Redwood Blvd. Sewer Rehab. Project), Account No. 72706.	<b>MEETING DATE:</b> August 12, 2019  <b>AGENDA ITEM NO.:</b> 11.c.								
<b>RECOMMENDED ACTION:</b> Review bids received, and authorize the General Manager-Chief Engineer to award the construction contract to KJ Woods Construction, Inc., and to execute it in the bid amount of \$888,000.									
<b>SUMMARY AND DISCUSSION:</b>  At its June 10, 2019 meeting, the District Board authorized the General Manager-Chief Engineer to accept plans and specifications and advertise for bids for this project. On July 31, 2019, three (3) bids were received as follows:									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;"><u>Bidder</u></th> <th style="text-align: left;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>1. KJ Woods Construction, Inc.:</td> <td>\$888,000.00</td> </tr> <tr> <td>2. Cratus, Inc.:</td> <td>\$1,065,595.00</td> </tr> <tr> <td>3. Team Ghilotti, Inc.:</td> <td>\$1,071,141.77</td> </tr> </tbody> </table>		<u>Bidder</u>	<u>Amount</u>	1. KJ Woods Construction, Inc.:	\$888,000.00	2. Cratus, Inc.:	\$1,065,595.00	3. Team Ghilotti, Inc.:	\$1,071,141.77
<u>Bidder</u>	<u>Amount</u>								
1. KJ Woods Construction, Inc.:	\$888,000.00								
2. Cratus, Inc.:	\$1,065,595.00								
3. Team Ghilotti, Inc.:	\$1,071,141.77								
<p>As seen above, KJ Woods (San Francisco, CA) submitted the apparent lowest bid of \$888,000.00. The Engineer's Estimate of Probable Cost was \$765,000. KJ Woods bid documents were reviewed and they appear to be in order. Staff then contacted KJ Woods to discuss their bid, and they are comfortable and confident with their bid.</p> <p>The FY 19-20 final budget includes \$2,910,000 in Account No. 72706 - Collection System Improvements. Therefore, at this time, it is recommended that the Board authorize the General Manager-Chief Engineer to award the construction contract to KJ Woods Construction, Inc., and to execute it in the bid amount of \$888,000.00.</p>									
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.									
<b>BUDGET INFORMATION:</b> This work will be funded under Account No. 72706 - Collection System Improvements of the FY 19-20 proposed Final Budget, which includes \$2,910,000 for this Account.									
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK								

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE:** Capital Projects Update, July 2019.

**MEETING DATE:** August 12, 2019

**AGENDA ITEM NO.:** 11.d.

**RECOMMENDED ACTIONS:** Receive Capital Projects Update for July 2019.

**SUMMARY AND DISCUSSION:**

The July 2019 Capital Projects Update is attached.

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

**ATTACHMENTS:** 1. Capital Projects Update, July 2019.

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

**DEPT. MGR.:** EB

**GENERAL MANAGER:** SSK

**Novato Sanitary District  
Capital Improvement Program (CIP)  
Capital Projects Update  
June and July 2019**

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

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

- No update this period.

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

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

- No update this period.

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

1. Redwood Blvd. Sewer Rehab Project: Rehabilitation of about 1,850 feet of 12-inch sewer main along Redwood Blvd. between Lamont Avenue and Diablo Avenue.
  - The request for authorization to award the project to the apparent low bidder was presented to the Board under a separate agenda item.
2. Bel Marin Keys Blvd. Sewer Rehab Project: Rehabilitation of about 900 feet of 10-inch and about 1,410 feet of 8-inch sewer main in Bel Marin Keys Blvd.
  - A substantial repair to a segment of 10-inch pipe was required before lining operations could commence.
  - Lining operations to commence mid-August.
  - Substantial completion expected September 2019.
3. Golden Gate Place Phase II: Realignment/replacement of approximately 9400 feet of 8-inch sewer with new 8-inch and 10-inch PVC sewer.
  - The request for authorization to award the project to the apparent low bidder was presented to the board under a separate agenda item.
4. Collection System Master Plan (CSMP): Continuing work associated with the CSMP currently underway by the District's consultant Woodard and Curran (W&C):
  - Presentation of the final draft CSMP document was discussed under a separate agenda item.
5. ARV Replacement Project: Replacement of Air Relief Valves (ARV) and modifications of their maintenance vaults at 11 separate locations throughout the system.
  - Design near completion.
  - Caltrans encroachment permit will need to be issued prior to construction.
6. Vineyard Creek at Angelica Court Bank Repair:
  - Project is currently in the design phase.

- District staff have requested quotes for lining the exposed section of pipe as a contingency measure.

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

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

- The FY 19-20 final budget for this account is \$60,000. No grants have been distributed this FY. Seventeen (17) grants totaling \$34,000 were distributed in FY 18-19.

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

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

- SCC issued a notice inviting bids for its BMK V Wetland Restoration Project Phase 1 with bids expected August 29.

#### **Account No. 72708: Cogeneration/Alt. Energy**

- The District's Consultant, Woodard and Curran (W&C) presented the results of the Cogeneration Evaluation Technical Memo Update to the Board at the May 13, 2019 regular Board meeting. Per Board direction, District staff have received and are reviewing a proposal from W&C to develop a basis of design for a cogeneration project.
- As reported at previous meetings, District and Veolia staff are working with Enovity, Inc. (Consultant) to refine which energy efficiency measures to implement by way of PG&E's on bill financing (OBF) program. However, at the June 10, 2019 meeting, staff reported that the District is benefiting from a California Energy Commission (CEC) grant being administered by MCE ("MCE grant"). Under the terms of the MCE grant, MCE's consultant TerraVerde Energy, LLC, is also evaluating energy efficiency measures in addition to solar/battery storage options for the District. Staff will present the results of TerraVerde's evaluation in the coming months. Upon receiving results from that evaluation, staff expects to be able to make a recommendation for implementation of energy efficiency measures, solar/battery storage or a combination thereof.

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

Collection system repairs are generally reported monthly as part of the Collection System Operations report, and reported annually in the Uniform Public Construction Cost Accounting Act (UPCAA) staff report.

#### **Account 72804: Annual Reclamation Facilities Improvements**

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

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

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

- Digester No. 1 Cleaning - The request for approval of a contract for cleaning of Digester No. 1 is being presented to the Board under a separate agenda item.

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

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

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

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

- FY 19-20 Budget for this account is \$50,000.

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

- No update this month.

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

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

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

- No update this period.

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

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

- New electrical equipment must be installed and a power connection from the new modular building to the existing electrical service must be made prior to occupancy. District staff are currently negotiating a contract for that work.
- Occupancy expected December 2019.

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

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

- No update this period.

**Account No. 73005: RWF Expansion**

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

- The Notice of Completion (NoC) has been filed, and the Project is in the warranty period.

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

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

- The Headworks Protective Coating Project is at the 90% design level. Completion of design and advertisement for bids is expected Spring 2020, with the work to be conducted during the time of lowest influent flows in the late summer/early fall of 2019.
- District staff are working with Veolia and their vendor to coat the UV channels.
- District staff are negotiating a contract with a coatings engineer to perform a condition assessment of Primary Clarifier No. 2.

**Account No. 73090: Vehicle Replacement**

This account includes a FY 19-20 budget amount of \$580,000 for the purchase of a combination jetter/vacuum truck (combo unit), up to two 45kw portable generators, and an allotment of \$40,000 to overhaul one of the District's existing combo units.

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Staff Reports: CalPERS Health Plan Premium Rates for 2020 – Information only**

**MEETING DATE: August 12, 2019  
AGENDA ITEM NO.: 12.a.**

**RECOMMENDED ACTION: Receive report on CalPERS Health Plan Premium Rates for 2020 –information only.**

**SUMMARY AND DISCUSSION:**

The District has received notification of health plan premiums for calendar year 2020 from CalPERS as follows:

**CalPERS Health Plan (Kaiser North rates):**

	<b>2019 Rates</b> (for comparison)	<b>2020 Rates</b>
<b>Basic Premium rates – Bay Area:</b>		
<b>Subscriber</b>	\$768.25/mo	\$768.49/mo
<b>Subscriber + 1</b>	\$1,536.50/mo	\$1,536.98/mo
<b>Family Rate</b>	\$1,997.45/mo	\$1,998.07/mo
 <b>Medicare Eligible Retiree</b>		
<b>Single Supplemental Medicare</b>	\$323.74/mo	\$339.43/mo
<b>2-Party Supplemental Medicare</b>	\$647.48/mo	\$678.86/mo

This represents an increase of 0.03% for regular health coverage and 4.85% increase in Medicare rates. The preliminary FY 19-20 budget had projected an increase of 8% across both sets of rates. The Final FY 19-20 budget has been revised to reflect actual rates.

**STRATEGIC PLAN INFORMATION:** This item addresses Goal 3 (Board District and Community, Alignment and Communications) and Goal 4 (Well Planned Finances with a long-Range Outlook) of the latest Strategic Plan Update.

**DEPT. MGR.:** drt

**GENERAL MANAGER:** SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Staff Reports: Capacity Charges Report for Fiscal Year (FY) 18-19.</b>	<b>MEETING DATE: August 12, 2019</b>  <b>AGENDA ITEM NO.: 12.b.</b>
<b>RECOMMENDED ACTION: Receive Capacity Charges Report for Fiscal Year (FY) 2018-19 – Information only.</b>	
<b>SUMMARY AND DISCUSSION:</b> <p>This summary report is prepared to comply with California Government Code 66013, detailing the amount of capacity charges (or connection fees) received by the District in FY 18-19, and how those charges were used to fund wastewater facilities capital-related projects.</p> <p>The District’s most recent Wastewater Capacity Fee Study (2016) recommended that the District: “Comply with the annual reporting requirements of Government Code 66013 et seq which includes publishing a public document demonstrating the expenditure of capacity fee funds on capital improvements or debt service used to fund capital improvements.” The District’s Annual Budget document serves as the public document that demonstrates the allocation and expenditure of capacity (connection) fees on capital improvements or debt service used to fund capital improvements.</p> <p>In FY 18-19, from the FY 19-20 Annual Budget (page 15), it is estimated that the District received \$319,240 in capacity (connection) fee revenue. Consistent with prior years, all of this revenue was allocated to the District’s Capital Fund Revenue Center (Cost Center 51000), Account No. 51020, and expended via Capital Improvements Cost Centers 72000 and 73000. Expenditures under these two Cost Centers totaled \$10,200,592 in FY 18-19, or \$9,881,352 in excess of the estimated connection fees collected.</p>	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 3 (Board District and Community, Alignment and Communications) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> ssk	<b>GENERAL MANAGER:</b> SSK

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Staff Reports: Uniform Public Construction Cost Accounting Act (UPCCAA) Implementation for FY18-19.</b>	<b>MEETING DATE: August 12, 2019</b> <b>AGENDA ITEM NO.: 12.c.</b>
<b>RECOMMENDED ACTION: Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for Fiscal Year (FY) 18-19 – Information only.</b>	
<b>SUMMARY AND DISCUSSION:</b> <p>The District utilizes the Uniform Public Construction Cost Accounting Act (UPCCAA, or the “Act”) to perform certain projects each year. The Act allows a local agency to perform these projects if the agency elects to follow the cost accounting procedures set forth in the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission. The Act is enacted under Public Contracts Code Sections 22000 through 22045. The District utilizes this Act under its Resolution No. 2947 adopting Ordinance No. 109 dated August 28, 2006, updated by Ordinance No. 118 adopted on August 12, 2013, and recently updated by Board action at its regular meeting on December 10, 2018.</p> <p>The District utilizes provisions of the Act for alternative bidding procedures as follows: (a) Projects of \$60,000 or less may be performed by negotiated contract or by purchase order, (b) Projects of \$200,000 or less may be let to contract by the informal procedures set forth in the Act, and (c) Projects of more than \$200,000 are to be let to contract by formal bidding procedures. In short, the District uses the relevant provisions of the Act to allow the District to complete projects with less administrative effort while maintaining work quality.</p> <p>For FY 18-19, the District utilized the Act provisions under item (a) and (b) above to complete work across the following projects/accounts:</p> <ol style="list-style-type: none"> <li>1. Account No. 60150 (Collections: Repairs &amp; Maintenance) - total amount \$4,700, two contractors.</li> <li>2. Account No. 60153 (Collection: Outside Services)- total amount \$4,164, one contractor</li> <li>3. Account No. 63150 (Reclamation: Repairs &amp; Maintenance) - total amount \$30,640, six contractors.</li> <li>4. Account No. 63157 (Reclamation: Ditch/Dike Maintenance) - total amount \$10,544, two contractors</li> <li>5. Account No. 65150 (Pump Stations: Repairs &amp; Maintenance) – total amount \$41,068, five contractors</li> <li>6. Account No. 65153 (Pump Stations: Outside Services, Electrical) - total amount \$44,280, three contractors</li> <li>7. Account No. 66124 (Admin/Eng: IT/Misc. Electrical)- total amount \$374, one contractor</li> <li>8. Account No. 66150 (Admin/Eng: Repairs &amp; Maintenance) – total amount \$14,408, six contractors.</li> <li>9. Account No. 72706 (Collection System Improvements) – total amount \$226,354, two contractors.</li> <li>10. Account No. 72803 (Annual Collection System Repairs) - total amount \$59,812, two contractors.</li> <li>11. Account No. 72804 (Annual Recl. Fac. Improvements) - total amount \$120,066, three contractors.</li> <li>12. Account No. 72805 (Annual Treatment Plant) - total amount \$7,754, three contractors.</li> <li>13. Account No. 72806 (Annual Pump Sta. Improvements)- total amount \$24,000, two contractors</li> <li>14. Account No. 72807 (Annual Ignacio Fac. Improvements) - total amount \$41,187, four contractors.</li> <li>15. Account No. 73003 (Admin/Maintenance Building) – total amount \$26,360, four contractors.</li> <li>16. Account No. 73004 (Odor Control and Landscaping) – total amount \$7,373, one contractor.</li> </ol> <p>The total amount of work performed under the Act provisions in FY 18-19 was \$663,085. Of this, one project was over \$60,000 but less than \$200,000, under Account No. 72706 (\$146,810).</p>	
<b>ATTACHMENT:</b> FY 18-19 Informal Contract Expenditures	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> eb	<b>GENERAL MANAGER:</b> SSK



# NOVATO SANITARY DISTRICT

## BOARD AGENDA ITEM SUMMARY

<b>TITLE: Board of Directors: Presidential appointment of members to Board Committees, for remainder of Fiscal Year (FY) 18-19.</b>	<b>MEETING DATE: August 12, 2019</b>  <b>AGENDA ITEM NO.: 13.a.</b>
<b>RECOMMENDED ACTION: Presidential appointment of members to Board Committees, for Fiscal Year (FY) 19-20.</b>	
<b>SUMMARY AND DISCUSSION:</b>  Historically, the District Board selects one of its members as President and another member as President pro-tem at a Board meeting, and the selected President then makes committee assignments at a subsequent Board meeting.  At its June 10, 2019 meeting, the Board of Directors appointed Director Dillon-Knutson as President and Director Long as President Pro-tem for FY 19-20.  At this time, the District has four standing committees and no ad hoc committees. In addition, there are four appointments of delegates to represent the District at regional or statewide organizations.  The current listing of the committees and committee assignments is attached.  Ad hoc committees are single purpose and automatically dissolve once their mission is completed.  The Board President appoints committee members. At his/her option, the Board President traditionally has the options of choosing to retain the prior committee assignments, or modifying them at this meeting, or modifying them at a subsequent Board meeting.	
<b>ATTACHMENTS:</b>  1. List of current committees and committee assignments.	
<b>STRATEGIC PLAN INFORMATION:</b> This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
<b>DEPT. MGR.:</b> ssk	<b>GENERAL MANAGER:</b> SSK

**A. Standing Committees:**

1. Joint City/District Solid Waste Committee:  
Jean Mariani  
Jerry Peters  
(Vacant)\*, Alternate
2. Wastewater Operations Committee:  
Carole Dillon-Knutson  
(Vacant)\*  
Jean Mariani, Alternate
3. Capital Improvements Committee (Formerly: Strategic Planning and New Facilities Committee)  
Carole Dillon-Knutson  
William C. Long  
(Vacant)\*, Alternate
4. Finance Committee:  
William C. Long  
Jean Mariani  
Carole Dillon-Knutson, Alternate

**B. Regular Committees:**

1. California Association of Sanitation Agencies:  
(Vacant)\*, Delegate  
Sandeep Karkal, Alternate
2. California Sanitation Risk Management Authority:  
Sandeep Karkal, Delegate  
(Vacant)\*, Alternate
3. North Bay Water Reuse Authority:  
Carole Dillon-Knutson, Delegate  
Jerry Peters, Alternate
4. North Bay Watershed Association:  
Jean Mariani, Delegate  
Sandeep Karkal, Alternate

**C. Ad Hoc Committee Assignments:**

**\*Vacant: Position was held by Brant Miller until resignation on June 10, 2019**