

NOVATO SANITARY DISTRICT

Meeting Date: October 14, 2019

The Board of Directors of Novato Sanitary District will hold a regular meeting at 5:30 p.m. Monday, October 14, 2019, 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. Note: All times and order of consideration for agenda items are for reference only. The Board of Directors may consider item(s) in a different order than set forth herein.

AGENDA

1. PLEDGE OF ALLEGIANCE:

2. AGENDA APPROVAL:

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

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

4. REVIEW OF MINUTES:

- a. Approve minutes of the September 9, 2019 special and regular meetings.

5. PRESENTATIONS (INFORMATION ONLY):

- a. Receive presentation: Novato Area Municipal Service Review (MSR) - Jason Fried, Executive Officer, Marin Local Agency Formation Commission (Marin LAFCO).
- b. Receive update: Hamilton (Bel Marin Keys V) Wetlands Restoration project - Jeff Melby, Project Manager, State Coastal Conservancy (SCC).

6. CONSENT CALENDAR:

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

- a. Ratify regular disbursements, September 9 – October 14, 2019.
- b. Ratify payroll and payroll related disbursements, September 2019.
- c. Receive Deposit Summary, September 2019.
- d. Receive Accounts Receivable (A/R) Summary Report as of September 30, 2019.
- e. Receive notification of Award of Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).
- f. Approve promotion of Russell Farmery from Electrical Instrumentation Technician I to Electrical Instrumentation Technician.
- g. Adopt Resolution No. 3140: "A Resolution Authorizing Acceptance of Grant of Easement from Bahia Heights LLC – Bahia Heights Sewer Main Extension".

- h. Authorize District Deputy General Manager, Erik Brown, to attend the 2020 Water and Wastewater Leadership Center Training program, University of North Carolina at Chapel Hill, NC, March 8 - 20, 2020.
- i. Authorize District Construction Inspector II, William Christofferson, to attend the Underground Construction Technology International Conference in Fort Worth, TX, January 28-30, 2020.

7. SOLID WASTE OPERATIONS:

- a. Receive Solid Waste Committee report, meeting of September 23, 2019.
- b. Receive Solid Waste Committee recommendation for a Calendar Year (CY) 2020 maximum solid waste rate adjustment of up to +6.32%, with consideration of a proposed actual rate adjustment of +6.27%, and
- c. Review revised Schedule, draft Notice of Intent and Public Hearing, and set public hearing date for establishing Calendar Year (CY) 2020 maximum solid waste rates.

8. WASTEWATER OPERATIONS:

- a. Receive staff presentation: District readiness on Pacific Gas & Electric Co.'s Public Safety Power Shutdowns (PSPS).
- b. Receive Wastewater Operations Reports, September 2019:
 - Collection Systems
 - Treatment Facilities
 - Reclamation Facilities

9. CAPITAL PROJECTS:

- a. Receive Capital Projects Update, September 2019.

10. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Watershed Association (NBWA) meeting, October 4, 2019.

11. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

12. ADJOURN:

Next Resolution No. 3141.

Next meeting date: Special meeting, 5:30 p.m. Monday, November 18*, 2019, at the Novato Sanitary District office, 500 Davidson Street, Novato, CA.

(*As the regular meeting day of Monday, November 11, 2019 is Veterans Day, a District holiday).

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

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: September 9, 2019

The Board of Directors of the Novato Sanitary District held a special meeting at 4:00 p.m., followed by a regular meeting at 5:30 p.m., Monday, September 9, 2019, at the District Office, 500 Davidson Street, Novato,

SPECIAL MEETING:

President Dillon-Knutson began the special Board meeting at 4:00 p.m.

BOARD MEMBERS PRESENT: President Carole Dillon-Knutson, Directors Timothy Fuelle, William Long, and Jean Mariani. Director Jerry Peters arrived at 4:01 p.m.

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

ALSO PRESENT: Erik Brown, Deputy General Manager, Novato Sanitary District
Jeff Andress, Collection System Superintendent, Novato Sanitary District
Dale Thrasher, Administrative Services Officer, Novato Sanitary District
Jeff Boheim, Field Services Manager, Novato Sanitary District
Jason Roach, CSW, Novato Sanitary District
Gisa Ju, Principal, Woodard and Curran

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

COLLECTION SYSTEM MASTER PLAN (DRAFT):

- Receive presentation on the Draft 2019 Collection System Master Plan (CSMP) from the District's Consultant Woodard and Curran. The General Manager stated that the purpose of the Special meeting was to hold a workshop presentation on the draft CSMP document, a hard copy of which was presented by staff to each Board member at the August 12, 2019 Board meeting. He stated that Gisa Ju, from Woodard and Curran, would provide a PowerPoint presentation, and address any questions or comments from the Board on the draft CSMP. He recommended that the Board receive the draft CSMP, and provide any comments to facilitate completion and preparation of the final CSMP document.

Ms. Ju began her presentation, stating that the overall objective of the Master Plan was to provide the District with guidance on how to make best use of its capital dollars and implement projects when they are truly needed without risk of overflows or structural failures. She discussed the Master Plan elements, including GIS mapping, flow and hydraulic modeling, capacity and condition assessment, and the development of capital improvement projects, costs, and priorities. She stated that risk scores were developed as

part of the sewer condition assessment, and she discussed the 'Risk Score Matrix' that was assigned to the District's sewer system pipes. Ms. Ju stated that the report contained a Master Plan CIP (Capacity Improvement Projects) spreadsheet which prioritized capital projects based on the CSMP study. She concluded her presentation, outlining the CSMP's suggested next steps: prepare project validation plans and develop a more detailed implementation and financial plan to address the necessary capital improvement projects.

Discussion followed, and Ms. Ju, the General Manager, and the Deputy General Manager responded to questions from the Board. The Board thanked Ms. Ju for the presentation and stated that the CSMP report was very clear and easy to read.

The General Manager discussed the Master Plan Capacity Improvement Projects, and stated that this report provided a good overview of the District's 'hidden' (underground) capital assets. He stated that the breakdown of these projects represents a very manageable level of effort for the District, given the District's current finances. The General Manager stated that these projects will be reviewed on an annual basis and scheduled for completion, to align with District cash flows.

In conclusion, the General Manager requested that the Board return any/all comments to him by the end of September, to allow Woodard and Curran to prepare the final Collection System Master Plan.

ADJOURNMENT OF SPECIAL MEETING:

There being no further business to come before the Board, President Dillon-Knutson adjourned the special Board meeting at 5:05 p.m.

REGULAR MEETING:

President Dillon-Knutson began the regular Board meeting at 5:30 p.m.

BOARD MEMBERS PRESENT: President Carole Dillon-Knutson, Directors Timothy Fuelle, William Long, Jean Mariani, and Jerry Peters.

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

ALSO PRESENT: Erik Brown, Deputy General Manager, Novato Sanitary District
John O'Hare, Project Manager, Veolia
Dale Thrasher, Administrative Services Officer, Novato Sanitary District
Jeff Boehm, Field Services Manager, Novato Sanitary District
Jeff Andress, Collection System Superintendent, Novato Sanitary District

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the August 12, 2019 regular meeting.

On motion of Director Long, seconded by Director Peters, and carried unanimously, the August 12, 2019 Board meeting minutes were approved.

CONSENT CALENDAR:

President Dillon-Knutson called for a motion on the Consent Calendar items as follows:

- a. Approve Board member disbursements in the amount of \$3,034.25, operating disbursements in the amount of \$307,346.72, and capital project disbursements in the amount of \$62,029.72. Ratification of August 26th operating disbursements in the amount of \$249,551.45, and capital project disbursements in the amount of \$66,641.17.
- b. Ratification of payroll and payroll related disbursements for August, 2019, in the amount of \$381,685.88.
- c. Receive deposit summary, August 2019.
- d. Approve Agreement for Reclaimed Water Use between Novato Sanitary District and California State Conservancy, and authorize the General Manager-Chief Engineer to execute it.
- e. Cancel the regular Board meeting of Monday, November 11, 2019 (Veterans Day holiday) and schedule a special meeting at 5:30 p.m., Monday, November 18, 2019.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board approved the above listed Consent Calendar items.

SOLID WASTE OPERATIONS:

- Receive verbal report on status of Calendar Year (CY) 2020 solid waste rate adjustment request from Recology Sonoma-Marín (RSM), (information only – no action at this time). The General Manager stated that this informational item was to provide the Board with a verbal report on the status of the Calendar Year 2020 solid waste rate adjustment request from Recology Sonoma-Marín. He stated that Recology had submitted their rate request within the time frame required, and that a Solid Waste Committee meeting will be proposed for later in September to review the request.

- Receive proposed Schedule, and draft Notice of Intent and Public Hearing, and set public hearing date of November 18, 2019, to consider modifications and establish maximum solid waste service charges for Calendar Year (CY) 2020. The General Manager stated that a modification was necessary to agenda item 6.b.: Proposed Schedule to Consider Modifications and Establish Maximum Solid Waste Service Charges for Calendar Year 2020. He stated that the first line item: September 9, 2019: Regular Board meeting – set Public Hearing date...should have read: *September 9, 2019: Regular Board meeting –*

receive proposed schedule. He continued, stating that the third line item: October 14, 2019 item: Regular Board meeting. Board receives report and recommendation from Solid Waste Committee, should have read: *October 14, 2019 item: Regular Board meeting – set Public Hearing date for November 18th.* He stated that at the October 14th Board meeting, a corrected Proposed Schedule would be provided, as well as the Notice of Intent and R3 rate review report.

The General Manager stated that the proposed Solid Waste Committee meeting date is either September 23rd or September 30th, and that he will confirm availability with Committee members Mariani and Peters. He stated that R3's preliminary rate request was for 5.93%. He stated that the franchise agreement allows for a regular rate adjustment based on the straight Refuse Rate Index (RRI), and that the RRI adjustment they are requesting was 4.23%, with an additional 1.69% to purchase four new collection vehicles. He stated that R3 is vetting the request and will have a full report available at the Solid Waste Committee meeting.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Reports, August 2019.

Collection System Report: Collection System Superintendent Jeff Andress provided the Collection System Report for August 2019. He stated that the Collection Department cleaned 45,702 lineal feet of sewer pipelines, and that 27,451 feet of sewer main were televised. He noted that CCTV (closed circuit TV) did not identify any new issues related to infrastructure. He stated that staff completed 255 maintenance work orders, leaving zero (0) work orders outstanding. Further, he noted that staff conducted 173 lift station inspections and completed maintenance inspections on four (4) air relief/vacuum valves.

The Collection System Superintendent then outlined the training provided in August, stating that Collection Department staff attended four (4) safety tailgate meetings. He stated that there were no lost time accidents in the month. He concluded his presentation, noting that there were no sanitary sewer overflows (zero SSOs) in August.

Treatment Facilities Report: Veolia Project Manager John O'Hare provided the August 2019 Treatment Facilities Monthly Operations Report (MOR). He reviewed the treatment plant performance, stating that the average flow was 3.49 MGD (million gallons per day) and that there were no discharge violations in the month. He stated that the Recycled Water Facility (RWF) produced 20.838 million gallons of recycled water, and that the Novato treatment plant discharge mode was transitioned from San Pablo Bay discharge to Reclamation Facility discharge on August 1, 2019.

The Project Manager stated that Veolia staff participated in weekly tailgates, as well as a fall protection training. He reviewed the monthly routine inspections, maintenance activities, and key events for the Novato treatment facility, the Ignacio transfer pump station, and the recycled water facility. He discussed pretreatment and pollution prevention activities, and concluded his report, stating that there were no odor notifications in August.

Reclamation Facilities Report: Field Services Manager Jeff Boheim summarized the

Reclamation Facilities report for August. He stated that drainage pump stations No. 3 and 7 did not pump any drainage water in August, and that the rancher finished mowing Sites 3 and 7 in preparation for cattle, which began arriving on August 17th. He continued, stating that parcel irrigation began on August 22nd, and that the irrigation pumps were operated for 8 hours each morning resulting in a total of 28.4 MG (million gallons) used for irrigation this month. He concluded his report, stating that no biosolids handling or disposal was performed in August.

CAPITAL PROJECTS:

- Cogeneration/Alt. Energy, Account No. 72708: Approve a contract with Woodard & Curran, Inc. in the not-to-exceed amount of \$125,000 for professional engineering services related to a cogeneration system, and authorize the General Manager-Chief Engineer to execute it. Deputy General Manager Erik Brown stated that at its May 13, 2019 meeting, the Board received a presentation on Cogeneration System implementation alternatives from the District's consultant Woodard and Curran. The Board gave direction to staff to continue investigation with Woodard and Curran, Inc. (W&C) for a cogeneration design-bid build project at the District, utilizing micro turbines to convert digester gas to electrical power. He stated that staff requested, and W&C provided, a proposal for a Basis of Design for a Cogeneration System, for the amount of \$125,000. He stated that the proposal includes 50% design documents and additional engineering services, and he recommended that the Board approve the contract.

On motion of Director Mariani, seconded by Director Long, and carried unanimously, the Board approved a contract with Woodard & Curran, Inc. in the not-to-exceed amount of \$125,000 for professional engineering services related to a cogeneration system, and authorized the General Manager-Chief Engineer to execute it.

- Collection System Improvements, Account No. 72706: Approve a contract with GHD, Inc. in the not-to-exceed amount of \$158,000 for professional engineering services related to the Del Mar Avenue Sewer Improvements project, and authorize the General Manager-Chief Engineer to execute it. The Deputy General Manager stated that provisions had been made in the FY 19-20 Capital Improvement Program budget to upsize the 8-inch sanitary sewer main on Del Mar Avenue to a 10-inch sewer main as recommended in the recently completed Draft Collection System Master Plan. He stated that staff had requested, and GHD provided, a proposal in the amount of \$158,000 to provide professional engineering services for the project. He stated that staff had reviewed the proposal and schedule submitted with the proposal, and he recommended that the Board approve the contract.

On motion of Director Long, seconded by Director Peters, and carried unanimously, the Board approved a contract with GHD, Inc. in the not-to-exceed amount of \$158,000 for professional engineering services related to the Del Mar Avenue Sewer Improvements project, and authorized the General Manager-Chief Engineer to execute it.

- Vehicle Replacement, Account No.73090: Authorize purchase of a combination vacuum/flusher truck, and authorize the General Manager-Chief Engineer to execute a purchase order with Owen Equipment, Inc. in the amount of \$444,517.87 (including estimated sales tax and fees). The Deputy General Manager stated that the FY 19-20 vehicle replacement budget includes funds for the purchase of a combination sewer cleaner

truck. He stated that Collection System staff worked as a team to identify their needs, and evaluated combo units from four different vendors. He stated that consensus was reached that the Vactor Model 2100i best met the evaluation criteria. Following selection, he stated that staff utilized the District's membership in the National Joint Powers Authority or NJPA (currently Sourcewell), and its bidding and contracting procedures, and requested and received a quote from Owen Equipment Inc. (Fairfield, CA) for a unit that met District specifications. He stated that the quote for the combo unit, including estimated sales tax and fees, was in the amount of \$444,517.87. He recommended that the Board approve the purchase and authorize the General Manager-Chief Engineer to execute a purchase order with Owen Equipment, Inc.

On motion of Director Peters, seconded by Director Mariani, and carried unanimously, the Board authorized the purchase of a combination vacuum/flusher truck, and authorized the General Manager-Chief Engineer to execute a purchase order with Owen Equipment, Inc. in the amount of \$444,517.87 (including estimated sales tax and fees).

- Receive Capital Projects Update, August, 2019. The Deputy General Manager provided an update of the current capital projects involved with the Capital Improvement Program (CIP) at the District. He stated that the Redwood Blvd. Sewer Rehab project was awarded to KJ Woods Construction at the August 12th Board meeting, and that construction is scheduled to begin in October. He stated that the Golden Gate Phase II project was awarded at the August 12th meeting to JMB Construction, and that the anticipated start date is in September. He continued, providing brief updates of the projects, and concluded with an update of the Lateral Replacement Program, noting that as of August, no grants had been distributed for the current fiscal year.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting, September 6, 2019. Director Mariani stated that the NBWA meeting she attended on September 6th was held at the Napa Sanitation District (now called Napa San). She stated that those in attendance worked together in small groups to discuss and review the Strategic Plan. She stated that Napa San General Manager Tim Healy provided an overview of the Napa Sanitation District's operations and highlights.

President Dillon-Knutson and Directors Peters, Fuelle, and Mariani discussed their attendance at the CASA conference held in San Diego, August 21 through 23rd.

GENERAL MANAGER'S REPORTS AND ANNOUNCEMENTS:

- Announcements:

- The next Regular Board meeting will be held on Monday, October 14, 2019 at 5:30 p.m.
- Solid Waste Committee meeting will be scheduled for either September 23rd or 30th, depending on availability of Committee Members Mariani and Peters.

ADJOURNMENT: There being no further business to come before the Board, President Dillon-Knutson adjourned the meeting at 6:30 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording

Novato Sanitary District Board Fees Check Register

For September 2019

Date	Num	Name	Credit
Oct 11, 19			
10/11/2019	6297	Dillon-Knutson-, Carole	407.79
10/11/2019	6298	Fuette, Timothy G	207.78
10/11/2019	6299	Long, William C	313.78
10/11/2019	6300	Mariani, Jean M	687.36
10/11/2019	6301	Peters, Arthur Gerald	315.57
Oct 11, 19			<u>1,932.28</u>

Novato Sanitary District Operating Check Register

September 23, 2019

Date	Num	Name	Credit
Sep 23, 19			
09/23/2019	63363	Pacific, Gas & Electric	90,471.47
09/23/2019	63346	Calcon Systems, Inc.	24,309.25
09/23/2019	63342	Applied Technology Group, Inc.	9,008.10
09/23/2019	63343	B.W.S. Distributors, Inc.	2,740.09
09/23/2019	63347	Caltest Analytical Lab Inc.	2,048.20
09/23/2019	63356	Meyers, Nave, Riback, Silver &...	1,498.15
09/23/2019	63352	IEDA, INC	1,268.00
09/23/2019	63354	McCrometer, Inc	1,211.10
09/23/2019	63364	Rauch Communication Consult...	1,096.99
09/23/2019	63357	NACWA	1,000.00
09/23/2019	63339	Alpha Analytical Lab, Inc.	897.00
09/23/2019	63361	Oliver Automotive	834.83
09/23/2019	63349	Evoqua Water Technologies - ...	561.11
09/23/2019	63345	Cagwin & Dorward Inc.	475.00
09/23/2019	63365	Recology Sonoma Marin	465.72
09/23/2019	63348	CWEA	414.00
09/23/2019	63341	American Society of Civil Engin...	295.00
09/23/2019	63351	Grainger	290.71
09/23/2019	63344	BoundTree Medical, LLC	279.49
09/23/2019	63367	U.S. Bank Equipment Finance	219.06
09/23/2019	63353	Irvine Consulting Services Inc.	190.00
09/23/2019	63362	Orkin Pest Control, Inc.	153.36
09/23/2019	63368	USA BlueBook	136.55
09/23/2019	63359	North Marin Water District	132.50
09/23/2019	63340	American Messaging	68.09
09/23/2019	63366	Staples Advantage	45.64
09/23/2019	63360	Novato Builders Supply	45.29
09/23/2019	63350	First Alarm	42.34
09/23/2019	63358	NAPA Auto Parts	37.68
09/23/2019	63355	Medical Center of Marin-Novato	21.00
Sep 23, 19			<u>140,255.72</u>

Novato Sanitary District Operating Check Register

October 9 - 14, 2019

Date	Num	Name	Credit
Oct 9 - 14, 19			
10/14/2019	63408	Veolia Water Recycled Water ...	27,103.16
10/14/2019	63397	PARS-PSRP-Post Employment...	15,056.63
10/09/2019	63369	Citi Visa (Costco)	9,545.24
10/14/2019	63396	PARS-OPEB-Post Employment...	8,370.51
10/14/2019	63401	Sierra Truck and Van Inc.	7,745.07
10/14/2019	63384	Johnson, Dee	7,560.00
10/14/2019	63403	State Water Resources Control...	6,352.00
10/14/2019	63391	North Marin Water District - Lab	6,281.00
10/14/2019	63389	North Bay Petroleum	5,707.95
10/14/2019	63380	Dearborn National	2,761.52
10/14/2019	63374	B.W.S. Distributors, Inc.	2,470.56
10/14/2019	63387	Monterey Mechanical, Inc.	1,800.00
10/14/2019	63392	North Marin Water District Payroll	1,358.25
10/14/2019	63383	IEDA, INC	1,268.00
10/14/2019	63407	Veolia Water North America, Lab	1,112.19
10/14/2019	63406	Veolia Water North America, Inc.	1,075.25
10/14/2019	63405	U.S. Bank Equipment Finance	718.09
10/14/2019	63371	Alpha Analytical Lab, Inc.	663.00
10/14/2019	63390	North Marin Water District	631.86
10/14/2019	63382	Harris & Associates, Inc	625.00
10/14/2019	63377	BoundTree Medical, LLC	606.73
10/14/2019	63370	Able Tire & Brake Inc.	554.55
10/14/2019	63409	Vision Service Plan	548.83
10/14/2019	63381	GovInvest Inc.	500.00
10/14/2019	63376	Bay Area Barricade Service, Inc.	496.60
10/14/2019	63400	Reliance Standard Life	475.00
10/14/2019	63395	Onspot Welding & Design Inc	430.00
10/14/2019	63399	Pitney Bowes Reserve Account	400.00
10/14/2019	63410	WECO	375.53
10/14/2019	63373	American Society of Civil Engin...	295.00
10/14/2019	63398	Pini Hardware	265.02
10/14/2019	63378	Claremont EAP, Inc.	250.00
10/14/2019	63379	Datco Billing Inc.	234.00
10/14/2019	63375	Barnett Medical LLC	180.00
10/14/2019	63394	O'Sullivan, Liam 1	170.00
10/14/2019	63388	NAPA Auto Parts	156.49
10/14/2019	63404	SWRCB-DWOCF	140.00
10/14/2019	63393	Novato Builders Supply	107.81
10/14/2019	63386	McMaster-Carr Supply Co.	83.95
10/14/2019	63385	Marin Lock and Safe Service Inc	75.90
10/14/2019	63372	American Messaging	69.63
10/14/2019	63402	Staples Advantage	53.52
Oct 9 - 14, 19			<u>114,673.84</u>

Novato Sanitary District Capital Projects Check Register

September 23, 2019

Date	Num	Name	Credit
Sep 23, 19			
09/23/2019	3498	Calcon Systems, Inc.	9,880.00
09/23/2019	3501	WaterSavers Irrigation Inc.	4,840.40
09/23/2019	3499	Leak Detection Pros Inc	900.00
09/23/2019	3500	Unicorn Group	362.92
Sep 23, 19			<u>15,983.32</u>

Novato Sanitary District Capital Projects Check Register

October 14, 2019

Date	Num	Name	Credit
Oct 14, 19			
10/14/2019	3509	Maggiora & Ghilotti Inc.	15,800.63
10/14/2019	3508	Linscott Engineering Contr...	13,285.22
10/14/2019	3510	Nute Engineering Inc.	10,690.37
10/14/2019	3512	WaterSavers Irrigation Inc.	4,840.40
10/14/2019	3507	Leak Detection Pros Inc	3,925.00
10/14/2019	3513	Woodard & Curran formerl...	3,848.02
10/14/2019	3503	Environmental Dynamics	2,600.00
10/14/2019	3505	Lateral-Andres	2,000.00
10/14/2019	3506	Lateral-Green	2,000.00
10/14/2019	3504	GHD Inc.	1,048.00
10/14/2019	3502	Beecher Engineering, Inc	195.00
10/14/2019	3511	Water Components & Build...	164.31
Oct 14, 19			<u>60,396.95</u>

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

Item 6.b.

Date	Description	Amount
09/30/2019	September Payroll	124,232.84
09/30/2019	United States Treasury	23,652.04
09/30/2019	EDD	7,875.26
09/20/2019	CalPERS Health	29,688.39
09/20/2019	Retiree Health Benefits	13,182.77
09/20/2019	CALPERS Retirement	12,375.63
09/20/2019	CALPERS Retirement	15,491.75
09/20/2019	CalPers Supplemental Income Plan	9,683.33
09/20/2019	Lincoln Financial Group 457	8,948.60
09/20/2019	Lincoln Financial Group Roth 457	100.00
09/20/2019	Lincoln Financial Group-401a Plan	9,063.43
09/20/2019	PARS-OPEB Contribution	8,370.51
09/20/2019	PARS-Pension Contribution	15,056.63
09/20/2019	Local Union 315	540.00
09/20/2019	California State Disbursement Unit	571.00
09/20/2019	Delta Dental	2,838.41
09/20/2019	ICMA-RC Retiree Health Program	1,605.78
Total for September 2019		283,276.37

Novato Sanitary District Deposit Detail September 2019

Type	Date	Name	Account	Amount
Deposit	09/05/2019		11113 · Westamerica - Operations	
		Long, William C	69170 · Board Travel & Training	139.98
		North Marin Water District-	11200 - Accounts Receivable	(1) <u>20,605.35</u>
TOTAL				20,745.33
Deposit	09/10/2019			
		Barnhart, Kyle	41040 · Permit & Inspection Fee	60.00
		Rosha, Yosef	41040 · Permit & Inspection Fee	60.00
		County of Marin	51015 · Property Taxes	314.85
		County of Marin	51015 · Property Taxes	1,523.59
		County of Marin	51015 · Property Taxes	16,477.26
		North Marin Water District-	11200 - Accounts Receivable	(2) <u>4,460.99</u>
TOTAL				22,896.69
Deposit	09/16/2019			
TOTAL		USCG-Finance Center	11200 - Accounts Receivable	<u>16,431.20</u>
Deposit	09/19/2019			
		Roto Rooter	41040 · Permit & Inspection Fee	15.00
		Woolard, Mike	41040 · Permit & Inspection Fee	60.00
		CWEA	69080 · Memberships/Certifications	99.00
		Clark, Don	41040 · Permit & Inspection Fee	60.00
		Phillips, Tony	41040 · Permit & Inspection Fee	40.00
		Roy's Sewer Service, Inc.-	11200 - Accounts Receivable	(3) <u>2,382.66</u>
TOTAL				2,656.66
Deposit	09/23/2019			
		Reggie's Plumbing	41040 · Permit & Inspection Fee	40.00
		Recology	11200 - Accounts Receivable	(4) <u>108,565.00</u>
TOTAL				<u>108,605.00</u>
Total Deposits for September 2019				<u><u>171,334.88</u></u>
(1)	Collection of Recycled Water Facility billing for June 2019 from North Marin Water District.			
(2)	Collection of Sewer service charges for Stafford Lake facility and utilities for Deer Island Recycled Water Facility from North Marin Water District for FY18-19.			
(3)	Collection on receivable for Septic Haulers invoices - Roy's Sewer.			
(4)	Collection of first quarter billing for AB939 Hazardous household waste fees from Recology .			

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Accounts Receivable Aging Summary for the Period Ended September 30, 2019.	MEETING DATE: October 14, 2019 AGENDA ITEM NO.: 6.d.
RECOMMENDED ACTION: Receive Accounts Receivable Report as of September 30, 2019.	
SUMMARY AND DISCUSSION: The attached Accounts Receivable Summary shows the following receivables as of September 30, 2019: <u>1-45 days - \$49,695:</u> Current. <u>46-120 days - None.</u> <u>120+ days - \$53,543:</u> Considered collectible - consists of receivables for the ranch lease for the first and second quarter of FY 18-19 and the water usage billing for FY 18-19.	
ATTACHMENTS: 1. Accounts Receivable (A/R) Aging Summary.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
DEPT. MGR.: lmc, ssk	GENERAL MANAGER: SSK

Novato Sanitary District
A/R Aging Summary
As of September 30, 2019

Item 6.d.
Attachment 1

	<u>Current</u>	<u>46 - 120</u>	<u>> 120</u>	<u>TOTAL</u>
Biomarin	4,063.36	0.00	0.00	4,063.36 (1)
Hayden, Ron	0.00	0.00	53,542.59	53,542.59 (2)
Marin County Department of Public Works	36,906.00	0.00	0.00	36,906.00 (3)
Marin County Flood Control	8,184.92	0.00	0.00	8,184.92 (4)
Roto Rooter	361.62	0.00	0.00	361.62 (5)
SMART-	179.46	0.00	0.00	179.46 (6)
TOTAL	<u>49,695.36</u>	<u>0.00</u>	<u>53,542.59</u>	<u>103,237.95</u>

(1) Lab monitoring, analysis and permit fees for Biomarin.
 (2) Rancher's lease fees for the first and second quarter of FY2018-19 and the billing for water usage for FY2018-19.
 (3) Annual billing for Hazardous Household Waste program costs from the County of Marin.
 (4) Billing for reimbursement from Marin County Flood Control for utilities usage during Jan - April 2019.
 (5) Billing for septic hauler - Roto Rooter - July and August 2019.
 (6) Billing for quarterly sewer service charges for SMART.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

September 18, 2019

Jerry Peters
Board President
Novato Sanitary District
500 Davidson Street
Novato, CA 94945

Dear Mr. Peters:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2018 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

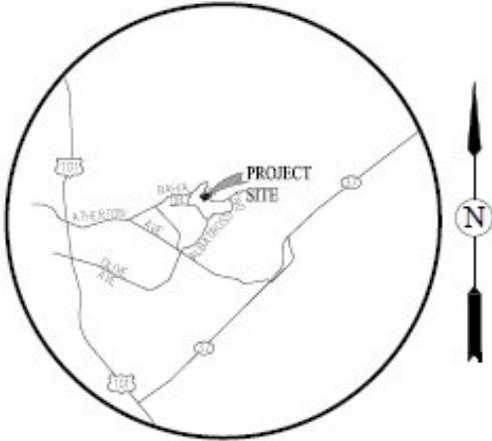
Michele Mark Levine
Director, Technical Services Center

RECEIVED
SEP 25 2019
NOVATO SANITARY DISTRICT

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Promotion of Russell Farmery from Electrical Instrumentation Technician I to Electrical Instrumentation Technician.	MEETING DATE: October 14, 2019 AGENDA ITEM NO.: 6.f.
RECOMMENDED ACTION: Approve promotion of Russell Farmery from Electrical Instrumentation Technician I to Electrical Instrumentation Technician.	
SUMMARY AND DISCUSSION: <p>Mr. Russell Farmery was initially hired by the District in December 2016, as an Electrical Instrumentation Technician I (EIT I). He has demonstrated both his capabilities as an EIT I, and his functional readiness to be promoted to the full Electrical Instrumentation Technician (EIT) position.</p> <p>Currently, he is at Salary Range 40.5, Step D, \$6,774/month. The proposed new range will be Salary Range 46.5, Step A, \$7,842/month. If this promotion is approved, Mr. Farmery will serve a minimum six-month probationary period in the EIT position. All provisions of the District's Rules and Regulations, and the Memorandum of Understanding (MOU) with the represented group apply to this position. If approved, the effective date of Mr. Farmery's promotion will be October 15, 2019. It is recommended that Mr. Farmery be promoted to Electrical Instrumentation Technician.</p>	
BUDGET INFORMATION: The promotion will result in an additional salary and benefits cost of about \$9,400 through the remainder of FY 19-20, which will be covered by budgeted allowances for compensation adjustments in the FY 19-20 Annual Operating Budget.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
DEPT. MGR.: jb, eb	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Bahia Heights Sewer Main Extension. Accept Grant of Easement.	MEETING DATE: October 14, 2019 AGENDA ITEM NO.: 6.g.
RECOMMENDED ACTION: Adopt Resolution No. 3140 Authorizing Acceptance of Grant of Sanitary Sewer Easement from Bahia Heights LLC to Novato Sanitary District – Bahia Heights SME (Bahia Heights Subdivision).	
SUMMARY AND DISCUSSION: <p>At its special meeting on July 1, 2019, the District’s Board of Directors authorized the General Manager-Chief Engineer to approve plans for a nine lot subdivision from the incomplete Bahia Unit 1 Subdivision at the end of Misty Lane. The original subdivision was started in the early 1960s but was never completed. The project dedicates a new sanitary sewer easement to the District but the Grant of Easement by Bahia Heights LLC had not been received by the District at the time of plan approval in July.</p> <p>The District has now received the Grant of Easement and has prepared Resolution No. 3140 for Board adoption to authorize its acceptance.</p> <p>Staff recommends the Board adopt the resolution to authorize acceptance of the grant of sanitary sewer easement.</p>	
 <p style="text-align: center;">VICINITY MAP NOT TO SCALE</p>	
ATTACHMENTS: 1. Resolution No. 3140.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
DEPT. MGR.: eb	GENERAL MANAGER: SSK

RESOLUTION NO. 3140

A RESOLUTION AUTHORIZING ACCEPTANCE OF EASEMENT
FROM BAHIA HEIGHTS LLC
TO NOVATO SANITARY DISTRICT

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Novato Sanitary District that the District shall accept the approximately 10 ft. wide by 64.22 ft. long easement offered to it by the owners of the parcel(s) hereinafter listed:

<u>Assessor's Parcel No.</u>	<u>Property Owner</u>
Ptn. of APN 143-272-07 Bahia Heights Subdivision (Bahia Heights Sewer Main Extension)	Bahia Heights LLC A California Limited Liability Company

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of Novato Sanitary District, Marin County, California, at a meeting thereof held on the 14th day of October, 2019, by the following vote:

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSENT, Directors:

Carole Dillon-Knutson, President
Board of Directors
Novato Sanitary District

ATTEST:

Sandeep Karkal, Secretary
Board of Directors
Novato Sanitary District

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

<p>TITLE: Consent Calendar: Water and Wastewater Leadership Training</p>	<p>MEETING DATE: October 14, 2019</p> <p>AGENDA ITEM NO.: 6.h.</p>
<p>RECOMMENDED ACTION: Authorize District Deputy General Manager, Erik Brown, to attend the 2020 Water and Wastewater Leadership Training program.</p>	
<p>SUMMARY AND DISCUSSION:</p> <p>About twenty years ago the major professional organizations in the water and wastewater utilities recognized the need to prepare and develop the future leaders of the water and wastewater utilities so as to meet the public’s demand for clean, safe waters, and well run organizations.</p> <p>The National Association of Clean Water Agencies (NACWA), the Association of Metropolitan Water Agencies (AMWA), the American Water Works Association (AWWA), the Water Environment Federation (WEF) and the National Association of Water Companies (NAWC), collaborated with the University of North Carolina (UNC) at Chapel Hill, NC, to establish a well-thought out national leadership training program for senior staff of water/wastewater utilities.</p> <p>The resulting annual Water and Wastewater Leadership Training program has become highly regarded and most of the water and wastewater utilities in the Bay Area now routinely send their senior management to this program. It is the only program of its kind in the country and all of the organizations have worked together to make it an excellent one. The District General Manager-Chief Engineer is a 2013 graduate of the program, and the prior and current General Managers of the North Marin Water District (NMWD) are also graduates of the program.</p> <p>The topics covered align with District’s strategic goals of achieving operational and organizational excellence. Information on the Program and its Curriculum are provided as Attachment 1. This is an eleven-day program and represents a significant commitment on the part of the District to succession planning and staff development. More information about the Water and Wastewater Leadership Center is attached. The full program can be viewed here: https://www.waterleadership.org/</p> <p>The General Manager-Chief Engineer recommends approval of the travel to Chapel Hill, North Carolina and attendance at the training program.</p>	
<p>ATTACHMENTS:</p> <p>1. Program Information and Curriculum.</p>	
<p>STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.</p>	
<p>BUDGET INFORMATION: The cost is \$13,550 which includes tuition, housing and meals for the eleven-day program, and has been budgeted in the FY 19-20 Annual Operating Budget under Account No. 69171 which has a FY 19-20 budget of \$65,000.</p>	
<p>DEPT. MGR.: ssk</p>	<p>GENERAL MANAGER: SSK</p>



[ABOUT](#) [PARTNERS](#) [FACULTY](#) [TESTIMONIALS](#) [CONTACT](#)

About

Celebrating 18 years of executive education designed specifically for water and wastewater professionals.

Exceptional leadership is essential as water and wastewater utilities strive to thrive as utilities of the future. The Water & Wastewater Leadership Center arms utility executives with the management and leadership skills they need to excel as they meet the challenges of today – and seize the opportunities of tomorrow.

Training That Benefits You and Your Utility

Participants will enhance their management skills and further develop their leadership style. The *Leadership Center* class will:

- Learn how to think and act like leaders
- Enhance their ability to make decisions and lead confidently
- Develop strategic thinking skills
- Learn to provide leadership in challenging situations
- Understand the changing global economic environment
- Enlarge their perspective on what is possible for their utility
- Increase the focus on results, productivity, and higher levels of achievement
- Broaden their understanding of the evolving utility and its changing business environment.

Who Should Attend?

The Leadership Center's curriculum is designed for current and up-and-coming public and private water and wastewater utility leaders including CEOs, General Managers, Senior Managers, and upper-level management.

Key Course Elements Demonstrate Leadership Strategies Through:

- Utility business assessment, personal performance evaluation, and improvement planning
- Self-awareness and assessment
- Preparation of individual action plans
- Examination of challenges facing public utilities now and in the future
- Discussions of critical water and wastewater industry topics.

Curriculum Focuses on Important Leadership Skills

The Center's exceptional executive leadership curriculum focuses on:

- Setting Priorities & Empowering Employees
- Conflict Management
- Strategic Change in an Uncertain Environment
- Foundations of Leadership
- Foundations of Finance
- Technology & Business Innovation
- Effective Leadership Communication
- Problem Solving & Decision Making
- Negotiations
- Power, Politics & Influence
- Motivation & Performance Management
- Leading Organizational Change.

View the [2020 Curriculum](#)



Water and Wastewater Leadership Center

Week One

Sunday March 8	Monday March 9	Tuesday March 10	Wednesday March 11	Thursday March 12	Friday March 13	Saturday March 14
<i>Pre: Submit challenges</i>	<i>Introduction</i>	<i>Problem Solving & Decision Making</i>	<i>Negotiations</i>	<i>Insights</i>	<i>Strategic Change in an Uncertain Environment</i>	<i>Foundations of Leadership</i>
	<i>Leading Yourself & Introduction to Benchmark 360</i>			<i>Technology & Business Innovation</i>		
	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
<i>Participant Arrivals</i>	<i>360 Feedback Review & Individual Meetings with Career Coaches</i>	<i>Problem Solving & Decision Making</i>	<i>Negotiations</i>	<i>Technology & Business Innovation</i>	<i>Strategic Change in an Uncertain Environment</i>	<i>Leading Teams</i>
<i>Alumni Welcome Reception</i>	<i>Dinner Available DuBose House</i>	<i>Dinner on your own</i>	<i>Dinner Available DuBose House</i>	<i>Dinner on your own</i>	<i>Dinner on your own</i>	<i>Dinner on your own</i>

rev. 09/12/19



Water and Wastewater Leadership Center

Week Two

Sunday March 15	Monday March 16	Tuesday March 17	Wednesday March 18	Thursday March 19
<i>FREE DAY</i>	<i>Insights</i>	<i>Leading Change: Experience Change Simulation</i>	<i>Effective Leadership Communication</i>	<i>Power, Politics & Influence</i>
	<i>Foundations of Finance</i>			
	Lunch	Lunch	Lunch	Lunch
	<i>Foundations of Finance</i>	<i>Leading Change: Experience Change Simulation</i>	<i>Effective Leadership Communication</i>	<i>Motivation & Performance Management</i>
				<i>Program Wrap & Personal Commitments</i>
<i>Breakfast Available</i> <i>Lunch & Dinner on your own</i>	<i>Dinner Available</i> DuBose House	<i>Dinner on your own</i>	<i>Graduation Ceremony & Dinner</i>	<i>Participant Departures</i>

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

<p>TITLE: Administration: Attendance at the Underground Construction Technology Conference - 2020.</p>	<p>MEETING DATE: October 14, 2019</p> <p>AGENDA ITEM NO.: 6.i.</p>
<p>RECOMMENDED ACTION: Approve the District’s Construction Inspector to attend the Underground Construction Technology International Conference and Exhibition 2020 training conference in Fort Worth, Texas.</p>	
<p>SUMMARY AND DISCUSSION:</p> <p>The Underground Construction Technology International Conference & Exhibition (UCT) is an established event that focuses on all of the elements of underground utility pipe infrastructure, including new construction and pipe rehabilitation, utilizing both trenchless and traditional (open-cut) technologies in the United States. The 3-day UCT program consists of educational sessions taught by industry leaders and includes a large exhibit component.</p> <p>The topics covered in the TSS align well with the District’s Strategic Plan goal of achieving operational and organizational excellence and will serve the Construction Inspector well, as the District begins to implement capital improvements identified in the recent Collection System Master Plan.</p> <p>To ensure that District staff continue to grow professionally and increase their knowledge base by keeping abreast of current trends in the industry, the General Manager-Chief Engineer recommends that the Board authorize the Construction Inspector to attend the UCT Conference to be held January 28-30, 2020 in Fort Worth, Texas.</p> <p>More information about the UCT Conference can be found here: https://uctonline.com/</p>	
<p>BUDGET INFORMATION: Total costs for attendance including travel and lodging are estimated to be approximately \$1,500.00 and would be funded from Account No. 69171, which has a FY19-20 budget of \$65,000.</p>	
<p>STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.</p>	
<p>DEPT. MGR.: esb</p>	<p>GENERAL MANAGER: SSK</p>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Solid Waste Operations: Solid Waste Committee Report and Calendar Year (CY) 2020 Maximum Solid Waste Rates.	MEETING DATE: October 14, 2019 AGENDA ITEM NO.: 7.a.,b.,&c.
RECOMMENDED ACTION(S): a. Receive Solid Waste Committee report, meeting of September 23, 2019, b. Receive Solid Waste Committee recommendation for a Calendar Year (CY) 2020 maximum solid waste rate adjustment of up to +6.32%, with consideration of a proposed actual maximum rate adjustment of +6.27%, and c. Review proposed Notice of Intent and Public Hearing, and set public hearing date for establishing Calendar Year (CY) 2020 maximum solid waste rates.	
SUMMARY AND DISCUSSION: <p>The Solid Waste Committee (Committee) met September 23, 2019 and reviewed a rate adjustment request for +5.93% for CY 2020 from Recology Sonoma Marin (RSM), which includes a +4.24% Refuse Rate Index (RRI) adjustment and a +1.69% adjustment for purchase of four (4) new vehicles.</p> <p>As in previous years, the District retained R3 Consulting Group, Inc. (Sacramento) or R3, to assist with the rate review, and prepare its own, independent analysis for a proposed rate adjustment for CY 2020. Accordingly, at its meeting, the Committee reviewed R3's draft report analyzing RSM's request. The draft R3 report presented to the Committee concurred with RSM's request for a 4.24% RRI adjustment. However, it noted adjustments to RSM's vehicle depreciation methodology, and arrived at a +2.08% adjustment to account for the purchase of the new vehicles. In summary, the draft R3 report recommended to the Committee that the District grant a rate adjustment of +6.32%.</p> <p>Upon review, the Committee concurred with the draft R3 report and recommended that, subsequent to the appropriate public hearing process, the Board consider approval of a CY 2020 maximum solid waste rate adjustment of up to +6.32%. In addition, the Committee directed R3 to perform a final math check of RSM's analysis prior to the presentation to the full Board.</p> <p>Subsequently, R3 issued a revised draft report noting a small mathematical error in RSM's request, and adjusted the R3 recommended rate adjustment to +6.27%, which is slightly less than the Committee's recommended maximum adjustment of up to +6.32%.</p> <p>Accordingly, it is recommended that the Board receive the Committee's recommendation of a maximum rate increase of up to +6.32 percent, with consideration of a proposed actual maximum 6.27% rate adjustment. A public hearing to set the rates is required if the Board considers adjusting rates consistent with these recommendations. Therefore, it is also recommended that the Board review the proposed Notice of Intent and Public Hearing language, and set the date for the public hearing to establish the CY 2020 maximum solid waste rates for its meeting of November 18, 2019.</p>	
ATTACHMENTS: 1. Revised R3 Consulting Group Letter Report dated September 24, 2019, titled "Review of Recology Sonoma-Marin's Rate Adjustment for Rate Year 2020". 2. Revised Draft Schedule to Consider Modifications and Establish Maximum Solid Waste Service Charges for Calendar Year (CY) 2020. 3. Draft Notice of Intent and Public Notice to Consider Modifications and Establish Maximum Solid Waste Service Charges for Calendar Year (CY) 2020.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence), Goal 3 (Alignment and Communications), Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
DEPT. MGR.: dlj, ssk	GENERAL MANAGER: SSK

1512 Eureka Road, Suite 220, Roseville, CA 95661
Tel: 916-782-7821 | Fax: 916-782-7824

2600 Tenth Street, Suite 424, Berkeley, CA 94710
Tel: 510-647-9674

September 24, 2019

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

Re: Review of Recology Sonoma-Marin's Requested Rate Adjustment for Rate Year 2020

Dear Mr. Karkal:

R3 Consulting Group, Inc. (R3) was engaged by the Novato Sanitary District (District) to assist with a review of Recology Sonoma-Marin's (Company) requested rate adjustment for Rate Year 2020 (January 1, 2020 – December 31, 2020). Specifically, R3 was asked to confirm that the rate adjustment methodology used by the Company is consistent with the Refuse Rate Index (RRI) Rate Adjustment Methodology set forth in Exhibit 2 of the Amended and Restated Franchise Agreement (Agreement), and that the calculation is mathematically accurate. Our review also included reviewing the reasonableness of the Company's requested purchase of four (4) new vehicles and associate rate impact. This Draft Letter Report communicates our findings and recommendations.

Recommended Rate Adjustment

R3 is recommending a 6.27% rate increase (**Attachment 1**) as compared to the Company's initial requested rate increase of 5.93%, as discussed below.

The Company's Rate Adjustment Application calculated an overall rate increase of 5.93%, consisting of a 4.24% RRI rate increase, and a 1.69% rate increase associated with the purchase of four (4) new vehicles. The Company subsequently provided R3 with an electronic copy of its Rate Adjustment Application that included a correction to the cost associated with the proposed purchase of the four new vehicles. Specifically, increasing the associated depreciation savings (forgone depreciation) related to the older existing vehicles that would be replaced to account for a full year of that savings rather than 9 months as originally projected. The result is that the rate increase associated with the proposed purchase of the new vehicles decreases from 1.69% to 1.61%, with the overall calculated rate increase decreasing from 5.93% to 5.85% (**Attachment 2**).¹

Review of RRI Rate Calculated Rate Adjustment

As part of our review, we verified that the Company's financial information, cost category index values, and mathematical formulas were consistent with the RRI methodology included in the Agreement and that its calculation was mathematically accurate. Based on our review, we found the Company's calculated RRI rate adjustment of 4.24% to be correct.

¹ **Note:** The Company's Rate Adjustment Application references a profit margin of 10% on the proposed 4 new vehicles. The actual calculated profit (\$19,304) represents and 11.1% profit margin, consistent with the 90% operating ratio specified in the Agreement.

Review of Proposed Rate Adjustment for the Purchase of New Vehicles

As referenced above, the Company's Rate Adjustment Application includes a request for four new collection vehicles that would replace existing vehicles that are 12 years old and older. While the RRI methodology does not provide for rate adjustments outside of the calculated indexed adjustments, given the age of the vehicles to be replaced the request does not seem unreasonable. It is anticipated that the Company will propose the replacement of additional older vehicles as part of future rate reviews given the age of the existing fleet that it acquired from North Bay Corporation (North Bay).

The Company's calculated cost and rate impact of its proposed four additional collection vehicles is mathematically accurate based on the information provided. That calculation accounts for the annual cost to finance the purchase of the new vehicles, less the existing annual depreciation expense associated with the older vehicles that Recology is proposing to replace. Recology's calculated offsetting depreciation expense is based on the book value Recology assigned during the audit it conducted at the time it acquired those assets. Those vehicles, however, have already been fully depreciated based on the depreciation schedule that North Bay originally established for those vehicles.

While the use of the depreciation of Recology's assigned book value for these four vehicle reduces the rate impact, as noted above those assets have already effectively been fully depreciated. It is R3's position that any depreciation that Recology presents as part of this and any future rate application should be the actual remaining depreciation on those assets, as established by North Bay rather than based on the assigned book value from the acquisition audit. In that case, the purchase price of the four new vehicles would not be reduced by any associated "foregone depreciation" as there is no depreciation to forego for the four vehicles that are being replaced. Similarly, Recology would not be allowed any depreciation on assets that have already been fully depreciated and paid for by the ratepayers as part of next year's planned detailed rate review.

If we eliminate Recology's forgone depreciation cost there is an increase in the associated annual cost of \$46,591, which increases the rate increase associated with Recology's proposed vehicle purchase from 1.69% to 2.03%, an increase of 0.34%. The overall requested rate increase, including the RRI rate adjustment increases from 5.93% to 6.27%.

Objectives

- To review the Company's requested rate increase to confirm that:
 - It is consistent with applicable terms and conditions of the Agreement;
 - It is mathematically accurate; and
 - It correctly accounts for the required Balancing Account adjustment to the rates.
- To recommend the appropriate Rate Year 2020 rate adjustment based on the results of our review.

Background

The Agreement provides for an annual adjustment to the Company's rates based on the specified Refuse Rate Index (RRI), with the option to conduct a detailed rate review not more frequently than once every three (3) years.

As specified in the Agreement, the RRI adjustment is the sum of the weighted average percentage change in the twelve (12) month annual average of the specified indices for each of the following cost categories:

- Labor;
- Fuel;

- Vehicle Replacement;
- All Other.
- Vehicle Maintenance; and

The RRI also provides for adjusting the Disposal Fee and Organic Waste Processing Fee based on the change in the associated tipping fees.

Section 6.3 of the Agreement (RRI Financial Information) states that:

“On or before September 1, 2011, and annually thereafter during the term of this Agreement, the Company shall deliver to the District information for the specific services performed under this Agreement for the preceding Agreement Year. Such financial information shall be in a format as set forth in Exhibit 2, or as may be further revised by the District from time to time. If the Company fails to submit the financial information in the required format by September 1st, it is agreed that the Company shall be deemed to have waived the RRI adjustment for that year...”

The Company submitted an electronic copy of its 2019 Rate Adjustment Application to the District on August 29, 2019.

Proposed New Service Levels and Rates

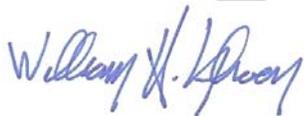
As part of its Rate Application, Recology proposed rates for 1.0 and 1.5 cubic yard commercial organic (food waste) service; rates for those service levels do not currently exist. We reviewed the proposed new rates and Recology’s logic behind the creation of the rates and find the proposed rates to be reasonable. The Company also proposed rates for 15, 20 and 30-yard MSW compactors, which they set the same as the Cleanup Bin rates for the same volume (cubic yards). The Company also set rates for Recycling and Cardboard Compactors and Cart/Bin Cleaning and Bin Replacement. All proposed rates are provided in **Attachment 2**.

* * * * *

We appreciate the opportunity to be of assistance to the District. If you have any questions regarding this submittal, please feel free to contact me by phone at (916) 782-7821, or by email at wschoen@r3cgi.com.

Sincerely,

R3 CONSULTING GROUP



William Schoen | Project Director

Attachments:

- 1 Recommended Rate Adjustment
- 2 Recology Original Rate Application August 28, 2019 (Updated September 23, 2019)

Novato Request for Rate Increase
 Summary Page
 Rates Effective 1/1/2020

Cost Category	AFS FY 2018 RSM Op. Expenses ⁽¹⁾	Expense % Weight	Index % Change for July 2017 - June 2018	Weighted Percentage
Labor	\$ 3,652,908	39.05%	3.95%	1.54%
Fuel	574,047	6.14%	12.46%	0.77%
Vehicle Replacement/Lease	726,216	7.76%	4.03%	0.31%
Vehicle Maintenance	394,764	4.22%	4.00%	0.17%
Disposal Fee	1,347,158	14.40%	2.63%	0.38%
Organic Waste Processing Fee	454,595	4.86%	2.63%	0.13%
All Other	2,204,624	23.57%	3.98%	0.94%
Total Allowed Operating Costs	\$ 9,354,314	100.00%		4.24%
Balancing Account Adjustment (Discontinued 2018)				0.00%
Refuse Rate Adjustment				4.24%
Truck Purchase for 2019-2020				2.03%
Adjusted Refuse Rate Adjustment ⁽¹⁾				6.27%

(1) Rates not currently listed on the table will increase by RRI rate of 6.27%.

Novato New Truck Purchase for Rate Year 2020

	<u>Unit Price</u>	<u>Total Cost</u>
4 Front Loaders	\$ 398,000	\$ 1,592,000
New IC Lease		208,682
Foregone Depreciation		-
Net Annual Truck Costs		\$ 208,682
Profit Margin	10%	23,187
Franchise Fees		NA
Total Required Revenue Increase		\$ 231,869
% Revenue Increase		2.03%



August 28, 2019
Updated: September 23, 2019

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

Dear Mr. Karkal,

Per Section 6.2 of the contract, please find attached the requested adjustments to service rates using the refuse rate index for calendar 2020 rates and the appropriate supporting information. When approved, these rates will take effect on January 1, 2020. Based on the district's request last year, this application does not include an element for the recyclable materials balancing account as defined in Exhibit 7 of the contract. Further to discussions last year, Recology will propose an alternative methodology for incorporating changes in the Recycling markets as part of the detailed rate review process, which will be completed for rates to be effective 1/1/21.

We have included in this rate application an additional increase related to the proposed purchase of 4 new trucks. RSM is proposing this purchase to begin putting new trucks in service in the Novato area prior to the detailed rate review process next year to expedite correction of truck issues in Novato. The application presents the rate increase with and without the new truck purchases to enable comparison.

Also, please note the rate table included with this application includes several rates requested by customers for services not previously included on the contract rate chart. In all cases, these rates were developed based on contractual rates. These added rates are designated in blue on the rate chart.

Please contact me or Nikki Burke at 707-586-8233 or nburke@recology.com if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'F Stemmler', is written over a light blue horizontal line.

Fred Stemmler
General Manager
Recology Sonoma Marin

cc: Dee Johnson
Nikki Burke

Attached: Novato Rate Increase – Effective 1.1.20-Submitted 8.28.19-Updated 9.23.19

**Novato Request for Rate Increase
Summary Page
Rates Effective 1/1/2020**

Cost Category	AFS FY 2018 RSM Op. Expenses ⁽¹⁾	Expense % Weight	Index % Change for July 2018 - June 2019	Weighted Percentage
Labor	\$ 3,652,908	39.05%	3.95%	1.54%
Fuel	574,047	6.14%	12.46%	0.77%
Vehicle Replacement/Lease	726,216	7.76%	4.03%	0.31%
Vehicle Maintenance	394,764	4.22%	4.00%	0.17%
Disposal Fee	1,347,158	14.40%	2.63%	0.38%
Organic Waste Processing Fee	454,595	4.86%	2.63%	0.13%
All Other	2,204,624	23.57%	3.98%	0.94%
Total Allowed Operating Costs	\$ 9,354,314	100.00%		4.24%
Balancing Account Adjustment (Discontinued 2018)				0.00%
Refuse Rate Adjustment				4.24%
Truck Purchase for 2019-2020				1.69%
Adjusted Refuse Rate Adjustment ⁽¹⁾				5.93%

(1) Rates not currently listed on the table will increase by RRI rate of 5.93%.

Novato New Truck Purchase for Rate Year 2020

	<u>Unit Price</u>	<u>Total Cost</u>
4 Collection Trucks	\$ 398,000	\$ 1,592,000
New IC Lease		208,682
Foregone Depreciation		(34,944)
Net Annual Truck Costs		\$ 173,738
Operating Ratio	10%	19,304
Franchise Fees		NA
Total Required Revenue Increase		\$ 193,042
% Revenue Increase		1.7%
Projected Revenue for 1/1/19 -12/31/19		\$ 11,427,254

**Novato Request for Rate Increase
Index Change Calculations
Rates Effective 1/1/2020**

Labor Index													
BLS Series ID: ceu6056210008 Production Workers-Waste Collection													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	July-June Avg.
2017	19.46	19.43	19.31	19.29	19.33	19.43	19.42	19.23	19.56	19.31	19.60	19.50	
2018	19.53	19.41	19.66	19.51	19.76	19.81	19.68	19.76	20.09	20.15	20.03	20.22	19.5250
2019	20.40	20.34	20.68	20.55	20.90	20.75							20.2958
Percentage change			3.95%		Weight	39.05%		Weighted percentage		1.54%			
Fuel													
California No. 2 Ultra Low Sulfur Diesel - Monthly http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	July-June Avg.
2017	2.932	2.957	2.935	2.938	2.922	2.895	2.876	2.959	3.168	3.172	3.587	3.559	
2018	3.639	3.680	3.654	3.773	3.941	3.982	3.957	3.940	3.973	4.086	4.018	3.858	3.4992
2019	3.753	3.734	3.789	3.953	4.128	4.035	3.949						3.9353
Percentage change			12.46%		Weight	6.14%		Weighted percentage		0.77%			
Vehicle Replacement													
BLS Series ID: pcu3336211336211 Truck, bus, car and other vehicle bodies, for sale separately.													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	July-June Avg.
2017	238.40	238.40	238.70	239.00	239.30	239.50	240.20	240.40	240.60	240.60	240.70	241.00	
2018	241.90	242.50	243.10	244.10	244.60	245.40	246.30	247.40	248.10	249.30	250.20	250.40	242.0917
2019	253.50	254.50	255.50	255.60	255.70	255.70	258.80						251.8500
Percentage change			4.03%		Weight	7.76%				0.31%			
Vehicle Maintenance													
BLS Series ID: pcu333924333924 Parts and attachments for Industrial work trucks													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	July-June Avg.
2017	240.0	241.0	241.1	241.4	242.7	243.2	243.2	243.2	243.2	243.2	243.2	244.6	
2018	244.2	245.9	247.4	247.5	249.2	249.4	250.3	252.4	254.8	255.1	255.5	255.4	245.3500
2019	256.1	256.5	256.6	256.6	255.8	257.0	256.5						255.1750
Percentage change			4.00%		Weight	4.22%		Weighted percentage		0.17%			
Disposal													
The per-Ton tip fee charged at the Approved Disposal Site.													
						<u>Feb-18</u>		<u>Feb-19</u>					
			Redwood Landfill			\$ 59.97		\$ 61.55					
Percentage change			2.63%		Weight		14.40%	Weighted percentage		0.38%			
Organic Waste Processing Fee													
The per-Ton tip fee charged at the Approved Disposal Site.													
						<u>Feb-18</u>		<u>Feb-19</u>					
			Redwood Landfill			\$ 41.03		\$ 42.11					
Percentage change			2.63%		Weight		4.86%	Weighted percentage		0.13%			
All Other													
Series ID: CUURS49BSA0 Consumer Price Index, All Urban Consumers, All Items, San Francisco-Oakland-Hayward, CA ⁽¹⁾													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	July-June Avg.
2017		271.626		274.589		275.304		275.893		277.570		277.414	
2018		281.308		283.422		286.062		287.664		289.673		289.896	280.2782
2019		291.227		294.801		295.259							291.4200
Percentage change			3.98%		Weight	23.57%		Weighted percentage		0.94%			

(1) Note: Series ID CUURA422SA0, contractually defined for All Other RRI increase, was changed by the Bureau of Labor Statistics to CUURS49BSA0 in 2018.

Total Weighted Percentage Increase	4.24%
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Novato Request for Rate Increase
RRI Financials-Audited Financial Statement FY2018
Rates Effective 1/1/2020

Total Expenses	AFS FY18	Categorized Expenses	AFS FY18
Payroll & Related	\$ 3,552,554	Labor	\$ 3,652,908
Temporary Labor & Subcontractors	100,355	Fuel	574,047
Liability Insurance	107,127	Replacment	726,216
Disposal	1,801,754	Maintenance	394,764
Recycling Processing Fee	767,723	Disposal	1,347,158
Rent & lease	71,729	Organic Processing	454,595
Supplies	131,907	Other	<u>2,204,624</u>
Franchise Fees	263,501		\$ 9,354,314
Repairs & Maintenance	394,764		
Fuel & Oil	574,047		
Buildings & Facilities	32,429	Costs Not Included:	
Licences & Permits	28,249	Franchise Fees	<u>263,501</u>
Utilities	25,604	Total Expenses	\$ 9,617,815
Freight	16,096		
Recycling & COGS	275,637		
Bad Debt	17,535		
Professional Services	66,509		
Travel, meals & entertainment	16,150		
Office expenses	107,106		
Taxes	38,101		
Regional Allocations			
Coporate Allocations	147,530		
Other Operating Expenses	84,826		
Depreciation & Depletion	706,594		
Amortization	270,367		
(Gain)/loss on sale	-		
I/C equipment & property	<u>19,622</u>		
Total Expenses	\$ 9,617,815		

**Novato Request for Rate Increase
Rate Table
Rates Effective 1/1/2020**

Rate Classification	Maximum Monthly Fee	RRI Increase	Maximum Monthly Fee
	<i>Effective 1/1/19</i>	5.93%	<i>Effective 1/1/20</i>
Single Family Residential:			
20 Gal. can collected weekly	\$ 13.26	\$ 0.79	\$ 14.05
32 Gal. can collected weekly	21.20	1.26	22.46
68 Gal. can collected weekly	42.37	2.51	44.88
95 Gal. can collected weekly	63.58	3.77	67.35
Special Trips - Can not set out	\$ 13.22	\$ 0.78	\$ 14.00
Special Rate - Containers >50 feet from street (each 50 feet)	6.11	0.36	6.47
Special Equipment - PAL Truck	13.22	0.78	14.00
Extra Pickups	6.50	0.39	6.89
Additional 95 gl. Green Waste Carts after 2	20.16	1.20	21.36
Multi-family, Mobile Home Parks, Commercial/Industrial:			
32 Gallon:			
1 x week	\$ 22.96	\$ 1.36	\$ 24.32
1 x week - Foodwaste	17.23	1.02	18.25
2 x week	48.98	2.90	51.88
3 x week	74.91	4.44	79.35
6 x week	152.81	9.06	161.87
68 Gallon:			
1 x week	\$ 44.07	\$ 2.61	\$ 46.68
1 x week - Foodwaste	33.05	1.96	35.01
2 x week	93.96	5.57	99.53
3 x week	143.67	8.52	152.19
6 x week	293.12	17.38	310.50
95 Gallon:			
1x week	\$ 66.09	\$ 3.92	\$ 70.01
1 x week - Foodwaste	49.57	2.94	52.51
2 x week	140.91	8.35	149.26
3 x week	215.51	12.78	228.29
6 x week	439.69	26.07	465.76
Extra Pickups	\$ 6.50	\$ 0.39	\$ 6.89

**Novato Request for Rate Increase
Rate Table
Rates Effective 1/1/2020**

Rate Classification	Maximum Monthly Fee <i>Effective 1/1/19</i>	RRI Increase <div style="border: 2px solid black; padding: 2px; display: inline-block;">5.93%</div>	Maximum Monthly Fee <i>Effective 1/1/20</i>
Debris Box Service:			
2 Cu. Yd. Containers:			
1 x week	\$ 218.98	\$ 12.98	\$ 231.96
2 x week	384.35	22.79	407.14
3 x week	549.67	32.59	582.26
4 x week	714.91	42.39	757.30
5 x week	880.18	52.19	932.37
6 x week	1,045.47	61.99	1,107.46
Above rates include container rental as follows:	53.72	3.19	56.91
Extra Pickups	59.79	3.55	63.34
3 Cu. Yd. Containers:			
1 x week	\$ 276.21	\$ 16.38	\$ 292.59
2 x week	480.66	28.50	509.16
3 x week	685.37	40.64	726.01
4 x week	889.79	52.76	942.55
5 x week	1,094.44	64.89	1,159.33
6 x week	1,298.94	77.02	1,375.96
Above rates include container rental as follows:	71.70	4.25	75.95
Extra Pickups	59.79	3.55	63.34
4 Cu. Yd. Containers:			
1 x week	\$ 359.63	\$ 21.32	\$ 380.95
2 x week	630.93	37.41	668.34
3 x week	902.38	53.50	955.88
4 x week	1,173.67	69.59	1,243.26
5 x week	1,445.09	85.68	1,530.77
6 x week	1,716.44	101.77	1,818.21
Above rates include container rental as follows:	71.70	4.25	75.95
Extra Pickups	71.70	4.25	75.95

**Novato Request for Rate Increase
Rate Table
Rates Effective 1/1/2020**

Rate Classification	Maximum Monthly Fee	RRI Increase	Maximum Monthly Fee
	<i>Effective 1/1/19</i>	5.93%	<i>Effective 1/1/20</i>
6 Cu. Yd. Containers:			
1 x week	\$ 526.45	\$ 31.21	\$ 557.66
2 x week	931.47	55.23	986.70
3 x week	1,336.46	79.24	1,415.70
4 x week	1,741.40	103.25	1,844.65
5 x week	2,146.43	127.27	2,273.70
6 x week	2,551.41	151.28	2,702.69
Above rates include container rental as follows:	71.70	4.25	75.95
Extra Pickups	119.58	7.09	126.67
15 Cu. Yd. Containers:			
1 x week	\$ 2,308.97	\$ 136.91	\$ 2,445.88
2 x week	4,623.30	274.13	4,897.43
3 x week	6,932.29	411.04	7,343.33
Above rates include container rental as follows:	71.70	4.25	75.95
Extra Pickups	533.25	31.62	564.87
Debris Box Service - Foodwaste:			
1 Cu. Yd. Containers: (New Rates created 5/20/19)			
1 x week	\$ 121.30	\$ 7.19	\$ 128.49
2 x week	216.03	12.81	228.84
3 x week	310.48	18.41	328.89
4 x week	405.04	24.02	429.06
5 x week	499.45	29.61	529.06
6 x week	594.00	35.22	629.22
1.5 Cu. Yd. Containers: (New Rates created 6/25/19)			
1 x week	\$ 142.77	\$ 8.47	\$ 151.24
2 x week	252.15	14.95	267.10
3 x week	361.37	21.43	382.80
4 x week	470.61	27.90	498.51
5 x week	579.79	34.38	614.17
6 x week	689.06	40.86	729.92
2 Cu. Yd. Containers:			
1 x week	\$ 164.23	\$ 9.74	\$ 173.97
2 x week	288.26	17.09	305.35
3 x week	412.25	24.44	436.69
4 x week	536.19	31.79	567.98
5 x week	660.14	39.14	699.28
6 x week	784.11	46.49	830.60

Novato Request for Rate Increase
Rate Table
Rates Effective 1/1/2020

Rate Classification	Maximum Monthly Fee	RRI Increase	Maximum Monthly Fee
	<i>Effective 1/1/19</i>	5.93%	<i>Effective 1/1/20</i>
3 Cu. Yd. Containers:			
1 x week	\$ 207.17	\$ 12.28	\$ 219.45
2 x week	360.50	21.38	381.88
3 x week	514.02	30.48	544.50
4 x week	667.34	39.57	706.91
5 x week	820.83	48.67	869.50
6 x week	974.21	57.76	1,031.97
4 Cu. Yd. Containers:			
1 x week	\$ 269.72	\$ 15.99	\$ 285.71
2 x week	473.20	28.06	501.26
3 x week	676.79	40.13	716.92
4 x week	880.25	52.19	932.44
5 x week	1,083.82	64.26	1,148.08
6 x week	1,287.33	76.33	1,363.66
Cleanup Bins:			
3 yd. - 2 days	\$ 193.02	\$ 11.44	\$ 204.46
3 yd. - weekend	193.02	11.44	204.46
6 yd. - 2 days	325.41	19.29	344.70
6 yd. - weekend	325.41	19.29	344.70
15 - yd. up to 3 tons - one week	533.25	31.62	564.87
20 yd. up to 3 tons - one week	598.42	35.48	633.90
30 yd. up to 4 tons - one week	998.53	59.21	1,057.74
Additional/ton charge for cleanup bins	64.62	3.83	68.45
Occasional or irregular collections per 5 cubic	6.50	0.39	6.89
Special collections other than debris box - plus regular rate	27.54	1.63	29.17
Special collections for debris boxes - plus regular rate	59.83	3.55	63.38
Monthly charge for special collection conditions	12.97	0.77	13.74

**Novato Request for Rate Increase
Rate Table
Rates Effective 1/1/2020**

Rate Classification	Maximum Monthly Fee	RRI Increase	Maximum Monthly Fee
	<i>Effective 1/1/19</i>	5.93%	<i>Effective 1/1/20</i>
MSW Compactor (use clean up bin rates)			
15 yard per haul (including 3 tons MSW)	\$ 533.25		\$ 564.87
20 yard per haul (including 3 tons MSW)	\$ 598.42		\$ 633.90
30 yard per haul (including 4 tons MSW)	\$ 998.53		\$ 1,057.74
RCY & Cardboard Compactors			
15 Yard per haul	\$ 239.11		\$ 242.78
20 Yard per haul	\$ 263.02		\$ 267.06
30 Yard per haul	\$ 289.32		\$ 293.77
Services			
Cart/Bin Cleaning (after 1st free)	\$ 100.00		\$ 100.00
Cart Replacement (1 free/year)			
Bin Replacement (after 1st free)	\$ 159.25		\$ 159.25

New Rates Created 4/22/19

Bulky Items:

Residential Customers receive **4 free bulky item pick ups/year**; each pick up limited to 3 cubic yards; no liquids or hazardous waste; charges for freon or excess waste above 3 cu. yds. may apply

Mattresses

Twin Bed	\$ 15.71	\$ 0.93	\$ 16.64
Double/Full	18.90	1.12	20.02
Queen	23.84	1.41	25.25
King	27.34	1.62	28.96

Box Springs

Twin Bed	\$ 17.45	\$ 1.03	\$ 18.48
Double/Full	22.39	1.33	23.72
Queen	27.34	1.62	28.96

Furniture

Bed Frame	\$ 9.30	\$ 0.55	\$ 9.85
Couch (under 6 feet)	56.14	3.33	59.47
Upholstered Chair	23.84	1.41	25.25
Wooden Chair	4.36	0.26	4.62
Dinette Table	25.01	1.48	26.49

Household Items

Rug (9' X 12')	\$ 14.25	\$ 0.84	\$ 15.09
Vacuum	6.11	0.36	6.47

**Novato Request for Rate Increase
Rate Table
Rates Effective 1/1/2020**

Rate Classification	Maximum Monthly Fee	RRI Increase	Maximum Monthly Fee
	<i>Effective 1/1/19</i>	5.93%	<i>Effective 1/1/20</i>
Bulky Items (cont'd):			
Appliances			
Water Heater (32 Gal)	\$ 25.01	\$ 1.48	\$ 26.49
Water Heater (40-50 Gal)	37.53	2.23	39.76
Water Heater (up to 100 gallons }	56.14	3.33	59.47
Oven	18.90	1.12	20.02
Oven (stove top)	12.52	0.74	13.26
Oven-Stove unit	12.52	0.74	13.26
Microwave	29.08	1.72	30.80
Garbage Compactor	18.90	1.12	20.02
Dishwasher	31.11	1.84	32.95
Refrigerator	98.90	5.86	104.76
Freezer	73.59	4.36	77.95
Air Conditioner	49.73	2.95	52.68
Freon Extraction	23.26	1.38	24.64
Washing Machine	37.53	2.23	39.76
Dryer	24.44	1.45	25.89
Wheelchairs	40.72	2.41	43.13
Bathtub - Fiberglass	23.27	1.38	24.65
Bathtub - Cast Iron	34.90	2.07	36.97
Building Materials			
Household Door	\$ 3.78	\$ 0.22	\$ 4.00
Sink	10.76	0.64	11.40
Toilet	6.40	0.38	6.78
Yard & Garden			
Gas Mower (must be drained)	\$ 11.93	\$ 0.71	\$ 12.64
BBQ	7.57	0.45	8.02
Ping Pong Table	25.01	1.48	26.49
Exercise Bike	18.90	1.12	20.02
Swing Set	17.45	1.03	18.48
Bicycle	9.30	0.55	9.85
Electronics			
TV & PC Monitors cannot be picked up, they are considered hazardous waste.			
The rest of the PC can be placed into the garbage can.			

* pickups occur on Service Day*

**Novato Request for Rate Increase
Vehicle List
Rates Effective 1/1/2020**

Veh #	Lic #	VIN	Equipment Type	Year Model	Description	Anticipated Replacement	Route	Replacement Costs	New IC Lease Payment	FY 19 Depreciation	Depreciation End Date	Net Costs Increased 1/1/20 Rate
10220	8L20108	5VDCD6BE57H205462	RL	07	07 AUTOCAR CHASSIS	Not Scheduled	58	\$ 316,000	\$ 41,422	\$ 2,442	12/31/2024	
11460	03709Z1	5VDCD6JF88H205614	FL	08	08 AUTOCAR FRONT LOADER	12/31/2022	560	\$ 380,000	\$ 49,811	\$ 9,361	12/21/2020	
11471	07470C2	5VDCD6MF36H202485	FL	06	06 AUTOCAR FRONT LOADER	Not Scheduled	582	\$ 380,000	\$ 49,811	\$ 7,746	12/21/2020	
11475	03710Z1	5VDCD6MFX6H202948	FL	06	06 AUTOCAR FRONT LOADER	Not Scheduled	561	\$ 380,000	\$ 49,811	\$ 7,746	12/21/2020	
13450	8M78387	5VDCD6BE77H205060	SA1	07	07 AUTOCAR SIDELOADER	Replace per John L.	57	\$ 398,000	\$ 52,170	\$ 11,665	12/21/2020	
13454	8M78383	5VDCD6BE47H205064	SA1	07	07 AUTOCAR SIDELOADER	Replace per John L.	spare	\$ 398,000	\$ 52,170	\$ 11,680	12/21/2020	
13453	8M78384	5VDCD6BE97H205061	SA1	07	07 AUTOCAR SIDELOADER	1/1/2020	55	\$ 398,000	\$ 52,170	\$ 11,665	12/21/2020	\$ 40,506
13468	7R94374	4V2EC2HEXYN249846	SA1	00	00 VOLVO SIDELOADER	1/1/2020	spare	\$ 398,000	\$ 52,170	\$ 4,901	12/21/2020	\$ 47,269
13486	8N22595	5VDCD6JF88H206195	SA2	07	07 ARATA SIDELOADER	12/31/2022	52	\$ 398,000	\$ 52,170	\$ 11,665	12/21/2020	
13487	8N22596	5VDCD6JF68H206194	SA2	07	07 ARATA SIDELOADER	12/31/2022	51	\$ 398,000	\$ 52,170	\$ 11,665	12/21/2020	
13489	8P87160	5VDCD6JF28H206287	SA2	07	07 ARATA SIDELOADER	12/31/2022	50	\$ 398,000	\$ 52,170	\$ 11,665	12/21/2020	
13499	8A07109	1NPZL00X36D716641	SA2	06	06 PETERBILT SIDELOADER	Not Scheduled	spare	\$ 398,000	\$ 52,170	\$ 18,055	12/21/2020	
13451	8M78386	5VDCD6BE07H205059	SA1	07	07 AUTOCAR SIDELOADER	1/1/2020	56	\$ 398,000	\$ 52,170	\$ 11,665	12/21/2020	\$ 40,506
13480	42631P1	5VDCD6JF38H205911	SA1	08	08 AUTOCAR SIDELOADER	12/31/2022	53	\$ 398,000	\$ 52,170	\$ 13,028	12/21/2020	
5325	03755Z1	516M1D9B1CH214120	SA2	12	12 AUTOCAR SWEEPER	1/0/1900	N00/spare			\$ 5,909	12/21/2022	
13513	8E51427	49HHBVCY46RW11406	SA2	06	06 STRG SIDELOADER	1/1/2020	OS	\$ 398,000	\$ 52,170	\$ 6,713	12/21/2020	\$ 45,457
13482	8P71910	5VDCD6JF98H206285	FL	07	07 AUTOCAR SIDELOADER	12/31/2022	spare	\$ 398,000	\$ 52,170	\$ 11,665	12/21/2020	
13508	15017S1	5VDCD6MF96H202956	FL	06	06 AUTOCAR SIDELOADER	Not Scheduled	54	\$ 398,000	\$ 52,170	\$ 10,549	12/21/2020	

NOVATO SANITARY DISTRICT

REVISED DRAFT SCHEDULE TO CONSIDER MODIFICATIONS AND ESTABLISH MAXIMUM SOLID WASTE SERVICE CHARGES FOR CALENDAR YEAR (CY) 2020

September 9, 2019	Regular Board meeting – receive proposed schedule.
September 23, 2019	Solid Waste Committee meeting to consider rate review report and make recommendation to Board of Directors.
October 14, 2019	Regular Board meeting. Board receives revised draft schedule, report and recommendation from Solid Waste Committee, and set Public Hearing date for November 18, 2019.
October 17, 2019	1st Public Hearing legal notice published in Marin Independent Journal.
October 31, 2019	2 nd Public Hearing legal notice published in Marin Independent Journal.
November 18, 2019	Special Board meeting (as November 11, 2019 is Veterans Day, a District holiday). Public Hearing to hear public comments and consider adoption of Resolution Setting Maximum Refuse Charges for Recology Sonoma Marin (RSM).
November 20, 2019 (or first available publication date).	Publication of Resolution and Refuse Disposal Charges in Marin Independent Journal, to be effective January 1, 2020.

Public Hearing Noticing Procedures:

- Hearing Notice published once a week for two successive weeks with at least 5 days intervening between the respective publication dates. First publication to be at least 14 days prior to the date set for hearing. (Publish in Marin IJ).
- Resolution with new rates to be published once in the IJ to be effective on January 1, 2020.

NOVATO SANITARY DISTRICT

DRAFT
NOTICE OF INTENT AND PUBLIC NOTICE
TO CONSIDER MODIFICATIONS AND ESTABLISH MAXIMUM SOLID
WASTE SERVICE CHARGES FOR CALENDAR YEAR (CY) 2020

NOTICE IS HEREBY GIVEN that it is the intention of the Board of Directors of the Novato Sanitary District to consider modification of the maximum solid waste service charges.

NOTICE IS FURTHER GIVEN that on Monday, November 18, 2019, at 5:30 PM at the regular meeting place of Novato Sanitary District, 500 Davidson Street, Novato, CA 94945, said Board will hear all persons desiring to be heard and shall consider adoption of the maximum solid waste service charges applying within the Novato Sanitary District for Calendar Year (CY) 2020.

BY ORDER OF THE BOARD OF DIRECTORS OF THE NOVATO SANITARY DISTRICT

Dated: October 14, 2019

Sandeep Karkal, Secretary
Novato Sanitary District

Publish October 17 and 31, 2019

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Report, September 2019.	MEETING DATE: October 14, 2019 AGENDA ITEM NO.: 8.b.
RECOMMENDED ACTIONS: Receive Wastewater Operations Report for September 2019: <ul style="list-style-type: none">• Collection System• Treatment Facilities• Reclamation Facilities	
SUMMARY AND DISCUSSION: <p>The September 2019 Wastewater Operations Report incorporating operations reports for collections system, wastewater treatment facilities, and the reclamation facilities is attached. District and Veolia staff will be present at the meeting to provide overviews of the reports for their operational areas, and be available to discuss the reports or respond to any questions.</p>	
ATTACHMENTS: 1. Wastewater Operations Reports for the month of September 2019.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
DEPT. MGR.: JO (Veolia), JA, JJB	GENERAL MANAGER: SSK

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

1.0 General:

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

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

2.0 Collection System Maintenance:

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

Line Cleaning Performance:

The sewer system ICOM3 Computerized Maintenance Management System (CMMS) generated 294 work orders for the month. Collections staff completed 294 work orders, leaving zero (0) work orders outstanding. The completed work orders resulted in 55,904 feet of sewer pipelines cleaned by staff.

Closed Circuit Television (CCTV) Performance:

The District's CCTV equipment was in the field for seventeen (17) working days and televised a total of 16,678 feet of sewer main.

CCTV Findings:

- Infrastructure-related: CCTV work identified one new structural issue, a hole in a 6 inch asbestos concrete pipe in an easement (off of Cowbarn Ln. and Novato Blvd.). It has been added to the Collections repair request list, and repair quotes have been requested.
- O&M related: CCTV work did not identify any area that would require a change in sewer line maintenance operations.

3.0 Pump Station Maintenance:

Collections staff conducted 176 lift station inspections this month. Of these, 50 inspections were generated through the District's JobsCal Plus CMMS system. There are no outstanding work orders for the month.

A Pump Stations' Work Order Statistics summary is attached.

4.0 Air Relief/Vacuum Valves (ARVs):

Staff completed maintenance inspections on nine (9) air relief/vacuum valves this month, no issues were identified.

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

5.0 Safety and Training:

General:

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

Specialized Training:

- Hearing Conservation Training in conjunction with Annual Hearing Testing.
- The Collections System Superintendent attended a seminar on Evaluations and Discipline for Management.

Safety performance:

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

6.0 Miscellaneous Projects:

- Annual Generator maintenance and servicing has begun.
- Purchase order for new combination jetter/vacuum sewer cleaner truck issued.
- Electrical work on new maintenance modular building has begun
- New ¾ ton trucks retrofitting is complete

7.0 Sanitary Sewer Overflows (SSOs):

There were no (zero) sanitary sewer overflows in September. The No Spills certification is ID#2554040.



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

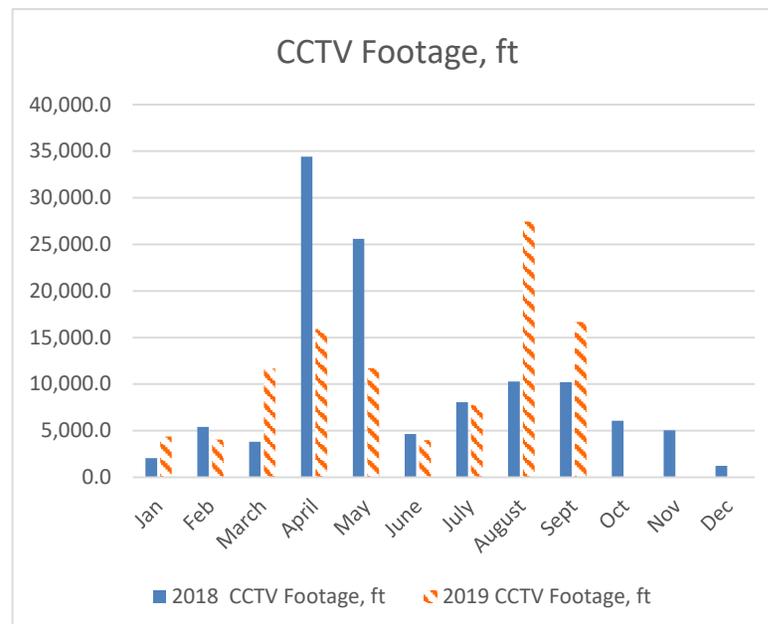
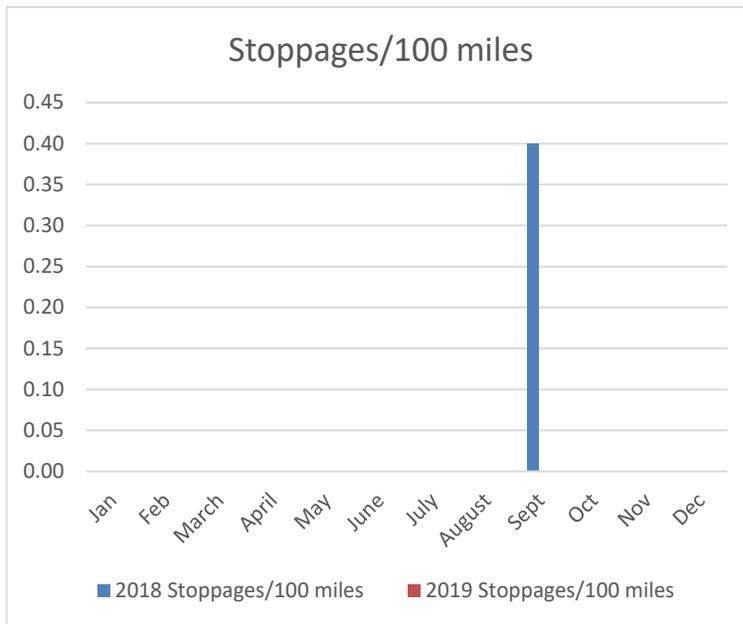
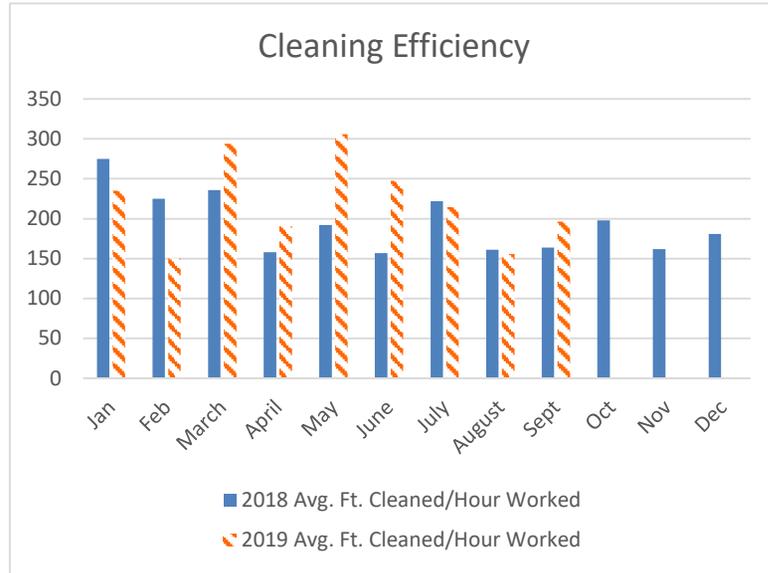
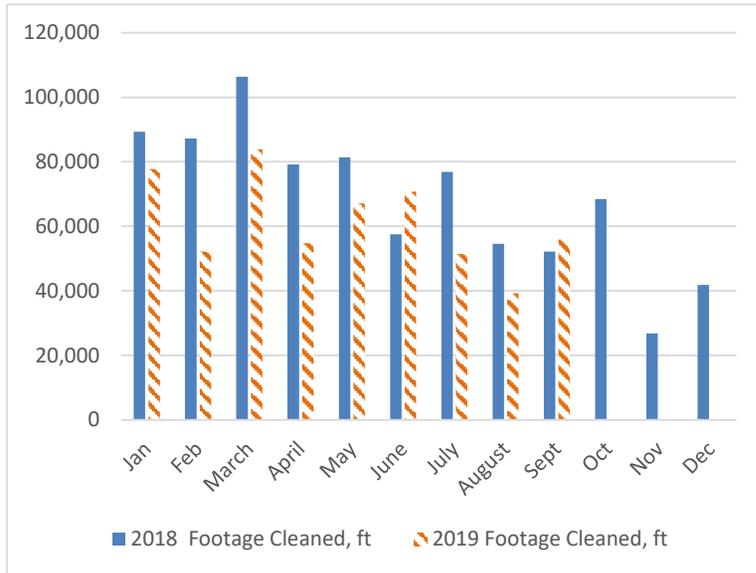
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
A. Employee Hours Worked														
Number of FTEs (main line cleaning)	1.8	2.2	1.7	1.9	1.2	1.8	1.3	1.5	1.7	0.0	0.0	0.0	NA	1.3
Number of FTEs (other)	1.9	2.7	3.0	3.0	3.2	3.4	1.7	2.1	2.1	0.0	0.0	0.0	NA	1.9
Number of FTEs (USAs)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA	0.0
Number of FTEs (CCTV)	0.1	0.2	0.2	0.1	0.1	0.1	0.5	1.0	0.7	0.0	0.0	0.0	NA	0.3
Total, FTEs	3.8	5.1	4.9	5.0	4.6	5.3	3.5	4.5	4.5	0.0	0.0	0.0	NA	3.4
Regular Time Worked, (main line cleaning), hrs	331	348	286	288	220	286	240	253	285	0	0	0	2,533	211
Regular Time Worked on Other, hrs ⁽¹⁾	355	421	489	458	575	545	311	356	347	0	0	0	3,855	321
Regular Time Worked on USAs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Regular Time Worked on CCTV (2)	22	32	33	21	21	15	98	166	124	0	0	0	529	44
Total Regular time, worked, hrs	707	800	807	766	816	846	648	774	755	0	0	0	6,917	576
Total Vacation/Sick Leave/Holiday, hrs	197	164	175	129	238	79	403	159	194	0	0	0	1,737	145
Vacation/Sick Leave/Holiday, FTEs	1.1	1.0	1.1	0.8	1.3	0.5	2.2	0.9	1.3	0.0	0.0	0.0	10.2	0.9
Overtime Worked on Coll. Sys., hrs	24	42	11	4	4	18	5	8	8	0	0	0	123	10
Overtime Worked on Other, hrs (1)	2	2	0	14	9	4	10	3	11	0	0	0	54	4
Overtime Worked on USAs, hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overtime Worked on CCTV ⁽²⁾	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Overtime, hrs	26	44	11	18	13	21	15	11	18	NA	NA	NA	176	20
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	43	33	61	24	23	57	29	59	55	0	0	0	384	32
Rodder 3208 ft. cleaned	1,453	681	5,520	4,872	6,711	9,624	5,408	3,157	4,383	0	0	0	41,809	3,484
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Flusher Work Orders generated	338	240	390	366	354	311	347	196	239	0	0	0	2,781	232
Truck 3205V ft. cleaned	0	1,314	352	0	4,154	0	0	1,854	0	0	0	0	7,674	640
Truck 3206V ft. cleaned	14,940	5,330	15,040	13,499	28,015	12,282	5,711	0	2,749	0	0	0	97,566	8,131
Truck 3209F ft. cleaned	61,343	44,888	62,994	36,430	28,238	48,810	40,305	34,289	48,772	0	0	0	406,069	33,839
Flusher - outside services, ft. cleaned	0	405	0	0	0	34,577	17,861	0	0	0	0	0	52,843	0
Total Footage cleaned ⁽³⁾	77,736	52,213	83,906	54,801	67,118	70,716	51,424	39,300	55,904	NA	NA	NA	553,118	61,458
Work Orders completed	381	306	451	390	377	543	376	255	294	0	0	0	3,373	281
Work Orders backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Closed Circuit Television (CCTV)														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CCTV Truck 3126T, ft. videoed	3,405	3,465	7,839	2,345	3,183	2,063	5,760	24,295	14,662	0	0	0	67,017	5,585
CCTV (hand cam), ft. videoed	979	596	3,839	13,582	8,529	1,927	1,982	3,156	2,016	0	0	0	36,606	3,051
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total CCTV footage ⁽³⁾	4,384	4,061	11,678	15,927	11,712	3,990	7,742	27,451	16,678	NA	NA	NA	103,623	11,514
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category III)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category II)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Major (Category I)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Overflow Gallons	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Volume Recovered	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Percent Recovered	NA	NA	NA	NA	NA	NA								
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	7	4	6	2	5	0	5	2	0	0	0	0	31	3
Normal hours S.C. response time, mins (avg.)	26.4	18.25	19.83	10	30	0	12.6	8	0	0	0	0	125	10
Service Callouts, after hours, #	0	0	0	4	0	0	1	0	0	0	0	0	5	0
After Hours S.C. response time, mins (avg.)	NA	NA	NA	33	NA	NA	19	NA	NA	NA	NA	NA	52	26
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	235	150	294	191	306	247	215	156	196	NA	NA	NA	NA	221
Total Stoppages/100 Miles	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	NA
Average spill response time (mins)	0	0	0	NA	NA	NA	0	NA	NA	NA	0	NA	NA	0
Callouts/100 Miles	0.0	0.0	0.0	1.8	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0	2.2	0.2
Overtime hours/100 Miles	11	19	5	2	2	8	2	3	3	0	0	0	54.44	5
Overflow Gallons/100 Miles	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

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

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

Collection System: 2018 & 2019 Graphs



Novato Sanitary District

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

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	262	188	203	202	224	236	283	318	288	0	0	0	2,201	
Number of Employees (FTEs)	1.1	0.9	1.1	1.1	1.1	1.2	1.4	1.6	1.4	0.0	0.0	0.0		0.9
Regular Time Worked on Pump Sta	200	149	174	173	199	196	255	274	234	0	0	0	1,853	
Overtime Worked on Pump Sta	62	39	30	29	25	40	28	44	54	0	0	0	348	
After Hours Callouts	0	0	0	0	0	0	0	0	0	0	0	0	0	
Average Callout response time (mins)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Work Orders														
Number generated in month	50	46	42	48	38	38	46	41	50	0	0	0	399	33
Number closed in month	50	46	42	48	38	38	46	41	50	0	0	0	399	33
Backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

	Open Work Orders Due Prior to 9/1/2019	Open Work Orders 9/1/2019-9/30/2019	Total Open Work Orders
Preventive	0	50	50
Corrective	0	0	0
Total	0	50	50

	Closed Work Orders 9/1/2019 -9/30/2019
Preventive	50
Corrective	0
Total	50

Total Outstanding Work Orders as of 9/30/2019	0
--	----------



October 7, 2019

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

Subject: Veolia Water Operations Report – September 2019

Dear Mr. Karkal:

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

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

Best regards,

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

John P. O'Hare
Project Manager, Veolia



MONTHLY OPERATIONS REPORT
September 2019

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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- G: MISCELLANEOUS

ATTACHMENTS

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

A: TREATMENT PLANT PERFORMANCE SUMMARY – September 2019

Waste Discharge Requirements (WDR) Order and National Pollution Discharge Elimination System (NPDES) Permit – Table 1.0

Parameter	Value		Limits	
	Ave	Max		
Flow, MGD (monthly ave/max)	3.58	4.45	N/A	
Influent				
BOD ₅ , lb/day (month ave/max)	8,698	9,282	N/A	
TSS, lb/day (monthly ave/max)	9,040	10,300	N/A	
Effluent				
BOD ₅ , mg/L (monthly ave/max weekly ave)	<5	<5	15	30
TSS, mg/L (monthly ave/max weekly ave)	<3	<3	10	20
BOD ₅ - % Removal, Average	98		85 minimum	
TSS - % Removal, Average	99		85 minimum	
Ammonia, mg/L – (monthly ave/daily max)	0.26	0.26	5.9	21
pH, su (min / max)	6.6	7.1	6.5	8.5
Enterococcus, MPN/100 ml (30 day geo mean)	1.0		35	
Fecal Coliform, MPN/100 ml (monthly median)	N/A		140	
Fecal Coliform, MPN/100 ml (90 th PCTL)	N/A		430	
Total Coliform, MPN/100 ml (5 sample median)	131		240	
Total Coliform, MPN/100 ml (monthly maximum)	170		10,000	

Title 22 - Recycled Water Production and Quality – Table 2.0

Description	Units	Value	Limit
Volume Produced	Million Gallons	21,299	N/A
Average Turbidity	NTU	0.6	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	1	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	7.5	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	<1	240
Maximum Total Coliform 2 Samples 30 days	MPN/100 ml	<1	23
Total Coliform 7 Sample Median	MPN/100 ml	<1	2.2

Discussion of Violations / Excursions

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

B: SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato Wastewater Treatment Plant and Ignacio Transfer Pump Station completed
- Tailgate training held during weekly meetings



- No safety incidents for the month of September 2019
- Monthly Safety Topics and Training: Respiratory Protection Program
- Participated in the Veolia International Safety Week September 16-20, 2019
- Conducted a mock fire drill on September 26, 2019 in conjunction with the Novato Sanitary District.

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

- Transferred from Reclamation Facility to San Pablo Bay discharge on September 18, 2019
- Replaced the collector arm scum box flushing sensor on primary clarifier #2
- Replaced the administration building emergency generator batteries
- Replaced all of the ultraviolet disinfection communications cables
- Cleaned primary clarifier #2 for a structural inspection
- Installed ground-fault circuit interrupter receptacles for the primary effluent composite samplers
- Conducted the annual influent pump service
- Updated the facility condition assessment and criticality reports

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

- Aeration Basin #1 & #3 (standby)
- Primary Clarifier #2 (standby)

Ignacio Transfer Pump Station

- Routine rounds, readings and preventative maintenance
- Conveyance Pump #2 – replaced the memory chip, monitoring and status unit

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

- None

Recycled Water Plant (RWP)

- Routine rounds and maintenance
- Replaced flow sensor on the effluent turbidity analyzer

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

- None

Sludge Lagoons (and Reclamation Area)

- Routine maintenance – managing decant and sludge levels

D: ENVIRONMENTAL SERVICES ACTIVITIES SUMMARY

Wastewater Treatment Plant discharge to Reclamation Facility - September 1 - 17, 2019

Wastewater Treatment Plant discharge to San Pablo Bay – September 18 – 30, 2019

Annual Dry Weather Flow Rate – 3.55 MGD (July, August, September)



Regulatory Programs:**Enterococcus**

When effluent is discharged to San Pablo Bay the bacterial requirement includes monitoring for Enterococcus. The last two weeks of September 2019 three samples were analyzed. All samples were in compliance.

Sludge Lagoon Sampling

Four composited samples were collected for analysis in preparation for the lagoon sludge being transferred to the Designated Land Disposal (DLD) site in October 2019.

Proficiency Testing

U.S. EPA DMR-QA 39 Proficiency Testing Studies were conducted in August 2019 with the last results received in September 2019. 100% acceptable results were achieved. This was a collaborative effort between Liz Falejczyk, Veolia Water Environmental Services Supervisor, Kurt Hawkyard, Veolia Water Laboratory Technician, and Jessica Bena, North Marin Water District Chemist I.

Anaerobic Digester Cleaning

Sample of digester debris (rags/screenings) was forwarded to a contract laboratory for analysis as part of the landfill disposal approval process for the upcoming Digester #1 Cleanout Project.

Pretreatment Program**Discharge Permits**

- One Non-Significant Categorical Industrial User closed their business

Inspections and Sampling

- Inspected 2 Food Services Establishments (FSEs).
- Received support documentation confirming compliance from 6 FSEs.

E: ADMINISTRATION:

- July 2019 Electronic Discharge Monitoring Report (EDMR-US EPA) and July 2019 Self-Monitoring Report (SMR-State of California). Notified by the Regional Water Quality Control Board that the submission of the July report would be delayed due to a database problem. Submitted on September 26, 2019.
- August 2019 Electronic Discharge Monitoring Report (EDMR-US EPA) and August 2019 Self-Monitoring Report (SMR-State of California). Submitted on September 26, 2019.

F: ODORS & LANDSCAPING:

- Jerome meter (H₂S) parts per million (ppm) readings performed in neighborhood
- All readings in neighborhood were 0 ppm

G: MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held weekly with Veolia staff
- Marin/Sonoma Mosquito & Vector Control District, Steve Miller, Control Technician on-site September 23rd to evaluate and perform treatment of the offline tankage.



Veolia Support Staff On/Off Site (Various Times)

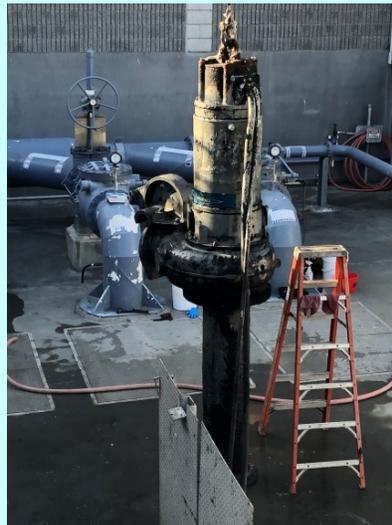
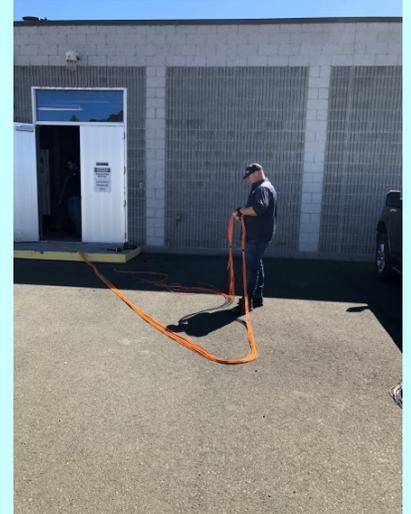
Art Fagerström, PE, BCEE, Technical Manager, Corporate Technical Support

Melissa Sandvold, West Region VP of Operations

James Loven, West Technical Director

1) PHOTOS

PLANT OPERATION AND MAINTENANCE SEPTEMBER 2019



Above left, middle, and right – Contractor replacing the Ultraviolet Disinfection communications cables
Below left and center – Annual Influent Pumps removal and inspection
Below right – Contrails over the aeration tanks

2) LABORATORY DATA

Novato Sanitary District
Conventional Pollutants Report



September, 2019

Date	INFLUENT - A001			Effluent - E002							
	Flow	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Oil & Grease	Temp	Rainfall
	Total			Fecal	Entero	Total					
	MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L	Deg C	Inches
09/01/19	4.05										0.00
09/02/19	3.84					131	6.9			24.8	0.00
09/03/19	3.23					170	7.1			24.7	0.00
09/04/19	4.45	7.0				15	7.1			24.5	0.00
09/05/19	3.24						6.8			24.6	0.00
09/06/19	3.60						6.8			23.8	0.00
09/07/19	3.59										0.00
09/08/19	3.76										0.00
09/09/19	3.44					7	7.0			24.6	0.00
09/10/19	3.59					15	6.9			24.8	0.00
09/11/19	3.59					33	6.8			24.6	0.00
09/12/19	3.43						7.0			25.4	0.00
09/13/19	3.49	7.3					6.6			25.6	0.00
09/14/19	3.45										0.00
09/15/19	3.66										0.00
09/16/19	3.38					21	7.0			24.3	0.00
09/17/19	3.41					10	7.0			24.3	0.00
09/18/19	3.48				<1.0	49	7.0			24.5	0.00
09/19/19	3.49				1.0		6.9			24.8	0.00
09/20/19	3.36	7.0			1.0		6.9			24.6	0.00
09/21/19	3.29										0.00
09/22/19	3.59										0.00
09/23/19	3.44				<1.0		6.9			24.7	0.00
09/24/19	3.42				1.0		7.0			25.0	0.00
09/25/19	3.44				1.0		7.0			25.2	0.00
09/26/19	3.62						6.9	0.26	<1.4	25.1	0.00
09/27/19	4.04	7.1					6.9			24.0	0.00
09/28/19	3.50										0.00
09/29/19	4.16										0.00
09/30/19	3.44						7.0			23.3	0.00
Monthly											
Minimum	3.23	7.0			<1.0	7	6.6	0.26		23.3	0.00
Maximum	4.45	7.3			1.0	170	7.1	0.26	<1.4	25.6	0.00
Total	107.47										0.00
Average	3.58	7.1					6.9	0.26	<1.4	24.6	0.00
Geomean					1.00						

Novato Sanitary District
BOD/TSS Report



September, 2019

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
09/01/19	4.05										
09/02/19	3.84										
09/03/19	3.23	300	8,081	328	8,836	<5	<104	3	62	98.3	99.1
09/04/19	4.45					<5	<143	<3	<86		
09/05/19	3.24					<5	<114	<3	<69		
09/06/19	3.60										
09/07/19	3.59										
09/08/19	3.76										
09/09/19	3.44										
09/10/19	3.59	310	9,282	344	10,300	<5	<134	4	107	98.4	98.8
09/11/19	3.59					<5	<128	<3	<77		
09/12/19	3.43					<5	<128	<3	<77		
09/13/19	3.49										
09/14/19	3.45										
09/15/19	3.66										
09/16/19	3.38										
09/17/19	3.41					<5	<102	4	82		
09/18/19	3.48					<5	<114	<3	<68		
09/19/19	3.49	300	8,732	283	8,237	<5	<114	<3	<69	98.3	98.9
09/20/19	3.36										
09/21/19	3.29										
09/22/19	3.59										
09/23/19	3.44										
09/24/19	3.42			308	8,785			3	60		99.0
09/25/19	3.44										
09/26/19	3.62										
09/27/19	4.04										
09/28/19	3.50										
09/29/19	4.16										
09/30/19	3.44										
Weekly Averages											
09/07/19	Week 1	300	8,081	328	8,836	5	120	3	72		
09/14/19	Week 2	310	9,282	344	10,300	5	130	3	87		
09/21/19	Week 3	300	8,732	283	8,237	5	110	3	73		
09/28/19	Week 4			308	8,785			3	60		
	Week 5										
Monthly											
Minimum	3.23	300	8,081	283	8,237	<5	<102	<3	60	98	99
Maximum	4.45	310	9,282	344	10,300	<5	<143	4	107	98	99
Total	107.47										
Average	3.58	303	8,698	316	9,040	<5	<120	<3	<76	98	99

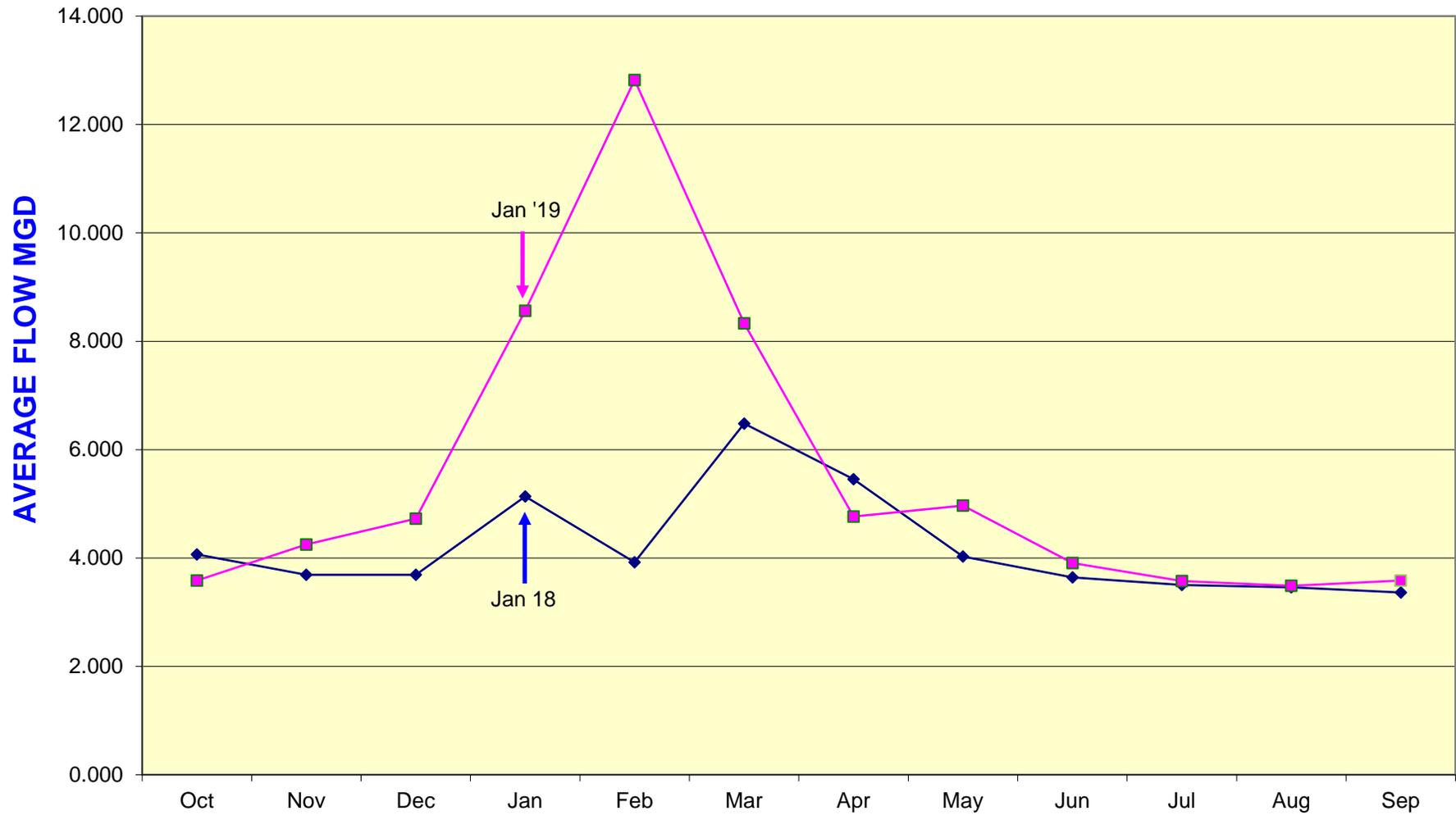
3) *RECYCLED WATER REPORT*

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

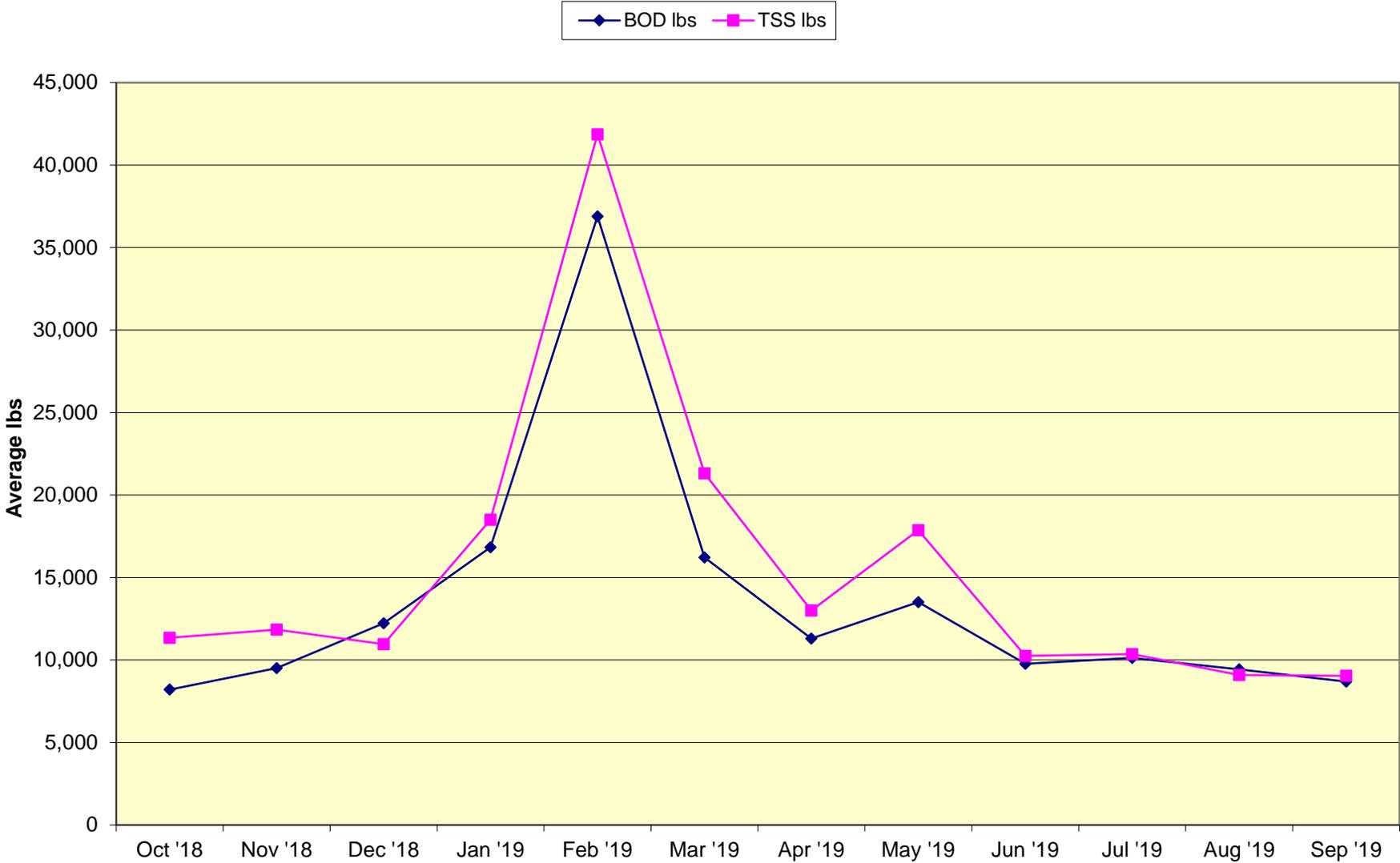
	Filter Influent Flow	Recycled Water Flow to Plum St.	Potable Water To Plum St Tank	Recycled Water Influent Turbidity Ave.	Minutes Over 5 NTU Turbidity	Filter Effluent 24 Hr Average Turbidity	Filter Effluent Dissolved Oxygen	Filter Effluent Total Coliform	Disinfection CT Value
Date	MGD	MGD	MGD	NTU	(m)	NTU	(mg/l)	MPN/100ml	mg-min/l
9/1/2019	0.880	0.479				0.6	7.5	<1	>450.000
9/2/2019	0.910	0.402			0	0.2	7.5	<1	>450.000
9/3/2019	1.200	0.732					7.7	<1	>450.000
9/4/2019	1.090	1.018			0	0.3	7.5	<1	>450.000
9/5/2019	0.720	0.501			0	0.3		<1	>450.000
9/6/2019	0.920	0.780				1.1		<1	>450.000
9/7/2019	0.820	0.475			0	1.0		<1	>450.000
9/8/2019	0.720	0.477			0	0.9	7.9	<1	>450.000
9/9/2019	0.750	0.623			0	1.1	7.7	<1	>450.000
9/10/2019	0.850	0.382				1.0	7.7	<1	>450.000
9/11/2019	0.960	0.513			0	0.9		<1	>450.000
9/12/2019	0.920	0.370			0	0.1		<1	>450.000
9/13/2019	1.150	0.916						<1	>450.000
9/14/2019	0.920	0.500				0.3		<1	>450.000
9/15/2019	1.240	1.136			0	0.4	7.5	<1	>450.000
9/16/2019	1.380	1.330			0	0.4	7.9	<1	>450.000
9/17/2019	1.080	0.956			0	0.4	8.1	<1	>450.000
9/18/2019	1.020	0.753			0	0.9		<1	>450.000
9/19/2019	0.820	0.749						<1	>450.000
9/20/2019	0.860	0.717						<1	>450.000
9/21/2019	0.870	0.639			0	0.8		<1	>450.000
9/22/2019	0.930	0.674			0	0.6	7.9	<1	>450.000
9/23/2019	0.960	0.683			0	0.0	7.9	<1	>450.000
9/24/2019	1.040	1.013			0	0.1	8.0	<1	>450.000
9/25/2019	1.130	1.093			0	0.9		<1	>450.000
9/26/2019	1.180	1.163			1	0.9		<1	>450.000
9/27/2019	0.910	0.576			0	0.9		<1	>450.000
9/28/2019	0.860	0.510			0	0.8		<1	>450.000
9/29/2019	0.850	0.527			0	0.9	8.2	<1	>450.000
9/30/2019	0.920	0.612			0	0.7		<1	>450.000
Total	28.860	21.299							
Minimum	0.720	0.370			0	0.0	7.5	<1	>450.0
Maximum	1.380	1.330			1	1.1	8.2	<1	>450.0
Average	0.962	0.710			0	0.6	7.8	<1	>450.0

4) ANNUAL PERFORMANCE SUMMARY – GRAPHS

WASTEWATER INFLUENT FLOW COMPARISON

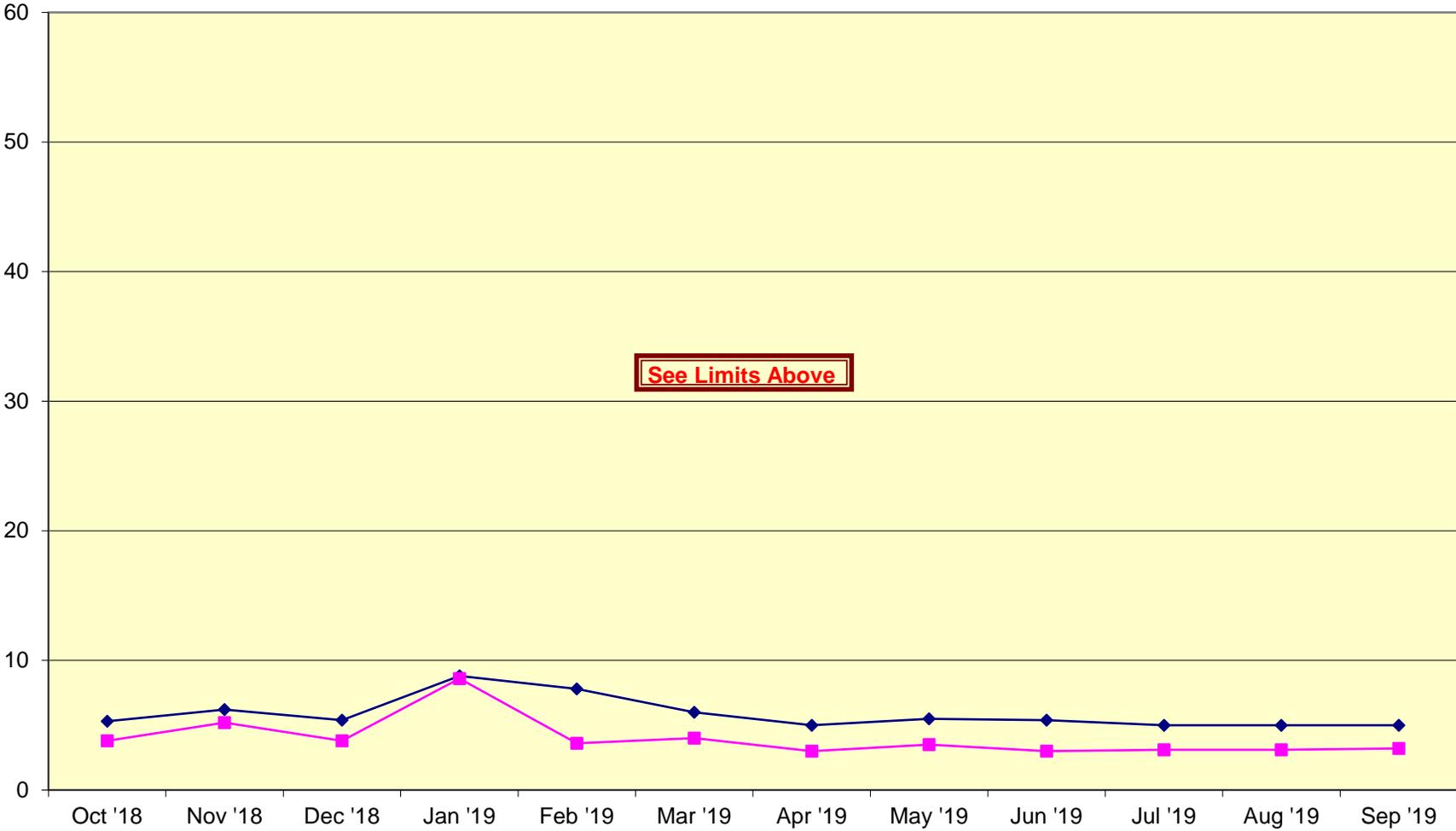


Influent Load BOD / TSS lbs



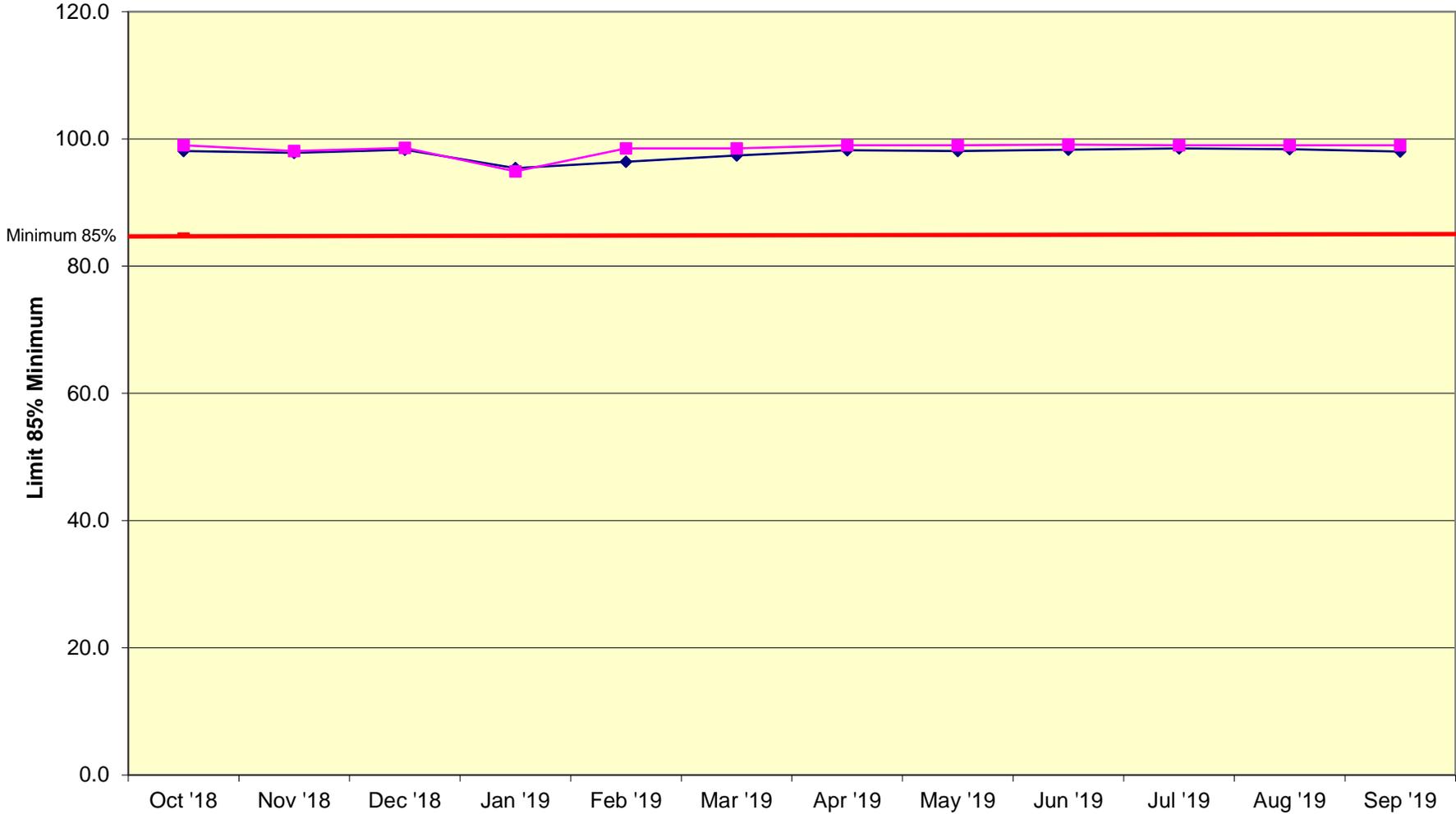
Effluent BOD / TSS Concentration

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

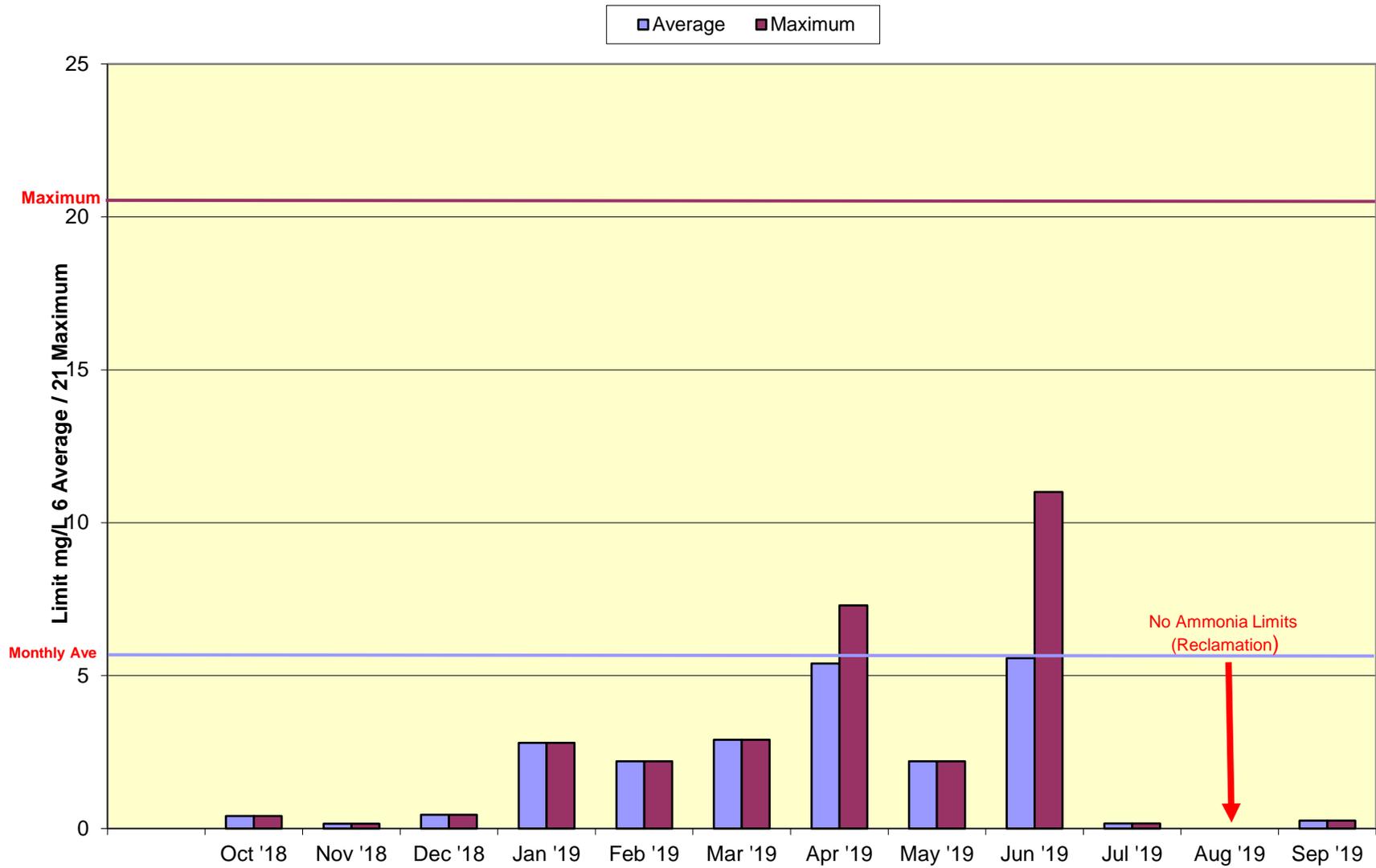


BOD / TSS Percent Removal

◆ BOD ■ TSS

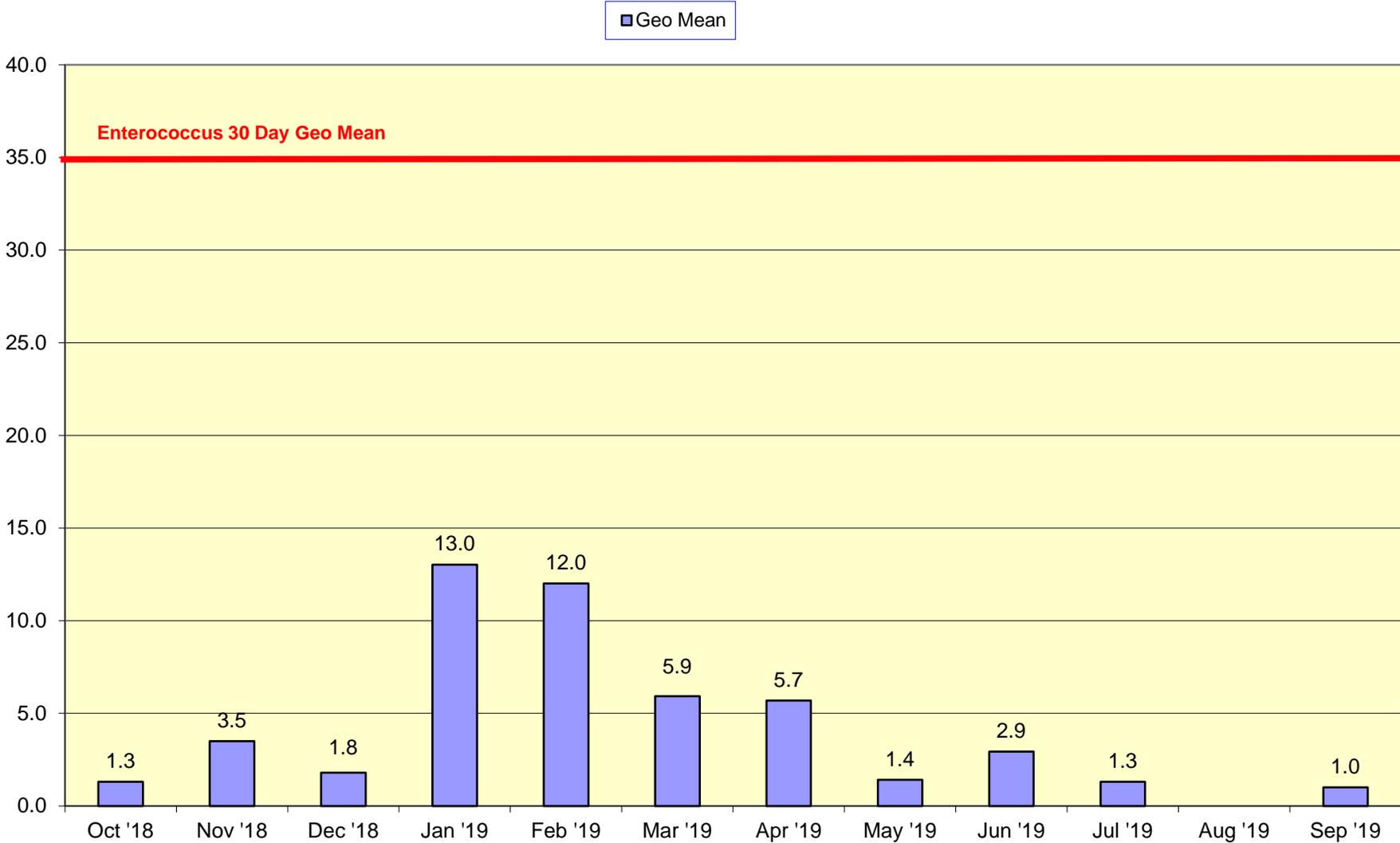


Effluent Ammonia



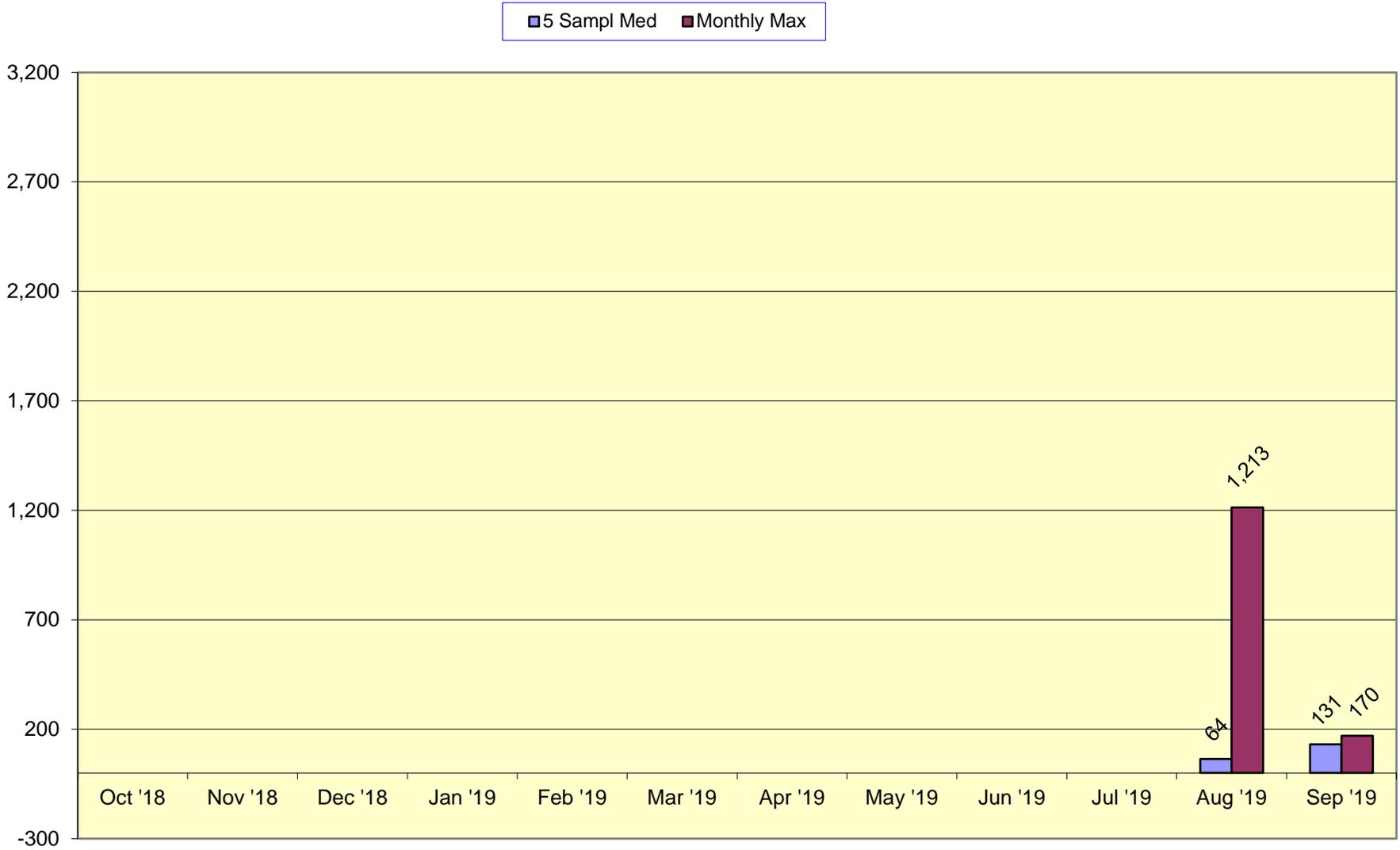
Disinfection - Enterococcus

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

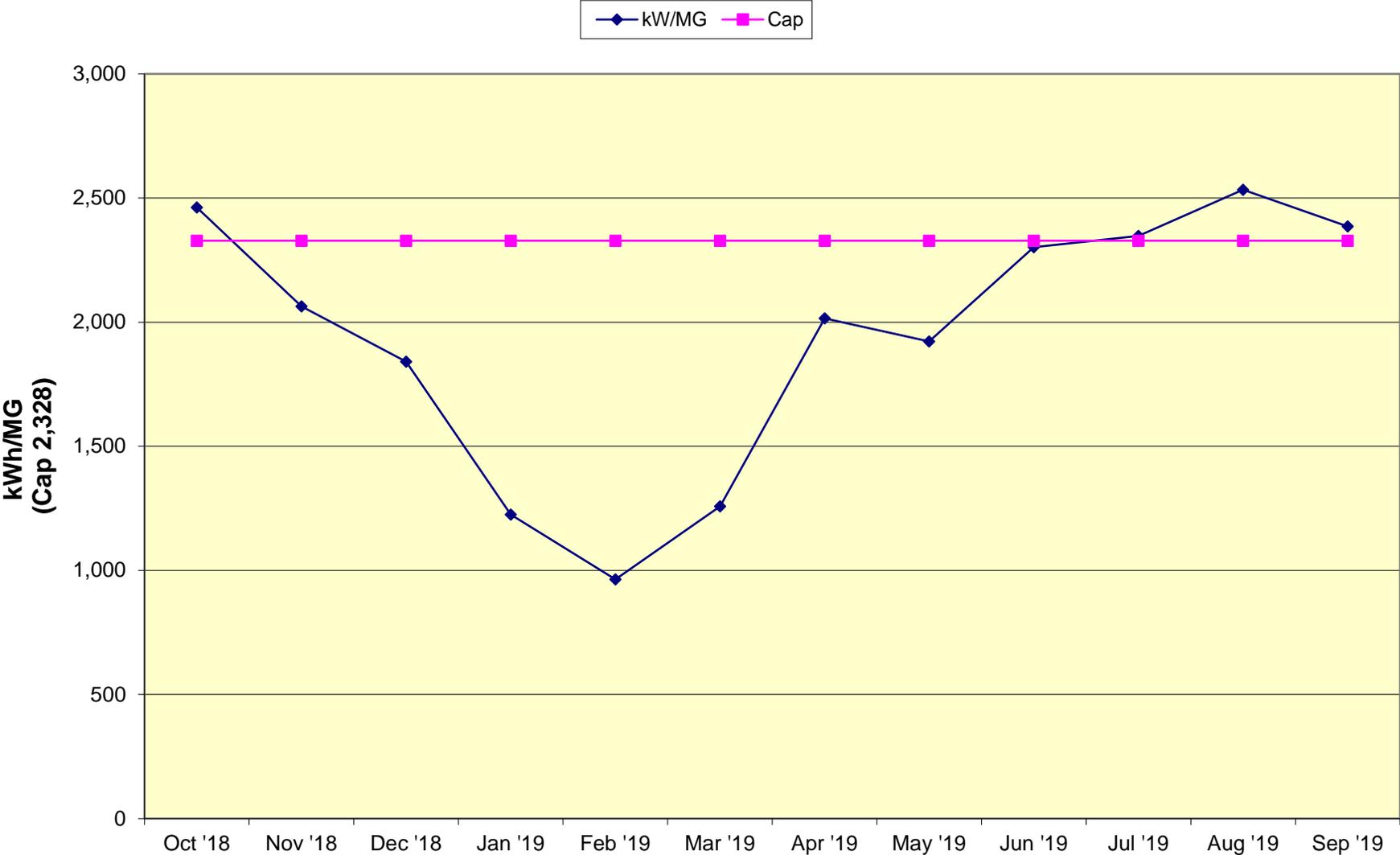


Disinfection - Total Coliform

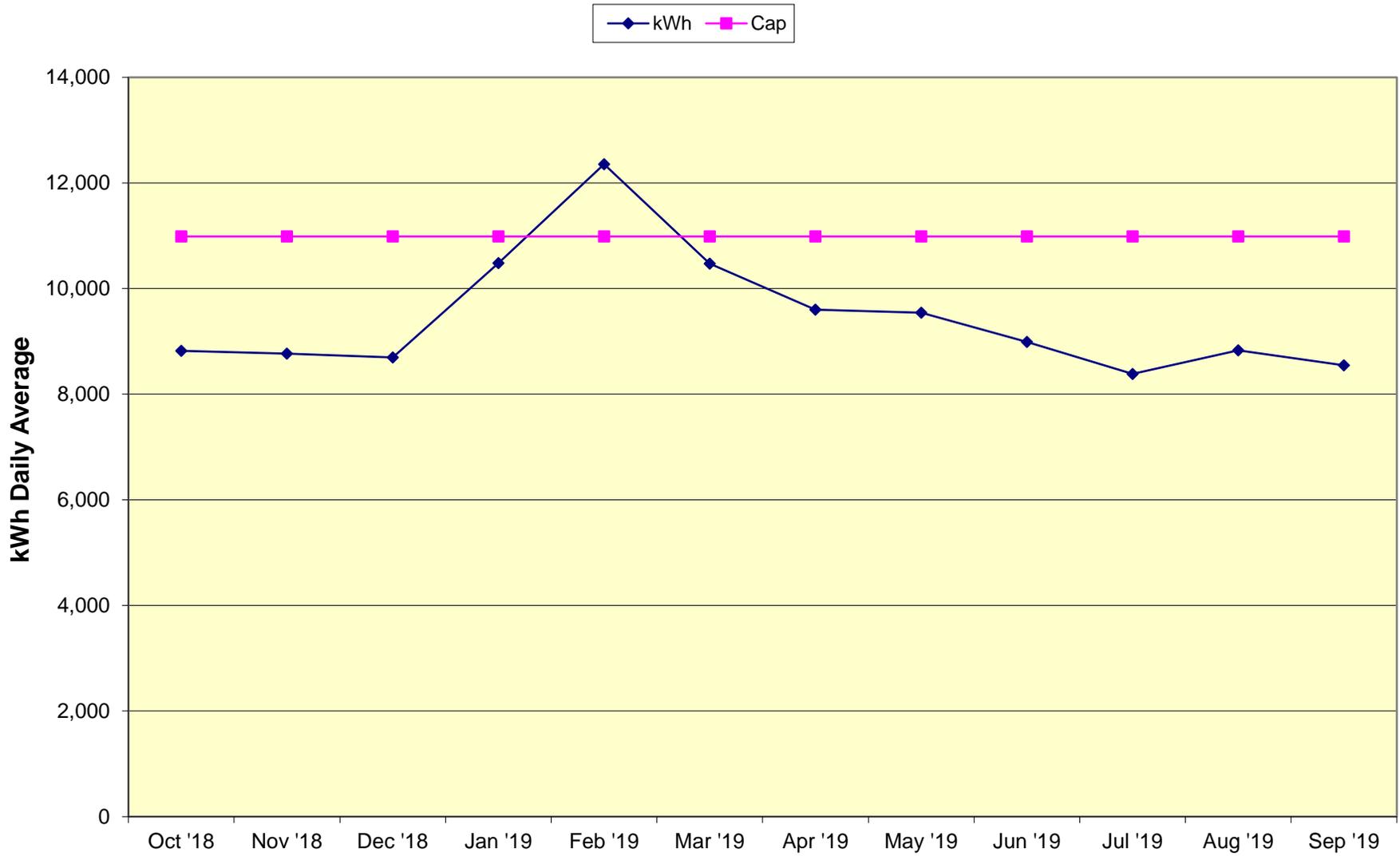
TOTAL COLIFORM LIMITS - WDR
5 Sample Median - 240 mpn /100 ml
Maximum - 10,000 mpn/100 ml



Energy kWh/MG

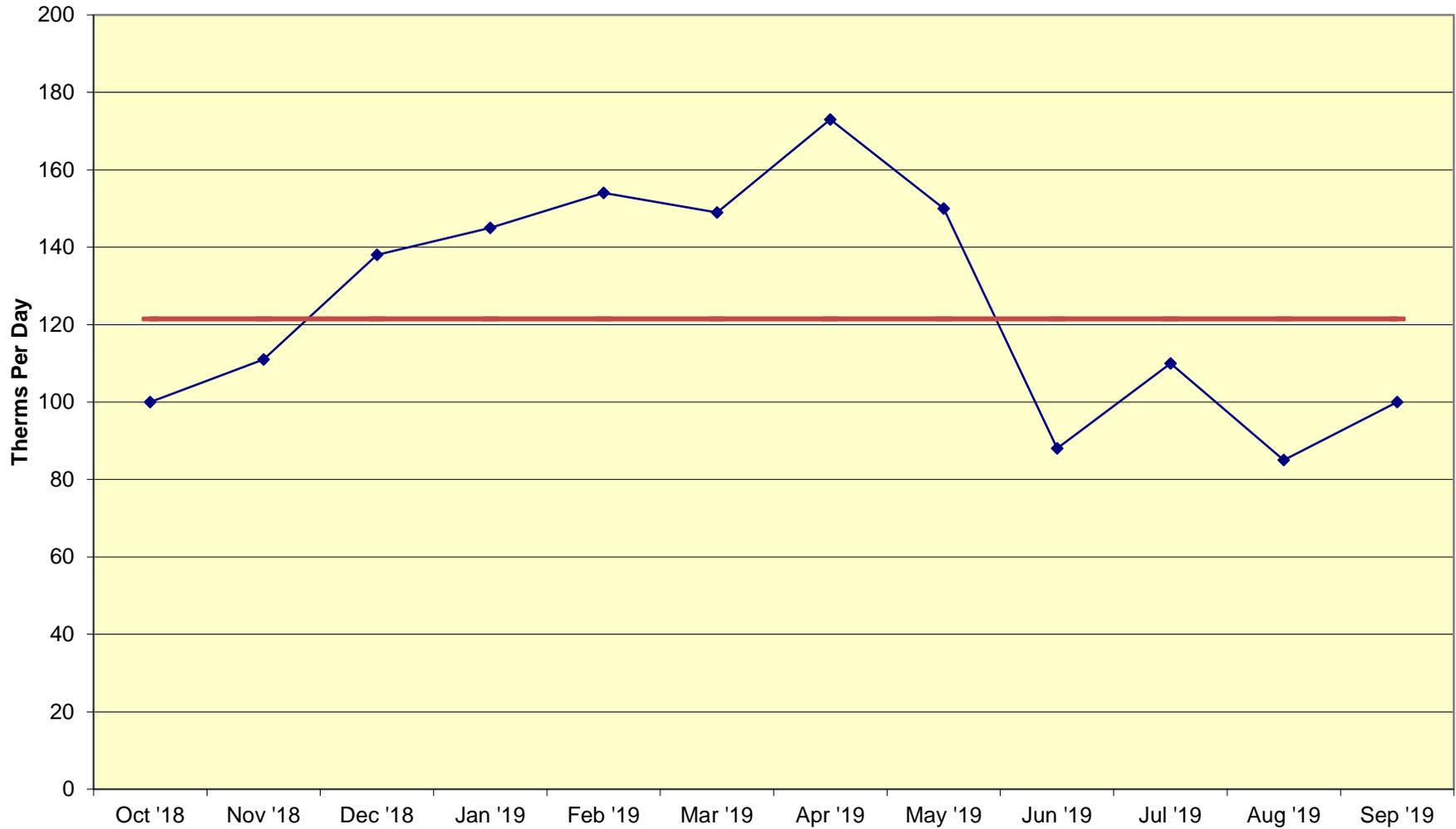


Energy kWh



Natural Gas Use

◆ Natural Gas — Cap

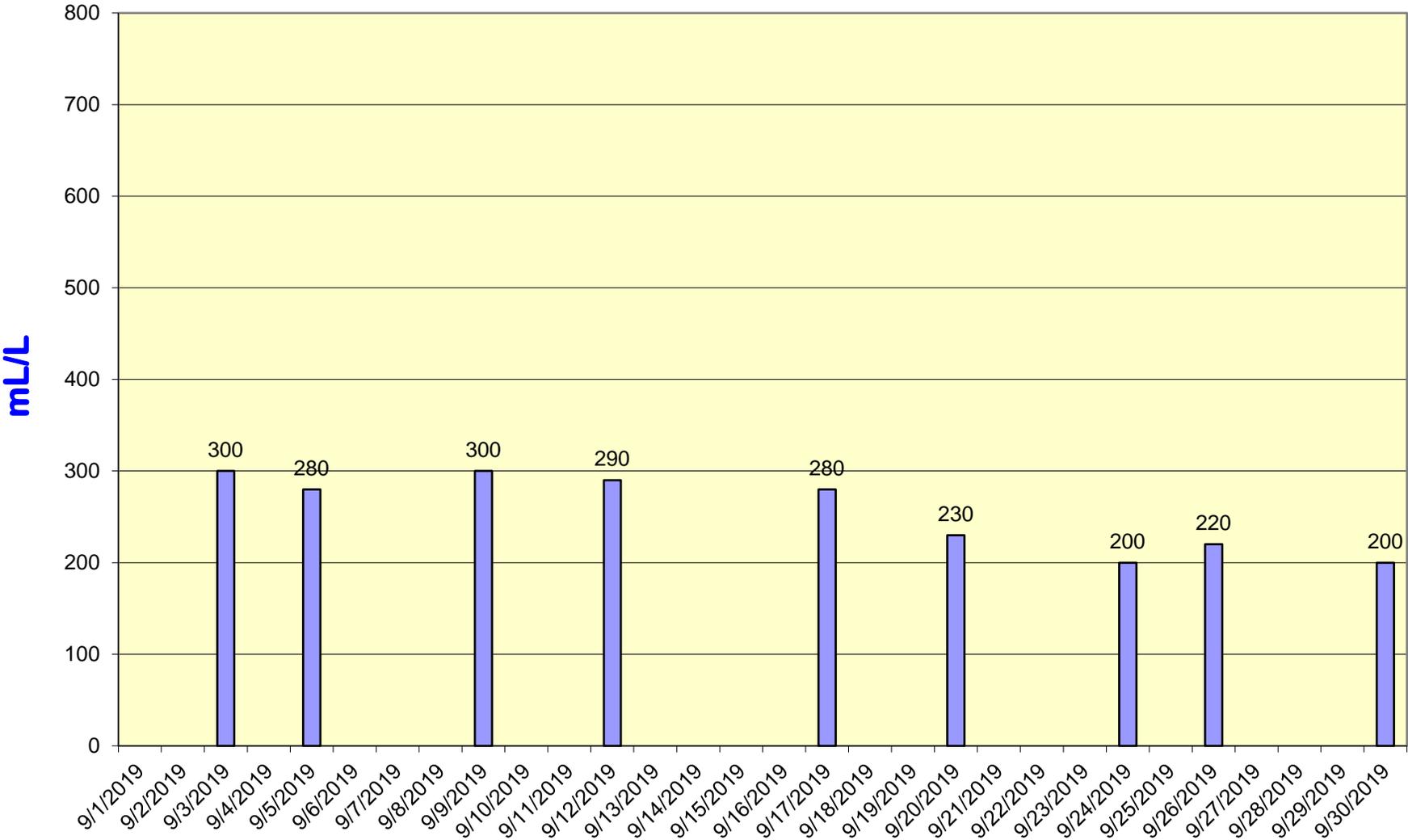


5) PROCESS CONTROL DATA / GRAPHS

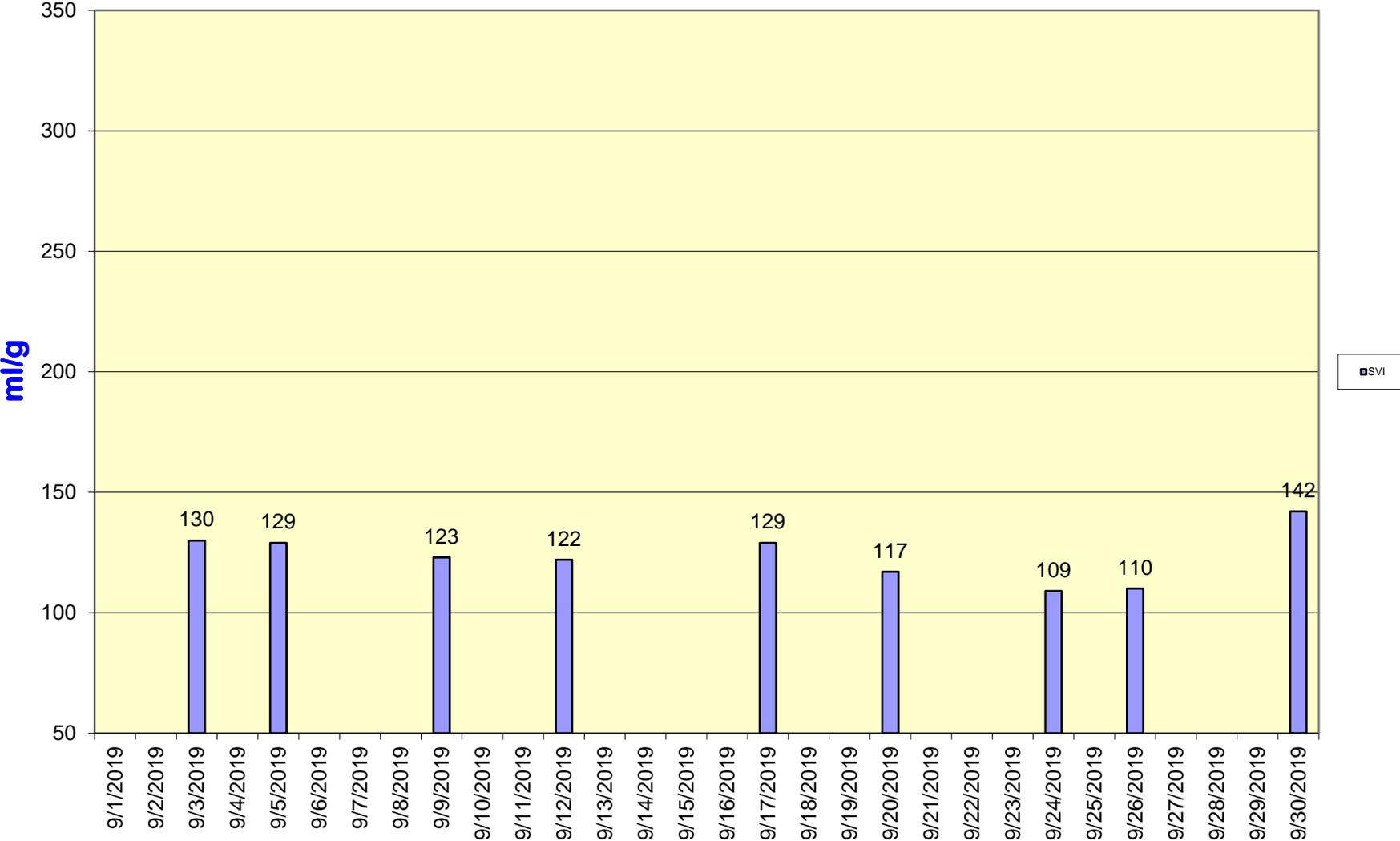
Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	MCRT	SVI
9/1/2019	4.05					
9/2/2019	3.84					
9/3/2019	3.23	300	2,310	41,151	10.1	130
9/4/2019	4.45					
9/5/2019	3.24	280	2,170	38,657	6.4	129
9/6/2019	3.60					
9/7/2019	3.59					
9/8/2019	3.76					
9/9/2019	3.44	300	2,470	44,001	8.1	123
9/10/2019	3.59					
9/11/2019	3.59					
9/12/2019	3.43	290	2,380	42,398	8.6	122
9/13/2019	3.49					
9/14/2019	3.45					
9/15/2019	3.66					
9/16/2019	3.38					
9/17/2019	3.41	280	2,170	38,657	7.1	129
9/18/2019	3.48					
9/19/2019	3.49					
9/20/2019	3.36	230	1,960	34,916	7.0	117
9/21/2019	3.29					
9/22/2019	3.59					
9/23/2019	3.44					
9/24/2019	3.42	200	1,840	32,778	6.9	109
9/25/2019	3.44					
9/26/2019	3.62	220	2,000	35,628	6.9	110
9/27/2019	4.04					
9/28/2019	3.50					
9/29/2019	4.16					
9/30/2019	3.44	200	1,410	25,118	5.2	142
Minimum	3.23	200	1,410	25,118	5.2	109
Maximum	4.45	300	2,470	44,001	10.1	142
Total	107.47					
Average	3.58	256	2,079	37,034	7.4	123

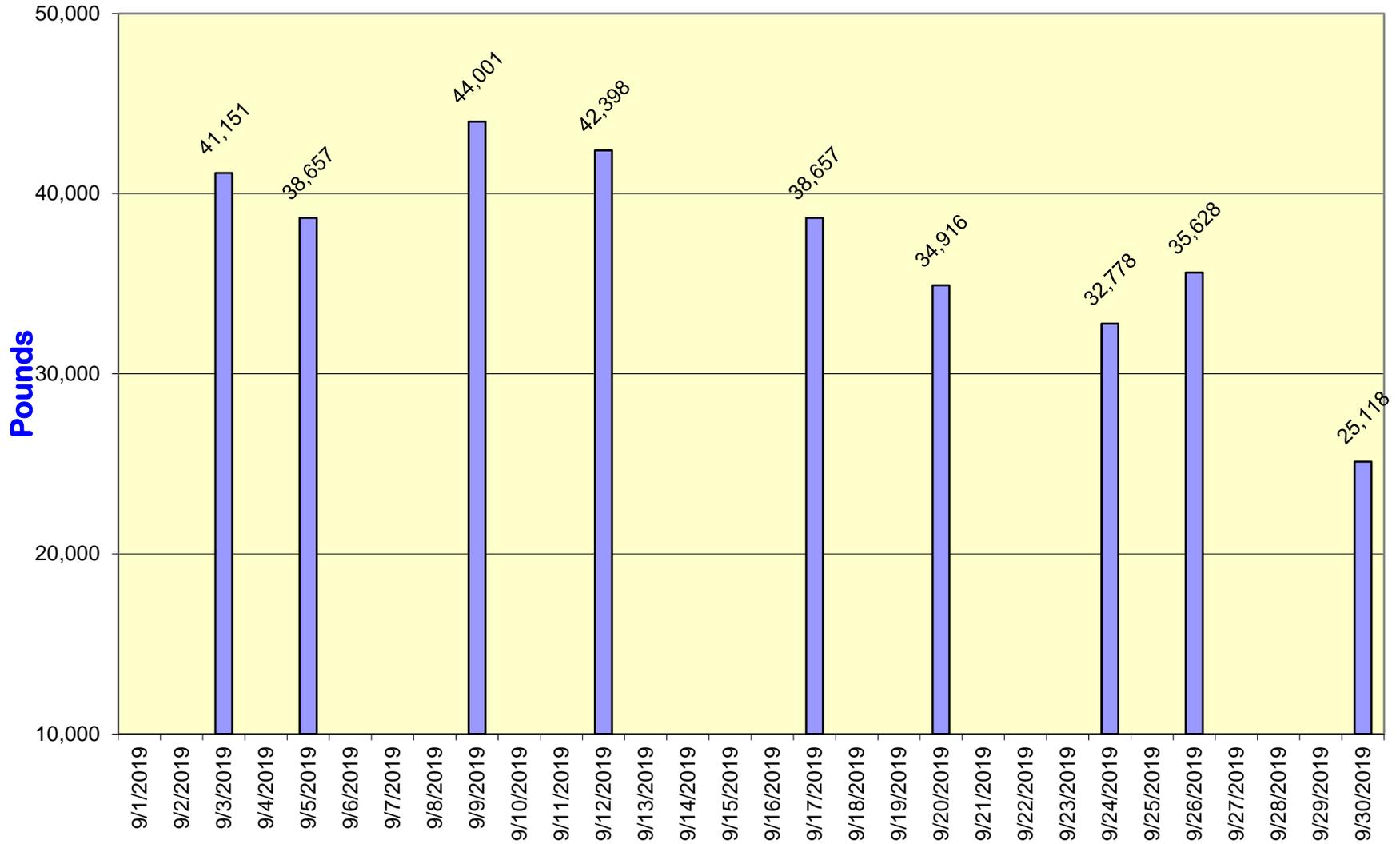
Settleability



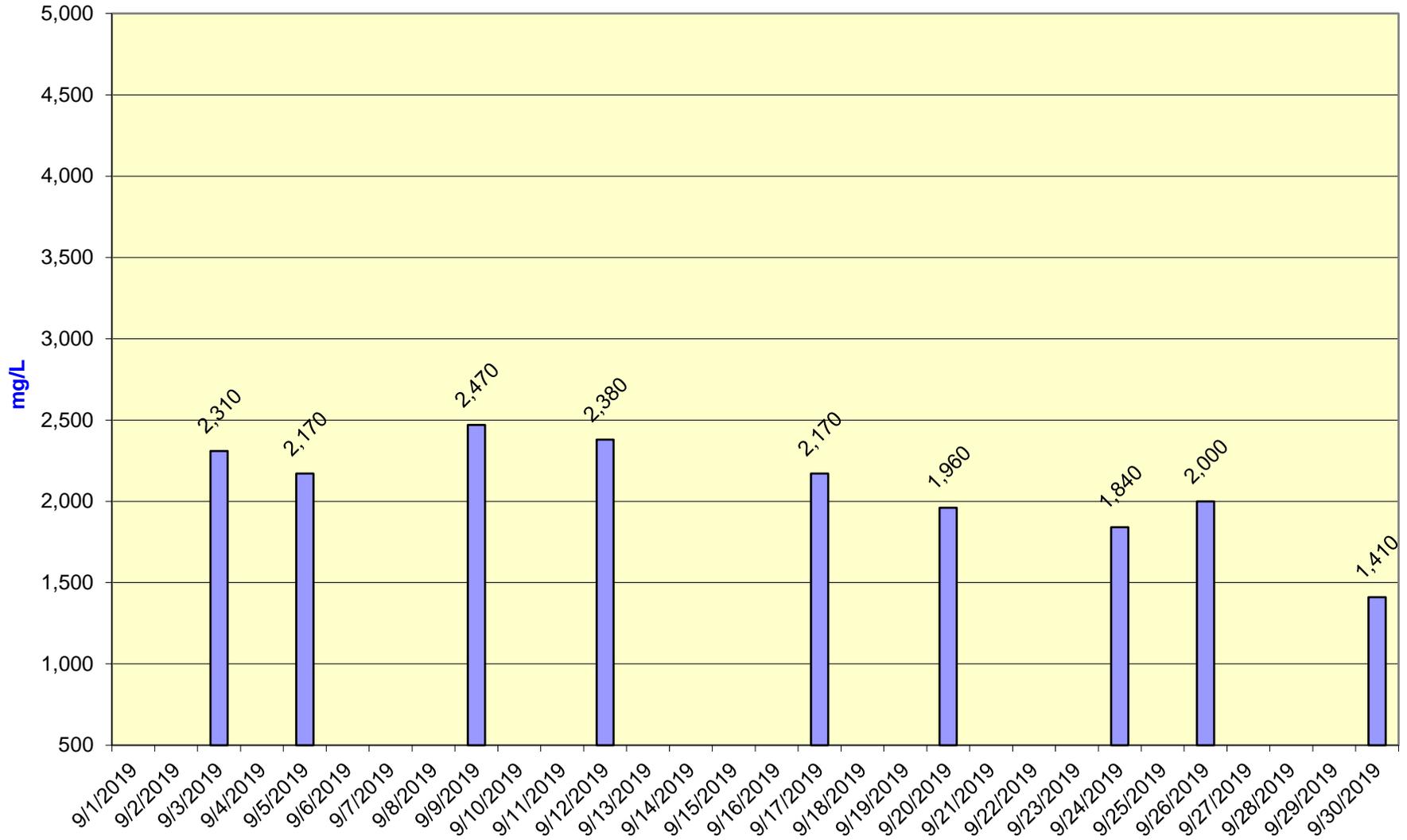
Sludge Volume Index



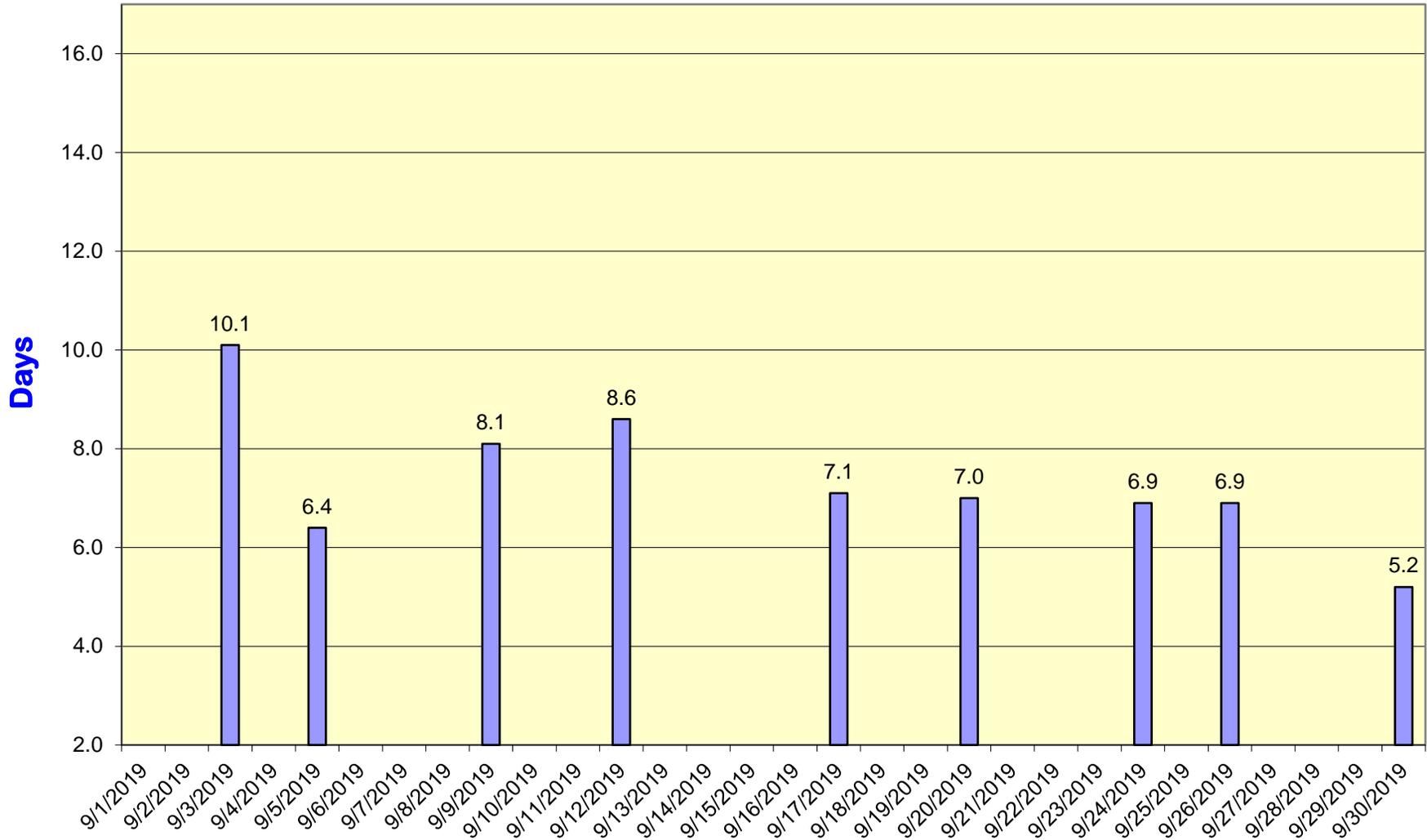
MLSS Inventory



MLSS Concentration

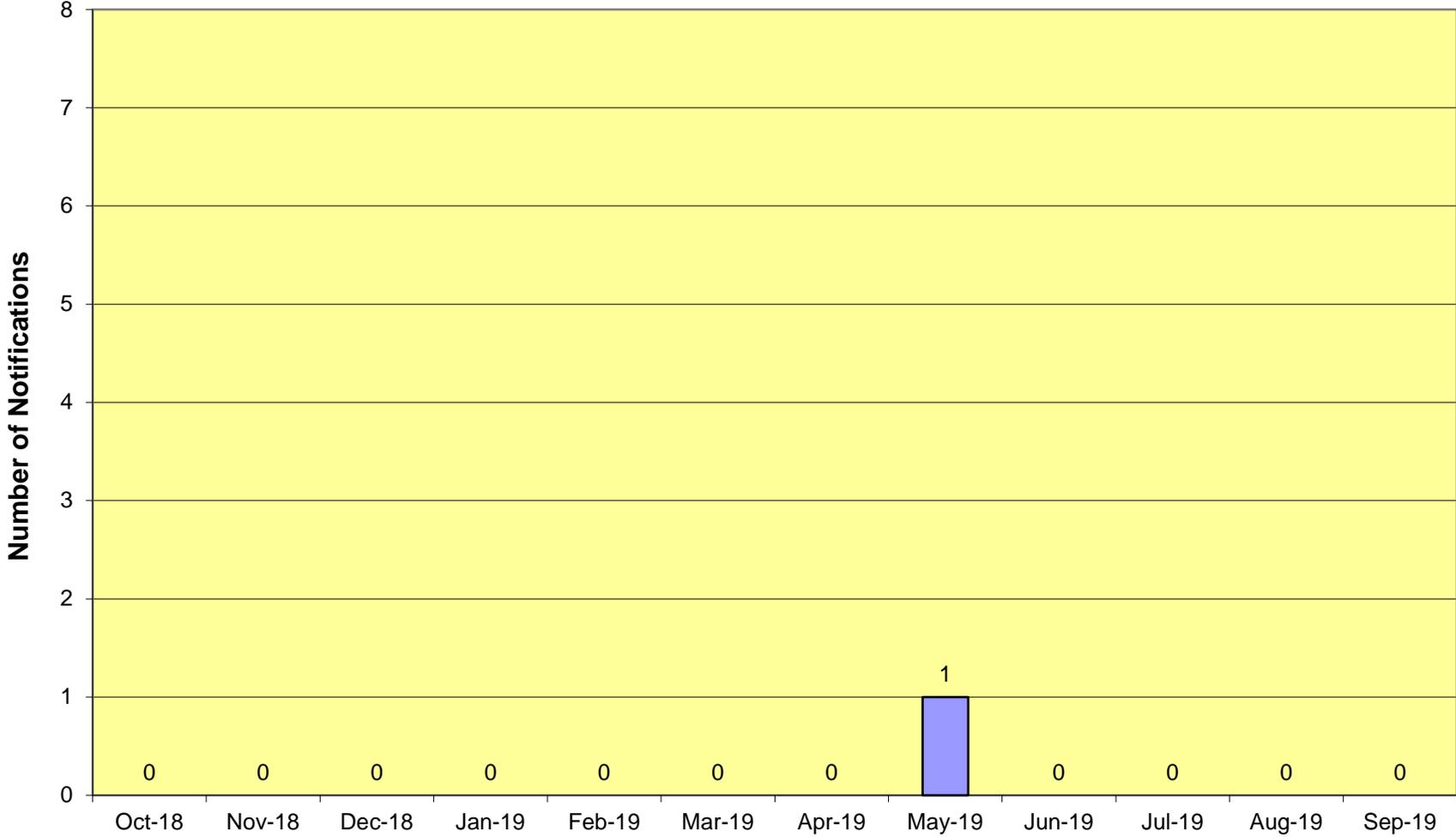


Mean Cell Residence Time



6) NEIGHBORHOOD COMPLAINTS RECEIVED

Neighborhood Complaints Received

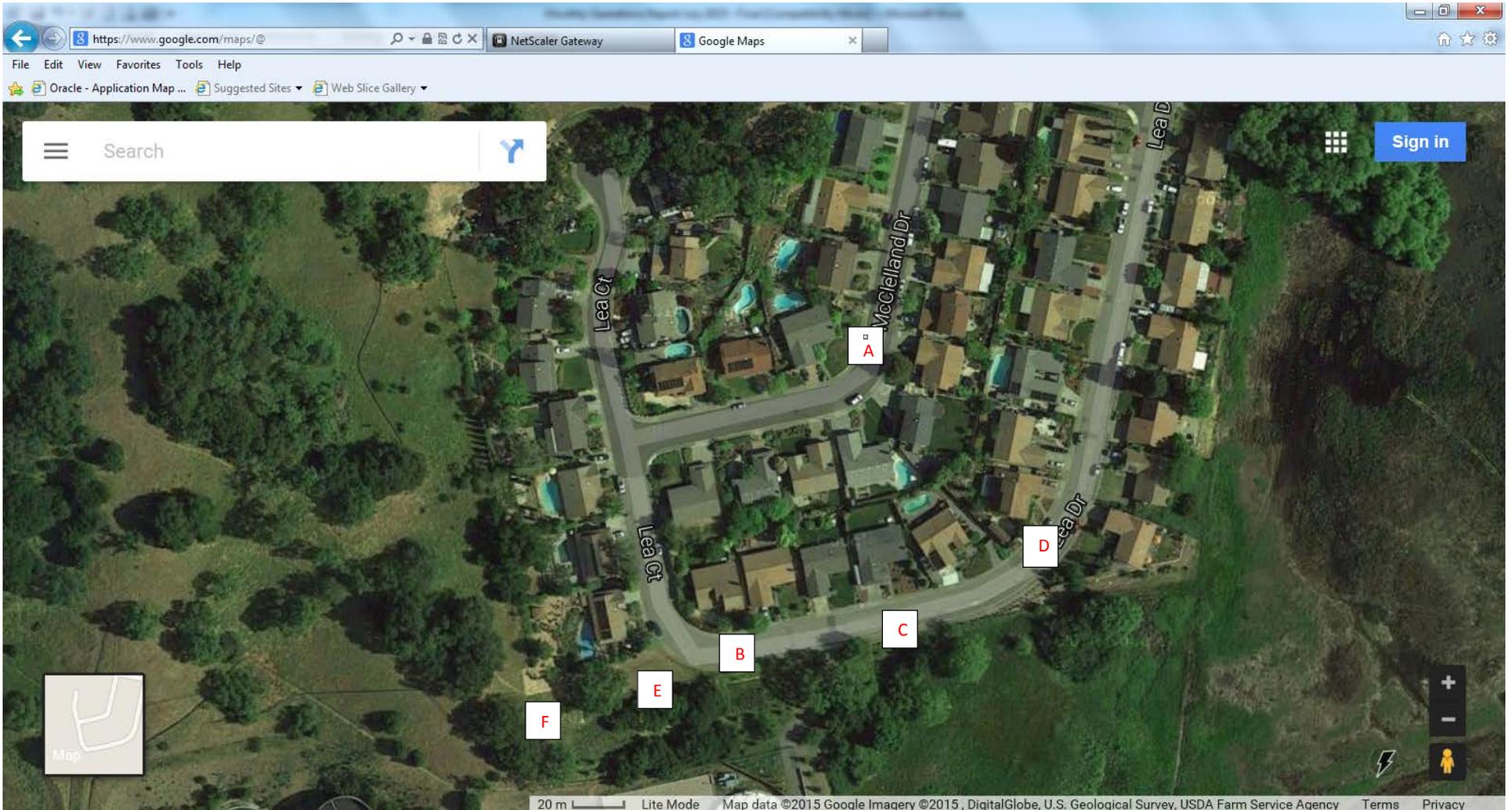


7) JEROME METER READINGS & LOCATIONS

JEROME METER READINGS - SEPTEMBER 2019

Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: McLelland	0.000	0.000	0.0000	Neighborhood
B: Lea 1	0.000	0.000	0.0000	Neighborhood
C: Lea 2	0.000	0.000	0.0000	Neighborhood
D: Lea 3	0.000	0.000	0.0000	Neighborhood
E: Lea 4	0.000	0.001	0.0005	Neighborhood
F: Lea 5	0.000	0.001	0.0005	Neighborhood

NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



NOVATO SANITARY DISTRICT
Wastewater Operations - Reclamation Facilities Report
September 2019

1.0 Summary:

1.1 During September 2019:

- The treatment plant was in Reclamation mode (i.e. plant effluent was discharged to the storage ponds 1 and 2) from September 1st through September 17th. On September 18th the treatment plant was returned to bay discharge mode.
- Approximately 225 cows and their calves grazed the irrigated pastures at Site 3 and Site 7 throughout September 2019.

2.0 Ranch Operations:

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

2.2 Treatment plant effluent flow to the storage ponds totaled 49.6 MG from September 1st through September 17th.

3.0 Irrigation Parcels:

3.1 Parcel irrigation continued through September 2019. Two irrigation pumps operated for 8 hours each morning resulting in a total of 80.8 MG being applied to the pastures in September.

3.2 Several small potable and reclaimed water pipeline repairs were completed during September 2019. Helium leak detection was used to pinpoint a potable water leak in pasture 3.8.



Helium leak detection being performed in Pasture 3.8

4.0 Irrigation Pump Station:

4.1 The Wildlife Pond level dropped from 6 feet to 5 feet during September.

4.2 Storage pond Nos. 1 and 2 levels rose from 5.5 feet to 6.0 feet before dropping to 3.4 feet at the end of September as irrigation occurred.

5.0 Biosolids (sludge) Handling & Disposal:

5.1 No biosolids handling or disposal was performed in September.

5.2 The contract with Custom Tractor Services for annual biosolids handling and disposal was signed by both parties in preparation for the project.

NOVATO SANITARY DISTRICT														
Reclamation Facility - Monthly Statistics for Calendar Year 2019, as of September 30, 2019														
	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
Irrigation Pump Station														
Plant flow to ponds (MG)	0	0	0	0	0	0	0	69.6	49.6					
Irrigation (MG)	0	0	0	0	0	0	0	28.4	80.8					
Irrigation Pump 1 Hours	0	0	0	0	0	0	0	48	113.3					
Irrigation Pump 2 Hours	0	0	0	0	0	0	0	48	164.5					
Irrigation Pump 3 Hours	0	0	0	0	0	0	0	48	155.7					
Washdown Water Pump Hours	0	0	0	0	0	0	0	0	0					
Wildlife Feed Pump Hours	0	0	0	168	744	720	744	744	0					
Water Circulated through Wildlife Pond (MG)	0	0	0	10.6	46.9	45.4	46.9	46.9	0.0					
Strainer No. 1 Hours	0	0	0	0	0	0	0	18.7	54.3					
Strainer No. 2 Hours	0	0	0	0	0	0	0	18.7	55.5					
Pond 1 Gauge @ Beginning of Month (feet)	3	4	5.8	5.8	5.6	5	4.7	3.8	5.5					
Pond 1 Gauge @ End of Month (feet)	4	5.8	5.8	5.6	5	4.7	3.8	5.5	3.4					
Pond 1 Gallons Stored @ End of Month(MG)	28	43	43	41	36	34	26	40	23					
Pond 2 Gauge @ Beginning of Month (feet)	3	4	5.8	5.8	5.6	5	4.7	3.8	5.5					
Pond 2 Gauge @ End of Month (feet)	4	5.8	5.8	5.6	5	4.7	3.8	5.5	3.4					
Pond 2 Gallons Stored @ End of Month(MG)	36	55	55	53	47	44	34	52	30					
Total Irrigation Water Stored (MG)	64	98	98	94	83	78	60	92	53					
Drainage Pump Station No. 3														
Drainage Pump No. 1 Hours	411.3	639.2	302.1	0	0	0.4	0	0	0					
Drainage Pump No. 2 Hours	555.8	666.8	692	359.6	0	1.6	0	0	0					
Drainage Pump No. 3 Hours	192.9	478.6	655.3	0	68.8	0	0	0	0					
Total Gallons Stormwater Pumped (MG)	348	535.38	494.82	107.88	20.64	0.6	NA	0	0	--	--	--	1507.32	251.22
Drainage Pump Station No. 7														
Drainage Pump No. 1 Hours	39.2	305.1	72.6	0	0	0	0	0	0					--
Drainage Pump No. 2 Hours	249.3	276.8	319.6	72.5	41.8	0	0	0	0					--
Drainage Pump No. 3 Hours	23.4	1.9	0	0	0	2	0	0	0					--
Total Gallons Stormwater Pumped (MG)	140.36	262.71	176.49	32.63	18.81	0.90	NA	0	0	--	--	--	631.89	105.32

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects Update, September 2019.	MEETING DATE: October 14, 2019 AGENDA ITEM NO.: 9.a.
RECOMMENDED ACTIONS: Receive Capital Projects Update for September 2019.	
SUMMARY AND DISCUSSION: The September 2019 Capital Projects Update is attached. District staff will be present at the meeting to provide an overview of the memo, and be available to discuss the status of the various projects or respond to any questions.	
ATTACHMENTS: 1. Capital Projects Update, September 2019.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
DEPT. MGR.: EB	GENERAL MANAGER: SSK

**Novato Sanitary District
Capital Improvement Program (CIP)
Capital Projects Update
September 2019**

Account No. 72403: Pump Station Improvements

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

- No update this period.

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

The District is a member agency of the North Bay Water Reuse Authority (NBWRA). FY19-20 is the sixth year of the multi-year Phase 2 program, including continuing environmental work for currently over \$75 million in recycled water projects across all NBWRA agencies for funding under the US Bureau of Reclamation Title XVI (WaterSMART) program.

- No update this period.

Account No. 72706: Collection System Improvements

1. Redwood Blvd. Sewer Rehab Project: Rehabilitation of about 1,850 feet of 12-inch sewer main along Redwood Blvd. between Lamont Avenue and Diablo Avenue.
 - Project awarded to KJ Woods Construction at August 12, 2019 Board meeting.
 - Notice to Proceed issued with effective date October 7, 2019.
2. Bel Marin Keys Blvd. Sewer Rehab Project: Rehabilitation of about 900 feet of 10-inch and about 1,410 feet of 8-inch sewer main in Bel Marin Keys Blvd.
 - Lining operations and manhole rehabilitation are complete.
 - The District, consultant and contractor will be working on closing out the contract through October.
3. Golden Gate Place Phase II: Realignment/replacement of approximately 940 feet of 8-inch sewer with new 8-inch and 10-inch PVC sewer.
 - Project awarded to JMB Construction at August 12, 2019 Board meeting.
 - Notice to Proceed issued with effective date October 14, 2019.
4. Collection System Master Plan (CSMP): Continuing work associated with the CSMP currently underway by the District's consultant Woodard and Curran (W&C):
 - The final draft CSMP document was distributed to Board members and a presentation on the results was given by the consultant at the September 9, 2019 Board meeting.
 - Consultant will be compiling comments and finalizing the document over the next month.
5. ARV Replacement Project: Replacement of Air Relief Valves (ARV) and modifications of their maintenance vaults at 11 separate locations throughout the system.
 - Design complete, bid documents will be developed once Caltrans permit received.

- Caltrans encroachment permit application submitted.
6. Vineyard Creek at Angelica Court Bank Repair:
- Received 90% design, staff comments returned to Consultant.
 - Estimated construction Summer 2020.

Account No. 72706-1: Lateral Replacement Program

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

- The FY 19-20 final budget for this account is \$60,000. Three grants totaling \$6,000 have been distributed this FY.

Account No. 72707: Hamilton Wetlands/Outfall Integration

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

- SCC awarded the contract for its BMK V Wetland Restoration Project Phase 1 to Great Lakes Environmental & Infrastructure of Rocklin, CA.
- An Interagency Agreement between the District and SCC for use of reclaimed water for the project was executed on September 23, 2019.
- District staff attended a Preconstruction/Stakeholder meeting for the Project.

Account No. 72708: Cogeneration/Alt. Energy

- The Board approved a contract with Woodard & Curran to develop a basis of design for a cogeneration project at the September 9, 2019 Board meeting.
- As reported at previous meetings, District and Veolia staff are working with Enovity, Inc. (Consultant) to refine which energy efficiency measures to implement by way of PG&E's on bill financing (OBF) program. However, at the June 10, 2019 Board meeting, staff reported that the District is benefiting from a California Energy Commission (CEC) grant being administered by MCE ("MCE grant"). Under the terms of the MCE grant, MCE's consultant TerraVerde Energy, LLC, is also evaluating energy efficiency measures in addition to solar/battery storage options for the District. Staff will present the results of TerraVerde's evaluation in the coming months. Upon receiving results from that evaluation, staff expects to be able to make a recommendation for implementation of energy efficiency measures, solar/battery storage or a combination thereof.

Account No. 72803: Annual Collection System Repairs

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

Account 72804: Annual Reclamation Facilities Improvements

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

Account No. 72805: Annual Treatment Plant Improvements

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

- Digester No. 1 Cleaning – At its regular meeting of August 12, 2019, the Board approved a contract with Veolia for cleaning of Digester No. 1. Veolia is working with their contractor to schedule the work.

Account No. 72806: Annual Pump Station Improvements

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

Account No. 72807: Annual Ignacio Facility Improvements

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

Account No. 72808: Strategic Plan Update:

- No update this month.

Account No. 72809: Novato Creek Watershed

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

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

- No update this period.

Account No. 73003: Administration Building Upgrades/Maintenance Building

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

- Work to install electrical equipment and a power connection from the new modular building to the existing electrical service started in September.
- Occupancy expected December 2019.

Account No. 73004: Odor and Landscaping Improvements

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

- No update this period.

Account No. 73005: RWF Expansion

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

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

Account No. 73006: NTP Corrosion Control

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

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

Account No. 73090: Vehicle Replacement

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

- The Board authorized issuance of a purchase order for a new combo unit at the September 9, 2019 Board meeting. The purchase order has been issued to Owen Equipment, Inc., in the amount of \$444,517.87.
- Staff have requested quotes for two new portable generators.
