

NOVATO SANITARY DISTRICT

Meeting Date: September 23, 2013

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, September 23, 2013, at the District Offices, 500 Davidson Street, Novato.

Materials related to items on this agenda are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: www.novatosan.com.

AGENDA

1. PLEDGE OF ALLEGIANCE:

2. AGENDA APPROVAL:

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

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

4. REVIEW OF MINUTES:

- a. Consider approval of minutes of the September 9, 2013 meeting.

5. CONSENT CALENDAR:

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

- a. Consider rejection of claim from Terrence Molloy, 21 Caribe Isle, for cost of repairing damage caused by sewer blockage on June 17-18, 2013.
- b. Approve an application from Pacific Gas and Electric Company (PG&E) and authorize the Manager-Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of groundwater.
- c. Approve a permit extension request from R.M. Harris Co. Inc. on behalf of Caltrans, and authorize the Manager-Engineer to grant an extension of their temporary, Class I non-domestic discharge permit for discharge of groundwater.
- d. Approve regular and payroll-related disbursements.

6. SAFETY PROGRAM:

- a. Staff report on Safety Program and Safety Culture Survey.

7. WASTEWATER OPERATIONS:

- a. Wastewater Operations Committee August meeting report.
- b. Environmental Management System (EMS) update.
- c. Odor control, landscaping, and noise report.

8. ADHOC CONNECTION FEE COMMITTEE:

- a. Committee report.
- b. Consider directing staff to prepare a draft revision to Ordinance 70 and amendments.

9. ANNUAL RECLAMATION FACILITIES IMPROVEMENTS; ACCOUNT #72804

- a. Consider approval of proposal from Custom Tractor Supply (CTS) to rehabilitate irrigated parcels of the Reclamation Facility in the not-to-exceed amount of \$51,000, and authorize the Manager-Engineer to execute a contract in this amount.

10. WASTEWATER TREATMENT PLANT UPGRADE, CONTRACT C:

- a. Consider approval of a change order for coating repair on Primary Clarifier No. 2 in the amount of \$139,378.

11. LOCAL AGENCY FORMATION COMMISSION

- a. Select District choice of Alternate Special District member to serve until May 2015.

12. ADMINISTRATION:

- a. Consider authorizing the Deputy Manager-Engineer to attend the 2013 Water Environment Federation WEFTEC conference in Chicago, Illinois.

13. STAFF REPORTS:

14. BOARD MEMBER REPORTS:

15. MANAGER'S ANNOUNCEMENTS:

16. ADJOURN:

AGENDA/Board of Directors
Meeting Date: September 23, 2013

Next regular meeting date: Monday, October 14, 2013, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

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

September 9, 2013

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, September 9, 2013, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Michael Di Giorgio, Members William C. Long, Jean Mariani, Jerry Peters, and Dennis Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT: John Bailey, Project Manager, Veolia Water
Brian Exberger, Assistant Project Manager, Veolia Water
Ed O'Brien, The Covello Group
Brant Miller, Novato resident
Andrew Oko, NSD Environmental Services Manager

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the August 26, 2013 meeting.

On motion of Member Mariani, seconded by Member Peters, and carried unanimously, the minutes of the August 26, 2013 Board meeting were approved.

CONSENT CALENDAR:

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

- a. Adopt Resolution No. 3063 for BioMarin Pharmaceutical Inc.'s upper pH limit.
- b. Review of quarterly investment report.
- c. Approval of regular disbursements in the amount of \$157,704.53, project account disbursements in the amount of \$175,540.85, and Board member disbursements in the amount of \$2,629.60.

WASTEWATER TREATMENT PLANT UPGRADE CONTRACT C, PROJECT 73001:

- Progress report on Solids Handling Upgrade Project construction: The Manager introduced Ed O'Brien, Construction Manager, The Covello Group. Mr. O'Brien gave an update on the rehabilitation of digester No. 2 and the solids handling building.

The Deputy Manager-Engineer discussed the clarifier lining repairs and the materials being used to correct the corrosion inside the clarifier unit. He gave an overview of the erosion correction that is being implemented at the dirt bank to the north of the facility. He stated that the projected completion date for the Solids Handling Upgrade Project is July, 2014.

COLLECTION SYSTEM IMPROVEMENTS PROJECT 72706:

- Review bids received for the Collection System Improvements; Project 72706, Phase H, Center Road – Diablo Avenue to Kristy Court, approve contract award to TerraCon Pipelines, and authorize the Manager-Engineer to execute the contract in the bid amount of \$662,778: The Deputy Manager-Engineer stated that on September 4th seven bids were received for the Phase H project. He stated that TerraCon Pipelines had submitted the apparent lowest bid: \$662,778. He stated that staff had reviewed and verified all bid documents and that they were in order. The Deputy Manager-Engineer requested the Board award the contract to TerraCon Pipelines and authorize the Manger-Engineer to execute the contract in the bid amount of \$662,778.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board awarded the Collection System Improvements Project 72706; Phase H, Center Road – Diablo Avenue to Kristy Court project to TerraCon Pipelines for the bid amount of \$662,778 and authorized the Manager-Engineer to execute the contract.

- Consider approval of a contract with The Covello Group (TCG) for construction management services, and authorize the Manager-Engineer to execute an agreement with TCG on a time and materials basis for an amount not-to-exceed \$63,000: The Deputy Manager-Engineer stated that the District had asked Nute Engineering and The Covello Group for a time and materials estimate for construction management for the Phase H project. He stated that upon comparing the two bids costs were similar. He requested that the Board take into consideration the longevity of the agreeable working relationship between the District and The Covello Group and award the contract to The Covello Group.

On motion of Member Peters, seconded by Member Welsh and carried unanimously, the District awarded the construction management services contract for Project 72706 Phase H to The Covello Group on a time and materials basis for an amount not-to-exceed \$63,000. The Board authorized the Manager-Engineer to execute the agreement.

STAFF REPORTS:

- California Association of Sanitation Agencies (CASA) annual conference report. The Manager reported on her attendance at the CASA conference which was held in San Diego from August 21st – 24th. She reviewed with the Board three PowerPoint presentations that were given at the CASA meeting.

BOARD MEMBER REPORTS:

- The North Bay Watershed Association (NBWA) report. President Di Giorgio discussed his attendance at the September 6th meeting. He stated that a presentation was given by the Nature Conservancy on the historical data of the Bay.

- Member Welsh requested an update on the odor situation. The Manger stated that odor consultant Dave McEwen has completed the first round of testing. She stated that he intends to meet with the Lea Drive neighbors on Wednesday, September 11th.

- Member Mariani requested an update on the landscape maintenance. The Manager stated that Cagwin and Dorward continue to maintain the Lea Drive area.

MANAGER'S ANNOUNCEMENTS:

- The Manager stated that LAFCO has appointed Keene Simonds as the new Executive Officer, to replace the retiring Peter Banning.

- The Wastewater Operations Committee meeting will be held on Monday, September 16th at 2:00 p.m. at the District office.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 7:24 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Molloy claim	MEETING DATE: September 23, 2013 Agenda Item No. 5.a.
RECOMMENDED ACTION: Deny claim	
SUMMARY AND DISCUSSION:	
<p>On September 5, 2013, the District received a claim for \$4,420 from Mr. Terrence V. Molloy, 21 Caribe Isle, Novato, CA. The claim follows a blockage in his sewer lateral possibly caused by cleaning of the main in Caribe Isle.</p> <p>Once a claim is presented, the District contacts a claims adjuster from Carl Warren & Company, representing the District's insurance carrier. The adjuster advises the District as to the appropriate response. The purpose of the response is to protect the District and to take advantage of code and case defenses to comply with the Government Code and set the statute of limitations for suit filings. A public entity must act on the claim within 45 days, and provide written notice of the action taken. If a timely claim is rejected, the claimant <u>may</u> file suit for money or damages within six months after the date the notice is delivered or mailed. If the rejection is <u>not</u> properly noticed, however, the deadline for filing suit is extended to two years. Generally a negotiated settlement is reached between the claims adjuster and the claimant. However, in the event of a lawsuit a claim rejection restricts the statute of limitations to six months instead of two years.</p> <p>District staff has discussed the matter with the District's claims adjuster at Carl Warren and Co. and recommends procedural denial of the claim from Mr.Molloy.</p>	
ALTERNATIVES: Do not deny the claim.	
BUDGET INFORMATION: A settlement would be paid from the District's insurance claim expense budget 66071.	
DEPT. MGR.:	MANAGER:

**Claim Pursuant to Government Code § 910 and 910.4 et seq.
Claim Against Novato Sanitary District
500 Davidson Street, Novato, CA 94945 415/892-1694**

A. THE NAME AND POST OFFICE ADDRESS OF THE CLAIMANT: Terrence V. Molloy, PE
21 Caribe Isle,
Novato, CA 94949-5315
DAYTIME TELEPHONE: 415 - 382-9420
EVENING TELEPHONE: 415 - 382-9420

B: THE POST OFFICE ADDRESS TO WHICH THE PERSON PRESENTING THE CLAIM DESIRES NOTICES TO BE SENT:
Terrence V. Molloy, P.E.
21 Caribe Isle
Novato, CA
TELEPHONE:

C. THE DATE, PLACE, AND OTHER CIRCUMSTANCES OF THE OCCURRENCE OR TRANSACTION WHICH GAVE RISE TO THE CLAIM ASSERTED:
DATE OF OCCURRENCE: June 17, 2013 & June 18, 2013
PLACE OF OCCURRENCE: 21 Caribe Isle, Novato, CA
CIRCUMSTANCES: On 6/17 in the afternoon my wife observed an NSD truck across from home. The next morning we discovered our plumbing system was blocked so I contacted NSD and "Tim" came to our home. Please see the attached for more detail.

TIME OF OCCURRENCE: 6/17- approximate 16:30; 6/18 - 09:00
the truck returned and tried to fix the problem. The pumping system was not working correctly.

D. A GENERAL DESCRIPTION OF THE INDEBTEDNESS, OBLIGATION, INJURY, DAMAGE OR LOSS INCURRED SO FAR AS IT MAY BE KNOWN AT THE TIME OF PRESENTATION OF THE CLAIM: The plugged line caused all sewer line hangers to break and required the installation of a clean-out to clear the line between the front of the home and NSD's sewer line. The plumbing company said that the sewer line under the house was full and we had major concerns about the line breaking, thus rendering the home uninhabitable. See attachment for more details.

E. THE NAME OR NAMES OF THE PUBLIC EMPLOYEE OR EMPLOYEES CAUSING THE INJURY, DAMAGE, OR LOSS, IF KNOWN.

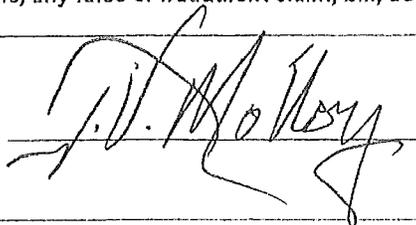
F. AMOUNT OF CLAIM: \$ 4,420.00
(if less than \$10,000.00)

JURISDICTION OF CLAIM: MUNICIPAL COURT (CLAIMS TO \$25,000)
 SUPERIOR COURT (CLAIMS OVER \$25,000)

BASIS OF COMPUTATION: The basis for this claim is the actual cost of repairing the damage caused by the blockage and then the additional costs to clear the blockage without risking a sewage spill into the area under the home. The charge by Benjamin Franklin plumbers is attached.

Advisory: Section 72 of the Penal Code provides that "every person who, with intent to defraud, presents for allowance or for payment to any State Board or Officer, or to any county, town, city, district, ward, or village, board or officer authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony".

SIGNATURE OF CLAIMANT OR REPRESENTATIVE:



DATE:

7/25/13

*Rec'd via email to
Beverly James 9/5/2013.*

Sequence of Events:

Monday, June 17, 2013 – Afternoon approximately 4:00 pm – Betty gets mail and tells me there is a big white truck across the street “doing something.” She said it looked like it had a crane on top.

Tuesday, June 18, 2013 about 8:30 am – Betty is doing dishes and tells me the sink is making funny noises. We run the garbage disposal and it appears the drain is blocked. I go into the first floor bathroom and flush the toilet. It flushes once, but when I try to flush it a second time I can tell there is also a blockage that is affecting that line as well.

Since I have been under our home (during a remodel several years ago) I know that the blockage is “downstream” of the point where these lines join the lateral to the street. Remembering that Novato Sanitary District truck was there the previous day, I contacted your agency and Tim, the supervisor of the group that drives the trucks arrived at our home around 9:45 am.

Tim explained to me how the truck cleaned out the main 6” line with high pressure water and how that when the high pressure nozzle was withdrawn back down the pipe it created a vacuum that pulled debris out of the laterals from the home. I told him that we had never had a problem with our system of any kind until this morning. He said he would have the truck come over and repeat the cleaning process to see if that would help.

When the truck arrived they attempted to use the pressurized nozzle, but the pump was not working properly. They replaced a fuse, but they still had to have a mechanic come out to fix the pump. At this point I had to leave as I was doing a presentation at the Rotary Club of Terra Linda that day and needed to get ready. I saw Tim just before I left and he said that they had made two passes with the nozzle, but I did not get any additional information.

When I returned from the Rotary meeting it was clear that there was still a problem so I contacted Ben Franklin plumbing here in Novato and arranged for them to come out on Wednesday morning to evaluate the problem. We minimized our use of water to that required for washing our hands and other related activities.

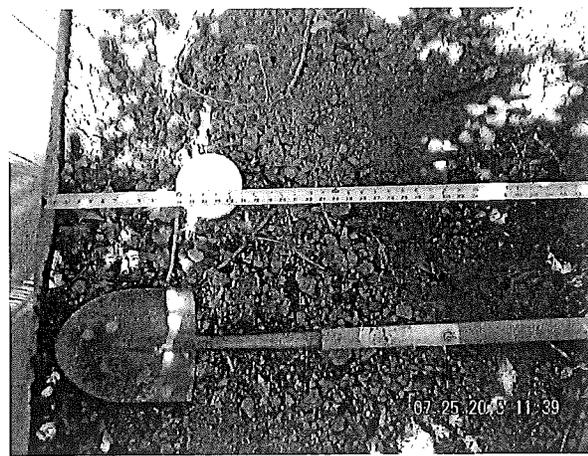
Wednesday, June 19, 2013 about 9:00 am – J.J. from Ben Franklin plumbing arrives and after an unsuccessful attempt to find a “clean out” at the front of our home uses his “camera” to examine the inside of the pipe using the 2” clean out at the back of the house. This resulted in the rather nasty waste that was in the pipe flowing out onto the deck. At this point J.J. said that he needed to go under the home and inspect the plumbing there.

Wednesday, June 19, 2013 about 10:30 am – J.J. reports the following: All the drain line hangers under the house are broken and will have to be replaced. We will also need to install a clean out on the front of the house in order to successfully clean out the pipe if the blockage is between the house and the connection to the NSD 6” line. He suspected we might have a problem with tree roots. The price for this work was \$4,419.90. I have attached a copy of the contract with our credit card number blacked out.

Results of the work: J.J. and his assistant said they had never seen a condition where all the pipe hangars were broken at the same time; they also said the pipe hangars were to code. They attributed this to the fact that the entire system was full of waste. The other significant finding was that there was a "abnormal amount of debris about 16 feet from the city lateral." This was determined by using his camera and subtracting the location of the debris from the new clean out, 64 feet, from the distance to the NSD 6" line of 80 feet. He also said there were no other obstructions between the front of the house and the NSD 6" line.

June 19, 2013 5:00 PM: The waste water system has returned to normal.

Subsequent Investigation: The bottom inside of the lateral is 24" below the top of the new clean-out. The attached photos show the location of the new clean-out and a hole approximately 14" deep where the original cleanout was supposed to have been installed per the NSD drawing furnished. The inside bottom of the lateral is less than 10" below the hole and there is no indication of a clean-out having been installed. I am sure if we remove the rest of the "engineered fill" above the lateral we can confirm that there never was a clean-out installed. I did not do this for fear of damaging the lateral while trying to get through the engineered fill.



We could also possibly verify that a clean-out was never installed using an inline camera. There would have to be cut marks on the inside of the pipe if the clean-out was removed after installation.



If there's any delay,
it's you we pay!

877-BEN-1776

www.benfranklinplumbing.com
License #: 857357

Additional Notes Form .vmalloy@cmes.net

Invoice Number _____	Plumber Name <u>JJ</u>
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Customer Name <u>Terry malloy</u>	Date _____
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PROPOSED WORK

OPTION	Proceed with work: YES <input type="checkbox"/> INITIALS _____ NO <input type="checkbox"/> INITIALS _____
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The total cost of the clean out is
2911.00

Warranty: Standard 2 Year Other \$ _____

OPTION	Proceed with work: YES <input type="checkbox"/> INITIALS _____ NO <input type="checkbox"/> INITIALS _____
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The total cost of strapping all of the
drain pipes under the house is 1508.90

Warranty: Standard 2 Year Other \$ _____

OPTION	Proceed with work: YES <input type="checkbox"/> INITIALS _____ NO <input type="checkbox"/> INITIALS _____
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Warranty: Standard 2 Year Other \$ _____

Additional Job Notes / Instructions

needed to install a clean out to access the lateral for drain cleaning. the whole lateral was backed up with a lot of debris & water. the weight of the debris + the water broke the straps under the house. cleared stoppage with the camera. After clearing the stoppage inspected the line. there was still debris in the line & we cleaned it out with hydro flush. There are no issues with the sewer lateral.

PLUMBER'S SIGNATURE _____

CUSTOMER'S SIGNATURE _____

It makes good sense to consider all of your options when it comes to repairing or replacing a part, fixture or piece of equipment. Many times, replacing a defective unit will provide you with a greater benefit and peace-of-mind than repairing an older model.

Thank you very much for your business!

Please call if you have any questions about the work we have completed or estimated for you.

Estimates are valid for 30 days.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Temporary Discharge Permit for Groundwater Discharge – PG&E Pipeline Inspection Project.	MEETING DATE: September 23, 2013 AGENDA ITEM NO.: 5.b.
RECOMMENDED ACTION: Approve an application from Pacific Gas and Electric Company (PG&E) and authorize the Manager-Engineer to issue a one-time, temporary, Class I non-domestic discharge permit for discharge of groundwater.	
SUMMARY AND DISCUSSION: <p>The District received a permit application from PG&E on September 12, 2013, for a temporary, Class I non-domestic discharge permit. The application is to discharge groundwater generated during excavation of a portion of PG&E’s pipeline located near 1561 South Novato Boulevard. Encountered groundwater will be pumped to a holding tank for settling and filtration prior to discharge to the District’s collection system.</p> <p>The reason PG&E would like to discharge to the District’s system is that the water contains low levels of metals which precludes discharge of the water to the storm drain system. As part of the application, PG&E submitted water quality data, including laboratory reports that list specific metal levels. The submitted lab data indicates that the water meets water quality criteria for discharge to the District’s system.</p> <p>Therefore, staff recommends that the Board approve the application and authorize the Manager–Engineer to issue a one-time, temporary Class I non-domestic discharge permit to PG&E which includes the following conditions:</p> <ol style="list-style-type: none"> 1. The total discharge shall not exceed 1,000,000 gallons over a two month period, 2. The daily discharge shall not exceed an 8 hour period (9 a.m. to 5 p.m.), 3. The discharger shall not exceed a maximum discharge rate of 50 gpm, and 4. The discharger is required to have a 100 micron sediment filter on its discharge. 	
ALTERNATIVES: Do not approve the discharge.	
BUDGET INFORMATION: Permit, monitoring and discharge fees will offset the cost of preparing the permit and monitoring the discharge.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Extension of Temporary Discharge Permit for Groundwater Discharge - Caltrans Bridge Construction Project.	MEETING DATE: September 23, 2013 AGENDA ITEM NO.: 5.c.
RECOMMENDED ACTION: Approve a permit extension request from R.M. Harris Co. Inc. on behalf of Caltrans and authorize the Manager-Engineer to grant an extension of their temporary, Class I non-domestic discharge permit for discharge of groundwater.	
SUMMARY AND DISCUSSION: <p>The District received a permit application from R.M. Harris on May 30, 2013, for a temporary, Class I non-domestic discharge permit. The application was to discharge groundwater generated during bridge footing excavation as part of Caltrans' Rush Landing Rd. bridge construction project. The District Board approved the application on June 10, 2013, and the Manager-Engineer issued the temporary, Class I non-domestic discharge permit on June 12, 2013.</p> <p>R.M. Harris anticipated that the bridge footing excavation would be finished by the beginning of September; however, to date the project is incomplete, and their temporary discharger permit expired on September 10, 2013.</p> <p>In an email dated September 16, 2013, R.M. Harris staff formally requested an extension of their temporary, Class I non-domestic discharge permit. The permit extension request contained a more realistic estimate of project completion - November 30, 2013.</p> <p>Therefore, staff recommends that the Board approve the permit extension request and authorize the Manager-Engineer to grant an extension of the temporary, Class I non-domestic discharge permit to Caltrans. All requirements of the temporary discharge permit will continue to apply and include the following conditions:</p> <ol style="list-style-type: none"> 1. Encountered groundwater will be pumped to a holding tank for settling, 2. The total discharge shall not exceed 1,350,000 gallons over a three month period, 3. The discharger shall not exceed a maximum discharge rate of 20 gpm, and 4. The discharger is required to have a 100 micron sediment filter on its discharge. 	
ALTERNATIVES: Do not approve the permit extension.	
BUDGET INFORMATION: Monitoring and discharge fees will continue to offset the cost of monitoring the discharge.	
DEPT.MGR.:	MANAGER:

Novato Sanitary District Operating Check Register

September 23, 2013

Date	Num	Name	Credit
Sep 23, 13			
9/23/2013	56099	Custom Tractor Service	82,052.25
9/23/2013	56117	Pacific, Gas & Electric	69,967.31
9/23/2013	56119	PSC	17,097.46
9/23/2013	56091	American Express-21007	15,060.76
9/23/2013	56120	R3 Consulting Group, Inc.	10,195.00
9/23/2013	56094	Caltest Analytical Lab Inc.	7,758.58
9/23/2013	56123	Shape Incorporated	7,228.88
9/23/2013	56089	North Marin Water District - L...	2,695.00
9/23/2013	56130	U.S. Bank Card (2)(June)	2,560.64
9/23/2013	56115	North Marin Water District - L...	2,075.00
9/23/2013	56109	Marin/Sonoma Mosquito Dist	2,058.47
9/23/2013	56093	Cagwin & Dorward Inc.	1,913.00
9/23/2013	56098	Control Systems West, Inc.	1,472.50
9/23/2013	56097	Cintas Corporation	1,171.79
9/23/2013	56129	U.S. Bank Card (1)(Bev)	1,068.67
9/23/2013	56104	Grainger	986.67
9/23/2013	56106	IDEXX Distributing Corp.	850.64
9/23/2013	56102	Empire Mini Storage - Novato	840.00
9/23/2013	56116	North Marin Water District Pa...	798.68
9/23/2013	56127	Telstar Instruments Inc	612.80
9/23/2013	56111	MME	597.62
9/23/2013	56132	Verizon EQ	538.73
9/23/2013	56092	Arntz Builders, Inc.	510.00
9/23/2013	56090	A&P Moving Inc.	480.00
9/23/2013	56121	Reliance Standard Life	475.00
9/23/2013	56105	HACH/American Sigma Inc	446.85
9/23/2013	56103	Environmental Resource Ass...	419.06
9/23/2013	56096	CED Santa Rosa, Inc	390.26
9/23/2013	56108	Marin Mechanical II, Inc.	360.00
9/23/2013	56095	Cantarutti Electric, Inc	226.00
9/23/2013	56134	Marin Independent Journal	202.80
9/23/2013	56133	Verizon Wireless-	201.39
9/23/2013	56131	Unicorn Group	197.80
9/23/2013	56101	CWEAmembers	148.00
9/23/2013	56122	Royal Petroleum Company	138.44
9/23/2013	56107	Labworks Equipment, Inc.	137.53
9/23/2013	56114	North Marin Water District	132.57
9/23/2013	56124	SRS Private Investigations, Inc	115.00
9/23/2013	56118	Petty Cash	108.99
9/23/2013	56100	CWEA	95.00
9/23/2013	56112	North Bay Portables, Inc.	92.20
9/23/2013	56126	Stevenson, Jeffrey MD	85.00
9/23/2013	56128	U.S. Bank (Sandeep)	85.00
9/23/2013	56113	North Marin Auto Parts	62.22
9/23/2013	56110	MarinScope Inc.	59.00
9/23/2013	56125	Staples Business Adv Inc.	37.03
Sep 23, 13			234,805.59

Novato Sanitary District
Operating Check Register Detail
For September 23, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
A&P Moving Inc.			
	09/06/2013	66123 · O/S Contractual	480.00
Total A&P Moving Inc.			480.00
American Express-21007			
	09/13/2013	64100 · Operating Supplies	289.67
	09/13/2013	65100 · Operating Supplies	30.00
	09/13/2013	65153 · Outside Services, Electrical	724.85
	09/13/2013	66124 · IT/Misc Electrical	2,331.41
	09/13/2013	66170 · Travel, Meetings & Training	4,617.08
	09/13/2013	66090 · Office Expense	1,581.48
	09/13/2013	67520 · Outreach/Publicity/Education	1,482.68
	09/13/2013	65150 · Repairs & Maintenance	3,007.73
	09/13/2013	21015 · American Express	995.86
Total American Express-21007			15,060.76
Arntz Builders, Inc.			
	09/17/2013	66150 · Repairs & Maintenance	510.00
Total Arntz Builders, Inc.			510.00
Cagwin & Dorward Inc.			
	08/30/2013	63150 · Repairs & Maintenance	528.00
	09/01/2013	66150 · Repairs & Maintenance	435.00
	09/13/2013	63157 · Ditch/Dike Maintenance	950.00
Total Cagwin & Dorward Inc.			1,913.00
Caltest Analytical Lab Inc.			
	09/11/2013	64160 · Research & Monitoring	7,758.58
Total Caltest Analytical Lab Inc.			7,758.58
Cantarutti Electric, Inc			
	08/29/2013	65153 · Outside Services, Electrical	226.00
Total Cantarutti Electric, Inc			226.00
CED Santa Rosa, Inc			
	09/12/2013	65150 · Repairs & Maintenance	390.26
Total CED Santa Rosa, Inc			390.26
Cintas Corporation			
	08/31/2013	64100 · Operating Supplies	137.26
	08/31/2013	66100 · Engineering Supplies	411.47
	08/31/2013	60100 · Operating Supplies	623.06
Total Cintas Corporation			1,171.79
Control Systems West, Inc.			
	09/03/2013	65153 · Outside Services, Electrical	620.00
	09/06/2013	65153 · Outside Services, Electrical	852.50
Total Control Systems West, Inc.			1,472.50
Custom Tractor Service			
	09/16/2013	63115 · Sludge Disposal	82,052.25
Total Custom Tractor Service			82,052.25
CWEA			

Novato Sanitary District
Operating Check Register Detail
For September 23, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
	09/12/2013	66170 · Travel, Meetings & Training	95.00
Total CWEA			95.00
CWEAmembers			
	09/01/2013	66080 · Memberships	148.00
Total CWEAmembers			148.00
Empire Mini Storage - Novato			
	09/15/2013	66123 · O/S Contractual	840.00
Total Empire Mini Storage - Novato			840.00
Environmental Resource Assoc			
	09/04/2013	64100 · Operating Supplies	419.06
Total Environmental Resource Assoc			419.06
Grainger			
	09/17/2013	60100 · Operating Supplies	986.67
Total Grainger			986.67
HACH/American Sigma Inc			
	09/11/2013	64150 · Repairs & Maintenance	446.85
Total HACH/American Sigma Inc			446.85
IDEXX Distributing Corp.			
	09/17/2013	64100 · Operating Supplies	850.64
Total IDEXX Distributing Corp.			850.64
Labworks Equipment, Inc.			
	09/06/2013	64100 · Operating Supplies	137.53
Total Labworks Equipment, Inc.			137.53
Marin Independent Journal			
	08/31/2013	66090 · Office Expense	202.80
Total Marin Independent Journal			202.80
Marin Mechanical II, Inc.			
	09/10/2013	66150 · Repairs & Maintenance	360.00
Total Marin Mechanical II, Inc.			360.00
Marin/Sonoma Mosquito Dist			
	09/10/2013	63150 · Repairs & Maintenance	2,058.47
Total Marin/Sonoma Mosquito Dist			2,058.47
MarinScope Inc.			
	09/11/2013	66130 · Printing & Publications	59.00
Total MarinScope Inc.			59.00
MME			
	09/06/2013	60150 · Repairs & Maintenance	597.62
Total MME			597.62
North Bay Portables, Inc.			
	09/10/2013	63100 · Operating Supplies	92.20
Total North Bay Portables, Inc.			92.20
North Marin Auto Parts			
	08/12/2013	60100 · Operating Supplies	62.22
Total North Marin Auto Parts			62.22

Novato Sanitary District
Operating Check Register Detail
For September 23, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
North Marin Water District			
	09/12/2013	65192 · Water	132.57
Total North Marin Water District			132.57
North Marin Water District - Lab			
	08/13/2013	64160 · Research & Monitoring	2,695.00
	09/04/2013	64160 · Research & Monitoring	2,075.00
Total North Marin Water District - Lab			4,770.00
North Marin Water District Payroll			
	09/09/2013	64010 · Salaries & Wages	798.68
Total North Marin Water District Payroll			798.68
Pacific, Gas & Electric			
	09/03/2013	65191 · Gas & Electricity	13.23
	09/03/2013	65191 · Gas & Electricity	1.55
	09/11/2013	61000-5 · Gas & Electricity	48,377.49
	09/11/2013	63191 · Gas & Electricity	12,963.78
	09/11/2013	65191 · Gas & Electricity	8,611.26
Total Pacific, Gas & Electric			69,967.31
Petty Cash			
	09/18/2013	65060 · Gasoline & Oil	15.00
	09/18/2013	66170 · Travel, Meetings & Training	93.99
Total Petty Cash			108.99
PSC			
	08/29/2013	67500 · Household Hazardous Waste	17,097.46
Total PSC			17,097.46
R3 Consulting Group, Inc.			
	09/03/2013	66123 · O/S Contractual	10,195.00
Total R3 Consulting Group, Inc.			10,195.00
Reliance Standard Life			
	09/09/2013	66070 · Insurance	475.00
Total Reliance Standard Life			475.00
Royal Petroleum Company			
	08/30/2013	63060 · Gasoline & Oil	138.44
Total Royal Petroleum Company			138.44
Shape Incorporated			
	09/05/2013	65150 · Repairs & Maintenance	6,730.88
	09/05/2013	65150 · Repairs & Maintenance	498.00
Total Shape Incorporated			7,228.88
SRS Private Investigations, Inc			
	09/03/2013	66090 · Office Expense	115.00
Total SRS Private Investigations, Inc			115.00
Staples Business Adv Inc.			
	09/09/2013	66090 · Office Expense	37.03
Total Staples Business Adv Inc.			37.03
Stevenson, Jeffrey MD			

Novato Sanitary District
Operating Check Register Detail
For September 23, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
	09/05/2013	66090 · Office Expense	85.00
Total Stevenson, Jeffrey MD			85.00
Telstar Instruments Inc			
	08/30/2013	65100 · Operating Supplies	612.80
Total Telstar Instruments Inc			612.80
U.S. Bank (Sandeep)			
	09/03/2013	66170 · Travel, Meetings & Training	85.00
Total U.S. Bank (Sandeep)			85.00
U.S. Bank Card (1)(Bev)			
	09/03/2013	66090 · Office Expense	353.00
	09/03/2013	66060 · Gasoline & Oil	36.98
	09/03/2013	66170 · Travel, Meetings & Training	678.69
Total U.S. Bank Card (1)(Bev)			1,068.67
U.S. Bank Card (2)(June)			
	09/03/2013	65150 · Repairs & Maintenance	246.99
	09/03/2013	66124 · IT/Misc Electrical	494.87
	09/03/2013	66090 · Office Expense	32.99
	09/03/2013	66193 · Telephone	20.00
	09/03/2013	21016 · U.S. Bank Visa	1,765.79
Total U.S. Bank Card (2)(June)			2,560.64
Unicorn Group			
	09/12/2013	66090 · Office Expense	197.80
Total Unicorn Group			197.80
Verizon EQ			
	08/28/2013	65193 · Telephone	538.73
Total Verizon EQ			538.73
Verizon Wireless-			
	09/01/2013	60193 · Telephone	63.04
	09/01/2013	65193 · Telephone	42.03
	09/01/2013	66193 · Telephone	96.32
Total Verizon Wireless-			201.39
TOTAL			<u>234,805.59</u>

**Novato Sanitary District
Capital Project Check Register**

September 23, 2013

Date	Num	Name	Credit
Sep 23, 13			
9/23/2013	2579	Covello Group, The	37,116.70
9/23/2013	2581	Marin Independent Journal	733.30
9/23/2013	2578	Associated Corrosion Engine...	405.00
Sep 23, 13			<u>38,255.00</u>

Novato Sanitary District**Capital Projects****Check Detail****For September 23, 2013**

	Date	Account	Amount
Associated Corrosion Engineers			
	09/13/2013	72706 · Collection System Improv	405.00
Total Associated Corrosion Engineers			<u>405.00</u>
Covello Group, The			
	09/01/2013	73001 · WWTP Upgrade - Contract C	37,116.70
Total Covello Group, The			<u>37,116.70</u>
Marin Independent Journal			
	08/31/2013	72706 · Collection System Improv	733.30
Total Marin Independent Journal			<u>733.30</u>
TOTAL			<u><u>38,255.00</u></u>

Novato Sanitary District
Payroll and Payroll Related Check Register
September 2013

<u>Date</u>	<u>Description</u>	<u>Amount</u>
09/30/2013	September Payroll	114,426.16
09/30/2013	September - Retirees Health Benefits	16,263.16
09/24/2013	CalPers Health	31,742.50
09/24/2013	CALPERS Retirement	22,654.16
09/24/2013	United States Treasury	23,464.62
09/24/2013	CalPers Supplemental Income Plan	2,500.00
09/24/2013	EDD	6,760.43
09/24/2013	Lincoln Financial Group	7,476.01
09/24/2013	Lincoln Financial Group-401a Plan	4,375.20
09/24/2013	Lincoln Financial Group-401a Plan	4,084.87
09/24/2013	CALPERS Retirement	4,643.44
09/24/2013	Local Union 315	600.00
09/24/2013	Marin Employ Federal Credit Union	517.00
09/24/2013	Operating Engineers Trust	314.10
		<u>239,821.65</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Report for August 2013

MEETING DATE: September 23, 2013

AGENDA ITEM NO.: 7.a.

RECOMMENDED ACTION: Information. Receive report.

SUMMARY AND DISCUSSION:

The August 2013 operations reports for the wastewater treatment, collection, and reclamation facilities are attached. A summary update of Veolia's ongoing Environmental Management System (EMS) efforts is also provided.

Wastewater Treatment Facility

The Novato Treatment Plant (NTP) water quality performance was excellent with all parameters well within effluent standards. The Recycled Water Facility delivered 16.22 million gallons of recycled water in August. An eight hour plant shutdown was performed to accommodate Contract C work. Safety performance was excellent with another accident-free month for a total of 1,186 accident-free days at the end of August. Routine maintenance activities were performed at the NTP and the Ignacio Transfer Pump Station (ITPS). Ten odor complaints were received in August, mostly relating to the odors from the work on the primary clarifiers and headworks when covers had to be opened to gain access for cleaning as part of the ongoing Contract C Upgrade project.

Collection System

The Collection System report summarizes the monthly and year-to-date performance, and a comparison of these performances against the prior year. In August, the crews cleaned and televised a total of 70,031 feet of sewer line. The average cleaning rates for August was 161 feet/hour versus 167 feet/hour for the previous month. There were no lost time accidents for a total of 212 accident-free days at the end of August.

The District had one Category Two (non-surface water impact) Sewer System Overflow (SSO) in August as summarized below; further details on this SSO are in the attached operations report.

No.	Date	Location	Amount, gal	Cause
1	8/10/2013	826 Hayden Ave.	50	Roots/flushable wipes

Reclamation Facility

The rancher grazed cattle on all three sites. Irrigation was enabled on all sites resulting in the application of 85.81 million gallons of recycled water. Approximately 7.6 million gallons accumulated in the ponds raising the pond elevation by about 5-inches. Staff continued to evaluate irrigation control systems on a weekly basis and located the root cause and potential solutions to premature valve actuator failure at the irrigation sites.

Work on the sludge handling and disposal contract began in August and began to pump sludge out of Sludge Lagoon No. 2 into the Dedicated Land Disposal (DLD) site. The spoil pile from cleaning the Ignacio digester last Fall in Lagoon No. 5 was removed and spread into the DLD.

DEPT.MGR.:

MANAGER-ENGINEER:



September 12, 2013

Ms. Beverly James
Manager - Engineer
Novato Sanitary District
500 Davidson Street
Novato, CA 94545

Subject: Veolia Water Operations Report – August 2013

Dear Ms. James:

We are pleased to provide this updated activity report for August 2013.

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

Regards,

A handwritten signature in blue ink that reads "John Bailey".

John Bailey
Project Manager

**MONTHLY OPERATIONS REPORT
August 2013**

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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TREATMENT PLANT PERFORMANCE SUMMARY	2
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TREATMENT PLANT PERFORMANCE SUMMARY: August 2013:

Reclamation/Storage – Waste Discharge Requirements (WDR)

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	3.96	4.64	N/A	N/A
Max Peak Hour, MGD – Daily (Dry Weather)	N/A	N/A	N/A	N/A
Influent BOD ₅ , lb/day (month ave/max)	9,866	11,151	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	11,849	14,606	N/A	N/A
Effluent BOD ₅ , mg/L (monthly ave/weekly max)	9	12	40	N/A
Effluent TSS, mg/L (monthly ave/weekly max)	<3	<3	N/A	N/A
Effluent BOD ₅ - % Removal, Minimum	97	N/A	N/A	N/A
Effluent TSS - % Removal, Minimum	99	N/A	N/A	N/A
Ammonia, mg/L – (monthly ave/daily max)	<1	<1	N/A	N/A
pH, su (min / max)	6.9	7.0	6.5	8.5
Total Coliform (5 Sample Median) / mpn/100 ml	30	N/A	240	N/A
Total Coliform (maximum) / mpn/100 ml	1,600	N/A	10,000	N/A
Total Permit Exceedances (WDR)	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	16.22	N/A
Average Turbidity	NTU	1.6	< 2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	0	72
Minimum CT (disinfection)	ml-min/L	> 450	> 450
Minimum Dissolved Oxygen (DO)	mg/L	5.9	> 1.0
Maximum Total Coliform	mpn/100 ml	< 2	2

OPERATIONS & MAINTENANCE STATUS / REVIEW:

Key events for the period:

Novato

- Routine rounds, readings and maintenance
- Replaced UVT (transmittance) Sample Pump
- Maintenance Truck – replaced master cylinder (brakes)
- Operations truck – replaced water pump
- Performed eight hour plant shut down to accommodate Contract “C” work
- Public tour 8/17/13
- Drained and cleaned Aeration Basin #3
- Replaced engine block heater on Wet Weather Pump #1
- Assembled/Installed/removed Pods – Aeration Basins covers
- Replacement Auger installed on Compactor
- Replaced piping on hypochlorite feed pump
- Repaired #3 water line at Influent wet well

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

- Headworks Channel #2 (Contract “C” Work)
- Primary Clarifier #2 OOS – Preparation for recoating as part of Contract “C”
- GBT Odor Fan #1 OOS - replace bearings/belts

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance
- Cleared Influent Pump #1 of rags

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

Recycled Water Plant

- Performed plant rounds and maintenance
- Produced 16.22 million gallons of recycled water in August
- Installed new relays in air compressor
- Installed bypass airlines for air compressor

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

- Polymer Pump #1 OOS – New pump on order
- Compressor #2 OOS – warranty issue

Sludge Lagoons

- Performed routine rounds and inspection
- Transfer solids from lagoons to dedicated land disposal (DLD) – Novato Sanitary District Activity

ADMINISTRATION:

- Electronic Self Monitoring Report July submitted on 8/20/13

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTP and Ignacio Pump Station completed
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of August 2013
- Accident Free: 6/1/10 – 7/31/13: 1,186 days / 53,370 hours
- Westech Filter (Recycled Water Plant) Training, “hands-on”
- Globally Harmonized System (MSDS)
- Ladder Safety
- SOP Developed: Biosolids Sampling

ODORS:

- Jerome Meter (H2S) readings performed in neighborhood and within treatment plant.

MISCELLANEOUS

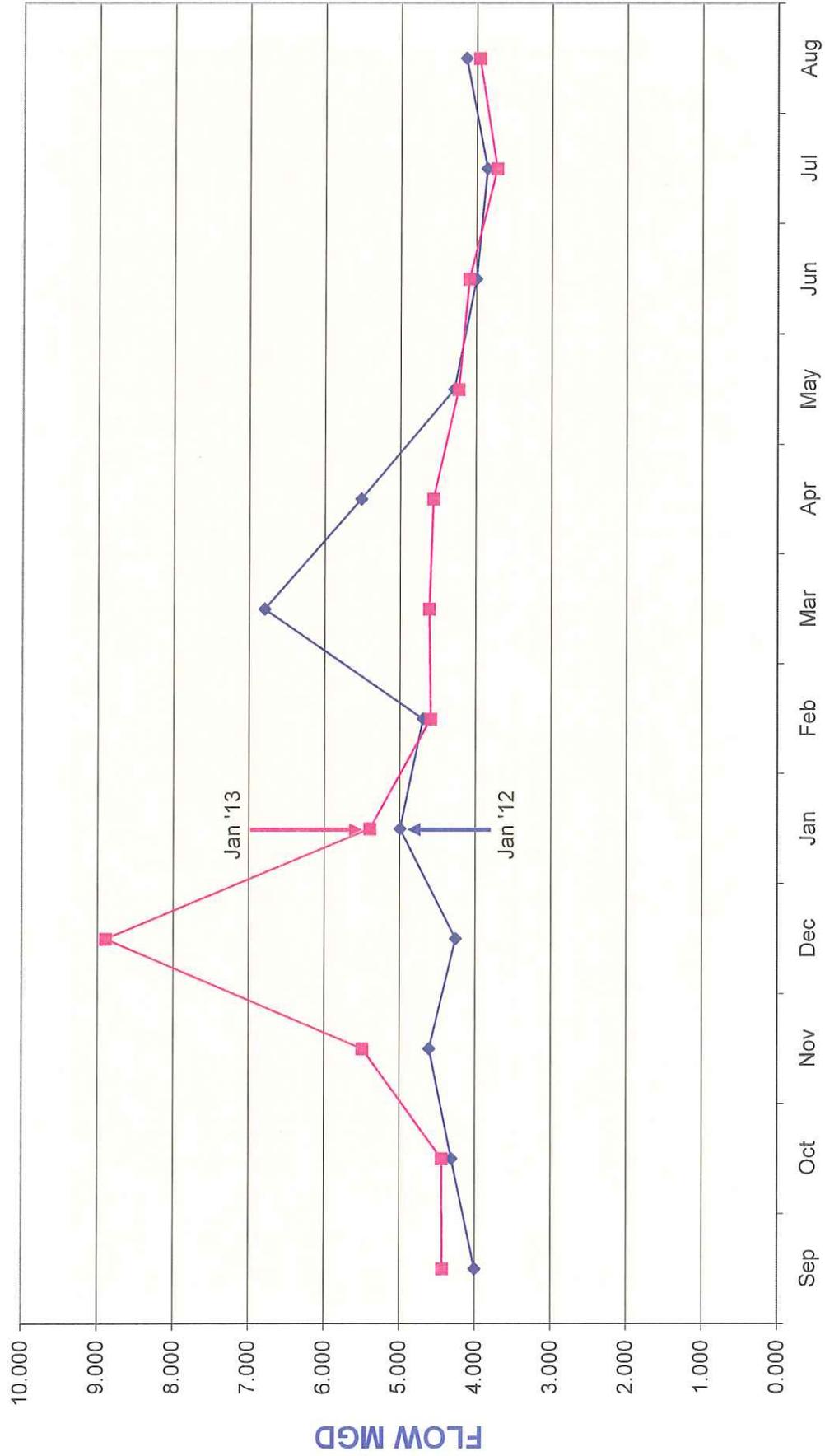
- Process Control Management Plan (PCMP) meetings held regularly
- Brian Exberger – New Assistant Plant Manager

Veolia Support Staff On/Off Site (Various Times)

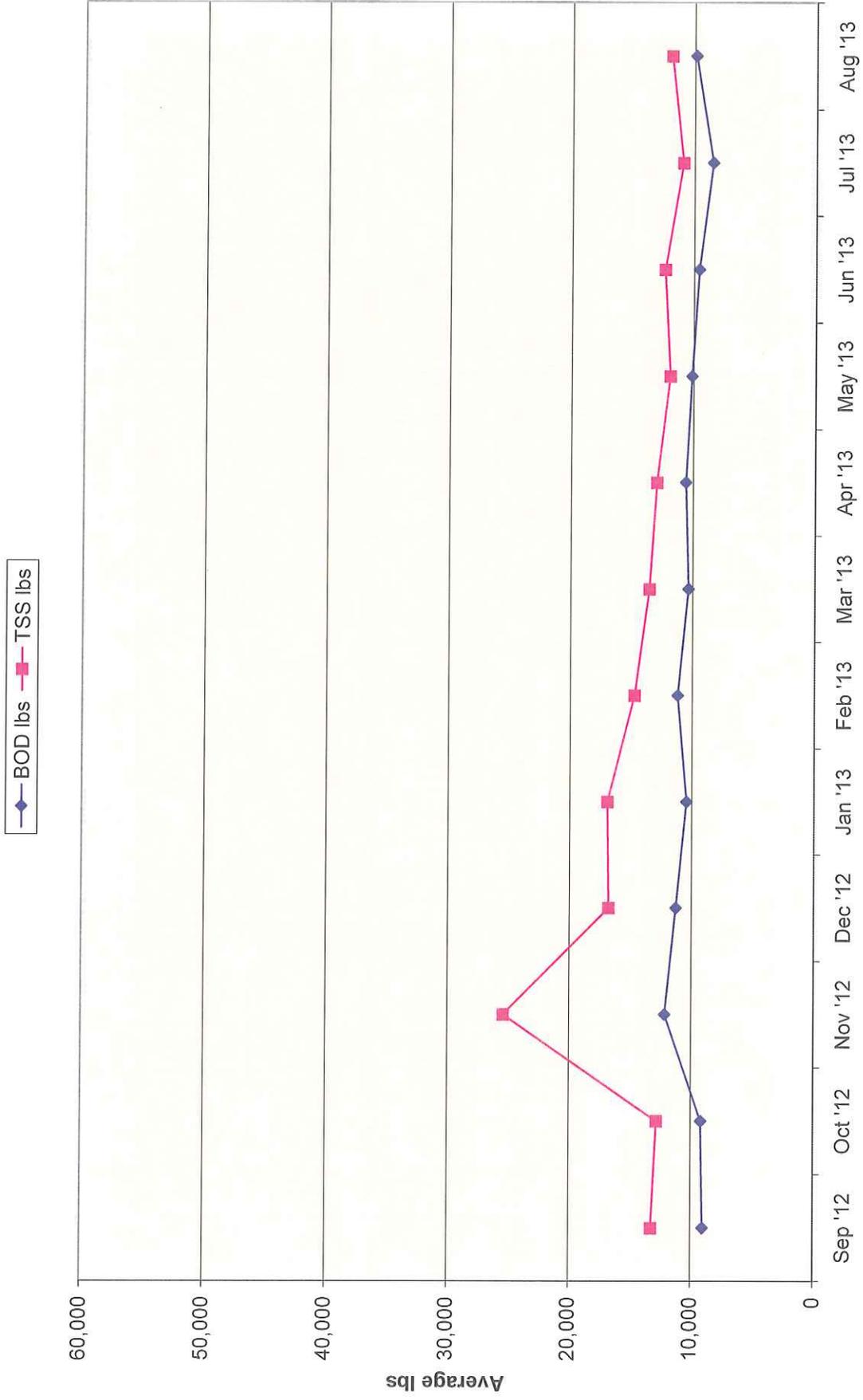
John O’Hare	Technical Support
Chris McAuliffe	District Manager
John Herron	Northern California Area Manager
Bryce Behnke	Technical Support via conference call & web exchange
Jeremiah Danielson	Environmental, Health, and Safety
Mel Demsky	Regional Director of Asset Management
Dan Brown	Asset Manager

FLOW COMPARISON

—◆— 2011/12 —■— 2012/13

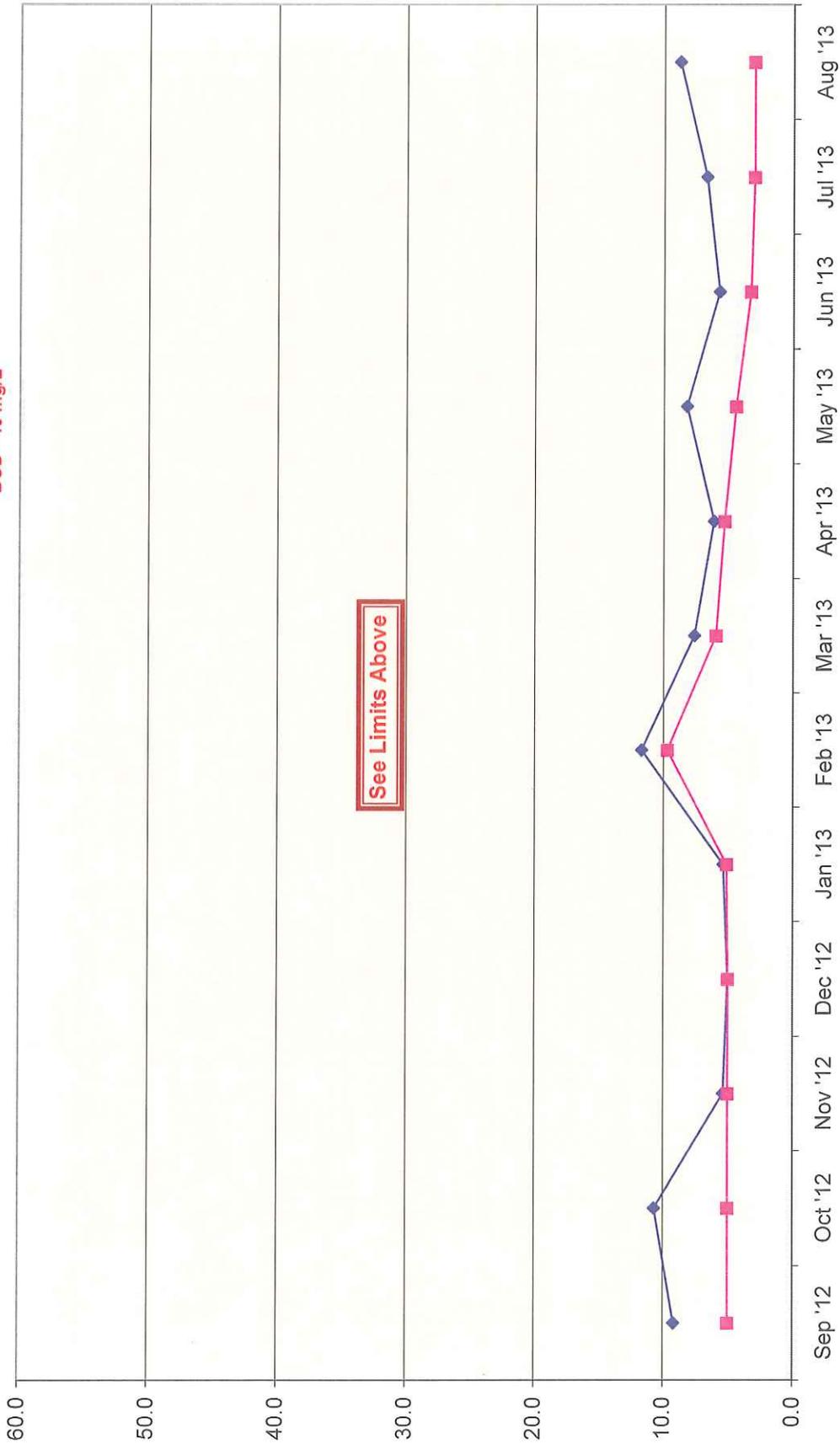
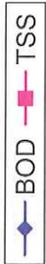


Influent Load BOD / TSS lbs



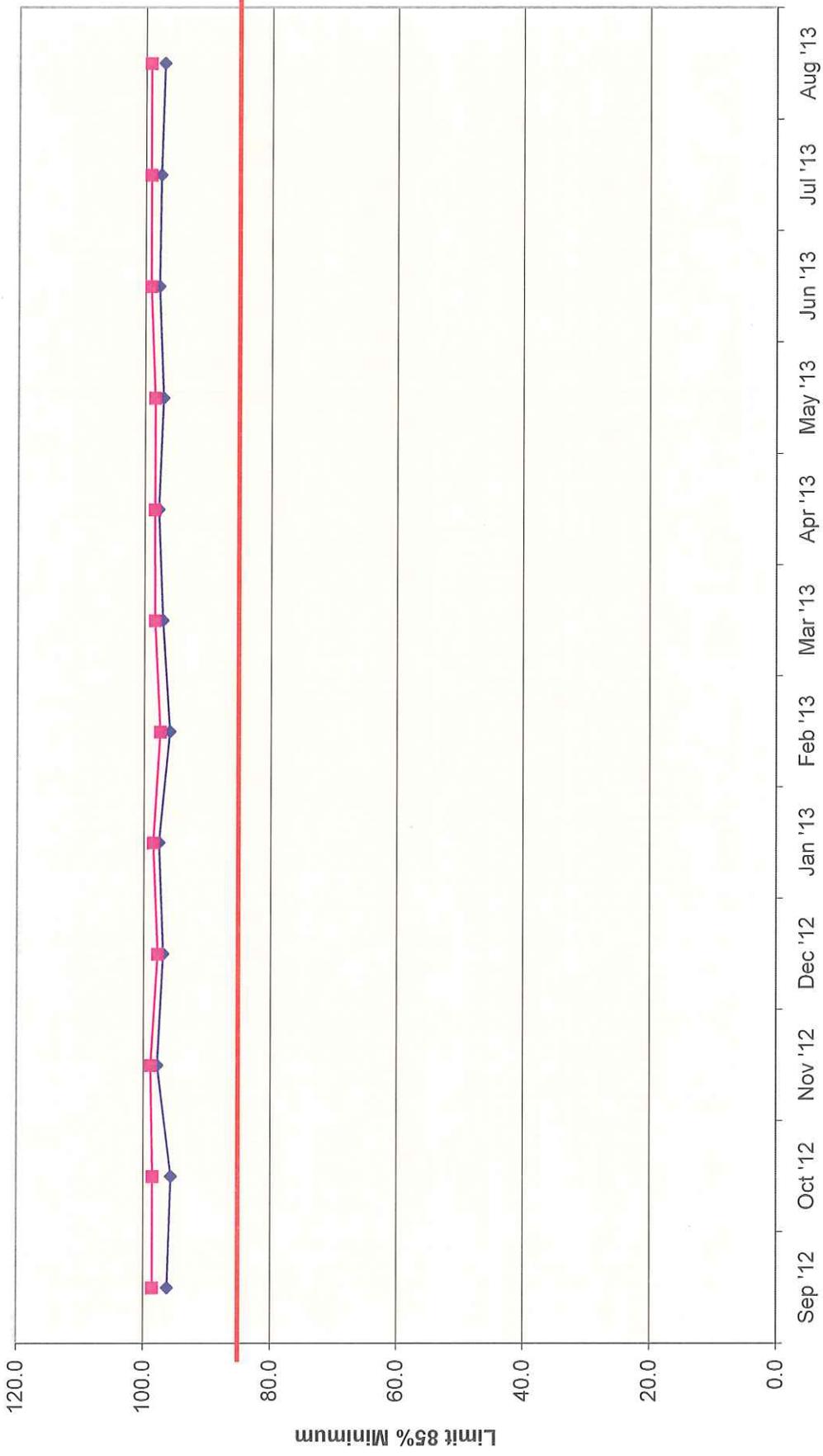
Effluent BOD / TSS Concentration

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



BOD / TSS Percent Removal

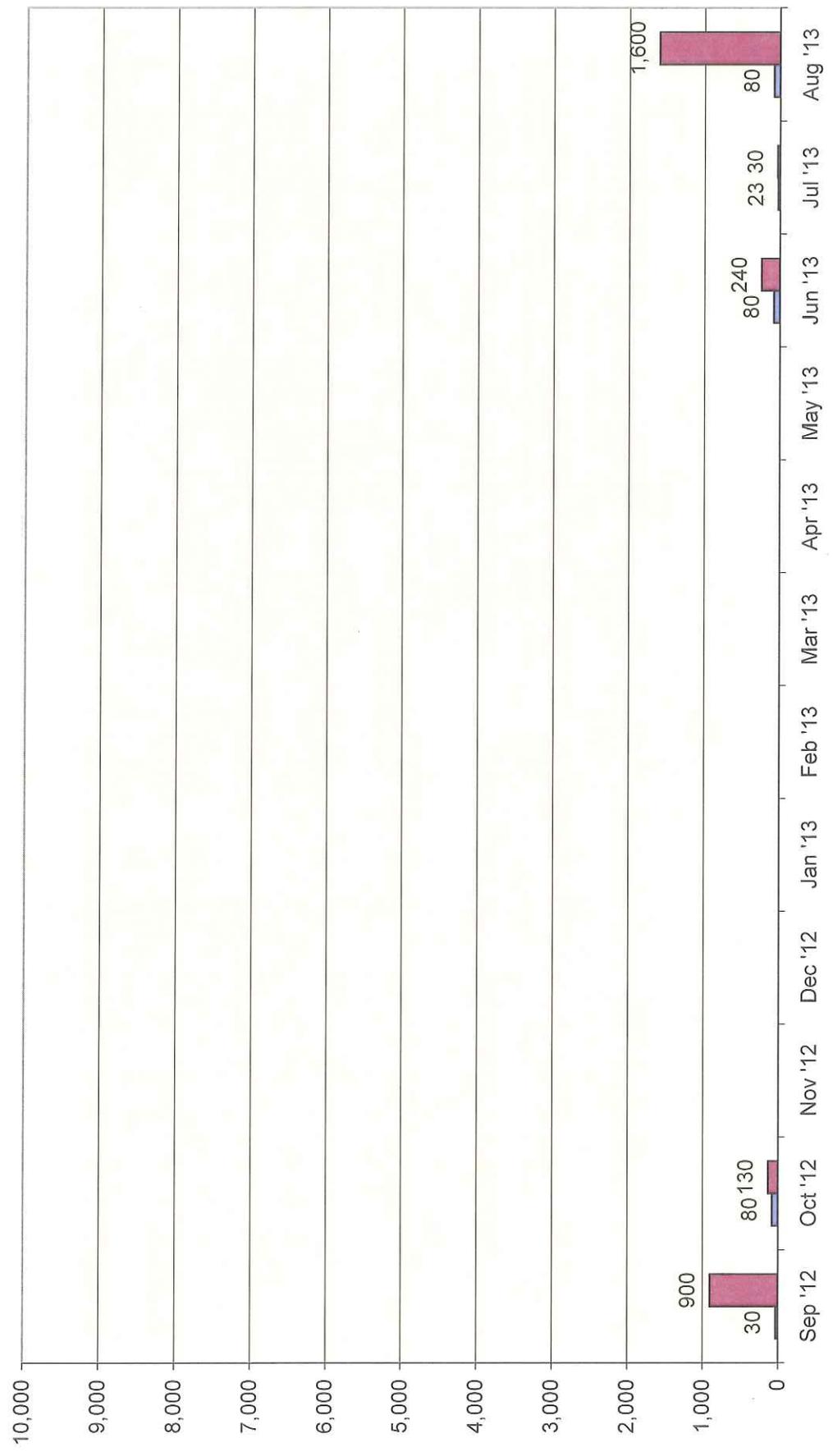
—◆— BOD —■— TSS



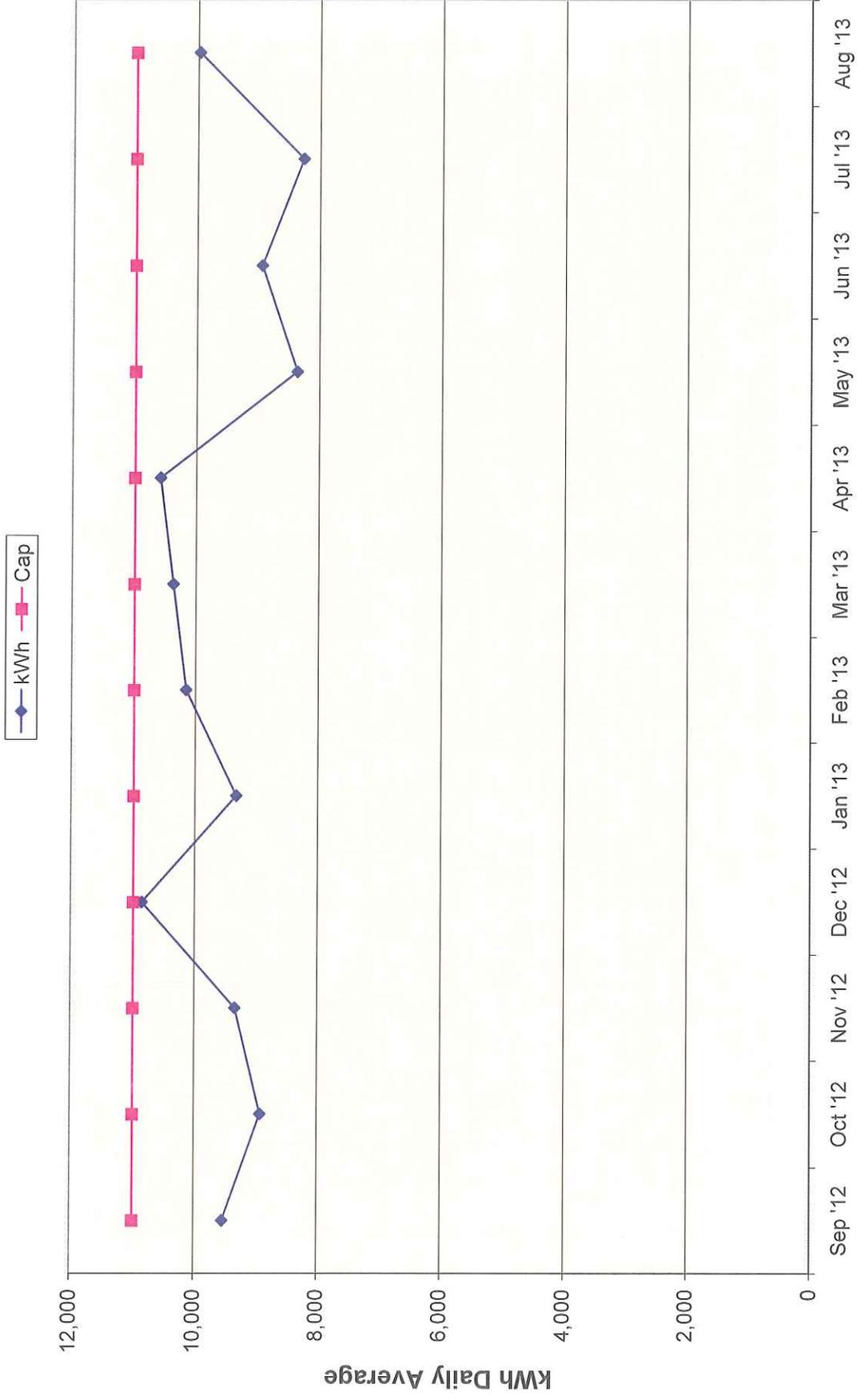
Disinfection

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

■ Median 5
 ■ Maximum

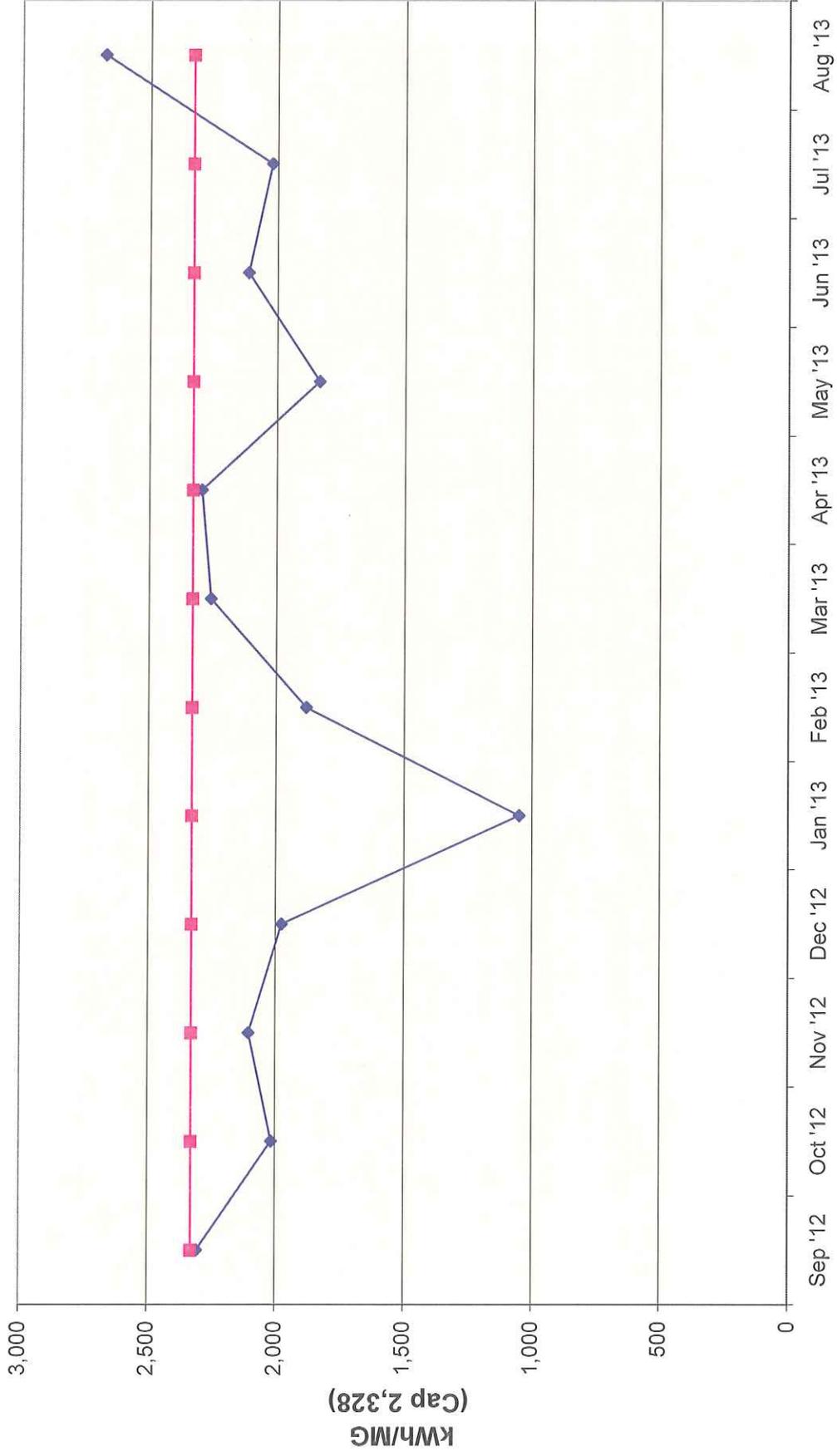


Energy kWh

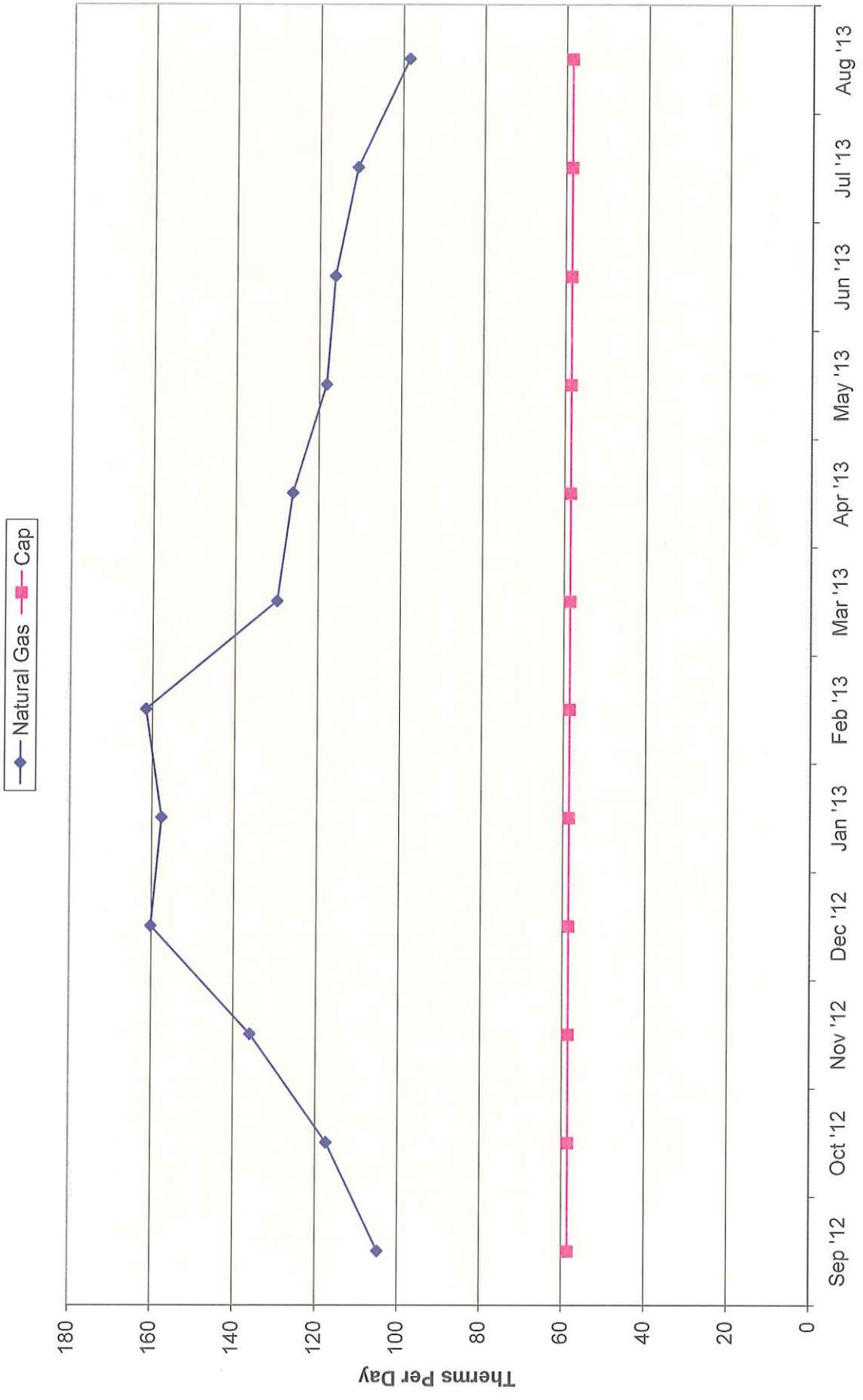


Energy kWh/MG

—◆— kWh/MG —■— Cap



Natural Gas Use



Novato Sanitary District
BOD/TSS Report



August, 2013

Date	Flow MGD	Influent				Effluent				BOD % Removal	TSS % Removal
		BOD		TSS		BOD		TSS		PERCENT	PERCENT
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
08/01/13	4.01										
08/02/13	3.85										
08/03/13	3.85										
08/04/13	3.99										
08/05/13	3.93	319	10,456	324	10,619	9	295	<3	<98	97.2	99.1
08/06/13	4.01										
08/07/13	4.14	295	10,186	390	13,466	18	621	<3	<104	93.9	99.2
08/08/13	4.02										
08/09/13	3.82	350	11,151	376	11,979	<5	<159	<3	<96	98.6	99.2
08/10/13	3.90										
08/11/13	4.15	317	10,972	422	14,606	<5	<173	<3	<104	98.4	99.3
08/12/13	3.87										
08/13/13	4.64	245	9,481	342	13,235	6	232	<3	<116	97.6	99.1
08/14/13	4.07										
08/15/13	3.96	296	9,776	339	11,196	<5	<165	<3	<99	98.3	99.1
08/16/13	3.84										
08/17/13	3.87										
08/18/13	4.04										
08/19/13	3.94	302	9,924	358	11,764	9	296	<3	<99	97.0	99.2
08/20/13	4.04										
08/21/13	3.91	294	9,587	365	11,902	8	261	<3	<98	97.3	99.2
08/22/13	4.12										
08/23/13	3.79	281	8,882	344	10,873	<5	<158	<3	<95	98.2	99.1
08/24/13	3.98										
08/25/13	4.26										
08/26/13	3.81	271	8,611	330	10,486	23	731	<3	<95	91.5	99.1
08/27/13	3.84										
08/28/13	3.74	348	10,855	390	12,165	<5	<156	<3	<94	98.6	99.2
08/29/13	3.93										
08/30/13	3.71	275	8,509	320	9,901	7	217	<3	<93	97.5	99.1
08/31/13	3.74										
Weekly Averages											
08/03/13	Week 1	236	3,490	338	5,046	8	123	3	45		
08/10/13	Week 2	321	4,807	363	5,453	11	163	3	45		
08/17/13	Week 3	286	4,570	368	5,902	5	86	3	48		
08/24/13	Week 4	292	4,293	356	5,222	7	108	3	44		
08/31/13	Week 5	298	4,230	347	4,922	12	167	3	43		
Monthly											
Minimum	3.71	245	8,509	320	9,901	<5	<71	<3	<42	92	99
Maximum	4.64	350	11,151	422	14,606	23	332	<3	<53	99	99
Total	122.77										
Average	3.96	299	9,866	358	11,849	<9	<131	<3	<45	97	99

Novato Sanitary District
Conventional Pollutants Report



August, 2013

Date	INFLUENT - A001			Effluent - E002							
	Flow Total	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Unionized Ammonia	Oil & Grease	Temp
				Fecal	Entero	Total					
	MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L		Deg C
08/01/13	4.01	7.1					7.0				23.5
08/02/13	3.85	7.0					7.0				24.1
08/03/13	3.85										
08/04/13	3.99										
08/05/13	3.93	7.2				13	7.0				23.4
08/06/13	4.01						7.0				23.6
08/07/13	4.14	7.2				1,600	7.0				23.6
08/08/13	4.02	7.1					6.9				24.1
08/09/13	3.82	7.0				50	7.0				23.4
08/10/13	3.90										
08/11/13	4.15					80					
08/12/13	3.87	6.7					7.0				23.9
08/13/13	4.64					80	7.0				23.9
08/14/13	4.07	7.2					7.0				24.3
08/15/13	3.96	7.1				13	7.0				23.8
08/16/13	3.84	7.0					7.0				24.7
08/17/13	3.87										
08/18/13	4.04										
08/19/13	3.94	7.0				50	7.0				23.9
08/20/13	4.04	7.2					7.0				24.7
08/21/13	3.91					50	7.0				23.9
08/22/13	4.12						7.0				23.8
08/23/13	3.79	7.2				11	6.9				23.8
08/24/13	3.98										
08/25/13	4.26										
08/26/13	3.81	7.2				27	7.0				24.2
08/27/13	3.84	7.2					7.0				24.6
08/28/13	3.74	7.3				30	7.0				24.2
08/29/13	3.93	7.4					7.0				24.5
08/30/13	3.71					80	7.0				24.6
08/31/13	3.74										
Monthly											
Minimum	3.71	6.7				11	6.9				23.4
Maximum	4.64	7.4				1,600	7.0				24.7
Total	122.77										
Average	3.96	7.1					7.0				24.0

**NOVATO SANITARY DISTRICT
WATER RECLAMATION 2013
COMPLIANCE SUMMARY REPORT**

August	Fil Inf Q	Million Gallons Delivered			Influent Turbidity		Effluent Turbidity		Cl ² Dose mg/L		DO	Coliform	CT
		Rec	Bank	Pot	Max	Ave	Min +5	Ave	Min	Ave	mg/L	mpn	Min
August 1	0.83	0.63		0.00	< 20	NA	0	1.5			7.47	< 2	> 450
August 2	0.93	0.54		0.21	< 20	NA	0	0.9				< 2	> 450
August 3	0.93	0.57			< 20	NA	0	1.7				< 2	> 450
August 4	0.93	0.81			< 20	NA	0	1.7				< 2	> 450
August 5	0.84	0.57			< 20	NA	0	2.0			5.85		> 450
August 6	0.75	0.50	X		< 20	NA	0	3.7					> 450
August 7	0.73			0.62								< 2	
August 8	0.71			0.08									
August 9	0.71			0.13									
August 10	0.71			0.18									
August 11	0.77			0.22									
August 12	0.68			0.13									
August 13	0.93			0.10									
August 14	0.93	0.77			< 20	NA	0	1.8			7.42	< 2	> 450
August 15	0.93	0.67			< 20	NA	0	1.8			7.66	< 2	> 450
August 16	0.65	0.65	X		< 20	NA	0	1.5			7.69	< 2	> 450
August 17	0.72	0.71	X		< 20	NA	0	1.3				< 2	> 450
August 18	0.73	0.63			< 20	NA	0	1.1					> 450
August 19	0.58	0.56	X		< 20	NA	0	1.2			7.46		> 450
August 20	0.69	0.77	X		< 20	NA	0	1.5					> 450
August 21	0.82	0.68	X		< 20	NA	0	1.8			7.45		> 450
August 22	0.95	0.65	X		< 20	NA	0	1.7			7.57		> 450
August 23	0.72	0.42	X		< 20	NA	0	1.5			7.69		> 450
August 24	0.52	0.14	X		< 20	NA	0	1.3					> 450
August 25	0.30	0.17	X		< 20	NA	0	1.2					> 450
August 26	0.58	0.32	X										
August 27	0.73	3.76	X		< 20	NA	0	1.4			7.45		> 450
August 28	0.88	0.71			< 20	NA	0	1.4			7.48		> 450
August 29	0.72	0.67			< 20	NA	0	1.3			7.6		> 450
August 30	0.71	0.21			< 20	NA	0	1.3					
August 31	0.65	0.11	X										
Total	23.26	16.22	0.00	1.67		NA							
Min	0.30	0.11	0.00	0.00	20	NA	< 0.0	< 0.9	0.0	0.0	5.9	< 2	> 450
Max	0.95	3.76	0.00	0.62	20	NA	< 0.0	< 3.7	0.0	0.0	7.7	< 2	> 450
Ave	0.75	0.68	#DIV/0!	0.19	20	NA	< 0.0	< 1.6	#DIV/0!	#DIV/0!	7.4	< 2	> 450
Count	31	24	0	9	22	NA	22	22	0	0		9	21

Recycled Plant Down - All Water to Plum Street Potable or Banked (Stored)
 If a check (X) appears in the Bank column, water delivered may be exclusively stored (banked) water or a combination banked and produced water.
 August 6th, August 26th, and August 31st all water delivered was banked.

WORK ORDER STATISTICS

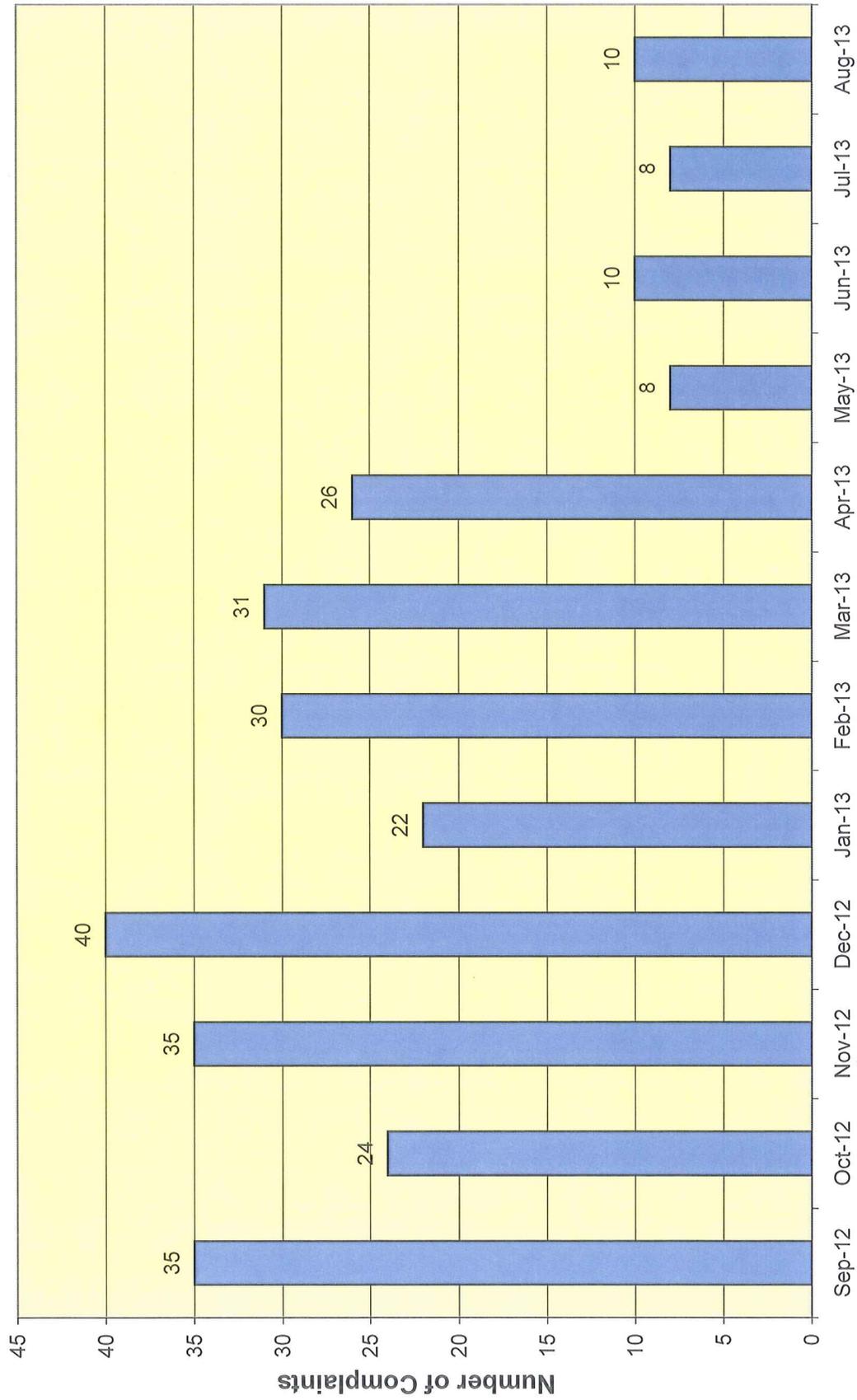
August 1, 2013 - August 31, 2013

	Open Work Orders Due Prior to 8/1/13	Open Work Orders 8/1/13 - 8/30/13	Total Open Work Orders
Preventative	8	357	365
Corrective	0	22	22
Total	8	379	387

	Closed Work Orders 8/1/13 - 8/31/13
Preventative	357
Corrective	21
Total	378

Total Outstanding Work Orders as of September 1, 2013	9
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Complaints Received



NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Odor Control, Noise, and Landscaping Report
August 2013

Summary:

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

To demonstrate its commitment, the District has already expended significant amounts beyond the substantial investment for odor control, noise, and landscaping included in the original WWTP Upgrade, Contract B - Novato Treatment Plant (NTP), Project No. 72609. These additional costs have included operational changes and measures related to further noise abatement, visual screening, wind shielding, and daily monitoring.

A summary of activities since the last Wastewater Operations Committee meeting is provided below.

Odor control:

As mentioned in previous reports, the District has contracted with the consulting firm of Brown and Caldwell (B&C) and their project manager Mr. David McEwen, for a new odor study focusing primarily on the aeration basins as a potential odor source. As part of this study, Mr. McEwen had scheduled an initial sampling event for late June. However, due to unseasonal rains on the day of the sampling event, Mr. McEwen postponed this initial sampling, and performed it after rescheduling it to July. Preliminary results from the sampling events became available in August.

Also, the District developed pilot project to cover the anoxic zones of the aeration basins this summer progressed with a completion of equipment delivery from Pi2 Technologies of Montreal, Quebec. As mentioned in earlier reports, these covers consist of floating hexagonal units (Podz) which incorporate a honeycomb design, float on the water surface, and utilize carbon filtering/scrubbing media to remove odors. The Podz were installed as intended in the anoxic zones of the operating aeration basins, and appeared to provide good initial results. However, it was soon discovered that floating scum in the anoxic zones would get trapped in the headspace of the individual Podz units, as well as in the space between the basin walls and the floating mass of the Podz units. It was found that this trapped scum further contributed to the odor problem, and the Podz units were removed from the basins. The manufacturer was contacted and staff is working with them to refine the design and re-installation of the units in the near future.

Noise:

In August 2013, staff continued to address the low level noise issues raised by some Lea Drive neighbors, related to the fans for the main odor control biofilter in the northwest corner of the Novato plant. These fans currently continue to reside inside a temporary insulated enclosure, and staff continues to evaluate options to provide cost-effective permanent sound attenuating. Staff continued to monitor sound levels at the property line on Lea Drive, which continued to indicate that the sound levels are those

NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Odor Control, Noise, and Landscaping Report
August 2013

of an "Average Quiet Street" and well below the 60 decibels the Novato General Plan specifies for residential neighborhoods.

As noted previously, the District has budgeted for soundproofing of these fans in its FY2013-14 preliminary budget, and is evaluating alternative designs.

Landscaping:

In August 2013, staff worked with its landscaping contractor Cagwin and Dorward (C&A), Novato, CA, to care for the attributes of the landscaping installed at the District's fence-line on Lea Drive at the northeast corner area of the NTP. As mentioned in the July 2013 report, the District negotiated and executed a maintenance contract with C&A for C&A to provide periodic maintenance services to this landscaping, including weed control and irrigation systems.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
August 2013**

General:

For August 2013, after accounting for all leaves, the breakdown of Collection System department staff time, in terms of equivalent full-time employee (FTE) hours utilized, works out approximately as follows:

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

Collection System Maintenance:

Performance metrics for the department are presented in the attached graphs showing the length of line cleaned/month, footage cleaned/hour worked, overflows/month, and the CCTV footage achieved. A total of 44,403 feet of sewer pipelines were cleaned for the month. The footage cleaned per hour is within established parameters for the department but the lines cleaned/month is below the department's production goal. Staff completed 222 maintenance work orders generated by the ICOM3 CMMS system, with 85 outstanding work orders. 51 of the outstanding work orders originate to the mechanical rodding unit which was not in the field primarily due to staff vacations. 34 outstanding work orders originate to the hydro-flushers, and 23 of them were postponed because the main lines had been chemically treated for root abatement in June. These 23 work orders will be completed during the month of September to allow the chemical root treatment to achieve full effectiveness. The remaining 62 outstanding work orders (51 rodding work orders and 11 flusher work orders) will also be completed in September. The CCTV van was in the field for a total of 16 working days during the month of July and the department's CCTV production of 25,628ft for the month is below expected production goals.

As mentioned in prior reports, the department continues to work on monitoring and modifying its work practices, (primarily to better integrate flushing with CCTV work) as part of its continuous improvement practices. As part of its ongoing internal self-evaluation, staff further analyzed the issue of lower production in both cleaning and CCTV work and came up with improved progress monitoring procedures, which are being implemented in September. As these improved procedures gain traction, staff anticipates that it will show improvement in its production goals in the future.

Pump Station Maintenance:

The Collection System Department conducted 262 lift station inspections for the month with 106 of the inspection visits generated through the JobCal Plus CMMS system.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
August 2013**

The breakdown of these inspections is as follows: 27 Flygt submersible pump stations, 1 time per month, 6 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations and the Irrigation pump station, that are visited daily.

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

Both pumps at Bahia #2 pump station were replaced in August due to age and wear. At Bel Marin Keys #5 pump station, pump #3 was taken out of service and sent in for repair due to bearing failure and wear to the impeller and volute. It is anticipated that the pump will be returned to service in September.

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

Pump Station Rehabilitation:

Currently, there is no pump station under construction as part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project No. 72403. Design is proceeding and is almost complete on the next phase (Unit 5), and it is anticipated that staff will be bringing an authorization to bid this phase at a Board meeting in the near future, October or November).

Safety and Training:

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

Specialized training: Collection System staff attended Confined Space Entry Training in August. Staff also conducted training on replacing the continuous rod for the mechanical rodder.

Safety performance: There were no lost time accidents this month for a total of 212 accident-free days.

Standard Operating Procedures (SOPs):

Department staff continued to work on generating new SOPs, and working towards finalizing earlier draft SOPs. Consequently, no new SOPs were issued in August.

Sanitary Sewer Overflows (SSOs):

For the month of August, there was one (1) SSO, as discussed below.

**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
August 2013**

No.	Date	Location	Amount, gal	Cause
1	8/10/2013	826 Hayden Ave.	50	Roots/Flushable Wipes

1. SSO at 826 Hayden Ave.: This SSO was a Category II event with the discharge volume of approximately 50 gallons going to open ground and into the street. There was no recovery (0%) for this discharge due to the fact that the discharge either soaked into the ground or evaporated on the street before it could be recovered.

This discharge was determined to be the result of a partial root blockage and flushable wipes in the main line. Volume estimation of the spill footprint, observed water height above the pick-hole times duration and, re-creation of the event by District staff using fresh water to determine the amount that went to the planting area versus water to the street, and reporting party/local resident interviews were all used to estimate the duration and volume of this event.

In accordance with reporting requirements: (a) no two (2) hour report was required to either the California Emergency Management Agency (CalEMA) or Marin County Environmental Health Services (MCEHS) as this was a low volume Category II event, and (b) as detailed below, the discharge was reported to the State CIWQS system.

In terms of cleaning history, the affected line segment was last cleaned on schedule on December 5, 2012 using a hydro-flusher, and this line segment is on a twelve (12) month cleaning frequency. CCTV inspection immediately after the discharge event showed the line segment to have root intrusion at multiple locations in the main line. The line segment has been moved to a six (6) month cleaning frequency and has been added to the chemical root abatement program until it can be replaced or repaired.

This event was reported into the State's CIWQS database on August 10, 2013 as a Category II event, SSO Event ID # 797734, and was certified in CIWQS on August 26, 2013, Certification ID # 817690.

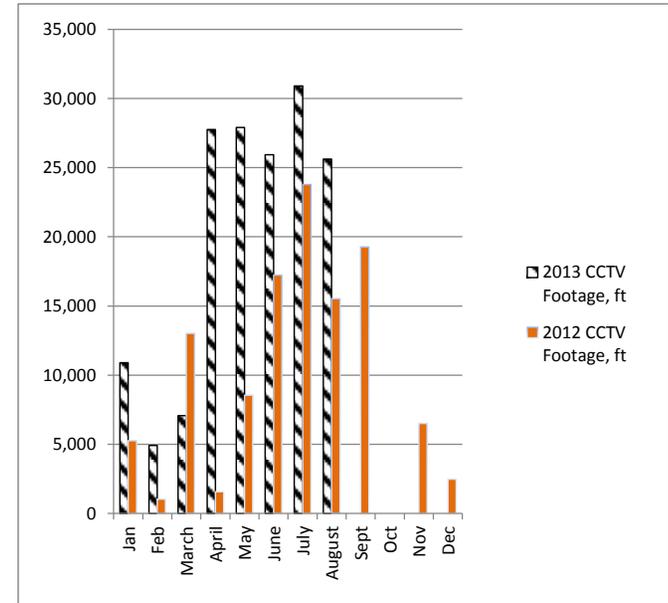
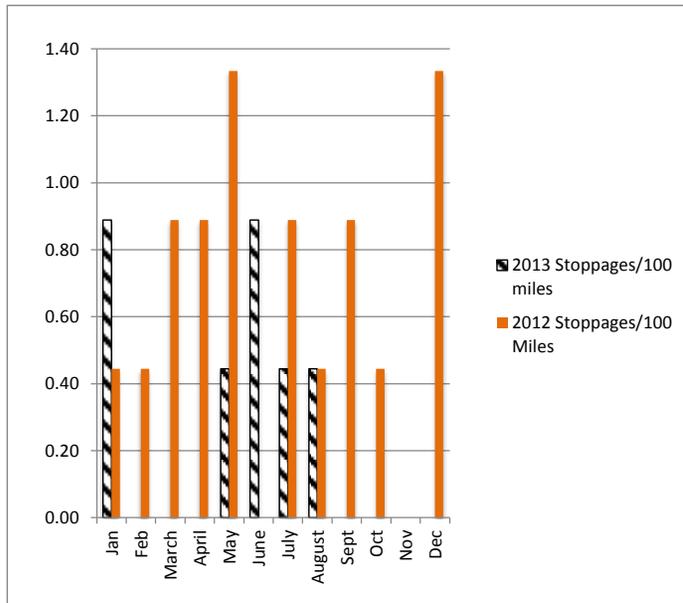
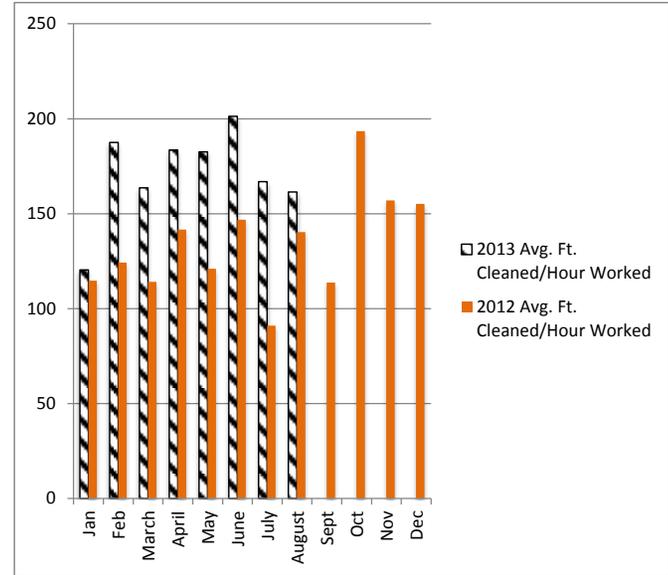
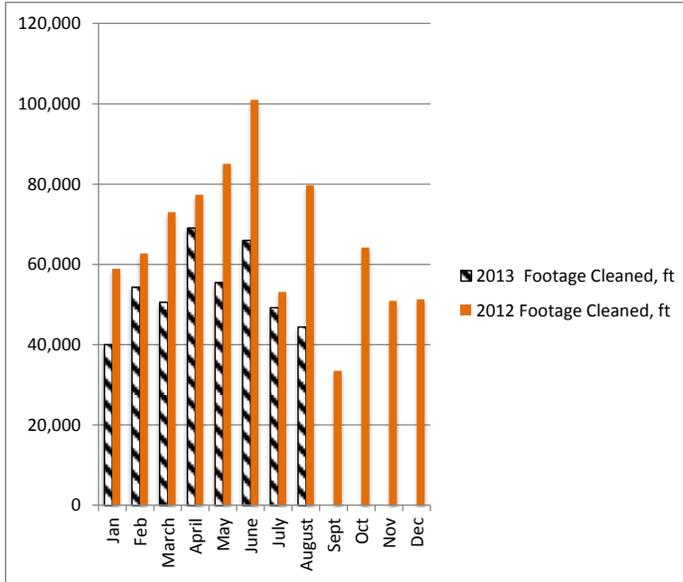
Novato Sanitary District
Collection System Monthly Report For August 2013 (as of August 31, 2013)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	1.9	1.7	1.8	2.2	1.8	1.9	1.7	1.6					NA	1.8
Number of FTEs (other)	1.9	1.4	2.4	1.5	1.8	1.2	1.8	1.4					NA	1.7
Number of FTEs (CCTV)	0.1	0.3	0.5	1.7	1.1	1.2	1.5	1.3					NA	1.0
Total, FTEs	3.9	3.4	4.7	5.4	4.6	4.3	4.9	4.2					NA	4.4
Regular Time Worked, (main line cleaning), hrs	333	290	309	377	304	328	295	275					2,510	314
Regular Time Worked on Other, hrs ⁽¹⁾	326	249	415	259	308	216	304	235					2,311	289
Regular Time Worked on CCTV ⁽²⁾	20	46	85	300	192	200	258	221					1,321	165
Total Regular time, worked, hrs	678	585	809	935	804	744	857	731					6,142	768
Total Vacation/Sick Leave/Holiday, hrs	204	77	101	114	239	62	191	238					1,225	153
Vacation/Sick Leave/Holiday, FTEs	1.2	0.4	0.6	0.7	1.4	0.4	1.1	1.4					7.1	0.9
Overtime Worked on Coll. Sys., hrs	6	45	5	47	5	1	24	24					157	20
Overtime Worked on Other, hrs ⁽¹⁾	3	19	5	28	12	6	16	17					106	13
Overtime Worked on CCTV ⁽²⁾	1	3	0	0	0	0	2	1					7	1
Total Overtime, hrs	10	67	10	75	17	7	42	42					270	34
Productivity														
Rodder Work Orders Generated, ft	14	0	24	31	83	66	51	51					320	40
Rodder 3203 Ft. Cleaned	3,138	0	3,856	5,490	678	4,371	760	1,842					20,135	2,517
Flusher Work Orders Generated	187	252	290	385	438	361	277	256					2,446	306
Truck 3205V Ft. Cleaned	2,782	5,146	2,755	13,698	15,477	10,186	0	12,537					62,581	7,823
Truck 3206V Ft. Cleaned	34,114	49,225	43,954	49,898	39,332	51,468	48,444	30,024					346,459	43,307
Camera Work Orders Generated	0	0	0	0	0	0	0	0					0	
Camera Ft. Videoed	10,905	4,912	7,075	27,756	27,913	25,938	30,910	25,628	NA	NA	NA	NA	161,037	20,130
Work Orders Completed	201	252	286	374	314	267	239	222					2,155	269
Work Orders backlog	6	0	28	42	207	160	89	85					617	77
Total Footage Cleaned	40,034	54,371	50,565	69,086	55,487	66,025	49,204	44,403	NA	NA	NA	NA	429,175	53,647
Sanitary Sewer Overflows (SSOs)														
Minor (Category II)	0	0	0	0	1	1	1	1					4	NA
Major (Category I)	2	0	0	0	0	1	0	0					3	NA
Overflow Gallons	2,200	0	0	0	158	1,111	10	50					3,529	NA
Volume Recovered	880	0	0	0	158	100	0	0					1,138	NA
Percent Recovered	40%	NA	NA	NA	100%	9%	0%	0%	NA	NA	NA	NA	32%	NA
Service Calls (non-SSO related)														
Service calls, normal hours, #	7	5	7	12	6	6	8	5					56	7
Normal hours S.C. response time, mins (avg.)	12	15	14	18	17	22	19	13					130	16
Service Callouts, after hours, #	1	0	0	1	1	0	1	2					6	1
After Hours S.C. response time, mins (avg.)	23	NA	NA	20	30	0	27	34					134	22
Benchmarks														
Average Ft. Cleaned/Hour Worked	120	187	164	183	183	201	167	161	NA	NA	NA	NA	NA	171
Total Stoppages/100 Miles	0.9	0.0	0.0	0.0	0.4	0.9	0.4	0.4	NA	NA	NA	NA	3.1	NA
Average spill response time (mins)	18	0	0	0	15	19	15	27					NA	12
Callouts/100 Miles	0.4	0.0	0.0	0.4	0.4	0.0	0.4	0.9					2.7	0.3
Overtime hours/100 Miles	3	20	2	21	2	0	11	11					70	9
Overflow Gallons/100 Miles	978	0	0	0	70	494	4	22	NA	NA	NA	NA	1568	196

⁽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.

Collection System 2012-13 Graphs



Novato Sanitary District

Pump Station Monthly Report For August 2013 (as of August 31, 2013)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	253	224	313	226	256	249	320	301					2,142	
Number of Employees	1.4	1.3	1.8	1.3	1.4	1.4	1.8	1.4						1.5
Regular Time Worked on Pump Sta	185	189	223	182	227	201	273	239					1,719	
Overtime Worked on Pump Sta	69	35	90	44	29	48	47	62					424	
After Hours Callouts	4	3	1	8	1	0	5	5					27	
Average Callout response time (mins)	24	35	20	30	0	0	26	35					170	21
Work Orders														
Number generated in month	107	112	116	124	110	125	134	107					935	
Number closed in month	104	110	116	124	110	123	134	106						
Backlog	3	2	0	0	0	2	0	1						

**COLLECTION SYSTEM (Pump Stations)
WORK ORDER STATISTICS
August 1, 2013 - August 31, 2013**

	Open Work Orders Due Prior to 8/1/2013	Open Work Orders 8/1/2013 -8/31/2013	Total Open Work Orders
Preventive	0	107	1
Corrective	0	0	0
Total	0	107	107

	Closed Work Orders 8/1/2013 -8/31/2013
Preventive	106
Corrective	0
Total	106

Total Outstanding Work Orders as of 8/31/2013	1
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NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
August 2013

Summary:

The rancher grazed cattle on all three Sites. Parcel rehabilitation resumed on Parcel 78. The volute for Pump 1 at Drainage Pump Station 7 was removed from the sump. Staff met with the electrical engineering consultant to discuss solutions to the voltage fluctuations for the valve actuator power at the irrigation parcels. Approximately 86 MG of recycled water was used for irrigation this month. The storage ponds are storing approximately 67 MG of recycled water. Sludge disposal operations began this month.

Ranch Operations:

The rancher grazed cattle on all Sites, with nothing significant to report.

Parcel rehabilitation began on the back half of Parcel 78. This parcel has been under rehabilitation for several years now and staff is pushing to complete the rehabilitation this year to get it back into production. After work is completed in Parcel 78 the leveling equipment will be moved to Parcel 38 to complete the rehabilitation work. Parcels 21, 24, 25 & 28 were mowed in preparation for rehabilitation work.

In July, Pump No. 1 at Drainage Pump Station No. 7 was removed for inspection and upon removal it was discovered that the volute was missing from the bottom of the pump. Staff used the services of a contractor to come in and retrieve the volute. The volute was retrieved and the pump repair shop picked up the volute afterwards. Staff has received a quote for repair of the existing pump. Staff is currently requesting quotes from other pump vendors to compare to the repair cost.

Irrigation Parcels:

As previously reported on occasion, the valve actuators for some irrigation zones within the Parcels will not fully open or close and some motors have failed. This month two more actuators failed, located in Zones 331, 731. In addition, a few localized areas were flooded due to valves that would not fully close.

Staff met with the District's electrical consultant who will start looking at methods to remedy the situation. The root cause of the problem is wire size feeding power to the actuators. Solutions may include increasing the wire size, installation of local transformers or installing an actuator that can tolerate the voltage drop.

Irrigation Pump Station:

Approximately 85.81 million gallons of recycled water was used for irrigation in August. The average storage pond staff gauge depth at the beginning of August was 5.2 feet and 5.6 feet at end of August, accumulating approximately 7.6 million gallons. This quantity is calculated using charts from the Reclamation Facilities O&M Manual.

As previously reported, staff is re-evaluating the replacement/repair of Irrigation Pump No. 2. Staff contacted PG&E to inquire about rebate programs for replacing the pump with a more efficient motor. PG&E requested run time data and staff forwarded this

**NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
August 2013**

information to PG&E in early June. Staff met with a PG&E representative this month and inquired about the rebate program. The representative said he would check on it and staff had not heard back from the representative. Staff will contact PG&E once again and if no response, request quotes to replace the motor.

Sludge Handling & Disposal:

The sludge handling and disposal contract was awarded this month and work began during the last week of August, beginning to pump sludge out of Lagoon 2. The spoil pile generated with the cleaning for the Ignacio Digester last Fall in Lagoon 5 was removed and spread in the Dedicated Land Disposal (DLD) Area.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations: Environmental Management System	MEETING DATE: September 23, 2013 Agenda Item No. 7.b.
RECOMMENDED ACTION: None, information only	
<p>SUMMARY AND DISCUSSION:</p> <p>Veolia is developing site-specific management systems for the Novato Wastewater Treatment Operation and Maintenance. The Board received a presentation on the Asset Management System earlier. Kevin Caraker, Veolia’s Manager of Management Systems for Health and Safety, presented an overview of the draft Environmental Management System (EMS) to the Wastewater Operations Committee at their September meeting.</p> <p>The Environmental Management System addresses managing and improving the environmental aspects of the entity using many of the same principles and methods as the International Standards Organization (ISO) process. The objective is to continually meet environmental regulations and to improve environmental processes.</p> <p>The EMS team identified legal requirements and verified that these are tracked and monitored for compliance and updates.</p> <p>Veolia analyzed the Novato Treatment Plant Facility and identified significant environmental aspects:</p> <ul style="list-style-type: none"> • Air emissions • Materials use • Waste generation • Energy use • Water discharge • Visual effects. <p>The EMS team then worked with the onsite Veolia and District staff to identify environmental objectives and targets as summarized in the attached table. Board Member, Bill Long, suggested that they add noise to the environmental aspects and objectives.</p> <p>The EMS also identifies facility controls and monitoring for each of the environmental aspects including emergency preparedness. The EMS will be regularly reviewed and audited.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: Veolia prepared the EMS at no cost to the District.	
DEPT. MGR.:	MANAGER:

Objectives and Targets Proposed

- The proposed facility objectives consider significant aspects, resources, technological capabilities, and stakeholder interests

VWNA – Novato Environmental Objectives (proposed)

Objective	Target	Time Frame <small>(all dates are considered anticipated)</small>	Resources
Increase recycled water production	Optimize to meet NMWD needs (w/o using water designated for potable water usage)	By end June 2015	NSD and VW internal technical support
Research options for use of digester gas as energy source	Project examined and proposed	By end June 2015	VW internal technical support, NSD
Reduce electrical energy consumption	2% reduction in kwh/MGal treated from FY 2013	By end June 2015	Internal (process optimization)
Examine sludge disposal opportunities	Contingency plan for disposal	By end June 2015	Internal and contracted plan development
Establish plan for further reduction of plant odors	Study and plans proposed	By end June 2015	Internal and contracted plan development
Install protections from internal spills to plant headworks	Protections installed	By end June 2015	Internal and contracted design and installation
Reduce use of delivered chemicals	% reduction to be determined	By end June 2015	Internal (process optimization)

MEMORANDUM

Date: September 20, 2013
To: Board of Directors
From: Adhoc Connection Fee Committee: Jerry Peters, William Long
Subject: Connection Charges

Issue

The City of Novato sent the attached letter encouraging that Novato Sanitary District to consider a special reduced fee for accessory dwellings to incentivize their development. The City of Novato does not plan to restrict the rental amount charged for accessory dwellings but hopes that the average rental amount charged would meet the affordable housing requirements. Currently accessory dwellings in the City of Novato are between 150 and 750 gross square feet on lots up to 10,000 square feet and up to 1,000 square feet on larger lots.

The City has also requested that North Marin Water District consider discounting the fees for accessory dwellings as well as the Novato Unified School District and the Novato Fire Protection District. The NMWD staff prepared a report for their Board on the City's request and a copy of the report is attached. The NMWD Board has discussed the issue but not taken any action.

The Committee also considered whether the current 5% annual escalation in the connection fee is appropriate now given the lower rate of inflation.

Background

Ordinance No. 70 as amended by Ordinance No. 101 governs the Novato Sanitary District connection charge as quoted below:

"Sec. 708. Connection Charges.

(a) Family Unit Defined. A family unit is defined to mean and refer to a place of residence for a single family. Multiple-family dwellings shall have the number of family units that the facilities thereon provide for single-family residents, including trailer and mobile home parks. Each unit in a hotel or motel containing kitchen facilities shall be considered a single-family residence. The number of family units for commercial,

industrial, church, school, public, and other non-residential uses shall be determined by dividing the number of plumbing fixture units by twenty (20), with a minimum of one (1) family unit for each building sewer connection. Hotel and motel units and facilities, other than units with kitchen facilities as provided above, shall be considered commercial uses.

(b) Connection Charge. A connection charge of Six Thousand Thirty Dollars (\$6,030.00) per family unit shall be paid to the District by each person desiring a connection to the public sewer. Payment of said connection charge shall be made prior to the issuance of a connection permit and shall be in addition to all other fees and charges required to be paid under District rules and regulations.

(c) Annual Increase of Connection Charge. One July 1, 1994, and each July 1st thereafter, the connection charge required under Section 708(b) shall be increased by five percent (5%) rounded upward to the nearest Ten Dollars (\$10.00); provided that the District Board may, at its option, determine by resolution adopted prior thereto that such increase shall not be effective for the next succeeding fiscal year. “

The District Board last amended this ordinance in 2004 to increase the connection charge in order to account for the cost of the wastewater treatment facility upgrade. It has increased at 5%/year since then. The 2013/14 connection charge is \$9,400.

The cost of treatment plant capacity, as well as capacity available in the District's other wastewater facilities, is shared between current and future users. The connection charge is a capacity-based fee that enables the District to recoup the average cost of facilities provided to serve new users. About half of current service charge and property tax receipts also go to cover the capital cost of facilities.

Derivation of Connection Charge

The connection charge was calculated by dividing the total value of the collection, treatment, and disposal system and dividing it by the design capacity equivalent dwelling or family units.

Annual escalation of the Connection Fee

Under the current ordinance the connection fee has been escalated by 5% every fiscal year since 2004. The committee recommends changing the escalation to the amount equal to the construction cost index increase to more accurately reflect the cost of the capital facilities.

Accessory Dwelling Connection Fee

Novato Sanitary District's definition of a "Family Unit" encompasses a wide range of residential facilities from a motel room with a kitchenette to a mansion. Over the years there have been a number of requests to modify it to take into account the size or occupancy of the residence. For example, senior housing where there are individual apartments, as well as a common dining facility or transitional housing with small kitchens. District staff surveyed some of the

surrounding agencies to determine which ones had different connection charges for different single-family dwellings. The connection charge variation included:

1. Same charge for single family, accessory dwelling, and multi-family.
2. Fixture unit based charge for all dwellings.
3. Discount for accessory dwellings only.
4. Mix of base charge and flow or fixture unit based charge.
5. Surcharge for dwellings with more than 4 bathrooms.

In some cases, the accessory dwelling was treated differently if it was small or attached to the main dwelling. Table 1 shows the connection charges for 9 nearby agencies.

District staff reviewed the data for water use for accessory dwellings in Novato and found that it was between 70 and 80% of average residential winter water use for current customers.

After reviewing the alternative means for relating connection fee to building size and use the committee recommended that the board consider establishing a lower connection fee of 75% of the residential connection fee for accessory dwellings of 750 sq. ft. or less. The committee does not recommend a discounted rate for larger accessory dwellings.

Next Steps

If the Board agrees that it is appropriate to consider revising the connection fee, the next step is to direct staff to prepare a draft revised ordinance. The Board can then schedule a public hearing and issue public notice of the intent to revise the ordinance.

District	Single Family	Accessory Dwellings	Multi-family	Comments
Napa Sanitation District	\$8,300	\$8,300	\$8,300	No discounts
Sanitary District No. 2, Corte Madera	\$7,365 unless >4 bathrooms: \$14,730	\$7,365	\$7,365	No discounts
Las Gallinas Valley Sanitary District	\$6,200	\$6,200	\$6,200	No discounts
San Rafael Sanitation District	\$8,450	\$3,510	\$8,450	58% discount
Sanitary District No. 5	\$315/fixture unit	\$315/fixture unit	\$315/fixture unit	100% based on flow
Sausalito-Marin City Sanitary District	\$6,130	\$6,130 if separate bldg.	\$6,130	No charge, if attached
Central Contra Costa Sanitary District	\$5,930	\$5,930	\$5,930	No discounts
Ross Valley Sanitary District	\$6,262 + \$50/fixture unit minimum \$500	\$6,262 + \$50/fixture unit minimum \$500	\$6,262 + \$50/fixture unit minimum \$500	Discount based on fixture units
City of Mill Valley	\$5,000	<700 sq. ft. \$1,250 >700 sq. ft. \$4,000	\$5,000	Discount based on sq. footage
Novato Sanitary District	\$9,400	\$9,400	\$9,400	No discounts

Next Steps

Staff is seeking direction from the Committee before doing the financial analysis required to change the connection charge. There are three alternatives:

1. No change.
2. Offer a special discount just for accessory dwellings.
3. Revise the connection charge for all dwellings to reflect dwelling size by basing it on square footage.
4. Revise the connection charge for all dwellings so that it is based on fixture units.



THE CITY OF
NOVATO
CALIFORNIA

75 Rowland Way #200
Novato, CA 94945-3232
415/899-8900
FAX 415/899-8213
www.novato.org

Mayor
Pat Eklund
Mayor Pro Tem
Eric Lucan
Councilmembers
Denise Athas
Madeline Kellner
Jeanne MacLeamy

City Manager
Michael S. Frank

August 29, 2013

Michael DiGiorgio, President
Novato Sanitary District Board of Directors
500 Davidson Street
Novato, CA 94945

Re: Request to Consider Reduction in Fees for New Accessory Dwelling Units

Dear President DiGiorgio and Directors:

The City Council will soon be considering adoption of our new Housing Element which has been the result of almost three years of discussions with our community members. While many issues related to the provision of new affordable housing units have been controversial, one area of community consensus is to encourage the construction of new accessory dwelling units over the construction of new apartment or condominium complexes. Accessory dwelling units are perceived as having reduced community impacts due to their small size and distributed nature. In addition, the need to address our community's aging population in extended family settings is a community interest.

Accessory dwelling units are limited in size by the Novato Zoning Code to a maximum of 750 square feet, although parcels exceeding 10,000 square feet in size may propose a unit up to 1,000 square feet in size based on a sliding scale. Staff has surveyed owners of accessory dwelling units in Novato and has determined that two-thirds of such units are rented at rates affordable to very-low income households and one-third to low-income households.

Despite the public interest in encouraging the creation of new accessory dwelling units, we find few property owners interested in pursuing the remodeling or new construction associated with establishing a new unit. In discussions with potential applicants we find that the cost of permits is a major disincentive. Average city and special district fees for creation of a new 750 square foot accessory unit is approximately \$46,000. The Water District connection fee for any size accessory unit is \$11,200.

RECEIVED
SEP 13 2013

NOVATO SANITARY DISTRICT

The City's Draft Housing Element includes a program which encourages fee reductions for accessory dwelling units. The City is responding by reducing our planning application and development impact fee by 50 percent, reducing these fees from \$15,629 to \$7,814. We understand that the District Board has had an initial discussion regarding a potential fee reduction. We encourage the Board to pursue this issue further in order to assist in promoting this citywide policy objective.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Pat Eklund". The signature is written in a cursive style with a large initial "P" and "E".

Pat Eklund
Mayor

MEMORANDUM

To: Board of Directors
From: Chris DeGabriele, General Manager 
Subject: Auxiliary Dwelling Unit Connection Fees
t:\gmbod misc 2013\auxiliary dwelling unit conn fee.doc

July 12, 2013

RECOMMENDED ACTION: Maintain Auxiliary Dwelling Unit Connection Fees at their Current Level

FINANCIAL IMPACT: None at this time

Background

On October 31, 2012, Bob Brown, the City of Novato Director for Community Development, met with me to request North Marin Water District reduce fees for auxiliary dwelling units (ADU or second units) to incentivize their development. Mr. Brown provided a table of typical fees for second dwelling units in Novato and a table with comparison of fees for second dwelling units by local utility public agencies (Attachment 1). Mr. Brown advised that California allows second units to be considered affordable housing if demonstrated by survey that the rental amount charged meets affordable housing requirements. Mr. Brown also informed me that the City of Novato would not deed restrict the rental amount charge, but would consider changing the zoning regulation to limit the size of second units. In Novato, the minimum second unit dwelling size is 150 gross square feet and the maximum 750 gross square feet depending on lot size up to 10,000 square feet. In reviewing the comparison of fees, I informed Mr. Brown that the \$5,000 he references for NMWD new meter installation is physical construction and should not be included in the fee comparison and that this cost may be avoided provided the Fire Department approves both that the single family residence and a second unit can be served by common meter and no fire sprinklers are required.

Analysis

I requested the Auditor-Controller, David Bentley to review the basis for the District's ADU connection fee. That analysis, Attachment 2, confirms that the NMWD fee charged is reasonable and appropriate and is consistent with the methodology to calculate other dwelling unit fees, which are based on water use in proportion to a single family residential unit. In Novato a single family residential dwelling unit pays a total initial charge of \$32,640 which includes a facilities reserve charge (FRC) of \$28,600, reimbursement fund charge of \$420, meter charge of \$120 and service line of \$3,500. In Novato, we have 13,425 single family homes, 197 of them are single family dwelling with an ADU served by one meter. Another eight have separately metered ADU's. Single family homes in Novato typically use 114,141 gallons

per year; and those with a second unit, use an additional 44,842 gallons. The second units metered separately, use 51,612 gallons per year. Initial charges for second units in Novato total \$11,200 (FRC only) when served by a common meter, and \$15,240 when served by a separate meter. The additional charges are for reimbursement fund (\$420), meter (\$120), and service line (\$3,500).

I further requested the Auditor-Controller to review the FRC for mobile homes currently set at \$10,000/dwelling unit and less than the FRC for an ADU. He concluded that the mobile home FRC charge is appropriate, but indicated that there are likely so few new ADU's that will come forward that the \$1,200 difference in FRC between mobile homes and ADU's will not have significant financial impact on NMWD.

I investigated Mr. Brown's comparison data for Marin Municipal Water District (MMWD) and found that MMWD has a Board policy which is very complex and addresses second units by both size and whether they are attached or detached. MMWD connection fees vary for second units less than 400 square feet at \$2,346 up to \$7,036 for a second unit over 750 square feet. It's also noted that water use is calculated variably among the different sized second units and whether they are attached or detached. By comparison, the MMWD single family residential connection fee varies from \$11,728 to \$14,367 in the Marinwood area all based on projected annual demand. The connection fee per acre foot of demand is \$29,320 (one acre foot equals 325,850 gallons). The MMWD charge for a new service line and meter totals \$4,420 as compared to North Marin's \$3,620. MMWD's Board policy enables connection fees to be reduced by 50% should the second unit be deed restricted as low income for ten years. When comparing the cost of water service to the end user, assuming a 750 square foot detached second unit, a North Marin customer would pay \$388 and a MMWD customer would be \$387¹.

I also looked at other agency charges for second units which are highly variable. In the City of Petaluma, no connection fees are charged for second units less than 640 square feet, just a \$150 meter charge. For units greater than 640 sq ft, the residence is considered a single family dwelling unit. In Santa Rosa, detached second units are charged a connection fee of \$2,582 and at Valley of the Moon Water District second units are charged a capacity charge of \$7,547 and a meter and service line charge of \$3,932.

In conclusion, it is my opinion that the North Marin fee is appropriate and consistent with the methodology used to calculate other dwelling unit fees (based on a proportionate ratio of water use compared to single family residential units). Other agency fees for second units are highly variable and much discounted. The MMWD fee structure is far too complex. The

difference in fees calculated for second units at MMWD is based on their connection fee for single family residential units which is much less than North Marin's.

RECOMMENDATION:

I don't recommend any change in the District's connection fee or initial charges at this time.

¹ NMWD: 51,612gal @ \$4.03/1,000 + \$30.00 bimonthly service charge x 6 = \$388
MMWD: 51,612gal @ \$5.00/1,000 + \$21.53 bimonthly service charge x 6 = \$387

Accessory Dwelling Units

Zoning Standards

Number Allowed: Only one accessory dwelling unit per single-family lot.

Maximum Size: 750 square feet maximum plus, on lots over 10,000 square feet, 50 square feet of additional floor area may be allowed for each 2,000 square feet of lot size over 10,000 square feet up to a maximum of 1,000 square feet of floor area.

Occupancy: The owner of a parcel proposed for accessory dwelling use shall occupy as a principal residence either the primary dwelling or the accessory dwelling.

Sale Prohibited: An accessory dwelling unit shall not be sold independently of the primary dwelling on the parcel.

Deed Restriction: A deed restriction, approved by the city attorney, shall be recorded with the county recorder's office, which shall include the pertinent restrictions and limitations of an accessory dwelling unit identified in this section. Said deed restriction shall run with the land, and shall be binding upon any future owners, heirs, or assigns. A copy of the recorded deed restriction shall be filed with the Department stating that:

1. The accessory dwelling unit shall not be sold separately from the primary dwelling unit;
2. The accessory dwelling unit is restricted to the maximum size allowed per the development standards in Section 19.34.030
3. The accessory dwelling unit shall be considered legal only so long as either the primary residence, or the accessory dwelling unit, is occupied by the owner of record of the property;
4. The restrictions shall be binding upon any successor in ownership of the property and lack of compliance with any provisions of Section 19.34.030, may result in legal action against the property owner, including revocation of any right to maintain an accessory dwelling unit on the property.

Projected Number of Accessory Dwelling Unit Approvals

There have been 9 accessory dwelling units approved by the City between 2007 and 2012 (about 0.75 per year). Of these approvals, only 6 have actually secured building permits (0.5 per year).

Our draft Housing Element projects the addition of 13 accessory dwelling units between 2014 and 2022 (about 1.6 per year).

Average Size of Accessory Dwelling Units Approved

The average size of accessory dwelling units approved from 2000 to 2012 is 765 square feet. Ninety percent (90%) of the approved units were one bedroom, one bath dwellings. About two-thirds of the approved units were detached from the main dwelling.

Fees for Accessory Dwelling Units*

<i>Current Fees</i>		<i>Proposed Fees</i>
Planning Permit Fees	\$1,494	\$747
Building Permit Fees	\$2,163	same
Development Impact Fees		
City:		
Rec/Cultural Facilities	\$ 6,293	
Civic Facilities	1,128	
General Government Systems	489	
Open Space	1,361	
Drainage	773	
Streets & Intersections	3,873	
Transit Facilities	134	
Corporation Yard	84	
TOTAL	\$14,135	\$7,067
Novato Fire Protection District	\$729	
Novato School District Developer Impact Fee	Units less than 500 sf: \$0 Units 500+ sf: \$1,975	
Sewer Service/Connection	\$8,990	
Water Connection/Meter	\$17,200	
TOTAL	\$44,294	

*Assumes a 750 sf detached second dwelling unit

COMPARISON OF FEES FOR SECOND DWELLING UNITS: UTILITIES

Water Service	<i>North Marin Water District</i>	<i>Marin Municipal Water District</i>
Connection fee:	\$11,200	<u>Attached unit:</u> Less than 750sf: \$2,341 750-1,000 sf: \$2,341-\$7,022 <u>Detached unit:</u> Less than 400sf: \$2,341 401-750 sf: \$2,341-\$5,267 751-1,000 sf: \$5,267-\$7,022
New meter installation:	\$5,000 (req'd if fire sprinklers req'd*)	<u>Attached unit:</u> not required <u>Detached unit or if fire sprinklers req'd*:</u> \$4,350-\$4,420

* Novato Fire District is agreeable to requiring fire sprinklers only for units \geq 600 square feet.

MEMORANDUM

To: Chris DeGabriele, General Manager
From: David L. Bentley, Auditor-Controller
Subj: Auxiliary Dwelling Unit Connection Fee
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June 14, 2013

You asked me to review the basis for the District's Facilities Reserve Charge (connection fee) for an auxiliary, or second, dwelling unit (ADU). Regulation 1 establishes the ADU FRC at \$11,200, equivalent to 39% of the \$28,600 FRC for a Novato detached single-family home.

The basis for the FRC is water demand. The billing records show that the District has 197 active single-family homes with an ADU served by a single meter, and 8 separately metered ADUs. A query of last fiscal year's (FY12) water use for single-family homes, single-family homes with an ADU served by a single meter, and separately metered ADUs, reveals the following:

FY12 Water Use

	Single-Family Home	Single-Family w/ADU	Separately Metered ADU
Mean Gallons	114,141	158,982	51,612
Count	13,425	197	8

The incremental water demand from the single-family home with an ADU over the single-family home was 44,842 gallons (158,982-114,141). This is 13% less than the 51,612 gallons observed on separately metered ADUs, however, the small number of separately metered ADUs makes that data less representative. The incremental water demand of single-family homes with an ADU (44,842 gallons) equates to 39% of the average single-family home demand, which is the same ratio as the ADU connection fee bears to the single-family home connection fee. The water demand of the separately metered ADUs equates to 45% of the average single-family home demand.

My conclusion is that the ADU connection fee charge, set at 39% of the single-family home fee, is reasonable and appropriate.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Annual Reclamation Facilities Improvements; Project 72804	MEETING DATE: September 23, 2013 Agenda Item No. 9.a.
<p>RECOMMENDED ACTION: Consider approval of proposal from Custom Tractor Supply (CTS) to rehabilitate irrigated parcels of the Reclamation Facility in the not-to-exceed amount of \$51,000, and authorize the Manager-Engineer to execute a contract in this amount.</p>	
<p>SUMMARY AND DISCUSSION:</p> <p>In 2010 the District began a program to rehabilitate parcels of irrigated pasture land throughout the Reclamation Facilities. The majority of the parcels are in need of disking, leveling and reseeding due to settlement. The settlement creates areas that pond water, killing the grasses and producing mosquitoes. The disking will also break up the compaction caused by cattle grazing which over time stunts the growth of the grasses. Staff believes that the District needs to rehabilitate the pastures to extend the life of the Facility. This rehabilitation would also be consistent with the recommendations of prior reports on the District's pastures prepared on behalf of the District by Dr. Stephanie Larson of the UC Extension Agricultural Service.</p> <p>Previously, the District has contracted with Custom Tractor Service (CTS) of Petaluma to perform this work. CTS is the only contractor in this area that performs this type of farming work for wastewater agencies. Previous pasture rehabilitation work in 2011 on Parcels 21, 25 & 34 resulted in an exceptional crop yield and there is no standing water in the fields after irrigation.</p> <p>This year staff would like to complete the second year of the two-year rehabilitation process on Parcel 24 (10.2 acres) and Parcel 28 (20.8 acres) which includes disking, leveling, lime application, seeding and ring rolling to cover the seed. In addition, staff would like to reseed Parcel 21 (22.5 acres) & Parcel 25 (21.7 acres) which includes disking, seeding with pasture mix, and ring rolling. Last year's heavy rainfall in December resulted in long term flooding of Site 2 which killed the young pasture grass on Parcel 25 and one half of Parcel 21.</p> <p>CTS has submitted a proposal to disc, level, apply lime as needed and plant District furnished seed to Parcels 24 & 28 for \$1,066.25 per acre and disk & seed Parcels 24 & 28 for and \$406.25 per acre for a total estimate of \$51,000.00. These amounts are similar to amounts submitted on past proposals. The proposal is based on performing the work on a time and materials basis due to the unknown quantities of leveling and lime required.</p> <p>Staff recommends the Board accept CTS's proposal and authorize the Manager-Engineer to execute an agreement with CTS to perform rehabilitation work in Parcels 21, 24, 25 & 28 in the not-to-exceed amount of \$51,000.00.</p>	
<p>ALTERNATIVES: Do not approve the expenditure.</p>	
<p>BUDGET INFORMATION: This project will be funded from the budget for Annual Reclamation Facilities Improvement (Project 72804), which will have a balance of \$246,290, as of September 30, 2013.</p>	
<p>DEPT. MGR.:</p>	<p>MANAGER:</p>



EFFLUENT
STORAGE
POND #2

DLD

SLUDGE
LAGOONS

WILDLIFE
POND

EFFLUENT
STORAGE
POND #1

P-1
22.5 ACRES

P-2
23.1 ACRES

P-3
16.1 ACRES

P-4
10.2
ACRES

P-5
21.7 ACRES

P-6
23.4 ACRES

P-7
21.8 ACRES

P-8
20.8 ACRES

STATE HIGHWAY 37

SONOMA VALLEY BRANCH
N.W.P.R.R.

STATE HIGHWAY 37

P-5

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Treatment Plant Upgrade, Contract C – Solids Handling/Digester No. 2 Upgrades, Account No. 73001: Change Order	MEETING DATE: September 23, 2013 AGENDA ITEM NO.: 10.a.
RECOMMENDED ACTION: Approve a change order to substitute the specified liner product with a coating product for the launder walls on both Primary Clarifiers No. 1&2, in the amount of \$139,378, and authorize the Manager-Engineer to execute it.	
SUMMARY AND DISCUSSION: <p>When the two primary clarifiers at the Novato Treatment Plant (NTP) were originally constructed, no corrosion protection was provided for the effluent launder walls, since corrosion rates and extent are hard to predict. However, it was anticipated that there might be a need to provide corrosion protection that could be better determined after initial operation.</p> <p>Consequently, evaluations were performed by James Joyce of V&A Consultants, a sub-consultant to the design engineer RMC Water Environment (RMC), during the design phase of the current Contract C upgrade. Mr. Joyce indicated that his work provided proof of significant corrosion to the concrete of the effluent launders.</p> <p>Therefore, as part of the Contract C work, RMC’s design documents required the Contractor to provide a liner on the interior and exterior walls of the two primary clarifiers for corrosion protection. However, when the Contractor installed the specified liner, it was found that the liner either failed to remain adhered to the concrete walls or could be peeled off without significant effort. Upon extensive analysis, it was determined that the best course of action would be to obtain a quote from the contractor to remove the inadequate liner product and substitute it with a coating product.</p> <p>The Contractor has provided a quote for this work in the amount of \$139,378, and the Manager-Engineer recommends that the Board approve it and authorize her to execute a change order in this amount.</p> <p>Further, the Manager-Engineer regards this change order as a potential design or supplier error, and will be pursuing alternatives with the project team to recover costs and/or suitably compensate the District for the cost of this change order.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: This change order would be funded from the FY13-14 budget for the Wastewater Treatment Plant Upgrade Project – Contract C (Account No. 73001), which will have a balance of \$2,858,377, as of September 30, 2013. The expended change order amount will be offset by the results of the cost recovery effort that the District will pursue with the project team.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Local Agency Formation Commission Election (LAFCO)

MEETING DATE: September 23, 2013
Agenda Item No. 11.a.

RECOMMENDED ACTION: Consider ranking the District's first, second, and third choice candidates for the LAFCO Special District Alternate Member.

SUMMARY AND DISCUSSION:

LAFCO is holding a mail ballot election to select an alternate special district member. Ballots are due September 25, 2013. The candidates are:

- Jack Baker – North Marin Water District
- Russ Greenfield – Las Gallinas Valley Sanitary District
- Lew Kious – Almonte Sanitary District
- Mary Sylla – Ross Valley Sanitary District.

The candidate information is attached.

ALTERNATIVES: NA

BUDGET INFORMATION: No impact

DEPT. MGR.:

MANAGER:

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: North Marin Water District

X 1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee: John (Jack) Baker

*District of Nominee: North Marin Water District

 2. Board did not act.

*Attach completed qualification form.

BOARD ACTION:

Ayes: Directors Baker, Fraitas, Petterle, Schoonover & Rodoni

Noes:

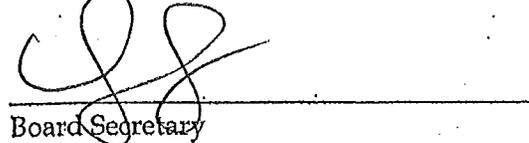
Absent:

Abstain:



Board President

Attest:



Board Secretary

Date: 6/19/13

MUST BE RETURNED TO LAFCO BY JULY 24, 2013.
Forms may be faxed to (415) 446-4410 or emailed to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: John (Jack) Baker

Name of Special District: North Marin Water District

Telephone: (Home) (415) 382-3332

(Work) _____

Email Address: jckbaker@gmail.com

Home Address:

Employer's Name and Address:

425 Corte Norte

Novato, CA 94949

Present Occupation: Registered Civil Engineer (Retired)

➤ **Summary of Qualifications for Position:**

- Over 40 years of engineering experience (6 1/2 with the State of California, 35+ years with County of Marin) with design and construction of public facilities.
- Served one term as Director for Novato Sanitary District (1978 - 1982).

➤ **Reasons for Applying:**

During the course of employment with County of Marin Department of Public Works (DPW) I have had frequent interactions with Marin County Special Districts as well as the eleven municipalities. Familiarity with these entities and their respective services and jurisdictions would enable me to effectively contribute as a member of the LAFCO decision making process.

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

North Marin Water District (Director) 1983 - Present.

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: Las Gallinas Valley Sanitary District

1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee: Russ Greenfield

*District of Nominee: Las Gallinas Valley Sanitary District

2. Board did not act.

*Attach completed qualification form.

BOARD ACTION:

Ayes: Clark, Elias, Greenfield, Murray, Schrieber

Noes: None

Absent: None

Abstain: None

Megan Clark
Board President

Attest:

Carol A. [Signature]
Board Secretary

Date: 7/11/2013

MUST BE RETURNED TO LAFCO BY JULY 24, 2013.
Forms may be faxed to (415) 446-4410 or emailed to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: Russ Greenfield

Name of Special District: Las Gallinas Valley Sanitary District

Telephone: (Home) 415 578 2580 (Work) _____

Email Address: rgmxman@gmail.com rgreenfield@LGVSD.org

Home Address:

Employer's Name and Address:

104 MARY WAY
SAN RAFAEL CA 94903

Present Occupation: retired * 34 Years Ros Valley Sanitary Dist.

➤ Summary of Qualifications for Position:

See attached sheet

➤ Reasons for Applying:

see attached sheet

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

see attached sheet

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

Marin Local Agency Formation Commission

Nominee Qualifications

Alternate Special District Member

Summary of Qualifications for Position:

Longtime Marin County resident

Novato High 1967 College of Marin 1969 Sonoma State 1970

Married with two grown children 42 years

34 year career in wastewater - Ross Valley Sanitary District -

Reasons for Applying:

Marin County is a wonderful place to live. I want to keep it that way. My ability to apply common sense and use practical methods without causing political strife will help produce good results. I believe in teamwork and use good listening habits in order accomplish goals and tasks. I work well with others.

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

Las Gallinas Valley Sanitary District - Director - 12 years

Santa Venetia Neighborhood Association Board member - 6 years

Marin County Hazardous and Solid Waste JPA Task Force - 3 years

Gallinas Watershed Council - founding member - 5 years

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: ALMONTE

1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee: Lew KIOUS

*District of Nominee: ALMONTE

2. Board did not act.

*Attach completed qualification form.

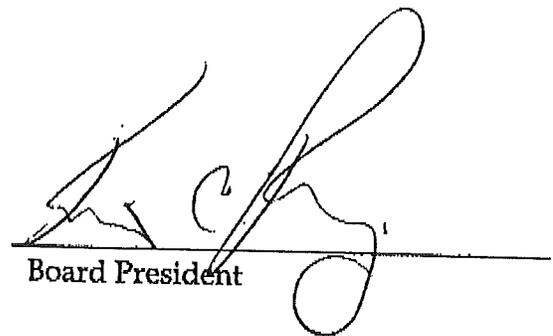
BOARD ACTION:

Ayes: 3

Noes: 0

Absent: 1

Abstain:


Board President

Attest:


Board Secretary

Date: 7/24/12

MUST BE RETURNED TO LAFCO BY JULY 24, 2013.
Forms may be faxed to (415) 446-4410 or emailed to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: Alto Sanitary District

____ 1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee: Lew Kious

*District of Nominee: _____

____ 2. Board did not act.

*Attach completed qualification form.

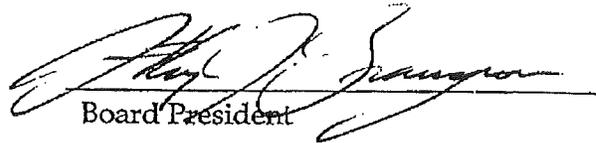
BOARD ACTION:

Ayes: 5

Noes: 0

Absent: 0

Abstain: 0


Board President

Attest:

Joyce Miles
Board Secretary

Date: 06/26/13

MUST BE RETURNED TO LAFCO BY JULY 24, 2013.
Forms may be faxed to (415) 446-4410 or emailed to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: Homestead Valley Sanitary District

____ 1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee: Lew Knowles

*District of Nominee: _____

____ 2. Board did not act.

*Attach completed qualification form.

BOARD ACTION:

Ayes: 4

Noes: 0

Absent: 1

Abstain: 0


Board President

Attest:

Burnett Tregoring
Board Secretary

Date: 6/25/13

MUST BE RETURNED TO LAFCO BY JULY 24, 2013.
Forms may be faxed to (415) 446-4410 or emailed to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: Richardson Bay Sanitary District

X 1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee: Lew Kious

*District of Nominee: Almonte Sanitary District

 2. Board did not act.

*Attach completed qualification form.

BOARD ACTION:

Ayes: Abbott, Benvenuti, Morpew and Sotel

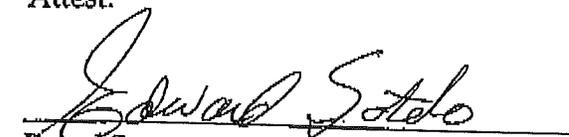
Noes: None

Absent: Kosciusko

Abstain: None


Board President

Attest:


Board Secretary

Date: July 16, 2013

MUST BE RETURNED TO LAFCO BY JULY 24, 2013.
Forms may be faxed to (415) 446-4410 or emailed to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: Lew Kious

Name of Special District: Almonte Sanitary District

Telephone: (Home) 415-383-8570 (Work) 707-773-3373

Email Address: LDKious@sbcglobal.net

Home Address:
233 Princeton Avenue
Mill Valley, CA 94941

Employer's Name and Address:
VenTek International
1260 Holm Rd., Ste. A, Petaluma, CA 94954

Present Occupation: Sales Manager

➤ **Summary of Qualifications for Position:**

See Attached Sheet

➤ **Reasons for Applying:**

See Attached Sheet

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

See Attached Sheet

Please return to: **Marin LAFCO**
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

Marin Local Area Formation CommissionNominee QualificationsAlternate Special District Member

Summary of qualifications for Position:

- Current President of Board of Commissioners for Sewerage Agency of Southern Marin (SASM). In this position, I am focused on the responsible management of SASM's resources to meet the needs of its constituents (residents). My approach to this role is to seek the responsible input from all parties and then support SASM's Board and the Agency toward taking meaningful steps forward. I directly negotiated an extension of the Operations and Management Agreement with the City of Mill Valley, by which Mill Valley operates the water treatment plant on behalf of SASM.
- Current Secretary/Treasurer and Board member of Almonte Sanitary District. I implemented the District's website and expanded and improved our outbound communication. I worked to update and automate our District's operations, such as the digitizing of the District's maps and sewer system records. I have consistently pursued a policy of fiscal conservatism to maintain low, and responsible, rates for our residents.
- Resident of Mill Valley for 30+ years. Lifelong Bay Area resident.
- Frequent speaker before the Board of Marin LAFCO.
- Successful businessman with experience in achieving consensus and getting results.

Reasons for Applying:

- LAFCO currently has no representative from Southern Marin. I believe that with my addition to LAFCO, I will be a strong representative from Southern Marin, and I believe that this representation is critical and vitally important.
- I have seen Marin LAFCO in action, and am aware of its potential value to Marin residents. I am also aware of the challenge to keep LAFCO focused on beneficial actions, as opposed to actions that may be viewed by its Board as a legislative mandate. I believe that I can help to maintain that balance to the benefit of all of Marin.
- My basic philosophy toward LAFCO issues will be to give the greatest weight to those who are most-affected.
- I have worked with LAFCO's staff and Board and believe I can develop good relationships within LAFCO to immediately provide positive results.
- I believe I have the perspective, experience, and knowledge to provide value as a member of LAFCO, and to provide value to Marin residents, and the Special Districts of Marin.

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

- Secretary/Treasurer- Almonte Sanitary District
- Board Member- Almonte Sanitary District
- President of Board of Commissioners- Sewerage Agency of Southern Marin (SASM)

Endorsed by:

- Andy Berman: Mayor- City of Mill Valley
- Cathy Benediktsson: President- Sanitary District #5 (Tiburon)
- Bruce Abbott: President- Richardson Bay Sanitary District
- Kevin Reilly: President- Almonte Sanitary District
- Einar Asbo: President- Homestead Valley Sanitary District and former LAFCO Commissioner
- Steffen Bartschat: Past President, and current Vice President- Tamalpais Community Services District

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINATION FORM

ALTERNATE SPECIAL DISTRICT MEMBER

Name of District: Ross Valley Sanitary District/Sanitary District #1
of Marin County

1. Board voted to nominate the following current member of its own or another independent special district.

*Name of Nominee: Director Mary Sylla

*District of Nominee: Ross Valley Sanitary District

2. Board did not act.

*Attach completed qualification form.

BOARD ACTION:

Ayes: Egger, Sullivan, Meigs, Guasco, Sylla

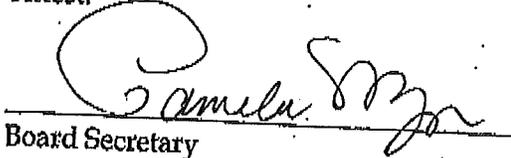
Noes: None

Absent: None

Abstain: None

Attest:


Board President


Board Secretary

Date: July 24, 2013

MUST BE RETURNED TO LAFCO BY JULY 24, 2013.
Forms may be faxed to (415) 446-4410 or emailed to staff@marinlafco.org.

MARIN LOCAL AGENCY FORMATION COMMISSION**NOMINBE QUALIRICATIONS****ALTERNATE SPECIAL DISTRICT MEMBER**Nominated for: Alternate Special District RepresentativeName: Mary SyllaName of Special District: Ross Valley Sanitary DistrictTelephone: (Home) (415) 459-3764 (Work) (415) 450-5348Email Address: sylla.mary@gmail.com

Home Address:

5 Stadium WayKentfield, CA 94904

Employer's Name and Address:

Merck & CoOne Merck Drive, Whitehouse Station, PA
08889Present Occupation: HIV Community Liaison -- SF Bay Area**> Summary of Qualifications for Position:**

I am member of the Ross Valley Sanitary District Board of Directors, elected last year. I also currently serve on the Kentfield Planning Advisory Board. A 25-year resident of Ross Valley, I am interested in good governance and effective thoughtful management of growth in Marin. I am a lawyer, a member of the CA bar and have a masters degree in Public Health (Epidemiology) with 18 years of nonprofit public health leadership and management experience.

> Reasons for Applying:

Raised in San Anselmo and Kentfield, I was fortunate to be able to return to Marin to have and raise my children. I am convinced that Marin's unusually thoughtful growth and preservation of open space is the reason that this area is so desirable. LAFCO plays a key role in that process and as the current representative of a large area of Marin, I think it is important to participate in LAFCO decision-making process. I look forward to the opportunity to serve and represent the long-range interests of Marin residents.

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

Merck & Co. (employee)
Ross Valley Sanitary District, Director
Kentfield Planning Advisory Board, Member
California Bar Association, Member

Please return to: **Marin LAFCO**
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

<p>TITLE: Administration: Attendance at the Water Environment Federation annual conference - WEFTEC 2013.</p>	<p>MEETING DATE: September 23, 2013</p> <p>AGENDA ITEM NO.: 12.a.</p>
<p>RECOMMENDED ACTION: Consider authorizing the Deputy Manager-Engineer to attend the Utility Management Focus of the 2013 Water Environment Federation WEFTEC conference in Chicago, Illinois.</p>	
<p>SUMMARY AND DISCUSSION:</p> <p>At its September 10, 2012 meeting, the Board accepted the Manager-Engineer’s recommendation and authorized the Deputy Manager–Engineer to attend the Water and Wastewater Leadership Training program at the University of North Carolina – Chapel Hill. This program was developed by the major water and wastewater professional organizations (including the Water Environment Federation or WEF), to prepare and develop future leaders of the industry. The Leadership program is highly regarded and most of the water and wastewater utilities in the Bay Area now send their senior management.</p> <p>The topics covered in the Leadership program aligned well with the Novato Sanitary District’s Strategic Plan goal of achieving operational and organizational excellence. The program was an intensive eleven-day in-residence certificate program, and the Deputy Manager-Engineer’s successful completion of the program represented a significant commitment on the part of the District to succession planning and staff development.</p> <p>At this time, to reinforce the education gained from the Leadership program and as a logical follow-up, the Manager-Engineer recommends that the Board authorize the Deputy Manager-Engineer to attend the Utility Management Focus portion of the annual WEF conference WEFTEC 2013 to be held October 5-9, 2013 in Chicago, Illinois. A copy of the program brochure is attached.</p>	
<p>ALTERNATIVES: Do not approve</p>	
<p>BUDGET INFORMATION: The cost of this attendance would be funded from Account #66170 which has a FY13-14 budget of \$50,000, and a current balance of \$XX,xxx.</p>	
<p>DEPT.MGR.:</p>	<p>MANAGER:</p>



Utility Management

Share information and problem-solve with other leaders and managers at WEFTEC

The skills needed for effective utility management are increasingly diverse. No longer can today's utility manager be only inward-focused, even though managing budgets, retention of staff knowledge, and personnel management still remain important tasks. External stakeholders such as boards and governments, ratepayers, the press, and the public all must be managed simultaneously. WEFTEC offers a diverse suite of programming to address the needs of the modern utility manager in addition to the technical knowledge to help you efficiently meet regulatory requirements.



Don't miss these Utility Management Focus Events at WEFTEC 2013:

Utility Management Committee Meeting
Sunday, October 6, 2013 | 12:15 – 2:45 p.m.

Utility Leaders Hot Topic Breakfast
Co-sponsored by NACWA and WEF
Tuesday, October 8, 2013 | 8:00 – 9:45 a.m.

See reverse for a listing of programming at WEFTEC 2013 with a major concentration on utility management.

Plus, plan your schedule and get more details about other related sessions by downloading the WEFTEC Mobile App today!

www.weftec.org/weftecmobile

Programming Focus

Utility Management

Saturday, October 5 — WORKSHOPS

W12	GET LEAN: How EUM and Lean-Six Sigma Provide Structure for Continuous Improvement
W13	Reporting Sustainability Performance of Wastewater Systems

Sunday, October 6 — WORKSHOPS

W24	Envision™ Sustainable Water Infrastructure
W25	Wastewater Utility Resilience: What Is It? What Does It Mean? How Do You Use It?
W26	Achieving Sustainable Energy Use Reductions at Wastewater Facilities Through Continuous Improvement

Monday, October 7

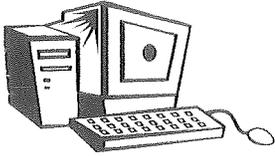
100	Water Thought Leaders: Lessons Learned From Great Water Communities
228	Mobile Session: Water & Wastewater 101

Tuesday, October 8

309	Tactical Tools to Implement Great Asset Management
402	BlueTech® Research Presents: Bringing Innovative Technology to Market
412	Fueling Human Energy to Achieve Operational Excellence
416	Asset Management: Pipes and Planning
420	Stormwater Financial Strategies
424	Lessons Learned in Implementing Effective CIP Projects
425	Communicating With Elected Officials About Rate Increases to Support Major Infrastructure Improvements
429	Creating Meaningful Dialogue to Support Green Infrastructure
431	Leaders on Leadership: Shaping the Future While Serving Today

Wednesday, October 9

508	Change Management: Workforce Strategies That Work!
519	The Water Resources Utility of the Future: A Pathway to Sustainability
520	Current Trends in Financing and Planning Effective CIP Projects
606	Best Management Practices in Asset Management
617	Alternative Delivery
618	From Operator to Manager: Navigating Your Career
622	Driver's Education for the WEF Energy Roadmap



FREE HOUSEHOLD *E-WASTE* DROP-OFF

Saturday, October 12 - Monday, October 14, 2013
Novato Recycling Center, 7576 Redwood Blvd.
10:00 AM - 3:00 PM

No Appointment Necessary

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



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

✓ Computers (PC's & Laptops) - maximum of 5	✓ Telephones, Cell Phones, Answering Machines
✓ Fax Machines and small table-top copy machines	✓ Electric typewriters
✓ Computer Monitors - maximum of 5	✓ Televisions
✓ Computer peripherals - (keyboards, printers, scanners, cables, mouse)	✓ Radios, tape players, stereos, DVD players, VCR's, camcorders
✓ Kitchen Appliances - (microwaves, blenders, toaster ovens, coffee makers, etc)	✓ General Household Appliances - (hair dryers, irons, vacuums, lamps, etc.)
* This is only a partial list of items. If you have a question about an item, please call 892-7344	

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

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

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

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

Event is for NOVATO HOUSEHOLDS ONLY.

Novato Businesses please call 892-6395 for further disposal information

Questions? Call the HHW Hotline at 892-7344

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

Editorial: Ross Valley's problem a lesson to other district boards

Posted:

marinij.com

THE TRAVAILS of the Ross Valley Sanitary District and its loss of more than \$300,000 in public funds should come as a sober warning to other members of public boards.

Ross Valley board members' primary objective was sound; put the district on a path toward fixing its aging — and leaking — sewer pipes.

Its strategy, however, was flawed — and costly.

The so-called "reform" board hired a new general manager and gave him an overly generous contract, including one of the highest public paychecks in the county, and a loan for housing so that he could afford to live in or close to the district that he served.

The problem, board members learned, was that they didn't make sure the housing loan was secured to a piece of real estate to protect taxpayers' investment. There was no prudent safeguard to make sure that the manager used the money for its intended purpose.

Providing employees with assistance so they can live closer to their jobs, especially workers who need to respond to possible emergencies, makes sense. But it has to be a shared investment, not a handout.

Today, that manager, Brett Richards, is sitting in county jail awaiting trial on suspicion of embezzlement of public funds. The district also has filed a civil suit seeking full repayment of the loan.

Meanwhile, Richards' lawyer wants the district to pay for his client's defense, citing a provision in the contract where district directors agreed to pay Richards' legal costs if he were named in a lawsuit involving the district.

District lawyers say that that provision does not cover legal action taken by the district over possible willful wrongdoing. But it might take court action — and public expense — to settle that dispute.

Ross Valley board members let their politics and objectives cloud careful management of the ratepayers' money. They embarked on a campaign of expanding the district's payroll and giving raises at a time when other public agencies — due to the economic downturn — were laying off workers and imposing furloughs.

They encouraged an antagonistic relationship with neighboring jurisdictions, some leading to costly legal fights.

Richards may be the one sitting in jail, but he wasn't the only one who made mistakes. Richards answered to the district's board of directors.

Finally, district voters took action, voting in a new majority critical of the old board's decisions and direction. The Richards case serves as a textbook example for elected board members, a reminder that they have a responsibility to be careful with public funds.

Perhaps, as the criminal and civil cases play out and Richards has an opportunity to present his defense, the public will learn more about what their elected representatives were thinking in making these decisions.

Ross Valley's mistakes should serve as a reminder to other directors that they are entrusted as public representatives to make sure taxpayer money is wisely invested and protected.

Four candidates seek three seats on Las Gallinas sanitation board

Posted:

marinij.com

A four-way race for three seats on the Las Gallinas Valley Sanitary District includes two longtime incumbents, a director who won a messy appointment earlier this year, and a resident who lost out for the same appointment.

Board President Megan Clark, who was first elected in 2001, and Russ Greenfield, elected in 1997, are both seeking new four-year terms. Rabi Elias, who was appointed in January, is seeking a full term. Marnie Glickman is making her second try for a seat.

Elias and Glickman were among nine applicants for the seat that was vacated when Larry Loder resigned in late 2011. When the board reached a 2-2 stalemate on Loder's successor, it asked the county Board of Supervisors to make a selection. After community criticism about its perceived abdication, the board voted again and picked Elias.

Elias said he is running for a full four-year term so he can keep lending his expertise to the district. He is a former engineer and public works director for San Anselmo and Ross.

"I just want to give back to the community," said the 25-year resident of the district.

Glickman, a nonpracticing lawyer, said she wants to join the board to help pursue a "zero spill" agenda following a 50,000-gallon sewage spill last October.

"I think they need to do a lot better," said Glickman, 42, a former Oregon resident who has lived in the district about five years.

She also faulted the board for what she described as excessive spending on consultants, legal fees, travel to sanitation conferences and directors' salaries and benefits. The \$5.3 million operating budget for 2013-14 includes about \$210,000 for consultants, \$115,000 for legal expenses, \$66,000 for director salaries and benefits and \$18,000 for board conferences.

Greenfield, a 12-year board member, defended the district's performance and spending, saying it has the best equipment and lowest spill rate in Marin. He said nearly 40,000 gallons of the spill were captured in a pump station and did not make it into the environment.

Greenfield, 64, said the board could cut back on travel expenses, but said the conferences are important to learn how other districts are handling problems. He also said that hiring consultants is less expensive than hiring staff.

"We've put solar in and we've put in a recycled water plant and I think we're doing a good job," said Greenfield, who had a 34-year career at the Ross Valley Sanitary District. "I'd like to stay and keep up the good work."

Clark, 66, disagrees that there is wasteful spending by the board, but she said Glickman certainly has a point about the sewage spill.

"A 50,000-gallon spill is not good," said Clark, a retired programmer for the county. "Ten thousand gallons of sewage got into the waters of America."

Clark, who is seeking her fourth term, said she wants to remain on the board to help prepare the district for climate change. She said the district's treatment plant, solar panels, storage ponds and other assets need better protection from rising water levels.

"There's a lot to do, and we have to find the money to do it," she said. "It's a big task, and one I'm very interested in."

Contact Gary Klien via email at gklien@marinij.com or <https://twitter.com/GaryKlien>