

# NOVATO SANITARY DISTRICT

Meeting Date: November 26, 2012

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, November 26, 2012, at the District Offices, 500 Davidson Street, Novato.**

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

## **AGENDA**

### **1. PLEDGE OF ALLEGIANCE:**

### **2. AGENDA APPROVAL:**

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

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

### **4. REVIEW OF MINUTES:**

- a. Consider approval of minutes of the November 13, 2012 meeting.

### **5. CONSENT CALENDAR:**

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

- a. Approve expenditure and authorize Manager-Engineer to execute contracts with Marin Audubon Society for Supplemental Environmental Projects.
- b. Approve regular disbursements, payroll and payroll related disbursements.

### **6. ADMINISTRATION:**

- a. Consider rejection of claim from Terry Odetto, 39 Devonshire Drive, Novato, concerning sewer backup on October 22, 2012.
- b. Review of Quarterly Revenue and Expenditure report.
- c. Review Accounts Receivable report.

**7. DISTRICT CONFLICT OF INTEREST CODE:**

- a. Consider adoption of resolution revising District Conflict of Interest Code to amend filing requirements for designated employees.

**8. COMMITTEE REPORTS:**

- a. Wastewater Operations Committee report.

**9. STAFF REPORTS:**

- a. North Bay Water Reuse Authority meeting.
- b. California Special District Association training.
- c. California Water Environment Association Redwood Empire Association Awards.

**10. BOARD MEMBER REPORTS:**

**11. MANAGER'S ANNOUNCEMENTS:**

**12. ADJOURNMENT:**

Next resolution no. 3052

**Next regular meeting date: Monday, December 10, 2012, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA.**

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

November 13, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Tuesday, November 13, 2012, at the District offices, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Brant Miller, Novato resident  
John Bailey, Project Manager, Veolia Water  
Dee Johnson, HHW Facility Coordinator

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the October 11<sup>th</sup> and 22<sup>nd</sup>, 2012 Board meetings.

*On motion of Member Mariani, seconded by Member Peters and carried unanimously, the minutes of the October 11<sup>th</sup> and 22<sup>nd</sup>, 2012 Board meetings were approved as written.*

CONSENT CALENDAR:

Member Welsh requested items **a.** *Approve travel to Washington DC for Director Long to represent the North Bay Water Reuse Authority* and **c.** *Approve regular disbursements* be removed from the Consent Calendar for further discussion.

Member Welsh asked what the total cost for travel expenses were for Director Long's trip to Washington DC. The Manager stated that the amount would be approximately \$2,000.

Member Welsh asked for clarification of the coding for the charge: *State Water Resources Control Bd(2)* in the amount of \$42,606 and stated that the charge was listed as a Permit Fee. He disputed this category because he stated the charge was attributed to a fine imposed by the State Water Resources Control Board. The Manager stated that the charge was indeed a fine, but that the District accounting system does not have a category for "fines" and so it was coded to the Permit Fees category.

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

- a. Approval of travel to Washington DC for Director Long to represent the North Bay Water Reuse Authority.
- b. Ratify the Manager-Engineer's approval of an agreement in the amount of \$15,000 with the Central Marin Sanitation Agency to develop and implement the District's Dental Amalgam Mercury Reduction program.
- c. Approval of regular disbursements in the amount of \$401,507.89, capital project disbursements in the amount of \$247,165.93, and Board member disbursements in the amount of \$3,679.72.

#### COMMITTEE REPORTS:

- Solid Waste Committee. The Manager introduced Dee Johnson, Household Hazardous Waste Facility Coordinator.

Dee Johnson stated that the Solid Waste Committee meeting was held earlier that day, November 13<sup>th</sup>, at 3:00 p.m. She discussed the timetable for zero waste programs as stated in the Franchise Agreement with Novato Disposal. She discussed Redwood Landfill's new programs and stated that soon a permit will be granted to allow the facility to receive all commercial food waste.

Ms. Johnson gave an overview of the E-Waste Collection event which was held on October 13<sup>th</sup> through October 15<sup>th</sup>. She stated that 676 residents participated and that 36,693 pounds of E-Waste were collected. She noted that the cost for the event was reduced by 44% from the Spring 2012 event and stated that in 2012, savings of over \$12,000 were realized from the 2011 E-Waste event costs.

Ms. Johnson gave an overview of Novato Disposal's 3<sup>rd</sup> Quarter Report, July-September 2012. She discussed Novato Disposal Services Disposal/Diversion Quarterly Comparison 2011 vs. 2012 and noted that diversion percentages were increased.

Ms. Johnson discussed the "Paint Care" legislation and gave an update on the program. She noted that this legislation requires manufacturers (either individually or through a stewardship organization such as PaintCare) to design their own stewardship program and present it to CalRecycle in the form of a Program Implementation Plan. The Plan specifies how postconsumer paint will be collected, transported, recycled and processed at its end-of-life, as well as how consumer education and outreach will be done to promote proper purchasing, using up remaining paint, and properly recycling or disposing of unwanted postconsumer paint. She stated that, in the future, this program will include paint collection at the Household Hazardous Waste Facility.

Ms. Johnson gave an overview of the AB939 Solid/Hazardous Waste Budget Expenditures/Revenues from July 1 through September 30, 2012.

- Finance Committee. The Manager gave an overview of the Finance Committee which met on November 5<sup>th</sup> to review the Investment Policy and Financial Procedures, and to receive a report on the progress of the 2011-12 Audit. She stated that the District Investment Policy will be reviewed by the Finance Committee at their next meeting and that the final Policy will be brought to the full Board for their approval at the December 10<sup>th</sup> regular Board meeting.

The Manager stated that the final draft of the 2011-2012 District Audit will be completed and presented to the Finance Committee at their next meeting. She stated that the audit will then be presented to the full Board at the December 10<sup>th</sup> regular Board meeting and that the auditor, Maze and Associates, will be present to answer any questions.

- New Facilities and Strategic Planning Committee. The Manager gave an overview of the Committee meeting which took place on November 1<sup>st</sup>. She discussed the District's Work Plan and provided updates to the Board on completion of various actions.

#### CAPITAL PROJECTS:

- Consider granting final acceptance of the 2012 Reclamation Culvert Replacement Project - Site 3, and authorize staff to file the Notice of Completion. The Manager noted that the bid amount for the project was \$68,249.97 and that there were no change orders. She stated that the project reached substantial completion on October 12, 2012 and she recommended the Board grant final acceptance and authorize staff to file the Notice of Completion.

*On motion of Member Peters, seconded by Member Long and carried unanimously, the Board granted final acceptance of the 2012 Reclamation Culvert Replacement Project - Site 3, and authorized staff to file the Notice of Completion.*

#### BOARD MEMBER REPORTS:

Member Mariani and Peters discussed odor complaints from the Lea Dr. neighborhood area. Member Peters noted that he continues to walk the neighborhood but has not detected any odors. Member Welsh suggested that odors often increase in the late evening and early morning hours due to increased flow.

Member Long read a historical letter from the District's previous Manager, Chuck Joseph, which discussed Mt. Burdell's detachment from the Sanitary District.

President Di Giorgio discussed his attendance at a North Bay Watershed Association meeting which met on November 2<sup>nd</sup> at the District office. He gave an overview of a presentation by Laurel Collins, Watershed Sciences, who discussed the Novato Creek History.

MANAGER'S ANNOUNCEMENTS:

- The next Regular Board Meeting will be held on November 26<sup>th</sup>.
- The Finance Committee will meet in early December.
- A regular Board meeting will be held on December 10<sup>th</sup>. There will be no second meeting in December.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the Board meeting at 7:21 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Swoboda, Recording

DRAFT

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Consent Calendar: SEP Contracts</b>	<b>MEETING DATE: November 26, 2012</b>  <b>Agenda Item #: 5a.</b>
<b>RECOMMENDED ACTION: Approve expenditure and authorize Manager-Engineer to execute contracts with Marin Audubon Society for Supplemental Environmental Projects</b>	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District settlement agreement with the San Francisco Regional Water Quality Control Board stipulates that the District will fund the following two supplemental environmental projects (SEPs) to be performed by the Marin Audubon Society:</p> <ul style="list-style-type: none"> <li>• Simmons Slough Wetland Enhancement Project for \$43,470;</li> <li>• Bahia Tidal Pond Enhancement and Marsh Monitoring Project for \$96,668.</li> </ul> <p>Marin Audubon Society prepared CEQA documentation for both projects establishing that they are categorically exempt. The District made CEQA findings and directed filing of the Notice of Exemption at the October 22, 2012 meeting.</p> <p>The Settlement Agreement has a strict schedule for project performance and Marin Audubon is ready to proceed immediately to remove the noxious weeds and prepare the soil for planting. Staff recommends that the Board approve the expenditure and authorize the Manager-Engineer to sign the contracts with Marin Audubon Society. The contracts are being reviewed by District Counsel to assure that they comply with the conditions of the Settlement Agreement.</p>	
<b>ALTERNATIVES: N/A</b>	
<b>BUDGET INFORMATION:</b> The SEP projects will be funded from the ACL settlement with the funds coming from the Permit and Fee accounts for Collections, Pump Stations, Reclamation, and Treatment Facilities in proportion to the fines leveled for each department: Collections - \$101,669; Treatment - \$17,445; Pump Stations - \$14,034; Reclamation - \$6,990.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# Novato Sanitary District Operating Check Register

For November 26, 2012

Date	Num	Name	Credit
<b>Nov 26, 12</b>			
11/26/2012	55094	Veolia Water North America, ...	166,635.36
11/26/2012	55085	Pacific, Gas & Electric	65,707.57
11/26/2012	55066	Custom Tractor Service	47,575.00
11/26/2012	55090	Royal Petroleum Company	11,519.22
11/26/2012	55065	Control Systems West, Inc.	9,240.92
11/26/2012	55060	Aqua Science	2,890.75
11/26/2012	55057	American Express-22062	2,665.94
11/26/2012	55080	North Marin Water District - Lab	2,577.00
11/26/2012	55088	RMC Water & Environment, I...	2,542.50
11/26/2012	55055	3T Equipment Company Inc.	1,709.88
11/26/2012	55063	CED Santa Rosa, Inc	1,470.77
11/26/2012	55081	North Marin Water District Pa...	1,391.96
11/26/2012	55056	Able Tire & Brake Inc.	1,112.21
11/26/2012	55075	Marin Mechanical II, Inc.	1,062.95
11/26/2012	55072	IEDA, INC	1,020.00
11/26/2012	55070	Frontier Analytical Laboratory...	1,000.00
11/26/2012	55096	Water Components & Buildin...	993.60
11/26/2012	55076	Marin/Sonoma Mosquito Dist	869.22
11/26/2012	55068	Empire Mini Storage - Novato	779.00
11/26/2012	55058	American Society of Civil Eng...	570.00
11/26/2012	55082	Novato Radiator & Air Condit...	495.73
11/26/2012	55061	BoundTree Medical, LLC	410.35
11/26/2012	55074	Marin County Public Health Lab	360.00
11/26/2012	55089	Roy's Sewer Service, Inc.	300.00
11/26/2012	55064	Claremont EAP, Inc.	295.00
11/26/2012	55097	WECO	293.74
11/26/2012	55071	Grainger	234.38
11/26/2012	55086	Petty Cash	214.30
11/26/2012	55092	Unicorn Group	212.88
11/26/2012	55073	Levy, Larry	200.00
11/26/2012	55095	Verizon - 5143	176.68
11/26/2012	55062	Cantarutti Electric, Inc	172.50
11/26/2012	55084	Orkin Pest Control, Inc.	116.00
11/26/2012	55069	First Alarm	111.75
11/26/2012	55079	North Marin Water District	111.30
11/26/2012	55083	One Stop Auto Service Inc.	98.32
11/26/2012	55059	American Water Works Asso...	98.00
11/26/2012	55077	North Bay Portables, Inc.	92.18
11/26/2012	55087	Pitney Bowes	66.39
11/26/2012	55091	Staples Business Adv Inc.	48.80
11/26/2012	55078	North Marin Auto Parts	28.21
11/26/2012	55067	Dept of Housing & Comm De...	28.00
11/26/2012	55093	United Parcel Service	10.29
<b>Nov 26, 12</b>			<b>327,508.65</b>

**Novato Sanitary District**  
**Operating Check Register Detail**  
**For November 26, 2012**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>3T Equipment Company Inc.</b>			
	11/05/2012	60150 · Repairs & Maintenance	1,709.88
Total 3T Equipment Company Inc.			<u>1,709.88</u>
<b>Able Tire &amp; Brake Inc.</b>			
	10/31/2012	65150 · Repairs & Maintenance	1,112.21
Total Able Tire & Brake Inc.			<u>1,112.21</u>
<b>American Express-22062</b>			
	11/15/2012	60100 · Operating Supplies	294.76
	11/15/2012	66100 · Engineering Supplies	165.86
	11/15/2012	66080 · Memberships	230.00
	11/15/2012	66085 · Safety	12.60
	11/15/2012	66090 · Office Expense	403.45
	11/15/2012	66170 · Travel, Meetings & Training	1,008.20
	11/15/2012	21015 · American Express	551.07
Total American Express-22062			<u>2,665.94</u>
<b>American Society of Civil Engineers</b>			
	09/04/2012	66080 · Memberships	305.00
	09/04/2012	66080 · Memberships	265.00
Total American Society of Civil Engineers			<u>570.00</u>
<b>American Water Works Association</b>			
	11/01/2012	66080 · Memberships	98.00
Total American Water Works Association			<u>98.00</u>
<b>Aqua Science</b>			
	11/05/2012	64160 · Research & Monitoring	2,890.75
Total Aqua Science			<u>2,890.75</u>
<b>BoundTree Medical, LLC</b>			
	11/08/2012	67500 · Household Hazardous Waste	410.35
Total BoundTree Medical, LLC			<u>410.35</u>
<b>Cantarutti Electric, Inc</b>			
	11/15/2012	65153 · TV Inspection	172.50
Total Cantarutti Electric, Inc			<u>172.50</u>
<b>CED Santa Rosa, Inc</b>			
	11/14/2012	65150 · Repairs & Maintenance	1,470.77
Total CED Santa Rosa, Inc			<u>1,470.77</u>
<b>Claremont EAP, Inc.</b>			
	11/15/2012	66020 · Employee Benefits	295.00
Total Claremont EAP, Inc.			<u>295.00</u>
<b>Control Systems West, Inc.</b>			
	10/29/2012	65153 · TV Inspection	9,240.92
Total Control Systems West, Inc.			<u>9,240.92</u>
<b>Custom Tractor Service</b>			
	11/12/2012	63115 · Sludge Disposal	47,575.00
Total Custom Tractor Service			<u>47,575.00</u>
<b>Dept of Housing &amp; Comm Development</b>			
	11/05/2012	66090 · Office Expense	28.00
Total Dept of Housing & Comm Development			<u>28.00</u>

**Novato Sanitary District**  
**Operating Check Register Detail**  
**For November 26, 2012**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>Empire Mini Storage - Novato</b>			
	11/13/2012	66123 · O/S Contractual	779.00
Total Empire Mini Storage - Novato			<u>779.00</u>
<b>First Alarm</b>			
	11/15/2012	66150 · Repairs & Maintenance	111.75
Total First Alarm			<u>111.75</u>
<b>Frontier Analytical Laboratory, Inc.</b>			
	11/09/2012	64160 · Research & Monitoring	1,000.00
Total Frontier Analytical Laboratory, Inc.			<u>1,000.00</u>
<b>Grainger</b>			
	11/02/2012	65150 · Repairs & Maintenance	109.19
	11/14/2012	65100 · Operating Supplies	125.19
Total Grainger			<u>234.38</u>
<b>IEDA, INC</b>			
	11/01/2012	66123 · O/S Contractual	1,020.00
Total IEDA, INC			<u>1,020.00</u>
<b>Levy, Larry</b>			
	11/05/2012	66123 · O/S Contractual	200.00
Total Levy, Larry			<u>200.00</u>
<b>Marin County Public Health Lab</b>			
	11/08/2012	64160 · Research & Monitoring	360.00
Total Marin County Public Health Lab			<u>360.00</u>
<b>Marin Mechanical II, Inc.</b>			
	10/29/2012	65150 · Repairs & Maintenance	1,062.95
Total Marin Mechanical II, Inc.			<u>1,062.95</u>
<b>Marin/Sonoma Mosquito Dist</b>			
	11/13/2012	63150 · Repairs & Maintenance	869.22
Total Marin/Sonoma Mosquito Dist			<u>869.22</u>
<b>North Bay Portables, Inc.</b>			
	11/01/2012	63100 · Operating Supplies	92.18
Total North Bay Portables, Inc.			<u>92.18</u>
<b>North Marin Auto Parts</b>			
	11/14/2012	60100 · Operating Supplies	28.21
Total North Marin Auto Parts			<u>28.21</u>
<b>North Marin Water District</b>			
	11/08/2012	65192 · Water	111.30
Total North Marin Water District			<u>111.30</u>
<b>North Marin Water District - Lab</b>			
	11/01/2012	64160 · Research & Monitoring	2,577.00
Total North Marin Water District - Lab			<u>2,577.00</u>
<b>North Marin Water District Payroll</b>			
	11/06/2012	64010 · Salaries & Wages	1,391.96
Total North Marin Water District Payroll			<u>1,391.96</u>
<b>Novato Radiator &amp; Air Conditioning</b>			
	11/14/2012	60150 · Repairs & Maintenance	495.73
Total Novato Radiator & Air Conditioning			<u>495.73</u>

**Novato Sanitary District**  
**Operating Check Register Detail**  
**For November 26, 2012**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>One Stop Auto Service Inc.</b>			
	11/07/2012	60150 · Repairs & Maintenance	67.36
	11/13/2012	66150 · Repairs & Maintenance	30.96
Total One Stop Auto Service Inc.			<u>98.32</u>
<b>Orkin Pest Control, Inc.</b>			
	10/24/2012	66150 · Repairs & Maintenance	116.00
Total Orkin Pest Control, Inc.			<u>116.00</u>
<b>Pacific, Gas &amp; Electric</b>			
	11/01/2012	65191 · Gas & Electricity	29.56
	11/14/2012	61000-5 · Gas & Electricity	40,755.37
	11/14/2012	63191 · Gas & Electricity	16,260.51
	11/14/2012	65191 · Gas & Electricity	8,662.13
Total Pacific, Gas & Electric			<u>65,707.57</u>
<b>Petty Cash</b>			
	11/16/2012	66060 · Gasoline & Oil	20.00
	11/16/2012	60100 · Operating Supplies	13.02
	11/16/2012	66170 · Travel, Meetings & Training	178.04
	11/16/2012	66090 · Office Expense	3.24
Total Petty Cash			<u>214.30</u>
<b>Pitney Bowes</b>			
	10/26/2012	66090 · Office Expense	66.39
Total Pitney Bowes			<u>66.39</u>
<b>RMC Water &amp; Environment, Inc.</b>			
	11/14/2012	64160 · Research & Monitoring	2,542.50
Total RMC Water & Environment, Inc.			<u>2,542.50</u>
<b>Roy's Sewer Service, Inc.</b>			
	11/02/2012	60150 · Repairs & Maintenance	300.00
Total Roy's Sewer Service, Inc.			<u>300.00</u>
<b>Royal Petroleum Company</b>			
	11/02/2012	60060 · Gas, Oil & Fuel	6,620.24
	11/02/2012	63060 · Gasoline & Oil	1,059.24
	11/02/2012	64060 · Gasoline & Oil	662.02
	11/02/2012	65060 · Gasoline & Oil	1,059.24
	11/02/2012	66060 · Gasoline & Oil	2,118.48
Total Royal Petroleum Company			<u>11,519.22</u>
<b>Staples Business Adv Inc.</b>			
	10/31/2012	66090 · Office Expense	48.80
Total Staples Business Adv Inc.			<u>48.80</u>
<b>Unicorn Group</b>			
	11/15/2012	66090 · Office Expense	212.88
Total Unicorn Group			<u>212.88</u>
<b>United Parcel Service</b>			
	11/10/2012	66090 · Office Expense	10.29
Total United Parcel Service			<u>10.29</u>
<b>Veolia Water North America, Inc.</b>			
	10/04/2012	61000-1 · Fixed Fee	158,258.03
	10/25/2012	61000-2 · Insurance & Bonds	4,456.50
	11/08/2012	61000-2 · Insurance & Bonds	3,920.83
Total Veolia Water North America, Inc.			<u>166,635.36</u>

**Novato Sanitary District**  
**Operating Check Register Detail**  
**For November 26, 2012**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>Verizon - 5143</b>			
	11/10/2012	66193 · Telephone	176.68
Total Verizon - 5143			<u>176.68</u>
<b>Water Components &amp; Building, Inc.</b>			
	11/05/2012	63150 · Repairs & Maintenance	993.60
Total Water Components & Building, Inc.			<u>993.60</u>
<b>WECO</b>			
	11/02/2012	60150 · Repairs & Maintenance	293.74
Total WECO			<u>293.74</u>
<b>TOTAL</b>			<u><u>327,508.65</u></u>

# Novato Sanitary District Capital Project Check Register

November 26, 2012

Date	Num	Name	Credit
<b>Nov 26, 12</b>			
11/26/2012	2445	Gateway Pacific Contractors, ...	143,199.95
11/26/2012	2443	Covello Group, The	67,584.86
11/26/2012	2444	Gateway Pacific Contractors -...	7,536.84
11/26/2012	2446	Roto Rooter-(Inc.)	4,961.25
11/26/2012	2441	Arntz Builders, Inc.	3,297.00
11/26/2012	2442	C.V. Larsen Co.	3,250.00
11/26/2012	2447	Roy's Sewer Service, Inc.	590.00
<b>Nov 26, 12</b>			<b><u>230,419.90</u></b>

**Novato Sanitary District  
Capital Projects  
Check Register Detail for November 26, 2012**

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>Arntz Builders, Inc.</b>			
	11/06/2012	72804 · Annual Reclamation Fac Imp	3,297.00
Total Arntz Builders, Inc.			<u>3,297.00</u>
<b>C.V. Larsen Co.</b>			
	10/29/2012	72804 · Annual Reclamation Fac Imp	3,250.00
Total C.V. Larsen Co.			<u>3,250.00</u>
<b>Covello Group, The</b>			
	11/01/2012	72403 · Pump Station Rehabilitation	23,361.25
	11/01/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	44,223.61
Total Covello Group, The			<u>67,584.86</u>
<b>Gateway Pacific Contractors - Escrow</b>			
	10/31/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	7,536.84
Total Gateway Pacific Contractors - Escrow			<u>7,536.84</u>
<b>Gateway Pacific Contractors, Inc.</b>			
	10/31/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	143,199.95
Total Gateway Pacific Contractors, Inc.			<u>143,199.95</u>
<b>Roto Rooter-(Inc.)</b>			
	10/18/2012	72803 · Annual Collection Sys Repairs	4,961.25
Total Roto Rooter-(Inc.)			<u>4,961.25</u>
<b>Roy's Sewer Service, Inc.</b>			
	11/07/2012	72803 · Annual Collection Sys Repairs	590.00
Total Roy's Sewer Service, Inc.			<u>590.00</u>
<b>TOTAL</b>			<u><u>230,419.90</u></u>

**Novato Sanitary District**  
**Payroll and Payroll Related Check Register**

November 2012

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/30/2012	November Payroll	105,432.39
11/30/2012	November Retiree Health Benefits	14,668.02
11/21/2012	CalPers Health	29,644.84
11/21/2012	CALPERS Retirement	23,567.68
11/21/2012	United States Treasury	21,102.96
11/21/2012	CalPers Supplemental Income Plan	11,200.00
11/21/2012	EDD	5,450.60
11/21/2012	Lincoln Financial Group	5,852.06
11/21/2012	Lincoln Financial Group-401a Plan	4,104.52
11/21/2012	Lincoln Financial Group-401a Plan	3,887.23
11/21/2012	CALPERS Retirement	2,263.19
11/21/2012	Local Union 315	480.00
11/21/2012	Marin Employ Federal Credit Union	517.00
11/21/2012	Operating Engineers Local 3 RHSP	290.10
		<b><u>228,460.59</u></b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Liability Claim: Consider rejection of claim from Terry Odetto – 39 Devonshire Drive</b>	<b>MEETING DATE: November 26, 2012</b>  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION: Deny claim.</b>	
<p><b>SUMMARY AND DISCUSSION:</b> On November 14, 2012, the District received a claim in an unspecified amount, from Ms. Terry Odetto, 39 Devonshire Drive. The claim follows a sewer backup into her home that occurred on October 22, 2012. The backup was caused by a stoppage in the District’s main line.</p> <p>Ms. Odetto has indicated Superior Court as the jurisdiction of this claim (for claims over \$25,000). Government Code section 910(f) states that if the claim exceeds \$10,000, no dollar amount shall be included in the claim. It appears that Ms. Odetto believes her claim is valued at greater than \$25,000.</p> <p>Once a claim is presented, the District contacts a claims adjuster from Carl Warren &amp; Company, representing the District’s insurance carrier. The adjuster advises the District as to the appropriate response. The purpose of the response is to protect the District and to take advantage of code and case defenses to comply with the Government Code and set the statute of limitations for suit filings. A public entity must act on the claim within 45 days, and provide written notice of the action taken. If a timely claim is rejected, the claimant <u>may</u> file suit for money or damages within six months after the date the notice is delivered or mailed. If the rejection is <u>not</u> properly noticed, however, the deadline for filing suit is extended to two years. Generally a negotiated settlement is reached between the claims adjuster and the claimant. However, in the event of a lawsuit a claim rejection restricts the statute of limitations to six months instead of two years.</p> <p>District staff has discussed the matter with the District’s claims adjuster at Carl Warren and Co. and recommends procedural denial of the claim from Ms. Odetto.</p>	
<b>ALTERNATIVES: Do not deny the claim.</b>	
<b>BUDGET INFORMATION:</b> The District’s 2012-13 budget includes an amount of \$45,000 for insurance claims. The District’s insurance deductible is \$25,000 per incident.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

**Claim Pursuant to Government Code § 910 and 910.4 et seq.**

**Claim Against Novato Sanitary District**

500 Davidson Street, Novato, CA 94945 415/892-1694

A. THE NAME AND POST OFFICE ADDRESS OF THE CLAIMANT:

Terry Odetto  
39 Devonshire Dr.  
Novato, CA 94947

DAYTIME TELEPHONE: (415) 302-2672

EVENING TELEPHONE: (415) 897-5779

B: THE POST OFFICE ADDRESS TO WHICH THE PERSON PRESENTING THE CLAIM DESIRES NOTICES TO BE SENT:

Same

TELEPHONE:

C. THE DATE, PLACE, AND OTHER CIRCUMSTANCES OF THE OCCURRENCE OR TRANSACTION WHICH GAVE RISE TO THE CLAIM ASSERTED:

DATE OF OCCURRENCE: 10/22/12

PLACE OF OCCURRENCE: 39 Devonshire Dr

CIRCUMSTANCES: Novato

TIME OF OCCURRENCE:

sometime between

6am + 12 noon

Water + contamination to my home caused by sewer blockage of main line.

D. A GENERAL DESCRIPTION OF THE INDEBTEDNESS, OBLIGATION, INJURY, DAMAGE OR LOSS INCURRED SO FAR AS IT MAY BE KNOWN AT THE TIME OF PRESENTATION OF THE CLAIM:

water damage + contamination to my home including, but not limited to, my master bedroom, master bathroom, wash room + kitchen

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

Novato Sanitary District

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

\$ Unknown at this time

JURISDICTION OF CLAIM:

MUNICIPAL COURT (CLAIMS TO \$25,000)  
 SUPERIOR COURT (CLAIMS OVER \$25,000)

BASIS OF COMPUTATION:

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

SIGNATURE OF CLAIMANT OR REPRESENTATIVE:

*Terry Odetto*

RECEIVED  
NOV 14 2012

DATE: 11/5/12

NOVATO SANITARY DISTRICT

November 21, 2012

MEMORANDUM

TO: District Board of Directors

FROM: Beverly B. James, Manager-Engineer  
Laura M. Creamer, Finance Officer

SUBJECT: Revenue and Expenditure Report for Quarter Ended September 2012

This memo presents a summary of revenues and expenditures for the operating and capital funds through the first quarter of Fiscal Year 2012-13 (see attached detail). The report also presents a brief analysis of items that vary significantly from 25% of the budget.

**OPERATING FUND**

**OPERATING REVENUE**

	<b>YTD Balance Received</b>	<b>Annual Budget</b>	<b>Budget Remaining</b>	<b>Pct. Received</b>
<b>Total Operating Revenues</b>	\$157,256	\$9,149,171	\$8,991,915	1.7%

**Discussion**

Overall, operating revenues are approximately 1.7% of the total budget amount with 25% of the year complete. The operating income accounts are within normal range for this time of year.

**OPERATING EXPENDITURES**

	<b>YTD Balance</b>	<b>Annual Budget</b>	<b>Budget Unused</b>	<b>Pct. Used</b>
<b>Total Operating Expenses</b>	\$ 1,898,350	\$9,316,303	\$7,417,953	20.4%

**Discussion**

Overall, operating expenses are approximately 20.4% of budget at 25% of the year complete. The Operating Working Capital Reserve Fund Balance at the end of the first quarter was \$5,380,997.

The first quarter lower expense is due primarily to expenses scheduled for later in the year. The following sections explain significant variances in expense accounts for each of the departments.

### **Collection System (17.3%)**

Permits & fees. 0%. The account includes an allowance for the fine for sewer overflows which was paid in the second quarter.

### **Treatment Facilities Contract Operations (23.2%)**

Major Repairs & Maintenance 0%. No repairs in excess of \$10,000 occurred in the first quarter.

### **Reclamation/Disposal Facilities (17.6%)**

Repairs & Maintenance 31.4%. Variance due to majority of expenditures are made in the dry months of the year, at the beginning and end of the fiscal year therefore the expenditures should average out over the next two quarters.

Sludge Disposal 0.5%. Sludge disposal was invoiced in the second quarter.

Gas & Electricity 40.1%. The Reclamation facility operates between April 1<sup>st</sup> and October 31<sup>st</sup> every year with the majority of expenditures occurring during the first and fourth quarters of the budget year. This item is anticipated to stay within budget.

### **Laboratory/Monitoring (17.3%)**

Software Maintenance 32.0%. Variance due to planned lab software expenditures occurring during the first quarter of the year, account expected to stay within budget for the fiscal year.

Research & Monitoring 11.3%. This account includes NPDES Permit required studies which will take place later in the year.

### **Pump Stations (18.9%)**

Salaries & Wages. 19.1% There is one position scheduled in the budget to start at mid-year.

### **Administration and Engineering (21.8%)**

Employee Benefits 29.3%. Insurance premium for workers compensation paid in the first quarter of the fiscal year of approximately \$79k, account expected to even out throughout the rest of the fiscal year and stay within budget.

Gasoline & Oil. 40.6%. The increase in the price of gasoline is reflected in higher fuel expenditures for each of the departments.

Accounting & Auditing. 68.1%. All of the audit fieldwork has been completed for the June 30, 2012 audit and we are awaiting the final draft of the audit report, thus reasonable variance for this time of year.

Attorney Fees. 7.8%. More of the anticipated attorney fees were paid in the second quarter.

O/S Contractual. 14.4%. This account covers smaller consulting contracts including permit support, publicity, and engineering. Generally more billings are received later in the year due to the time required to issue contracts.

Travel & Training. 36.3%. Offsite training opportunities such as CASA, CWEA, and CSDA are concentrated in the first and fourth quarters.

**AB 939 Solid Waste Program (17.9%)**

Outreach/Publicity/Education. 45.3%. This account is new for this department, previously included in Lab Budget and Solid Waste Budget, however all the costs associated with solid waste have been transferred to this line item in our Solid Waste Budget. We will continue to monitor this budget for amendment throughout the year and adjust accordingly for our next budget cycle.

**CAPITAL FUND**

**CAPITAL REVENUE**

<b>Capital Revenue</b>	<b>YTD Balance Received</b>	<b>Annual Budget</b>	<b>Over/(Under)Budget</b>	<b>Pct. Received</b>
<b>Sewer Service Charges</b>	\$10,733	\$6,149,430	(\$6,138,697)	.20%
<b>Property Taxes</b>	\$ 378	\$1,780,000	(\$1,779,622)	.02%
<b>Connection Charges</b>	\$46,575	\$ 447,500	(\$ 400,925)	10.40%
<b>Total Revenue</b>	\$ 74,362	\$9,304,740	(\$9,230,378)	.80%

**Discussion**

Overall capital revenues are .80% of budget at the close of the first quarter. The sewer service charges and property tax payments are received in December and April.

## CAPITAL EXPENDITURES

	<b>YTD Balance</b>	<b>Annual Budget</b>	<b>Budget Unused</b>	<b>Pct. Used</b>
<b>Capital Expenditures</b>	\$1,237,353	\$10,885,412	(\$9,648,059)	11.4%

The list of capital projects is shown in the attached report. Overall expenses are 11.4% of budget. The Capital Improvement Working Reserve Balance at the end of the first quarter was \$12,050,897 including the balance in the COP Bond proceeds.

This uneven distribution of expenditures is not unusual for capital projects. The pump station rehabilitation project was awarded in October and construction has started. The collection system rehabilitation projects are in various stages of design and construction. The Novato Treatment Plant digester rehabilitation project design is nearing completion.

**Novato Sanitary District**  
**Revenues & Expenditures Budget vs. Actual**  
July through September 2012

	Jul - Sep 12	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · OPERATING INCOME</b>				
41010 · Sewer Service Charges	14,821.32	8,345,700.00	(8,330,878.68)	0.18%
41030 · Plan Check & Inspection Fee	0.00	500.00	(500.00)	0.0%
41040 · Permit & Inspection Fee	1,380.00	7,500.00	(6,120.00)	18.4%
41060 · Interest Income	4,855.87	12,500.00	(7,644.13)	38.85%
41080 · Engineering & Admin Charges	0.00	175,000.00	(175,000.00)	0.0%
41090 · Non-domestic Permit Fees	2,370.73	15,000.00	(12,629.27)	15.81%
41100 · Garbage Franchise Fees	1,170.00	47,370.00	(46,200.00)	2.47%
41105 · AB 939 Collector Fees	74,396.50	297,586.00	(223,189.50)	25.0%
41107 · Oil/Bev/Tire Grants	38,283.00	63,015.00	(24,732.00)	60.75%
41130 · Ranch Income	14,508.11	60,000.00	(45,491.89)	24.18%
41135 · Recycle Water Facility Revenue	0.00	75,000.00	(75,000.00)	0.0%
41140 · Other Revenue	5,470.30	40,000.00	(34,529.70)	13.68%
41142 · Loss on disposal of assets	0.00	10,000.00	(10,000.00)	0.0%
<b>Total 41000 · OPERATING INCOME</b>	<b>157,255.83</b>	<b>9,149,171.00</b>	<b>(8,991,915.17)</b>	<b>1.72%</b>
<b>Total Income</b>	<b>157,255.83</b>	<b>9,149,171.00</b>	<b>(8,991,915.17)</b>	<b>1.72%</b>
<b>Gross Profit</b>	<b>157,255.83</b>	<b>9,149,171.00</b>	<b>(8,991,915.17)</b>	<b>1.72%</b>
<b>Expense</b>				
<b>60000 · COLLECTION SYSTEM</b>				
60010 · Salaries & Wages	130,339.11	583,833.00	(453,493.89)	22.33%
60020 · Employee Benefits	75,222.24	277,512.00	(202,289.76)	27.11%
60060 · Gas, Oil & Fuel	8,578.41	25,000.00	(16,421.59)	34.31%
60085 · Safety	0.00	5,000.00	(5,000.00)	0.0%
60091 · Software Maint	5,666.00	25,000.00	(19,334.00)	22.66%
60100 · Operating Supplies	4,229.87	30,000.00	(25,770.13)	14.1%
60150 · Repairs & Maintenance	12,627.27	82,000.00	(69,372.73)	15.4%
60152 · Small Tools	15.18	1,000.00	(984.82)	1.52%
60153 · Outside Services	1,125.00	75,000.00	(73,875.00)	1.5%
60192 · Water	987.06	6,000.00	(5,012.94)	16.45%
60193 · Telephone	496.22	2,000.00	(1,503.78)	24.81%
60200 · Other(Garbage Coll)	50.18	1,000.00	(949.82)	5.02%
60201 · Permits & Fees	0.00	291,000.00	(291,000.00)	0.0%
60290 · Vehicle Replacement	10,000.00	40,000.00	(30,000.00)	25.0%
<b>Total 60000 · COLLECTION SYSTEM</b>	<b>249,336.54</b>	<b>1,444,345.00</b>	<b>(1,195,008.46)</b>	<b>17.26%</b>
<b>61000 · TREATMENT FACILITIES</b>				
<b>61000-0 · Contract Operations</b>				
61000-1 · Fixed Fee	474,774.09	1,945,000.00	(1,470,225.91)	24.41%
61000-2 · Insurance & Bonds	13,091.50	55,000.00	(41,908.50)	23.8%
61000-3 · Major Repair/Replacement	0.00	104,000.00	(104,000.00)	0.0%
61000-4 · Water/Permits/Telephone	14,745.23	70,000.00	(55,254.77)	21.07%
61000-5 · Gas & Electricity	136,283.21	570,000.00	(433,716.79)	23.91%
<b>Total 61000-0 · Contract Operations</b>	<b>638,894.03</b>	<b>2,744,000.00</b>	<b>(2,105,105.97)</b>	<b>23.28%</b>

**Novato Sanitary District**  
**Revenues & Expenditures Budget vs. Actual**  
July through September 2012

	Jul - Sep 12	Budget	\$ Over Budget	% of Budget
<b>63000 · RECLAMATION/DISPOSAL</b>				
63010 · Salaries & Wages	7,647.44	30,758.00	(23,110.56)	24.86%
63020 · Employee Benefits	3,278.99	12,655.00	(9,376.01)	25.91%
63060 · Gasoline & Oil	1,366.66	4,000.00	(2,633.34)	34.17%
63085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
63091 · Software Maintenance	0.00	2,000.00	(2,000.00)	0.0%
63100 · Operating Supplies	276.83	2,000.00	(1,723.17)	13.84%
63115 · Sludge Disposal	1,000.00	215,000.00	(214,000.00)	0.47%
63150 · Repairs & Maintenance	25,105.49	80,000.00	(54,894.51)	31.38%
63152 · Small Tools	0.00	1,000.00	(1,000.00)	0.0%
63157 · Ditch/Dike Maintenance	1,440.00	20,000.00	(18,560.00)	7.2%
63191 · Gas & Electricity	48,157.58	120,000.00	(71,842.42)	40.13%
63192 · Water - Reclamation	2,340.83	10,000.00	(7,659.17)	23.41%
63201 · Permits & Fees	2,116.00	21,000.00	(18,884.00)	10.08%
63290 · Vehicle Replacement	1,750.00	7,000.00	(5,250.00)	25.0%
<b>Total 63000 · RECLAMATION/DISPOSAL</b>	<b>94,479.82</b>	<b>526,413.00</b>	<b>(431,933.18)</b>	<b>17.95%</b>
<b>64000 · LABORATORY/MONITORING</b>				
64010 · Salaries & Wages	43,243.94	201,512.00	(158,268.06)	21.46%
64020 · Employee Benefits	19,925.19	79,328.00	(59,402.81)	25.12%
64060 · Gasoline & Oil	872.55	2,500.00	(1,627.45)	34.9%
64085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
64091 · Software Maintenance	7,360.00	23,000.00	(15,640.00)	32.0%
64100 · Operating Supplies	2,637.62	25,000.00	(22,362.38)	10.55%
64150 · Repairs & Maintenance	310.52	10,000.00	(9,689.48)	3.11%
64160 · Research & Monitoring	32,822.73	290,000.00	(257,177.27)	11.32%
64170 · Pollution Prevention/Public Ed	9,688.95	40,000.00	(30,311.05)	24.22%
64201 · Permits & Fees	0.00	3,000.00	(3,000.00)	0.0%
64290 · Vehicle Replacement	350.00	1,400.00	(1,050.00)	25.0%
<b>Total 64000 · LABORATORY/MONITORING</b>	<b>117,211.50</b>	<b>676,740.00</b>	<b>(559,528.50)</b>	<b>17.32%</b>
<b>65000 · PUMP STATIONS</b>				
65010 · Salaries & Wages	63,297.04	331,138.00	(267,840.96)	19.12%
65020 · Employee Benefits	37,297.63	164,724.00	(127,426.37)	22.64%
65060 · Gasoline & Oil	1,415.68	4,000.00	(2,584.32)	35.39%
65085 · Safety Expenses	234.80	2,000.00	(1,765.20)	11.74%
65091 · Software Maintenance	0.00	10,000.00	(10,000.00)	0.0%
65100 · Operating Supplies	1,005.85	9,000.00	(7,994.15)	11.18%
65101 · Operating Chemicals	10.84	50,000.00	(49,989.16)	0.02%
65150 · Repairs & Maintenance	23,825.66	115,000.00	(91,174.34)	20.72%
65152 · Small Tools	55.36	2,000.00	(1,944.64)	2.77%
65153 · TV Inspection	2,143.05	70,000.00	(67,856.95)	3.06%
65191 · Gas & Electricity	24,865.78	90,000.00	(65,134.22)	27.63%
65192 · Water	1,264.96	5,000.00	(3,735.04)	25.3%
65193 · Telephone	5,330.57	20,000.00	(14,669.43)	26.65%
65201 · Permits & Fees	11,685.00	42,000.00	(30,315.00)	27.82%
65290 · Vehicle Replacement	2,500.00	10,000.00	(7,500.00)	25.0%
<b>Total 65000 · PUMP STATIONS</b>	<b>174,932.22</b>	<b>924,862.00</b>	<b>(749,929.78)</b>	<b>18.91%</b>

**Novato Sanitary District**  
**Revenues & Expenditures Budget vs. Actual**  
July through September 2012

	Jul - Sep 12	Budget	\$ Over Budget	% of Budget
<b>66000 · ADMIN/ENGINEERING</b>				
66010 · Salaries & Wages	229,183.16	994,388.00	(765,204.84)	23.05%
66020 · Employee Benefits	117,122.40	399,308.00	(282,185.60)	29.33%
66021 · Retiree Health Benefits	53,062.92	195,847.00	(142,784.08)	27.09%
66030 · Director's Fees	10,575.00	45,000.00	(34,425.00)	23.5%
66060 · Gasoline & Oil	3,249.80	8,000.00	(4,750.20)	40.62%
66070 · Insurance	22,671.07	145,000.00	(122,328.93)	15.64%
66071 · Insurance Claim Expense	0.00	45,000.00	(45,000.00)	0.0%
66075 · Agency Dues	12,073.21	42,000.00	(29,926.79)	28.75%
66080 · Memberships	2,406.36	7,500.00	(5,093.64)	32.09%
66085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
66090 · Office Expense	5,574.52	30,000.00	(24,425.48)	18.58%
66100 · Engineering Supplies	1,406.16	9,000.00	(7,593.84)	15.62%
66121 · Accounting & Auditing	14,300.00	21,000.00	(6,700.00)	68.1%
66122 · Attorney Fees	12,546.01	160,000.00	(147,453.99)	7.84%
66123 · O/S Contractual	31,646.47	220,000.00	(188,353.53)	14.39%
66124 · IT/Misc Electrical	8,933.64	50,000.00	(41,066.36)	17.87%
66130 · Printing & Publications	3,408.30	15,000.00	(11,591.70)	22.72%
66150 · Repairs & Maintenance	7,760.58	40,000.00	(32,239.42)	19.4%
66170 · Travel, Meetings & Training	18,160.31	50,000.00	(31,839.69)	36.32%
66193 · Telephone	3,570.04	15,000.00	(11,429.96)	23.8%
66202 · County Fees - Property Taxes	0.00	31,000.00	(31,000.00)	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%
66290 · Vehicle Replacement	1,400.00	5,600.00	(4,200.00)	25.0%
<b>Total 66000 · ADMIN/ENGINEERING</b>	<b>559,049.95</b>	<b>2,564,643.00</b>	<b>(2,005,593.05)</b>	<b>21.8%</b>
<b>67000 · AB 939 SOLID WASTE PROGRAMS</b>				
67400 · Consulting Services	23,891.90	106,764.00	(82,872.10)	22.38%
67500 · Household Hazardous Waste	35,347.93	207,500.00	(172,152.07)	17.04%
67520 · Outreach/Publicity/Education	3,846.25	8,500.00	(4,653.75)	45.25%
67530 · Used Oil Program	1,359.93	13,536.00	(12,176.07)	10.05%
67540 · Beverage Container Grant	0.00	9,000.00	(9,000.00)	0.0%
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%
<b>Total 67000 · AB 939 SOLID WASTE PROGRA</b>	<b>64,446.01</b>	<b>360,300.00</b>	<b>(295,853.99)</b>	<b>17.89%</b>
<b>68000 · Recycled Water</b>				
68010 · O & M Services	0.00	50,000.00	(50,000.00)	0.0%
68100 · Operating Supplies	0.00	1,000.00	(1,000.00)	0.0%
68101 · Operating Chemicals	0.00	15,000.00	(15,000.00)	0.0%
68150 · Repairs & Maintenance	0.00	5,000.00	(5,000.00)	0.0%
68191 · Gas & Electricity	0.00	3,000.00	(3,000.00)	0.0%
68201 · Permits & Fees	0.00	1,000.00	(1,000.00)	0.0%
<b>Total 68000 · Recycled Water</b>	<b>0.00</b>	<b>75,000.00</b>	<b>(75,000.00)</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>1,898,350.07</b>	<b>9,316,303.00</b>	<b>(7,417,952.93)</b>	<b>20.38%</b>
<b>Net Ordinary Income</b>	<b>(1,741,094.24)</b>	<b>(167,132.00)</b>	<b>(1,573,962.24)</b>	<b>1,041.75%</b>
<b>Net Income</b>	<b>(1,741,094.24)</b>	<b>(167,132.00)</b>	<b>(1,573,962.24)</b>	<b>1,041.75%</b>

**Novato Sanitary District**  
**Revenues & Expenditures - Capital**  
 July through September 2012

	Jul - Sep 12	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>51000 · CAPITAL IMPROVEMENT INCOME</b>				
51010 · Sewer Service Charges	10,732.68	6,149,430.00	(6,138,697.32)	0.18%
51015 · Property Taxes	378.49	1,780,000.00	(1,779,621.51)	0.02%
51020 · Connection Charges	46,574.50	447,500.00	(400,925.50)	10.41%
51030 · Collector Sewer Charges	0.00	2,000.00	(2,000.00)	0.0%
51040 · Special Equalization Charge	0.00	4,000.00	(4,000.00)	0.0%
51060 · Interest	15,677.30	20,000.00	(4,322.70)	78.39%
51070 · Other Revenue	999.00	300,440.00	(299,441.00)	0.33%
51072 · Grant Revenue - ARRA	0.00	601,370.00	(601,370.00)	0.0%
<b>Total 51000 · CAPITAL IMPROVEMENT INCOME</b>	<b>74,361.97</b>	<b>9,304,740.00</b>	<b>(9,230,378.03)</b>	<b>0.8%</b>
<b>Total Income</b>	<b>74,361.97</b>	<b>9,304,740.00</b>	<b>(9,230,378.03)</b>	<b>0.8%</b>
<b>Gross Profit</b>	<b>74,361.97</b>	<b>9,304,740.00</b>	<b>(9,230,378.03)</b>	<b>0.8%</b>
<b>Expense</b>				
<b>72000 · CAPITAL IMPROVEMENT PROJECTS</b>				
72110 · Drainage PS 3&7 Outfall Rehab	0.00	50,000.00	(50,000.00)	0.0%
72111 · SCADA Phase II	0.00	10,000.00	(10,000.00)	0.0%
72403 · Pump Station Rehabilitation	29,702.71	1,600,000.00	(1,570,297.29)	1.86%
72508 · N. Bay Water Recycling Auth	365,375.50	380,440.00	(15,064.50)	96.04%
72604 · Laboratory Improvements	0.00	10,000.00	(10,000.00)	0.0%
72607 · WWTP Upgrade-Contract A1	0.00	10,000.00	(10,000.00)	0.0%
72609 · WWTP Upgrade - Contract B	11,687.45	50,000.00	(38,312.55)	23.38%
72611 · Bayside Sewer	0.00	3,000.00	(3,000.00)	0.0%
72612 · Southgate Sewer-	0.00	1,000.00	(1,000.00)	0.0%
72706 · 2008 Collection System Improv	85,044.82	1,250,000.00	(1,164,955.18)	6.8%
72708 · Cogeneration	0.00	50,000.00	(50,000.00)	0.0%
72802 · Annual Sewer Adj. for City Proj	1,900.00	25,000.00	(23,100.00)	7.6%
72803 · Annual Collection Sys Repairs	65,911.13	200,000.00	(134,088.87)	32.96%
72804 · Annual Reclamation Fac Imp	39,590.39	300,000.00	(260,409.61)	13.2%
72805 · Annual Trtmt Plnt/Pump St Impr	102,367.77	500,000.00	(397,632.23)	20.47%
72808 · Strategic Plan Update	660.00	10,000.00	(9,340.00)	6.6%
73001 · WWTP Upgrade - Contract C	13,097.78	2,500,000.00	(2,486,902.22)	0.52%
73002 · WWTP Up - Cont D - Rec- ARRA Fu	522,015.54	900,000.00	(377,984.46)	58.0%
73003 · Admin Bldg/Maint.Bldg Upgrades	0.00	250,000.00	(250,000.00)	0.0%
78500 · Interest - Capital Projects\	0.00	2,785,972.00	(2,785,972.00)	0.0%
<b>Total 72000 · CAPITAL IMPROVEMENT PROJECTS</b>	<b>1,237,353.09</b>	<b>10,885,412.00</b>	<b>(9,648,058.91)</b>	<b>11.37%</b>
<b>Total Expense</b>	<b>1,237,353.09</b>	<b>10,885,412.00</b>	<b>(9,648,058.91)</b>	<b>11.37%</b>
<b>Net Ordinary Income</b>	<b>(1,162,991.12)</b>	<b>(1,580,672.00)</b>	<b>417,680.88</b>	<b>73.58%</b>
<b>Net Income</b>	<b>(1,162,991.12)</b>	<b>(1,580,672.00)</b>	<b>417,680.88</b>	<b>73.58%</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Accounts Receivable Aging Summary	<b>MEETING DATE:</b> November 26, 2012  <b>AGENDA ITEM NO:</b> 6c.
<b>RECOMMENDED ACTION:</b> Information Only	
<b>SUMMARY AND DISCUSSION:</b>  <p>The attached Accounts Receivable Summary shows the following receivables:</p> <p><b><u>1 – 45 days - \$22,356.45:</u></b> Not delinquent.</p> <p><b><u>46 - 90 days - \$2,190.51:</u></b> This is for septic tank hauling fees. Septic tank haulers are billed every two months. This particular hauler has not paid from the last invoice so a follow-up statement will be issued.</p> <p><b><u>90+ days - \$5,102.69:</u></b> \$4,584.33 is for one septic tank hauler. \$2,000 was received from this hauler in October so he's making a good faith effort to clear the debt. In the meantime, he does not have privileges to use District dumping facilities until the obligation is satisfied.</p> <p>\$431.40 is for Used Oil and Beverage Grant fees owed by the City of Novato to the District. Although the District administers the program through Dee Johnson, AB 939 consultant, the State only reimburses fees for this program to cities. The city is billed by Dee Johnson and the City of Novato, in turn, reimburses the District.</p> <p>The remaining \$86.96 comprises \$85.00 for a hauling permit which has not yet been renewed by a hauler who has not used District facilities recently; and \$1.96 underpayment for septic tank hauling.</p> <p><b><u>Summary:</u></b> Receivables over 90 days old amount to \$5,102.69. This represents 0.056% of the District's total budgeted operating revenue of \$9,149,171.00 for fiscal year 2012/13.</p>	
<b>ALTERNATIVES:</b> N/A – Information only.	
<b>BUDGET INFORMATION:</b> N/A	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

**Novato Sanitary District**  
**A/R Aging Summary**  
As of November 20, 2012

<u>Name</u>	<u>Description</u>	<u>Current</u>	<u>46 - 90</u>	<u>91 - 120</u>	<u>&gt; 120</u>	<u>TOTAL</u>
AT & T	Semi-Annual Sewer Service Charges	3,224.22	0.00	0.00	0.00	3,224.22
City of Novato - Used Oil	Used Oil/Beverage Grants	0.00	0.00	0.00	431.40	431.40
Joese Farmers Septic	Septic Tank Hauling	0.00	0.00	0.00	4,584.33	4,584.33
Kenny Thai Trucking-	Liability Claim	3,994.55	0.00	0.00	0.00	3,994.55
Marin Municipal Water District	Semi-Annual Sewer Service Charges	6,803.40	0.00	0.00	0.00	6,803.40
North Marin Water District	Semi-Annual Sewer Service Charges	1,723.04	0.00	0.00	0.00	1,723.04
Petaluma Septic	Septic Tank Hauling	688.10	0.00	0.00	0.00	688.10
Quality Septic Systems	Septic Tank Hauling - 3 months	1,173.63	2,190.51	0.00	1.96	3,366.10
United Site Services	Septic Tank Hauling	0.00	0.00	85.00	0.00	85.00
USCG	Sewer Service Charges	41.00	0.00	0.00	0.00	41.00
Veolia Water	Reimbursable Charges	4,708.51	0.00	0.00	0.00	4,708.51
	<b>TOTAL:</b>	<b><u>22,356.45</u></b>	<b><u>2,190.51</u></b>	<b><u>85.00</u></b>	<b><u>5,017.69</u></b>	<b><u>29,649.65</u></b>

## NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> District Conflict of Interest Code	<b>MEETING DATE:</b> 11/26/2012
<b>AGENDA ITEM NO. :</b> 7a.	
<b>RECOMMENDED ACTION:</b> Consider adoption of resolution amending District's Conflict of Interest Code	
<b>SUMMARY AND DISCUSSION:</b>	
<p>A request has been received from the Marin County Elections Department for revision of the District's Conflict of Interest Code to change the Form 700 filing requirements for designated employees. In the past, Statements of Economic Interest (Form 700) for all designated filers were filed with the Office of the County Clerk/Registrar of Voters. Marin County Counsel has advised that it is appropriate for designated employees to file Form 700 with the District, rather than with the County. Form 700's for <b>elected</b> officials, however, must continue to be filed with the County Clerk/Registrar of Voters, with a copy retained by the District. The schedule for filing remains unchanged. Annual filing is due in April. Assuming or leaving office statements are due within 30 days of the qualifying event.</p> <p>It is therefore necessary to revise the Conflict of Interest Code by Board Resolution and to file the resolution and revised Code with the County Board of Supervisors and the Marin County Clerk. A resolution revising the Code has been prepared for adoption at the November 26<sup>th</sup> Board meeting.</p>	
<b>ALTERNATIVES:</b> N/A	
<b>BUDGET INFORMATION:</b> No budget impact.	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>

**CONFLICT OF INTEREST CODE**  
**Novato Sanitary District**  
**November 26, 2012**

The Political Reform Act, Government Code Section 81000 et seq. and especially Section 87300 thereof, require every local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, 2 California Administrative Code Section 18730, which contains the terms of the standard Conflict of Interest Code, which can be incorporated by reference by local government agencies, and which may be subsequently amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Administrative Code Section 18730, and any amendments thereto duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference, and, along with the attached Appendix and Addendum in which officials and employees of the Novato Sanitary District ("District") are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the District.

Pursuant to Section 4 of the standard Conflict of Interest Code, all designated employees shall file statements of economic interests with the District. In addition, pursuant to California Government Code Section 87300 et seq. and as set forth in the Addendum, all District officials who manage public investments shall also file statements of economic interests with the District. In the event a person falls under both categories, such person shall need to file only one statement of economic interests. ~~Upon receipt of such statements, the District shall make and retain a copy and forward the originals of these statements to the Registrar of Voters for the County of Marin.~~

*Designated employees shall file statements of economic interest with Novato Sanitary District. Upon receipt of the statements of the Directors, the District shall make and retain a copy and forward the original of these statements to the Marin County Clerk – Registrar of Voters. The original statements for all other designated employees will be retained by the District.*

## APPENDIX: DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

- A. *Designated Positions.* The positions listed below include those persons who are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on any financial interest. The persons holding the designated positions listed shall disclose interests and investments in accordance with the corresponding disclosure categories, which are defined below.

Board of Directors  
District Manager-Engineer  
Deputy Manager-Engineer  
Senior Engineer  
Staff Engineer  
Finance Officer  
Laboratory Supervisor  
Construction Inspector  
Field Services Superintendent  
Collection Systems Superintendent  
General Counsel  
Consultants

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<sup>1</sup>Consultants are included in the list of designated positions and shall disclose pursuant to the broadcast disclosure category in the code subject to the following limitation.

The Manager-Engineer may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Manager-Engineer’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**B.** *Disclosure Categories.*

1. All sources of income, interests in real property, and investments and business positions in business entities.
2. Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery or equipment of the type utilized by the District.

**ADDENDUM: DISCLOSURE REQUIREMENTS FOR DISTRICT OFFICIALS  
WHO MANAGE PUBLIC INVESTMENTS**

- A.** *General Provision.* Under Cal. Gov't Code § 87200 et seq., certain city and county officials and "other officials who manage public investments" shall fill out Fair Political Practices Commission Form 700 and disclose all economic interests located or doing business within the agency's jurisdiction.
- B.** *Definitions.* In complying with the requirements set forth in section A above, the following definitions shall apply, as set forth in the 2 Cal. Code Regs. §18701:
1. "Other officials who manage public investments" shall mean:
    - a. Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;
    - b. High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and
    - c. Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subsection B. 1 .b. above.
  2. "Public investments" shall mean the investment of public monies in real estate, securities, or other economic interests for the production of revenue or other financial return
  3. "Public moneys" shall mean all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party
  4. "Management of public investments" shall mean the following nonministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.
- C.** *Affected Positions.* Therefore, the following persons at the Novato Sanitary District shall be considered public officials who manage public investments and file Fair Political Practices Commission Form 700 pursuant to Cal. Gov't Code § 87200 et seq.:
1. Members of the Board of Directors;
  2. Manager-Engineer;
  3. Deputy Manager-Engineer; and
  4. Finance Officer

**NOVATO SANITARY DISTRICT  
RESOLUTION NO. 3052**

**A RESOLUTION REVISING THE CONFLICT OF INTEREST CODE FOR THE NOVATO  
SANITARY DISTRICT PURSUANT TO THE PROVISIONS OF THE POLITICAL REFORM  
ACT OF 1974 SET FORTH IN THE CALIFORNIA GOVERNMENT CODE AND RESCINDING  
RESOLUTION 2971**

**WHEREAS**, it is found by the Board of Directors of the Novato Sanitary District (“District”) of Marin County, California, that:

**WHEREAS**, the Political Reform Act of 1974, Government Code Section 81000 et seq. requires every local governmental agency to adopt and promulgate a Conflict of Interest Code designating certain employees and what financial interest must be disclosed by those employees, and prohibiting participation by such employees in decisions in which they have a financial interest; and

**WHEREAS**, every local government agency must review its conflict of interest code biennially to determine if it is accurate or if it must be amended to delete and/or add positions and disclosure categories; and

**WHEREAS**, the District previously adopted a Conflict of Interest Code by Resolution 2971, which needs to be revised to change the place of filing statements of Economic Interest (Form 700) for designated employees, as determined by Marin County Counsel;

**NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED** as follows:

1. The District revises the Conflict of Interest Code to revise filing requirements for designated employees, which Code is attached hereto as Exhibit ‘A’ and is incorporated herein by this reference as the Conflict of Interest Code for the employees, officials and consultants of the District designated in such Code, and persons holding designated positions or who manage public investments, as described in the Code, shall file statements of economic interest as required by said Code.

2. The District rescinds Resolution No. 2971, adopted October 8, 2007, and replaces it with this Resolution.

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of Novato Sanitary District, Marin County, California, at a meeting thereof duly held on the 26<sup>th</sup> day of November, 2012, by the following vote:

AYES,	Members:
NOES,	Members:
ABSENT:	Members:

APPROVED:

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President, Board of Directors  
Novato Sanitary District

ATTEST:

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Secretary, Novato Sanitary District

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Wastewater Operations Report for October 2012</b>	<b>MEETING DATE: November 26, 2012</b> <b>AGENDA ITEM NO.: 8a.</b>
<b>RECOMMENDED ACTION:</b> Information. Receive report.	
<b>SUMMARY AND DISCUSSION:</b> <p>The October 2012 operations reports for the wastewater treatment, collection, and reclamation facilities are attached.</p> <p><b>Wastewater Treatment Facility</b></p> <p>Water quality performance for October 2012 was excellent with all parameters well within effluent standards. There were no significant maintenance issues. Safety performance was excellent with an accident-free month for a total of 882 accident-free days. The plant discharge was switched from reclamation discharge to bay discharge in October, consistent with the NPDES permit. Annual maintenance was performed on the Novato and Ignacio plant emergency generators. Information on progress of digester cleaning for the Ignacio and Novato No. 2 digesters was presented. A status update was provided on the new recycled water facility. The District received some more odor complaints which are presented in the attached operations report. Veolia presented its draft annual operations and maintenance report, along with a reconciliation of natural gas and electrical use.</p> <p><b>Collection System</b></p> <p>The Collection System report summarizes the monthly and year-to-date performance, and a comparison of these performances against the prior year. For October 2012, the crews cleaned and televised a total of 64,226 feet of sewer line and videoed about 7,400 ft of sewer line. A Collection System Work Order statistics summary was provided. Safety performance was excellent with no lost time accidents for a total of 565 accident-free days at the end of October 2012.</p> <p>The District had one (1) major Sewer System Overflow (SSO) in October 2012, at 2290 Center Road, estimated at 2,900 gal. This SSO was a Category I event with discharge estimated to have eventually reached Novato Creek. More detailed information for this event including appropriate notifications to regulatory agencies, background and cleaning history of the impacted main, future cleaning/root abatement options, as well as the impact from the event to two residences in the neighborhood, are provided in the attached report.</p> <p><b>Reclamation Facility</b></p> <p>The rancher began preparing the cattle to move them off site for the winter. There were no significant changes in the irrigated parcels. Irrigation times were shortened to prevent ponding in the parcels. Valves and actuators were replaced in Zones 262, 263 &amp; 271. The recycled water irrigation amount was 59.25 MG. Pond depths at the end of the month averaged 2.9 feet. Sludge Lagoon No. 4 was pumped out to the Dedicated Land Disposal (DLD) area. Solids were also excavated out of Sludge Lagoon No. 2, 3, 4, 5 &amp; 6 and spread in the DLD area.</p> <p>In addition to the District's sludge lagoon work, Veolia's contractor (Synagro, Inc.), which is cleaning out Digester No. 2 at the Novato Treatment Plant (NTP) &amp; the digester at the Ignacio Treatment Plant (ITP), disposed biosolids to the DLD and sludge lagoon No. 1. More detailed information on District sludge lagoon/DLD work, as well as Veolia/Synagro's work, is provided in the attached report.</p>	
<b>DEPT.MGR.:</b>	<b>MANAGER-ENGINEER:</b>



November 13, 2012

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

**Subject: Veolia Water Operations Report – October 2012**

Dear Ms. James:

We are pleased to provide this updated activity report for October 2012.

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

Regards,

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

John Bailey  
Project Manager

**MONTHLY OPERATIONS REPORT  
October 2012**

Prepared for

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

Prepared by

**Veolia Water West Operating Services, Inc. (VWWOS)**

**TABLE OF CONTENTS**

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TREATMENT PLANT PERFORMANCE SUMMARY .....	2
OPERATIONS AND MAINTENANCE STATUS / REVIEW .....	2-3
CONSTRUCTION UPDATE.....	3
ADMINISTRATION.....	3
SAFETY AND TRAINING .....	3
ODORS.....	4
MISCELLANEOUS.....	4

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**TREATMENT PLANT PERFORMANCE SUMMARY: October 2012:**

**Bay Discharge**

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	4.44	5.78	N/A	N/A
Influent BOD <sub>5</sub> , lb/day (month ave/max)	9,149	11,184	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	12,793	18,635	N/A	N/A
Effluent BOD <sub>5</sub> , mg/L (monthly ave/weekly max)	<11	18	15	30
Effluent TSS, mg/L (monthly ave/weekly max)	<5	<5	10	20
Effluent BOD <sub>5</sub> - % Removal, Minimum	96	N/A	85	N/A
Effluent TSS - % Removal, Minimum	99	N/A	85	N/A
pH, su (min / max)	7.0	7.2	6.5	8.5
Enterococcus, mpn (30 day geo mean)	2.3	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	9.5	N/A	140	N/A
Fecal Coliform, mpn (90 <sup>th</sup> percentile)	13	N/A	430	N/A
<b>Total Permit Exceedances (NPDES)</b>	0			

NA – Not Applicable

**Discussion of Violations / Excursions: NONE**

**OPERATIONS & MAINTENANCE STATUS / REVIEW:**

**Key events for the period:**

**Novato**

- Routine rounds, readings and maintenance
- Bay Discharge mode
- Blower Room HVAC repaired
- Flygt / Xylem returned and installed repaired Influent Pumps (2)
- Repaired Digested Sludge Pump
- California Diesel performed Annual Service on Emergency Generators
- Chris Cilliers – Veolia Richmond Project on-site to troubleshoot / repair the Digested Sludge Transfer Pump VFD
- Telstar in to perform Annual Calibration on Flow Meters

**Ignacio Transfer Pump Station**

- Routine rounds, readings, and maintenance
- Flygt / Xylem returned and installed Conveyance Pump
- California Diesel performed Annual Service on Emergency Generator
- Pulled and troubleshot Ignacio Channel Grinder – determined replacement cartridge needed

**Digester Cleaning**

- Submitted work plan to Regional Water Quality Control Board and Bay Area Air Quality Management District
- Awarded contract to Synagro
- Began Digester Cleaning @ Novato
- Work plan changed from hauling liquid to dewatering and hauling dewatered solids. Belt filter press and Baker tank required
- Started cleaning Digester @ Ignacio

**Recycled Water Plant**

- Dye Tracer Study
- Mel Demsky onsite to install Recycled Water Equipment into Job Plus
- Mel Demsky onsite to gather information for Criticality Report/Capital Plan

**CONSTRUCTION UPDATE:**

- Provided support as needed.
- Assisted with Dye Tracer Study

**ADMINISTRATION:**

- Electronic Self Monitoring Report for September 2012, submitted on 10/19/12

**SAFETY AND TRAINING:**

- Monthly plant safety inspections for Novato WWTF completed on 10/22/12
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of October 2012.
- Accident Free: 6/1/10 – 10/31/12: 882 days / 39,690 hours.
- Monthly Safety Training: Emergency Action Plan 10/18/12  
Annual Great Shakeout Earthquake Drill 10/18/12  
First Aid/CPR/AED Certification Training 10/3/12  
Crane Safety Awareness 10/26/12
- Recycled Water – Electronic O&M Manual Training 10/17/12

**ODORS:**

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

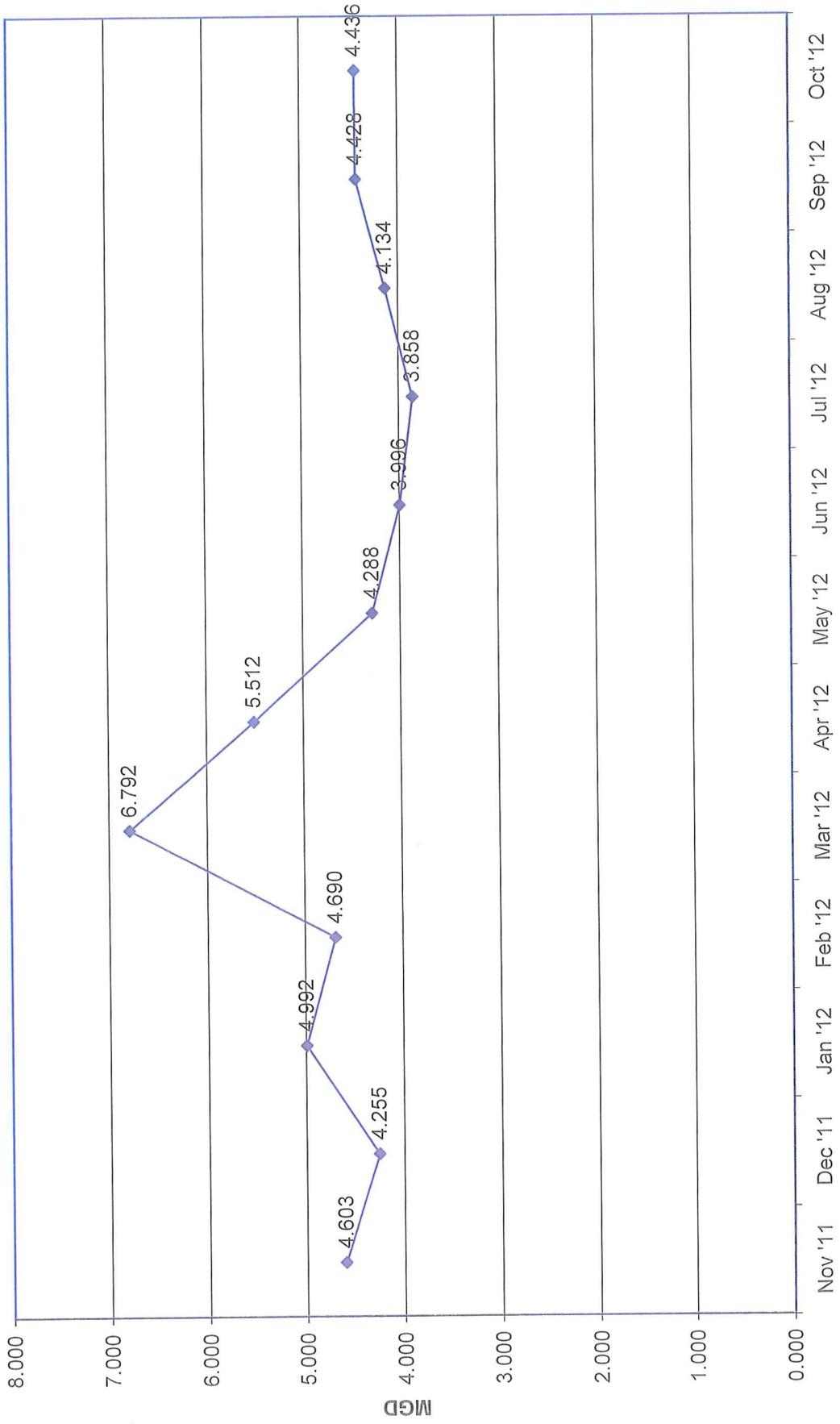
**MISCELLANEOUS**

- Process Control Management Plan (PCMP) meetings held regularly
- Dan Brown onsite for Job Cal Plus Audit/Review
- Dan Ryan & Kevin Caraker onsite for EMS Audit/Safety Audit

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

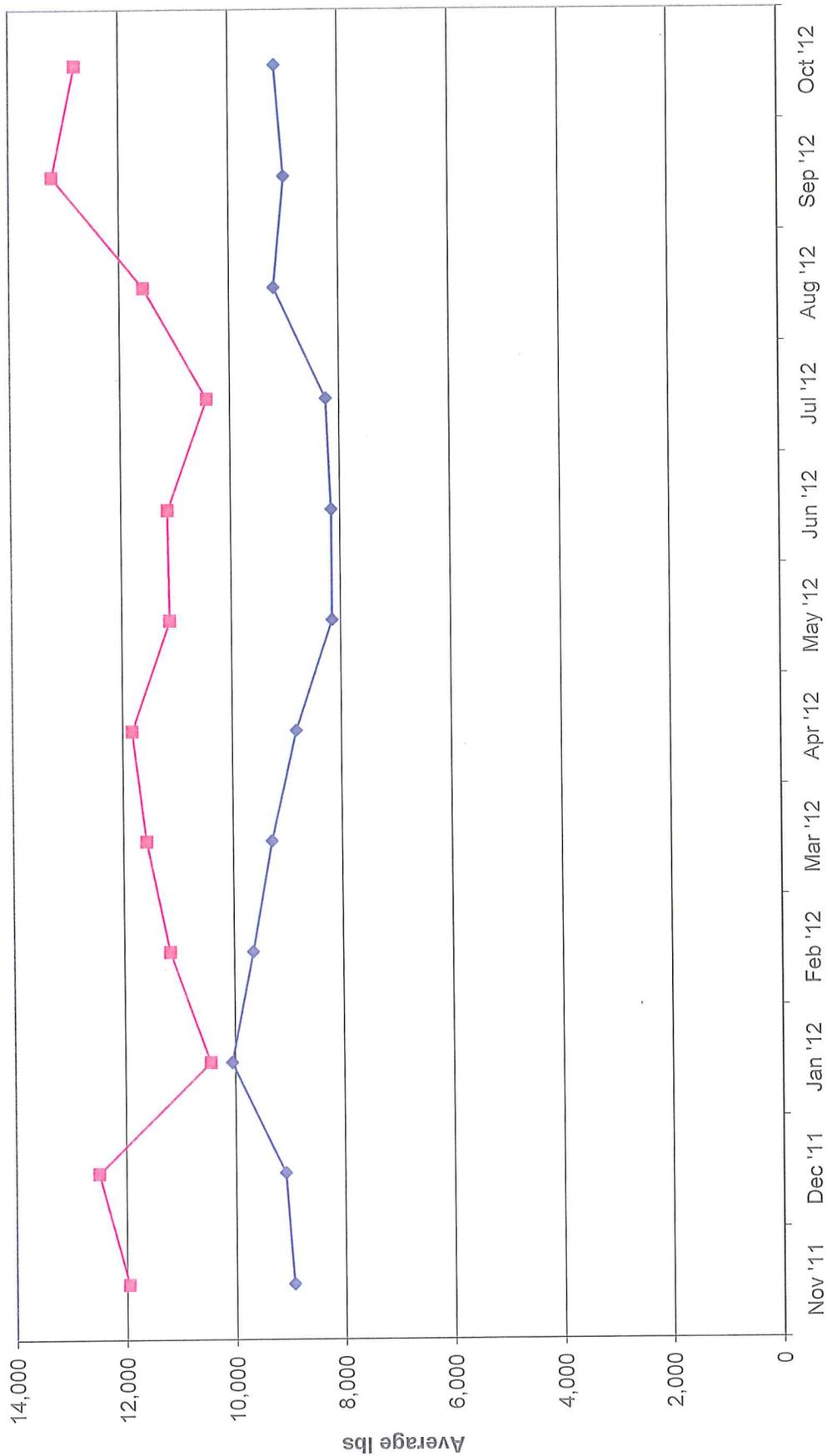
John O'Hare	Technical Support
Chris McAuliffe	District Manager
John Herron	Northern California Area Manager
Bryce Behnke	Technical Support via conference call & web exchange
Brian Exberger	Electronic Operations and Maintenance Manual Development
Jeremiah Danielson	Environmental, Health, and Safety – Confined Space Training
Mel Demsky	Regional Director of Asset Management
Dan Brown	Asset Manager
Dan Ryan	EVP, Management Systems and H&S
Kevin Caraker	Manager, Management Systems and Health & Safety
Chris Cilliers	I&C Technician – Richmond

# Plant Flow



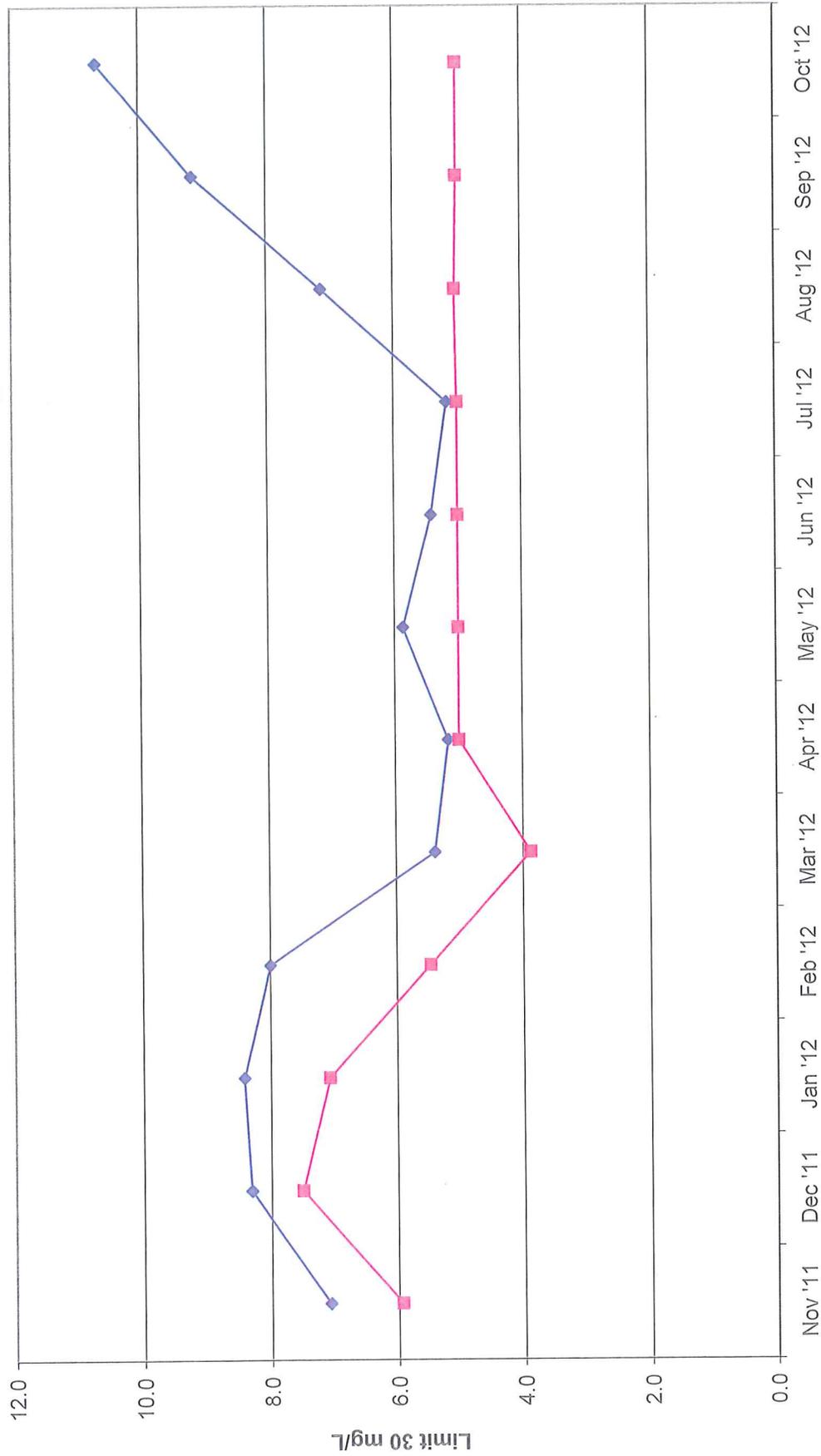
# Influent Load BOD / TSS lbs

—◆— BOD lbs —■— TSS lbs

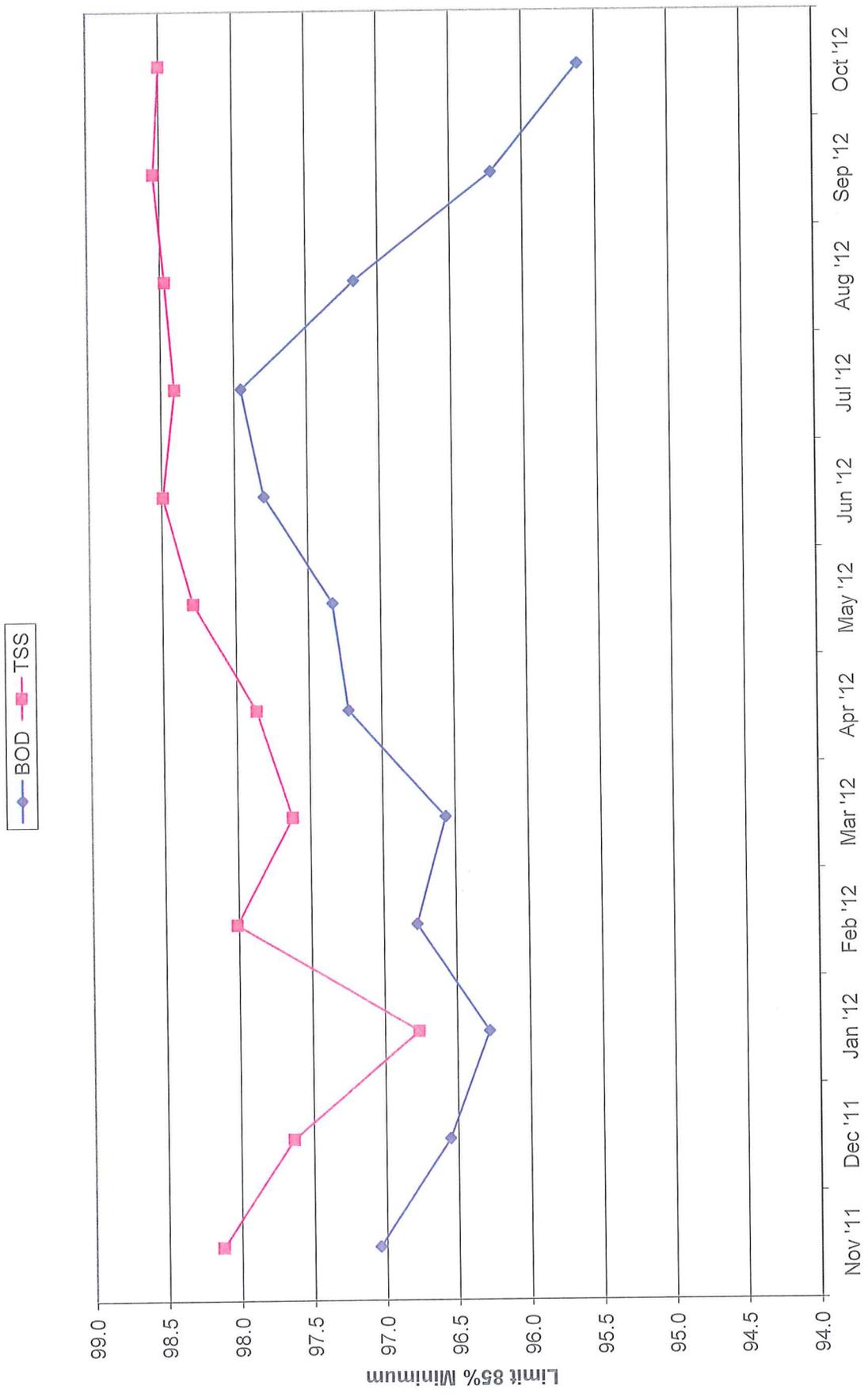


# Effluent BOD / TSS Concentration

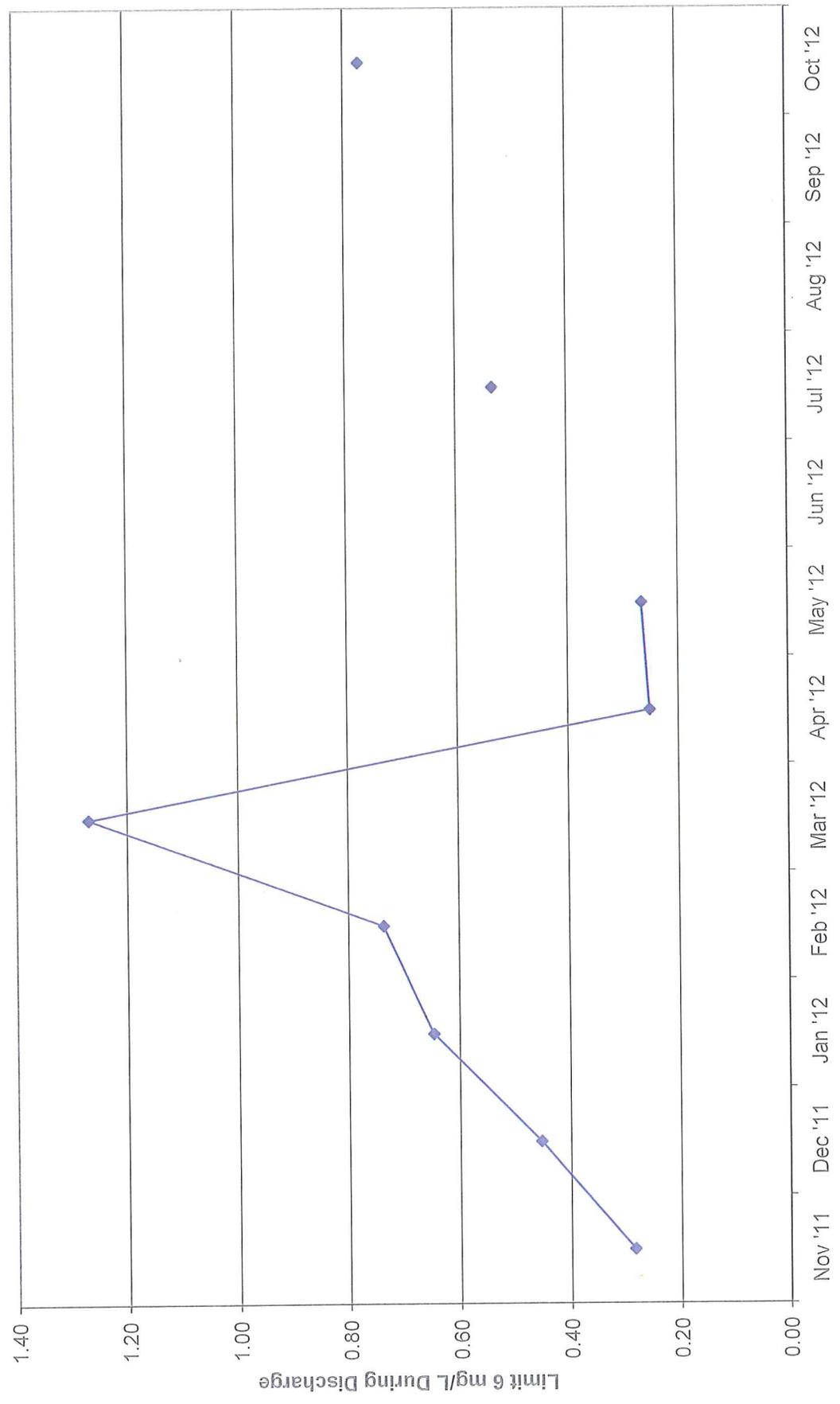
**NPDES LIMITS WET SEASON**  
 BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave  
**NPDES LIMITS DRY SEASON**  
 BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave  
 TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave  
 WDR (Waste Discharge Requirements) RECLAMATION  
 BOD - 40 mg/L



# BOD / TSS Percent Removal



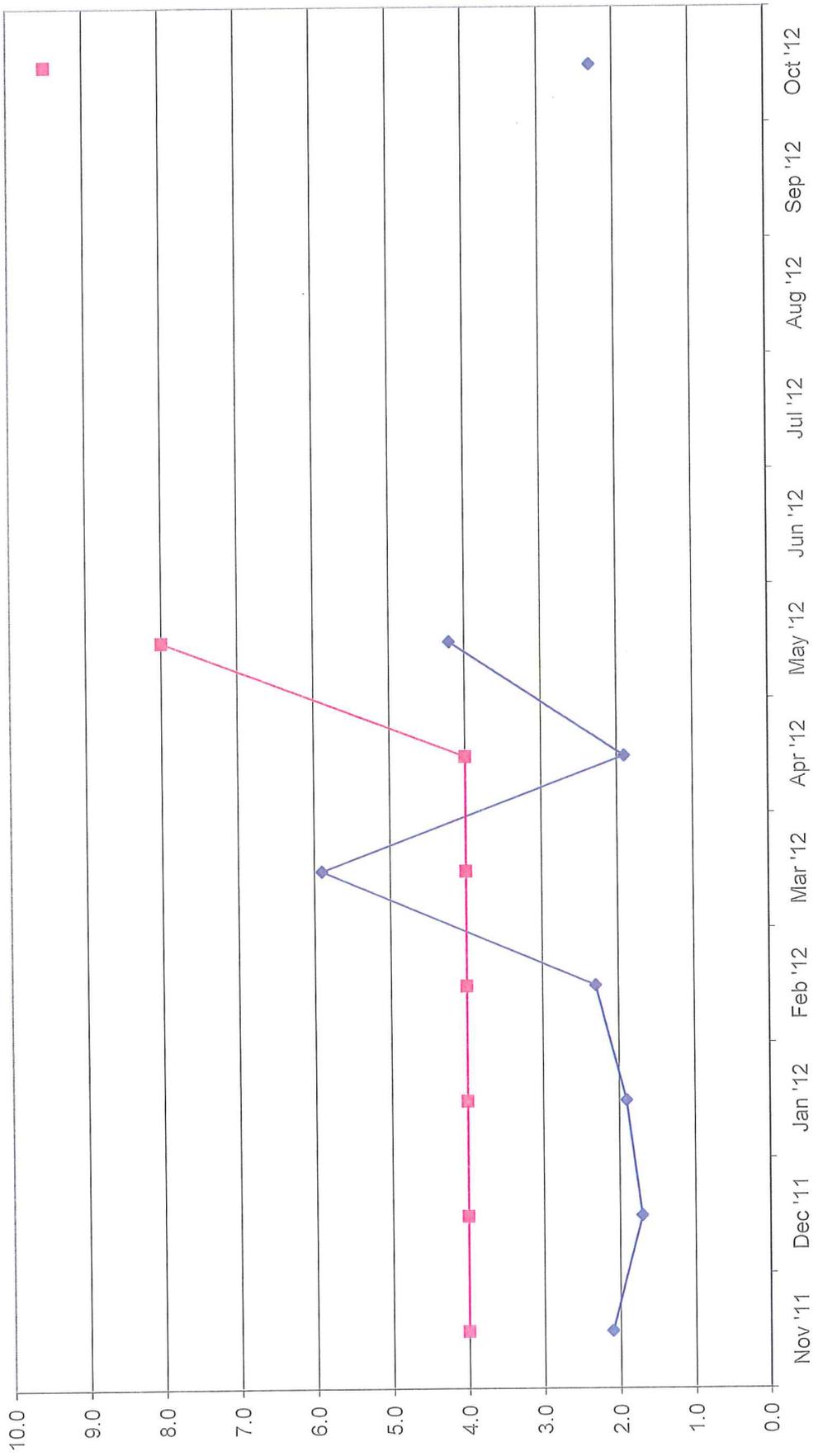
# Effluent Ammonia



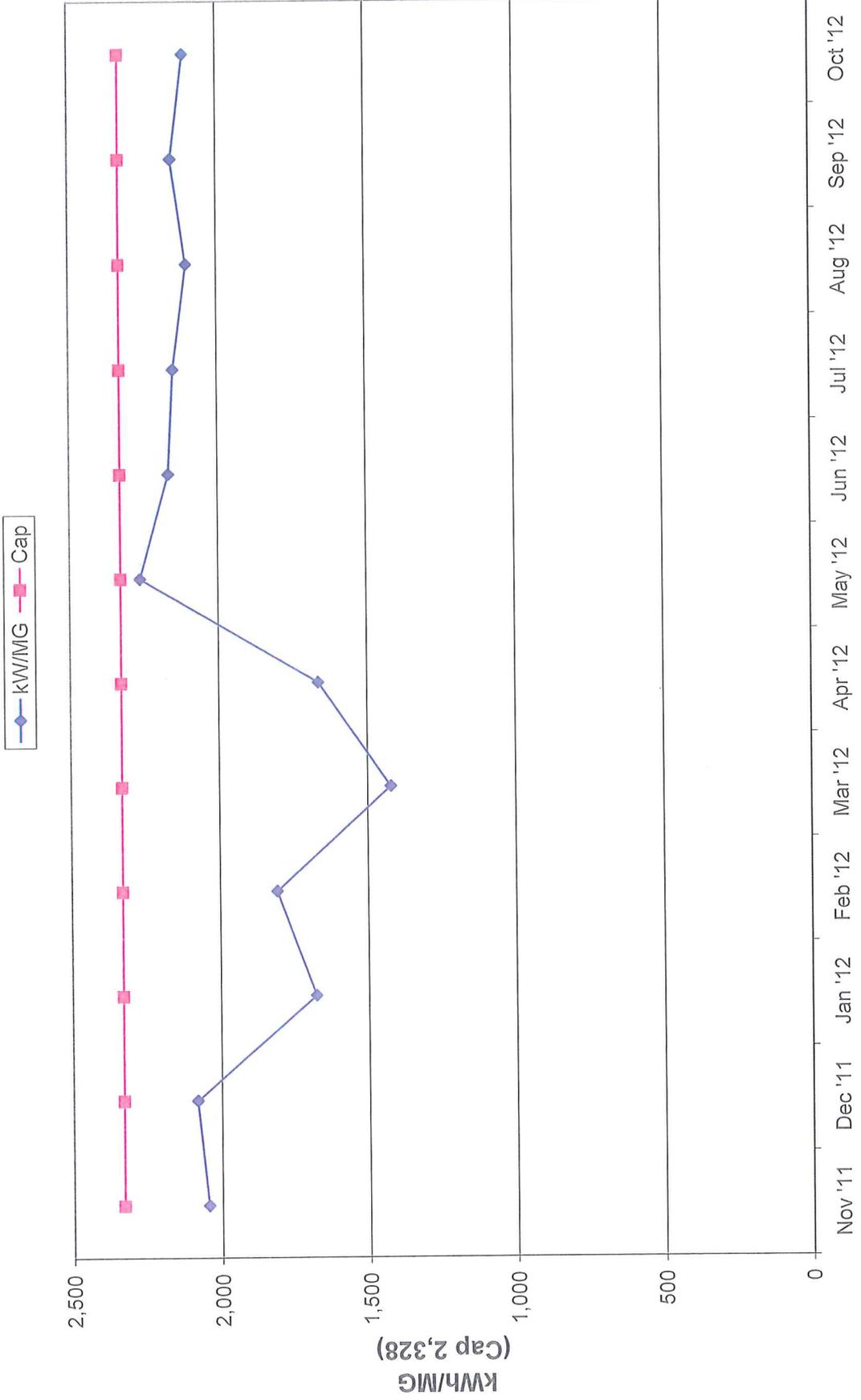
LIMITS - NPDES  
Enteroto 30 day geo mean 35 mpn /100ml  
Fecal 140 mpn monthly median  
Fecal 430 mpn 90th percentile 30 day

# Disinfection

—◆— Enteroto —■— Fecal Med

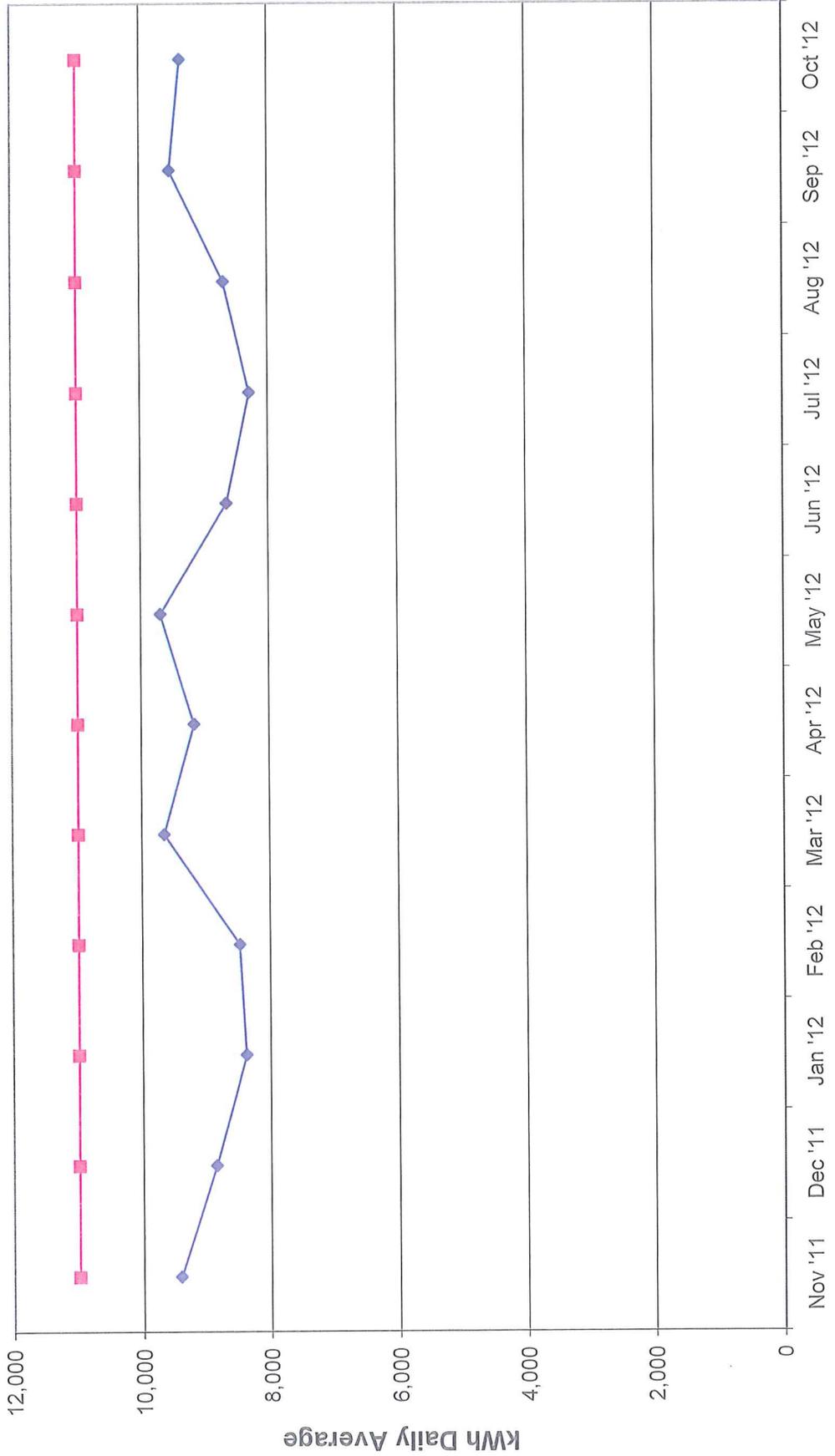


# Energy kWh/MG

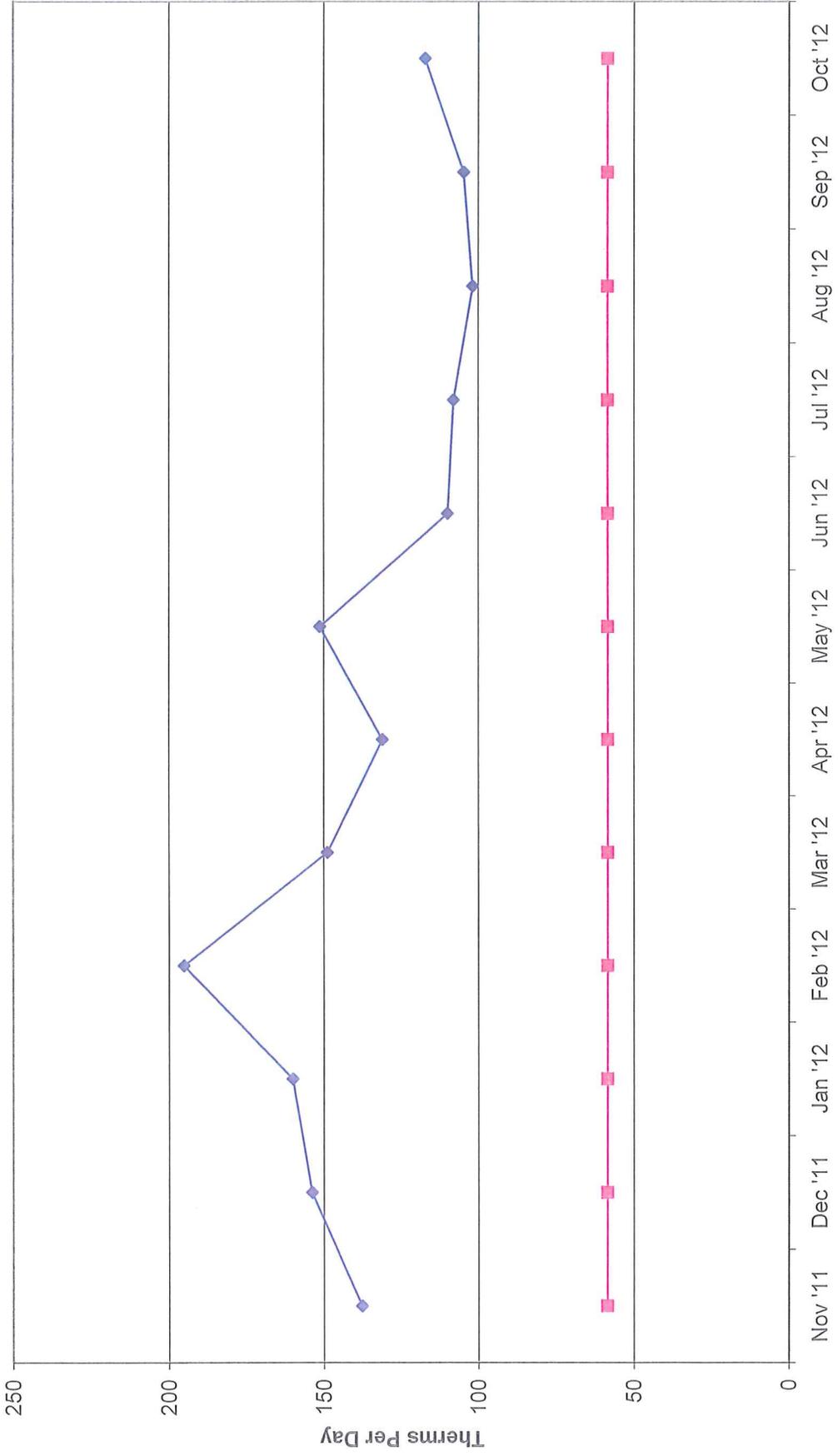


# Energy kWh

◆ kWh  
■ Cap

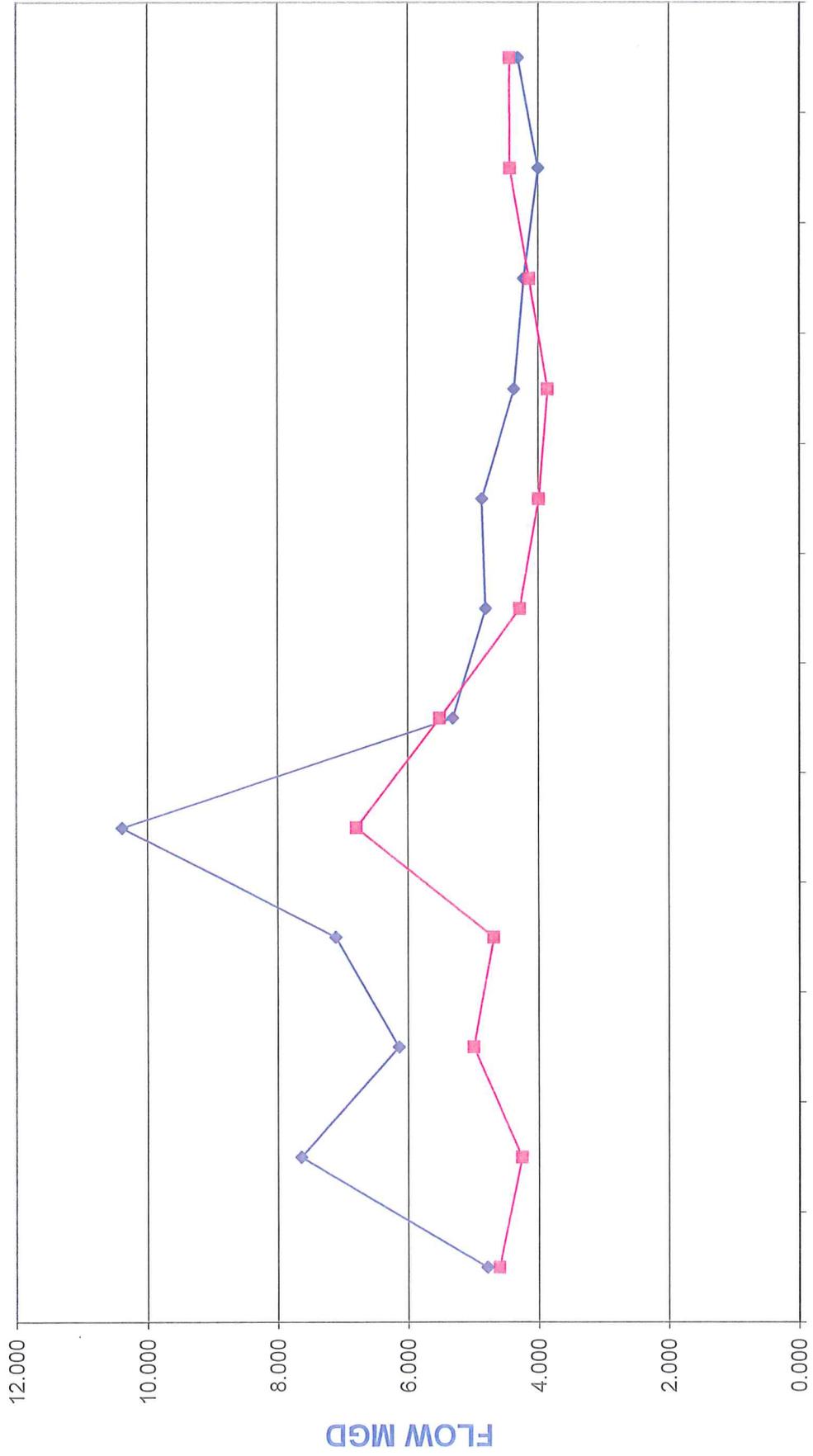


# Natural Gas Use

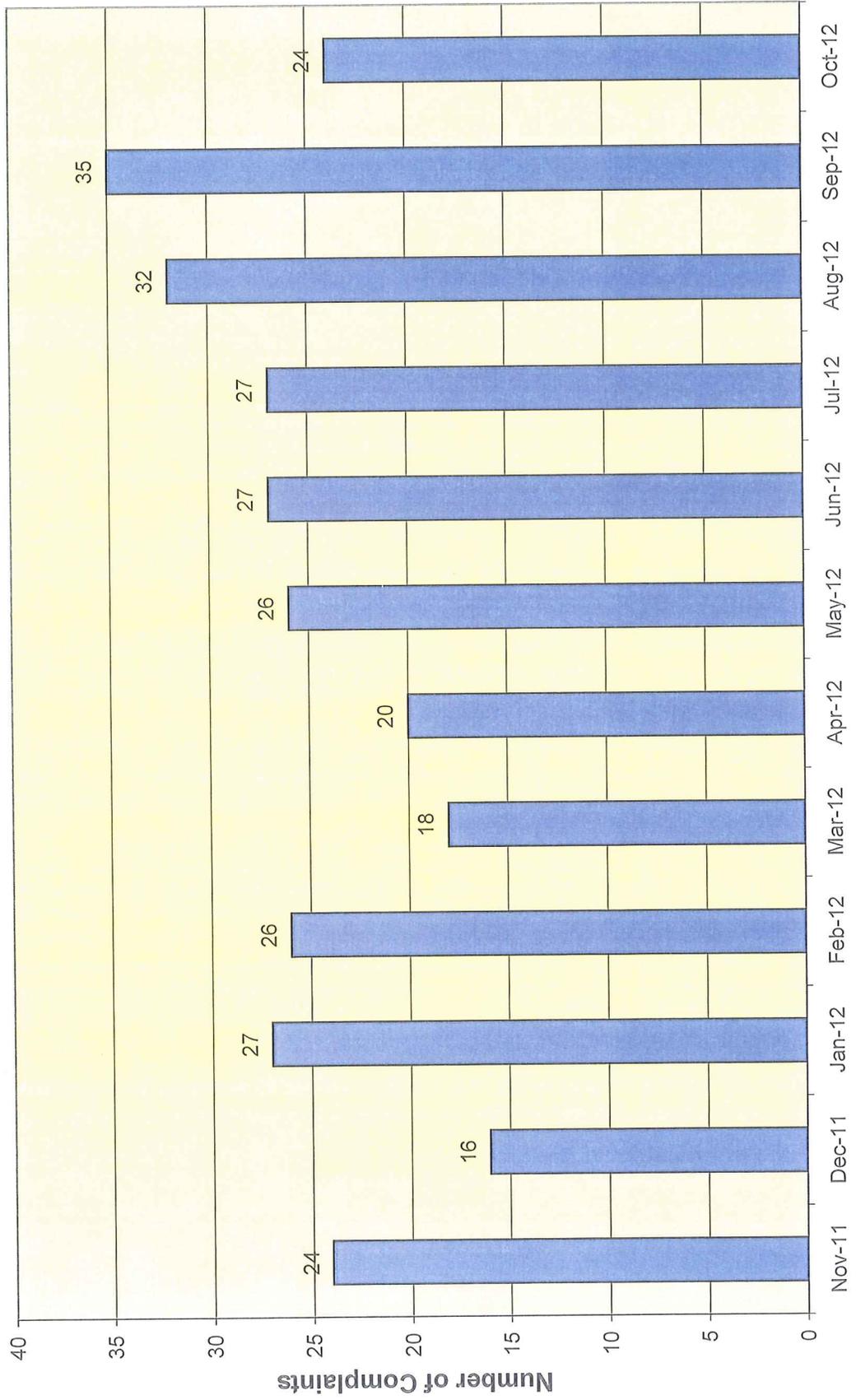


# FLOW COMPARISON

2011 2012



# Complaints Received



**WORK ORDER STATISTICS**

**October 1, 2012 - October 31, 2012**

	<b>Open Work Orders Due Prior to 10/1/12</b>	<b>Open Work Orders 10/1/12 - 10/31/12</b>	<b>Total Open Work Orders</b>
Preventative	3	311	314
Corrective	5	24	29
<b>Total</b>	<b>8</b>	<b>335</b>	<b>343</b>

	<b>Closed Work Orders 10/1/12 - 10/31/12</b>
Preventative	312
Corrective	23
<b>Total</b>	<b>335</b>

<b>Total Outstanding Work Orders as of November 1, 2012</b>	<b>8</b>
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**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
October 2012**

**General:**

For October 2012, after accounting for all leaves, the breakdown of Collection System department staff time, in terms of equivalent full-time employee (FTE) hours utilized, works out approximately as follows:

- 2.1 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.9 FTE field workers for Pump Station Maintenance
- 0.6 FTE field workers for CCTV work, and
- 2.4 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to main line cleaning, CCTV work or pump station maintenance.

**Collection System Maintenance:**

A total of 64,226 feet of sewer pipelines were cleaned for the month. Staff completed 317 maintenance work orders generated by the ICOMMM3 CMMS system, with 10 outstanding work orders. The footage cleaned per hour, line cleaned/month, and outstanding work orders are within established parameters for the department. Graphs showing the length of line cleaned/month, footage cleaned/hour worked, along with the overflows/month are attached.

**Pump Station Maintenance:**

The collection systems department conducted 265 lift station inspections, with 141 of the inspection visits generated through the JobCal Plus CMMS system.

The breakdown of these inspections is as follows: 22 Flygt submersible pump stations, 1 time per month; 9 Gorman/Rupp dry well/wet well stations, 1 entry per month; and 4 main stations that are visited daily. District personnel installed a new Flygt submersible pump at the Bahia 4 pump station.

A Collection Systems Work Order Statistics summary is attached.

Note: In addition to scheduling and tracking pump station related maintenance work orders, the JobCal Plus program is also used for ladder inspections, reclamation maintenance work orders, SCADA backup scheduling, and vehicle maintenance scheduling.

**Pump Station Rehabilitation:**

As part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project Account No. 72403), construction began on the Hanger Avenue pump station, and control of this station has been turned over to the contractor, W.R. Forde, until the project is complete.

**Safety and Training:**

General: The collection system crews attended weekly safety tailgate meetings.

**Novato Sanitary District  
Wastewater Operations Committee meeting  
Collection System Operations Report  
October 2012**

Specialized training: Collection System staff attended four hours of training on Electrical Energized Systems Safety (Arc Flash Safety).

Safety performance: Was excellent with no lost time accidents for a total of 565 accident-free days at the end of October 2012.

**Standard Operating Procedures:**

The Standard Operating Procedure (SOP) Index was created to include SOPs for the Collection System and Pump Stations as well as general SOPs for the District; the index was updated in October. Currently, collection system staff has prepared twenty-one (21) draft Periodic Station Check SOPs which will be finalized by year-end.

**Sanitary Sewer Overflows (SSOs):**

For the month of October 2012, there was one (1) SSO as discussed below.

No.	Date	Location	Amount, gal	Cause
1	10/22/2012	2290 Center Rd	2,900	Root intrusion

SSO at 2290 Center Rd.: This SSO was a Category I event with discharge estimated to have eventually reached Novato Creek. Given the prevailing wet weather conditions at the time, and high flows in Novato Creek, there was no potential for any overflow recovery. All required notifications were made to the Marin County Environmental Health Dept., Cal-EMA, and the State Water Board's CIWQS system.

The collection systems department had previously cleaned the impacted sewer main segment from which this SSO occurred in June 2010, and there was no debris rating for roots noted on the work order at that time. This line segment was on a 36-month cleaning schedule. Subsequent to the SSO, the cleaning schedule for this segment has been modified to a 12 month cleaning frequency. The discharge line segment was cleaned and televised immediately following the event. Also, this main line segment will be added to this year's chemical root abatement program.

The event caused minor flooding inside two homes at 2290 Center Rd and 39 Devonshire Drive. District staff contacted the residents immediately upon arrival on-site, documented the results of the flooding, and provided the residents with claim forms. In accordance with California Sanitation Risk Management (CSRMA) requirements and District policy, the District's Collection System Superintendent contacted Restoration Management Company to provide remediation services on the day of the event.

\*\*\*\*

**COLLECTION SYSTEM WORK ORDER STATISTICS**

October 1, 2012 - October 31, 2012

	Open Work Orders Due Prior to 10/1/2012	Open Work Orders 10/1/2012 - 10/30/2012	Total Open Work Orders
Preventive	0	141	141
Corrective	NA	0	0
Total	0	141	141

	Closed Work Orders 10/1/2012 - 10/31/2012
Preventive	122
Corrective	NA
Total	122

Total Outstanding Work Orders as of 10/31/2012	19
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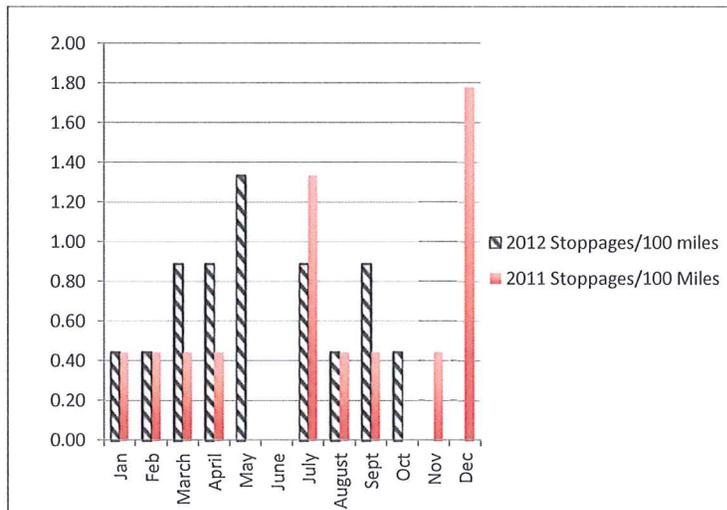
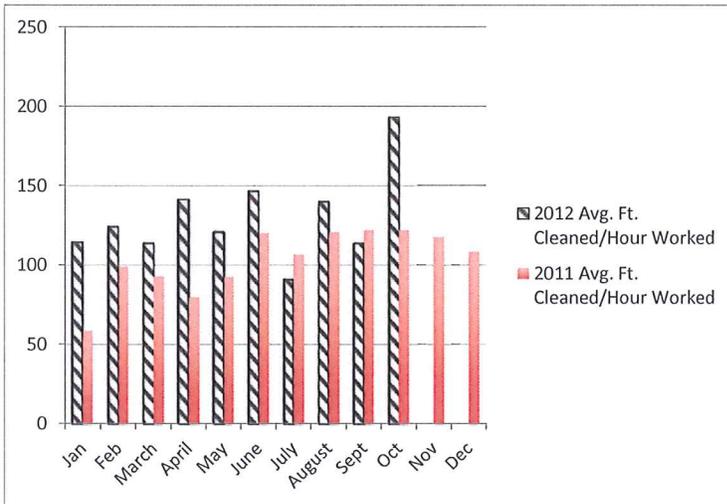
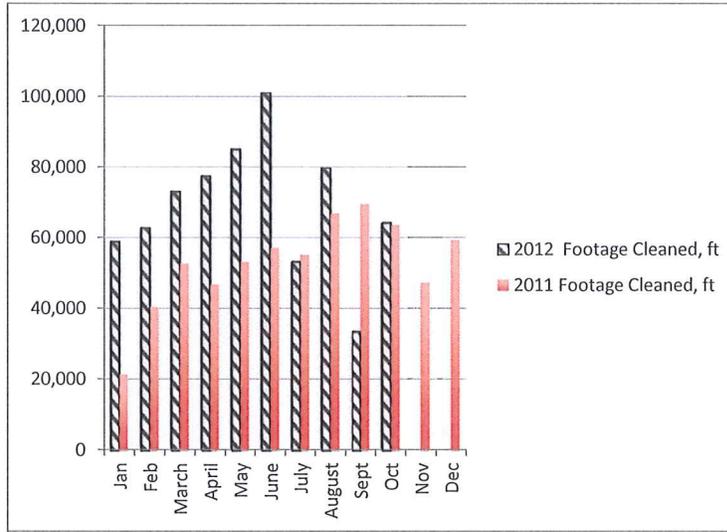
**Novato Sanitary District  
Collection System Monthly Report For 2012**

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>	547	549	689	575	709	723	611	612	307	364	0	0	5,686	
Number of FTEs (main line cleaning)	3.2	3.2	4.0	3.3	4.1	4.2	3.5	3.5	1.8	2.1	0.0	0.0		
Regular Time Worked on Coll. Sys., hrs	514	505	640	547	703	688	584	569	295	332			5,376	
Regular Time Worked on Other, hrs <sup>(1)</sup>	69	148	174	189	153	232	341	336	383	419			2,443	
Regular Time Worked on CCTV <sup>(2)</sup>	NA	NA	NA	NA	NA	NA	NA	NA	NA	104			104	
Vacation/Sick Leave/Holiday, hrs	221	357	292	365	371	77	194	257	142	55			2,331	
Overtime Worked on Coll. Sys., hrs	33	44	49	29	6	35	27	44	12	32			310	
Overtime Worked on Other, hrs <sup>(1)</sup>	1	0	3	13	1	7	1	10	30	10			75	
Overtime Worked on CCTV <sup>(2)</sup>	NA	NA	NA	NA	NA	NA	NA	NA	0	0			0	
After Hours Callouts, #	1	2	0	0	0	1	0	1	0	0			5	
Service calls, normal hours, #	7	3	8	4	6	6	8	3	10	14			69	
Average S.C. response time, mins	29	30	23	13	14	14	18	20	19	15			195	20
<b>Productivity</b>														
Rodder Work Orders Generated, ft	16	18	3	54	92	75	56	13	10	24			361	
Rodder 3203 Ft. Cleaned	1,626	1,064	708	10,369	12,117	12,886	8,995	3,071	2,936	2,920			56,692	5,669
Flusher Work Orders Generated	275	286	299	344	428	452	235	454	151	303			3,227	
Truck 3205V Ft. Cleaned	7,667	23,744	0	2,364	2,125	0	6,892	24,699	6,366	10,305			84,162	8,416
Truck 3206V Ft. Cleaned	49,636	37,928	59,307	64,640	70,815	88,100	37,294	51,970	24,190	51,001			534,881	53,488
Camera Ft. Videoed	5,274	1,031	13,000	1,565	8,545	17,237	23,790	15,534	19,268	NA			105,244	11,694
Work Orders Completed	291	304	302	398	520	527	291	467	161	327			3,588	359
Work Orders backlog	14	42	67	41	27	28	16	0	0	10			245	25
Total Footage Cleaned	58,929	62,736	73,015	77,373	85,057	100,986	53,181	79,740	33,492	64,226	0	0	688,735	57,395
<b>Stoppages</b>	1	1	2	2	3	0	2	1	2	1			15	
Minor	0	1	2	2	3	0	1	1	0	0			10	
Major	1	0	0	0	0	0	1	0	2	1			5	
Overflow Gallons	75	26	398	316	68	0	3,385	5	14,184	2,900			21,357	
Volume Recovered	0	26	108	93	63	0	3,385	5	707	0			4,387	
Percent Recovered	0%	100%	27%	29%	93%	NA	100%	100%	5%	0%	NA	NA	21%	
<b>Benchmarks</b>														
Average Ft. Cleaned/Hour Worked	115	124	114	142	121	147	91	140	114	193			NA	130
Total Stoppages/100 Miles	0.4	0.4	0.9	0.9	1.3	0.0	0.9	0.4	0.9	0.4	0.0	0.0	6.7	NA
Average spill response time (mins)	8	9	20	20	28	0	14	60	17	28			NA	20
Callouts/100 Miles	0.4	0.9	0.0	0.0	0.0	0.4	0.0	0	0	0			2.2	0.2
Overtime hours/100 Miles	15	20	22	13	3	16	12	19	5	14	0	0	138	11
Overflow Gallons/100 Miles	33	12	177	140	30	0	1504	2	6304	1289	0	0	9492	

<sup>(1)</sup>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.

<sup>(2)</sup>This category separates time spent on CCTV from other Collection System maintenance activities beginning October 2012.

### Collection System 2011-12 Graphs



Novato Sanitary District  
Pump Station Monthly Report For 2012

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
<b>Employee Hours Worked</b>	334	263	336	276	401	331	352	307	284	324	0	0	3,207	
Number of Employees	1.9	1.5	1.9	1.6	2.3	1.9	2.0	1.8	1.6	1.9	0.0	0.0		1.5
Regular Time Worked on Pump Sta	254	236	280	246	281	277	294	283	234	303			2,687	
Overtime Worked on Pump Sta	80	27	56	30	120	54	58	25	50	21			520	
After Hours Callouts	4	2	6	2	3	4	4	4	4	2			35	
Average Callout response time (mins)	23	25	38	27	34	22	24	23	35	25			276	28
<b>Work Orders</b>														
Number generated in month	114	154	112	105	119	119	130	123	119	141	0	0	1236	
Number closed in month	87	73	88	80	92	93	103	97	137	122				
Backlog	27	81	24	25	27	26	27	26	8	19				

**NOVATO SANITARY DISTRICT**  
**Wastewater Operations Committee Meeting**  
**Reclamation Facilities Report**  
**October 2012**

**Summary:**

The rancher began preparing the cattle to move them off site for the winter. There were no significant changes in the irrigated parcels. Irrigation times have been shortened to prevent ponding in the parcels. Valves and actuators were replaced in Zones 262, 263 & 271. The recycled water irrigation amount was 59.25 MG. Pond depth at the end of the month averaged 2.9 feet. Sludge Lagoon No. 4 was pumped out to the Dedicated Land Disposal (DLD) area. Solids were also excavated out of Sludge Lagoon No. 2, 3, 4, 5 & 6 and spread in the DLD area. A total of 2.97 million gallons of sludge was pumped into the DLD and 5,460 cubic yards of solids excavated out of the lagoons and spread in the DLD this year.

**Ranch Operations:**

The rancher began preparing the cattle to move them off site for the winter. The rancher also performed sprinkler repairs and weed spraying as time permitted.

**Irrigation Systems:**

- **Site 2:** Valves and actuators were replaced and fenced with corral fencing in Zone 262, 263 & 271. Control wiring for these actuators will be completed in November. Zone 2 in Parcel 8 is also malfunctioning and staff cannot find the cause. A new control board will be installed in November when the new actuators are wired to see if that solves the problem. Irrigation in all Parcels was disabled due to wet conditions. Parcels 4 & 8 will be turned over this year and seeded with rye in preparation for leveling next year.
- **Site 3:** Staff found that the valve in Zone 312 is sticking sporadically causing over irrigation. The Parcel was disabled and the valve and actuator will be replaced and sent to the factory for troubleshooting & repair. All other zones in all Parcels are functioning normally. Irrigation times in all Parcels have been reduced to reduce ponding in the Parcels.
- **Site 7:** All zones in all Parcels are functioning normally. Zone 3 in Parcel 7 and Zone 3 in Parcel 8 were left off as these two Zones are in an area that gets too wet. Irrigation times in all Parcels have been reduced to prevent ponding in the Parcels. The culvert crossing into Parcel 78 was replaced early this month and irrigation of Parcels 1 thru 7 resumed afterwards. Parcel 8 was left off in preparation for pasture rehabilitation work.

**Irrigation Pump Station:**

As previously reported, the 400 HP motor for Pump 2 failed in July and staff has issued a purchase order for the work. This work will be completed after the irrigation season closes.

The recycled water irrigation amount was 59.25 MG for October. Pond depth at the end of the month averaged 2.9 feet between the two storage ponds, 3.3 feet lower than the previous month.

**NOVATO SANITARY DISTRICT**  
**Wastewater Operations Committee Meeting**  
**Reclamation Facilities Report**  
**October 2012**

**Sludge Handling & Disposal:**

The District's contractor (Custom Tractor Service) pumped approximately 487,500 gallons of sludge out of Lagoon No. 4 into the DLD. The contractor also excavated approximately 4,290 cubic yards of solids out of Sludge Lagoon Nos. 2, 3, 4, 5 & 6 and spread it in the DLD. The work in the sludge lagoons is complete for the year with a total of 2.97 million gallons of sludge pumped to the DLD and 5,460 cubic yards of solids excavated out of the lagoons and spread in the DLD.

In addition to the sludge lagoon work, Veolia's contractor (Synagro, Inc.), which is cleaning out Digester No. 2 at the Novato Treatment Plant (NTP) & the digester at the Ignacio Treatment Plant (ITP), disposed of approximately 560,000 gallons of sludge from the Digester No. 2 at NTP into the DLD, prior to the October 30<sup>th</sup> deadline mandated by section VI.C.5.b.(2) (page 27) of the District's NPDES permit. In addition, Veolia/Synagro also placed approximately 410,000 gallons of sludge from the ITP digester into Sludge Lagoon No. 1 at the reclamation area; this sludge will be disposed into the DLD next year, i.e. between May 1, 2013 and October 30, 2013.

The sludge lagoons were topographically surveyed and staff gauges were installed in each lagoon. This work was completed so staff can more accurately determine the quantity of sludge stored in each lagoon in the future.

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# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Staff Report: North Bay Water Reuse Authority	<b>MEETING DATE:</b> 11/26/2012
<b>AGENDA ITEM NO. :</b> 9a.	
<b>RECOMMENDED ACTION:</b> Information	
<b>SUMMARY AND DISCUSSION:</b>	
<p>The Board of Directors for the North Bay Water Reuse Authority met at Novato on November 19, 2012. They welcomed two new members: City of Petaluma and Marin Municipal Water District. The consultant agreements have been approved for this year including The Ferguson Group, Bryant &amp; Associates, The Onate Group, Data Instincts, and ESA. The Board authorized the Administrative Agency to enter into an agreement with Weir Technical Services for Program Management Services.</p> <p>The consultant team made a presentation detailing the development of the scope, cost, member agency participation and workshop plans for the Final Phase 2 Scoping Study. The study will take 18 months and be funded over a two fiscal year period. Workshops will be scheduled to coincide with scheduled NBWRA Board meetings.</p> <p>The preliminary Scoping study identified three potential recycled water projects for Novato that are shown in the attached figure:</p> <ul style="list-style-type: none"> <li>• A 248-acre multi-purpose storage pond providing 2,700 ac-ft of capacity;</li> <li>• An 18 inch pipeline extending 43,800 lf to convey flow to agricultural users in Southern Sonoma County;</li> <li>• An 18-inch pipeline extending 20,700 lf to interconnect with the LGVSD recycled water system.</li> </ul> <p>They also approved a revised budget for FY 2012/13 to include the Final Phase 2 Scoping Study at a cost of \$416,710 to be funded by the seven participating agencies. Novato Sanitary District's cost increased from the originally budgeted \$84,935 for FY 2012/13 to \$107,128.</p>	
<b>ALTERNATIVES:</b> N/A	
<b>BUDGET INFORMATION:</b> Information only	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>



Conceptual Phase 2  
multi-purpose recycled water  
storage pond and reuse area

New flow splitting  
structure and  
pump station

Replace existing 54"  
pipeline with new pipeline

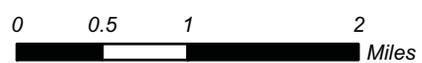
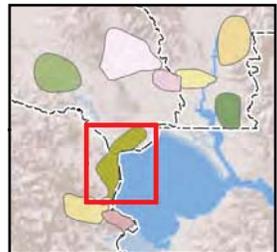
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Data Source(s):  
Bing Maps Aerial Imagery,  
CDM Smith, ESA

**Figure 3-5**  
**Novato SD Regional Recycled Water Distribution Project**

*Conceptual Phase 2 Project Elements  
North Bay Water Reuse Program*

- Legend**
-  Existing Pipeline
  -  Phase 1
  -  Phase 2
  -  Study Area Boundary



# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: CSDA Special District Leadership Academy</b>	<b>MEETING DATE: 11/26/12</b>  <b>AGENDA ITEM NO.: 9b.</b>
<b>RECOMMENDED ACTION: No action required.</b>	
<b>SUMMARY AND DISCUSSION:</b>  Laura Creamer, Finance Officer, attended the California Special District Association course for Board Members and Staff called Setting Direction/Community Leadership on November 15 <sup>th</sup> .  The course outlined the importance of setting direction as a board and the importance of community leadership in each of our communities. The course discussed in depth how important it was to discuss ideas and get input from everyone, to set direction as a board, and to transition from board member to a governance team. The course discussed the importance of being future oriented and planning strategically. The course was a very interactive and the presenter was very knowledgeable. It also addressed board/staff interaction and the relative roles of board and staff.  This course completed the credits Laura needed to receive her Special District Leadership Certificate.	
<b>ALTERNATIVES: n/a</b>	
<b>BUDGET INFORMATION: No budget impact.</b>	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

## **Coombsville pipe costs are rising**

### COUNTY DIPPING INTO FLOOD FUNDS

PETER JENSEN, Napa Valley Register, 11/19/12

Having flexibility in the size and design of a planned recycled water pipeline in the Coombsville area may cost Napa County an extra \$650,000.

On Tuesday, Public Works Director Steve Lederer will ask the Board of Supervisors to approve that amount to cover additional costs for redesigning the 4.5-mile-long pipeline to serve a smaller volume of water, as well for more engineering work to relocate the pipeline's pump station, which had been set to be built at Skyline Park, according to a staff report.

Lederer is requesting \$696,000 total, which would be paid for by Measure A, the half-cent sales tax measure for flood control. The remaining \$46,000 is to pay for Napa County's membership dues in the North Bay Water Reuse Authority, and to cover its share of the cost of extending the pipeline from Napa State Hospital to Skyline Park, according to the report.

Of the \$650,000, \$260,000 would pay for the additional engineering work on the pump station, while \$390,000 would pay to redesign the pipeline to a smaller size.

Both of these costs cover the county on the pipeline's two most significant variables: where to place the pump station, and how much water — and thus how large a pipeline — it can afford.

In October, the Board of Supervisors voted to move forward with constructing the pipeline, which would run from Skyline Park through the heart of the groundwater-reliant Coombsville area, providing 1,000 to 2,000 acre-feet of recycled water to residents, vineyards and the Napa Valley Country Club from the Napa Sanitation District's treatment plant.

The pipeline has been designed to the 2,000-acre-foot-size, but as of October the county lacked enough potential customers to afford this \$16.3 million option. It does have enough customers to cover the smaller 1,000-acre-foot line, which is estimated to cost \$12.3 million.

Potential users will vote in December on forming an assessment district to cover the cost of the project. They would pay over a 20-year period through annual property tax assessments.

There's also another variable — the county has applied for another \$2 million in grants from the U.S. Bureau of Reclamation. Getting that money would defray the total cost, encouraging more customers to sign up to use the pipeline.

The county was planning to build the pump station in Skyline Park after it purchased the park from the state, but negotiations over the purchase have failed due to a disagreement over price.

Thus, the county has to plan to put the pump station on the grounds of Napa State Hospital, or on a piece of private property farther east.

If the assessment is approved next month, construction on the pipeline could begin next spring.

## Watershed Studies Underway Progress on Hydrology and Hydraulics Models



Our Public Works staff and consultant are currently working on developing a watershed hydrology model and a hydraulic flow model for Novato Creek from San Pablo Bay to Stafford Lake. This summer, the focus has been on organizing channel and topographic survey data to support the development of the watershed and creek flow models. Additional channel surveys and sediment assessments are helping the project team to refine and build the creek flow model.

Work completed to-date includes:

County staff has developed a draft hydrology model using the new and improved Golden Gate Light Detection and Ranging (LiDAR) mapping data to better define sub-basins or catchments in the project area. Staff is currently working with our consultant to calibrate the model.

The consultant has assembled all available topographic and bathymetric data for the Novato Creek flow model and is presently evaluating the accuracy of this data. This process has been aided from the contributions of survey data from our partners and other local agencies including the Bel Marin Keys Community Service District (and their consultants CLE Engineering), the City of Novato and Novato Sanitary District. The consultants will use this survey data to create and calibrate a new “existing conditions” flow model for Novato Creek.

An urban drainage Storm Water Management Model (SWMM) model for the stormdrain system in the Nave Gardens neighborhood is also under development. Nave Gardens is a low-lying area between Highway 101 and South Novato Boulevard along Novato Creek.

Preliminary field reconnaissance of Novato Creek from Stafford Lake to Bel Marin Keys was completed and incorporates photos, identifies survey elevation control datum and inspections of bridge structures for flow capacity. This work also includes a preliminary assessment of significant sediment sources, bank erosion and the categorization of sediment transport and storage reaches.

Water level monitoring equipment will be installed in lower Novato Creek this fall to provide water level data to calibrate the model.

A preliminary “existing conditions” hydraulics model should be up and running by early 2013. This model will be used to analyze and evaluate project alternatives.



### KRCB video

The Novato Creek Watershed is prominently featured in a watershed series for KRCB. The short videos were developed to educate the public about the importance of our watersheds and to highlight the watersheds of Marin, Napa, and Sonoma Counties. [Visit KRCB's website](#) or tune in to KRCB Channel 22 to view the spots between your favorite shows.

### FEMA map revisions

FEMA is updating flood zone maps for coastal, tidally influenced areas in Novato. Preliminary Flood Insurance Rate Maps (FIRM) will be released in 2013. [For more information, visit the FEMA website.](#)

### Watershed Work Plan

[Click here to view the detailed work plan proposal for the Novato Watershed Program.](#)

## US Army Corps of Engineers San Pablo Bay Watersheds Program

The Army Corps of Engineers through a contract with the State Coastal Conservancy will fund \$250,000 in studies to support the Watershed Program. The Corps studies will focus on lower Novato Creek. The funding will support creek and wetland restoration design planning in lower Novato Creek (downstream of Hwy 101).

Specific tasks include vegetation and habitat mapping and the review of hydrology and hydraulic models developed through the Novato Watershed Program. Ultimately, this work by the Army Corps and Coastal Conservancy will allow the identified preferred restoration alternatives for Lower Novato Creek to be eligible for federal construction funding through a future WRDA (Water Resources Development Act).

## EPA awards Flood Control 2.0 Grant

The Flood Control 2.0 grant will fund innovative approaches to dealing with sediment, flood protection, and habitat restoration in Bay Area creeks. A \$1.5 million grant from the Environmental Protection Agency (EPA) has been awarded to the San Francisco Estuary Institute, San Francisco Bay Joint Venture, Bay Area Flood Protection Agencies Association, Bay Conservation and Development Commission, and the Marin County Flood Control and Water Conservation District to redesign flood control channels to restore wetlands, improve water quality, and shoreline resiliency at 3 locations in the Bay Area including Novato Creek.

We will leverage \$400,000 in funds already committed to tasks in the Novato Watershed work program as the Marin County match. The grant will provide \$270,000 towards preparation of a final design for creek and marsh restoration along lower Novato Creek. In addition, the San Francisco Estuary Institute will contribute a historical ecology analysis for the Novato Creek watershed (~\$150,000 value).

## Bay Area Integrated Regional Water Management Plan 2013 Update

Several potential Novato projects were submitted for the 2013 Bay Area Integrated Regional Water Management Plan update. The Plan is a nine-county effort to coordinate and improve water supply reliability, protect water quality, manage flood protection, maintain public health standards, protect habitat and watershed resources, and enhance the overall health of the Bay Area. Projects submitted will be scored and ranked in the 2013 Plan and will be prioritized for funding through Prop 84-funded Integrated Regional Water Management funds. [www.bairwmp.org](http://www.bairwmp.org)

To view a list of North Bay projects, [please click this link](#).



## PRBO Sea Level Rise workshops

Point Reyes Bird Observatory (PRBO) has developed a web-based tool to evaluate North Bay sea level rise impacts. PRBO is in the process of updating their online tool. The beta version of an updated website will be available in November. [View the tool by clicking this link.](#)

## Caltrans Hwy 37 Study

The purpose of the study is to ensure that transportation planning for Highway 37 is based upon stewardship principles and will meet Caltrans' triple bottom line: preserving the environment, supporting a robust economy and promoting transportation equity. This study signals a long-term commitment by Bay Area transportation and environmental agency partners and resources protection agencies to finding a context-appropriate solution to the challenges of building in extremely sensitive environments. The project is funded by the Transportation Research Board, Strategic Highway Research Program 2. [Click here to read more.](#)

## **Rain on Saturday leads to four sewage spills in Fairfax, Larkspur and San Anselmo over weekend**

*Posted:*

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Heavy rain on Saturday resulted in four sewage spills in the Ross Valley Sanitary District system in Fairfax, Larkspur and San Anselmo over the weekend.

The largest spill, currently estimated at about 3,000 gallons occurred at 9 Willow Way in San Anselmo.

It is believed the overflow was caused by a brick lodged in the syphon that runs under Sleepy Hollow Creek. That blocked syphon also caused a 5- gallon spill at 14 Willow Way.

District officials said Monday that cleanup at both locations has been completed, and water samples from the creek are being tested to determine how much sewage entered the creek.

They said warning signs have been posted at the creek.

A blockage caused by roots is suspected to be the cause of a 730-gallon spill at 20 Steven Court in Fairfax. Sewage escaped into storm drains and some effluent entered Fairfax Creek. Cleanup efforts are complete; water samples of the creek are being tested; and signs have been posted there as well.

District officials reported a 20-gallon spill at 150 Magnolia Ave. in Larkspur. That spill, they said, was caused by roots entering a sewer pipe. The sewage has been cleaned up, and no waterway is believed to have been affected.

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## Protests lead Tam district to table new sewer rate plan

Posted:

marinij.com

A controversial new way of determining sewer charges was set aside by the Tamalpais Community Services District board after 41 customers filled a public hearing on the measure, most of them complaining that the proposed formula would raise their rates, already among the highest in Marin.

Since 2009, the district has charged its 2,400 customers a flat annual rate of \$1,013.

Under the proposal, about 66 percent of single-family households would have seen rate hikes of up to 32 percent, to as high as \$1,282 for high water users. About a third of district customers, most of them multi-family residences, would have seen their rates cut between 15 and 30 percent, to as low as \$800.

For the past 18 months, the district board has been exploring a more equitable method for determining its rates, spending \$30,000 for an independent consultant.

It came up with a formula based in part on the amount of water households use in the winter.

Because single-family homes use more water than apartment complexes and duplexes, single-family customers complained that the proposal would shift costs onto them, benefiting multi-family residences at their expense.

"Nobody wants to be perceived as subsidizing someone else," said district general manager Joe Elam.

"Even though apartments and multi-family folks would have seen reductions in costs, they felt the proposal was not deep enough for them," Elam said. "They had told us prior to the meeting they wanted to see their bills cut in the 50 percent range. When they didn't get what they felt they needed, they wrote and protested. Then we have the single-family people who don't want to pay more. So we have quite a group of people opposed for different reasons."

Owners of multi-family residences have threatened to sue the district, charging that it's in violation of Proposition 218, requiring rates to be relatively proportional to the benefits received.

At Wednesday's public hearing, the five district board members voted unanimously to table the proposed rate formula, at least for now.

"The fixed rates remain, but these stories never end," the general manager said. "Sometime in the next period there will be a rehash of this when the emotion isn't as great. Obviously, this is a work in progress."

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## Should we use recycled water to irrigate turfgrass?

### Attenuation of PPCPs Through Golf Courses Using Recycled Water (WERF1 C08)

#### The Central Issue

Landscape irrigation with recycled water (i.e., reclaimed/reused water, treated wastewater, tertiary treated effluent) has become a viable and beneficial practice and is seen as an essential aspect of water supply planning in many areas. Large communities in the arid southwest (e.g., Las Vegas, Los Angeles, and Phoenix) use a significant amount of their potable water supply to irrigate urban landscapes. Other parts of the country are increasingly doing the same. Turfgrass, including golf courses, parks, and median strips, is the single most important landscape type.

Beyond the availability and cost considerations, is the issue of the fate and transport of the chemicals that are present in that recycled water. Conventional wastewater treatment removes some or most of the pharmaceutical and personal care product (PPCP) chemicals, but there are residuals in the recycled water that end up on turfgrass or that are discharged into lakes, rivers, and estuaries. This study was conducted to better understand the fate and transport of PPCPs in turfgrass/soil systems when recycled water was used as the sole source of irrigation water. These PPCP compounds are pharmaceuticals that are taken orally, or they are personal care product chemicals that are intended to be placed on the skin or for some are intended for oral use (for example, in toothpaste). Their presence in groundwater or surface water, should it occur, in these low amounts does not suggest a cause for health concerns. The results of this research support the use of recycled water for turf irrigation purposes, as long as sound irrigation management practices are implemented.

#### Context and Background

This research builds on earlier published work by other investigators that reported preliminary data showing that turfgrass/soil systems can be highly effective in removing the majority of PPCPs from recycled water (Snyder et al., 2004). WERF has invested in research to better understand and improve the treatment – that is the removal – of PPCPs. Research has focused on both conventional and advanced wastewater treatment systems and on dozens of PPCPs including those considered to be indicators or surrogates of the hundreds of PPCPs in everyday societal use.



#### Findings and Conclusions

There was agreement in the findings for the lysimeter, field plot, and golf course experiments. All demonstrated that turfgrass has a considerable capacity to attenuate PPCPs introduced to the root zone (the top one foot of a turfgrass/soil system) by irrigation with recycled water. The mass of all the PPCP chemicals were significantly reduced as they passed through the root zone and into deeper soil. The research showed that PPCPs mass flux needs to be calculated because the mass flux represents the actual compound load leaving the root zone and moving into deeper soil. Measurement of concentration alone would not provide useful information. The implications of a PPCP measured at a relatively high concentration in soil water would be quite different under low-water flux versus high-water flux conditions.

Table ES-2 in the report depicts the level of removal for each of the 15 compounds across various combinations of conditions in the field plot and lysimeter studies. For the vast majority of conditions, the PPCPs removal was 98% – meaning only 2% or less of the compound moved beyond a depth of three to four feet. Recall the root zone is typically about one foot. The lowest measured removal, between 80% and 84%, was for two of the PPCPs under high irrigation in sandy soil.

The same several compounds leached in all three test systems. The amount of the PPCP compounds that were found in the drainage water was low – generally less than 5% of the mass in the irrigation water. The “release rates” ranged from 5-120 milligrams (mg) of chemical per acre per year. To put that in context, a single typical dose of aspirin is 325 mg. So for the PPCP with the highest leaching in this study, 120 mg would be released below the root zone. This is roughly equivalent to about a third of an aspirin tablet spread over an acre during the course of one year.