

NOVATO SANITARY DISTRICT

Meeting Date: November 13, 2018

The Board of Directors of Novato Sanitary District will hold a **special*** meeting at 5:30 p.m., **Tuesday, November 13, 2018, at the District Offices, 500 Davidson Street, Novato.** *since the regular meeting day of Monday, November 12, 2018 is Veterans Day, a District holiday.

Materials related to items on this agenda that are public records, are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: www.novatosan.com. Note: All times and 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 October 8, 2018 regular meeting.
5. **CONSENT CALENDAR:**

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

- a. Approve/ratify regular disbursements, October 9 - November 13, 2018.
 - b. Ratify payroll and payroll related disbursements, October 2018.
 - c. Receive deposit summary, October 2018.
 - d. Receive Accounts Receivable Report as of October 31, 2018.
 - e. Receive 1st Quarter Investment Report, Fiscal Year (FY) 2018-19.
 - f. Receive 1st Quarter Financial Report, FY2018-19 (unaudited).
 - g. Authorize General Manager-Chief Engineer to approve a holiday schedule with closure of District offices on Monday, December 24, 2018, and Monday, December 31, 2018.
6. **SOLID WASTE: PUBLIC HEARING – SET CALENDAR YEAR (CY) 2019 MAXIMUM ALLOWABLE SOLID WASTE RATES.**
 - a. Consider Solid Waste Committee recommendation for a Calendar Year (CY) 2019 maximum solid waste rate adjustment of +3.35 percent.
 - b. Open public hearing.
 - c. Receive Public comments.
 - d. Receive Board comments.
 - e. Close public hearing.

Consider action to:

- f. Adopt Resolution No. 3128 setting CY 2019 maximum allowable rates for refuse collection and disposal services.

7. WASTEWATER OPERATIONS:

- a. Receive Wastewater Operations Reports, October 2018:
- Collection Systems
 - Treatment Facilities
 - Reclamation Facilities

8. CAPITAL PROJECTS:

- a. Receive Capital Projects Update, October 2018.

9. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Water Reuse Authority (NBWRA) meeting, October 22, 2018.
b. North Bay Watershed Association (NBWA) meeting, November 2, 2018.

10. INFORMATIONAL ITEMS:

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

- a. California Special Districts Association (CSDA) blog Item titled "Court Rules that Special Districts May Limit Speaking Time at Meetings".

11. DISTRICT COUNSEL'S REPORT AND ANNOUNCEMENTS:

12. GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

13. ADJOURNMENT:

Next Resolution No. 3129.

Next regular meeting date: Monday, December 10, 2018, 5:30 PM, at the Novato Sanitary District office, 500 Davidson Street, Novato, CA.

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

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: October 8, 2018

A special meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, October 8, 2018, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Dee Johnson, Solid and Hazardous Waste Program Coordinator
Erik Brown, Deputy General Manager, NSD
John O'Hare, Project Manager, Veolia
John Bailey, Assistant Project Manager, Veolia
Jeff Andress, Collections System Superintendent, NSD
Alex DiGiorgio, Community Development, Marin Clean Energy
Garen Kazanjian, Waste Zero Specialist, Recology Sonoma-Marin
Dale Thrasher, Administrative Services Officer, NSD
Gary Butler, Novato Resident
Jeff Boheim, Field Services Manager, NSD
Fred Stemmler, General Manager, Recology Sonoma-Marin

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The General Manager stated that item 10.a. should be corrected as follows: *North Bay Watershed Association (NBWA) meeting, October 5, 2018*. The agenda was approved as modified.

PUBLIC COMMENT: The General Manager stated that prior to the meeting, Clean Energy Advocates Sarah Loughran and Helene Marsh, provided a letter for presentation at the Board meeting. He stated that each Board member had been given a copy, and that copies were also available for any members of the public present.

REVIEW OF MINUTES:

- Consider approval of minutes of the September 17, 2018 regular meeting.

On motion of Director Mariani, seconded by Director Dillon-Knutson, and carried unanimously, the September 17, 2018 Regular meeting minutes were approved.

CONSENT CALENDAR:

Director Miller requested that item 5.e. be removed from the Consent Calendar for further consideration.

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

- a. Approve Board member disbursements in the amount of \$1,430.93, capital project disbursements in the amount of \$348,786.47, and regular disbursements in the amount of \$354,026.55. Ratification of September 24th capital project disbursements in the amount of \$421,343.41, and regular disbursements in the amount of \$360,272.73.
- b. Ratification of September payroll and payroll related disbursements in the amount of \$275,394.75.
- c. Receive deposit summary, September 2018.
- d. Receive report on payment of \$51,532 to Sonoma County Water Agency (SCWA) as the District's FY 18-19 share of the cost of the NBWRA Phase 2 Feasibility Study – information only.

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

President Peters stated that the Board would now consider item 5.e.: Approve a cost-sharing Agreement with Oakmont of Novato, LLC – Johnson Street Sewer Line Project in the amount of \$55,448, and authorize the Board President and the General Manager-Chief Engineer to execute it.

The General Manager stated that if Director Miller had not pulled item 5.e. from the Consent Calendar, he would have done so because a minor change was necessary. He stated that on page two, paragraph one of the agreement (page 31 of the agenda packet), the sentence should be amended as follows: "...been approved by the District's Board of Directors General Manager – Chief Engineer." At this correction, Director Miller stated he had no additional comments.

On motion of Director Miller, seconded by Director Dillon-Knutson, and carried unanimously, the Board approved amended Consent Calendar item 5.e.: Approve a cost-sharing Agreement with Oakmont of Novato, LLC-Johnson Street Sewer Line Project in the amount of \$55,448, and authorize the Board President and the General Manager-Chief Engineer to execute it.

SOLID WASTE OPERATIONS:

- Receive Solid Waste Committee report, meeting of September 25, 2018.

- Receive Solid Waste Committee recommendation for a Calendar Year (CY) 2019 maximum solid waste rate adjustment of +3.35 percent.

The General Manager stated that the Solid Waste Committee comprising of Members Mariani and Peters, met on September 25th. He stated that the Committee received the first and second quarterly report from Recology Sonoma/Marin (RSM), as well as disposal/diversion reports for 2018. He stated that the Committee also reviewed a solid waste rate adjustment request from RSM of +3.35 percent for CY 2019, as well as a third party report analyzing RSM's request, prepared by R3 Consulting Group (R3). He stated

that the R3 report concurs with RSM's request and recommends that the District grant a solid waste rate adjustment of +3.35 percent.

The General Manager stated that upon review, the Committee concurs with the R3 report and recommends that, subsequent to the appropriate public hearing process, the Board consider approval of a CY 2019 solid waste rate adjustment of +3.35%.

Dee Johnson and Garen Kazanjian responded to questions from the Board. Fred Stemmler discussed changes in the Asian and European recycling markets, and reasons for the decline in paper and recycled cardboard products being accepted there.

On motion of Director Long, seconded by Director Dillon-Knutson, and carried unanimously, the Board received the Solid Waste Committee report of September 25th, and received the Committee's recommendation for a Calendar Year 2019 maximum solid waste rate adjustment of +3.35 percent.

At 5:57 p.m., Fred Stemmler, Garen Kazanjian, and Dee Johnson left the meeting.

MARIN CLEAN ENERGY (MCE):

- Receive recommendation on switching District electricity accounts from Pacific Gas & Electric Co. (PG&E) to MCE Clean Energy, select desired service option (light green or deep green), and if applicable adopt Resolution 3128 – A Resolution to Switch from Pacific Gas & Electric Company to MCE Clean Energy utilizing the MCE Deep Green Option.
The General Manager stated that at the September 17th Board meeting, MCE staff presented the results of their electricity rate comparison study for the District's facilities. He stated that the District's consultant, Enovity, Inc., also presented the results of its independent electricity rate comparison study which supported switching District electricity accounts from PG&E to MCE's Light Green option on a cost basis. The General Manager stated that selecting MCE's Light Green option would potentially result in a savings of about \$27,000 per year, while selecting MCE's Dark Green option would potentially result in an additional cost of about \$22,000 per year.

The General Manager stated that if the Board wished to utilize the Deep Green option, even though it may not be as cost effective to do so at this time, District Legal Counsel and staff were not currently aware of any statutory reasons that precluded the Board from doing so for other valid, non-economic reasons. He stated that draft Resolution #3128 had been prepared if the Board wished to adopt the MCE Deep Green option.

Director Long stated that a move to MCE's Light Green option made sense economically, but that the move to the Deep Green option would come at a cost differential of approximately \$50,000 per year. He stated that based on the data presented, there appears to be only a small percentage difference in the reduction of fossil fuel energy between the deep green and light green options. Director Long suggested that the funds saved by going to MCE's Light Green program could be used to advance a self-power-generation program at the District.

Director Dillon-Knutson noted that she agreed with Director Long's comments.

President Peters stated that he had no objection to MCE's Deep Green option. He stated that as variables change in the future, the District may wish to revisit the issue. He then asked the General Manager if he could provide a brief status update on the District's cogeneration project.

The General Manager noted that in 2017, the District requested, and Veolia provided, an analysis of funding a cogeneration project internally. Their findings revealed that without any external funding sources or grants, the project was not economically feasible. He stated that this finding was consistent with staff's understanding of treatment facilities similar in size to the District. However, he noted that aside from economics, independence from grid/utility power (whether from PG&E or MCE) is also a valid reason to implement cogeneration projects. He stated that, therefore, while staff is continuing to explore funding opportunities to implement an economical cogeneration project, staff will also be exploring viable cogeneration options that would provide some energy independence to the District. The conversation concluded with general thoughts from the Board members on potential future cogeneration options.

On motion of Director Miller, seconded by Director Dillon-Knutson and carried unanimously, the Board approved switching all the District's electricity accounts from PG&E to MCE Clean Energy utilizing the MCE's Light Green option and authorized the General Manager-Chief Engineer to execute agreements as required to make the switch.

At 6:14 p.m. Alex DiGiorgio left the meeting

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Reports, September 2018.

Collection System Report: The Collection System Superintendent provided the Collections System Report for September 2018. He stated that the Collection Department cleaned 52,137 lineal feet of sewer pipelines, and that 10,197 feet of sewer main were televised. He stated that CCTV (closed circuit TV) work did not identify any new structural damages or areas that would require a change in sewer line maintenance operations. He stated that staff completed 254 maintenance work orders, leaving zero work orders outstanding. He continued, stating that staff conducted 151 lift station inspections and completed maintenance inspections on six air relief/vacuum valves.

The Collection System Superintendent then outlined the training provided in September, noting that the Collection Department staff attended four (4) safety tailgate meetings. He stated that he attended the Annual Tri-State Seminar in Reno, Nevada, September 25-27th, and commented that the training provided was very valuable. He continued, providing details of miscellaneous projects completed by department staff. He stated that there were no lost time accidents in the month.

The Collection System Superintendent stated that one sanitary sewer overflow (SSO) took place on September 24th at an in-construction housing development on Hamilton Parkway. Upon investigation, Collection System staff discovered that a column of concrete had been driven through a District's pipe, likely as a result of the construction of a foundation column

for a retaining wall being placed over the pipe. He stated that an estimated 750 gallons were released, all contained on the dirt pad at the construction site.

Treatment Facilities Report: Veolia Project Manager, John O'Hare, provided the September 2018 Treatment Facilities Monthly Operations Report (MOR). He reviewed the treatment plant performance, and noted that the average flow for September was low, at 3.36 million gallons/day. He stated that discharge transitioned from reclamation storage to Bay discharge on September 1st. He continued, stating that there were no discharge violations in September, but that one air permit excursion took place on September 25th. He noted that the excursion was due to "a low flare temperature and failure to restart during the allowable timeframe". He noted that the incident is being evaluated for a violation by the Bay Area Air Quality Management District.

The Project Manager stated that the Recycled Water Facility (RWF) was running at peak performance and produced 27.617 million gallons of recycled water during the month. Mr. O'Hare reviewed the monthly routine inspections and maintenance activities for the Novato treatment facility, the Ignacio transfer pump station, and the recycled water facility. He stated that Veolia Water Environmental Services Supervisor Liz Falejczyk attended the State of California Environmental Laboratory Accreditation Program (ELAP), TNI 2016 Standard Training Series/Session 4 of 6 trainings, and that Kurt Hawkyard, Veolia Water Laboratory Technician, attended Session 2 of 6. He discussed pretreatment and pollution prevention activities, and concluded his presentation, stating that no odor contacts were received in September.

The General Manager provided an update on the Odor Control Facilities upgrade project (odor bed media replacement project). He stated that the media replacement for Odor Control Bed #2 is proceeding well and that the project will likely be completed earlier than anticipated by the contractor Cagwin & Dorward.

Reclamation Facilities Report: The Field Services Manager summarized the Reclamation Facilities report for September. He stated that pasture irrigation continued until September 21st, and that District staff continued to work with Mosquito Control District staff to reduce runoff. He stated that sludge sampling was performed in preparation for sludge transfer to the Dedicated Land Disposal site (DLD), and that Custom Tractor Services regraded and leveled the surface at the DLD. He concluded, stating that approximately 27.7MG (million gallons) of reclaimed water were applied to the pastures in September.

The General Manager commended Jeff Boheim, Russell Farmery, John Bailey, and staff for their hard work in keeping the Reclamation facilities operating smoothly since the retirement of Field Services Manager Steve Krauthem in late 2017.

The Deputy General Manager stated that he agreed with the General Manager's comments regarding those individuals who have worked so diligently at the Reclamation facilities.

CAPITAL PROJECTS:

- Receive Capital Projects Update, September 2018. The Deputy General Manager provided an update of the current capital projects involved with the Capital Improvement Program (CIP) at the District. He also provided an update on the Cogeneration/Alternative

Energy project. He stated that the District's consultant, Woodard and Curran, had submitted the Draft Co-generation Evaluation Technical Memo Update, and that staff is currently evaluating the recommendations. He continued, stating that District and Veolia staff are working with Enovity, an energy services company, to evaluate optimization/energy savings measures eligible through PG&E's on bill financing (OBF) program.

Director Mariani stated that she appreciated the Capital Projects Update information, stating that the monthly reports were very helpful.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting, October 5, 2018. Director Miller discussed his attendance at the NBWA meeting which was held at the Petaluma Community Center on October 5th. He stated that Lori Lewis led the group in a strategic planning effort, looking at the past and the future of NBWA.

GENERAL MANAGER'S REPORTS AND ANNOUNCEMENTS:

- Reports:
 - The General Manager attended the North Bay Watershed Association (NBWA) meeting on October 5, 2018. Lori Lewis, facilitator of the NBWA strategic planning effort, led the group in the first of a two-part strategic planning effort.
 - Recent State legislation by Senator McGuire (SB929) requires that every independent special district maintain an Internet Web site. The Novato Sanitary District already complies with this mandate.
- Announcements:
 - The next Special Board meeting will be held on Tuesday, November 13, 2018 at 5:30 p.m. This meeting will also include a Public Hearing to set calendar year (CY) 2019 maximum allowable solid waste rates.

ADJOURNMENT: There being no further business to come before the Board, President Peters adjourned the meeting at 6:56 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording

Novato Sanitary District Board Fees Check Register

For October 2018

Date	Num	Name	Credit
Nov 1 - 9, 18			
11/09/2018	5765	Dillon-Knutson-, Carole	407.78
11/09/2018	5766	Long, William C	521.57
11/09/2018	5767	Mariani, Jean M	307.79
11/09/2018	5768	Miller, Brant	
11/09/2018	5769	Peters, Arthur Gerald	207.79
Nov 1 - 9, 18			<u>1,444.93</u>

Novato Sanitary District Operating Check Register

October 22, 2018

Date	Num	Name	Credit
Oct 22, 18			
10/22/2018	62299	Pacific, Gas & Electric	79,549.70
10/22/2018	62305	San Francisco Estuary	25,402.00
10/22/2018	62307	Stericycle	18,044.88
10/22/2018	62279	Central Marin Sanitation District	10,332.48
10/22/2018	62293	Maze & Associates	9,517.00
10/22/2018	62277	California Diesel & Power	9,075.00
10/22/2018	62280	Citi Visa (Costco)	7,619.10
10/22/2018	62281	CSDA-	7,252.00
10/22/2018	62296	North Marin Water District	7,200.67
10/22/2018	62298	Novato, City	5,533.73
10/22/2018	62301	R3 Consulting Group, Inc.	4,670.00
10/22/2018	62309	WaterSavers Irrigation Inc.	4,615.29
10/22/2018	62276	Cagwin & Dorward Inc.	3,221.00
10/22/2018	62294	Miller Pacific Engineering, Inc.	2,723.40
10/22/2018	62290	Marin Mechanical II, Inc.	1,527.23
10/22/2018	62283	Environmental Dynamics	1,335.00
10/22/2018	62297	North Marin Water District Pa...	1,276.00
10/22/2018	62273	Bank of New York Mellon-fee	1,250.00
10/22/2018	62287	IEDA, INC	1,225.00
10/22/2018	62291	Marin/Sonoma Mosquito Dist	1,098.32
10/22/2018	62284	Evoqua Water Technologies -...	974.41
10/22/2018	62271	American Highway Products, ...	883.92
10/22/2018	62288	Johnson Controls, Inc.	750.00
10/22/2018	62285	Fire King Fire Protection, Inc.	669.35
10/22/2018	62270	Alpha Analytical Lab, Inc.	659.00
10/22/2018	62286	Frontier California Inc EQ	580.80
10/22/2018	62304	Rock Steady Juggling	500.00
10/22/2018	DD	Long, William C.	498.90
10/22/2018	62275	BoundTree Medical, LLC	435.73
10/22/2018	62274	Batteries Plus Inc	434.25
10/22/2018	62308	Steven Engineering Inc.	372.22
10/22/2018	62303	Recology Sonoma Marin	267.26
10/22/2018	62272	Andress, Jeff-	233.14
10/22/2018	62278	CDW Government, Inc.	189.00
10/22/2018	62302	Randall Bros. Auto Inc.	180.00
10/22/2018	62306	Staples Advantage	151.32
10/22/2018	62282	CWEAmembers	102.00
10/22/2018	62289	Leonardi Automotive & Electri...	97.67
10/22/2018	62292	MarinScope Inc.	59.00
10/22/2018	62300	Petty Cash	37.22
10/22/2018	62295	NAPA Auto Parts	9.09
Oct 22, 18			<u>210,552.08</u>

Novato Sanitary District Operating Check Register

November 13, 2018

Date	Num	Name	Credit
Nov 13, 18			
11/13/2018	62332	Custom Tractor Service	207,640.00
11/13/2018	62371	Veolia Water North America,...	178,290.80
11/13/2018	62373	Veolia Water Recycled Wate...	38,782.52
11/13/2018	62372	Veolia Water North America,...	30,030.02
11/13/2018	62362	PARS-PSRP-Post Employm...	12,084.00
11/13/2018	62347	Johnson, Dee	9,630.00
11/13/2018	62361	PARS-OPEB-Post Employm...	9,125.96
11/13/2018	62364	Rauch Communication Cons...	5,491.97
11/13/2018	62330	CDW Government, Inc.	4,400.69
11/13/2018	62343	Harmony Press	3,829.24
11/13/2018	62375	WECO	3,774.80
11/13/2018	62328	Cagwin & Dorward Inc.	3,667.40
11/13/2018	62335	Delta Dental	3,157.29
11/13/2018	62329	Caltest Analytical Lab Inc.	3,035.25
11/13/2018	62334	Dearborn National	2,442.94
11/13/2018	62340	Environmental Dynamics	2,105.50
11/13/2018	62365	Roy's Sewer Service, Inc.	2,000.00
11/13/2018	62368	Unicorn Group	1,431.04
11/13/2018	62356	North Marin Water District	1,381.81
11/13/2018	62345	IEDA, INC	1,225.00
11/13/2018	62322	Able Tire & Brake Inc.	1,218.00
11/13/2018	62339	Eco Promotional Products, Inc	1,095.31
11/13/2018	62354	Meyers, Nave, Riback, Silve...	1,002.84
11/13/2018	62336	Diego Truck Repair Inc.	888.92
11/13/2018	62323	Alliant Insurance Services, Inc	876.00
11/13/2018	62360	Pacific Power & Systems, Inc.	677.50
11/13/2018	62374	Vision Service Plan	556.32
11/13/2018	62369	UniFirst Corporation	555.35
11/13/2018	62353	McMaster-Carr Supply Co.	516.56
11/13/2018	62359	Pace Supply, Inc.	515.26
11/13/2018	62324	Alpha Analytical Lab, Inc.	507.00
11/13/2018	62337	Diesel Emissions Service, Inc.	478.10
11/13/2018	62327	BoundTree Medical, LLC	435.73
11/13/2018	62363	Pini Hardware	401.59
11/13/2018	62366	SWRCB-Recycled Water	352.00
11/13/2018	62338	DKF Solutions Group, LLC	300.00
11/13/2018	62344	Health Promotions Now	265.00
11/13/2018	62348	Leete Generators	262.00
11/13/2018	62331	Claremont EAP, Inc.	250.00
11/13/2018	62326	Barnett Medical LLC	225.00
11/13/2018	62367	U.S. Bank Equipment Finance	218.63
11/13/2018	62349	Leonardi Automotive & Elect...	209.43
11/13/2018	62358	Orkin Pest Control, Inc.	151.84
11/13/2018	62357	Novato Builders Supply	118.30
11/13/2018	62352	Marin Independent Journal	108.35
11/13/2018	62350	Marin Conservation League	100.00
11/13/2018	62333	CWEAmembers	92.00
11/13/2018	62342	First Alarm	82.22
11/13/2018	62341	Federal Express	77.39
11/13/2018	62325	AT&T Mobility	62.93
11/13/2018	62346	Integrity Shred LLC	50.00
11/13/2018	62351	Marin County Ford	29.43
11/13/2018	62370	United Parcel Service	27.82
11/13/2018	62355	NAPA Auto Parts	14.09
Nov 13, 18			<u>536,247.14</u>

Novato Sanitary District Capital Projects Check Register

October 22, 2018

Date	Num	Name	Credit
Oct 22, 18			
10/22/2018	3347	Woodard & Curran formerly ...	29,641.80
10/22/2018	3343	Covello Group, The	26,550.00
10/22/2018	3346	Miller Pacific Engineering, Inc.	3,999.43
10/22/2018	3344	Lateral-DeMaestri	2,000.00
10/22/2018	3345	Lateral-Hartmann	2,000.00
Oct 22, 18			<u>64,191.23</u>

Novato Sanitary District Capital Projects Check Register

November 13, 2018

Date	Num	Name	Credit
Nov 13, 18			
11/13/2018	3352	Pacific Infrastructure Corpor...	324,783.77
11/13/2018	3354	United Rentals	28,179.13
11/13/2018	3350	Nute Engineering Inc.	22,866.00
11/13/2018	3348	Covello Group, The	20,630.00
11/13/2018	3351	Pacific Infrastructure Corp - ...	17,093.88
11/13/2018	3349	Gianola Canvas Products	8,821.00
11/13/2018	3355	Woodard & Curran formerly ...	7,523.80
11/13/2018	3353	Team Ghilotti, Inc.	3,966.25
Nov 13, 18			<u>433,863.83</u>

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

Item 5.b.

Date	Description	Amount
10/31/2018	October Payroll	120,824.01
10/31/2018	United States Treasury	21,627.99
10/31/2018	EDD	7,735.26
10/23/2018	CalPERS Health	31,897.88
10/23/2018	October Retiree Health Benefits	14,355.00
10/23/2018	PARS-OPEB Contribution	9,125.96
10/23/2018	PARS-Pension Contribution	12,084.00
10/23/2018	CALPERS Retirement	11,311.93
10/23/2018	CALPERS Retirement	13,714.04
10/23/2018	CalPers Supplemental Income Plan	2,000.00
10/23/2018	Lincoln Financial Group 457	8,726.62
10/23/2018	Lincoln Financial Group-401a Plan	8,493.56
10/23/2018	Local Union 315	504.00
10/23/2018	California State Disbursement Unit	571.00
10/23/2018	Delta Dental	3,284.95
10/23/2018	ICMA-RC Retiree Health Program	1,451.75
Total for October 2018		<u>267,707.95</u>

Novato Sanitary District

Item 5.c.

Deposit Detail - October 2018

Date	Name	Account	Amount
10/03/2018		11113 · Westamerica - Operations	
	1620 Grant Partners	41040 · Permit & Inspection Fee	60.00
	1620 Grant Partners	51020 · Connection Charges	3,459.00
TOTAL			<u>3,519.00</u>
10/03/2018		11113 · Westamerica - Operations	
	Peter Levi Plumbing	41040 · Permit & Inspection Fee	40.00
	Sasan, Matt	41040 · Permit & Inspection Fee	25.00
	Golden Gate Vet. Comp.	41040 · Permit & Inspection Fee	60.00
	Golden Gate Vet. Comp.	51020 · Connection Charges	4,035.50
	Golden Gate Vet. Comp.	51040 · Special Equalization Charge	31.50
	Marin H2O Inc	41040 · Permit & Inspection Fee	15.00
	Roto Rooter	11200 - Accounts Receivable	40.00
	North Marin Water District-	11200 - Accounts Receivable	(1) 3,354.00
	Roto Rooter	11200 - Accounts Receivable	<u>304.64</u>
TOTAL			7,905.64
10/10/2018		11113 · Westamerica - Operations	
	Marin County Department of Public Works	11200 - Accounts Receivable	<u>36,175.00</u>
TOTAL			(2) 36,175.00
10/12/2018		11113 · Westamerica - Operations	
	County of Marin	51015 · Property Taxes	447.45
	Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
	Roy's Sewer Service, Inc.-	11200 - Accounts Receivable	115.00
	Hayden, Ron	11200 - Accounts Receivable	(3) 100,000.00
TOTAL			<u>100,602.45</u>
10/17/2018		11113 · Westamerica - Operations	
	Roto Rooter	11200 - Accounts Receivable	85.00
	Central Marin Sanitation Agency	11200 - Accounts Receivable	(4) 6,065.03
TOTAL			<u>6,150.03</u>
10/19/2018		11113 · Westamerica - Operations	
	USCG-Finance Center	11200 - Accounts Receivable	<u>15,886.95</u>
TOTAL			15,886.95
10/19/2018		11113 · Westamerica - Operations	
	S.Waters Plumbing	41040 · Permit & Inspection Fee	40.00
	Recology	11200 - Accounts Receivable	(5) 100,193.00
TOTAL			<u>100,233.00</u>
10/30/2018		11113 · Westamerica - Operations	
	County of Marin	51015 · Property Taxes	5,434.37
	Recology	11200 - Accounts Receivable	250.00
	Creamer, Laura	66170 - Travel & Training	186.40
	North Marin Water District-	11200 - Accounts Receivable	(1) 52,606.78
TOTAL			58,477.55
		Total Deposits for October 2018	<u><u>328,949.62</u></u>
	<p>(1) Collection of Recycled Water Facility billing for July and August 2018 from North Marin Water District.</p> <p>(2) Collection of annual billing for agreement with Marin County Solid and Hazardous Waste JPA.</p> <p>(3) Collection on receivables for ranch lease for the period April 2017 - March 2018.</p> <p>(4) Received reimbursement from Central Marin Sanitation Agency for Safety Officer time and expenses on joint safety program for July and August 2018.</p> <p>(5) Collection of first quarter billing for AB939 Hazardous household waste fees from Recology.</p>		

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Accounts Receivable Aging Summary for the Period Ended October 31, 2018.	MEETING DATE: November 13, 2018 AGENDA ITEM NO.: 5.d.
RECOMMENDED ACTION: Receive Accounts Receivable Report as of October 31, 2018.	
SUMMARY AND DISCUSSION: <p>The attached Accounts Receivable Summary shows the following receivables as of October 31, 2018:</p> <p><u>1-45 days - \$407,080:</u> Current.</p> <p><u>46-120 days - \$232,839:</u> Considered collectible - consists of receivables as reimbursed by Sonoma County Water Agency (SCWA) through the North Bay Water Reuse Authority (NBWRA) Phase 1 for the recycled water facility (RWF) expansion project.</p> <p><u>120+ days - \$4,880:</u> Considered collectible consists of receivable for laboratory monitoring and analysis fees.</p>	
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 October 31, 2018**

Item 5.d.
Attachment 1

	<u>Current</u>	<u>46 - 120</u>	<u>> 120</u>	<u>TOTAL</u>
AT & T	1,245.38	0.00	0.00	1,245.38 (1)
Bel Marin Keys CDS	473.55	0.00	0.00	473.55 (1)
Biomarin	1,240.00	0.00	4,880.35	6,120.35 (2)
City of Novato-	29,227.92	0.00	0.00	29,227.92 (1)
City of Novato - Used Oil/Beverage	15,060.00	0.00	0.00	15,060.00 (3)
delongh, Dasse-	520.59	0.00	0.00	520.59
Dickinson Corporation	210.00	0.00	0.00	210.00
Frontier California, Inc.	3,939.08	0.00	0.00	3,939.08 (1)
Golden Gate Bridge, Hwy & Trans -	1,263.83	0.00	0.00	1,263.83 (1)
Hayden, Ron	35,634.00	0.00	0.00	35,634.00 (4)
Homeward Bound	10,513.43	0.00	0.00	10,513.43 (1)
Indian Valley College	29,304.75	0.00	0.00	29,304.75 (1)
Indian Valley Golf Course	7,884.30	0.00	0.00	7,884.30 (1)
Marin Country Club	100,000.00	0.00	0.00	100,000.00 (5)
Marin County Flood Control	671.54	0.00	0.00	671.54
Marin County Free Library	1,817.33	0.00	0.00	1,817.33 (1)
Marin County Housing Auth	12,300.00	0.00	0.00	12,300.00 (1)
Marin Municipal Water District-	5,328.98	0.00	0.00	5,328.98 (1)
North Marin Water District-	2,619.90	0.00	0.00	2,619.90 (1)
Novato Charter School	2,263.19	0.00	0.00	2,263.19 (1)
Novato Children's Center	1,085.48	0.00	0.00	1,085.48 (1)
Novato Community Hospital	26,285.10	0.00	0.00	26,285.10 (1)
Novato Fire Protection	8,339.41	0.00	0.00	8,339.41 (1)
Novato Unified School District	104,978.04	0.00	0.00	104,978.04 (1)
P, G & E	9.23	0.00	0.00	9.23 (1)
SMART-	165.87	0.00	0.00	165.87
Sonoma County Water Agency-	0.00	232,839.00	0.00	232,839.00 (6)
Veolia Water	4,698.84	0.00	0.00	4,698.84 (7)
TOTAL	<u>407,079.74</u>	<u>232,839.00</u>	<u>4,880.35</u>	<u>644,799.09</u>

- (1) Non-tax roll first semi-annual billings of sewer service charges.
- (2) Lab monitoring and analysis fees for BioMarin.
- (3) Billing for Beverage Grant reimbursed through the City of Novato for FY2017/18.
- (4) Rancher's lease fees for the fourth quarter of FY2017/18 and the first quarter of FY2018/19.
- (5) Billing for reimburseable costs of up to \$100,000 per agreement with Marin Country Club for Birdie Dr Sewer project.
- (6) Billing for reimbursement from Sonoma County Water Agency through NBWRA (Phase 1) for recycled water facility expansion project for fourth quarter of FY2017/18.
- (7) Billing for reimbursement of quarterly expenses from Veolia Water for first quarter FY2018/19.

Novato Sanitary District

08-Nov-18

QUARTERLY INVESTMENT REPORT -- For Quarter Ended September 30, 2018

INVESTMENT	ACTIVITY	July	August	September	QTR TOTAL
STATE TREASURER'S INVESTMENT FUND	Total deposits/transfers in	117,704	0	0	117,704
	Total transfers out	1,930,000	1,031,000	2,005,000	4,966,000
Current Yield 2.063%	Minimum daily balance	23,912,165	22,881,165	20,876,165	20,876,165
	Maximum daily balance	25,724,461	23,912,165	22,881,165	25,724,461
	Interest earned	0	0	127,779	127,779
TRUST ACCOUNTS					
For New Bond Funds - (3) Refunding 2017	Total deposits/transfers in	314,505	0	0	314,505
	Total transfers out	335,250	0	0	335,250
	Minimum daily balance	0	0	0	0
	Maximum daily balance	20,745	0	0	20,745
	Interest earned	0	0	0	0
The LAIF Pooled Money Investment Account Report is attached as specified in California Government Code Section 53646(e)					
CHECKING ACCOUNTS					
Interest Rate	Operations Account				
0.02%	Total deposits & transfers in	2,140,424	1,107,282	2,058,267	5,305,973
	Total checks & transfers out	1,422,655	1,767,325	1,792,127	4,982,107
	Minimum daily balance	2,991	38,660	7,459	2,991
	Maximum daily balance	834,864	842,220	629,984	842,220
	Interest earned	4	4	4	12
	Payroll Account				
	Total transfers in	137,600	139,800	134,900	412,300
	Total checks & transfers out	137,733	139,655	135,105	412,493
	Minimum daily balance	660	309	412	309
	Maximum daily balance	123,014	124,764	119,912	124,764
	Project Account				
	Total transfers in	985,000	138,000	966,500	2,089,500
	Total checks & transfers out	917,346	363,884	574,336	1,855,566
	Minimum daily balance	2,586	2,589	2,547	2,547
	Maximum daily balance	732,586	251,101	547,547	732,586
	Interest earned	3	1	2	6

- NOTES:** (1) The above investments are consistent with the annual Statement of Investment Policy approved by the District Board, most recently July 2018.
The District has the ability to meet six months cash needs.
- (2) LAIF interest rate is currently 2.063% which is an increase from 1.854% in June of 2018, 1.524% in March of 2018, 1.239% in December of 2017 and 1.111% in September of 2017.
- (3) New bond fund accounts consist of debt service payments, no balance required in these accounts until debt service payments are funded which are due in February and August.



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
09/24/18	2.08	2.00	189
09/25/18	2.08	2.00	188
09/26/18	2.09	2.00	190
09/27/18	2.09	2.00	192
09/28/18	2.09	2.00	193
09/29/18	2.09	2.00	193
09/30/18	2.09	2.00	193
10/01/18	2.11	2.11	205
10/02/18	2.11	2.11	205
10/03/18	2.12	2.11	206
10/04/18	2.12	2.12	206
10/05/18	2.12	2.12	205
10/06/18	2.12	2.12	205
10/07/18	2.12	2.12	205
10/08/18	2.12	2.12	202
10/09/18	2.12	2.12	202
10/10/18	2.13	2.12	202
10/11/18	2.14	2.12	203
10/12/18	2.14	2.12	202
10/13/18	2.14	2.12	202
10/14/18	2.14	2.13	202
10/15/18	2.14	2.13	200
10/16/18	2.15	2.13	198
10/17/18	2.15	2.13	198
10/18/18	2.16	2.13	197
10/19/18	2.16	2.13	197
10/20/18	2.16	2.13	197
10/21/18	2.16	2.13	197
10/22/18	2.16	2.14	199
10/23/18	2.16	2.14	200
10/24/18	2.16	2.14	202

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

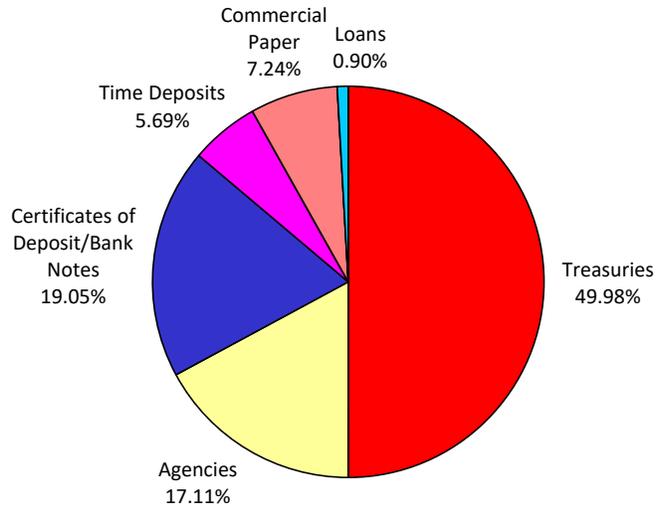
Quarter Ending 09/30/18

Apportionment Rate: 2.16%
 Earnings Ratio: 0.00005909460836489
 Fair Value Factor: 0.997832404
 Daily: 2.09%
 Quarter to Date: 2.00%
 Average Life: 193

PMIA Average Monthly Effective Yields

Sept 2018 2.063
 Aug 2018 1.998
 July 2018 1.944

**Pooled Money Investment Account
Portfolio Composition
09/30/18
\$88.3 billion**



Percentages may not total 100%, due to rounding.

Based on data available as of 10/24/2018



State of California Pooled Money Investment Account Market Valuation 9/30/2018

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest Purch.	Amortized Cost		
1* United States Treasury:				
Bills	\$ 16,170,833,546.22	\$ 16,296,335,127.01	\$ 16,285,062,500.00	NA
Notes	\$ 27,467,752,638.26	\$ 27,461,025,460.04	\$ 27,325,385,500.00	\$ 89,821,892.00
1* Federal Agency:				
SBA	\$ 780,001,209.85	\$ 780,001,209.85	\$ 771,570,823.84	\$ 1,469,354.69
MBS-REMICs	\$ 27,050,783.12	\$ 27,050,783.12	\$ 27,393,077.56	\$ 126,471.34
Debentures	\$ 2,397,593,922.31	\$ 2,397,424,286.90	\$ 2,382,272,150.00	\$ 7,989,582.70
Debentures FR	\$ -	\$ -	\$ -	\$ -
Debentures CL	\$ 200,000,000.00	\$ 200,000,000.00	\$ 196,871,500.00	\$ -
Discount Notes	\$ 11,141,336,347.31	\$ 11,204,143,319.80	\$ 11,197,252,500.00	NA
1* Supranational Debentures	\$ 489,118,743.08	\$ 489,118,743.08	\$ 486,290,300.00	\$ 1,903,918.00
1* Supranational Debentures FR	\$ 100,344,087.56	\$ 100,344,087.56	\$ 100,706,084.34	\$ 542,330.04
2* CDs and YCDs FR	\$ 525,000,000.00	\$ 525,000,000.00	\$ 525,000,000.00	\$ 2,309,472.31
2* Bank Notes	\$ 1,000,000,000.00	\$ 1,000,000,000.00	\$ 999,336,863.17	\$ 7,979,666.68
2* CDs and YCDs	\$ 15,300,000,000.00	\$ 15,300,000,000.00	\$ 15,293,041,253.62	\$ 87,416,041.66
2* Commercial Paper	\$ 6,396,625,430.50	\$ 6,422,115,291.71	\$ 6,421,592,005.55	NA
1* Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
1* Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
1* Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 5,022,740,000.00	\$ 5,022,740,000.00	\$ 5,022,740,000.00	NA
AB 55 & GF Loans	\$ 790,994,000.00	\$ 790,994,000.00	\$ 790,994,000.00	NA
TOTAL	\$ 87,809,390,708.21	\$ 88,016,292,309.07	\$ 87,825,508,558.08	\$ 199,558,729.42

Fair Value Including Accrued Interest

\$ 88,025,067,287.50

* Governmental Accounting Standards Board (GASB) Statement #72

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

The value of each participating dollar equals the fair value divided by the amortized cost (**0.997832404**). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at **\$19,956,648.08** or \$20,000,000.00 x **0.997832404**.



PAR VALUES MATURING BY DATE AND TYPE

Maturities in Millions of Dollars

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out
TREASURY	\$ 1,150	\$ 3,050	\$ 5,200	\$ 1,600	\$ 1,750	\$ 8,400	\$ 500	\$ 3,650	\$ 7,000	\$ 10,800	\$ 900		
REPO													
TDs	\$ 1,323	\$ 1,189	\$ 1,195	\$ 791	\$ 285	\$ 241							
AGENCY	\$ 4,305	\$ 1,725	\$ 750	\$ 850	\$ 925	\$ 1,750	\$ 950	\$ 1,050	\$ 985	\$ 1,975	\$ 1,088		
CP	\$ 3,240	\$ 1,400	\$ 1,000	\$ 350	\$ 300	\$ 150							
CDs + BNs	\$ 7,600	\$ 2,550	\$ 1,400	\$ 850	\$ 1,150	\$ 800	\$ 1,100	\$ 775	\$ 400	\$ 200			
CORP BND													
TOTAL													
\$ 88,641	\$ 17,618	\$ 9,914	\$ 9,545	\$ 4,441	\$ 4,410	\$ 11,341	\$ 2,550	\$ 5,475	\$ 8,385	\$ 12,975	\$ 1,988	\$ -	\$ -
PERCENT	19.9%	11.2%	10.8%	5.0%	5.0%	12.8%	2.9%	6.2%	9.5%	14.6%	2.2%	0.0%	0.0%

Notes:

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

NOVATO SANITARY DISTRICT

MEMORANDUM

BOARD

MEETING DATE: November 13, 2018

TO: District Board of Directors

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

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

INTRODUCTION

This memorandum presents a summary unaudited year-to-date financial report for the District as of the FY18-19 First Quarter ended September 30, 2018. The following items are presented as three sections herein:

1. Revenue and Expenditures Report (for the quarter ended September 30, 2018).
2. Debt Service Schedule as of September 30, 2018.
3. Operating and Capital Cash Flow for July 1, 2018 – September 30, 2018

1.0 REVENUE AND EXPENDITURES REPORT

This section presents an overview of revenues and expenditures for the operating and capital funds through the first quarter of Fiscal Year 2018-19. A more detailed summary is presented in the attached tables titled “DRAFT – Revenues and Expenditures – Budget vs. Actual”. A brief discussion and analysis of items displaying variance from the final budget is also provided below, as appropriate.

OPERATING FUND

Table 1: OPERATING REVENUE

	YTD Balance Received	Annual Budget	Budget Overage	Pct. Received
Total Operating Revenues	\$313,942	\$11,282,802	\$10,968,860	2.8%

Discussion

Overall, operating revenues are approximately 2.8% of the total budget amount with 25% of the year complete. The operating revenue accounts are within the normal range for this time of year, since the District receives its primary revenues in December and April.

Table 2: OPERATING EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Total Operating Expenditures	\$ 2,248,677	\$10,740,490	\$8,491,813	20.9%

Discussion

Overall, operating expenditures are at approximately 20.9% of budget, with 25% of the year complete. Variances in individual expenditure accounts are discussed below:

Collection System (18.9%)

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

Gas, Oil & Fuel: 37.5%. In general, gas, oil and fuel prices have increased faster than anticipated when the budget was prepared, although there are recent signs that they may be leveling out or decreasing marginally. Staff will continue to monitor this item and adjust budget amounts, if needed, over the remainder of the fiscal year.

Safety Expense: 39.5%. Per review of account, no significant items noted. The account is expected to stay within budget over remainder of the fiscal year.

Treatment Facilities - Contract Operations: (21.3%)

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

Reclamation/Disposal Facilities: (18.2%)

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

Gas, Oil & Fuel: 37.4%. As noted earlier, gas, oil and fuel prices have generally increased faster than anticipated when the budget was prepared, although there are recent signs that they may be leveling out or decreasing marginally. Staff will continue to monitor this item and adjust budget amounts, if needed, over the remainder of the fiscal year.

Safety Expense: 92.7%. Variance is due to the purchase of ARC flash suit for this department in the amount of approximately \$450 and the small budget amount for this account. Account expected to stay within budget for the current fiscal year.

Repairs & Maintenance: 40.4%. Variance is due to the seasonal nature of the reclamation facility's irrigation activities. Per review of account, no significant items noted, and account is expected to stay within budget for the current fiscal year.

Small Tools: 29.8%. Per review of account, no significant items noted. The account is expected to stay within budget over remainder of the fiscal year.

Gas & Electricity: 42.1%. Expenditures are within expected parameters for this time of year. Once the Reclamation area irrigation season is over, the electrical usage will decrease and the expenditure will follow. Account expected to stay within budget over remainder of the fiscal year.

Water: 65.3%. Water is a reimbursable expenditure billed and paid by the rancher at the end of the fiscal year. Account expected to stay within budget over remainder of fiscal year, after accounting for cost reimbursement from rancher.

Permits & Fees: 63.0%. Significant variance due to the annual permit for Bay Area Air Quality Management District being paid in the first quarter of the fiscal year. Account expected to stay within budget over remainder of the fiscal year.

Laboratory/Monitoring: (21.2%)

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

Gas, Oil & Fuel: 37.4%. As noted earlier, gas, oil and fuel prices have generally increased faster than anticipated when the budget was prepared, although there are recent signs that they may be leveling out or decreasing marginally. Staff will continue to monitor this item and adjust budget amounts, if needed, over the remainder of the fiscal year.

Pollution Prevention/Public Ed: 31.7%. Per review of account, no significant items noted. The account is expected to stay within budget over remainder of the fiscal year.

Pump Stations: (20.7%)

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

Gas, Oil & Fuel: 37.4%. As noted earlier, gas, oil and fuel prices have generally increased faster than anticipated when the budget was prepared, although there are recent signs that they may be leveling out or decreasing marginally. Staff will continue to monitor this item and adjust budget amounts, if needed, over the remainder of the fiscal year.

Permits & Fees: 33.1%. Per review of account, no significant items noted. The account is expected to stay within budget over remainder of the fiscal year.

Administration and Engineering: (22.9%)

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

Gas, Oil & Fuel: 40.1%. As noted earlier, gas, oil and fuel prices have generally increased faster than anticipated when the budget was prepared, although there are recent signs that they may be leveling out or decreasing marginally. Staff will continue to monitor this item and adjust budget amounts, if needed, over the remainder of the fiscal year.

Insurance: 41.6% Insurance expense is within expected parameters for this time of year, since it is typically paid as billed in the first and second quarter of the fiscal year. Account expected to stay within budget over remainder of the fiscal year.

Agency Dues: 48.9%. Significant variance as a large portion of agency dues are paid in the first quarter. Account expected to stay within budget over remainder of the fiscal year.

Safety Expense: 27.7%. Per review of account, no significant items noted. The account is expected to stay within budget over remainder of the fiscal year.

Accounting & Auditing: 59.0%. Significant variance due to annual audit field-work being completed earlier in the year (in the first quarter), for the FY 2017/18 audit. The account is expected to stay within budget over remainder of the fiscal year.

IT/Miscellaneous Electrical: 38.8%. Significant variance due to the replacement of enterprise-wide computer network firewalls for improved cyber-security and an upcoming upgrade to fiber-optic based internet service. This account is expected to stay within budget over remainder of the fiscal year.

Repairs & Maintenance: 47.9%. Significant variance due to work performed by Cagwin & Dorward Landscape contractors to remove some Acacia trees around the entrance and around the old biotower unit for approximately \$8,600. The work was performed to ensure the trees were removed before compromising the fencing or creating additional fire risks. The account is expected to stay within budget over remainder of the fiscal year.

AB 939 Solid Waste Programs: (9.5%)

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

Recycled Water: (27.9%)

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

O & M Services: 40.6%. Per review of account, account is within normal range for this time of year. Normal operational costs for Recycled Water Facility operations typically are the highest during July through December, when recycled water sees the highest use. The account is expected to stay within budget over remainder of the fiscal year.

Research & Monitoring: 29.8%. Please refer to explanation above for O & M Services.

Gas & Electricity: 35.1%. Please refer to explanation above for O & M Services.

CAPITAL FUND

Table 3: CAPITAL REVENUE

Capital Revenue	YTD Balance Received	Annual Budget	Over/(Under) Budget	Pct. Received
Sewer Service Charges	\$21,447	\$ 7,940,160	(\$7,918,713)	.3%
Property Taxes	8,565	2,335,914	(2,327,349)	.4%
Connection Charges	45,230	461,200	(415,970)	9.8%
Collector Sewer/Special Equalization Charges	0	2,000	(2,000)	0.0%
Interest	57,508	125,000	(67,492)	46.0%
Other Revenue	0	20,000	(20,000)	0.0%
Grant Revenue	0	151,000	(151,000)	0.0%
Total Revenue	\$132,750	\$11,035,274	(\$10,902,524)	1.2%

Discussion

Overall capital revenues are 1.2% of budget at the close of the first quarter, consistent with the District receiving the bulk of its revenue in December and April.

Table 4: CAPITAL EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Capital Expenditures	\$1,733,276	\$13,642,456	(\$11,909,180)	12.7%

Discussion

The list of capital project accounts is shown in the attached tables. Overall expenses are 12.7% of budget.

Attachments:

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

Novato Sanitary District
DRAFT - Revenues & Expenditures Budget vs. Actual
July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Income				
41000 - OPERATING INCOME				
41010 - Sewer Service Charges	26,379.36	10,145,760.00	(10,119,380.64)	0.26%
41030 - Plan Check & Inspection Fee	25.00	500.00	(475.00)	5.0%
41040 - Permit & Inspection Fee	1,395.00	6,000.00	(4,605.00)	23.25%
41060 - Interest Income	70,290.87	120,000.00	(49,709.13)	58.58%
41080 - Engineering & Admin Charges	0.00	165,000.00	(165,000.00)	0.0%
41090 - Non-domestic Permit Fees	1,415.00	25,000.00	(23,585.00)	5.66%
41100 - Garbage Franchise Fees	0.00	55,041.00	(55,041.00)	0.0%
41105 - AB 939 Collector Fees	100,193.00	400,772.00	(300,579.00)	25.0%
41107 - Oil/Bev/Tire Grants	36,175.00	62,729.00	(26,554.00)	57.67%
41130 - Ranch Income	19,998.66	70,000.00	(50,001.34)	28.57%
41135 - Recycle Water Facility Revenue	55,960.78	202,000.00	(146,039.22)	27.7%
41140 - Other Revenue	2,109.72	20,000.00	(17,890.28)	10.55%
41142 - Loss on disposal of assets	0.00	10,000.00	(10,000.00)	0.0%
Total 41000 - OPERATING INCOME	313,942.39	11,282,802.00	(10,968,859.61)	2.78%
Expense				
60000 - COLLECTION SYSTEM				
60010 - Salaries & Wages	153,414.75	666,060.00	(512,645.25)	23.03%
60020 - Employee Benefits	79,123.86	318,682.00	(239,558.14)	24.83%
60060 - Gas, Oil & Fuel	5,626.19	15,000.00	(9,373.81)	37.51%
60085 - Safety	1,383.62	3,500.00	(2,116.38)	39.53%
60091 - Software Maint	2,370.99	50,000.00	(47,629.01)	4.74%
60100 - Operating Supplies	2,748.29	25,000.00	(22,251.71)	10.99%
60150 - Repairs & Maintenance	9,129.15	75,000.00	(65,870.85)	12.17%
60152 - Small Tools	117.11	2,000.00	(1,882.89)	5.86%
60153 - Outside Services	3,590.00	120,000.00	(116,410.00)	2.99%
60192 - Water	1,417.74	12,000.00	(10,582.26)	11.82%
60193 - Telephone	357.55	4,000.00	(3,642.45)	8.94%
60200 - Other(Garbage Coll)	0.00	700.00	(700.00)	0.0%
60201 - Permits & Fees	0.00	80,000.00	(80,000.00)	0.0%
Total 60000 - COLLECTION SYSTEM	259,279.25	1,371,942.00	(1,112,662.75)	18.9%
61000 - TREATMENT FACILITIES				
61000-0 - Contract Operations				
61000-1 - Fixed Fee	534,872.40	2,262,043.00	(1,727,170.60)	23.65%
61000-2 - Insurance & Bonds	1,067.33	14,000.00	(12,932.67)	7.62%
61000-3 - Major Repair/Replacement	13,028.23	150,000.00	(136,971.77)	8.69%
61000-4 - Water/Permits/Telephone	20,566.67	85,000.00	(64,433.33)	24.2%
61000-5 - Gas & Electricity	125,741.29	755,586.00	(629,844.71)	16.64%
Total 61000 - TREATMENT FACILITIES	695,275.92	3,266,629.00	(2,571,353.08)	21.28%
63000 - RECLAMATION/DISPOSAL				
63010 - Salaries & Wages	21,651.57	86,021.00	(64,369.43)	25.17%
63020 - Employee Benefits	4,144.99	22,950.00	(18,805.01)	18.06%
63060 - Gasoline & Oil	748.19	2,000.00	(1,251.81)	37.41%

Novato Sanitary District
DRAFT - Revenues & Expenditures Budget vs. Actual
July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
63085 · Safety	463.65	500.00	(36.35)	92.73%
63091 · Software Maintenance	0.00	2,000.00	(2,000.00)	0.0%
63100 · Operating Supplies	0.00	2,000.00	(2,000.00)	0.0%
63115 · Sludge Disposal	0.00	220,000.00	(220,000.00)	0.0%
63150 · Repairs & Maintenance	24,262.63	60,000.00	(35,737.37)	40.44%
63152 · Small Tools	148.95	500.00	(351.05)	29.79%
63157 · Ditch/Dike Maintenance	0.00	10,000.00	(10,000.00)	0.0%
63191 · Gas & Electricity	31,588.34	75,000.00	(43,411.66)	42.12%
63192 · Water - Reclamation	3,266.02	5,000.00	(1,733.98)	65.32%
63201 · Permits & Fees	3,152.00	5,000.00	(1,848.00)	63.04%
Total 63000 · RECLAMATION/DISPOSAL	89,426.34	490,971.00	(401,544.66)	18.21%
64000 · LABORATORY/MONITORING				
64010 · Contract Lab Services	89,538.94	378,910.00	(289,371.06)	23.63%
64060 · Gasoline & Oil	561.14	1,500.00	(938.86)	37.41%
64085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
64091 · Software Maintenance	0.00	1,000.00	(1,000.00)	0.0%
64100 · Operating Supplies	3,018.75	20,000.00	(16,981.25)	15.09%
64150 · Repairs & Maintenance	1,478.13	10,000.00	(8,521.87)	14.78%
64160 · Research & Monitoring	16,489.85	125,000.00	(108,510.15)	13.19%
64170 · Pollution Prevention/Public Ed	12,677.57	40,000.00	(27,322.43)	31.69%
64201 · Permits & Fees	0.00	6,000.00	(6,000.00)	0.0%
Total 64000 · LABORATORY/MONITORING	123,764.38	583,410.00	(459,645.62)	21.21%
65000 · PUMP STATIONS				
65010 · Salaries & Wages	76,622.41	345,078.00	(268,455.59)	22.2%
65020 · Employee Benefits	35,639.92	144,148.00	(108,508.08)	24.73%
65060 · Gasoline & Oil	1,870.48	5,000.00	(3,129.52)	37.41%
65085 · Safety Expenses	463.66	2,000.00	(1,536.34)	23.18%
65091 · Software Maintenance	794.00	7,000.00	(6,206.00)	11.34%
65100 · Operating Supplies	694.72	10,000.00	(9,305.28)	6.95%
65101 · Operating Chemicals	0.00	2,000.00	(2,000.00)	0.0%
65150 · Repairs & Maintenance	23,673.80	120,000.00	(96,326.20)	19.73%
65152 · Small Tools	0.00	2,000.00	(2,000.00)	0.0%
65153 · Outside Services, Electrical	5,832.67	55,000.00	(49,167.33)	10.61%
65191 · Gas & Electricity	19,154.53	105,000.00	(85,845.47)	18.24%
65192 · Water	1,039.65	7,000.00	(5,960.35)	14.85%
65193 · Telephone	4,834.12	24,000.00	(19,165.88)	20.14%
65201 · Permits & Fees	2,317.00	7,000.00	(4,683.00)	33.1%
Total 65000 · PUMP STATIONS	172,936.96	835,226.00	(662,289.04)	20.71%
66000 · ADMIN/ENGINEERING				
66010 · Salaries & Wages	281,646.79	1,208,103.00	(926,456.21)	23.31%
66020 · Employee Benefits	125,934.27	541,496.00	(415,561.73)	23.26%
66021-1 · Retiree Health Benefits (Trust)	47,878.77	212,146.00	(164,267.23)	22.57%
66021 · Retiree Health Benefits	56,655.16	218,550.00	(161,894.84)	25.92%
66022 · Pension Expense (Trust)	72,504.00	290,016.00	(217,512.00)	25.0%

Novato Sanitary District
DRAFT - Revenues & Expenditures Budget vs. Actual
July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
66030 · Director's Fees	6,075.00	34,000.00	(27,925.00)	17.87%
66040 · Election Expense	0.00	90,000.00	(90,000.00)	0.0%
66060 · Gasoline & Oil	2,004.13	5,000.00	(2,995.87)	40.08%
66070 · Insurance	75,080.98	180,500.00	(105,419.02)	41.6%
66071 · Insurance Claim Expense	487.95	45,000.00	(44,512.05)	1.08%
66075 · Agency Dues	32,273.82	66,000.00	(33,726.18)	48.9%
66080 · Memberships	3,352.00	14,000.00	(10,648.00)	23.94%
66085 · Safety	554.92	2,000.00	(1,445.08)	27.75%
66090 · Office Expense	5,253.26	28,000.00	(22,746.74)	18.76%
66100 · Engineering Supplies	603.96	5,000.00	(4,396.04)	12.08%
66121 · Accounting & Auditing	16,524.20	28,000.00	(11,475.80)	59.02%
66122 · Attorney Fees	3,127.84	50,000.00	(46,872.16)	6.26%
66123 · O/S Contractual	14,539.70	231,000.00	(216,460.30)	6.29%
66124 · IT/Misc Electrical	16,671.51	43,000.00	(26,328.49)	38.77%
66125 · Safety & Wellness Incentive Pro	0.00	10,000.00	(10,000.00)	0.0%
66130 · Printing & Publications	4,039.95	24,000.00	(19,960.05)	16.83%
66150 · Repairs & Maintenance	23,941.40	50,000.00	(26,058.60)	47.88%
66170 · Travel, Meetings & Training	15,541.70	70,000.00	(54,458.30)	22.2%
66193 · Telephone	3,041.51	13,000.00	(9,958.49)	23.4%
66202 · County Fees - Property Taxes	0.00	33,000.00	(33,000.00)	0.0%
66203 · County Fees - Sewer Service Chg	0.00	30,000.00	(30,000.00)	0.0%
66250 · Service Charge Sys Exp	0.00	5,000.00	(5,000.00)	0.0%
Total 66000 · ADMIN/ENGINEERING	807,732.82	3,526,811.00	(2,719,078.18)	22.9%
67000 · AB 939 SOLID WASTE PROGRAMS				
67400 · Consulting Services	20,970.00	142,464.00	(121,494.00)	14.72%
67500 · Household Hazardous Waste	20,577.40	260,000.00	(239,422.60)	7.91%
67530 · Used Oil/Beverage Cont Grant	1,890.00	22,537.00	(20,647.00)	8.39%
67540 · Outreach/Publicity/Education	516.34	23,500.00	(22,983.66)	2.2%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	0.00	10,000.00	(10,000.00)	0.0%
Total 67000 · AB 939 SOLID WASTE PROGR	43,953.74	463,501.00	(419,547.26)	9.48%
68000 · Recycled Water				
68010 · O & M Services	22,312.75	55,000.00	(32,687.25)	40.57%
68100 · Operating Supplies	157.45	4,400.00	(4,242.55)	3.58%
68101 · Operating Chemicals	13,535.55	60,100.00	(46,564.45)	22.52%
68150 · Repairs & Maintenance	2,779.63	30,500.00	(27,720.37)	9.11%
68160 · Research & Monitoring	4,178.00	14,000.00	(9,822.00)	29.84%
68191 · Gas & Electricity	13,344.40	38,000.00	(24,655.60)	35.12%
Total 68000 · Recycled Water	56,307.78	202,000.00	(145,692.22)	27.88%
Total Expense	2,248,677.19	10,740,490.00	(8,491,812.81)	20.94%
Net Income	(1,934,734.80)	542,312.00	(2,477,046.80)	(356.76%)

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

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Income				
51000 · CAPITAL IMPROVEMENT INCOME				
51010 · Sewer Service Charges	21,447.36	7,940,160.00	(7,918,712.64)	0.27%
51015 · Property Taxes	8,564.60	2,335,914.00	(2,327,349.40)	0.37%
51020 · Connection Charges	45,230.25	461,200.00	(415,969.75)	9.81%
51030 · Collector Sewer Charges	0.00	1,000.00	(1,000.00)	0.0%
51040 · Special Equalization Charge	0.00	1,000.00	(1,000.00)	0.0%
51060 · Interest	57,507.33	125,000.00	(67,492.67)	46.01%
51070 · Other Revenue	0.00	20,000.00	(20,000.00)	0.0%
51072 · Grant Revenue	0.00	151,000.00	(151,000.00)	0.0%
Total 51000 · CAPITAL IMPROVEMENT INCOME	132,749.54	11,035,274.00	(10,902,524.46)	1.2%
Expense				
72000 · CAPITAL IMPROVEMENT PROJECTS				
72403 · Pump Station Rehabilitation	0.00	50,000.00	(50,000.00)	0.0%
72508 · N. Bay Water Recycling Auth	51,532.00	80,000.00	(28,468.00)	64.42%
72706-1 · Lateral Replacement Program	8,000.00	80,000.00	(72,000.00)	10.0%
72706 · Collection Syst Improv - Other	376,680.06	2,450,000.00	(2,073,319.94)	15.38%
72707 · Hamilton Wetlands/Outfall Integ	0.00	10,000.00	(10,000.00)	0.0%
72708 · Cogeneration/Alt Energy	13,489.80	350,000.00	(336,510.20)	3.85%
72802 · Annual Sewer Adj. for City Proj	0.00	25,000.00	(25,000.00)	0.0%
72803 · Annual Collection Sys Repairs	19,327.23	225,000.00	(205,672.77)	8.59%
72804 · Annual Reclamation Fac Imp	0.00	175,000.00	(175,000.00)	0.0%
72805 · Annual Treatment Plnt Improv	0.00	300,000.00	(300,000.00)	0.0%
72806 · Annual Pump Station Improv	0.00	140,000.00	(140,000.00)	0.0%
72807 · Annual Ignacio Facility Improv	900.00	50,000.00	(49,100.00)	1.8%
72808 · Strategic Plan Update	0.00	20,000.00	(20,000.00)	0.0%
72809 · Novato Creek Watershed	0.00	5,000.00	(5,000.00)	0.0%
73003 · Admin Bldg/Maint.Bldg Upgrades	0.00	350,000.00	(350,000.00)	0.0%
73004 · Odor Control & NTP Landscaping	0.00	100,000.00	(100,000.00)	0.0%
73005 · RWF Expansion	928,096.80	2,020,000.00	(1,091,903.20)	45.95%
73006 · NTP Corrosion Control	0.00	233,000.00	(233,000.00)	0.0%
73090 · Vehicle Replacement	0.00	140,000.00	(140,000.00)	0.0%
Total 72000 · CAPITAL IMPROVEMENT PROJECTS	1,398,025.89	6,803,000.00	(5,404,974.11)	20.55%
78400 · Principal and Interest				
78500 · Interest - Capital Projects	335,250.00	2,097,623.00	(1,762,373.00)	15.98%
78501 · Principal - Capital Projects	0.00	4,741,833.00	(4,741,833.00)	0.0%
Total 78400 · Principal and Interest	335,250.00	6,839,456.00	(6,504,206.00)	4.9%
Total Expense	1,733,275.89	13,642,456.00	(11,909,180.11)	12.71%
Net Income	(1,600,526.35)	(2,607,182.00)	1,006,655.65	61.39%

**Novato Sanitary District
State Revolving Fund Loan Payable
and
Wastewater Revenue Bond Payable Balances**

2.0 Debt Service Schedule as of September 30, 2018

	<u>State Revolving Fund Loan</u>		
		Principal	Interest
	SRF Loan Payable 7/1/2018.....	59,463,471	
	Principal Payment 2018-19		
	Interest payments 2018-19		
	SRF Loan Balance/Interest Paid 9/30/2018.....	59,463,471	0
	<u>Refunding Wastewater Revenue Bonds</u>		
	Revenue Bond Payable Balance 7/1/2018.....	13,410,000	
	Principal payments 2018-19		
	Interest payments 2018-19		(335,250)
	Revenue Bond Payable Balance/Interest Paid 9/30/2018	13,410,000	(335,250)
	Note:Principal and Interest payment for SRF Loan due in December 2018.		
	Interest payment for Wastewater Revenue Bond paid in August 2018. Next payment of Principal and Interest due in February 2019 for Wastewater Revenue Bonds.		

3.0 OPERATING AND CAPITAL CASH FLOW

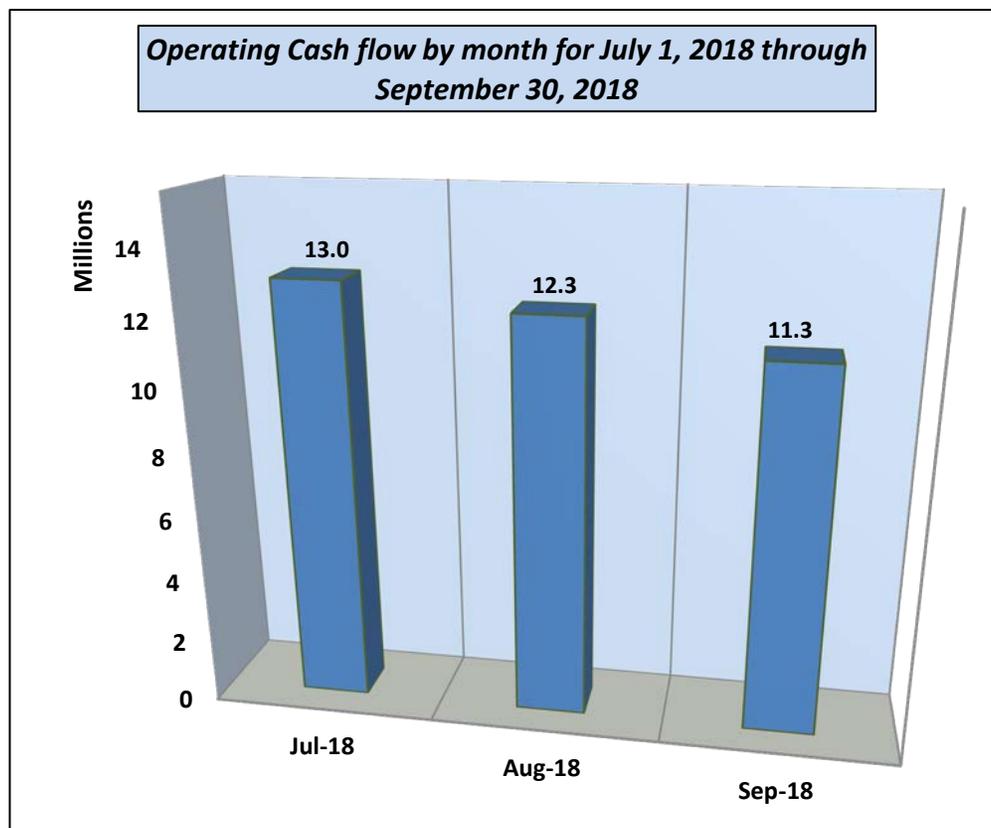
Operating:

Cash Flow For Novato Sanitary District

July 1, 2018 - September 30, 2018

Dated: November 13, 2018

Month Earned	Operating Revenue	Monthly Operating Expenditures	Cash Balance
			* \$ 13,835,003
Jul-18	\$ 102,971	\$ 908,214	13,029,760
Aug-18	29,346	777,900	12,281,206
Sep-18	105,033	1,119,530	11,266,709



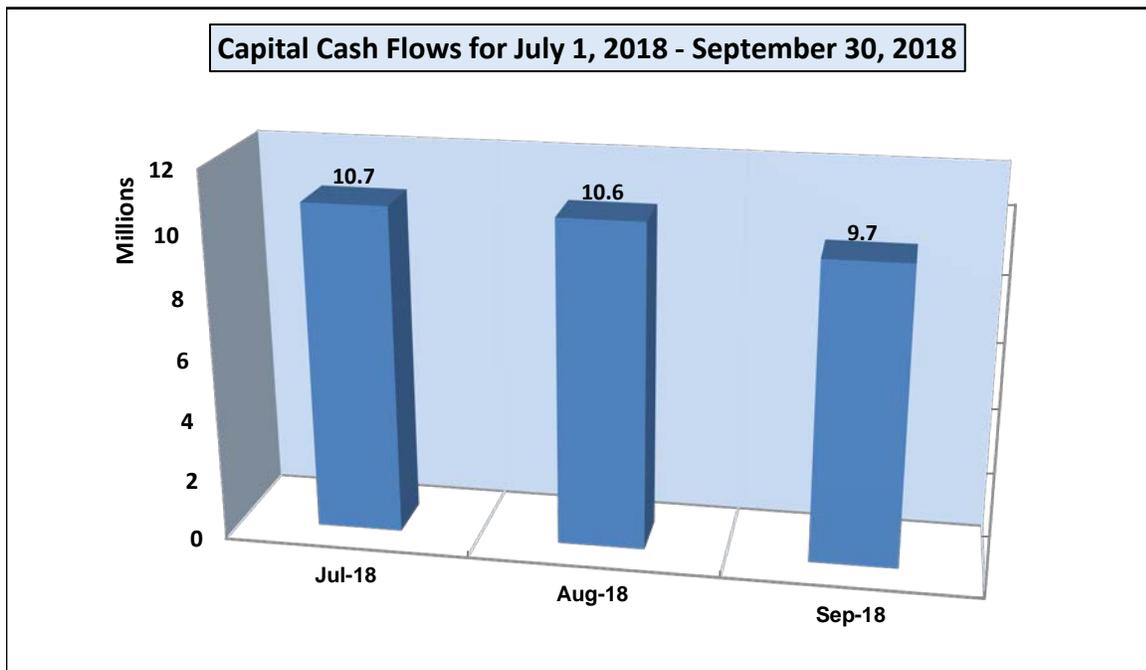
Capital:

Cash Flow For Novato Sanitary District

July 1, 2018 - September 30, 2018

Dated: November 13, 2018

Month Earned	Monthly Capital Expenditures	Debt Service	Capital Revenue	Cash Balance
				\$ 11,599,992
Jul-18	\$ 670,224	\$ 335,250	\$ 98,970	10,693,488
Aug-18	138,153		34,534	10,589,869
Sep-18	941,925		76,260	9,724,204



NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Holiday Schedule.	MEETING DATE: November 13, 2018 AGENDA ITEM NO.: 5.g.
RECOMMENDED ACTION: Authorize General Manager-Chief Engineer to approve a holiday schedule with closure of District offices on Monday, December 24, 2018, and Monday, December 31, 2018.	
SUMMARY AND DISCUSSION: <p>The District provides holidays of December 25th and January 1st, along with a half-day (4-hours) holiday on Christmas Eve (December 24th) and New Year’s Eve (December 31st), for a total of three paid holidays. The District has allowed employees to combine the half-day holidays for a full day off on either Christmas Eve or New Year’s Eve.</p> <p>This year, Christmas and New Year’s Day fall on Tuesday, and staff recommends closure of District offices on:</p> <ul style="list-style-type: none"> • Monday, December 24, 2018 • Monday, December 31, 2018 <p>Employees will have the opportunity to use their two combined half-day holidays (total eight hours) on one closure day, and accrued leave to cover the additional closure day. There will be no fiscal impact to the District.</p> <p>Employees will be scheduled as usual to provide standby duty to respond to any emergencies that may arise over the holiday season.</p> <p>If approved, notice of the holiday schedule will be posted on the District’s website and announced on the District’s phone answering system.</p>	
BUDGET INFORMATION: No impact to District budget.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 3 (Alignment and Communications) of the latest Strategic Plan Update.	
DEPT. MGR.: ssk	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Solid Waste: Setting Maximum Solid Waste Rates for Calendar Year (CY) 2019.	MEETING DATE: November 13, 2018 AGENDA ITEM NO.: 6.a-f.
RECOMMENDED ACTION: Consider Solid Waste Committee recommendation for a Calendar Year (CY) 2019 maximum solid waste rate adjustment of +3.35 percent, conduct public hearing, and consider action to adopt Resolution No. 3128 setting CY 2019 maximum allowable rates for refuse collection and disposal services.	
SUMMARY AND DISCUSSION: <p>The Solid Waste Committee (Committee) met on September 25, 2018 and reviewed a rate adjustment request for +3.35 percent for CY 2019 from Recology Sonoma Marin (RSM), and a third party report analyzing RSM's request prepared by R3 Consulting Group (R3). The R3 report recommends that the District grant the requested rate adjustment of +3.35 percent for the reasons listed in the report. Upon review, the Committee concurred with the R3 report and recommendation, and made a recommendation to the full Board at the Board's October 8, 2018 meeting, that the Board approve a CY2018 solid waste rate adjustment of +3.35 percent upon completion of the appropriate public notification and hearing process.</p> <p>Also, at its September 17, 2018 Board meeting, the Board set a public hearing to establish the CY 2019 maximum solid waste rates, for a special meeting of Tuesday, November 13, 2018. Notices of the proposed rate increase and hearing were published in the Marin Independent-Journal on October 11, 2018, and October 25, 2018. Proof of publication of these notices is provided as Attachment 4.</p> <p>It is recommended that the Board receive the Committee's recommendation of a maximum rate increase of +3.35 percent for CY 2019. It is also recommended that, subsequent to the public hearing, the Board approve the Committee's recommendation of a maximum rate increase of +3.35 percent for CY 2019, and adopt the attached Resolution No. 3128 setting CY 2019 maximum allowable rates for refuse collection and disposal services.</p>	
ATTACHMENTS: <ol style="list-style-type: none"> 1. Copy of "Letter Report - Review of Recology Sonoma Marin's Requested Rate Adjustment for Rate Year 2019" by R3 Consulting Group. 2. Tables A, B, C, and D. 3. Draft Resolution No. 3128 – A Resolution Setting Maximum Solid Waste Service Charges for Recology Sonoma Marin in Novato Sanitary District. 4. Notice of Public Hearing - copy of Proof of Publication for October 11, 2018, and October 25, 2018, Marin Independent Journal. 	
STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update. The item also addressess other goals of the Strategic Plan including Goal 1 (Operational Excellence), and Goal 3 (Alignment and Communications).	
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

627 S. Highland Avenue, Suite 300, Los Angeles, CA 90036
Tel: 323-559-7470

September 11, 2018

Mr. Sandeep Karkal
Novato Sanitary District
5000 Davidson Street
Novato, CA 94945

Re: Letter Report – Review of Recology Sonoma-Marin’s Requested Rate Adjustment for Rate Year 2019

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 2019 (January 1, 2019 – December 31, 2019). 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. This Draft Letter Report communicates our findings and recommendations.

Recommended Rate Adjustment

The Company’s Rate Adjustment Application calculated a 3.35% rate increase (**Attachment 1**) 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. Based on our review, we found the Company’s calculated adjustment of 3.35% to be correct.

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 2019 rate adjustment based on the results of our review; and
- To confirm the current Balancing Account balance.

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. A copy of Article 6 of the Agreement (Company’s Compensation and Rates) is provided as **Attachment 2**.

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;
- Vehicle Maintenance; and
- All Other.

The RRI also provides for adjusting the Disposal Fee and Organic Waste Processing Fee based on the change in the associated tipping fees. A copy of Exhibit 2 – Refuse Rate Index is provided as **Attachment 3**.

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, 2018.

Balancing Account Calculation

The balancing account was established to provide a mechanism for distributing recyclable material sales revenues between the Company and the District’s ratepayers. Recycling revenues have been calculated for each year, starting with 2008 using the specified methodology, and each calculated amount is compared to the “base” projected revenue amount. The difference between projected revenues and the established “base” revenue amount is accounted for in the Balancing Account as either revenue due to the District (if calculated recycling revenues are higher than the projected amount), or revenue due to the Company (if calculated recycling revenues are lower than the projected amount). The balancing account amount is factored into the rate adjustment every five years, most recently as part of the 2018 RRI rate adjustment. The Balancing Account balance due to the District for the five-year period ending December 31, 2017 was \$81,887 or \$16,378 annually. This was equivalent to a 0.15% rate reduction, which was spread across the five-year period from 2018 to 2022. The next balancing account adjustment will be made as part of setting the rates for 2023.

Attachment 4 provides the language in the Agreement related to the Balancing Account. The referenced OBM index stopped reporting newspaper (ONP #8) prices as of July 2018, which precludes the ability to calculate the balancing account monthly revenues starting July 2017 based on the specified methodology.

Attachment 5 includes the 2017 balancing account balance of approximately \$138,000 due the Company, assuming no revenues for newspaper for July through December 2017. **Attachment 5** also includes a calculated balancing account balance of approximately \$64,000 due the District, assuming a net revenue per ton for newspaper for July through December 2017 equal to the average newspaper price for January through June 2017, which may be more representative of actual newspaper prices for that period. The 2017 balancing account calculation does not impact the current rate adjustment; however, a determination will need to be made as to how to project newspaper revenues to finalize the 2017 balancing account balance.

Note: *Mixed paper prices through August of 2018 are significantly lower than those reported for 2017, which will have a material impact on the calculated balancing account balance for 2018.*

Mr. Sandeep Karkal
September 11, 2018
Page 3 of 3

Cardboard prices are also lower, although the impact of cardboard prices on the balancing account balance is significantly less than that of mixed paper.

* * * * *

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 | Principal

Attachments:

- 1 Company's and R3's Adjusted Calculation
- 2 Exhibit 2 – Refuse Rate Index
- 3 Article 6 – Company's Compensation and Rates
- 4 Exhibit 7 – Recyclable Materials Balancing Account
- 5 Balancing Account Calculations

R:\+Projects\Novato Sanitary District - 2019 RRI -\Report\Novato Sanitary District - 2019 RRI - 091118.docx

Attachment 1

ARTICLE 6 COMPANY'S COMPENSATION AND RATES

6.1 General

The Company's compensation provided for in this article shall be the full, entire, and complete compensation due to the Company for all labor, equipment, materials, and supplies, taxes, insurance, bonds, overhead, disposal, profit, and all other things necessary to perform all the services required by this Agreement in the manner and at the times prescribed.

The Company will not look to the District for payment of any sums under this Agreement. The Company will perform the responsibilities and duties described in this Agreement in consideration of the right to charge and collect from Customers for services rendered at rates fixed by the District from time to time.

6.2 Refuse Rate Index Adjustments to Service Rates

6.2.1 Adjustments to Service Using the Refuse Rate Index (RRI). Beginning on January 1, 2012, and annually thereafter, the Company shall, subject to compliance with all provisions of this Article, shall receive an annual adjustment in of the Service Rates as set forth in Exhibit 1 of this Agreement.

6.2.2 RRI Adjustment. Beginning on January 1, 2012, and annually thereafter during the term of this Agreement, the Service Rates set forth in Section 6.2.1 above shall be adjusted by the RRI adjustment set forth below. In any year that the calculation of the RRI results in a negative number, there shall be no adjustment of the Service Rates. Instead, the negative RRI number shall be added to the result of the subsequent years RRI calculation and the result shall be the RRI adjustment for that subsequent year.

6.2.3 12-Month Annual Average. The RRI adjustment shall be the sum of the weighted percentage change in the twelve (12) month annual average of each RRI index number between the base year, which shall be the prior preceding fiscal year ending June 30th and the preceding fiscal year ending June 30th as contained in the most recent release of the source documents listed in Exhibit 2, ("REFUSE RATE INDEX") which is attached to and included in this Agreement. Therefore, the first Service Rate adjustment will be based on the percentage changes between the twelve (12) month Annual Average of the RRI indices for the fiscal year ending June 30, 2010 and the Annual Average of the RRI indices for the fiscal year ending June 30, 2011. The RRI shall be calculated using the RRI methodology included in Exhibit 2.

6.3 RRI Financial Information

On or before September 1, 2011, and annually thereafter during the term of this Agreement, the Company shall deliver to the District financial information for the specific services performed under this Agreement for the preceding Agreement Year. Such financial information shall be in the 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

Attachment 1

1 financial information in the required format by September 1st, it is agreed that the
2 Company shall be deemed to have waived the RRI adjustment for that year. The
3 Company's failure to provide the financial information shall not preclude the District
4 from applying the RRI using the prior year's financial data, or pro forma data if no prior
5 year financial data is available, if that application would result in a negative RRI.

6 **6.3.1** Annual Adjustments shall be made only in units of one cent (\$0.01). Fractions of
7 less than one cent (\$0.01) shall not be considered in making adjustments. The
8 indices shall be truncated at four (4) decimal places for the adjustment
9 calculations.

10 **6.3.2** If the Company's failure to submit the financial information required under
11 Section 6.3 is the result of extraordinary or unusual circumstances as
12 demonstrated by the Company to the satisfaction of the District Manager-
13 Engineer, the District at its sole discretion, may consider the request for the
14 annual RRI rate adjustment.

15 **6.3.3** As of November 15, 2011, and annual thereafter during the term of this
16 Agreement, the District Manager-Engineer shall notify the Company of the RRI
17 adjustment to the affected service rates to take place on the subsequent January
18 1st.

19 **6.4 Recyclable Materials Balancing Account**

20 Because of the variation of Recyclable Materials commodity prices, the District and the
21 Company agree to use the Recyclable Materials Balancing Account as described in
22 Exhibit 7.

23 **6.5 District or Company Requested Detailed Rate Review**

24 The District or the Company may request a Detailed Rate Review to be conducted
25 following the procedures as specified in Exhibit 8. However, a Detailed Rate Review
26 shall not be conducted more than once every three (3) Agreement years. A request for a
27 Detailed Rate Review shall be made in writing at least six months prior to the January 1st
28 rate adjustment period for the year in which the results for the Detailed Rate Review are
29 to be applied. The Company shall pay the cost for the Detailed Compensation Review,
30 and the cost of such a Detailed Rate Review is an allowable pass-through cost.

31

Attachment 2

EXHIBIT 2 Refuse Rate Index

The "Refuse Rate Index" adjustment shall be calculated in the following manner:

1. The expenses of providing Collection Services in the Service Area for the designated fiscal period (July to June) shall be prepared in the format set forth in the Operating Cost Statement - Description on the following page of this Exhibit.
2. The expenses of providing Collection Services in the Service Area shall be broken down into one of the following seven cost categories: Labor; Fuel; Vehicle Replacement; Maintenance, Disposal Fee, Organic Waste Processing fee, and All Other. Each cost category is assigned a weighted percentage factor on that cost category's proportionate share of the total of the costs shown for all cost categories.
3. The following indices are used to calculate the adjustment for each cost category of the Service Rates. The change in each index is calculated on a twelve-month fiscal period (July to June). The twelve-month average index from July 2010 to June 2011 will serve as the "First Year Index".

<u>Cost Category</u>	<u>Index</u>
Labor	Series ID: ceu6056210008 Production Workers-Waste Collection
Fuel	California No 2 Diesel Ultra Low Sulfur (0-15 ppm) http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp
Vehicle Replacement	Series ID: pcu336211336211 Truck, bus, car and other vehicles bodies, for sale separately.
Vehicle Maintenance	Series ID: pcu333924333924 Parts and attachments for Industrial work trucks.
Disposal Fee	The per ton tip fee charged at the Disposal Facility.
Organic Waste Processing Fee	The per ton tip fee charged at the approved Organic Waste Processing Facility.
All Other	Consumer Price Index, Series ID: CUURA422SA0 CPI-All Urban Consumers, All Items, San Francisco,

4. The percentage weight for each cost category is multiplied by the change in each appropriate index to calculate a weighted percentage for each cost category. The weighted percentage changes for each cost category are added together to calculate the Refuse Rate Index for the Service Rates in Exhibit 1.

Attachment 2

EXHIBIT 2 Refuse Rate Index

Operating Costs

Operating Cost Statement - Description

Labor:	List all administrative, officer, operation and maintenance salary accounts. List payroll tax accounts directly related to the above salary accounts.
Fuel:	List all fuel and oil accounts.
Vehicle	
Replacement:	List all Collection and Collection related vehicle depreciation accounts. List all vehicle lease or rental accounts related to Collection or Collection related vehicles.
Vehicle	
Maintenance:	List all Collection or Collection related vehicle parts accounts.
Disposal Fee:	List all Landfill Disposal related accounts.
Organic Waste Processing Fee:	List all Organic Waste Processing related accounts.
All Other:	List all other expense accounts related to the services provided under this Contract. This category includes all insurance including general liability, fire, truck damage, extended coverage and employee group medical and life; rent on property, truck licenses and permits; real and personal property taxes; telephone and other utilities; employee uniforms; safety equipment; general yard repairs and maintenance; office supplies; postage; trade association dues and subscription; advertising; employee retirement or profit sharing contributions; and miscellaneous other expenses.

Attachment 3

Cost Category	2019 Adjustment			
	2018 Operating Category Total	Weighted Percent of Annual Total	Index Percent Change	Weighted Adjustment Percentage
Labor Index	\$2,272,937	37.300%	0.500%	0.190%
Fuel Index	\$447,303	7.340%	22.340%	1.640%
Vehicle Replacement Index	\$244,423	4.010%	1.530%	0.060%
Vehicle Maintenance Index	\$441,471	7.250%	2.310%	0.170%
Disposal Index	\$1,033,877	16.970%	2.640%	0.450%
Organic Waste Processing Index	\$359,221	5.900%	2.630%	0.160%
All Other	\$1,294,196	21.240%	3.220%	0.680%
Total	\$6,093,428	100.01%		3.350%

Exhibit 7
Recyclable Materials Balancing Account

1. Recyclable Material Per Ton Net Revenue Amount.

Fair Market Value - For purposes of forecasting recyclable material net revenues for 2008, the Company shall use the calculated fair market value of recyclable material revenues for 2006, which shall equal the annual total of the fair market value for such material for each month times the associated monthly tonnage collected or received by the Company for calendar year 2006, times any applicable growth rate (the 2006 Projected Revenues). A similar methodology will be used for purposes of forecasting recyclable material sales revenues for subsequent years. That fair market value shall be calculated as follows:

- a. The fair market value of net revenue paid by related parties to the Company for recyclable materials net of processing costs, and any and all other costs (the Per Ton Net Revenue Amount), shall initially be set at \$44.85 per ton effective July 2005. This initial Per Ton Net Revenue Amount will be adjusted on a monthly basis, as described below.
- b. The prior month Per Ton Net Revenue Amount shall be adjusted for purposes of establishing the Per Ton Net Revenue Amount for the current month based on changes to the Official Board Markets Transacted Paper Stock Prices (OBM Index Prices) as reported for "San Francisco" as follows:
 - i. The starting point for the Per Ton Net Revenue Amount shall be \$44.85 per ton effective July 2005.
 - ii. The Per Ton Net Revenue Amount shall be adjusted monthly based on changes to the OBM Index Prices for Mixed Paper, #8 Newspaper and OCC as reported in the first weekly OBM issue of each month. The OBM Index Prices for each of these commodities shall be set at the average of the high and low prices reported each month, which are \$67.50, \$87.50 and \$87.50 respectively for July 2005.
 - iii. The weighted average percentages for Mixed Paper, #8 Newspaper and OCC for purposes of applying the OBM Index Prices shall be 46%, 46% and 8% respectively.
 - iv. Every month, one hundred percent (100%) of the weighted average O.B.M. index price adjustment (up or down) compared to the previous month shall be added or subtracted from the prior month Per Ton Revenue Amount for purposes of establishing the Per Ton Revenue Amount for each month.
- c. Example: The OBM Index Price adjustments from July 2005 to August 2005 for Mixed Paper, #8 Newspaper and OCC were -\$10/ton, -\$5/ton and -\$10/ton respectively. Applying the above referenced weighted average by material type, the price change July to August is -\$9.00/ton. The Per Ton Net Revenue Amount for July 2005 would decrease from \$44.85 to \$35.85 which is the Per Ton Net Revenue Amount for August 2005.

Exhibit 7
Recyclable Materials Balancing Account

- d. The calculated Per Ton Net Revenue Amount for each month shall be applied to all tonnages collected or received by the Company through the recycling program and delivered to related parties for processing for that month, including any and all processing residue, contaminants, non-processable or other material tonnages.
- e. Notwithstanding any provision of this Agreement to the contrary, at no time shall the Per Ton Net Revenue Amount paid by a related party be less than \$10 per ton (The Floor Price) nor more than \$80 per ton (The Ceiling Price) – The Floor Price and Ceiling Price shall be adjusted for the full impact of any change in the CRV value as provided for below.
- f. In the event of any future changes to the California Redemption Value (CRV) paid by the State of California, the Per Ton Net Revenue Amount shall be adjusted to account for that relative impact on the Per Ton Net Revenue Amount. That impact shall be determined by multiplying the total applicable CRV tons for the prior 12 months times the applicable net change in CRV per ton revenue to project the total additional annual CRV revenue. This total additional annual CRV revenue shall then be divided by the total tonnage collected or received by the Company through the recycling program for the prior 12 months to determine the net additional per ton revenue amount that shall be added to the calculated Per Ton Net Revenue Amount going forward. The parties agree that should the CRV value be adjusted on or after July 1, 2007, as provided for in the California Beverage Container Recycling and Litter Reduction Act, allowances will be made to the rates that are set for 2008 and beyond to fully account for this change, notwithstanding any provision of this Agreement to the contrary.

2. Balancing Account Calculation for Recyclable Materials.

Because of the potential volatility of recyclable material prices, the District and the Company agree to establish a Balancing Account for recyclable material sales revenue. The Balancing Account amount will be based on the difference between the projected revenues for each year (as calculated using the above methodology) and the calculated revenues for that year (i.e., the annual total of the actual monthly tonnage times the calculated Per Ton Revenue Amount for each month using the methodology described above).

- a. For purposes of tracking the Balancing Account amount, the Company shall provide the District with an annual report that includes:
 - i. A copy of the OBM Index Prices as reported in the first issue of each month;
 - ii. The total commingled recyclable tonnage delivered to any related party for processing;
 - iii. The calculated current month Per Ton Revenue Amount and the calculation used to determine that amount;
 - iv. The total monthly Calculated Revenue equal to the total tonnage collected or

Attachment 4

Exhibit 7 Recyclable Materials Balancing Account

- received by the Company through the recycling program and delivered to the related parties for processing times the calculated monthly Per Ton Revenue Amount); and
- v. All prior year to date monthly figures for the calendar year for items (ii) through (iv) above.
- b. The net cumulative Balancing Account amount for 2008 through 2011 shall be accounted for in full in setting the rates for Calendar Year 2013 as follows:
 - i. The net cumulative Balancing Account will be divided by five (to account for rates in 2013, 2014, 2015, 2016 and 2017) (the annualized Balancing Account amount);
 - ii. The Company's fiscal year 2011 audited financial statement rate revenue will be divided by the annualized Balancing Account amount to calculate the annualized Balancing Account rate adjustment; and
 - c. The calculated RRI rate adjustment for 2013 will be adjusted up (if the Balancing Account amount is due to the Company) or down (if the Balancing Account amount is due to the District) by the annualized Balancing Account rate adjustment, which shall be carried forward through rate year 2016.
 - d. The net cumulative Balancing Account amount for 2012 through 2016 shall be accounted for in full in setting the rates for Calendar Year 2018 by dividing that amount by five (to account for rates in 2018, 2019, 2020, 2021 and 2022) and applying the same rate adjustment methodology specified for Calendar Year 2013 in Section 6.6.6.2.2 above.
 - e. The net cumulative Balancing Account amount for 2017 through 2021 shall be accounted for in full in setting the rates for Calendar Year 2023 by dividing that amount by three (to account for rates in 2023, 2024 and 2025) and applying the same rate adjustment methodology specified for Calendar Year 2013 in Section 6.6.6.2.2 above.
 - f. The cumulative balancing account amount for Calendar Years 2022 through 2025 shall be paid by the applicable party to the other party in no less than equal annual payments over a period of no more than four years starting January 1, 2026, without interest.
 - g. In the event that a Detailed Rate Review is conducted the impact of the Balancing Account will be factored into the associated rate adjustment for that year in the same manner specified for Calendar Year 2013 in Section 6.6.6.2.2 above.
 - h. Exit Clause. -The parties agree that the proposed methodology is intended to provide a reasonable projection of the fair market value of revenues paid by third parties to the Company. Recyclable material commodity prices can, however, be extremely volatile and factors other than those accounted for in the proposed methodology may impact the fair market value of revenues. To provide a contingency for such potential

Exhibit 7
Recyclable Materials Balancing Account

events, each party shall have the right to terminate the use of the methodology for establishing the monthly Per Ton Revenue Amount described in this Section at any time during the term of this Agreement at either party's sole discretion. The notification shall be in writing and shall be effective thirty calendar days after receipt. The exercising of said option shall not remove either party's obligation to the other party for any Balancing Account balance at the time said option is exercised and becomes effective.

- i. In the event that either party exercises its option to terminate the methodology for establishing the Per Ton Revenue Amount, the parties agree to negotiate a new methodology that is acceptable to both parties. In the event that the parties cannot agree on acceptable changes to the methodology, the fair market value will be based on a review of actual related recyclable material sales revenues and related processing expenses.

1

	A	B	E	I	J	M	N	O	P	Q	R	S	T	V	AI	AJ	AK	
13	San Francisco OBM Prices (average of high & low) ⁽¹⁾										Variance vs. Prior Month		Price Adjustment					
14	Per Ton Net Revenue Amount		Mixed Paper		#8 NP		OCC		Mixed Paper		#8 NP		OCC		100%		Total Tons Total Revenue	
15	weighted %=		46%		46%		8%											
297	2017																	
298	Jan	\$71.19	\$97.50	\$100.00	\$120.00	\$2.30	\$2.30	\$0.80	\$5.40	1,114	\$	79,338						
299	Feb	\$78.54	\$100.00	\$110.00	\$140.00	\$1.15	\$4.60	\$1.60	\$7.35	1,002	\$	78,705						
300	Mar	\$80.94	\$100.00	\$110.00	\$170.00	\$0.00	\$0.00	\$2.40	\$2.40	899	\$	72,790						
301	Apr	\$55.14	\$72.50	\$87.50	\$135.00	-\$12.65	-\$10.35	-\$2.80	-\$25.80	1,001	\$	55,173						
302	May	\$55.14	\$72.50	\$87.50	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	838	\$	46,179						
303	Jun	\$61.74	\$77.50	\$92.50	\$160.00	\$2.30	\$2.30	\$2.00	\$6.60	979	\$	60,458						
304	Jul	\$10.00	\$0.00	\$0.00	\$165.00	-\$35.65	-\$42.55	\$0.40	-\$77.81	889	\$	8,893						
305	Aug	\$10.00	\$0.00	\$0.00	\$155.00	\$0.00	\$0.00	-\$0.80	-\$0.80	907	\$	9,072						
306	Sep	\$10.00	\$0.00	\$0.00	\$130.00	\$0.00	\$0.00	-\$2.00	-\$2.00	937	\$	9,372						
307	Oct	\$10.00	\$0.00	\$0.00	\$67.50	\$0.00	\$0.00	-\$5.00	-\$5.00	760	\$	7,602						
308	Nov	\$10.00	\$0.00	\$0.00	\$110.00	\$0.00	\$0.00	\$3.40	\$3.40	908	\$	9,083						
309	Dec	\$10.00	\$0.00	\$0.00	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	858	\$	8,576						
310																		
311	⁽¹⁾ First weekly OBM issue of each month																	
312	Floor per ton = \$10.00 Max = \$80.00 (to be adjusted for)																	
313																		
314																		
315	2017 Balancing Account Calculated Revenues = \$ 445,242																	
316	2017 Projected Recyclable Materials Revenue = 542,420																	
317	July 1, 2007 CRV Adjustment = 40,664																	
318	Total 2017 Balancing Account Projected Revenues = 583,084																	
319	2017 Balancing Account Due to District (Company) = (137,842)																	
320	NET BALANCING ACCOUNT FOR 2017-2017 DUE TO DISTRICT (COMPANY) = (137,842)																	

Note: Calculated value of (\$137,842) does not include estimated #8 NP values, July-Dec 2017. Adjusted estimated amount incorporating these values is provided on next page.

	A	B	E	I	J	M	N	O	P	Q	R	S	T	V	AI	AJ	AK			
13	San Francisco OBM Prices (average of high & low) ⁽¹⁾										Variance vs. Prior Month		Price Adjustment							
14	Per Ton Net Revenue Amount		Mixed Paper		#8 NP		OCC		Mixed Paper		#8 NP		OCC		100%		Total Tons		Total Revenue	
15	weighted %=		46%		46%		8%													
297	2017																			
298	Jan	\$71.19	\$97.50	\$100.00	\$120.00	\$2.30	\$2.30	\$0.80	\$5.40	1,114	\$	79,338								
299	Feb	\$78.54	\$100.00	\$110.00	\$140.00	\$1.15	\$4.60	\$1.60	\$7.35	1,002	\$	78,705								
300	Mar	\$80.94	\$100.00	\$110.00	\$170.00	\$0.00	\$0.00	\$2.40	\$2.40	899	\$	72,790								
301	Apr	\$55.14	\$72.50	\$87.50	\$135.00	-\$12.65	-\$10.35	-\$2.80	-\$25.80	1,001	\$	55,173								
302	May	\$55.14	\$72.50	\$87.50	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	838	\$	46,179								
303	Jun	\$61.74	\$77.50	\$92.50	\$160.00	\$2.30	\$2.30	\$2.00	\$6.60	979	\$	60,458								
304	Jul	\$66.93	\$82.50	\$97.92	\$165.00	\$2.30	\$2.49	\$0.40	\$5.19	889	\$	59,521								
305	Aug	\$56.93	\$62.50	\$97.92	\$155.00	-\$9.20	\$0.00	-\$0.80	-\$10.00	907	\$	51,644								
306	Sep	\$54.93	\$62.50	\$97.92	\$130.00	\$0.00	\$0.00	-\$2.00	-\$2.00	937	\$	51,481								
307	Oct	\$31.53	\$22.50	\$97.92	\$67.50	-\$18.40	\$0.00	-\$5.00	-\$23.40	760	\$	23,971								
308	Nov	\$39.53	\$32.50	\$97.92	\$110.00	\$4.60	\$0.00	\$3.40	\$8.00	908	\$	35,907								
309	Dec	\$37.23	\$27.50	\$97.92	\$110.00	-\$2.30	\$0.00	\$0.00	-\$2.30	858	\$	31,927								
310																				
311	⁽¹⁾ First weekly OBM issue of each month										2017 Balancing Account Calculated Revenues =		\$ 647,095							
312	Floor per ton = \$10.00 Max = \$80.00										2017 Projected Recyclable Materials Revenue =		542,420							
313	(to be adjusted for any change in CRV)										July 1, 2007 CRV Adjustment =		40,664							
314											Total 2017 Balancing Account Projected Revenues =		583,084							
315	Jan-Jun Average =		\$97.92		2017 Balancing Account Due to District (Company)		64,010													
316																				
317																				
318																				
319																				
320	NET BALANCING ACCOUNT FOR 2017-2017 DUE TO DISTRICT (COMPANY) =															64,010				

TABLE A: COMPARISON OF 2018 SOLID WASTE RATES - MARIN COUNTY ONLY

	Agency/Area	Residential rate, 32 gal can
1.	a. Novato (2018) b. Novato (2019 - proposed)	\$20.51 \$21.20
2.	Fairfax (level)	\$34.02
3.	Almonte	\$34.13
4.	Strawberry	\$35.21
5.	Ross	\$36.13
6.	Tamalpais CSD	\$36.58 (35 gl.)
7.	Corte Madera (level)	\$36.94
8.	Las Gallinas (unincorporated)	\$37.81
9.	San Rafael (level)	\$37.81
10.	San Anselmo	\$40.87
11.	Sausalito	\$41.35 (30 gl.)
12.	Homestead	\$41.39
13.	Alto	\$42.91
14.	Larkspur (level)	\$43.32
15.	Ross Valley South	\$43.32
16.	Ross Valley North Oak Manor	\$43.32
17.	Ross Valley North Sleepy Hollow	\$43.32
18.	Tiburon (level)	\$44.37
19.	Mill Valley (level)	\$49.26
20.	County #2 (part of Mill Vly. and Tiburon)	\$49.93
21.	County #1 (part of Mill Valley)	\$49.93
22.	County #4 (part of Mill Valley)	\$57.23
23.	Belvedere	\$58.26
24.	County #3 (part of Tiburon)	\$60.26

TABLE B: RESIDENTIAL & COMMERCIAL COLLECTION RATES – SEPT. 2018
RATE COMPARISON WITH OTHER AGENCIES

Agency	Franchise Fee, %	Type	Residential 32 gal can/wk ^{(1) (2)}	2 yd Bin Weekly Dump Monthly fee	3 yd Bin 1/wk
Corte Madera	20	Level Hill	36.94 39.74	345.58	n/a
Fairfax	10	Level Hill	34.02 39.74	334.41	468.92
Larkspur	10	Level Hill	43.32 46.77	423.73	553.66
Las Gallinas (County/Novato Portion – City now included in San Rafael)	\$25,000		37.81	358.84	467.09
Mill Valley	17 + 3 road impact	Level Hill	49.26 56.61	418.60	n/a
Petaluma	10 plus \$250,000 road impact		17.99	313.87	419.95
San Anselmo	10	Level Hill	40.87 44.97	465.68	670.72
San Rafael	10	Level Hill	37.81 42.83	465.68	467.09
Santa Rosa	14		27.05	422.37	519.63
Sausalito	15		41.35 30 gl.	326.80	n/a
Tiburon	14	Level Hill	44.37 52.84	420.47	n/a
Novato: 2018	\$55,041 (adjusts with CPI)		20.51 (32 gal)	211.88	267.26

Notes:

1. All rates include a charge for recycling, hazardous waste, curbside green waste collection, and food composting.
2. Sausalito rates include street sweeping, 2 clean-ups/yr., and free City services.
3. Corte Madera and Tiburon rates include street sweeping and 4 clean-ups/yr. Mill Valley rates include street sweeping and 2 clean-ups/yr.
4. Santa Rosa rates include street sweeping and 2 bulky item pickups/yr. Petaluma rates include street sweeping and 2 clean-ups/yr.
5. Novato rates include 4 bulky item pickups/yr.

TABLE C: HISTORY OF NOVATO DISPOSAL SERVICE SOLID WASTE RATE INCREASES: 2005 - 2018

DATE	INCREASE	REASON
January 1, 2018	5.04%	Annual adjustment based on changes in Refuse Rate Index (RRI)
January 1, 2017	1.02%	Annual adjustment based on changes in Refuse Rate Index (RRI)
January 1, 2016	1.33%	Annual adjustment based on changes in Refuse Rate Index (RRI).
January 1, 2015	3.00%	Based on Refuse Rate Index (RRI) adjustment of 1.94% and account migration adjustment of 1.06%.
January 1, 2014	1.63%	Annual adjustment based on changes in Refuse Rate Index (RRI).
2013	None	
January 1, 2012	2.43%	Annual adjustment based on changes in Refuse Rate Index (RRI).
January 1, 2011	3.34%	Annual adjustment based on changes in Refuse Rate Index (RRI).
2010	None	
January 1, 2009	8.00%	Annual adjustment based on changes in Refuse Rate Index (RRI).
July 1, 2008	0.56%	Increase of 1.12% effective July 1, 2008 representing annual increase of 0.56% pro-rated over 6 months. Based on detailed audited financial statements; replacing fleet with split-body trucks; eliminating free service to governmental agencies; reducing debris box fees.
April 1, 2007	7.44%	Increase of 9.92% effective April 1, 2007 representing annual increase of 7.44% pro-rated over 9 months. Based on changes in Refuse Rate Index (RRI).
January 1, 2006	2.94%	Increase in pass-through costs and operating cost increase.
July 1, 2005	1.30%	Increase of 2.60% effective July 1, 2005 representing annual increase of 1.3% pro-rated over 6 months. Based on CPI, increased fuel costs, AB 939, JPA fees.

TABLE D: REFUSE DISPOSAL RATES

RATE CLASSIFICATION	Maximum Monthly Fees		
	Effective 1/1/17	(5.04% increase) Effective 1/1/18	(est. 3.35% increase) Effective 1/1/19
Single Family residential:			
1 20 Gal. can collected weekly	\$12.21	\$12.83	\$13.26
1 32 Gal. can collected weekly	\$19.53	\$20.51	\$21.20
1 68 Gal. can collected weekly	\$39.03	\$41.00	\$42.37
1 95 Gal. can collected weekly	\$58.57	\$61.52	\$63.58
Special Trips - Can not set out	\$12.17	\$12.79	\$13.22
Special Rate - Containers more than 50 feet from street (each 50 feet)	\$5.63	\$5.91	\$6.11
Special Equipment - PAL Truck	\$12.17	\$12.79	\$13.22
Extra Pickups	\$5.99	\$6.29	\$6.50
Additional 95 gl. Green Waste Carts after 2	\$18.58	\$19.51	\$20.16
Multi-family, mobile home parks, commercial/industrial:			
<u>32 Gallon</u>			
1 x week	\$21.15	\$22.22	\$22.96
2 x week	\$45.11	\$47.39	\$48.98
3 x week	\$68.99	\$72.48	\$74.91
6 x week	\$140.75	\$147.86	\$152.81
<u>68 Gallon</u>			
1 x week	\$40.59	\$42.64	\$44.07
1 x week - Foodwaste		\$31.98	\$33.05
2 x week	\$86.55	\$90.91	\$93.96
3 x week	\$132.33	\$139.01	\$143.67
6 x week	\$269.98	\$283.62	\$293.12
<u>95 Gallon</u>			
1 x week	\$60.89	\$63.95	\$66.09
1 x week - Foodwaste		\$47.96	\$49.57
2 x week	\$129.79	\$136.34	\$140.91
3 x week	\$198.49	\$208.52	\$215.51
6 x week	\$404.99	\$425.44	\$439.69
Extra Pickups	\$5.99	\$6.29	\$6.50
Debris Box Service:			
<u>2 Cu. Yd. Containers</u>			
1 x week	\$201.72	\$211.88	\$218.98
2 x week	\$354.05	\$371.89	\$384.35
3 x week	\$506.33	\$531.85	\$549.67
4 x week	\$658.55	\$691.74	\$714.91
5 x week	\$810.79	\$851.65	\$880.18
6 x week	\$963.04	\$1,011.58	\$1,045.47
The above rates include an allowance for container rental as follows:	\$49.48	\$51.98	\$53.72
Extra Pickups	\$55.07	\$57.85	\$59.79
<u>3 Cu. Yd. Containers</u>			
1 x week	\$254.44	\$267.26	\$276.21

<u>RATE CLASSIFICATION</u>	Maximum Monthly Fees <u>Effective 1/1/17</u>	Maximum Monthly Fees <u>Effective 1/1/18</u>	Maximum Monthly Fees <u>Effective 1/1/19</u>
2 x week	\$442.76	\$465.08	\$480.66
3 x week	\$631.33	\$663.15	\$685.37
4 x week	\$819.64	\$860.95	\$889.79
5 x week	\$1,008.15	\$1,058.96	\$1,094.44
6 x week	\$1,196.53	\$1,256.84	\$1,298.94
The above rates include an allowance for container rental as follows:	\$66.05	\$69.38	\$71.70
Extra Pickups	\$55.07	\$57.85	\$59.79
<u>4 Cu. Yd. Containers</u>			
1 x week	\$331.28	\$347.97	\$359.63
2 x week	\$581.19	\$610.48	\$630.93
3 x week	\$831.23	\$873.13	\$902.38
4 x week	\$1,081.14	\$1,135.63	\$1,173.67
5 x week	\$1,331.16	\$1,398.25	\$1,445.09
6 x week	\$1,581.12	\$1,660.80	\$1,716.44
The above rates include an allowance for container rental as follows:	\$66.05	\$69.38	\$71.70
Extra Pickups	\$66.05	\$69.38	\$71.70
<u>6 Cu. Yd. Containers</u>			
1 x week	\$484.95	\$509.39	\$526.45
2 x week	\$858.03	\$901.28	\$931.47
3 x week	\$1,231.09	\$1,293.14	\$1,336.46
4 x week	\$1,604.11	\$1,684.96	\$1,741.40
5 x week	\$1,977.20	\$2,076.85	\$2,146.43
6 x week	\$2,350.26	\$2,468.71	\$2,551.41
The above rates include an allowance for container rental as follows:	\$66.05	\$69.38	\$71.70
Extra Pickups	\$110.15	\$115.70	\$119.58
<u>15 Cu. Yd. Containers</u>			
1 x week	\$2,126.93	\$2,234.13	\$2,308.97
2 x week	\$4,258.80	\$4,473.44	\$4,623.30
3 x week	\$6,385.75	\$6,707.59	\$6,932.29
The above rates include an allowance for container rental as follows:	\$66.05	\$69.38	\$71.70
Extra Pickups	\$491.21	\$515.97	\$533.25
<i>Debris Box Service - Foodwaste:</i>			
<u>2 Cu. Yd. Containers:</u>			
1 x week	N/A	\$158.91	\$164.23
2 x week	N/A	\$278.92	\$288.26
3 x week	N/A	\$398.89	\$412.25
4 x week	N/A	\$518.81	\$536.19
5 x week	N/A	\$638.74	\$660.14
6 x week	N/A	\$758.69	\$784.11
<u>3 Cu. Yd. Containers:</u>			
1 x week	N/A	\$200.45	\$207.17
2 x week	N/A	\$348.81	\$360.50
3 x week	N/A	\$497.36	\$514.02
4 x week	N/A	\$645.71	\$667.34

<u>RATE CLASSIFICATION</u>	Maximum Monthly Fees <u>Effective 1/1/17</u>	Maximum Monthly Fees <u>Effective 1/1/18</u>	Maximum Monthly Fees <u>Effective 1/1/19</u>
5 x week	N/A	\$794.22	\$820.83
6 x week	N/A	\$942.63	\$974.21
<u>4 Cu. Yd. Containers:</u>			
1 x week	N/A	\$260.98	\$269.72
2 x week	N/A	\$457.86	\$473.20
3 x week	N/A	\$654.85	\$676.79
4 x week	N/A	\$851.72	\$880.25
5 x week	N/A	\$1,048.69	\$1,083.82
6 x week	N/A	\$1,245.60	\$1,287.33
<u>Cleanup Bins:</u>			
3 yd. - 2 days	\$177.80	\$186.76	\$193.02
3 yd. - weekend	\$177.80	\$186.76	\$193.02
6 yd. - 2 days	\$299.75	\$314.86	\$325.41
6 yd. - weekend	\$299.75	\$314.86	\$325.41
15 - yd. up to 3 T - one week	\$491.21	\$515.97	\$533.25
20 yd. up to 3 T - one week	\$551.24	\$579.02	\$598.42
30 yd. up to 4 T - one week	\$919.80	\$966.16	\$998.53
Additional/ton charge for cleanup bins	\$59.53	\$62.53	\$64.62
Occasional or irregular collections per 5 cubic feet	\$5.99	\$6.29	\$6.50
Special collections other than debris box - plus regular rate	\$25.37	\$26.65	\$27.54
Special collections for debris boxes - plus regular rate	\$55.10	\$57.89	\$59.83
Monthly charge for special collection conditions	\$11.95	\$12.55	\$12.97
<i>Bulky Items - 4 free pickups per year: Up to 3 cu. yds. per pickup No liquid waste or hazardous material Charges for Freon appliances may apply</i>			
<u>Mattresses:</u>			
Twin Bed	N/A	\$15.20	\$15.71
Double/Full	N/A	\$18.29	\$18.90
Queen	N/A	\$23.07	\$23.84
King	N/A	\$26.45	\$27.34

<u>RATE CLASSIFICATION</u>	<u>Maximum Monthly Fees Effective 1/1/17</u>	<u>Maximum Monthly Fees Effective 1/1/18</u>	<u>Maximum Monthly Fees Effective 1/1/19</u>
<u>Box Springs:</u>			
Twin Bed	N/A	\$16.88	\$17.45
Double/Full	N/A	\$21.66	\$22.39
Queen	N/A	\$26.45	\$27.34
<u>Furniture:</u>			
Bed Frame	N/A	\$9.00	\$9.30
Couch (under 6 feet)	N/A	\$54.32	\$56.14
Upholstered Chair	N/A	\$23.07	\$23.84
Wooden Chair	N/A	\$4.22	\$4.36
Dinette Table	N/A	\$24.20	\$25.01
<u>Household Items:</u>			
Rug (9' x 12')	N/A	\$13.79	\$14.25
Vacuum	N/A	\$5.91	\$6.11
<u>Appliances:</u>			
Water Heater (32 Gal)	N/A	\$24.20	\$25.01
Water Heater (40-50 Gal)	N/A	\$36.31	\$37.53
Water Heater (up to 100 Gal)	N/A	\$54.32	\$56.14
Oven	N/A	\$18.29	\$18.90
Oven (stove top)	N/A	\$12.11	\$12.52
Oven-Stove Unit	N/A	\$12.11	\$12.52
Microwave	N/A	\$28.14	\$29.08
Garbage Compactor	N/A	\$18.29	\$18.90
Dishwasher	N/A	\$30.10	\$31.11
Refrigerator	N/A	\$95.69	\$98.90
Freezer	N/A	\$71.20	\$73.59
Air Conditioner	N/A	\$48.12	\$49.73
Washing Machine	N/A	\$36.31	\$37.53
Dryer	N/A	\$23.65	\$24.44
Wheelchairs	N/A	\$39.40	\$40.72
Bathtub - Fiberglass	N/A	\$22.52	\$23.27
Bathtub - Cast Iron	N/A	\$33.77	\$34.90
<u>Building Materials:</u>			
Household Door	N/A	\$3.66	\$3.78
Sink	N/A	\$10.41	\$10.76
Toilet	N/A	\$6.19	\$6.40
<u>Yard and Garden:</u>			
Gas Mower (must be drained)	N/A	\$11.54	\$11.93
BBQ	N/A	\$7.32	\$7.57
Ping Pong Table	N/A	\$24.20	\$25.01
Exercise Bike	N/A	\$18.29	\$18.90
Swing Set	N/A	\$16.88	\$17.45
Bicycle	N/A	\$9.00	\$9.30

Electronics:

TV and PC Monitors cannot be picked up, they are considered hazardous waste. The rest of the PC can be placed into the garbage can.

RESOLUTION NO. 3128

**A RESOLUTION SETTING MAXIMUM SOLID WASTE SERVICE CHARGES
FOR
RECOLOGY SONOMA MARIN (RSM)
IN
NOVATO SANITARY DISTRICT**

WHEREAS, pursuant to A.B. 939 and the District’s enabling act (California Health and Safety Code Sections 6400 and following) the District has authority to manage, control and supervise the solid waste stream originating from and/or being disposed of within its jurisdictional boundaries; and

WHEREAS, the District adopted Ordinance No 110 repealing Ordinance No. 27 and amendments thereto; and

WHEREAS, pursuant to Section 27.210 of Ordinance No. 110, the District may set the maximum fees to be charged by the Franchisee; and

WHEREAS, the District published a notice of its intention to consider modifications to the maximum solid waste service charges on October 11th and October 25th, 2018, in the Marin Independent Journal; and

WHEREAS, the District held a Public Hearing at 5:30 P.M. on November 13, 2018 to hear all persons desiring to be heard; and

WHEREAS, the District finds that: (a) a rate adjustment to cover changes in the annual Refuse Rate Index (RRI) is justified; and (b) the rates listed in Table 1 are justified and appropriate under the Franchise methodology and the facts presented.

BE IT RESOLVED, by the Board of Directors of the Novato Sanitary District, Marin County, California, that the service charges that the Franchisee, Recology Sonoma Marin (RSM), may charge for refuse collection services as of January 1, 2018, are limited to the maximum rates as listed in attached Table 1.

BE IT FURTHER RESOLVED that these maximum rates shall remain in effect until further action by the Board of Directors.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of the Novato Sanitary District, Marin County, California, at a meeting thereof duly held on the 13th day of November 2018, by the following vote:

AYES, and in favor thereof, Members: _____

NOES, Members: _____

ABSENT, Members: _____

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

ATTEST:

Sandeep Karkal,
Secretary, Board of Directors
Novato Sanitary District

DRAFT

NOVATO SANITARY DISTRICT
500 DAVIDSON ST
NOVATO, CA 94945-3328

Account Number: 2071871

Ad Order Number: 0006235664

Customer's Reference
/ PO Number:

Publication: Marin Independent Journal

Publication Dates: 10/11/2018, 10/25/2018

Amount: \$108.35

Invoice Text: **NOVATO SANITARY DISTRICT**

**NOTICE OF INTENT AND PUBLIC NOTICE
TO CONSIDER MODIFICATIONS AND ESTABLISH MAXIMUM SOLID WASTE SERVICE CHARGES FOR CALENDAR
YEAR (CY) 2019**

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 Tuesday, November 13, 2018, 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) 2019.

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

Dated: September 17, 2018

/s/ Sandeep Karkal
Sandeep Karkal, Secretary
Novato Sanitary District

NO. 1332 Oct 11, 25, 2018

Marin Independent Journal

4000 Civic Center Drive, Suite 301
San Rafael, CA 94903
415-382-7335
legals@marinij.com
2071871

NOVATO SANITARY DISTRICT
500 DAVIDSON ST
NOVATO, CA 94945-3328

PROOF OF PUBLICATION (2015.5 C.C.P.)

STATE OF CALIFORNIA County of Marin

I am a citizen of the United States and a resident of the County aforesaid: I am over the age of eighteen years, and not a party to or interested in the above matter. I am the principal clerk of the printer of the MARIN INDEPENDENT JOURNAL, a newspaper of general circulation, printed and published daily in the County of Marin, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Marin, State of California, under date of FEBRUARY 7, 1955, CASE NUMBER 25566; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

10/11/2018, 10/25/2018

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated this 25th day of October, 2018.



Signature

PROOF OF PUBLICATION

Legal No. **0006235664**

NOVATO SANITARY DISTRICT

NOTICE OF INTENT AND PUBLIC NOTICE TO CONSIDER MODIFICATIONS AND ESTABLISH MAXIMUM SOLID WASTE SERVICE CHARGES FOR CALENDAR YEAR (CY) 2019

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 Tuesday, November 13, 2018, 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) 2019.

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

Dated: September 17, 2018

/s/ Sandeep Karkal
Sandeep Karkal, Secretary
Novato Sanitary District

NO. 1332 Oct 11, 25, 2018

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Report, October 2018.

MEETING DATE: November 13,
2018 AGENDA ITEM NO.: 7.a.

RECOMMENDED ACTIONS: Receive Wastewater Operations Reports for October 2018:

- Collection System
- Treatment Facilities
- Reclamation Facilities

SUMMARY AND DISCUSSION:

The October 2018 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.

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

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

DEPT. MGR.: JO (Veolia), JA, JB

GENERAL MANAGER: SSK

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

1.0 General:

The equivalent of about six (6) full time employees (FTE) worked on collection system maintenance activities during the month. The breakdown of staff time for the month in terms of equivalent FTE hours utilized, works out approximately as follows:

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

2.0 Collection System Maintenance:

Performance metrics 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 353 work orders for the month. Collections staff completed 353 work orders, leaving zero (0) work orders outstanding. The completed work orders resulted in 68,439 feet of sewer pipelines cleaned by staff.

Closed Circuit Television (CCTV) Performance:

The District's CCTV equipment was in the field for seven (7) working days and televised a total of 6,065 feet of sewer main.

CCTV Findings:

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



Photo #1-Raised manhole 15" in backyard easement. Previously inaccessible.

3.0 Pump Station Maintenance:

Collections staff conducted 177 lift station inspections this month. 64 of the inspections were generated through the District's JobsCal Plus CMMS system. There are no outstanding work orders for the month.

A Pump Stations Work Order Statistics summary is attached.

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

4.0 Air Relief/Vacuum Valves (ARVs):

Staff completed maintenance inspections on Twelve (12) air relief/vacuum valves this month.

5.0 Safety and Training:

General:

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

Specialized Training:

- Collections staff attended the Association of Bay Area Governments (ABAG) Annual Sewer Summit in Oakland.
- The Collections System Staff trained on Blood Borne Pathogens.
- Collections staff attended an all-day hands on maintenance training on Flygt pumps.

Safety performance:

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

6.0 Miscellaneous Projects:

- A repair was made by a contractor on a 6" VCP line on Nugent St.
- A repair was made by a contractor on a 6" ACP line on James Black Circle.
- 2 manholes were raised to grade that were located on 2 easements.
- A large tree was removed by a contractor at Bahia Main PS gate. It was causing the fence to push over, destabilizing the potable water backflow preventer system, and its roots were causing the asphalt driveway to push up and crumble.

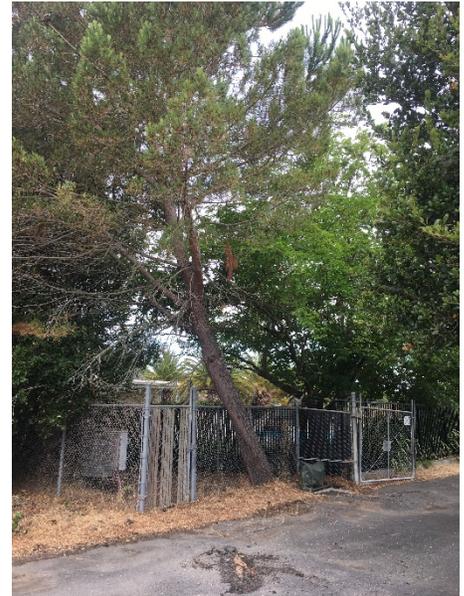


Photo #2 – Tree that was removed at Bahia PS, causing driveway to be pushed up by roots.

7.0 Sanitary Sewer Overflows (SSOs):

There were no (0) sanitary sewer overflow in October. The No Spills certification ID is #2530564.

Novato Sanitary District
Collection System Monthly Report For October 2018 (as of October 31, 2018)

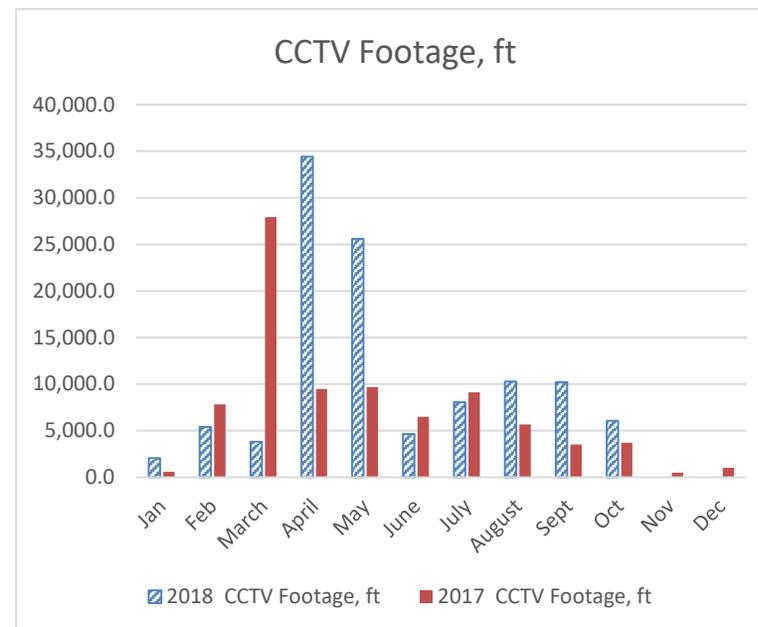
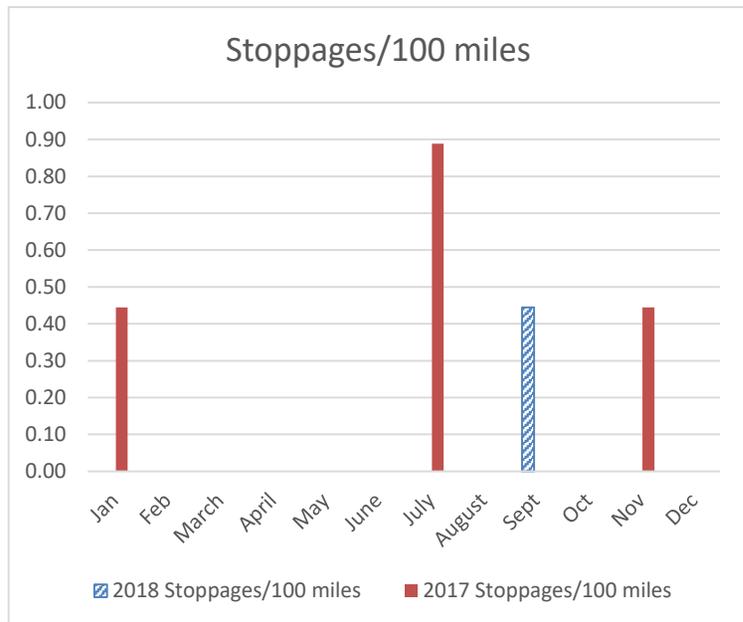
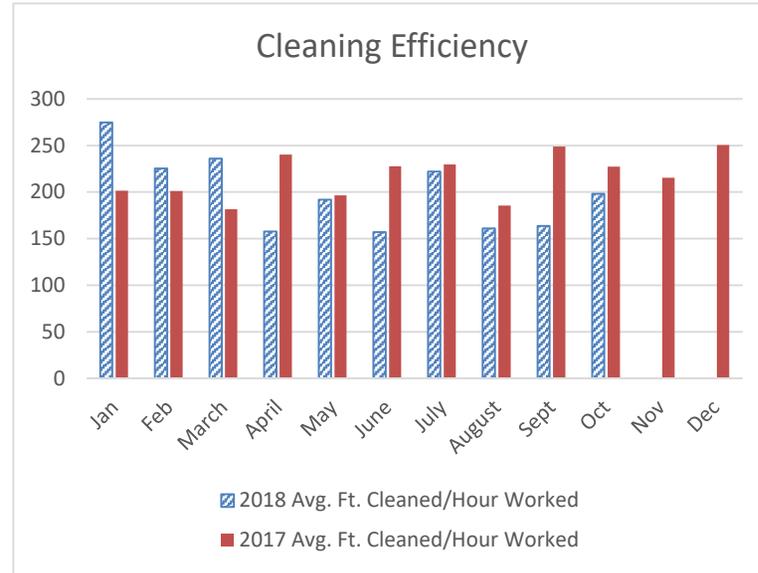
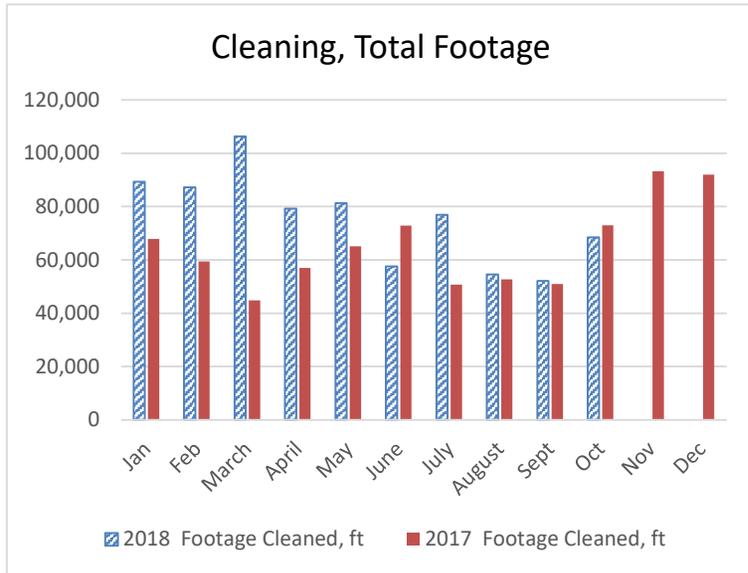
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
A. Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	1.8	2.4	2.5	3.0	2.3	2.1	1.9	1.9	2.1	1.8	0.0	0.0	NA	1.8
Number of FTEs (other)	1.8	1.9	1.9	1.7	1.4	1.7	1.7	1.5	1.4	1.4	0.0	0.0	NA	1.4
Number of FTEs (USAs)	0.3	0.3	0.2	0.3	0.3	0.2	0.3	0.1	0.0	0.1	0.0	0.0	NA	0.3
Number of FTEs (CCTV)	0.2	0.2	0.2	0.3	0.8	0.3	0.1	0.5	0.4	0.5	0.0	0.0	NA	0.3
Total, FTEs	4.0	4.9	4.8	5.4	4.7	4.4	4.0	3.9	3.9	3.8	0.0	0.0	NA	3.7
Regular Time Worked, (main line cleaning), hrs	325	387	451	502	425	367	347	339	319	346	0	0		
Regular Time Worked on Other, hrs (1)	324	303	352	288	263	298	306	276	288	259	0	0		
Regular Time Worked on USAs	51	59	41	53	49	43	45	12	0	23				
Regular Time Worked on CCTV (2)	32	40	40	57	149	51	18	94	65	88	0	0		
Total Regular time, worked, hrs	732	788	882	900	885	758	851	721	601	714	0	0	7,830	652
Total Vacation/Sick Leave/Holiday, hrs	216	106	123	70	186	156	396	335	167	177	0	0	1,929	161
Vacation/Sick Leave/Holiday, FTEs	1.2	0.7	0.7	0.4	1.0	0.9	2.2	1.8	1.1	0.9	0.0	0.0	10.9	0.9
Overtime Worked on Coll. Sys., hrs	11	7	3	6	11	20	11	13	17	30	0	0	128	11
Overtime Worked on Other, hrs (1)	4	0	0	0	4	1	10	7	10	4	0	0	39	3
Overtime Worked on USAs, hrs	0	0	0	0	0	0	0	0	0	0				
Overtime Worked on CCTV (2)	0	0	0	0	0	1	0	0	0	2	0	0	3	0
Total Overtime, hrs	15	7	3	6	15	22	21	20	27	36	NA	NA	170	17
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	28	33	65	65	28	1	61	39	58	75	0	0	453	38
Rodder 3208 ft. cleaned	6,241	6,875	12,729	10,481	4,023	301	7,502	3,965	10,972	8,923	0	0	72,012	6,001
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Flusher Work Orders generated	401	413	472	403	404	305	422	271	196	278	0	0	3,565	297
Truck 3205V ft. cleaned	22,719	28,924	43,973	2,861	0	12,920	145	2,328	0	0	0	0	113,870	9,489
Truck 3206V ft. cleaned	60,376	51,396	18,896	28,966	6,896	41,633	22,236	16,159	22,570	12,670	0	0	281,798	23,483
Truck 3209F ft. cleaned	0	0	30,733	36,879	70,447	2,664	46,994	32,102	18,595	46,846	0	0	285,260	23,772
Flusher - outside services, ft. cleaned	0	0	0	0	0	0	0	0	0	0			0	
Total Footage cleaned(3)	89,336	87,195	106,331	79,187	81,366	57,518	76,877	54,554	52,137	68,439	NA	NA	752,940	75,294
Work Orders completed	429	446	537	616	432	506	483	310	254	353	0	0	4,366	397
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	
CCTV Truck 3126T, ft. videoed	2,048	5,420	3,805	0	20,712	4,233	0	10,170	10,197	6,065	0	0	62,650	5,221
CCTV (hand cam), ft. videoed	0	0	0	34,429	4,893	408	8,059	120	0	0	0	0	47,909	
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	0	0	0	0			0	
Total CCTV footage(3)	2,048	5,420	3,805	34,429	25,605	4,641	8,059	10,290	10,197	6,065	NA	NA	110,559	
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category III)	0	0	0	0	0	0	0	0	1	0	0	0	1	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	750	0	0	0	750	NA
Volume Recovered	0	0	0	0	0	0	0	0	500	0	0	0	500	NA
Percent Recovered	NA	NA	NA	NA	NA	NA	NA	NA	67%	NA	NA	NA	NA	NA
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	8	4	2	2	0	4	3	3	4	4	0	0	34	3
Normal hours S.C. response time, mins (avg.)	39	29.25	17	18.5	0	18	66.3	15	30.25	15	0	0	248	21
Service Callouts, after hours, #	1	0	0	0	0	0	0	0	2	0	0	0	3	0
After Hours S.C. response time, mins (avg.)	37	NA	NA	NA	NA	NA	NA	NA	30	NA	NA	NA	67	34
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	275	225	236	158	192	157	222	161	164	198	NA	NA	NA	199
Total Stoppages/100 Miles	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.4	NA
Average spill response time (mins)	0	0	0	NA	NA	NA	0	NA	NA	NA	0	NA	NA	0
Callouts/100 Miles	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.9	0.0	0.0	0.0	1.3	0.1
Overtime hours/100 Miles	5	3	1	3	5	9	5	6	8	13	0	0	56.67	5
Overflow Gallons/100 Miles	0	0	0	0	0	0	0	0	326	0	0	0	326	27

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

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

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

Collection System: 2018 & 2017 Graphs



Novato Sanitary District

Pump Station Monthly Report For October 2018 (as of October 31, 2018)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	372	254	212	251	276	266	185	254	222	253	0	0	2,542	
Number of Employees (FTEs)	1.8	1.4	1.2	1.2	1.3	1.3	0.8	1.2	1.3	1.2	0.0	0.0		1.1
Regular Time Worked on Pump Sta	325	226	212	197	238	231	136	224	192	231	0	0	2,210	
Overtime Worked on Pump Sta	47	28	32	54	38	35	50	30	30	22	0	0	363	
After Hours Callouts	3	1	1	1	1	0	9	1	0	0	0	0	17	
Average Callout response time (mins)	36	28	6	9	8	0	24	28	0	0	0	0	139	12
Work Orders														
Number generated in month	95	89	77	85	71	56	68	45	42	64	0	0	692	58
Number closed in month	95	89	77	85	71	56	68	45	42	64	0	0	692	58
Backlog	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**PUMP STATIONS
WORK ORDER STATISTICS
October 1, 2018-October 31, 2018**

	Open Work Orders Due Prior to 10/1/2018	Open Work Orders 10/1/2018-10/31/2018	Total Open Work Orders
Preventive	0	64	64
Corrective	0	0	0
Total	0	64	64

	Closed Work Orders 10/1/2018 -10/31/2018
Preventive	64
Corrective	0
Total	64

Total Outstanding Work Orders as of 10/31/2018	0
---	----------



November 7, 2018

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

Subject: Veolia Water Operations Report – October 2018

Dear Mr. Karkal:

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

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

Best regards,

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

John P. O'Hare
Project Manager, Veolia



MONTHLY OPERATIONS REPORT
October 2018

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

TABLE OF CONTENTS

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

ATTACHMENTS

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

A: TREATMENT PLANT PERFORMANCE SUMMARY – October 2018

National Pollution Discharge Elimination System Permit

Parameter	Value		Limits	
	Ave	Max		
Flow, MGD (monthly ave/max)	3.58	5.41	N/A	
Influent				
BOD ₅ , lb/day (month ave/max)	8,206	8,687	N/A	
TSS, lb/day (monthly ave/max)	11,349	15,444	N/A	
Effluent				
BOD ₅ , mg/L (monthly ave/max weekly ave)	<5	6	15	30
TSS, mg/L (monthly ave/max weekly ave)	<4	5	10	20
BOD ₅ - % Removal, Average	98		85 minimum	
TSS - % Removal, Average	99		85 minimum	
Ammonia, mg/L – (monthly ave/daily max)	0.41	0.41	5.9	21
pH, su (min / max)	6.8	7.0	6.5	8.5
Enterococcus, MPN/100 ml (30 day geo mean)	1.34		35	
Fecal Coliform, MPN/100 ml (monthly median)	N/A		N/A	
Fecal Coliform, MPN/100 ml (90 th PCTL)	N/A		N/A	
Total Coliform, MPN/100 ml (5 sample median)	N/A		N/A	
Total Coliform, MPN/100 ml (monthly maximum)	N/A		N/A	

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	15.051	N/A
Average Turbidity	NTU	0.6	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	13	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
- Recycled Water – None

B: SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTP and Ignacio Transfer Pump Station completed.
- Five minute tailgate training held during weekly morning meetings.
- No safety incidents for the month of October 2018.
- Monthly Safety Topics and Training: Scaffolding Safety for General Industry
- Quarterly Video – Wellness and Fitness & Drug Free Workplace
- Veolia Corporate Monthly Health and Safety webinar



- Annual mock earthquake drill conducted October 18, 2018

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

- Routine rounds, readings and maintenance
- Performed annual diesel fuel filtering on generator #2 and #3 day tanks
- Assisted with odor bed #2 & #3 media replacement
- Replaced a faucet in process laboratory
- Performed annual service on aeration basin Flygt® mixers/pumps

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

- Aeration basin #1 & #3 (standby)
- Primary clarifier #2 (standby)
- Secondary clarifier #1 (standby)

Ignacio Transfer Pump Station

- Routine rounds, readings and preventative maintenance
- Performed annual diesel fuel filtering on emergency generator
- Reconfigured one of the incoming water lines to accept a quick disconnect adapter

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

- None

Recycled Water Plant (RWP)

- Routine rounds and maintenance
- Continued to assist the contractor's needs and bring new equipment online during the upgrade to the RWP
- Assisted with the five day operational test which terminated on October 16, 2018. Thirty day process testing started October 16, 2018 and is due to terminate on November 15, 2018.

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

- None

Sludge Lagoons (and Reclamation Area)

- Performed routine rounds and inspection
- Pumped down monitoring wells and sampled

D: ENVIRONMENTAL SERVICES ACTIVITIES SUMMARY

Discharge to San Pablo Bay NPDES Permit – October 1 - 31, 2018

Public Education

Kurt Hawkyard, Veolia Water Laboratory Technician attended the Marin County wastewater agencies public education committee juggler show at the Lu Sutton elementary school. Liz Falejczyk, Environmental Services Supervisor attended the North Bay Science Discovery Day with John O'Hare, Veolia Water Plant Manager and Harlan Falejczyk. Along with showing the mysterious and fascinating microorganisms of the activated sludge process a demonstration of the concern for flushable wipes was conducted.

Bay Area Clean Water Agencies (BACWA)

Liz attended the BACWA Laboratory and Pretreatment meeting and the BACWA Permits committee meeting by conference call. Liz also attended the 2018 San Francisco Estuary Institute's Regional Monitoring Program Annual Meeting in Berkeley, California.

Regulatory Programs**Fats, Oils, and Grease – Inspections and Sampling**

- Continued monitoring one Food Service Establishment (FSE) grease removal. This FSE is in the process of installing a grease interceptor
- Received support documents of Continued Compliance from 5 FSE's
- Observed the cleaning process at a commercial establishment with a large grease interceptor.

Pretreatment Program – Inspection and Sampling

- Renewed one Class III Non-Domestic Discharge Permit
- One Waste Hauler Permit suspended due to license to operate expiration and termination by the County of Marin Environmental Health Services Division
- Received and reviewed the quarterly Periodic Reports of Continued Compliance from all Significant Industrial Users
- Meeting conducted with one Significant Industrial User regarding their permit renewal
- Conducted one sampling event at a Significant Industrial User

E: ADMINISTRATION:

- September 2018 Electronic Discharge Monitoring Report (DMR) submitted on October 30, 2018
- September 2018 Self-Monitoring Report (SMR) submitted on October 30, 2018

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 the Veolia staff
- Process Control Management Plan (PCMP) audit by Corporate
- Participated in North Bay Science Fair

Veolia Support Staff On/Off Site (Various Times)

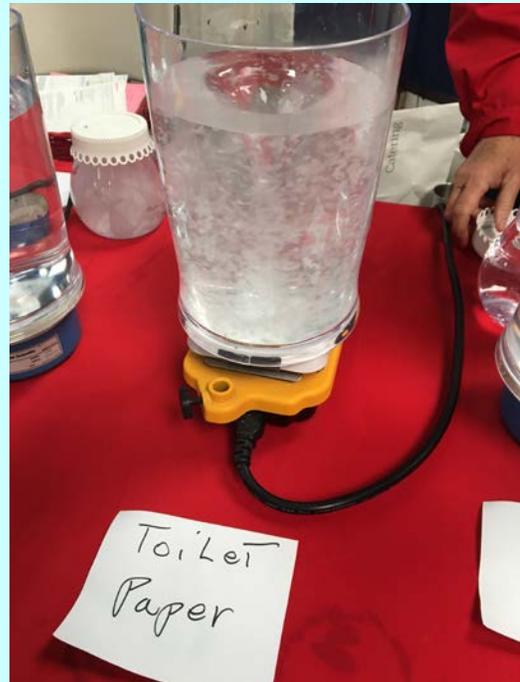
Ed Dix, West Region Technical Director

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



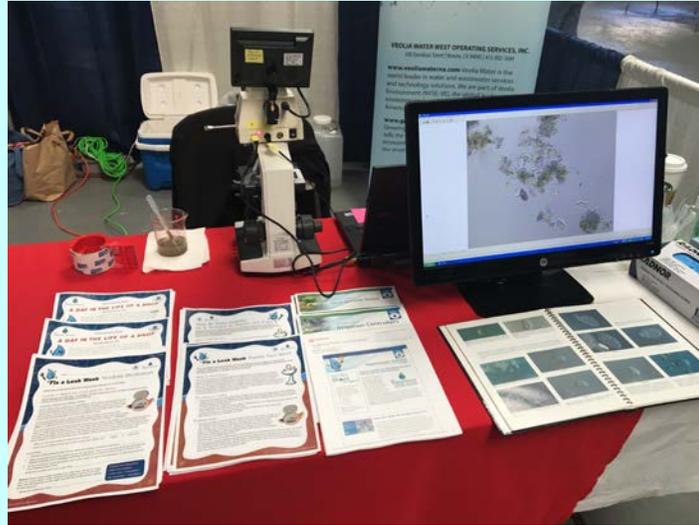
1) PHOTOS

NORTH BAY SCIENCE DISCOVERY DAY
SONOMA COUNTY FAIRGROUNDS
OCTOBER 2018



Above Left – Liz Falejczk, Veolia Water Environmental Services Supervisor preparing for the start of the Discovery Day to show the affect of “disposable wipes” on the wastewater treatment process.
Above Right – Novato Sanitary District trade show banner.
Below Right and Left – Demonstration of fluid motion and breakup of toilet paper.

NORTH BAY SCIENCE DISCOVERY DAY
SONOMA COUNTY FAIRGROUNDS
OCTOBER 2018



Top – Water conservation educational materials and wastewater microbiology demonstration.
Below Left – Liz and Harland Falejczyk responding to questions from the attendees.
Below Right – John O'Hare discussing the affects of disposable wipes when they are flushed down the toilet.

WASTEWATER TREATMENT PLANT
OCTOBER 2018



Above Left – John Bailey, Veolia Water, Assistant Plant Manager

Above Right – Kurt Hawkyard, Veolia Water, Laboratory Technician servicing the effluent sampler.

2) *LABORATORY DATA*

Novato Sanitary District
BOD/TSS Report



October, 2018

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
10/01/18	3.47										
10/02/18	5.41										
10/03/18	4.43	230	8,498	418	15,444	<5	<168	6	201	97.8	98.6
10/04/18	4.02					6	170	<3	<85		
10/05/18	3.52										
10/06/18	4.04										
10/07/18	4.01										
10/08/18	3.17										
10/09/18	3.36	310	8,687	408	11,433	<5	<129	4	104	98.4	99.0
10/10/18	3.43										
10/11/18	3.49										
10/12/18	3.45										
10/13/18	3.36										
10/14/18	3.74										
10/15/18	3.42										
10/16/18	3.37										
10/17/18	3.48										
10/18/18	3.53	290	8,538	325	9,568	<5	<116	4	93	98.3	98.8
10/19/18	3.44										
10/20/18	3.49										
10/21/18	3.58										
10/22/18	3.58										
10/23/18	3.44										
10/24/18	3.04	280	7,099	381	9,660	<6	<109	<3	<54	97.9	99.2
10/25/18	3.34										
10/26/18	3.30										
10/27/18	3.44										
10/28/18	3.61										
10/29/18	3.56										
10/30/18	3.34			382	10,641			3	70		99.2
10/31/18	3.23										
Weekly Averages											
10/06/18	Week 1	230	8,498	418	15,444	6	169	5	143		
10/13/18	Week 2	310	8,687	408	11,433	5	129	4	104		
10/20/18	Week 3	290	8,538	325	9,568	5	116	4	93		
10/27/18	Week 4	280	7,099	381	9,660	6	109	3	54		
	Week 5										
Monthly											
Minimum	3.04	230	7,099	325	9,568	<5	<109	<3	<54	98	99
Maximum	5.41	310	8,687	418	15,444	6	170	6	201	98	99
Total	111.09										
Average	3.58	278	8,206	383	11,349	<5	<138	<4	<101	98	99

Novato Sanitary District
Conventional Pollutants Report



October, 2018

Date	INFLUENT - A001			Effluent - E002							
	Flow Total	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Oil & Grease	Temp	Rainfall
				Fecal	Entero	Total					
MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L	Deg C	Inches	
10/01/18	3.47						6.9			24.1	0.01
10/02/18	5.41						6.9			23.7	1.74
10/03/18	4.43				<1.0		6.8			23.5	0.01
10/04/18	4.02				1.0		6.9	0.41	<1.4	23.6	0.00
10/05/18	3.52	7.2			11.0		7.0			23.1	0.00
10/06/18	4.04										0.00
10/07/18	4.01										0.00
10/08/18	3.17						7.0			24.3	0.00
10/09/18	3.36				2.0		7.0			23.8	0.00
10/10/18	3.43	7.1			<1.0		7.0			23.0	0.00
10/11/18	3.49				1.0		7.0			23.1	0.00
10/12/18	3.45						7.0			23.6	0.00
10/13/18	3.36										0.00
10/14/18	3.74										0.00
10/15/18	3.42				<1.0		7.0			23.8	0.00
10/16/18	3.37						6.9			22.6	0.00
10/17/18	3.48				<1.0		6.9			22.4	0.00
10/18/18	3.53				1.0		6.9			22.4	0.00
10/19/18	3.44	7.5					6.9			22.4	0.00
10/20/18	3.49										0.00
10/21/18	3.58										0.00
10/22/18	3.58						7.0			22.3	0.00
10/23/18	3.44				1.0		6.9			22.5	0.00
10/24/18	3.04				<1.0		6.9			22.9	0.00
10/25/18	3.34				2.0		6.9			22.1	0.00
10/26/18	3.30	7.6					6.9			22.1	0.00
10/27/18	3.44										0.00
10/28/18	3.61										0.00
10/29/18	3.56				1.8		6.9			22.7	0.00
10/30/18	3.34				1.0		6.9			22.1	0.00
10/31/18	3.23				<1.0		6.9			22.9	0.00
Monthly											
Minimum	3.04	7.1			<1.0		6.8	0.41		22.1	0.00
Maximum	5.41	7.6			11.0		7.0	0.41	<1.4	24.3	1.74
Total	111.09										1.76
Average	3.58	7.4					6.9	0.41	<1.4	23.0	0.06
Geomean					1.34						

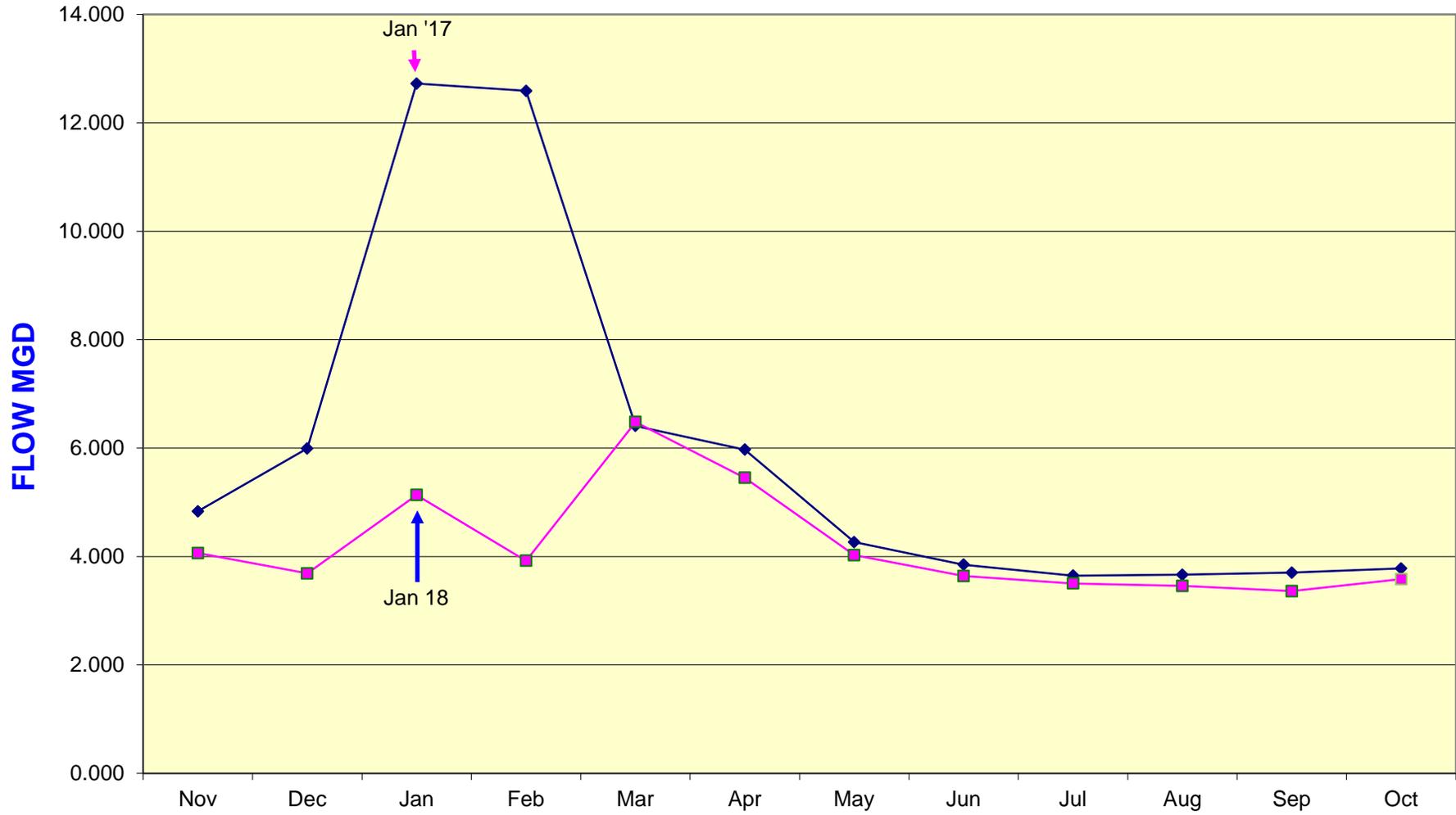
3) *RECYCLED WATER REPORT*

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

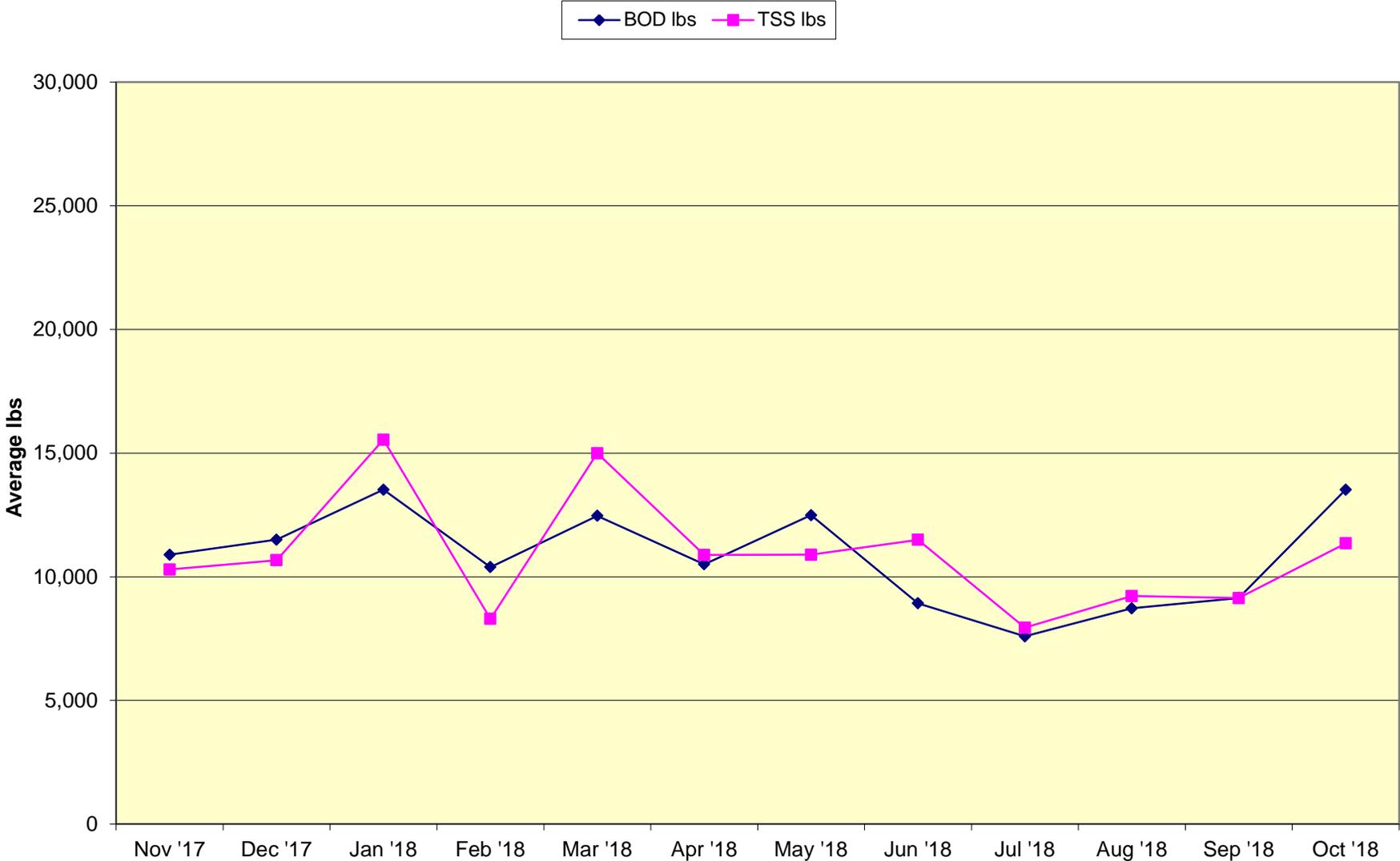
	Filter Influent Flow	Recycled Water Flow to Plum St.	Recycled Water Influent Turbidity Ave.	Minutes Over 5 NTU Turbidity	Filter Effluent 24 Hr Average Turbidity	Filter Effluent Dissolved Oxygen	Filter Effluent Total Coliform	Chlorint Contact Time
Date	MGD	MGD	NTU	(m)	NTU	(mg/l)	MPN/100ml	Minutes
10/1/2018	0.330	0.444	3.1	0	0.6	7.5	<1	>450.000
10/2/2018	0.950	0.543	4.5	0	1.5	7.6	<1	>450.000
10/3/2018	0.710	0.409	6.1	0	0.4		<1	>450.000
10/4/2018	0.040	0.620	2.6	0	0.4	8.0	<1	>450.000
10/5/2018	0.250	0.313	3.0	0	0.6		<1	>450.000
10/6/2018	0.290	0.148	2.7	2	0.6		<1	>450.000
10/7/2018	0.430	0.273	2.8	0	0.5	8.1	<1	>450.000
10/8/2018	0.740	0.289	1.5	0	0.4	8.1	<1	>450.000
10/9/2018	0.760	0.256	1.9	0	0.8	8.3	<1	>450.000
10/10/2018	0.690	0.301	2.2	0	0.4		<1	>450.000
10/11/2018	0.760	0.333	0.9	3	0.2		<1	>450.000
10/12/2018	0.770	0.314	2.5	0	0.2		<1	>450.000
10/13/2018	0.950	0.501	2.5	0	0.4		<1	>450.000
10/14/2018	0.820	0.456	0.7	0	0.3	8.9	<1	>450.000
10/15/2018	0.980	0.764	1.4	0	0.8	8.9	1	>450.000
10/16/2018	0.760	0.534	2.7	0	0.6	9.0	<1	>450.000
10/17/2018	1.030	0.587	2.6	6	0.6		<1	>450.000
10/18/2018	1.070	0.757	3.6	0	0.6		<1	>450.000
10/19/2018	1.290	0.953	4.9	0	0.9		<1	>450.000
10/20/2018	0.670	0.377	2.6	0	0.8		<1	>450.000
10/21/2018	0.710	0.340	4.3	0	0.3	8.9	<1	>450.000
10/22/2018	0.640	0.316	3.2	0	0.5	8.8	<1	>450.000
10/23/2018	0.290	0.325	2.6	13	1.4	8.9	<1	>450.000
10/24/2018	0.870	0.869	1.7	9	0.4		<1	>450.000
10/25/2018	0.790	0.577	0.7	0	0.3		<1	>450.000
10/26/2018	1.000	0.503	1.3	0	0.6		<1	>450.000
10/27/2018	0.920	0.752	1.1	0	0.6		<1	>450.000
10/28/2018	0.860	0.652	2.5	0	0.6	7.8	<1	>450.000
10/29/2018	1.010	0.603	2.1	0	0.5	7.7	<1	>450.000
10/30/2018	0.085	0.544	1.6	0	0.6	8.4	<1	>450.000
10/31/2018	0.980	0.398	1.5	0	0.6		<1	>450.000
Total	22.445	15.051						
Minimum	0.040	0.148	0.7	0	0.2	7.5	<1	>450.0
Maximum	1.290	0.953	6.1	13	1.5	9.0	1	>450.0
Average	0.724	0.486	2.5	1	0.6	8.3	<1	>450.0

4) ANNUAL PERFORMANCE SUMMARY – GRAPHS

WASTEWATER INFLUENT FLOW COMPARISON



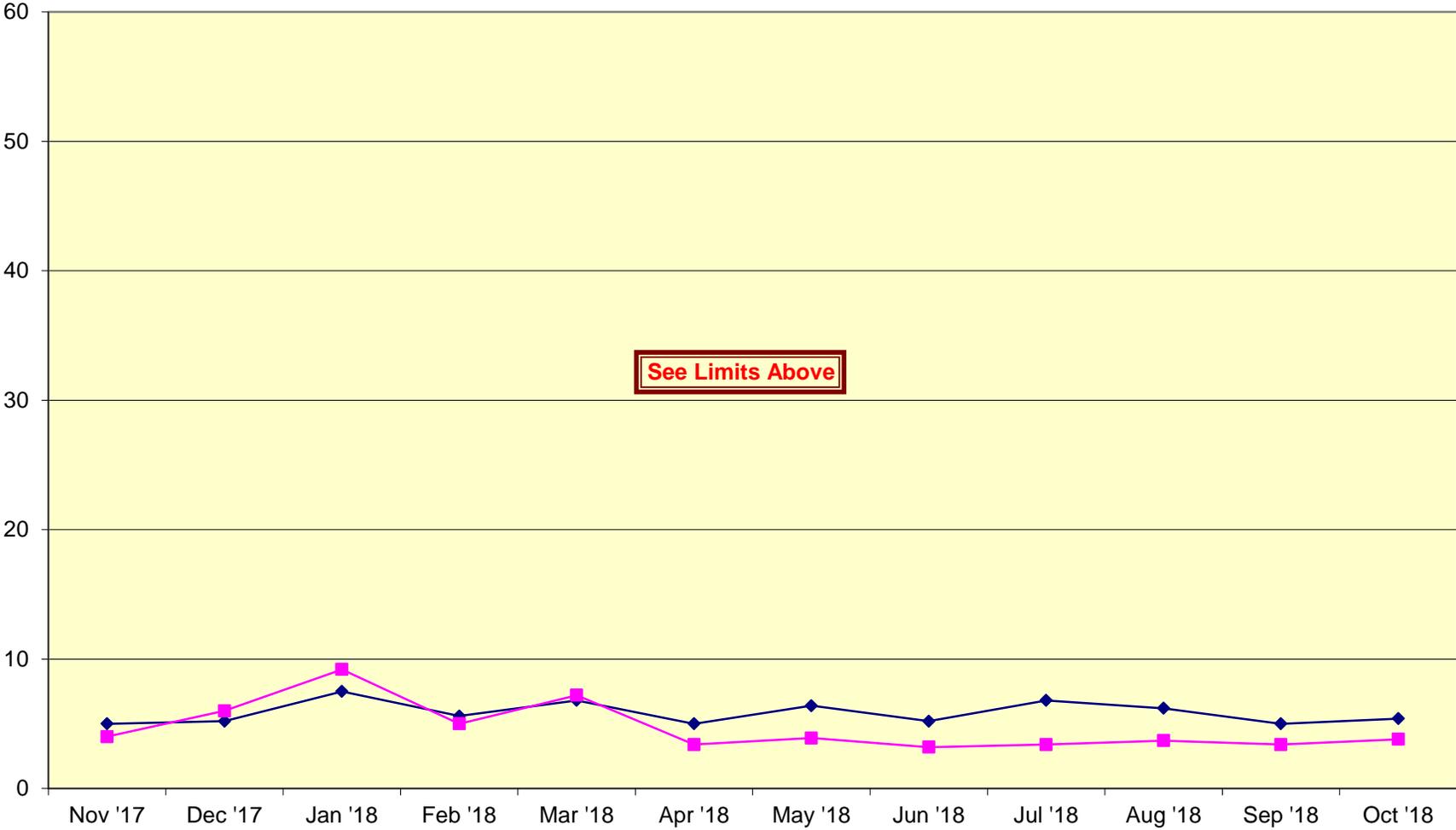
Influent Load BOD / TSS lbs



Effluent BOD / TSS Concentration

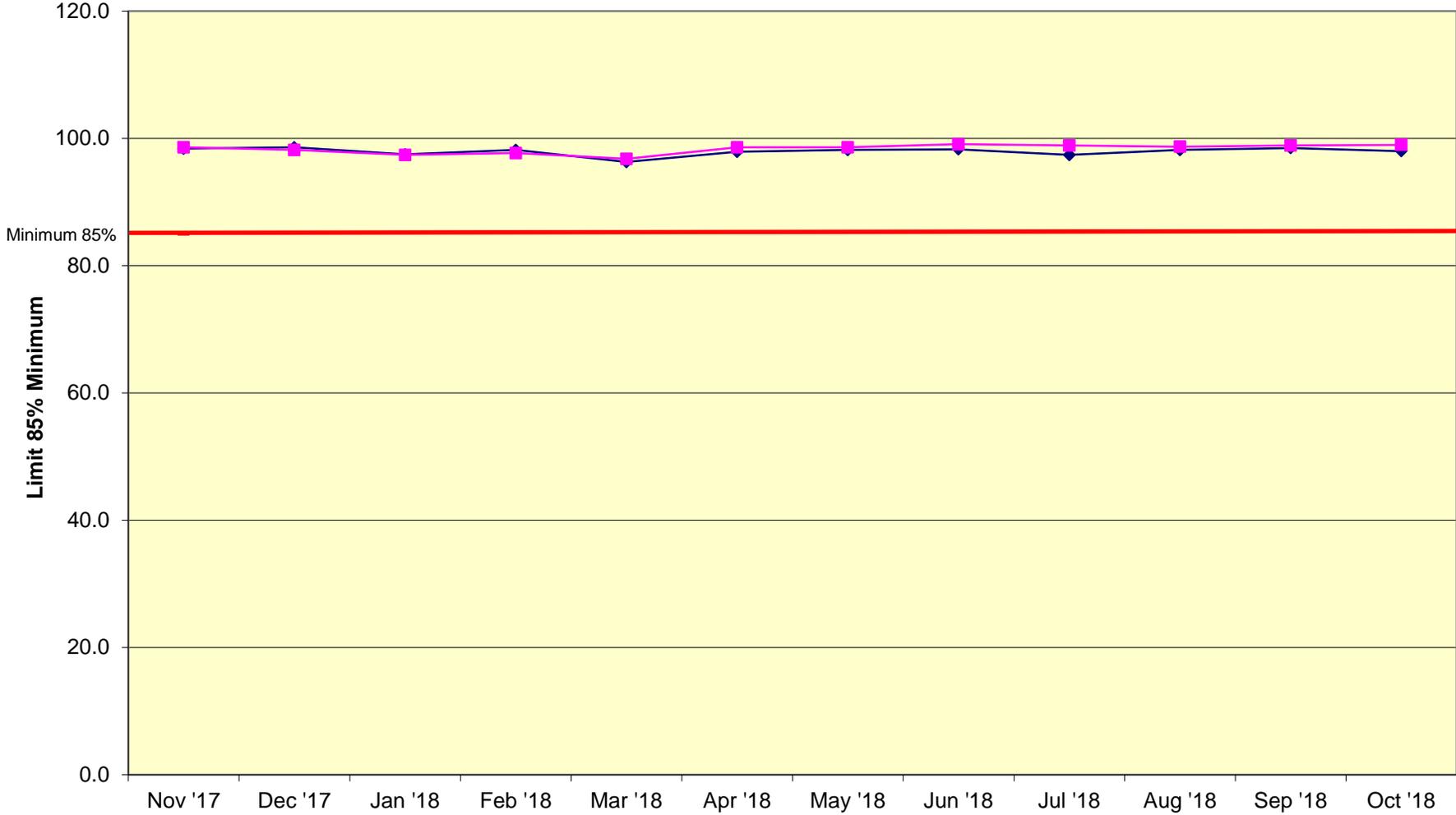
NPDES LIMITS DRY SEASON
BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave
TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave

◆ BOD ■ TSS

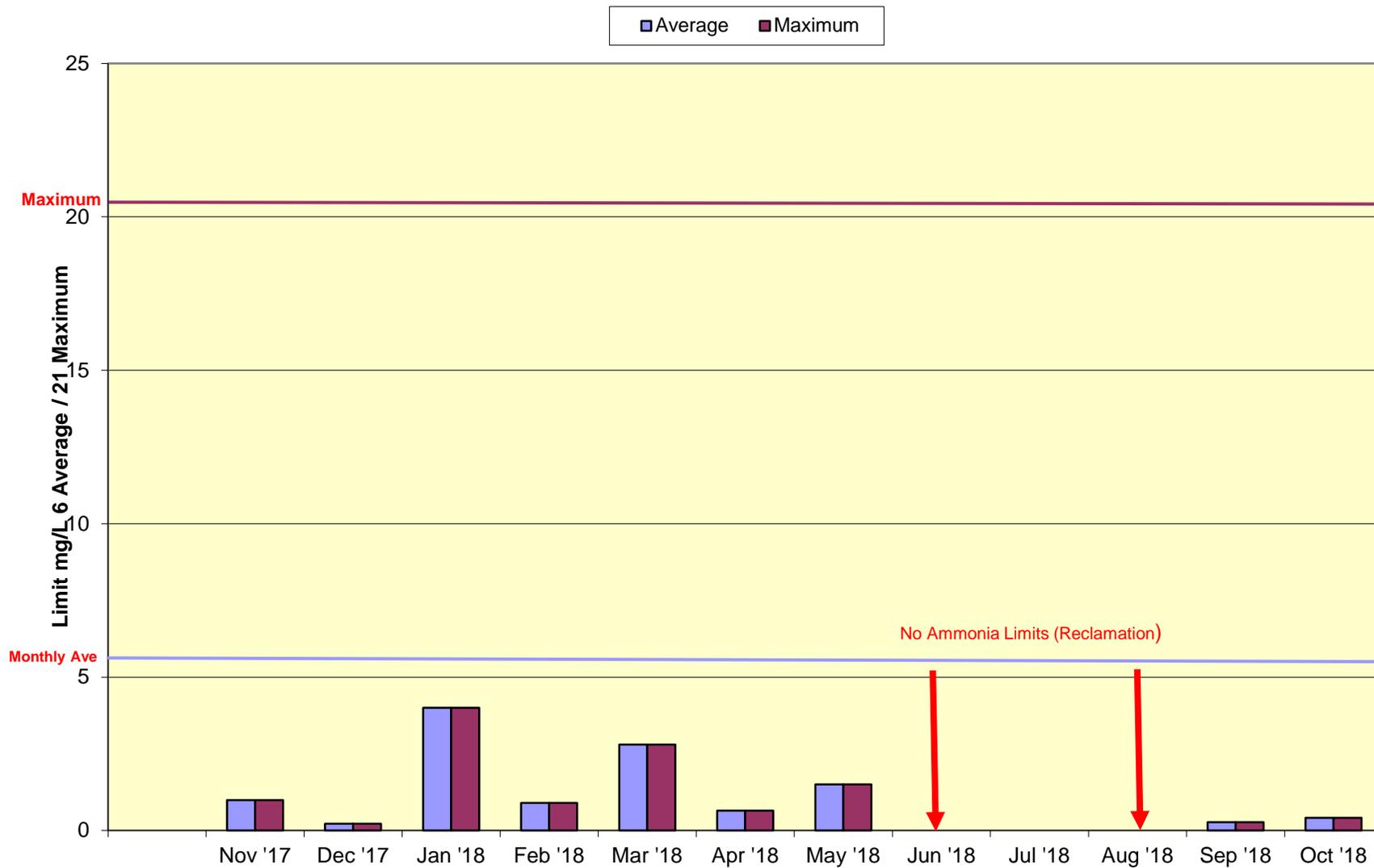


BOD / TSS Percent Removal

◆ BOD ■ TSS

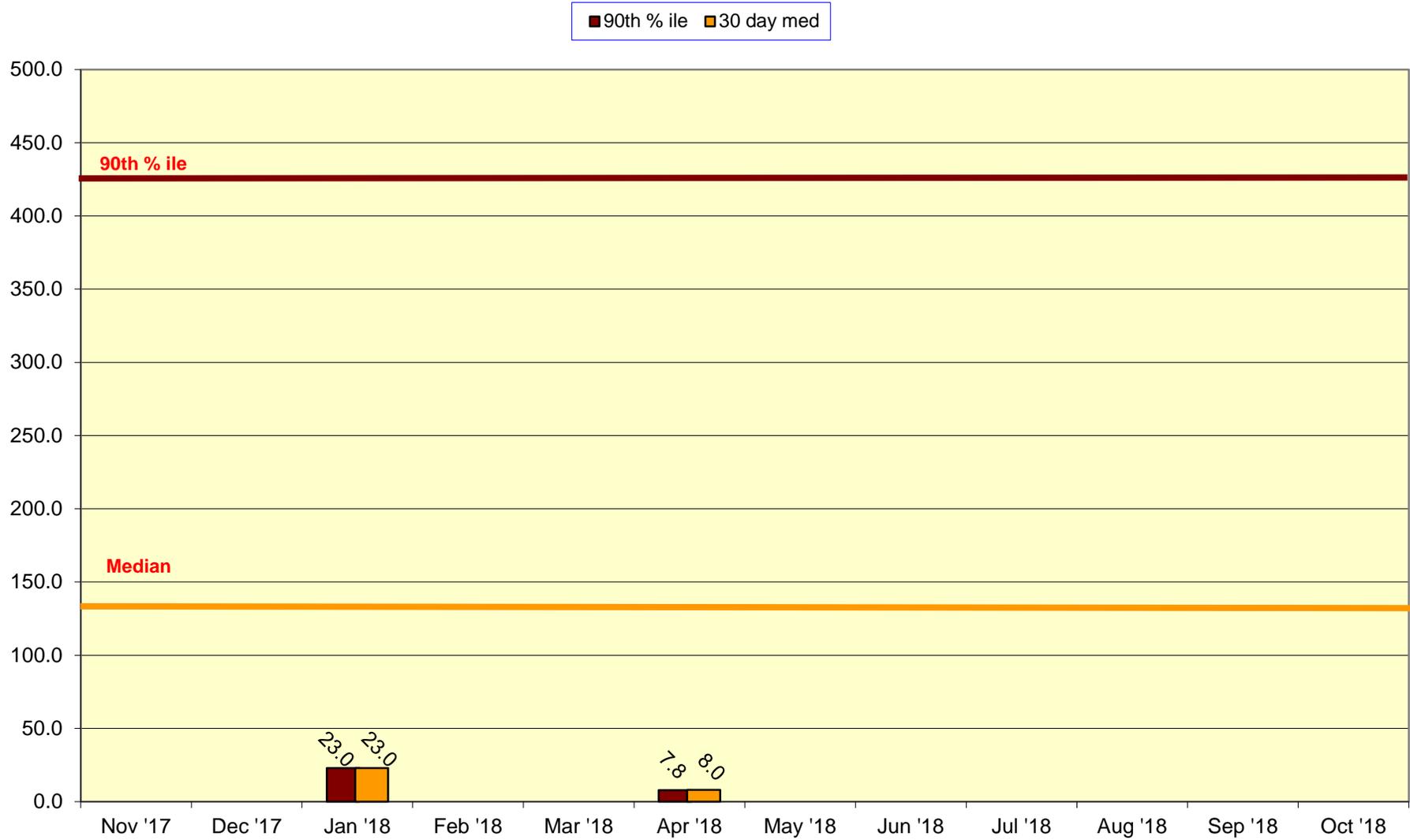


Effluent Ammonia



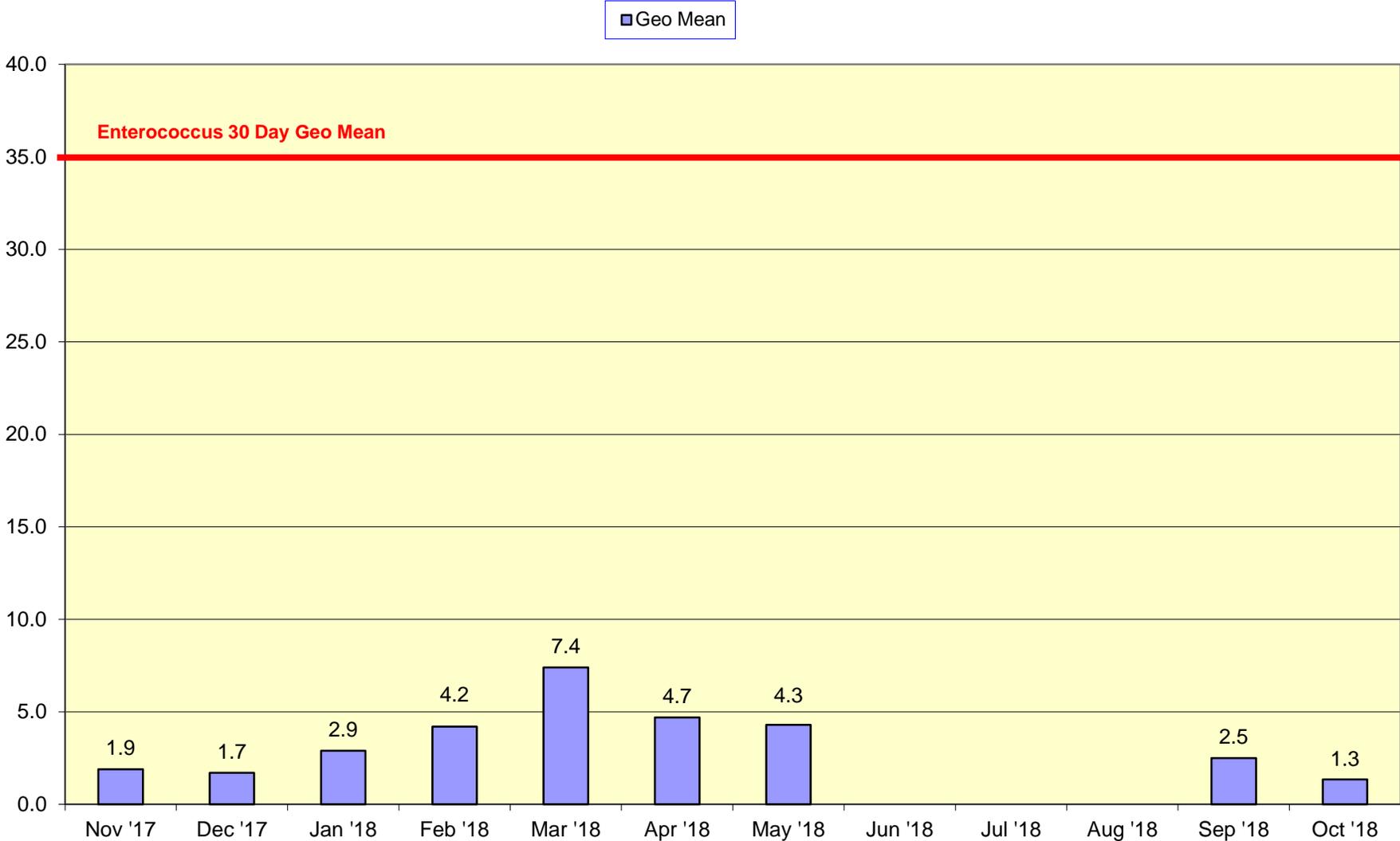
Disinfection - Fecal Coliform

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



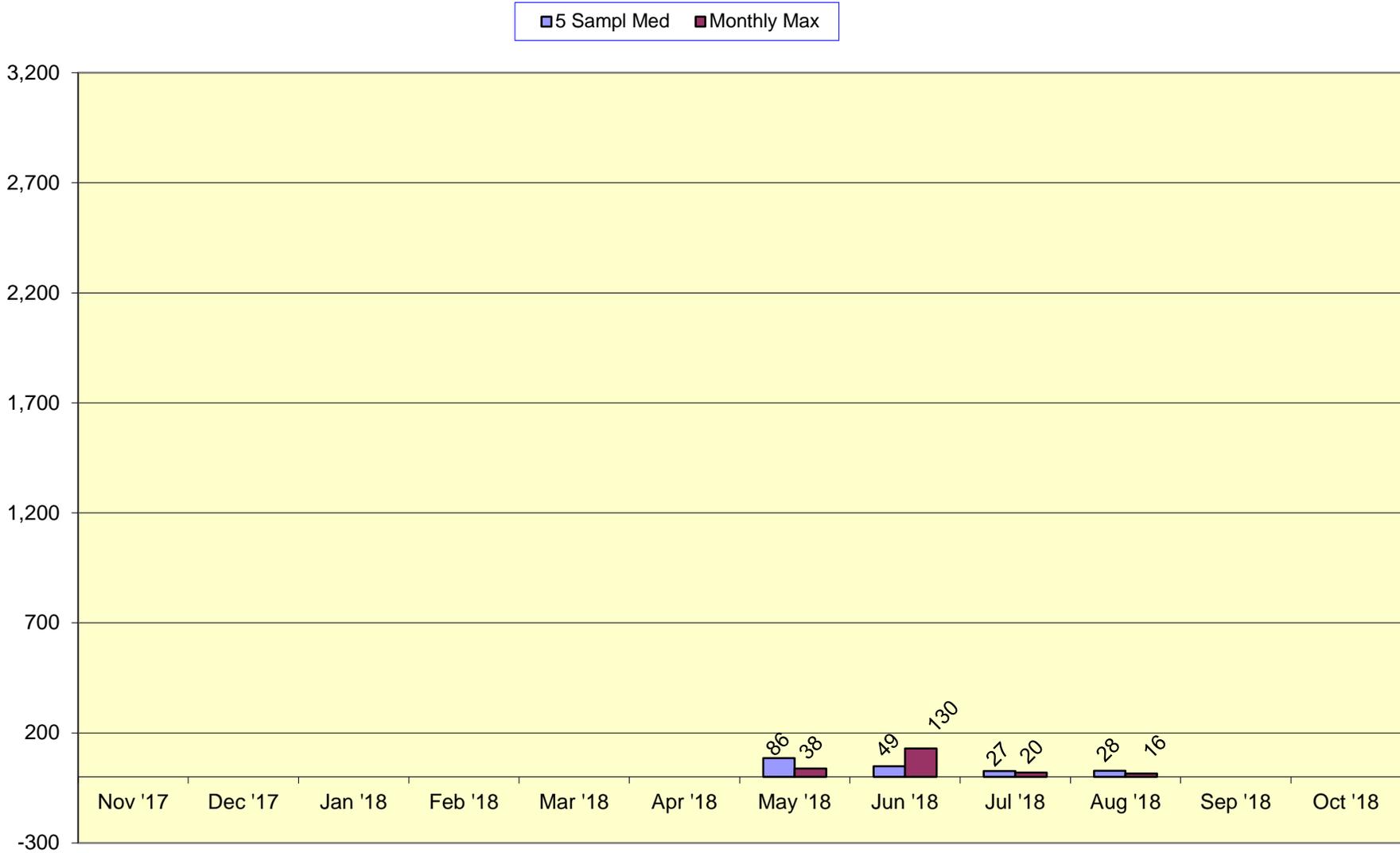
Disinfection - Enterococcus

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

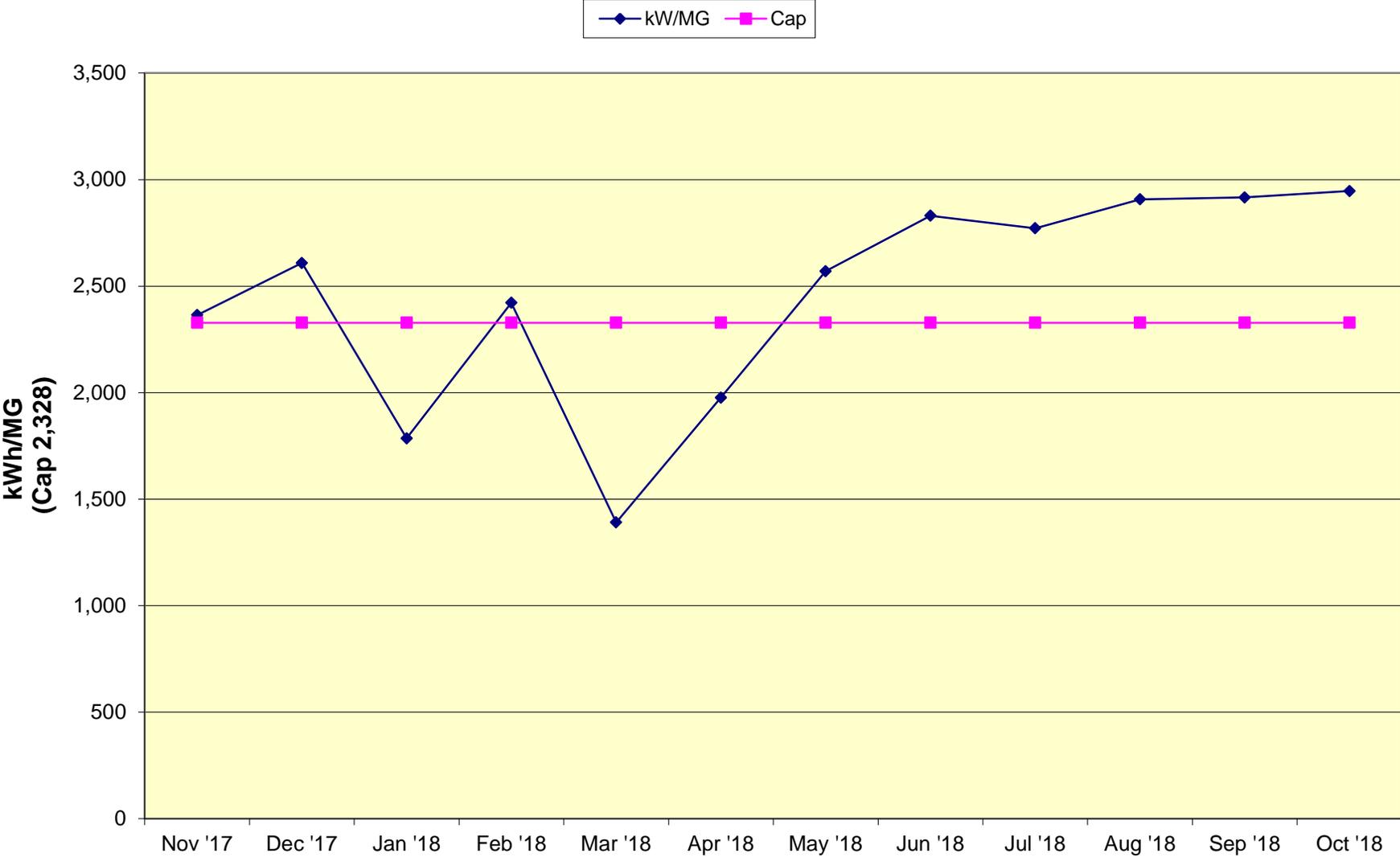


Disinfection - Total Coliform

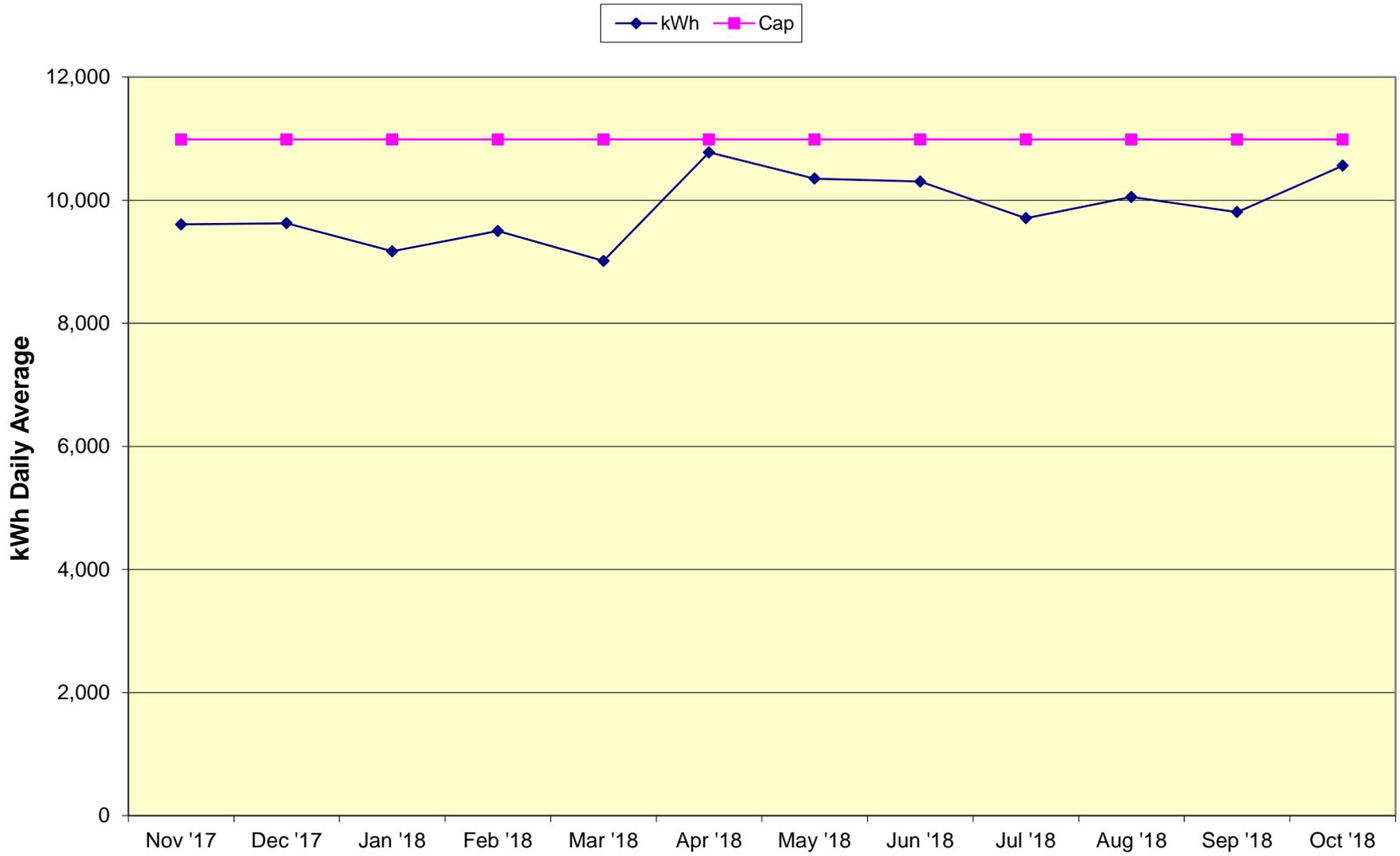
TOTAL COLIFORM LIMITS - WDR
5 Sample Median - 240 mpn /100 ml
Maximum - 10,000 mpn/100 ml



Energy kWh/MG

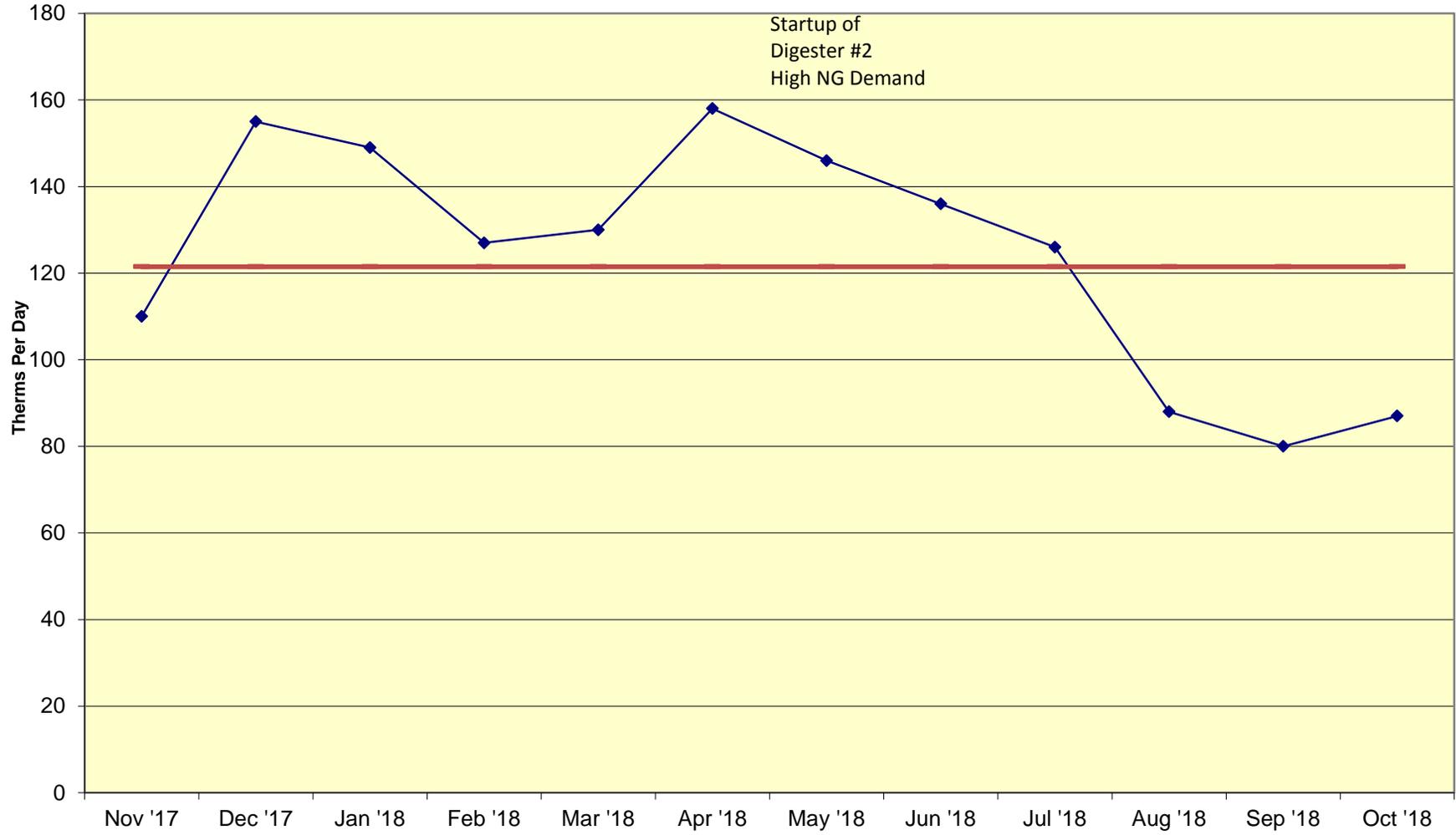


Energy kWh



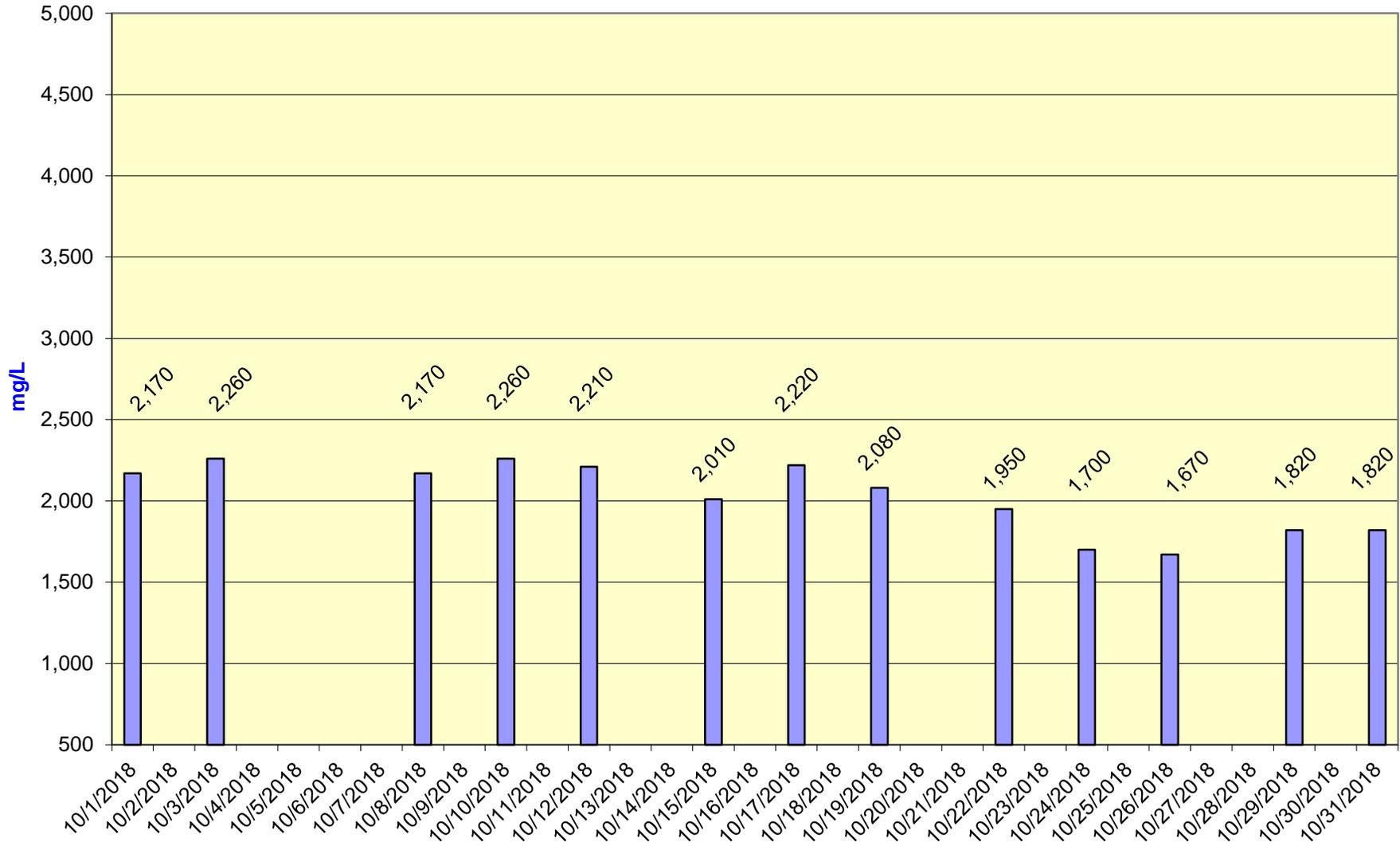
Natural Gas Use

◆ Natural Gas — Cap

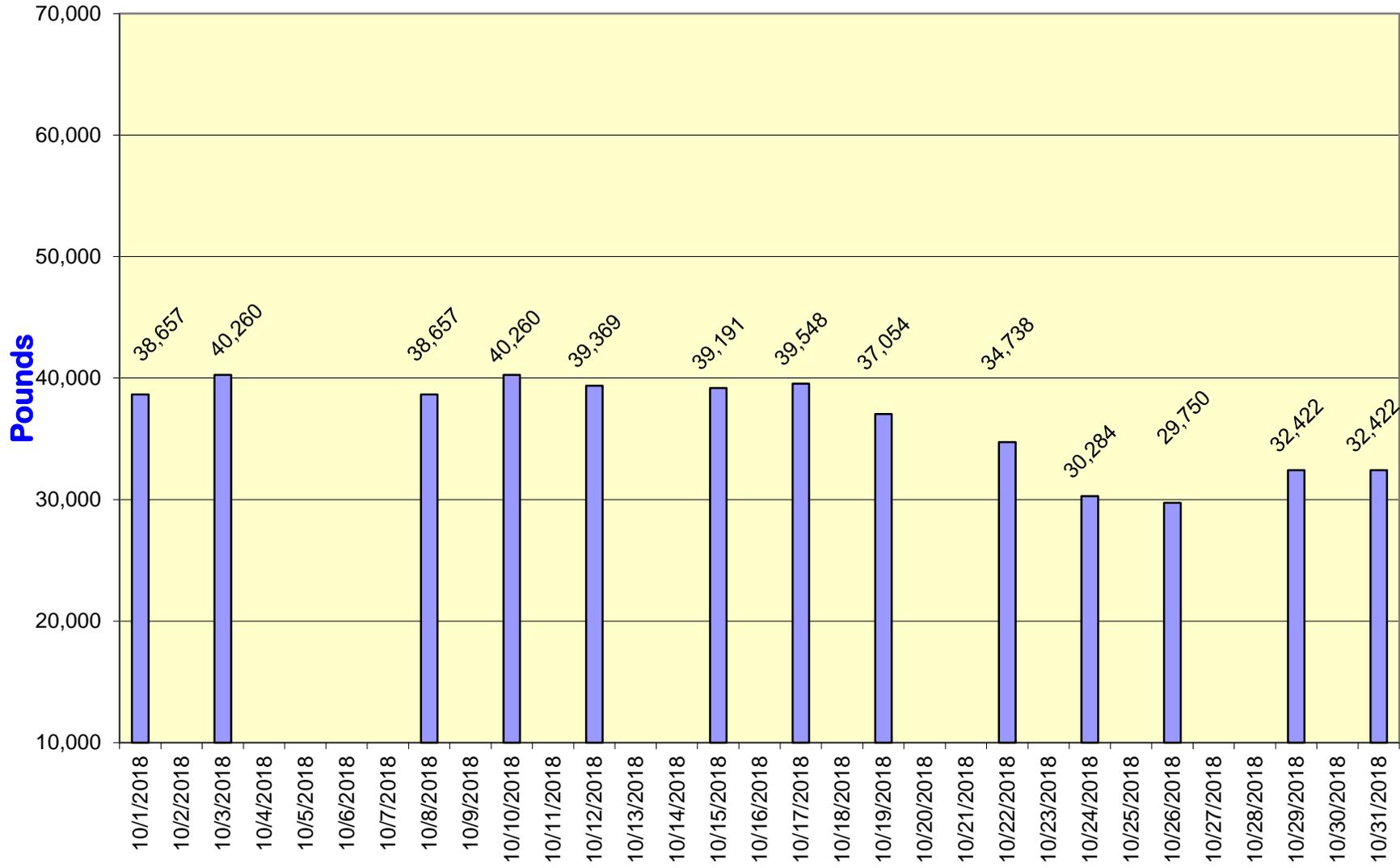


5) PROCESS CONTROL DATA / GRAPHS

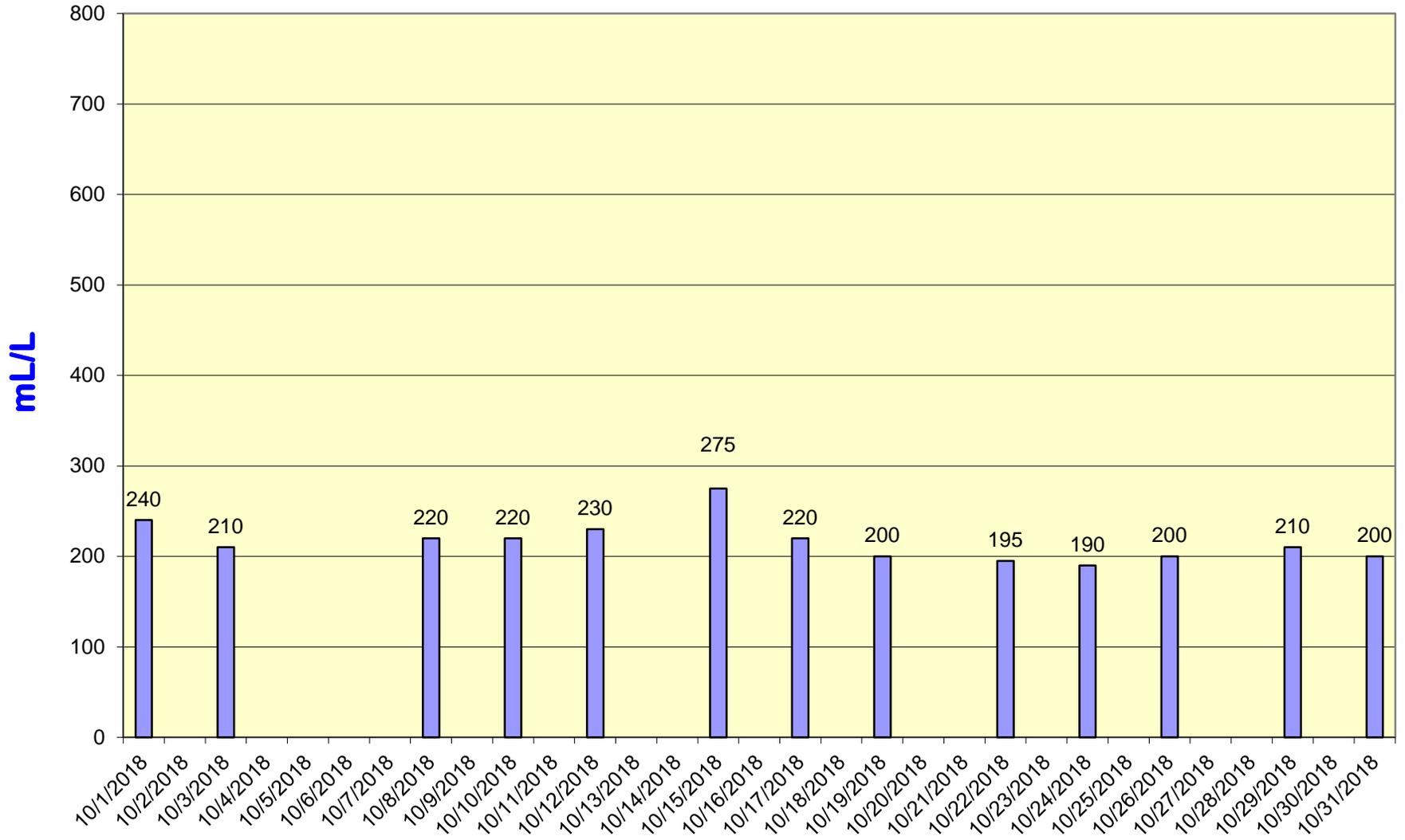
MLSS Concentration



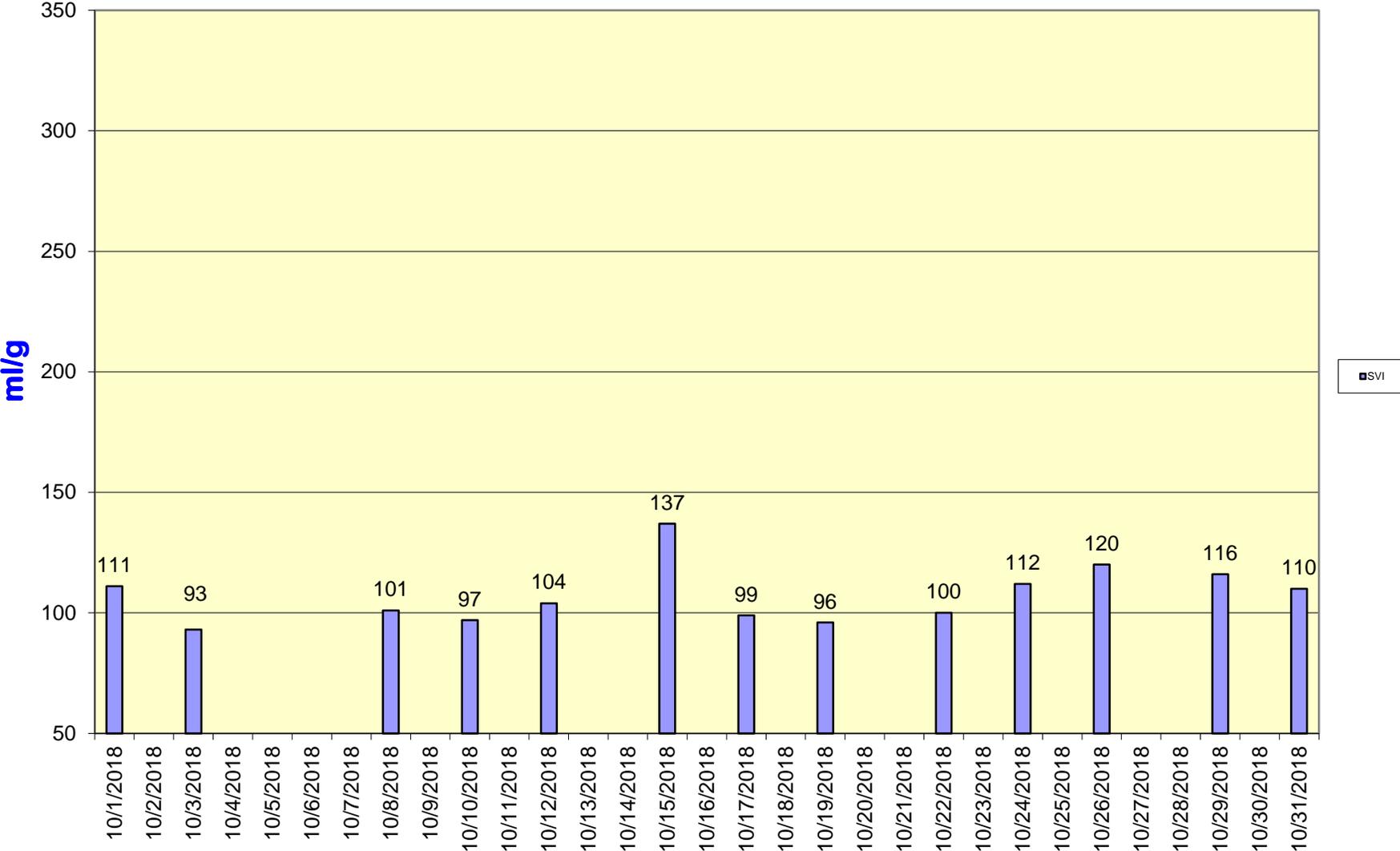
MLSS Inventory



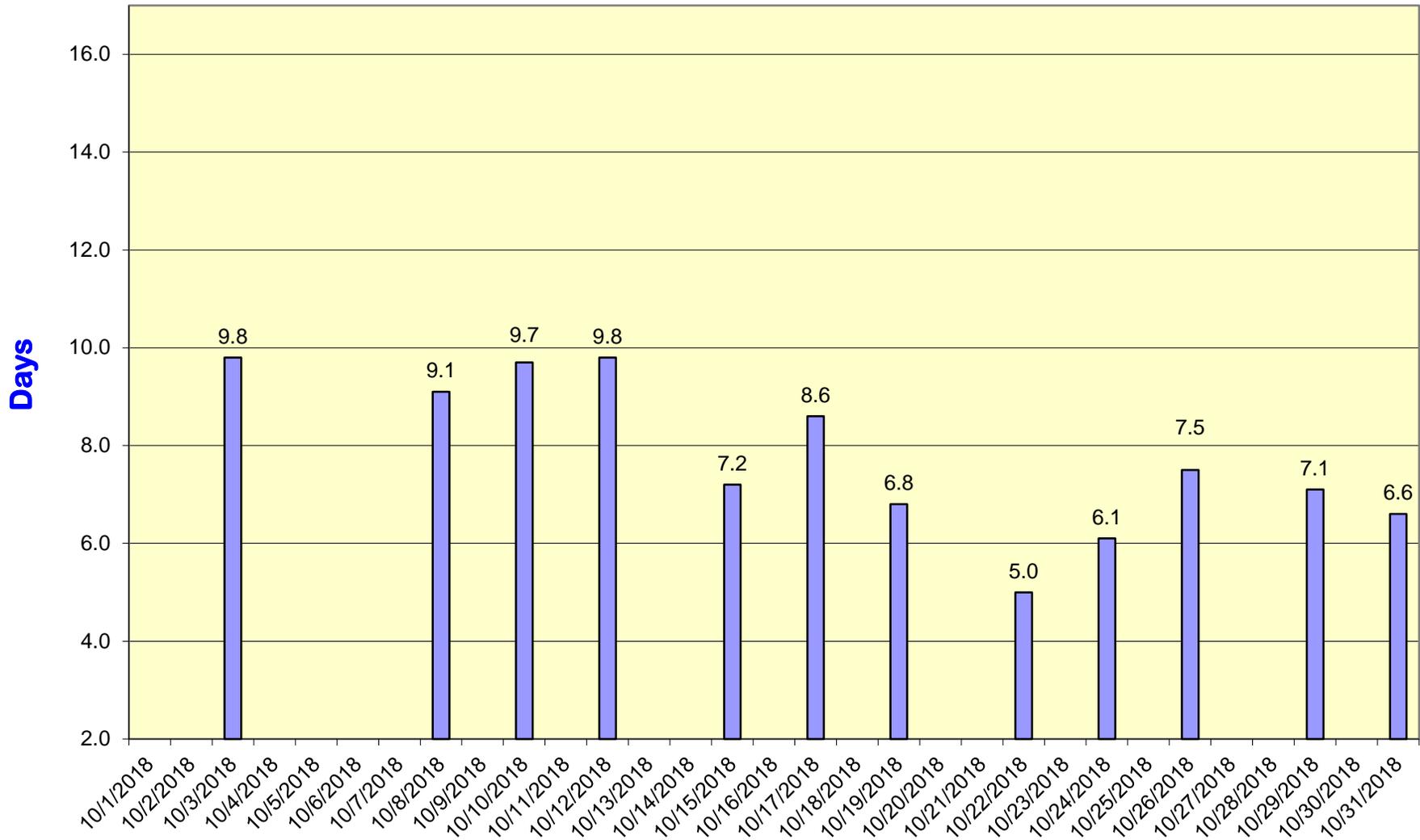
Settleability



Sludge Volume Index



Mean Cell Residence Time

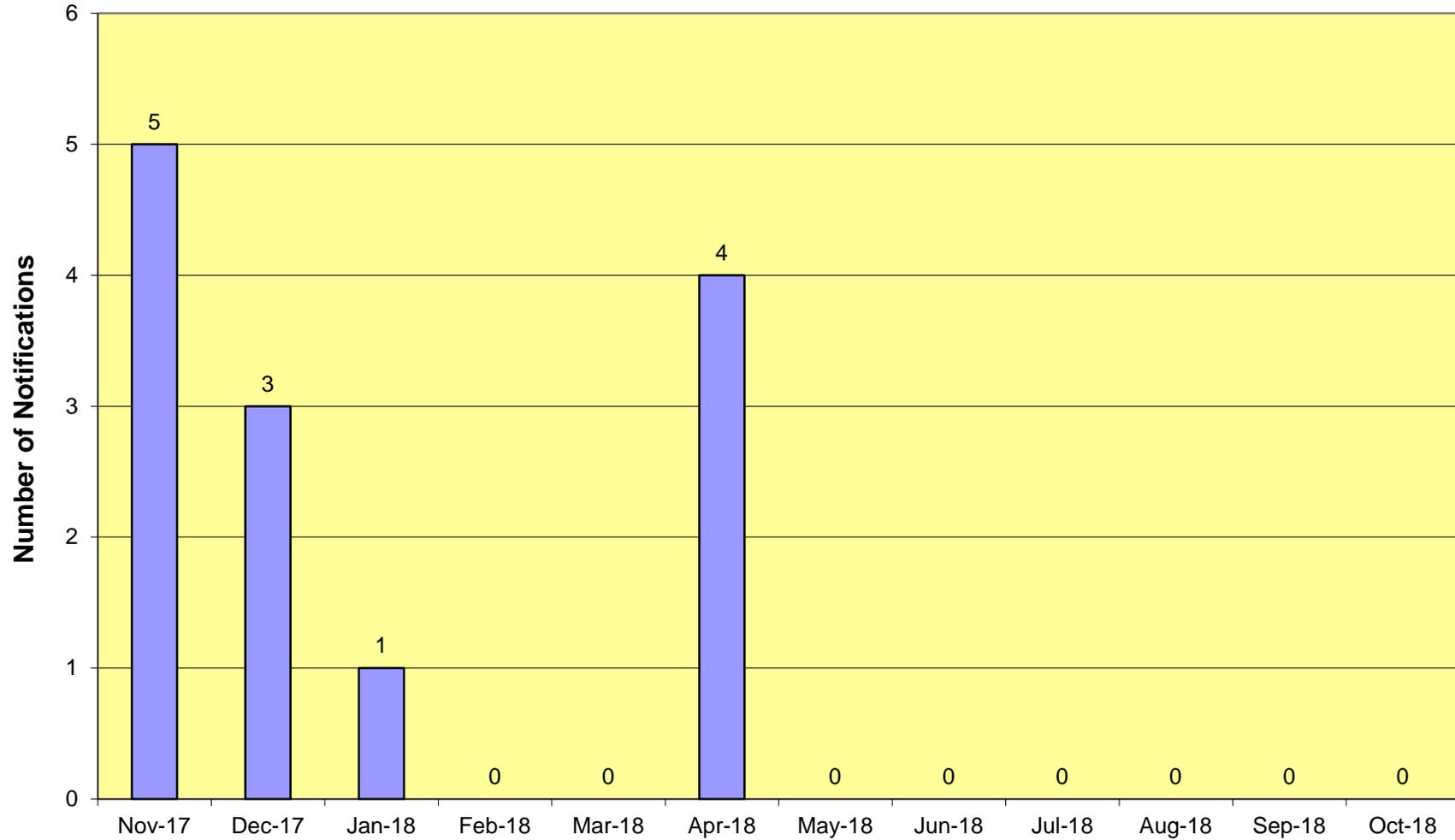


Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	MCRT	SVI
10/1/2018	3.47	240	2,170	38,657		111
10/2/2018	5.41					
10/3/2018	4.43	210	2,260	40,260	9.8	93
10/4/2018	4.02					
10/5/2018	3.52					
10/6/2018	4.04					
10/7/2018	4.01					
10/8/2018	3.17	220	2,170	38,657	9.1	101
10/9/2018	3.36					
10/10/2018	3.43	220	2,260	40,260	9.7	97
10/11/2018	3.49					
10/12/2018	3.45	230	2,210	39,369	9.8	104
10/13/2018	3.36					
10/14/2018	3.74					
10/15/2018	3.42	275	2,010	39,191	7.2	137
10/16/2018	3.37					
10/17/2018	3.48	220	2,220	39,548	8.6	99
10/18/2018	3.53					
10/19/2018	3.44	200	2,080	37,054	6.8	96
10/20/2018	3.49					
10/21/2018	3.58					
10/22/2018	3.58	195	1,950	34,738	5.0	100
10/23/2018	3.44					
10/24/2018	3.04	190	1,700	30,284	6.1	112
10/25/2018	3.34					
10/26/2018	3.30	200	1,670	29,750	7.5	120
10/27/2018	3.44					
10/28/2018	3.61					
10/29/2018	3.56	210	1,820	32,422	7.1	116
10/30/2018	3.34					
10/31/2018	3.23	200	1,820	32,422	6.6	110
Minimum	3.04	190	1,670	29,750	5.0	93
Maximum	5.41	275	2,260	40,260	9.8	137
Total	111.09					
Average	3.58	216	2,026	36,355	7.8	107

6) NEIGHBORHOOD CONTACTS

Neighborhood Contacts Received

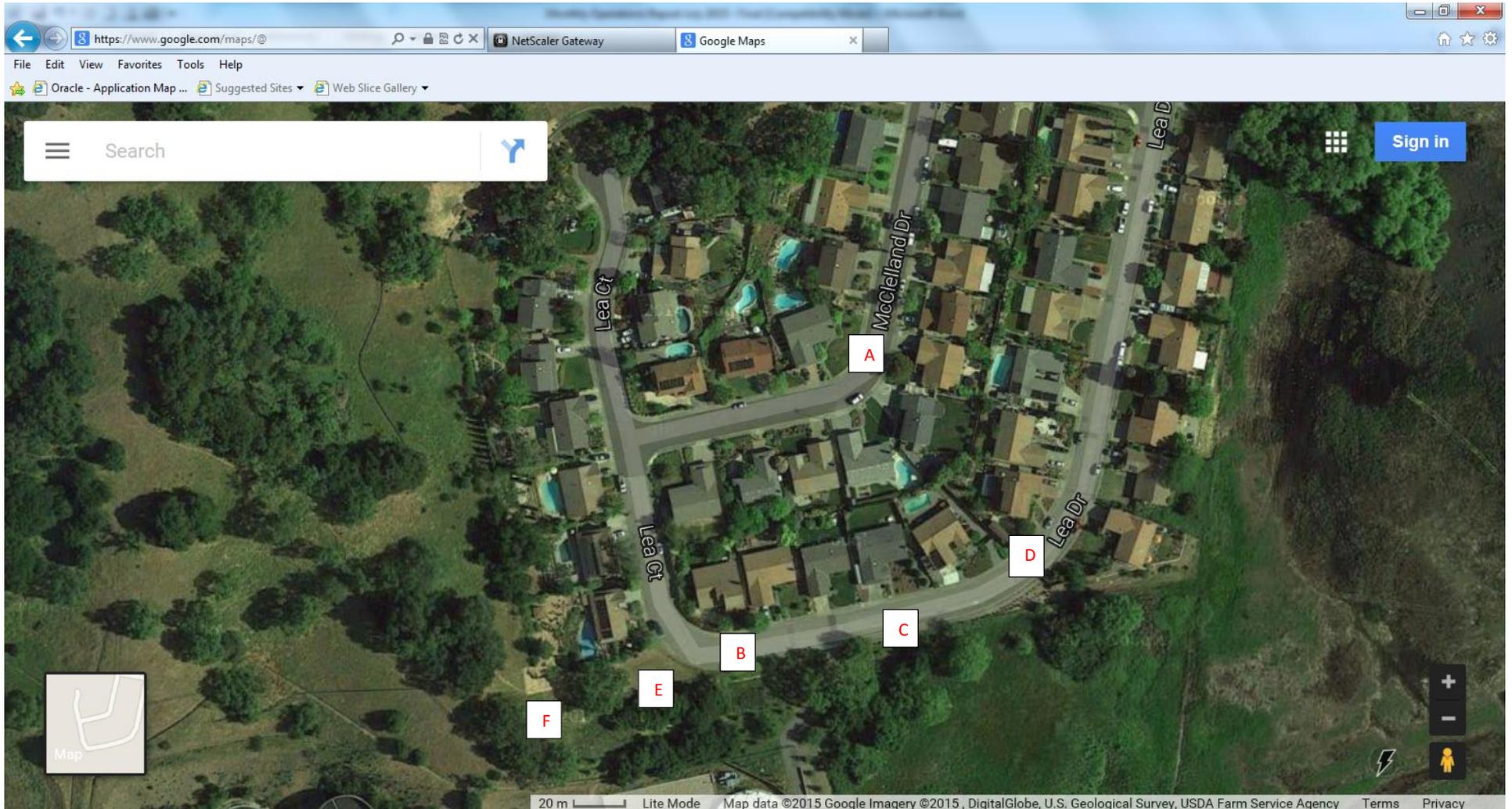


7) JEROME METER READINGS & LOCATIONS

JEROME METER READINGS - OCTOBER 2018

Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: McLelland	0.000	0.005	0.0015	Neighborhood
B: Lea 1	0.000	0.004	0.0015	Neighborhood
C: Lea 2	0.000	0.002	0.0008	Neighborhood
D: Lea 3	0.000	0.002	0.0005	Neighborhood
E: Lea 4	0.000	0.001	0.0010	Neighborhood
F: Lea 5	0.002	0.002	0.0020	Neighborhood

NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



NOVATO SANITARY DISTRICT
Wastewater Operations - Reclamation Facilities Report
October 2018

1.0 Summary:

1.1 During October 2018:

- Plant effluent was discharged to the bay.
- Calves that had reached maturity were removed from pastures.
- Custom Tractor Services (CTS) transferred biosolids from six biosolids lagoons to the Dedicated Land Disposal Site (DLD).

2.0 Ranch Operations:

- 2.1 Cattle are gradually being removed from the reclamation pastures as the wet season approaches. Remaining cattle continue to consume green pasture vegetation.
- 2.2 Potable water use is monitored on a regular basis to reduce usage and leaks.

3.0 Irrigation Parcels:

- 3.1 No irrigation of any parcels occurred in October 2018.

4.0 Irrigation Pump Station:

- 4.1 The Wildlife Pond circulation pump continues to circulate water in the wildlife pond. The wildlife pond level is being maintained at 6 feet with the telescoping valve.
- 4.2 Storage pond Nos. 1 and 2 levels were at approximately 2.5 feet at the beginning of October, and approximately 2.5 feet on October 31st.



Figure 1 - Storage Pond #2 at 2.5 feet

5.0 Biosolids (sludge) Handling & Disposal:

- 5.1 Custom Tractor Services (CTS) used pumping and excavating equipment to transfer biosolids from the six biosolids storage lagoons to the Dedicated Land Disposal (DLD) Site. This completes biosolids handling activities related to the DLD for 2018.



Figure 2 - Biosolids storage lagoon after biosolids transfer project

NOVATO SANITARY DISTRICT														
Reclamation Facility - Monthly Statistics for Calendar Year 2018, as of Oct. 31, 2018														
	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)	--	--	--	--	63.5	86.8	80.6	78.2	0	0	--	--	309.1	25.76
Irrigation (MG)	--	--	--	--	7.3	29.34	125.9	53.4	27.7	0	--	--	243.6	20.30
Irrigation Pump 1 Hours	--	--	--	--	11.6	36.8	103	82.2	48.7	0	--	--	282.3	23.53
Irrigation Pump 2 Hours	--	--	--	--	12.8	33.9	195.6	93.4	48.4	0	--	--	384.1	32.01
Irrigation Pump 3 Hours	--	--	--	--	1.3	36.9	194.2	83.9	45.7	0	--	--	362.0	30.17
Washdown Water Pump Hours	--	--	--	--	--	--	--	--	--	--	--	--	-	0.00
Wildlife Feed Pump Hours	0	0	0	688	744	720	744	744	720	504			4,864.0	405.33
Water Circulated through Wildlife Pond (MG)	--	--	--	43.344	46.9	45.4	46.9	46.9	45.36	31.752	--	--	306.5	25.54
Strainer No. 1 Hours	0	0	0	0	0	11.1	61.7	32.6	17.4	0	--	--	122.8	10.23
Strainer No. 2 Hours	0	0	0	0	0	11.3	62	33	17.6	0	--	--	123.9	10.33
Pond 1 Gauge @ Beginning of Month (feet)	2.5	3.2	3	3.5	3.2	6	7.9	4.5	4.6	2.5			--	--
Pond 1 Gauge @ End of Month (feet)	3.2	3	3.5	3.2	6	7.9	4.5	4.6	2.5	2.5	--	--	--	--
Pond 1 Gallons Stored @ End of Month(MG)	22	20	24	22	45	59	32	33	16	16			--	--
Pond 2 Gauge @ Beginning of Month (feet)	2.5	3.2	3	3.5	3.2	6	7.9	4.5	4.6	2.5	--	--	--	--
Pond 2 Gauge @ End of Month (feet)	3.2	3	3.5	3.2	6	7.9	4.5	4.6	2.5	2.5	--	--	--	--
Pond 2 Gallons Stored @ End of Month(MG)	27	25	31	27	57	76	41	42	20	20			--	--
Total Irrigation Water Stored (MG)	49	45	55	49	102	135	73	75	36	36	--	--	--	--
Drainage Pump Station No. 3														
Drainage Pump No. 1 Hours	0	0	0.1	0	0	0	0	0	0	4	--	--	4.1	--
Drainage Pump No. 2 Hours	11.1	5.8	83.9	297.8	6.6	0	0	0	0	0	--	--	405.2	--
Drainage Pump No. 3 Hours	31.9	0	0	18.6	0	0	0	0	23.1	8	--	--	81.6	--
Total Gallons Stormwater Pumped (MG)	12.9	1.74	25.2	94.92	1.98	NA	NA	0	6.93	3.6	--	--	147.27	21.04
Drainage Pump Station No. 7														
Drainage Pump No. 1 Hours	14.8	0	0.3	27.1	2	0	0	0	1.6	1.5	--	--	47.3	--
Drainage Pump No. 2 Hours	0	0	69.5	10.1	0	0	0	0	1.7	0.9	--	--	82.2	--
Drainage Pump No. 3 Hours	10.7	11.7	20.8	0	0	0	0	0	0.6	2.4	--	--	46.2	--
Total Gallons Stormwater Pumped (MG)	11.48	5.27	40.77	16.74	0.90	NA	NA	0.00	1.76	2.16	--	--	79.07	11.30

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects Update,
October 2018.

MEETING DATE: November 13,
2018 AGENDA ITEM NO.: 8.a.

RECOMMENDED ACTIONS: Receive Capital Projects Update for October 2018.

SUMMARY AND DISCUSSION:

The October 2018 Capital Projects Update is attached.

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

ATTACHMENTS: 1. Capital Projects Update, October 2018.

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

DEPT. MGR.: EB

GENERAL MANAGER: SSK

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

Account No. 72403: Pump Station Improvements

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

- No update this month.

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

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

- No update this month.

Account No. 72706: Collection System Improvements

1. Redwood Blvd. Sewer Rehab Project: Rehabilitation of about 1,850 feet of 12-inch sewer main along Redwood Blvd. between Lamont Avenue and Diablo Avenue.
 - The Project is being reevaluated for pipe size and construction method.
2. Bel Marin Keys Blvd. Sewer Rehab Project: Rehabilitation of about 950 feet of 10-inch and about 1,350 feet of 8-inch sewer main in Bel Marin Keys Blvd.
 - Advertise for Bids Winter 2019.
 - FY 18/19 Budget: \$700,000.
3. Golden Gate Place: Realignment/replacement of approximately 1,000 feet of 8-inch sewer with new 10-inch PVC sewer.
 - Project at 65% design level.
 - Estimated construction Summer 2019.
 - A portion of the project (approx. 175 feet) will be constructed prior to winter 2018. Informal project awarded 11/2/18.
4. Collection System Master Plan (CSMP): Continuing work associated with the CSMP currently underway for the District. The District's consultant for the CSMP is Woodard and Curran (W&C), who is:
 - Working on developing needed capacity improvement projects
 - Finishing up condition/risk analysis for rehab/replacement due to condition, and
 - Preparing a draft Master Plan Report

- Will be reviewing recommendations with District Staff early December, with the draft report expected January
5. **Birdie Drive Sewer Main Replacement**: Relocation of about 700 feet of 8-inch sewer main.
- As of Oct. 31, the Project is considered to be at final completion with \$346,587 of the \$386,603 contract invoiced for progress payments. No change orders have been submitted to date. However, the District expects to receive a balancing change order crediting the District for \$40,015.
 - The project has a financial commitment of the lesser of half the project cost or \$100,000 from the Marin Country Club (MCC), and the District has billed MCC for its share.

Account No. 72706-1: Lateral Replacement Program

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

- As of 10/31/18, 5 grants have been distributed for a total of \$10,000. The FY 18-19 account balance is \$70,000.

Account No. 72707: Hamilton Wetlands/Outfall Integration

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

- District staff is reviewing design documents provided by SCC's design engineer for the Bel Marin Keys Unit V Phase I project.

Account No. 72708: Cogeneration/Alt. Energy

- The District's Consultant, Woodard and Curran (W&C) has submitted a Draft Cogeneration Evaluation Technical Memo Update. District staff have reviewed the recommendations and will be working with W&C to finalize the memo.
- District and Veolia staff are working with Enovity, Inc. (Consultant), an energy services company who is evaluating optimization/energy savings measures/projects eligible for PG&E's on bill financing (OBF) program. The Consultant is currently in the data gathering stage. A technical memo outlining recommendations is expected early November.

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.

Account No. 72806: Annual Pump Station Improvements

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

Account No. 72807: Annual Ignacio Facility Improvements

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

- FY 18-19 Budget for this account is \$50,000 with approximately \$33,000 encumbered.
- Demolition/backfill of the old filter backwash area is complete.

Account No. 72808: Strategic Plan Update:

- No update this month.

Account No. 72809: Novato Creek Watershed

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

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

- No update this month.

Account No. 73003: Administration Building Upgrades/Maintenance Building

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

- The District issued an RFQ in late October for a modular building system. Quotes are expected in November.

Account No. 73004: Odor and Landscaping Improvements

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

- Removal of existing, and installation of new media in the large odor control bed serving the Headworks was completed in October. At completion, there was remaining budget in the original time and materials contract to allow for changing out the media in the odor bed that serves the aeration basins, and this work was accomplished as well.

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 is necessitated by the planned expansion by the North Marin Water District (NMWD) of its Central Area Project, which will push NMWD's recycled water distribution pipelines into the Central Novato/Ignacio geographic areas.

- As of 10/15/18 the project was considered substantially complete. As of 10/31/18, \$1,977,404.65 of progress payments have been issued or are in process of the total contract amount of complete with \$1,982,340.73. The total contract amount includes 11 construction change orders totaling \$42,218.73 to date.
- Final completion of the project is expected mid-December.

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 early 2019, with the work to be conducted during the time of lowest influent flows in the late summer/early fall of 2019.

Account No. 73090: Vehicle Replacement

This account includes a FY 18-19 budget amount of \$140,000 for the purchase a 40kw portable generator and replacement of up to four light duty trucks.

- Purchase orders for two light duty trucks and one portable generator were issued in October.



**California Special
Districts Association**
Districts Stronger Together

CONTACT US



Court Rules that Special Districts May Limit Speaking Time at Meetings

By CSDA ADMIN posted 21 hours ago

0 RECOMMEND



A California Appellate Court recently held that a transit board's restriction of public comment to three minutes per person, per agenda item, does not violate the Ralph M. Brown Act (Brown Act) open meeting requirements. The decision in *Ribakoff v. City of Long Beach, et al.* seeks to balance the public's right to attend and participate in

meetings of public agencies, while also considering the ability of a public entity to manage meetings in

an efficient manner. Accordingly, special districts may place a reasonable time restriction on public comment at meetings, so long as the time restriction is content neutral and simply limits the amount of time an individual may speak and not what is said by that person.

Joe Ribakoff, a frequent attendee at meetings of the Long Beach Transit Company Board of Directors, filled out a public speaker's card and spoke on agenda item 10 at the board's August 24, 2015 meeting for the three minutes allowed each public speaker on an agenda item. When he rose to speak a second time on the same agenda item it was during the board's deliberation and voting period. He was not permitted to speak, and, after a short exchange with the chair of the board, left the speaker's podium with the verbal assistance of a Long Beach Police Officer who routinely provided security for meetings. Later, Ribakoff filed suit, alleging that the board's three-minute limit on public speakers is contrary to the Brown Act and First Amendment free speech principles.

The Second District Court of Appeal held that the three-minute time restriction, in accordance with the transit board's adopted policy, was reasonable and did not violate the Brown Act or the First Amendment. The court looked at the express authorization under the Brown Act to place reasonable restrictions on the amount of time a speaker may comment at a meeting (Government Code section 54954.3), and concluded that the three-minute restriction is reasonable. Moreover, the restriction does not violate the First Amendment because it is "content neutral," and does not restrict what the speaker may say.

Additionally, the court held that the Board had reasonable justification for treating invited staff and invited speakers differently. Limiting presentations by staff and guests who are invited to speak based on their expertise to the same extent as members of the public ignores the information function served by staff and invited experts. The court noted that, "the number of staff and invited guests speaking on a topic will clearly be limited; the potential for public speakers is potentially extensive and needs some reasonable limitation." Lastly, the court concluded that speech at government meetings is not unlimited and public entities can limit speech at meetings based on time and even certain limited types of content, such as requiring a speaker to address only the topic or agenda item at issue.

For more information about this decision and how it may impact your district, contact Legislative Analyst – Attorney Mustafa Hessabi at mustafah@csga.net.

#AdvocacyNews

#FeatureNews

0 comments

60 views

Permalink

<https://www.csda.net/blogs/csda-admin/2018/10/15/court-rules-that-special-districts-may-limit-speak>

Posted 10/15/2018



1112 "I"
Street,
Suite 200
Sacramento
CA, 95814
877.924.2732
|
916.442.7887

FIND IT FAST

SDLF
Scholarships
Register for an
Event
Career Center
Membership
Information
Take Action
Bill Tracking
Knowledge Base

CALIFORNIA SPECIAL DISTRICTS ALLIANCE



SPECIAL DISTRICT LEADERSHIP FOUNDATION



DISTRICTS MAKE THE DIFFERENCE

