

NOVATO SANITARY DISTRICT

Meeting Date: December 9, 2013

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, December 9, 2013, at the District Offices, 500 Davidson Street, Novato.

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

AGENDA

1. PLEDGE OF ALLEGIANCE:

2. AGENDA APPROVAL:

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

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

4. BOARD OF DIRECTORS:

- a. Receive Statement of Appointment of Nominees in lieu of election.
- b. Administration of Oath of Office and seating of elected Board Members.
- c. Consider adoption of resolution determining persons entitled to fill office.
- d. Presidential appointment of committee members.

5. REVIEW OF MINUTES:

- a. Consider approval of minutes of the November 21, 2013 meeting.

6. 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 regular disbursements.
- b. Set meeting dates for January 13 and 27, February 10 and 24, 2014.
- c. Accept Fixed Asset Deletion Report for Fiscal Year 2012-13.

7. NORTH BAY WATER REUSE AUTHORITY.

- a. Scoping Study overview report.

8. CAPITAL PROJECTS

- a. Consider approval of Memorandum of Agreement with the County of Marin for the Novato Creek Watershed Program.
- b. Consider approval of a budget amendment creating a new Capital Project "72809 Novato Creek Watershed Project with a final budget of \$50,000 in FY 2013/14 and a preliminary budget of \$50,000 in FY 2014/15.

9. BOARD MEMBER REPORTS:

- a. North Bay Watershed Association meeting.

10. MANAGER'S ANNOUNCEMENTS:

11. ADJOURNMENT:

Next resolution no. 3066

Next regular meeting date: Monday, January 13, 2014, 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 21, 2013

A meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Thursday, November 21st, 2013, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: John Bailey, Project Manager, Veolia Water
Brian Exberger, Assistant Project Manager, Veolia Water
Brant Miller, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The Manager requested that item 11b. *Review bids received, accept the lowest responsive bid and authorize the Manager-Engineer to execute a contract with W.R. Forde & Associates in the amount of \$137,685* be removed from the agenda. President Di Giorgio stated item 11b. would be removed and that the agenda was approved as amended.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of the October 28, 2013 meeting minutes.

Member Mariani noted that her name was misspelled on page 3, paragraph 2. The Board Recorder stated that she would make the correction.

On motion of Member Long, seconded by Member Peters, and carried unanimously, the minutes of the October 28, 2013 Board meeting were approved as amended.

CONSENT CALENDAR:

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

- a. Approval of regular disbursements in the amount of \$446,824.80, capital project account disbursements in the amount of \$94,200.88, and Board related expenses in the amount of \$3,114.38.
- b. Received quarterly investment report.
- c. Received accounts receivable report.
- d. Received quarterly budget to actual report.
- e. Approval of the Household Hazardous Waste Grant Agreement with Marin County Hazardous and Solid Waste Joint Powers Authority for FY 2013-14.
- f. Approval of Temporary Discharge Permit extension from R.M. Harris Co. for groundwater discharge – Caltrans Bridge Construction Project.

SOLID WASTE: PUBLIC HEARING – CONSIDER RECOMMENDATIONS OF THE BOARD'S AD HOC RATE REVIEW COMMITTEE FOR MODIFICATIONS TO REFUSE COLLECTION RATES.

- Open public hearing. At 6:04 p.m. President Di Giorgio opened the Solid Waste Public Hearing.

- Review of Committee's recommendations. The Manager gave an overview of the Committee's recommendations and stated that a proposed rate adjustment of +1.63% was proposed by R3 Consulting Group, Inc. She stated that the Committee agreed with the rate adjustment and therefore, the proposed rate increase and notice of Public Hearing was published in the Marin IJ on October 30th and November 6th.

- Public comment: President Di Giorgio called for public comment. None was brought forward.

- Board comments: There were no comments from the Board.

- Close public hearing. At 6:07 p.m. President Di Giorgio closed the Solid Waste Public Hearing.

- Consider adoption of a Resolution setting the maximum allowable solid waste rates.

On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board adopted Resolution No. 3065: A RESOLUTION SETTING MAXIMUM REFUSE FEES FOR NOVATO DISPOSAL COMPANY IN NOVATO SANITARY DISTRICT.

WASTEWATER OPERATIONS:

- Wastewater Operations Committee Report. John Bailey, Veolia Water, gave an overview of the October Wastewater Operations Committee meeting which met on November 14th. He reviewed the plant performance and provided status of the month's operations and maintenance.

The Deputy Manager-Engineer discussed the Collection's System and Reclamation Facilities Reports for October.

- Odor control, noise, and landscaping report. The Manager provided an overview of the odor control, noise and landscaping summary from October. She stated that Mr. McEwen gave an initial analysis of air samples that were taken from the aeration basins. She stated that he has also taken liquid samples from the anoxic zone areas to identify compounds that may be contributing to the odor concerns. The Manager stated that the pods installed on the aeration basin are continuing to be modified to increase their effectiveness.

The Manager stated that a local contractor has been retained to build an enclosure around the northeast biofilter blowers and piping to reduce the sound levels at Lea Drive. She noted that the enclosure is scheduled to be completed in December.

The Manager gave an update on the demolition of the existing digester tank.

ADMINISTRATION:

- Consider adoption of District Policy 3310 – Records Retention. The Manager stated that District personnel had worked diligently to prepare a Records Retention Policy and Retention Schedule (Schedule) to provide guidance to staff regarding the retention or destruction of records as well as to ensure compliance with legal and regulatory requirements. She stated that the proposed Schedule specifies approved retention periods, destruction guidelines and delegates authority to implement and maintain the Schedule.

District Counsel Kent Alm stated that Meyers Nave has reviewed the Schedule and recommends approval. He discussed Policy No. 3310.4.5 regarding the use of District devices and public disclosure of information contained on those devices.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board adopted the Novato Sanitary District Records Retention Schedule and adopted district Policy No. 3310: Records Retention.

President Di Giorgio announced a ten minute recess at 7:10 p.m.

President Di Giorgio reconvened the meeting at 7:21 p.m.

NORTH BAY WATER REUSE PROJECT 72508:

- Report on Board meeting and workshop. The Manager stated that the North Bay Water Reuse Authority (NBWRA) held a workshop on November 18th at the Novato City Hall Council Chambers. She stated that Member Long and Assembly Member Marc

Levine were also in attendance. The Manager gave an overview of the meeting and stated that the Phase 2 Scoping Study was discussed. She stated that the criteria and objectives of the District's three proposed projects were reviewed. Member Long requested a presentation be provided to the Board at a later date to provide an overview of the Scoping Study. The Manager suggested that the December Board meeting may be a good opportunity for such a presentation.

NORTH BAY WATERSHED ASSOCIATION:

- Consider approval of sponsorship of the 2014 Watershed Conference. The Manager stated that the North Bay Watershed Association (NBWA) will be hosting a conference on April 11, 2014 titled "What, Where, and How of Water Resource Management". She stated that NBWA is seeking sponsorship from agencies to help defray the cost of the conference. She recommended providing \$2,500 which would allow the District to have a table to distribute public outreach materials as well as two tickets to the conference.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board directed staff to sponsor the 2014 North Bay Watershed Association Conference in the amount of \$2,500.

CAPITAL PROJECTS:

- Consider approval of change orders and final acceptance of the Hill Road Pipeburst Project and authorize staff to file the Notice of Completion. The Manager noted that the Hill Road Pipeburst Project contract was awarded to Team Ghilotti on February 11, 2013 for a low bid amount of \$66,441. She stated that work began in April 2013 and was substantially completed on May 31st. She discussed change orders which resulted from utility conflicts and stated that the final cost to complete the project was \$87,030.01. The Manager requested the Board approve the change orders and final acceptance and authorize staff to file the Notice of Completion.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved the change orders for the Hill Road Pipeburst Project, gave final acceptance and authorized staff to file the Notice of Completion.

BOARD MEMBER REPORTS:

- California Special District Association (CSDA) training. President Di Giorgio and Members Mariani and Peters attended the CSDA Special District Leadership Academy Conference that was held in Napa from November 18th through November 20th. The Board members discussed their participation at the conference. Brant Miller, Board member elect, was also in attendance at the conference and briefly commented on his participation.

- North Bay Watershed Association (NBWA) meeting. President Di Giorgio discussed his attendance at the NBWA meeting which was held on November 1st at the District office. He discussed a presentation titled "Forecasting Precipitation with Climate Change" and stated that climate prediction may be beneficial to the District.

MANAGER'S ANNOUNCEMENTS:

- The next Regular Board Meeting will be held on Monday, December 9th at 6:00 p.m. New Board member elect Brant Miller will be sworn in at this meeting.

- Former Board member George Quesada's memorial service will be held on Sunday, November 24th at 1:00 p.m. at Saint Francis Episcopal Church in Novato.

- The District office will be closed on November 28th and 29th in observance of the Thanksgiving holiday.

- The North Bay Watershed Association will hold a meeting on December 6th from 9:30 to 11:30 a.m. at the Petaluma (Lucchesi) Community Center.

President Di Giorgio expressed his appreciation for Board member Welsh's contributions, commitment and service to the District during his four year term on the Board of Directors. Member Welsh stated that he felt honored and that it was a privilege to serve on the Board.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 8:11p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

Novato Sanitary District Operating Check Register

December 9, 2013

Date	Num	Name	Credit
Dec 9, 13			
12/9/2013	56410	Veolia Water North America, ...	175,421.98
12/9/2013	56406	Shape Incorporated	49,724.51
12/9/2013	56405	Roto Rooter-(Inc.)	21,835.00
12/9/2013	56368	Caltest Analytical Lab Inc.	14,210.74
12/9/2013	56387	Johnson, Dee	6,750.00
12/9/2013	56403	Preferred Benefit	3,436.12
12/9/2013	56363	Arntz Builders, Inc.	3,350.00
12/9/2013	56370	Central Marin Sanitation Distr...	3,048.25
12/9/2013	56358	Able Fence Company	2,870.00
12/9/2013	56386	Industrial Electrical Co.	2,800.00
12/9/2013	56378	Dearborn National	2,607.18
12/9/2013	56393	North Bay Watershed Assoc.	2,500.00
12/9/2013	56390	Marin/Sonoma Mosquito Dist	2,396.78
12/9/2013	56391	Meyers, Nave, Riback, Silver ...	2,396.50
12/9/2013	56396	North Marin Water District - L...	2,165.00
12/9/2013	56376	CUPA Permit--Marin County ...	2,080.00
12/9/2013	56392	North Bay Truck Service	1,431.03
12/9/2013	56367	Cagwin & Dorward Inc.	1,340.00
12/9/2013	56373	Comet Building Maintenance,...	1,320.00
12/9/2013	56371	Cintas Corporation	1,247.75
12/9/2013	56397	North Marin Water District Pa...	1,246.75
12/9/2013	56389	Marin Mechanical II, Inc.	1,216.55
12/9/2013	56357	3T Equipment Company Inc.	1,074.32
12/9/2013	56404	Rauch Communication Cons...	933.00
12/9/2013	56380	Empire Mini Storage - Novato	840.00
12/9/2013	56395	North Marin Water District	633.37
12/9/2013	56383	Government Finance Officers...	595.00
12/9/2013	56366	Bartle Wells Assoc, Inc	562.50
12/9/2013	56411	Vision Service Plan	545.24
12/9/2013	56374	Control Systems West, Inc.	426.25
12/9/2013	56402	Pitney Bowes Reserve Account	400.00
12/9/2013	56385	HACH/American Sigma Inc	379.32
12/9/2013	56409	USA BlueBook	375.41
12/9/2013	56375	CT Promotions	366.67
12/9/2013	56401	Pini Hardware	356.51
12/9/2013	56377	CWEAmembers	353.00
12/9/2013	56382	Fisher-Scientific	348.18
12/9/2013	56360	AirGas USA, LLC.	325.34
12/9/2013	56372	Claremont EAP, Inc.	295.00
12/9/2013	ach	Long, William C.	284.05
12/9/2013	56362	American Society of Civil En...	265.00
12/9/2013	56369	Cantarutti Electric, Inc	230.00
12/9/2013	56365	Barnett Medical LLC	135.00
12/9/2013	56364	Barber Sign Company, Inc.	119.49
12/9/2013	56388	Journey	115.81
12/9/2013	56412	VWR International Inc.	104.54
12/9/2013	ach	Mariani, Jean	103.96
12/9/2013	56361	American Messaging	91.09
12/9/2013	56407	Stevenson, Jeffrey MD	85.00
12/9/2013	56381	Federal Express	77.95
12/9/2013	56394	North Marin Auto Parts	73.72
12/9/2013	56384	Grainger	54.93
12/9/2013	56359	Able Tire & Brake Inc.	54.80
12/9/2013	56399	Novato Disposal-	51.40
12/9/2013	56408	United Parcel Service	38.93
12/9/2013	56398	Novato Car Wash	32.97
12/9/2013	56379	Dept of Housing & Comm De...	28.00
12/9/2013	56400	Pacific, Gas & Electric	14.78
Dec 9, 13			316,164.67

Novato Sanitary District
Operating Check Register Detail
For December 9, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
3T Equipment Company Inc.			
	11/05/2013	60150 · Repairs & Maintenance	292.76
	11/05/2013	60100 · Operating Supplies	152.26
	11/05/2013	65150 · Repairs & Maintenance	154.06
	11/15/2013	60100 · Operating Supplies	327.00
	11/21/2013	60100 · Operating Supplies	148.24
Total 3T Equipment Company Inc.			<u>1,074.32</u>
Able Fence Company			
	11/15/2013	63150 · Repairs & Maintenance	2,870.00
Total Able Fence Company			<u>2,870.00</u>
Able Tire & Brake Inc.			
	11/26/2013	60150 · Repairs & Maintenance	54.80
Total Able Tire & Brake Inc.			<u>54.80</u>
AirGas USA, LLC.			
	11/20/2013	60100 · Operating Supplies	325.34
Total AirGas USA, LLC.			<u>325.34</u>
American Messaging			
	12/01/2013	61000-4 · Water/Permits/Telephone	24.00
	12/01/2013	65193 · Telephone	55.62
	12/01/2013	60193 · Telephone	11.47
Total American Messaging			<u>91.09</u>
American Society of Civil Engineers			
	09/03/2013	66080 · Memberships	265.00
Total American Society of Civil Engineers			<u>265.00</u>
Arntz Builders, Inc.			
	11/12/2013	66150 · Repairs & Maintenance	3,350.00
Total Arntz Builders, Inc.			<u>3,350.00</u>
Barber Sign Company, Inc.			
	11/14/2013	66150 · Repairs & Maintenance	119.49
Total Barber Sign Company, Inc.			<u>119.49</u>
Barnett Medical LLC			
	10/23/2013	67500 · Household Hazardous Waste	45.00
	10/30/2013	67500 · Household Hazardous Waste	45.00
	11/18/2013	67500 · Household Hazardous Waste	45.00
Total Barnett Medical LLC			<u>135.00</u>
Bartle Wells Assoc, Inc			
	11/20/2013	66123 · O/S Contractual	562.50
Total Bartle Wells Assoc, Inc			<u>562.50</u>
Cagwin & Dorward Inc.			
	11/08/2013	63150 · Repairs & Maintenance	390.00
	11/21/2013	63157 · Ditch/Dike Maintenance	950.00
Total Cagwin & Dorward Inc.			<u>1,340.00</u>
Caltest Analytical Lab Inc.			
	11/13/2013	64160 · Research & Monitoring	309.00
	11/13/2013	64160 · Research & Monitoring	13,901.74
Total Caltest Analytical Lab Inc.			<u>14,210.74</u>
Cantarutti Electric, Inc			
	11/04/2013	65153 · Outside Services, Electrical	230.00
Total Cantarutti Electric, Inc			<u>230.00</u>
Central Marin Sanitation District			
	11/14/2013	64170 · Pollution Prevention/Public Ed	3,048.25
Total Central Marin Sanitation District			<u>3,048.25</u>
Cintas Corporation			
	12/01/2013	64100 · Operating Supplies	143.33
	12/01/2013	66100 · Engineering Supplies	422.87
	12/01/2013	60100 · Operating Supplies	681.55
Total Cintas Corporation			<u>1,247.75</u>
Claremont EAP, Inc.			
	11/15/2013	66123 · O/S Contractual	295.00
Total Claremont EAP, Inc.			<u>295.00</u>

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For December 9, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Comet Building Maintenance, Inc.			
	11/21/2013	66150 · Repairs & Maintenance	1,090.00
	11/21/2013	60150 · Repairs & Maintenance	115.00
	11/21/2013	65150 · Repairs & Maintenance	115.00
Total Comet Building Maintenance, Inc.			<u>1,320.00</u>
Control Systems West, Inc.			
	11/26/2013	65153 · Outside Services, Electrical	426.25
Total Control Systems West, Inc.			<u>426.25</u>
CT Promotions			
	12/03/2013	64170 · Pollution Prevention/Public Ed	366.67
Total CT Promotions			<u>366.67</u>
CUPA Permit-Marin County Office			
	11/19/2013	65201 · Permits & Fees	310.00
	11/19/2013	65201 · Permits & Fees	337.50
	11/19/2013	65201 · Permits & Fees	310.00
	11/19/2013	65201 · Permits & Fees	310.00
	11/19/2013	65201 · Permits & Fees	502.50
	11/19/2013	65201 · Permits & Fees	310.00
Total CUPA Permit-Marin County Office			<u>2,080.00</u>
CWEAmembers			
	11/13/2013	66080 · Memberships	92.00
	12/01/2013	66080 · Memberships	82.00
	12/01/2013	66080 · Memberships	87.00
	12/01/2013	66080 · Memberships	92.00
Total CWEAmembers			<u>353.00</u>
Dearborn National			
	11/15/2013	66020 · Employee Benefits	2,607.18
Total Dearborn National			<u>2,607.18</u>
Dept of Housing & Comm Development			
	11/21/2013	65201 · Permits & Fees	28.00
Total Dept of Housing & Comm Development			<u>28.00</u>
Empire Mini Storage - Novato			
	12/01/2013	66123 · O/S Contractual	840.00
Total Empire Mini Storage - Novato			<u>840.00</u>
Federal Express			
	11/15/2013	66090 · Office Expense	77.95
Total Federal Express			<u>77.95</u>
Fisher-Scientific			
	11/27/2013	64100 · Operating Supplies	348.18
Total Fisher-Scientific			<u>348.18</u>
Government Finance Officers Assoc.			
	11/05/2013	66080 · Memberships	160.00
	12/04/2013	66121 · Accounting & Auditing	435.00
Total Government Finance Officers Assoc.			<u>595.00</u>
Grainger			
	11/18/2013	65100 · Operating Supplies	49.27
	11/26/2013	66090 · Office Expense	5.66
Total Grainger			<u>54.93</u>
HACH/American Sigma Inc			
	10/21/2013	64100 · Operating Supplies	55.59
	10/22/2013	64100 · Operating Supplies	323.73
Total HACH/American Sigma Inc			<u>379.32</u>
Industrial Electrical Co.			
	11/22/2013	21043 · Other Deposits	2,800.00
Total Industrial Electrical Co.			<u>2,800.00</u>
Johnson, Dee			
	12/01/2013	67400 · Consulting Services	1,530.00
	12/01/2013	67530 · Used Oil/Beverage Cont Grant	180.00

Novato Sanitary District
Operating Check Register Detail
For December 9, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
	12/01/2013	67400 · Consulting Services	5,040.00
Total Johnson, Dee			<u>6,750.00</u>
Journey			
	11/07/2013	66150 · Repairs & Maintenance	46.22
	11/21/2013	65100 · Operating Supplies	69.59
Total Journey			<u>115.81</u>
Long, William C.			
	11/16/2013	66170 · Travel, Meetings & Training	284.05
Total Long, William C.			<u>284.05</u>
Mariani, Jean			
	11/27/2013	66170 · Travel, Meetings & Training	103.96
Total Mariani, Jean			<u>103.96</u>
Marin Mechanical II, Inc.			
	11/27/2013	65150 · Repairs & Maintenance	1,216.55
Total Marin Mechanical II, Inc.			<u>1,216.55</u>
Marin/Sonoma Mosquito Dist			
	11/12/2013	63150 · Repairs & Maintenance	2,396.78
Total Marin/Sonoma Mosquito Dist			<u>2,396.78</u>
Meyers, Nave, Riback, Silver & Wilson			
	11/27/2013	66122 · Attorney Fees	2,396.50
Total Meyers, Nave, Riback, Silver & Wilson			<u>2,396.50</u>
North Bay Truck Service			
	11/11/2013	60150 · Repairs & Maintenance	731.64
	11/11/2013	60150 · Repairs & Maintenance	165.04
	11/20/2013	60150 · Repairs & Maintenance	534.35
Total North Bay Truck Service			<u>1,431.03</u>
North Bay Watershed Assoc.			
	11/27/2013	64170 · Pollution Prevention/Public Ed	2,500.00
Total North Bay Watershed Assoc.			<u>2,500.00</u>
North Marin Auto Parts			
	11/04/2013	66150 · Repairs & Maintenance	13.49
	11/04/2013	65100 · Operating Supplies	11.98
	11/19/2013	60150 · Repairs & Maintenance	4.98
	11/19/2013	60150 · Repairs & Maintenance	16.34
	11/20/2013	60150 · Repairs & Maintenance	19.64
	11/25/2013	60100 · Operating Supplies	7.29
Total North Marin Auto Parts			<u>73.72</u>
North Marin Water District			
	11/28/2013	61000-4 · Water/Permits/Telephone	96.86
	11/28/2013	65192 · Water	536.51
Total North Marin Water District			<u>633.37</u>
North Marin Water District - Lab			
	11/11/2013	64160 · Research & Monitoring	2,165.00
Total North Marin Water District - Lab			<u>2,165.00</u>
North Marin Water District Payroll			
	11/06/2013	64010 · Salaries & Wages	1,246.75
Total North Marin Water District Payroll			<u>1,246.75</u>
Novato Car Wash			
	11/21/2013	66150 · Repairs & Maintenance	21.98
	11/21/2013	65150 · Repairs & Maintenance	10.99
Total Novato Car Wash			<u>32.97</u>
Novato Disposal-			
	12/01/2013	60200 · Other(Garbage Coll)	51.40
Total Novato Disposal-			<u>51.40</u>
Pacific, Gas & Electric			
	11/01/2013	65191 · Gas & Electricity	13.23
	11/01/2013	65191 · Gas & Electricity	1.55
Total Pacific, Gas & Electric			<u>14.78</u>

Novato Sanitary District
Operating Check Register Detail
For December 9, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Pini Hardware			
	11/30/2013	65100 · Operating Supplies	31.57
	11/30/2013	60100 · Operating Supplies	162.79
	11/30/2013	60150 · Repairs & Maintenance	89.18
	11/30/2013	66150 · Repairs & Maintenance	72.97
Total Pini Hardware			<u>356.51</u>
Pitney Bowes Reserve Account			
	11/04/2013	66090 · Office Expense	400.00
Total Pitney Bowes Reserve Account			<u>400.00</u>
Preferred Benefit			
	12/01/2013	66020 · Employee Benefits	3,334.76
	12/01/2013	21074 · Health Insurance Payable	101.36
Total Preferred Benefit			<u>3,436.12</u>
Rauch Communication Consultants. Inc.			
	11/26/2013	64170 · Pollution Prevention/Public Ed	513.75
	11/26/2013	66123 · O/S Contractual	419.25
Total Rauch Communication Consultants. Inc.			<u>933.00</u>
Roto Rooter-(Inc.)			
	11/21/2013	60153 · Outside Services	21,835.00
Total Roto Rooter-(Inc.)			<u>21,835.00</u>
Shape Incorporated			
	11/11/2013	61000-3 · Major Repair/Replacement	31,846.11
	11/11/2013	61000-3 · Major Repair/Replacement	3,534.00
	11/18/2013	65150 · Repairs & Maintenance	7,030.88
	11/18/2013	21020 · Accounts Payable	
	11/18/2013	65150 · Repairs & Maintenance	198.00
	11/25/2013	65150 · Repairs & Maintenance	7,115.52
Total Shape Incorporated			<u>49,724.51</u>
Stevenson, Jeffrey MD			
	11/14/2013	66090 · Office Expense	85.00
Total Stevenson, Jeffrey MD			<u>85.00</u>
United Parcel Service			
	11/16/2013	66090 · Office Expense	38.93
Total United Parcel Service			<u>38.93</u>
USA BlueBook			
	11/22/2013	65150 · Repairs & Maintenance	375.41
Total USA BlueBook			<u>375.41</u>
Veolia Water North America, Inc.			
	11/11/2013	61000-2 · Insurance & Bonds	3,463.58
	11/14/2013	61000-2 · Insurance & Bonds	3,576.58
	11/22/2013	68010 · O & M Services	4,026.00
	11/22/2013	68101 · Operating Chemicals	3,323.56
	11/22/2013	68150 · Repairs & Maintenance	2,632.45
	12/02/2013	61000-0 · Contract Operations	158,399.81
Total Veolia Water North America, Inc.			<u>175,421.98</u>
Vision Service Plan			
	11/25/2013	66020 · Employee Benefits	545.24
Total Vision Service Plan			<u>545.24</u>
VWR International Inc.			
	11/11/2013	64100 · Operating Supplies	104.54
Total VWR International Inc.			<u>104.54</u>
TOTAL			<u><u>316,164.67</u></u>

Novato Sanitary District Capital Projects Check Register

December 9, 2013

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Dec 9, 13			
12/9/2013	2615	State Water Resources Contr...	5,378,956.19
12/9/2013	2612	R E Smith Contractor, Inc.	228,775.19
12/9/2013	2608	Custom Tractor Service	106,248.65
12/9/2013	2614	RMC Water & Environment, I...	46,286.75
12/9/2013	2616	Team Ghilotti, Inc.	37,905.01
12/9/2013	2607	Covello Group, The	35,456.00
12/9/2013	2611	Nute Engineering Inc.	22,315.89
12/9/2013	2617	Team Ghilotti, Inc.	4,351.50
12/9/2013	2610	Miller Pacific Engineering, Inc.	3,673.20
12/9/2013	2618	Nute Engineering Inc.	2,864.29
12/9/2013	2609	Linscott Engineering Contrac...	2,525.00
12/9/2013	2613	Reliable Crane & Rigging, Inc.	688.00
Dec 9, 13			<u>5,870,045.67</u>

Novato Sanitary District
Capital Projects Check Register Detail
For December 9, 2013

	Date	Num	Account	Amount
Covello Group, The				
	12/01/2013	2013.029-4	72706 · Collection System Improv	18,670.00
	12/01/2013	2013.012-6	73001 · WWTP Upgrade - Contract C	16,786.00
Total Covello Group, The				<u>35,456.00</u>
Custom Tractor Service				
	12/01/2013	Field 2-1	72804 · Annual Reclamation Fac Imp	8,105.00
	12/01/2013	Field 2-4	72804 · Annual Reclamation Fac Imp	9,919.96
	12/01/2013	Field 2-5	72804 · Annual Reclamation Fac Imp	8,977.50
	12/01/2013	Field 2-8	72804 · Annual Reclamation Fac Imp	15,992.42
	12/01/2013	Field 3-8	72804 · Annual Reclamation Fac Imp	23,720.98
	12/01/2013	Field 7-8	72804 · Annual Reclamation Fac Imp	39,532.79
Total Custom Tractor Service				<u>106,248.65</u>
Linscott Engineering Contractors Inc				
	11/21/2013	WO No. 13-13	72804 · Annual Reclamation Fac Imp	2,525.00
Total Linscott Engineering Contractors Inc				<u>2,525.00</u>
Miller Pacific Engineering, Inc.				
	11/21/2013	13780	72706 · Collection System Improv	3,673.20
Total Miller Pacific Engineering, Inc.				<u>3,673.20</u>
Nute Engineering Inc.				
	11/14/2013	13592	72403 · Pump Station Rehabilitation	6,480.50
	11/14/2013	13594	72706 · Collection System Improv	5,206.00
	11/15/2013	13597	72110 · Drainage PS 3&7 Outfall Rehab	2,021.00
	11/15/2013	13598	72706 · Collection System Improv	6,921.00
	11/15/2013	13596	72403 · Pump Station Rehabilitation	868.00
	11/26/2013	13613	72403 · Pump Station Rehabilitation	819.39
				<u>22,315.89</u>
	10/15/2013	13535	72706 · Collection System Improv	449.29
	10/15/2013	13539	72706 · Collection System Improv	1,040.00
	10/15/2013	13538	72110 · Drainage PS 3&7 Outfall Rehab	619.00
	10/15/2013	13534	72403 · Pump Station Rehabilitation	574.00
	10/15/2013	13536	72706 · Collection System Improv	182.00
				<u>2,864.29</u>
Total Nute Engineering Inc.				25,180.18
R E Smith Contractor, Inc.				
	12/01/2013	Prog #7	73001 · WWTP Upgrade - Contract C	228,775.19
Total R E Smith Contractor, Inc.				<u>228,775.19</u>
Reliable Crane & Rigging, Inc.				
	11/14/2013	35735	73001 · WWTP Upgrade - Contract C	688.00
Total Reliable Crane & Rigging, Inc.				<u>688.00</u>
RMC Water & Environment, Inc.				
	11/13/2013	17058	73001 · WWTP Upgrade - Contract C	41,483.16
	11/13/2013	17069	72707 · Hamilton Wetlands/Outfall Monit	4,803.59
Total RMC Water & Environment, Inc.				<u>46,286.75</u>
State Water Resources Control Bd-SRF Loan				
	10/29/2013	07824-13-3	78500 · Interest - Capital Projects	1,869,023.50
	10/29/2013	07824-13-3	78501 · Principal - Capital Projects	3,509,932.69
Total State Water Resources Control Bd-SRF Loan				<u>5,378,956.19</u>

Novato Sanitary District
Capital Projects Check Register Detail
For December 9, 2013

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Amount</u>
Team Ghilotti, Inc.				
	11/01/2013	72706-12-01	72706 · Collection System Improv	37,905.01
	11/26/2013	72706-12-01	72706 · Collection System Improv	4,351.50
Total Team Ghilotti, Inc.				<u>42,256.51</u>
TOTAL				<u><u>5,870,045.67</u></u>

Novato Sanitary District Operating Check Register

November 21, 2013

Date	Num	Name	Credit
Nov 21, 13			
11/21/2013	56351	Pacific, Gas & Electric	58,164.28
11/21/2013	56356	State Water Resources Contr...	46,346.00
11/21/2013	56346	Koffler Electrical Mech, Inc.	31,216.70
11/21/2013	56353	R3 Consulting Group, Inc.	6,095.00
11/21/2013	56339	American Express-21007	5,099.41
11/21/2013	56349	North Bay Truck Service	5,041.66
11/21/2013	56350	P,G & E1-Projects	1,280.00
11/21/2013	56341	Cintas Corporation	1,090.91
11/21/2013	56337	3T Equipment Company Inc.	926.26
11/21/2013	56342	Empire Mini Storage - Novato	840.00
11/21/2013	56343	Frontier Analytical Laboratory...	800.00
11/21/2013	56345	Irvine Consulting Services Inc.	450.00
11/21/2013	56340	Cagwin & Dorward Inc.	435.00
11/21/2013	56347	MarinScope Inc.	425.25
11/21/2013	56355	Staples Business Adv Inc.	189.06
11/21/2013	56352	Petty Cash	128.68
11/21/2013	56344	Hein, Mark	117.00
11/21/2013	56354	Roy's Office Repairs	115.00
11/21/2013	56348	North Bay Portables, Inc.	92.20
11/21/2013	56338	Able Tire & Brake Inc.	87.56
Nov 21, 13			158,939.97

Novato Sanitary District
Operating Check Register Detail
For November 21, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
3T Equipment Company Inc.			
	07/23/2013	60150 · Repairs & Maintenance	926.26
Total 3T Equipment Company Inc.			<u>926.26</u>
Able Tire & Brake Inc.			
	10/25/2013	65150 · Repairs & Maintenance	87.56
Total Able Tire & Brake Inc.			<u>87.56</u>
American Express-21007			
	11/15/2013	64100 · Operating Supplies	90.75
	11/15/2013	66060 · Gasoline & Oil	34.57
	11/15/2013	65100 · Operating Supplies	65.79
	11/15/2013	66124 · IT/Misc Electrical	6.00
	11/15/2013	66170 · Travel, Meetings & Training	2,450.00
	11/15/2013	66150 · Repairs & Maintenance	38.74
	11/15/2013	66193 · Telephone	20.00
	11/15/2013	21015 · American Express	1,069.09
	11/15/2013	65150 · Repairs & Maintenance	423.66
	11/15/2013	66090 · Office Expense	900.81
Total American Express-21007			<u>5,099.41</u>
Cagwin & Dorward Inc.			
	11/01/2013	66150 · Repairs & Maintenance	435.00
Total Cagwin & Dorward Inc.			<u>435.00</u>
Cintas Corporation			
	11/01/2013	64100 · Operating Supplies	130.79
	11/01/2013	66100 · Engineering Supplies	399.34
	11/01/2013	60100 · Operating Supplies	560.78
Total Cintas Corporation			<u>1,090.91</u>
Empire Mini Storage - Novato			
	11/01/2013	66123 · O/S Contractual	840.00
Total Empire Mini Storage - Novato			<u>840.00</u>
Frontier Analytical Laboratory, Inc.			
	11/04/2013	64160 · Research & Monitoring	800.00
Total Frontier Analytical Laboratory, Inc.			<u>800.00</u>
Hein, Mark			
	11/19/2013	66071 · Insurance Claim Expense	117.00
Total Hein, Mark			<u>117.00</u>
Irvine Consulting Services Inc.			
	10/31/2013	66124 · IT/Misc Electrical	450.00
Total Irvine Consulting Services Inc.			<u>450.00</u>
Koffler Electrical Mech, Inc.			
	11/06/2013	63151 · Unusual Equipment Maintenance	18,268.50
	11/06/2013	63151 · Unusual Equipment Maintenance	3,892.20
	11/06/2013	63150 · Repairs & Maintenance	9,056.00
Total Koffler Electrical Mech, Inc.			<u>31,216.70</u>
MarinScope Inc.			
	10/28/2013	67540 · Outreach/Publicity/Education	425.25
Total MarinScope Inc.			<u>425.25</u>
North Bay Portables, Inc.			
	11/05/2013	63100 · Operating Supplies	92.20
Total North Bay Portables, Inc.			<u>92.20</u>

Novato Sanitary District
Operating Check Register Detail
For November 21, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
North Bay Truck Service			
	07/10/2013	60150 · Repairs & Maintenance	552.58
	07/23/2013	60150 · Repairs & Maintenance	1,144.92
	08/27/2013	60150 · Repairs & Maintenance	2,151.24
	09/21/2013	60150 · Repairs & Maintenance	105.89
	11/08/2013	60150 · Repairs & Maintenance	511.02
	11/10/2013	60150 · Repairs & Maintenance	576.01
Total North Bay Truck Service			<u>5,041.66</u>
P,G & E1-Projects			
	11/20/2013	41090 · Non-domestic Permit Fees	1,240.00
	11/20/2013	41040 · Permit & Inspection Fee	40.00
Total P,G & E1-Projects			<u>1,280.00</u>
Pacific, Gas & Electric			
	11/08/2013	61000-5 · Gas & Electricity	43,832.91
	11/08/2013	61000-5 · Gas & Electricity	5,013.74
	11/08/2013	63191 · Gas & Electricity	671.41
	11/08/2013	65191 · Gas & Electricity	8,646.22
Total Pacific, Gas & Electric			<u>58,164.28</u>
Petty Cash			
	11/19/2013	66060 · Gasoline & Oil	20.00
	11/19/2013	66170 · Travel, Meetings & Training	102.50
	11/19/2013	66090 · Office Expense	6.18
Total Petty Cash			<u>128.68</u>
R3 Consulting Group, Inc.			
	11/01/2013	66123 · O/S Contractual	1,012.50
	11/01/2013	67400 · Consulting Services	5,082.50
Total R3 Consulting Group, Inc.			<u>6,095.00</u>
Roy's Office Repairs			
	11/19/2013	66090 · Office Expense	115.00
Total Roy's Office Repairs			<u>115.00</u>
Staples Business Adv Inc.			
	11/06/2013	66090 · Office Expense	32.14
	11/06/2013	66090 · Office Expense	140.58
	11/06/2013	66090 · Office Expense	16.34
Total Staples Business Adv Inc.			<u>189.06</u>
State Water Resources Control Bd(2)			
	11/13/2013	60201 · Permits & Fees	10,405.00
	11/13/2013	61000-4 · Water/Permits/Telephone	35,941.00
Total State Water Resources Control Bd(2)			<u>46,346.00</u>
TOTAL			<u><u>158,939.97</u></u>

Novato Sanitary District Capital Project Check Register

November 21, 2013

Date	Num	Name	Credit
Nov 21, 13			
11/21/2013	2604	R E Smith Contractor, Inc.	170,969.22
11/21/2013	2606	Terracon Pipe Lines Inc	100,539.74
11/21/2013	2605	Scaffold Solutions	450.00
Nov 21, 13			<u>271,958.96</u>

Novato Sanitary District
Capital Projects Check Register Detail
November 21, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
R E Smith Contractor, Inc.			
	11/08/2013	73001 · WWTP Upgrade - Contract C	170,969.22
Total R E Smith Contractor, Inc.			<u>170,969.22</u>
Scaffold Solutions			
	10/31/2013	73001 · WWTP Upgrade - Contract C	450.00
Total Scaffold Solutions			<u>450.00</u>
Terracon Pipe Lines Inc			
	11/08/2013	72706 · Collection System Improv	100,539.74
Total Terracon Pipe Lines Inc			<u>100,539.74</u>
TOTAL			<u><u>271,958.96</u></u>

**Novato Sanitary District
Board fees for November 2013**

December 5, 2013

Date	Num	Name	Credit
Dec 5, 13			
12/5/2013	2857	Long, William C	746.76
12/5/2013	3181	Di Giorgio, Michael	488.51
12/5/2013	2859	Peters, A. Gerald	388.58
12/5/2013	2858	Mariani, Jean M	230.03
12/5/2013	3182	Welsh, Dennis J	103.79
Dec 5, 13			1,957.67

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

6.c.

**TITLE: Asset Deletion Report for Fiscal
Year 2012-13**

MEETING DATE: 12/09/13

AGENDA ITEM NO.:

RECOMMENDED ACTION: No action required.

SUMMARY AND DISCUSSION:

As part of the District's annual audit process, staff prepares fixed asset reports including reports of items added or deleted during the fiscal year.

The attached asset deletion report is provided for fiscal year 2012-13. The following page is a detailed description of each component disposed of during the year.

As noted on the following page, four of the items were auctioned and we received \$13,761.50 in proceeds for those items. The 1992 Crane truck was also auctioned, however we have not received any payment yet. We sent a letter requesting payment, however we have received no response. We will continue to follow up on this matter.

ALTERNATIVES: n/a

BUDGET INFORMATION: No budget impact.

DEPT.MGR.:

MANAGER:

MOVATO SANITARY DISTRICT
Asset Disposition by Sale Description
For the 12 Months Ended 06/30/13

09/25/13
03:29PM

Asset No.	Asset Description	Date Acquired	Date of Sale/Disp	Gross Sales Price	Cost or Basis	Expenses of Sale	Accumulated Depreciation	Gain/(loss) on Sale
No Sale Description								
* 1	8" Pump	07/01/87	06/30/13	0.00	31,151.00	0.00	31,151.00	0.00
* 28	Bob Cat 1985	07/01/85	06/30/13	0.00	45,000.00	0.00	45,000.00	0.00
83	Control Panel	07/01/85	06/30/13	0.00	2,225.00	0.00	1,748.36	-476.64
84	Control Panel	07/01/85	06/30/13	0.00	2,596.00	0.00	2,039.26	-556.74
103	Crane Truck - 1992	07/01/92	06/30/13	0.00	64,296.00	0.00	64,296.00	0.00
126	DW Sewage Pump	07/01/90	06/30/13	0.00	30,000.00	0.00	27,000.00	-3,000.00
127	DW Sewage Pump	07/01/90	06/30/13	0.00	30,000.00	0.00	27,000.00	-3,000.00
194	Iron Eagle Trailer	07/01/07	06/30/13	0.00	1,733.00	0.00	1,733.00	0.00
201	John Deere Gator	07/01/06	06/30/13	0.00	8,576.00	0.00	5,574.40	-3,001.60
275	Pump #1	07/01/85	06/30/13	0.00	3,337.00	0.00	3,337.00	0.00
276	Pump #1	07/01/85	06/30/13	0.00	3,893.00	0.00	3,893.00	0.00
286	Pump #2	07/01/85	06/30/13	0.00	3,337.00	0.00	3,337.00	0.00
287	Pump #2	07/01/85	06/30/13	0.00	3,893.00	0.00	3,893.00	0.00
300	Pump #3	07/01/74	06/30/13	0.00	4,450.00	0.00	4,450.00	0.00
* 373	Trailer - 1985	07/01/85	06/30/13	0.00	5,000.00	0.00	5,000.00	0.00
* 375	Trailer Air Compressor	07/01/94	06/30/13	0.00	8,795.00	0.00	8,795.00	0.00
Total for (No Sale Desc)				0.00	248,282.00	0.00	238,247.02	-10,034.98
Total				0.00	248,282.00	0.00	238,247.02	-10,034.98

* Items auctioned in 12/13 fiscal year.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: North Bay Water Reuse Authority (NBWRA) Phase II Project	MEETING DATE: December 9, 2013 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: NA, Information only	
SUMMARY AND DISCUSSION: <p>The North Bay Water Reuse Authority is preparing to start the Phase II Feasibility Study upon completion of the Phase II Scoping Study in fiscal year 2014/15. They will be submitting a grant application to the Bureau of Reclamation Water Smart program in January 2014. NBWRA selected Brown & Caldwell and Bryant & Associates to assist in preparing and submitting the grant application and approved the scope of \$40,000. This amount is already included in the approved and adopted NBWRA budget and won't change the District's contribution.</p> <p>The NBWRA Board also reviewed the projects identified in the Phase II Scoping Study. The attached slides summarize the findings. The next step is to review the projects in light of potentially available local, state, and federal funds in order to determine the scope of the engineering and environmental studies required to demonstrate project feasibility.</p> <p>The estimated cost for the engineering and environmental work for the Phase II feasibility project is \$3 million based on an estimated project cost of \$100 million. Currently approximately \$300 million of projects has been identified. Novato's share of the feasibility study cost if there is no federal grant is \$400,000 over a 3-year study period.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER:



NBWRP Phase 2 Scoping Study Workshop #5

November 18, 2013



NORTH BAY WATER REUSE PROGRAM
Water Supply Reliability through Regional Reuse

Agenda

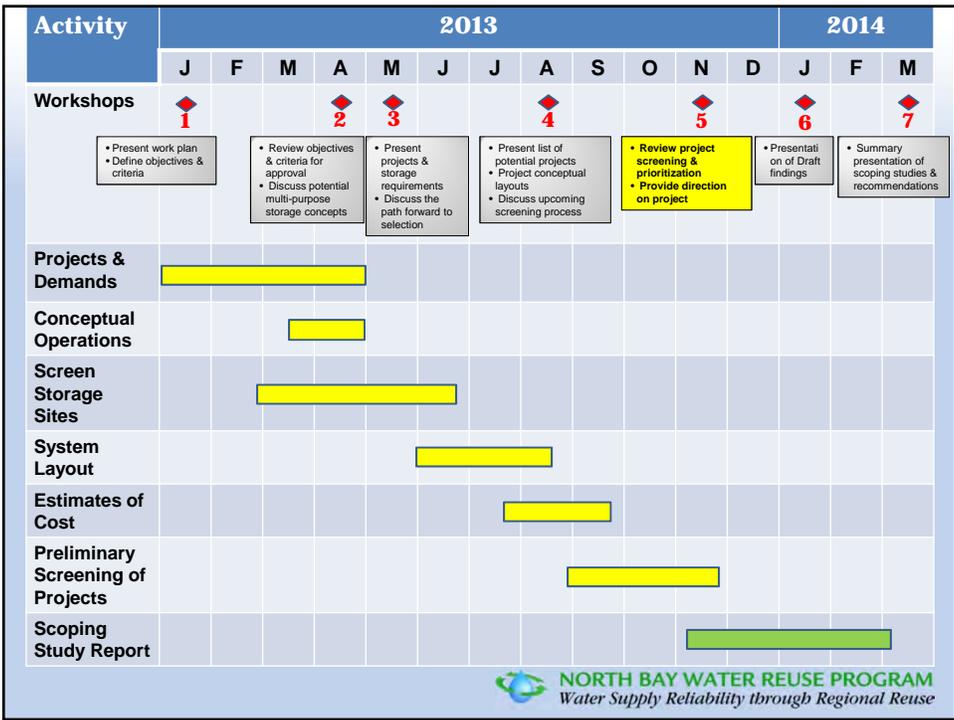
- ◆ Scoping Study activities
- ◆ Water supply and operations
- ◆ Potential scale of Program cost
- ◆ Filters to assist Members' priorities for content of Phase 2 Feasibility Studies



NORTH BAY WATER REUSE PROGRAM
Water Supply Reliability through Regional Reuse

Activities Since January Scoping Study Initiation

- ◆ Numerous Member Agency meetings/conference calls
- ◆ Workshops
 - January
 - April
 - May
 - August
 - November
- ◆ Scoping Studies Report production
 - Six sections, provided for review as completed
 - Final report will include
 - Previously reviewed sections
 - Executive Summary
 - Closing section on projects recommended for Phase 2 feasibility study



Scoping Study Report Production and Review Process

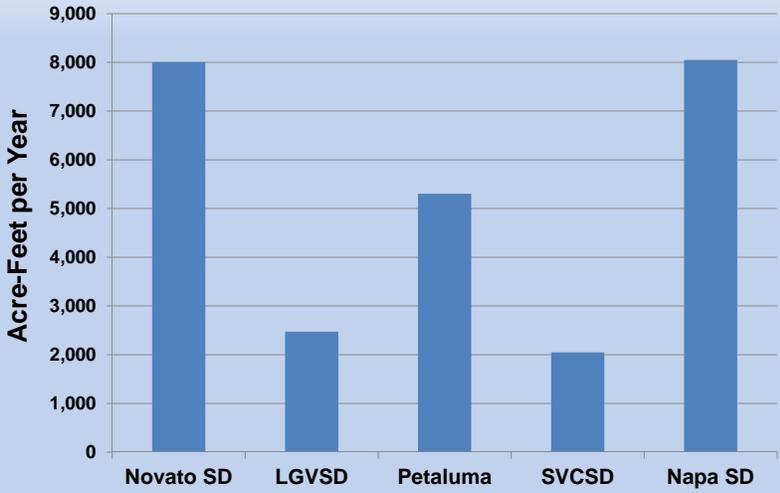
- ◆ Executive Summary
 - ◆ Section 1 Introduction
 - ◆ Section 2 Phase 2 Program Objectives
 - ◆ Section 3 Initial Project Identification
 - ◆ Section 4 Water Operations/Storage Requirements
 - ◆ Section 5 Conceptual Alternatives
 - ◆ Section 6 Projects for Feasibility Level Study
- } July 3rd
- } October 25th



Water Supply and Operations



25,900 AFY of recycled water supply is available after Phase 1 for Phase 2 projects

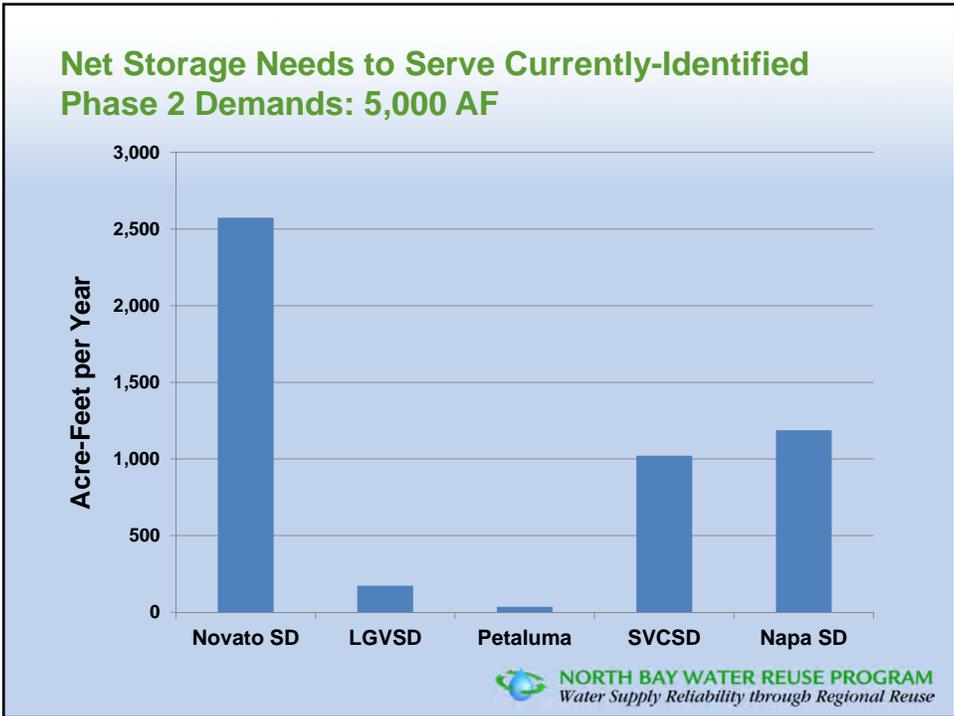
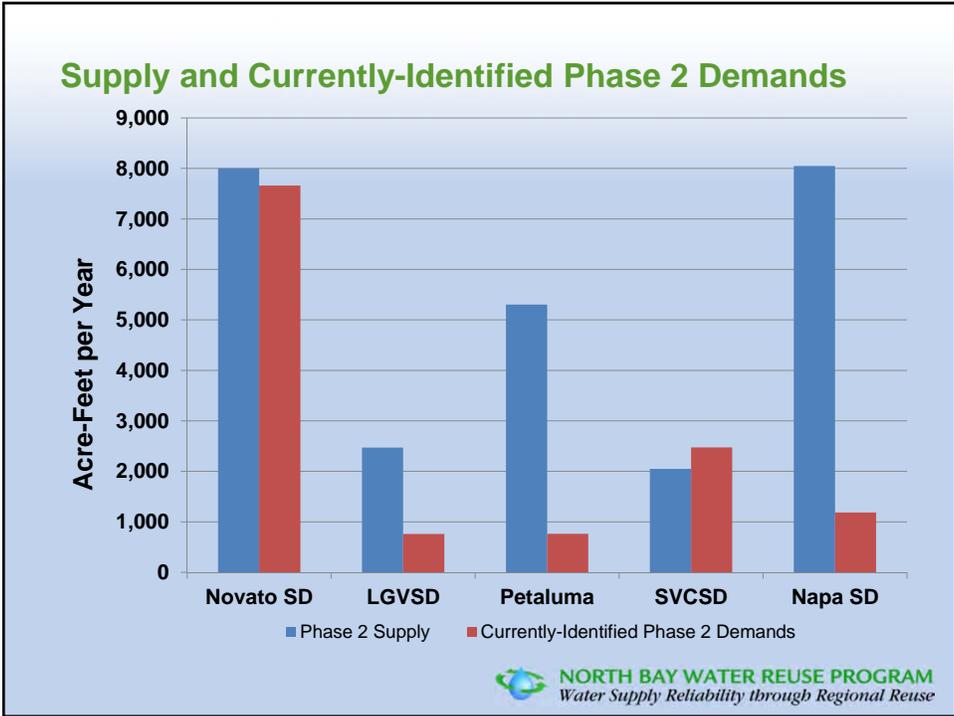


NORTH BAY WATER REUSE PROGRAM
Water Supply Reliability through Regional Reuse

But supply is not available during irrigation season, therefore, storage is required



NORTH BAY WATER REUSE PROGRAM
Water Supply Reliability through Regional Reuse





Potential Scale of Program Cost



NORTH BAY WATER REUSE PROGRAM
Water Supply Reliability through Regional Reuse

Background

- ◆ Aggregated projects into a “Conceptual Alternative”
 - Preliminary “wish list” of all Agencies
 - Filtered to projects that can implemented in 8 years after Record of Decision
 - Aggregated the filtered projects into a large Conceptual Alternative
- ◆ Developed a *reconnaissance level* estimate of costs
- ◆ Purpose:
 - View the individual projects from a Program perspective
 - Estimate potential scale of the Program in relation to ability to secure grant and loans for implementation
- ◆ Caveats!
 - This is your “preliminary” program – Feasibility Study will develop the final program
 - Projects carried forward will formulate 3 alternatives in Feasibility Study
 - At that point a final Program will be selected by the Member Agencies

Aggregated Project Costs

MMWD	LGVSD	Novato SD	Petaluma	SVCS	SCWA	Napa SD
Peacock Gap Main Pipeline Extension						
Peacock Gap Area Infill						
San Quentin State Prison						
Mt. Tamalpais Cemetery						
Lucas Pipeline Extension						
Tertiary Treatment Upgrades						
Secondary Storage/Flood Protection						
Terra Linda Storm Water Capture						
Existing Storage Pond Repair/Upgrade						
Mcinnis Marsh						
248-Acre Storage Wetland						
WWTP Capacity Upgrade						
Tidal Prism and Habitat Restoration						
WWTP Capacity Upgrade						
Conversion of Oxidation Ponds						
Phase II East Expansion						
Phase III West Expansion						
Agricultural Properties Storage						
Northeast Storage Tank						
Eastside Storage Pond						
Sonoma Valley Pipelines						
Sonoma Valley Storage Pond						
SV South Recycled Water Project						
Groundwater Banking/ASR Storage						
Stormwater Recharge: Sonoma Valley						
Stormwater Recharge: Petaluma River						
MST Tulocay Pipeline						
Increase Filter Capacity						
Long Term (Phase 2) WWTP Expansion						
Additional WWTP Covered Storage						
Napa State Hospital Storage Tank						
Raising WWTP Oxidation Pond Levees						
Jameson Ranch Storage Pond						
Somky Ranch Storage Pond						
Groundwater Banking/ASR Storage						
\$20,110,000	\$21,570,000	\$35,540,000	\$62,780,000	\$31,040,000	\$25,890,000	\$101,490,000
\$298,420,000						
Cost Percentage by Facility Type						
o Storage		45%				
o Pipelines		25%				
o WWTPs		11%				
o Other		17%				
o Pump Stations		2%				



NORTH BAY WATER REUSE PROGRAM
Water Supply Reliability through Regional Reuse

Issues that influence your decision-making:

- ◆ The total costs are significant
- ◆ Federal/State funding support has limitations (e.g., Phase 1 limited to \$100M)
- ◆ How much is each Member Agency able to fund locally?
- ◆ What projects provide the greatest value to local agencies, Federal, and State funding partners ?



NORTH BAY WATER REUSE PROGRAM
Water Supply Reliability through Regional Reuse



Filters to Assist Members' Priorities for content of Phase 2 Feasibility Studies



NORTH BAY WATER REUSE PROGRAM
Water Supply Reliability through Regional Reuse

Filters provide perspective and guidance to assist your project decisions

- ◆ Previously discussed individual projects
- ◆ Viewed projects through 21 subobjectives aggregated under 7 major objectives:
 - Improve Regional Water Supply
 - Sustainability
 - Watershed Approach
 - Economic Feasibility & Financial Viability
 - Readiness to Proceed
 - Environmental Enhancement
 - Social Issues

New Filters Provide Additional Insight to Program-wide Decisions

- ♦ View Phase 2 as a potential *Program* in aggregate, including all individual agency projects
- ♦ Apply programmatic filters related to implementation:
 - Project timing and feasibility study content
 - Projects within an 8-year implementation limit studied at project level
 - Projects initiated 9 years and beyond studied at programmatic level
 - Validity of environmental document beyond 8 years
 - Status of project: in design or ready to construct
 - Type of project such as storage, treatment, distribution, or environmental
 - Capacity of funding tools and their ability to meet members needs in implementing projects



8-Year Implementation Timeframe

Agency	Project Type	Implementation Timeframe											
		2018	2019	2020	Project-Level					Programmatic			
					2021	2022	2023	2024	2025	2026	2027	2028	
MMWD	Distribution Project X												
	Distribution Project Y												
	Distribution Project Z												
LGVSD	Storage Project X												
	Treatment Project X												
	Storage Project Y												
Novato SD	Treatment Project Y												
	Storage Project X												
	Treatment Project X												
Petaluma	Other Project												
	Distribution Project X												
	Treatment Project X												
SVCSD	Storage Project X												
	Distribution/Storage												
	Storage Project X												
SCWA	Storage Project X												
	Stormwater Capture/Recharge Project X												
	Stormwater Capture/Recharge Project Y												
Napa SD	Storage Project X												
	Distribution Project X												
	Treatment Project X												
	Treatment Project Y												
	Storage Project Y												



Potential Sources of Federal Funding Can Vary by Project Component and Timing of Implementation

Component	Years 1-8	Years 9+
Storage	<ul style="list-style-type: none"> Title XVI grant (25%) Storage grant (50%) RIFIA loans (90% project costs) 	<ul style="list-style-type: none"> RIFIA loans (90% project costs) Potential EPA funds from WIFIA and other pending legislation
Distribution	<ul style="list-style-type: none"> Title XVI grant (25%) RIFIA loans (90% project costs) 	<ul style="list-style-type: none"> RIFIA loans (90% project costs) Potential EPA funds from WIFIA and other pending legislation
Treatment	<ul style="list-style-type: none"> Title XVI grant (25%) RIFIA loans (90% project costs) 	<ul style="list-style-type: none"> RIFIA loans (90% project costs) Potential EPA funds from WIFIA and other pending legislation
Water Mgt. & Environmental	<ul style="list-style-type: none"> Title XVI grant (25%) Storage grant (50%) RIFIA loans (90% project costs) 	<ul style="list-style-type: none"> RIFIA loans (90% project costs) Potential EPA funds from WIFIA and other pending legislation



Summary of Potential Federal Funding

- ◆ Title XVI
 - Provides 25% grants for project construction
 - Projects should be initiated within an 8-year timeframe of EIR/EIS certification
- ◆ RIFIA
 - Reclamation-backed loan program @ 1% above federal rate
 - Provides up to 90% of total project costs, repayment over 40-year period
 - Integrate Storage Grants - Provides 50% grants for small storage facilities, up to \$15M per project over 5 years
- ◆ WIFIA
 - EPA loan program @ 1% above federal rate
 - Provides 49% of total project costs, repayment over 35-year period

These programs can be combined to a maximum of 100% financing through grants and loans, but the loans cannot exceed 90% of total project costs



Next Steps

- ◆ Study team works with TAC on these issues:
 - How much funding assistance will be available?
 - What is your capacity to fund the local share?
 - What can you implement in 8 years?
 - “Useful life” of the CEQA/NEPA and ROD?
 - Is programmatic component of CEQA/NEPA needed?
 - Study costs for projects that will not be implemented
 - Allocation of study costs in the MOU
- ◆ January Workshop – presentation of draft findings

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Novato Creek Watershed Program	MEETING DATE: December 9, 2013
AGENDA ITEM NO.: 8.a.b.	
RECOMMENDED ACTION:	
<p>a. Approve a Memorandum of Agreement with the County of Marin for the Novato Creek Watershed Program.</p> <p>b. Approve a budget amendment adding item 73100 Novato Creek Watershed for an amount of \$50,000 in 2013-14 and \$50,000 in 2014/15.</p>	
SUMMARY AND DISCUSSION:	
<p>The County of Marin (County) authorized a program to integrate flood protection and wetland restoration in the Novato Creek Watershed. They invited interested parties to participate in and help fund the program including the Novato Sanitary District, the North Marin Water District, the Bel Marin Keys Community Services District, and the City of Novato.</p> <p>Novato Sanitary District has a significant interest in the lower Novato Creek Watershed because of existing water recycling infrastructure and conveyance structures. The County has requested that Novato Sanitary District provide \$100,000 funding for the study. A representative of the District serves on the Technical Advisory Committee. The attached slides show some of the conceptual plans being considered for the lower Novato Creek Watershed.</p> <p>The District Board considered the program at their meeting on January 12, 2009 and authorized \$30,000 of funding. That money has not been disbursed.</p> <p>At that time the program did not include significant consideration of the lower Novato Creek. Since then, the focus has significantly shifted to focus on the baylands directly impacting District facilities. Accordingly staff recommends approving the Memorandum of Agreement with a budget of \$50,000 in fiscal year 2013/14 and \$50,000 in fiscal year 2014/15.</p>	
ALTERNATIVES: Not approve the Memorandum of Agreement or approve it at a different amount.	
BUDGET INFORMATION: The proposed project would add \$50,000 to the 2013/14 and 2014/15 Capital Budgets.	
DEPT.MGR.:	MANAGER:

MEMORANDUM OF AGREEMENT

**BETWEEN THE COUNTY OF MARIN
AND NOVATO SANITARY DISTRICT**

This Memorandum of Agreement (MOA) made and entered into this ____ day of _____ 201_, by and between the County of Marin, a political subdivision of the State of California (hereinafter referred to as the “COUNTY”) and the Novato Sanitary District (hereinafter referred to as the “DISTRICT”), collectively the “PARTIES”.

Whereas, the COUNTY Board of Supervisors authorized implementation of the County-wide Watershed Program to integrate flood protection and wetland restoration in the Novato Creek Watershed (“Watershed Program”), and

Whereas, the primary purpose of the Watershed Program is to protect and enhance the Novato Creek Watershed’s response and adaptation to flooding as well as water recycling, and

Whereas, the COUNTY has allocated \$340,000 to fund implementation of the Watershed Program, and

Whereas, the COUNTY seeks additional cooperation from public and private partners in the Novato Creek Watershed to identify, fund, and implement the Watershed Program’s goals, and

Whereas, the Novato Creek Watershed includes the jurisdiction of both the COUNTY and the DISTRICT, including the DISTRICT’S facilities, and

Whereas, the DISTRICT shares a mutual interest with the COUNTY to promote the Watershed Program’s goals, which support the DISTRICT’S facilities and current recycled water program, and

Whereas, the DISTRICT agrees to collaborate with the COUNTY to fund hydrologic, geomorphic, hydraulic, and stormwater studies to benefit multiple watershed goals (“Watershed Studies”) for the Watershed Program, and

Whereas, the DISTRICT agrees to contribute _____ to specifically fund the Watershed Studies, and

Whereas, the DISTRICT’S payment of \$ _____ to the COUNTY to fund the Watershed Studies is in furtherance of the DISTRICT’S mission because the DISTRICT seeks to protect its facilities and infrastructure from flooding damages, sea level rise, and to ensure its continued ability to recycle water in the Novato Creek Watershed.

Now therefore, the COUNTY and the DISTRICT are entering into this Agreement to meet the goals listed below.

I. Goals

- A. Identify and describe the recommended watershed improvement measures and provide details on project feasibility, sequencing, preliminary costs and funding strategies.
- B. Develop cost effective solutions to reduce flooding damages that threaten communities, local economies, and public services.
- C. Identify multi-benefit type projects that will improve the ability to compete for State and Federal funding.
- D. Identify projects that are resilient to sea level rise and/or provide additional transitional upland habitat.
- E. Evaluate the beneficial reuse of dredged material for wetland restoration, levee maintenance and shoreline protection within lower Novato Creek.
- F. Protect, enhance and restore sensitive creek and wetland habitat and water quality.
- G. Reduce ecological impacts of flood maintenance activities.
- H. Protect existing facilities and infrastructure from flooding damage and sea level rise.
- I. Ensure the DISTRICT'S continued ability to recycle water in the Novato Creek Watershed.
- J. Identify other opportunities to recycle water compatible with proposed creek and wetland restoration.

II. Statement of Agreement

It is mutually agreed and understood that, upon signing of this Agreement:

- A. The COUNTY will lead watershed planning through the County-wide Watershed Program with its staff and funding.
- B. The COUNTY will invoice the DISTRICT for _____ during FY 13-14 and _____ during FY 14-15 to fund implementation of the Watershed Studies.
- C. The DISTRICT agrees to submit payment to the County within 90 days of receipt of an invoice from the County. This payment shall constitute full

satisfaction of all responsibilities of the DISTRICT under this Agreement with regard to funding the Watershed Studies.

- D. The COUNTY shall use the DISTRICT'S payment of \$_____ solely for the purpose of developing and implementing the Watershed Studies, and for no other purpose of the Watershed Program or otherwise.
- E. The COUNTY will contract for the Watershed Studies in its own name, and such Watershed Studies will be performed by Kamman Hydrology and others as recommended by the County
- F. Subject to the availability of funds, the COUNTY will complete the Watershed Studies by December 31, 2015.
- G. If, for any reason, the COUNTY does not complete the Watershed Studies by December 31, 2015, then the COUNTY shall return to the DISTRICT any unused funds from the \$_____ contributed by the DISTRICT.
- H. DISTRICT Board and staff will participate in Policy Advisory Committee, Operations and Finance Committee, and Technical Working Group meetings.
- I. DISTRICT will provide any existing studies or data related to restoration and/or management of lower Novato Creek.
- J. COUNTY will provide opportunities for DISTRICT to review and comment on Request for Proposals, draft reports, and grant applications.
- K. COUNTY and the DISTRICT will collaborate to outreach to the community and provide opportunities to inform the public of the Watershed Program.
- L. This Agreement shall not create any new or additional responsibilities for the DISTRICT with regard to the Watershed Program.
- M. If the COUNTY seeks additional work or funding from the DISTRICT with regard to the Watershed Program, the DISTRICT shall have no obligation to provide such work or funding without first receiving written approval from the DISTRICT'S Board of Directors.
- N. The COUNTY shall obtain general liability insurance and name the DISTRICT as an additional insured with the same general liability coverage as is provided to the COUNTY.
- O. The COUNTY shall defend, indemnify, save and hold harmless DISTRICT, its officers, agents and employees from any and all claims, demands, suits, costs, liability, and expenses, including reasonable attorneys' fees, for any

damages, injury, sickness or death to the extent arising out of COUNTY'S performance and/or obligations under this Agreement, except for liability arising through active negligence or willful misconduct of DISTRICT, its officers, agents, or employees.

1. P.. The DISTRICT shall defend, indemnify, save and hold harmless COUNTY, its officers, agents and employees from any and all claims, demands, suits, costs, liability, and expenses, including reasonable attorneys' fees, for any damages, injury, sickness or death to the extent arising out of COUNTY'S performance and/or obligations under this Agreement, except for liability arising through active negligence or willful misconduct of DISTRICT, its officers, agents, or employees.

III. Contacts and Notices

All notices under this Agreement shall be in writing (unless otherwise specified), delivered to the parties by hand, by commercial courier service, or by United States mail, postage prepaid, addressed to the parties at the addresses set forth below or such other addresses as the parties may designate by notice.

For COUNTY: Liz Lewis
Principal Planner
3501 Civic Center Drive, Room 304
San Rafael, California 94903
Phone: (415) 473-7226
Facsimile: (415) 473-3724
lizlewis@marincounty.org

For DISTRICT: Beverly James
Manager-Engineer
Novato Sanitary District
500 Davidson Street
Novato, California 94945
Phone: (415) 892-1694
Facsimile: (415) 898-2279
BevJ@novatosan.com

IV. Duration and Termination

The terms of this Agreement shall remain in full force and effect for the term of the Novato Watershed Program through December 31, 2015. The terms and provisions of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, executors, and administrators or to any approved successor, as well as to any assignee or legal successor to any party to this Agreement. Any party may terminate this Agreement by notifying the other parties in writing.

Upon any early termination, there shall be no return of funds except as provided above in Paragraph II.G. .

County of Marin

By: Judy Arnold
President, Board of Supervisors

Attest:

Clerk of the Board

Approved as to Form:
DEPUTY COUNTY COUNSEL

By: _____

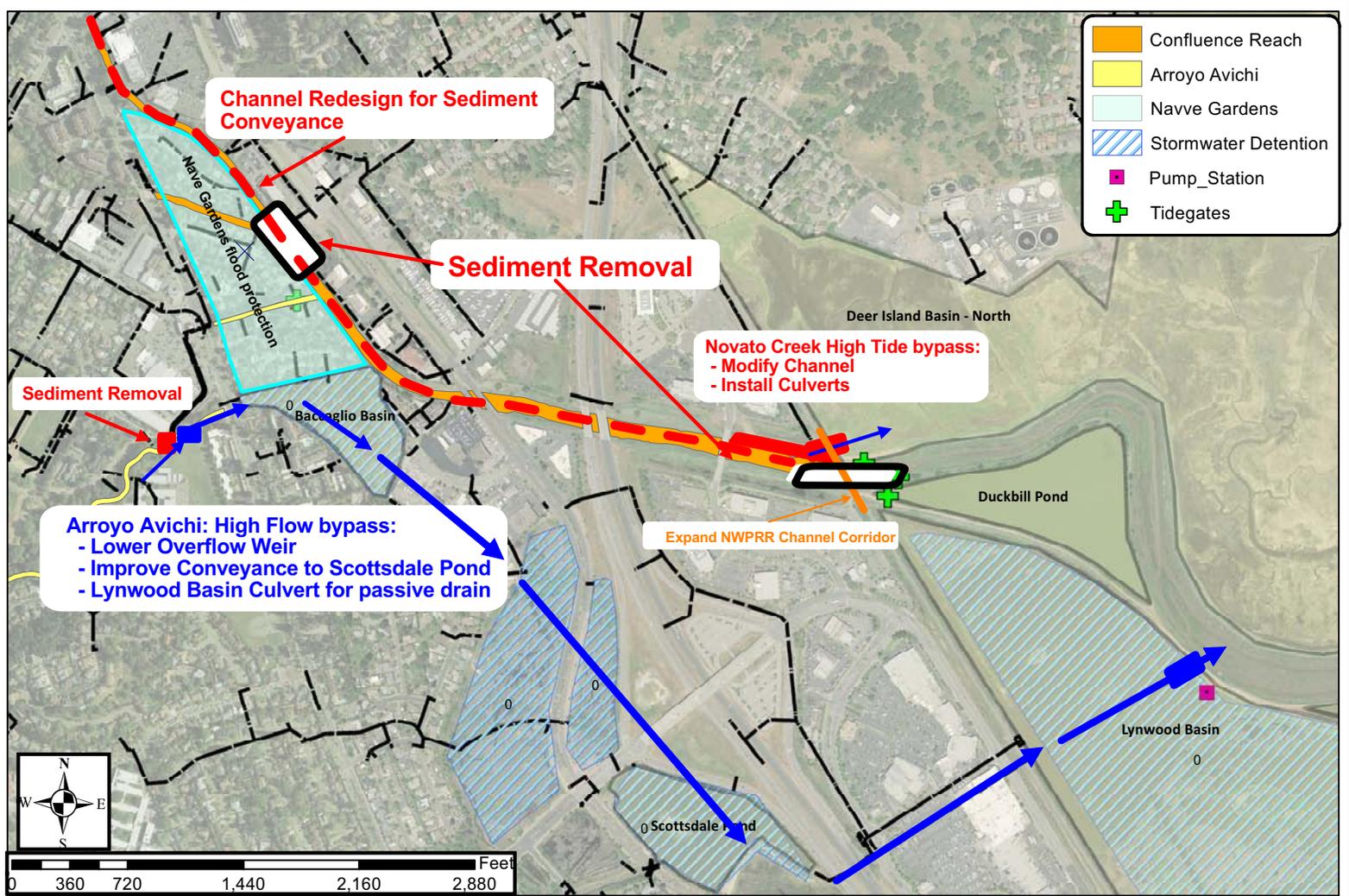
Novato Sanitary District

By: _____
Michael Di Giorgio, President, Novato Sanitary District

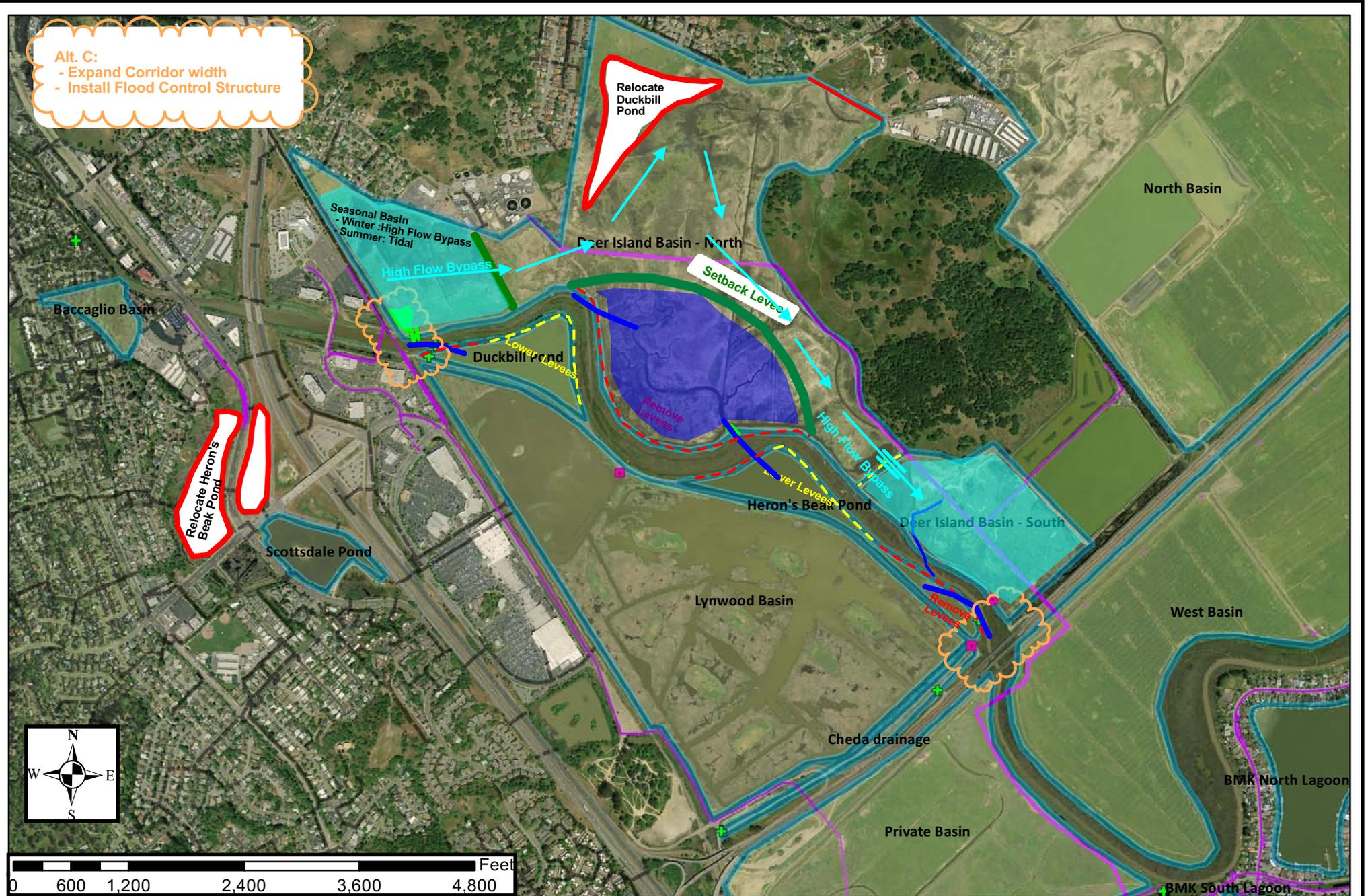
Approved as to Form:
DISTRICT COUNSEL

By: _____

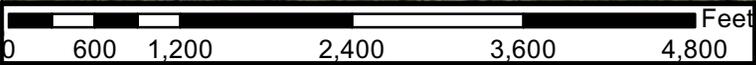
2146230.1



Novato Creek Watershed Study
 Confluence Reach



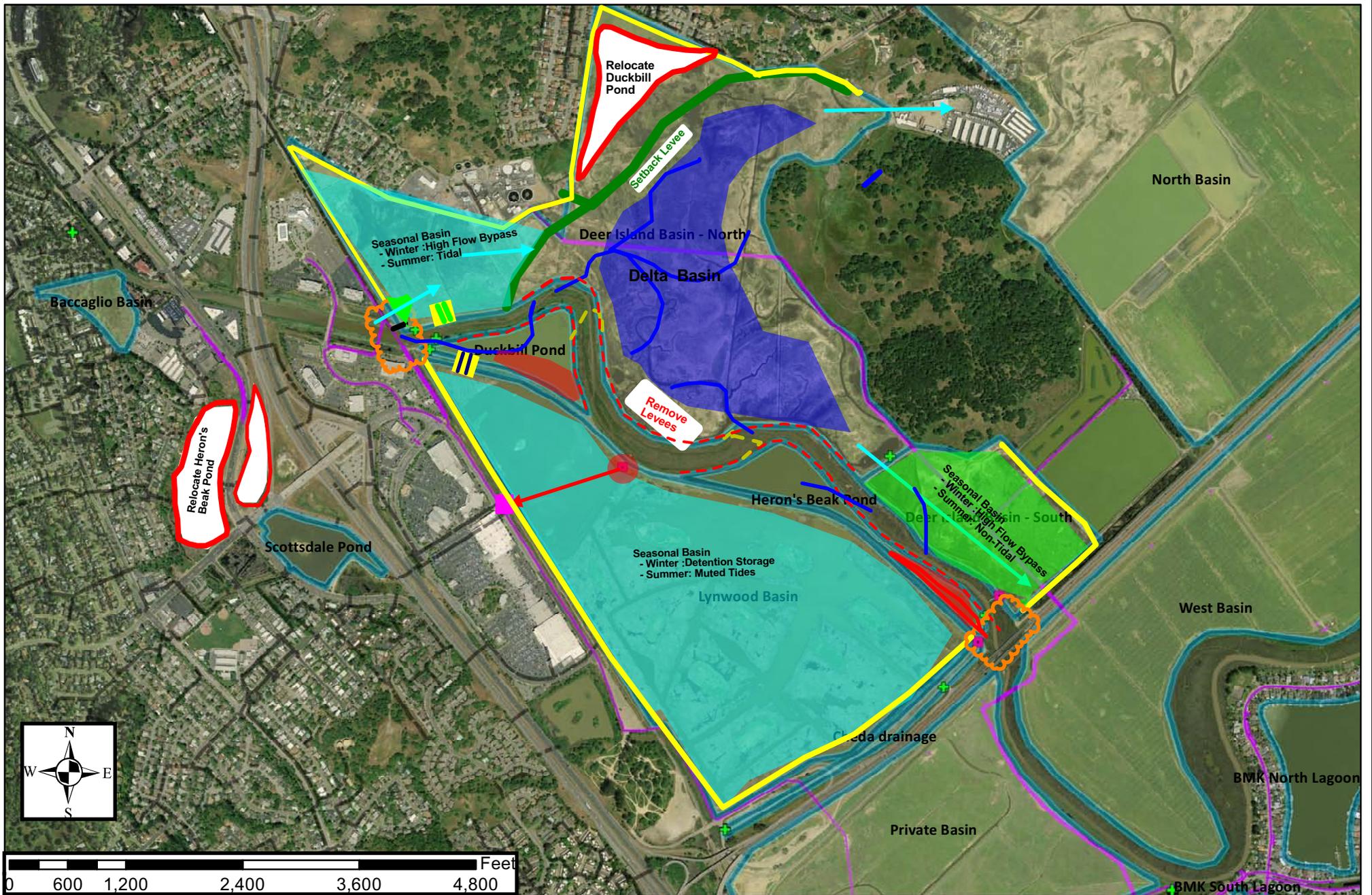
Alt. C:
 - Expand Corridor width
 - Install Flood Control Structure



Novato Creek Watershed Study
 Upper Bayland

Alternative A: In-Line Corridor

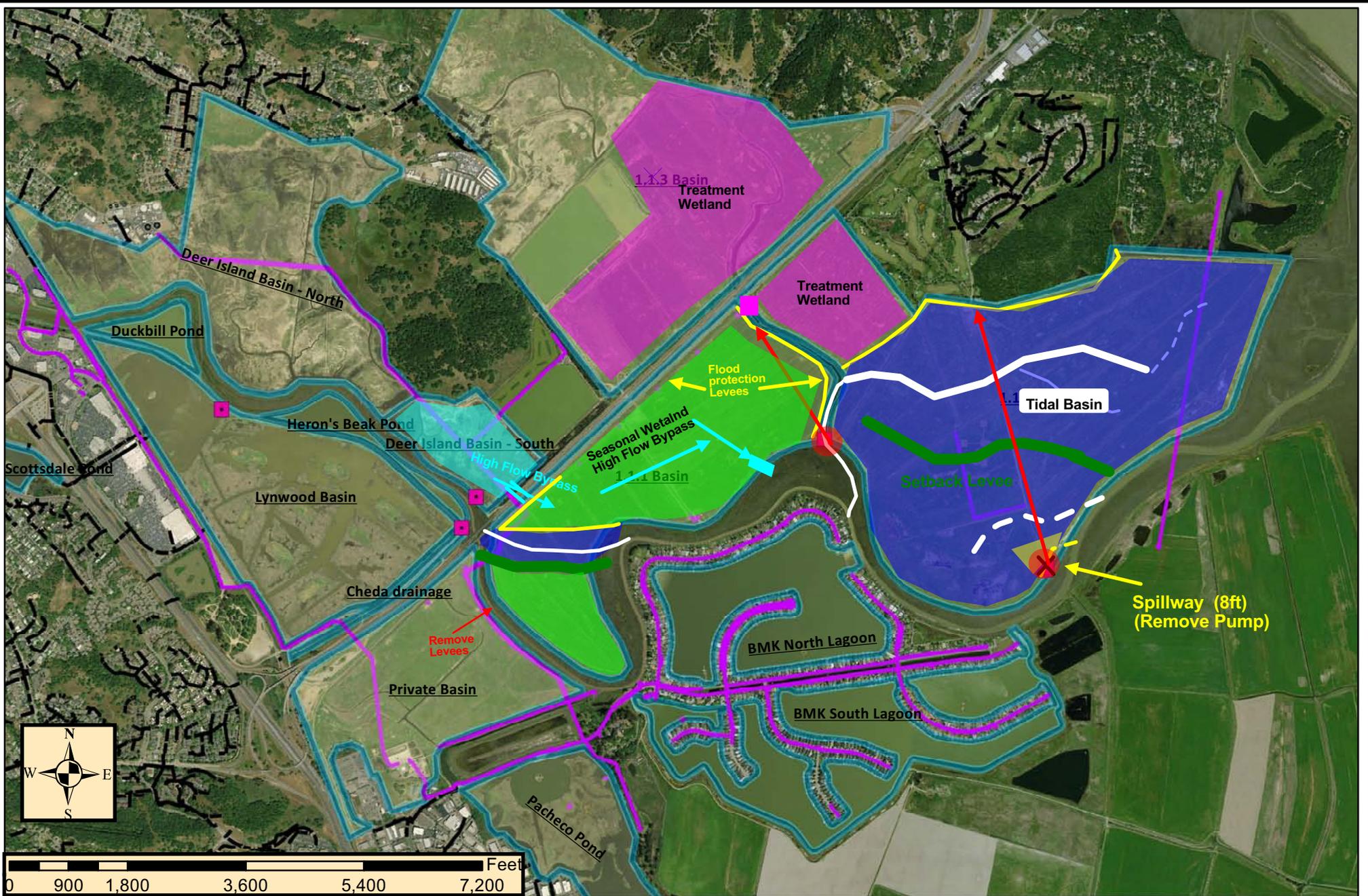
- NSD Facilities
- Pump_Station
- + Tidegates
- - - Storm_Drains_24"+



Novato Creek Watershed Study
Upper Bayland

Alternative B: Delta Basin

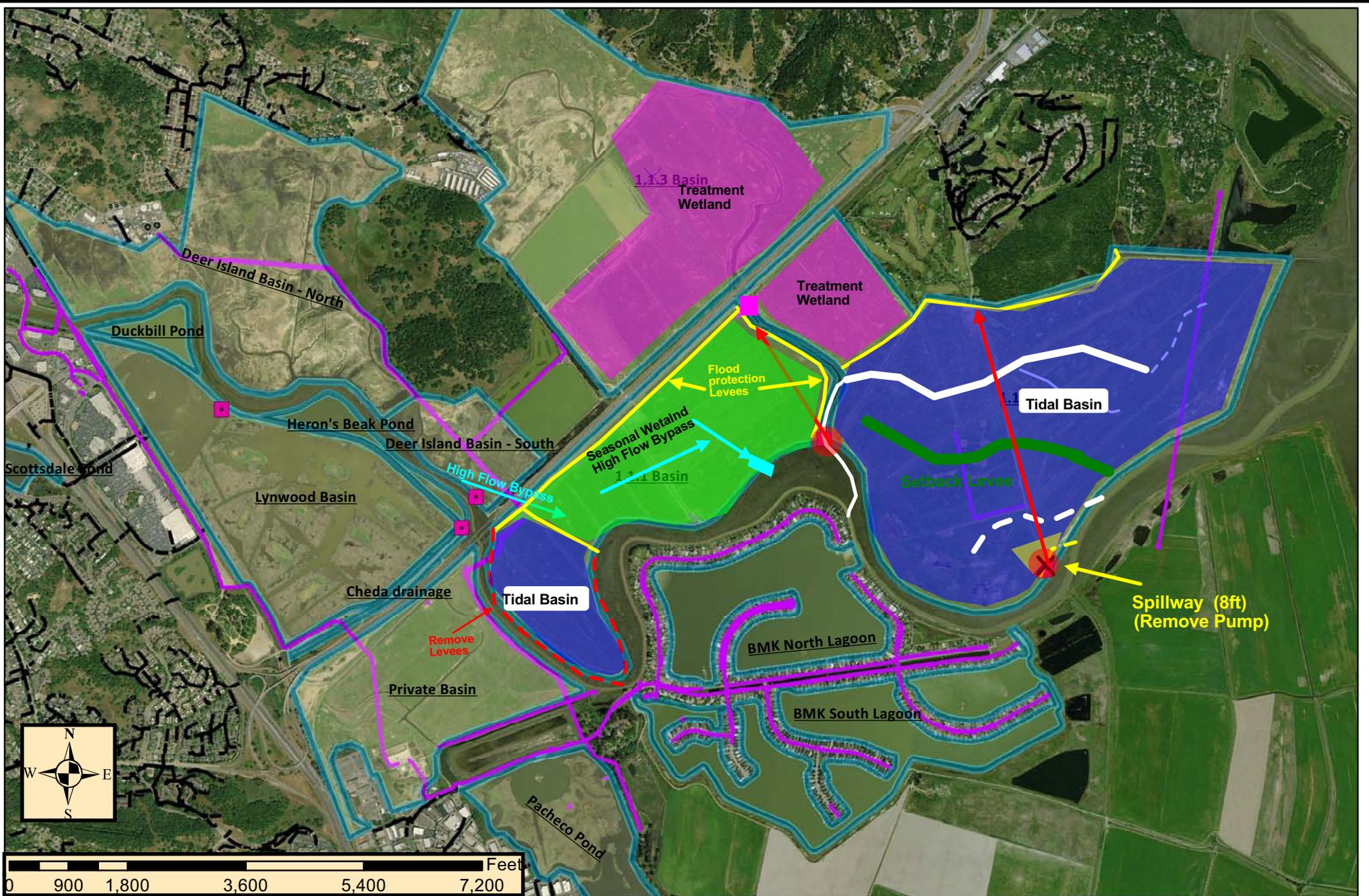
- NSD Facilities
- Pump_Station
- + Tidegates
- Storm_Drains_24"+



Novato Creek Watershed Study
Lower Bayland

Alternative A: In-Line Corridor

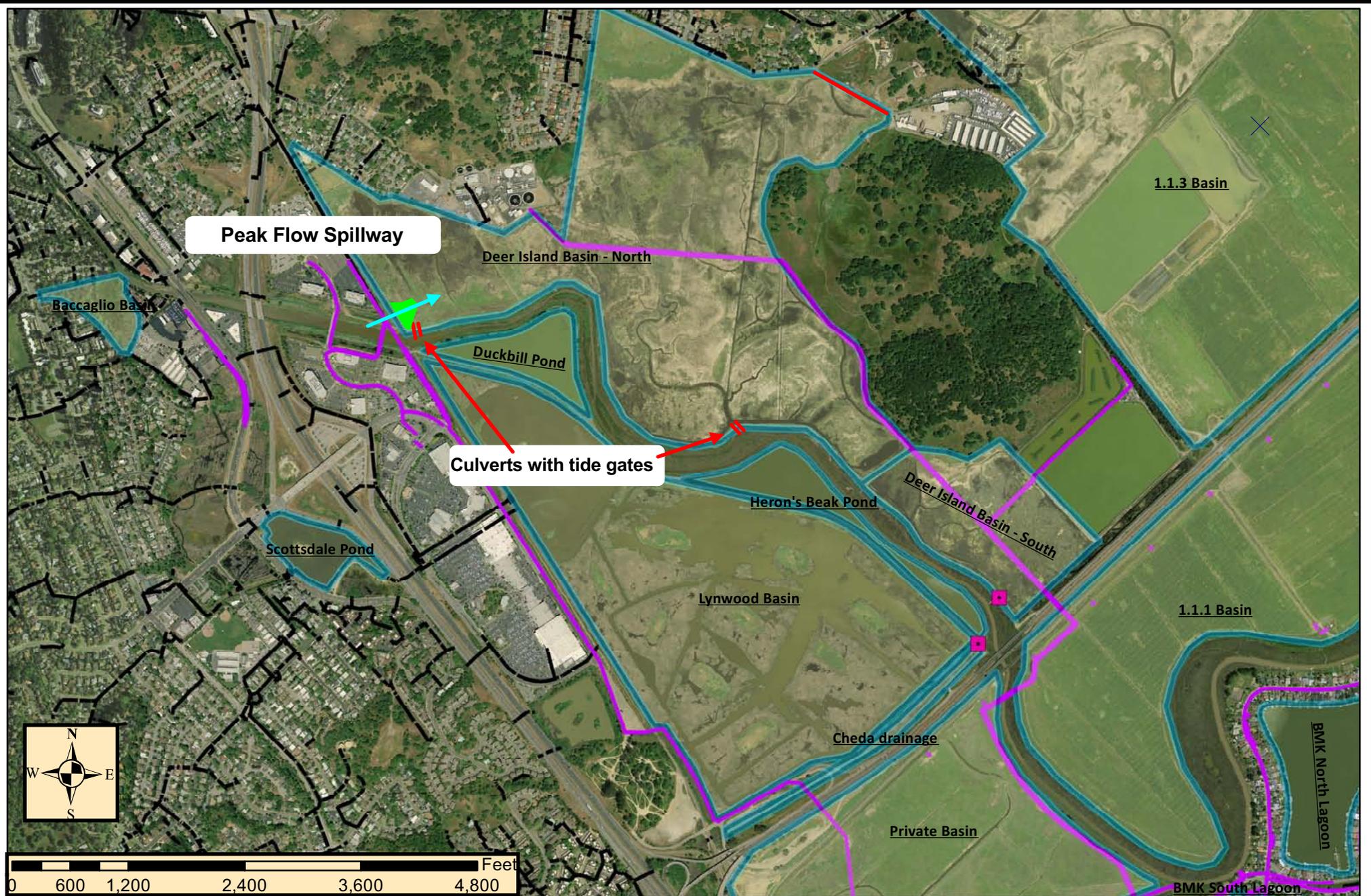
- NSD Facilities
- Pump_Station



Novato Creek Watershed Study
Lower Bayland

Alternative B: Tidal Basins

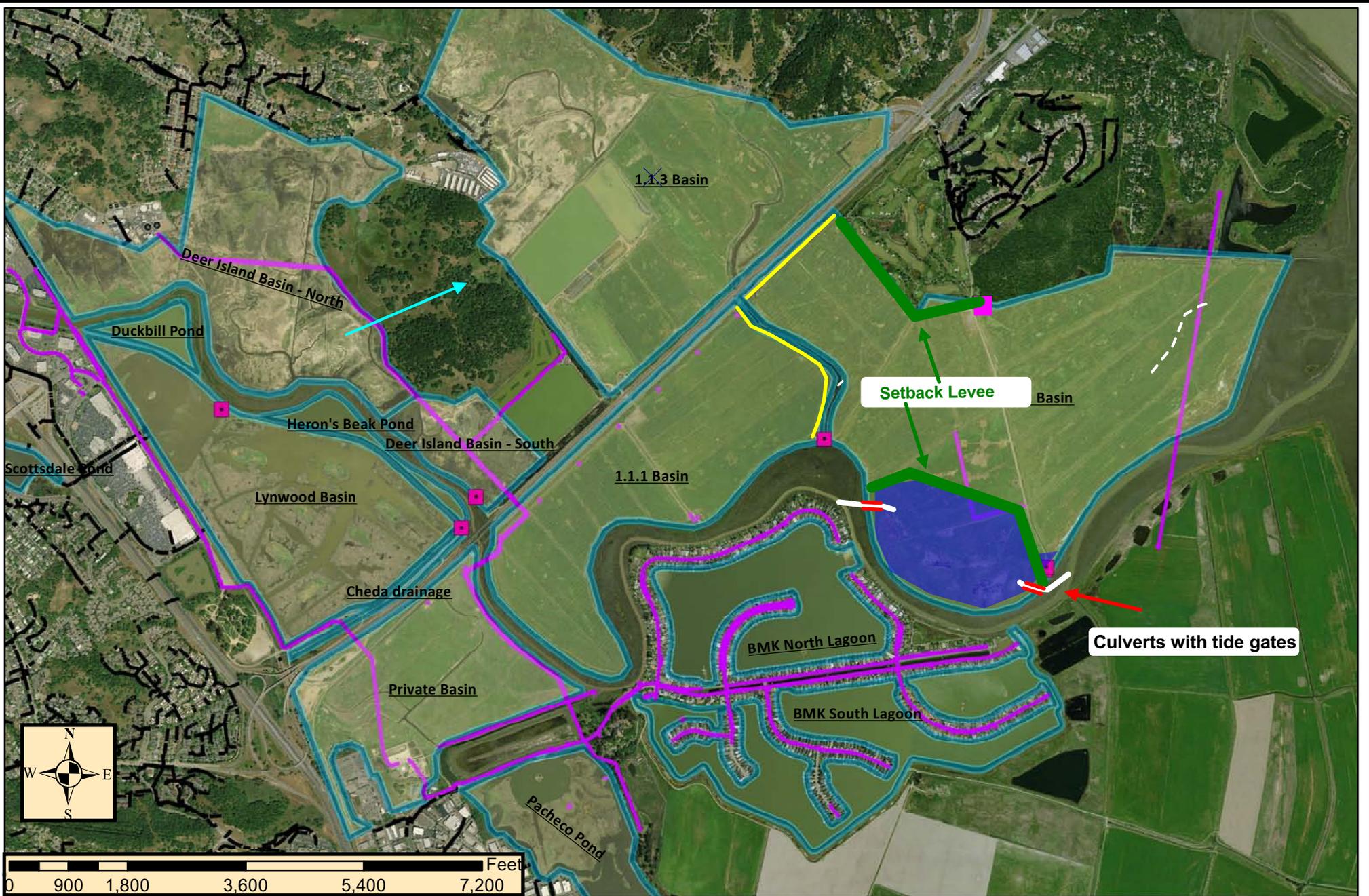
- NSD Facilities
- Pump_Station



Novato Creek Watershed Study
Upper Bayland

Pilot Project: Muted Tidal Exchange and High Flow Bypass (7 ft)

- NSD Facilities
- Pump_Station



Novato Creek Watershed Study

East Basin Pilot Project (100 ac.)

- NSD Facilities
- Pump_Station