

NOVATO SANITARY DISTRICT

Meeting Date: November 21, 2013

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Thursday, November 21, 2013, at the District Offices, 500 Davidson Street, Novato.

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

AGENDA

1. PLEDGE OF ALLEGIANCE:

2. AGENDA APPROVAL:

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

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

4. REVIEW OF MINUTES:

- a. Consider approval of minutes of the October 28, 2013 meeting.

5. CONSENT CALENDAR:

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

- a. Approve regular, payroll, and payroll-related disbursements.
- b. Receive quarterly investment report.
- c. Receive accounts receivable report.
- d. Receive quarterly budget to actual report.
- e. Approve the Household Hazardous Waste Grant Agreement with Marin County Hazardous and Solid Waste Joint Powers Authority for FY 2013-14.
- f. Approve Temporary Discharge Permit Extension for Groundwater Discharge – Caltrans Bridge Construction Project.

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

- a. Open public hearing.
- b. Review of Committee’s recommendations.
- c. Public comments.
- d. Board comments.
- e. Close public hearing.

Consider action on:

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

7. WASTEWATER OPERATIONS:

- a. Wastewater Operations Committee Report.
- b. Odor control, noise, and landscaping report.

8. ADMINISTRATION:

- a. Consider adoption of District Policy 3310 - Records Retention.

9. NORTH BAY WATER REUSE PROJECT 72508:

- a. Report on Board meeting and workshop.

10. NORTH BAY WATERSHED ASSOCIATION

- a. Consider approval of sponsorship of the 2014 Watershed Conference.

11. CAPITAL PROJECTS

- a. Consider approval of change orders and final acceptance of the Hill Road Pipeburst Project and authorize staff to file the Notice of Completion.
- b. Review bids received, accept the lowest responsive bid and authorize the Manager-Engineer to execute a contract with WR Forde & Associates in the amount of \$137,685.

12. BOARD MEMBER REPORTS:

- a. California Special District Association training.
- b. North Bay Watershed Association meeting.

13. MANAGER’S ANNOUNCEMENTS:

14. ADJOURNMENT:

AGENDA/Board of Directors
Meeting Date: November 21, 2013

Next resolution no. 3065

Next regular meeting date: Monday, December 9, 2013, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

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

October 28, 2013

A meeting of the Board of Directors of the Novato Sanitary District was held at 6:05 p.m., Monday, October 28th, 2013, at the District Office, 500 Davidson Street, Novato.

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

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

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

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of the October 14, 2013 meeting minutes.

Member Long requested a change be made to the minutes on page 3, paragraph 4: *...long term liabilities which will be provided **along with the assumptions** to the County of Marin...*

On motion of Member Long, seconded by Member Peters, and carried unanimously, the minutes of the October 14, 2013 Board meeting was approved as amended.

CONSENT CALENDAR:

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the following Consent Calendar item was approved:

- a. Approval of regular disbursements in the amount of \$196,714.83, project account disbursements in the amount of \$26,347.57, and payroll and payroll related expenses in the amount of \$254,628.79.

SOLID WASTE:

- Solid Waste Committee Report. The Manager stated that the Solid Waste Committee met on October 22nd to discuss the rate adjustment request by Novato Disposal. She stated that the Committee unanimously agreed with the proposed rate adjustment of 1.63% for 2014 as proposed by R3 Consulting. She stated that Redwood Landfill updated the Committee on their composting program as well as a pilot program for blending recycled roofing aggregate with concrete for use as a road base. The Manager gave an overview of the bi-annual e-Waste event which was held from October 12th to the 14th at the Household Hazardous Waste (HHW) facilities.

- Consider setting the date for the public hearing for establishing the maximum charges for refuse collection and disposal services. The Manager requested the Board set the date for the public hearing for their regularly scheduled meeting on November 21, 2013. She requested the Board direct staff to publish the notice of the proposed rate increase and public hearing in the Marin Independent Journal on October 30th and November 6th, 2013.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board authorized the Manager-Engineer to set the date for the public hearing for establishing the maximum charges for refuse collection and disposal services for Thursday, November 21, 2013. In addition, the Board directed staff to publish the notice of the proposed rate increase and public hearing in the Marin Independent Journal on October 30th and November 6th, 2013.

WASTEWATER OPERATIONS:

- Wastewater Operations Committee Report. John Bailey, Veolia Water, gave an overview of the September Wastewater Operations Committee meeting which met on October 17th. He reviewed the plant performance and provided status of the month's operations and maintenance.

The Deputy Manager-Engineer discussed the September Collections Systems Report and commented on the work that the crew is completing in the sewer main lines. He gave an overview of the Reclamation Facilities Report, noting that approximately 79 million gallons of recycled water was used for irrigation in September.

The Deputy Manager-Engineer provided an overview of the odor control, noise and landscaping summary from September. He stated that Mr. McEwen met with neighborhood representatives and discussed the scope of Mr. McEwen's work at the District as well as preliminary findings regarding ongoing odor concerns.

- Consider giving direction to staff on the review of the Contract Service Agreement for Operation, Maintenance, and Management of the Wastewater Treatment Facilities. The Manager stated that the Board's Wastewater Operations Committee reviewed the

Contract Service Agreement between the District and Veolia and has recommended that the Agreement be updated to reflect changed conditions, outdated provisions and to address the additional services required to operate the recycled water facility. She stated that, in addition, the Committee recommended the District begin discussions with Veolia in regards to extending the contract. The Manager stated that the new contract does not expire until June 2015, but due to the size and detail of the contract, would like to begin to review it now with expectations for the District to renew with Veolia for another term.

On motion of Member Peters, seconded by Member Long and carried with the following vote, the Board directed staff to update the Contract Service Agreement for Operation, Maintenance, and Management of the Wastewater Treatment Facilities between the District and Veolia Water (Agreement) to address changed conditions, exclude outdated provisions and address additional services to operate the Recycled Water Facility. Ayes: Di Giorgio, Long, Marini, Peters. Noes: Welsh.

ADMINISTRATION:

- Consider adoption of Resolution No. 3064 to CalPERS for paying and reporting the value of Employer Paid Member Contributions and for Normal Member Contributions.

The Manager stated that at the October 14th Board meeting, the Directors adopted a Memorandum of Understanding (MOU) between Novato Sanitary District and Teamsters Local 315. She noted that one of the provisions of the MOU is a change in the formula for payment and reporting of Employer Paid Member Contributions (EPMC) and that this modification requires adoption of a resolution by the District Board for submission to CalPERS.

On motion of Member Peters, seconded by Member Mariani and carried unanimously, the Board adopted Resolution No. 3064: Resolution for Paying and Reporting the Value of Employer Paid Member Contributions.

NORTH BAY WATER REUSE PROJECT 72508:

- Report on Technical Advisory Committee meeting. The Manager gave a PowerPoint presentation which illustrated the projects that the District is considering as we proceed with the North Bay Water Reuse Authority Phase II feasibility and scoping study. She noted that the District's contribution for these projects during the feasibility/planning stage would be approximately \$100,000 to \$150,000.

- Give direction to staff on Novato Sanitary District projects to include in the Scoping Study Final Report. The Board discussed the projects presented in the Manager's presentation. The Board identified three projects which should be a priority and stated that the remaining projects would be a possibility if applicable at a later date.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board identified the following three projects for inclusion in the North Bay Water Reuse Authority Project Scoping Study:

- *Construction of a 248-acre storage wetlands for secondary effluent.*
- *Marin County/Novato Sanitary District project: Turn over leased Novato SD reclamation facility and use the land to restore tidal prism, enhance habitat, irrigate natural habitat, and address sediment issues in Novato Creek.*
- *Improvement to the Novato Wastewater Treatment Plant to increase tertiary capacity to 5 million gallons/day.*

PUMP STATION REHABILITATION PROJECT 72403:

- Consider making CEQA findings, approving plans and specifications, and authorizing advertising for bids for Pump Station Rehabilitation Project Unit 5. The Deputy Manager-Engineer stated that Project Unit 5 consists of rehabilitating two sanitary sewer pump stations including partial demolition of the existing construction, construction of wet well and valve pit, installation of new pumps and control panel. He noted that the pump stations are located at 100 Roblar Way and 95 Digital Drive. The Deputy Manager-Engineer stated that the Engineer's estimate for the work is \$1,161,000. He stated that staff has completed the CEQA documentation and has determined that the project is categorically exempt. He noted that the bids are expected to be received on November 21st and the results will be reviewed at the Regular Board meeting in December.

On motion of Member Peters, seconded by Member Long, and carried unanimously, the Board made CEQA findings, approved the plans and specifications and authorized advertising for bids for Pump Station Rehabilitation Project Unit 5.

STAFF REPORTS:

- Bay Area Clean Water Agencies Nutrient Symposium. The Deputy Manager-Engineer reported on his attendance at the Bay Area Clean Water Agencies (BACWA) Nutrient Treatment Technology Symposium which took place on October 21st in San Francisco. He stated that the program was moderated by Dave Jenkins of U.C. Berkeley and that presentations reviewed how treatment technologies are evolving to meet new standards.

The Manager discussed her participation in the Nutrient Watershed Permit negotiations. She noted that topics discussed included nutrient removal and monitoring of effluent discharge for individual dischargers. She stated that the Novato Sanitary District was recognized as one of the best nutrient removal treatment facilities that discharge into the Bay. The Manager stated that storm water treatment by sewage treatment facilities was a topic discussed with the possibility of this becoming a new regulation in the future.

BOARD MEMBER REPORTS:

- Member Mariani expressed her appreciation for John Bailey and Brian Exberger's participation at the Science Faire which was held at the Santa Rosa fair grounds.
- Member Long reported on a meeting he and President Di Giorgio had with Novato Mayor Pat Eklund and Mayor Pro-Tem Eric Lucan regarding discounted permit fees for accessory dwellings. Member Long stated that another meeting will be scheduled to discuss the topic further.

MANAGER'S ANNOUNCEMENTS:

- The next Regular Board Meeting will be held on Thursday, November 21st at 6:00 p.m.
- Former Board Member George Quesada recently passed away and the memorial service will be held on Sunday, November 24th at 1:00 p.m. at Saint Francis Episcopal Church in Novato. The Manager noted that Mr. Quesada was a well-respected Board member for 36 years. She reviewed his civic and District achievements and stated that he would be missed by all in the community.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio respectfully adjourned the meeting at 8:25 p.m. in memory of George Quesada, Novato Sanitary District Board member between 1974 and 2011.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

Novato Sanitary District Operating Check Register

For November 12, 2013

Date	Num	Name	Credit
11/12/2013	56313	Veolia Water North America, Inc.	158,399.81
11/12/2013	56277	Custom Tractor Service	98,538.07
11/12/2013	56294	Pacific, Gas & Electric	23,493.61
11/12/2013	56269	Cagwin & Dorward Inc.	19,812.36
11/12/2013	56304	Shape Incorporated	16,338.05
11/12/2013	56312	Veolia Water NA Recycled Water Oper.	16,241.15
11/12/2013	56298	PSC	13,550.75
11/12/2013	56271	CASA	12,480.00
11/12/2013	56302	Royal Petroleum Company	11,152.74
11/12/2013	56281	Johnson, Dee	10,512.13
11/12/2013	56301	Roy's Sewer Service, Inc.	9,945.00
11/12/2013	56263	Aqua Science	5,650.00
11/12/2013	56276	CSDA-	5,294.00
11/12/2013	56284	Marin Autotrans Inc	4,885.77
11/12/2013	56318	WaterSavers Irrigation Inc.	4,566.81
11/12/2013	56268	Brown & Caldwell, Inc.	4,009.01
11/12/2013	56300	Rauch Communication Consultants. Inc.	3,813.76
11/12/2013	56310	U.S. Bank Card (2)(June)	3,604.44
11/12/2013	56297	Preferred Benefit	3,299.08
11/12/2013	56278	Dearborn National	2,607.18
11/12/2013	56286	Meyers, Nave, Riback, Silver & Wilson	1,805.09
11/12/2013	56288	Monterey Mechanical, Inc.	1,800.00
11/12/2013	56273	Comet Building Maintenance, Inc.	1,394.87
11/12/2013	56261	3T Equipment Company Inc.	1,313.84
11/12/2013	56262	Able Tire & Brake Inc.	1,139.74
11/12/2013	56280	IEDA, INC	1,051.00
11/12/2013	56274	Control Systems West, Inc.	930.00
11/12/2013	56270	Cantarutti Electric, Inc	882.90
11/12/2013	56283	Linscott Engineering Contractors Inc	800.00
11/12/2013	56308	U.S. Bank (Sandeep)	780.93
11/12/2013	56295	Pini Hardware	767.83
11/12/2013	56309	U.S. Bank Card (1)(Bev)	730.40
11/12/2013	56287	MME	578.81
11/12/2013	56317	VWR International Inc.	559.63
11/12/2013	56320	Vision Service Plan	531.15
11/12/2013	56319	Zenith Instant Printing, Inc.	519.33
11/12/2013	56267	Beecher Engineering	300.00
11/12/2013	56272	Central Marin Sanitation District	297.31
11/12/2013	56315	Verizon Wireless-	289.32
11/12/2013	56293	Orkin Pest Control, Inc.	255.20
11/12/2013	56285	Marin Mechanical II, Inc.	252.00
11/12/2013	56292	Novato Disposal-	237.45
11/12/2013	56314	Verizon - 5143	224.02
11/12/2013	56264	B.W.S. Distributors, Inc.	199.26

Novato Sanitary District Operating Check Register

For November 12, 2013

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
11/12/2013	56307	T & B Sports	134.27
11/12/2013	56265	Barg, Coffin, Lewis & Trapp	130.26
11/12/2013	56305	Staples Business Adv Inc.	127.39
11/12/2013	56279	Grainger	109.74
11/12/2013	56266	Barnett Medical LLC	90.00
11/12/2013	56289	North Marin Auto Parts	82.26
11/12/2013	56296	Pitney Bowes	66.70
11/12/2013	56275	Cook Paging	66.30
11/12/2013	56291	Novato Builders Supply	53.33
11/12/2013	56290	North Marin Water District	37.85
11/12/2013	56303	Sebastopol Bearing & Hydraulic	31.14
11/12/2013	56299	R & B Company	29.73
11/12/2013	56282	Journey	11.42
11/12/2013	56311	United Parcel Service	11.13
11/12/2013	56306	T-Mobile	9.48
11/12/2013	56316	void	0.00
			<u><u>446,824.80</u></u>

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Novato Sanitary District
Operating Check Register Detail
For November 12, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
3T Equipment Company Inc.			
	10/24/2013	60150 - Repairs & Maintenance	994.08
	10/30/2013	60150 - Repairs & Maintenance	156.74
	10/31/2013	60150 - Repairs & Maintenance	163.02
Total 3T Equipment Company Inc.			<u>1,313.84</u>
Able Tire & Brake Inc.			
	10/23/2013	65150 - Repairs & Maintenance	626.36
	10/24/2013	60150 - Repairs & Maintenance	69.30
	10/29/2013	65150 - Repairs & Maintenance	444.08
Total Able Tire & Brake Inc.			<u>1,139.74</u>
Aqua Science			
	10/23/2013	64160 - Research & Monitoring	5,650.00
Total Aqua Science			<u>5,650.00</u>
B.W.S. Distributors, Inc.			
	10/25/2013	65100 - Operating Supplies	199.26
Total B.W.S. Distributors, Inc.			<u>199.26</u>
Barg, Coffin, Lewis & Trapp			
	10/16/2013	66122 - Attorney Fees	130.26
Total Barg, Coffin, Lewis & Trapp			<u>130.26</u>
Barnett Medical LLC			
	10/04/2013	67500 - Household Hazardous Waste	45.00
	10/04/2013	67500 - Household Hazardous Waste	45.00
Total Barnett Medical LLC			<u>90.00</u>
Beecher Engineering			
	10/25/2013	66123 - O/S Contractual	300.00
Total Beecher Engineering			<u>300.00</u>
Brown & Caldwell, Inc.			
	11/01/2013	66123 - O/S Contractual	4,009.01
Total Brown & Caldwell, Inc.			<u>4,009.01</u>
Cagwin & Dorward Inc.			
	10/18/2013	65150 - Repairs & Maintenance	771.00
	10/21/2013	66150 - Repairs & Maintenance	121.50
	10/21/2013	66150 - Repairs & Maintenance	61.86
	10/30/2013	63150 - Repairs & Maintenance	18,858.00
Total Cagwin & Dorward Inc.			<u>19,812.36</u>
Cantarutti Electric, Inc			
	10/15/2013	65153 - Outside Services, Electrical	115.00
	10/22/2013	65153 - Outside Services, Electrical	767.90
Total Cantarutti Electric, Inc.			<u>882.90</u>
CASA			
	10/16/2013	66075 - Agency Dues	12,480.00
Total CASA			<u>12,480.00</u>
Central Marin Sanitation District			
	10/31/2013	66170 - Travel, Meetings & Training	297.31
Total Central Marin Sanitation District			<u>297.31</u>
Comet Building Maintenance, Inc.			
	10/21/2013	66150 - Repairs & Maintenance	1,090.00
	10/21/2013	60150 - Repairs & Maintenance	115.00
	10/21/2013	66090 - Office Expense	74.87
	10/21/2013	65150 - Repairs & Maintenance	115.00
Total Comet Building Maintenance, Inc.			<u>1,394.87</u>
Control Systems West, Inc.			
	10/28/2013	65153 - Outside Services, Electrical	930.00
Total Control Systems West, Inc.			<u>930.00</u>
Cook Paging			
	11/01/2013	61000-4 - Water/Permits/Telephone	24.00
	11/01/2013	65193 - Telephone	30.83
	11/01/2013	60193 - Telephone	11.47
Total Cook Paging			<u>66.30</u>
CSDA-			

Novato Sanitary District
Operating Check Register Detail
For November 12, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
	10/16/2013	66075 · Agency Dues	5,294.00
Total CSDA-			5,294.00
Custom Tractor Service			
	11/07/2013	63115 · Sludge Disposal	98,538.07
Total Custom Tractor Service			98,538.07
Dearborn National			
	10/15/2013	66020 · Employee Benefits	2,607.18
Total Dearborn National			2,607.18
Grainger			
	11/01/2013	60100 · Operating Supplies	109.74
Total Grainger			109.74
IEDA, INC			
	10/15/2013	66123 · O/S Contractual	1,051.00
Total IEDA, INC			1,051.00
Johnson, Dee			
	11/01/2013	67400 · Consulting Services	7,760.73
	11/01/2013	67400 · Consulting Services	2,571.40
	11/01/2013	67530 · Used Oil/Beverage Cont Grant	180.00
Total Johnson, Dee			10,512.13
Journey			
	10/23/2013	65101 · Operating Chemicals	11.42
Total Journey			11.42
Linscott Engineering Contractors Inc			
	10/25/2013	64160 · Research & Monitoring	800.00
Total Linscott Engineering Contractors Inc			800.00
Marin Autotrans Inc			
	10/01/2013	60150 · Repairs & Maintenance	4,885.77
Total Marin Autotrans Inc			4,885.77
Marin Mechanical II, Inc.			
	11/07/2013	66150 · Repairs & Maintenance	252.00
Total Marin Mechanical II, Inc.			252.00
Meyers, Nave, Riback, Silver & Wilson			
	10/25/2013	66122 · Attorney Fees	1,805.09
Total Meyers, Nave, Riback, Silver & Wilson			1,805.09
MME			
	10/08/2013	60150 · Repairs & Maintenance	578.81
Total MME			578.81
Monterey Mechanical, Inc.			
	10/31/2013	61000-4 · Water/Permits/Telephone	900.00
	10/31/2013	60153 · Outside Services	900.00
Total Monterey Mechanical, Inc.			1,800.00
North Marin Auto Parts			
	10/24/2013	65150 · Repairs & Maintenance	-73.58
	10/07/2013	60150 · Repairs & Maintenance	53.56
	10/15/2013	65100 · Operating Supplies	29.84
	10/23/2013	65101 · Operating Chemicals	60.46
	10/30/2013	60150 · Repairs & Maintenance	11.98
Total North Marin Auto Parts			82.26
North Marin Water District			
	10/24/2013	65192 · Water	37.85
Total North Marin Water District			37.85
Novato Builders Supply			
	10/29/2013	65150 · Repairs & Maintenance	53.33
Total Novato Builders Supply			53.33
Novato Disposal-			
	11/01/2013	66150 · Repairs & Maintenance	237.45
Total Novato Disposal-			237.45
Orkin Pest Control, Inc.			
	10/29/2013	66150 · Repairs & Maintenance	255.20
Total Orkin Pest Control, Inc.			255.20

Novato Sanitary District
Operating Check Register Detail
For November 12, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Pacific, Gas & Electric			
	10/31/2013	63191 · Gas & Electricity	23,493.61
Total Pacific, Gas & Electric			<u>23,493.61</u>
Pini Hardware			
	10/31/2013	60100 · Operating Supplies	110.02
	10/31/2013	60152 · Small Tools	163.41
	10/31/2013	65100 · Operating Supplies	122.84
	10/31/2013	65150 · Repairs & Maintenance	179.80
	10/31/2013	65152 · Small Tools	74.06
	10/31/2013	66150 · Repairs & Maintenance	117.70
Total Pini Hardware			<u>767.83</u>
Pitney Bowes			
	10/21/2013	66090 · Office Expense	66.70
Total Pitney Bowes			<u>66.70</u>
Preferred Benefit			
	11/01/2013	66020 · Employee Benefits	3,197.72
	11/01/2013	21074 · Health Insurance Payable	101.36
Total Preferred Benefit			<u>3,299.08</u>
PSC			
	09/30/2013	67500 · Household Hazardous Waste	13,550.75
Total PSC			<u>13,550.75</u>
R & B Company			
	10/21/2013	63150 · Repairs & Maintenance	29.73
Total R & B Company			<u>29.73</u>
Rauch Communication Consultants. Inc.			
	11/04/2013	67540 · Outreach/Publicity/Education	1,974.38
	11/04/2013	66130 · Printing & Publications	1,378.75
	11/04/2013	64170 · Pollution Prevention/Public Ed	460.63
Total Rauch Communication Consultants. Inc.			<u>3,813.76</u>
Roy's Sewer Service, Inc.			
	10/24/2013	60153 · Outside Services	9,945.00
Total Roy's Sewer Service, Inc.			<u>9,945.00</u>
Royal Petroleum Company			
	10/21/2013	60060 · Gas, Oil & Fuel	5,633.82
	10/21/2013	63060 · Gasoline & Oil	904.61
	10/21/2013	64060 · Gasoline & Oil	565.38
	10/21/2013	65060 · Gasoline & Oil	904.61
	10/21/2013	66060 · Gasoline & Oil	1,809.21
	10/21/2013	65060 · Gasoline & Oil	1,335.11
Total Royal Petroleum Company			<u>11,152.74</u>
Sebastoppol Bearing & Hydraulic			
	10/08/2013	65150 · Repairs & Maintenance	31.14
Total Sebastoppol Bearing & Hydraulic			<u>31.14</u>
Shape Incorporated			
	10/29/2013	65150 · Repairs & Maintenance	1,945.65
	10/29/2013	65150 · Repairs & Maintenance	7,115.52
	10/29/2013	65150 · Repairs & Maintenance	198.00
	10/29/2013	65150 · Repairs & Maintenance	7,030.88
	10/29/2013	65150 · Repairs & Maintenance	48.00
Total Shape Incorporated			<u>16,338.05</u>
Staples Business Adv Inc.			
	10/21/2013	66090 · Office Expense	7.62
	10/21/2013	66090 · Office Expense	119.77
Total Staples Business Adv Inc.			<u>127.39</u>
T-Mobile			
	10/23/2013	65193 · Telephone	9.48
Total T-Mobile			<u>9.48</u>
T & B Sports			
	10/29/2013	60100 · Operating Supplies	134.27
Total T & B Sports			<u>134.27</u>

Novato Sanitary District
Operating Check Register Detail
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	<u>Date</u>	<u>Account</u>	<u>Amount</u>
U.S. Bank (Sandeep)			
	11/01/2013	66170 · Travel, Meetings & Training	780.93
Total U.S. Bank (Sandeep)			780.93
U.S. Bank Card (1)(Bev)			
	11/01/2013	66080 · Memberships	485.60
	11/01/2013	66170 · Travel, Meetings & Training	205.60
	11/01/2013	66150 · Repairs & Maintenance	36.79
	11/01/2013	66090 · Office Expense	2.41
Total U.S. Bank Card (1)(Bev)			730.40
U.S. Bank Card (2)(June)			
	11/01/2013	66124 · IT/Misc Electrical	1,585.17
	11/01/2013	65150 · Repairs & Maintenance	199.30
	11/01/2013	66090 · Office Expense	12.99
	11/01/2013	65193 · Telephone	20.00
	11/01/2013	21016 · U.S. Bank Visa	1,786.98
Total U.S. Bank Card (2)(June)			3,604.44
United Parcel Service			
	10/19/2013	66090 · Office Expense	11.13
Total United Parcel Service			11.13
Veolia Water NA Recycled Water Oper.			
	10/24/2013	68010 · O & M Services	6,006.00
	10/24/2013	68100 · Operating Supplies	64.53
	10/24/2013	68101 · Operating Chemicals	5,332.68
	10/24/2013	68150 · Repairs & Maintenance	1,474.44
	10/24/2013	68150 · Repairs & Maintenance	3,363.50
Total Veolia Water NA Recycled Water Oper.			16,241.15
Veolia Water North America, Inc.			
	10/01/2013	61000-0 · Contract Operations	158,399.81
Total Veolia Water North America, Inc.			158,399.81
Verizon - 5143			
	10/10/2013	66193 · Telephone	224.02
Total Verizon - 5143			224.02
Verizon Wireless-			
	10/31/2013	60193 · Telephone	88.35
	10/31/2013	65193 · Telephone	58.90
	10/31/2013	66193 · Telephone	142.07
Total Verizon Wireless-			289.32
Vision Service Plan			
	10/21/2013	66020 · Employee Benefits	531.15
Total Vision Service Plan			531.15
VWR International Inc.			
	10/21/2013	64160 · Research & Monitoring	522.63
	10/21/2013	64100 · Operating Supplies	37.00
Total VWR International Inc.			559.63
WaterSavers Irrigation Inc.			
	10/03/2013	63100 · Operating Supplies	132.89
	10/21/2013	63150 · Repairs & Maintenance	4,330.00
	10/22/2013	63100 · Operating Supplies	103.92
Total WaterSavers Irrigation Inc.			4,566.81
Zenith Instant Printing, Inc.			
	10/25/2013	66090 · Office Expense	519.33
Total Zenith Instant Printing, Inc.			519.33
TOTAL			<u><u>446,824.80</u></u>

Novato Sanitary District Capital Project Check Register

November 12, 2013

Date	Num	Name	Credit
Nov 12, 13			
11/12/2013	2598	Covello Group, The	55,107.20
11/12/2013	2603	RMC Water & Environment, I...	22,569.46
11/12/2013	2601	Maggiora & Ghilotti Inc.	9,686.00
11/12/2013	2602	Reliable Crane & Rigging, Inc.	2,440.25
11/12/2013	2599	Daniel Macdonald AIA Archit...	1,529.97
11/12/2013	2600	Lateral-Ireland	1,500.00
11/12/2013	2597	Cantarutti Electric, Inc	1,368.00
Nov 12, 13			<u>94,200.88</u>

Novato Sanitary District
Capital Projects Check Register Detail
 November 12, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Cantarutti Electric, Inc			
	10/22/2013	72804 · Annual Reclamation Fac Imp	1,368.00
Total Cantarutti Electric, Inc			<u>1,368.00</u>
Covello Group, The			
	11/01/2013	73001 · WWTP Upgrade - Contract C	39,197.20
	11/01/2013	72706 · Collection System Improv	15,910.00
Total Covello Group, The			<u>55,107.20</u>
Daniel Macdonald AIA Architects, Inc.			
	10/31/2013	72805 · Annual Trtmt Plnt/Pump St Impr	1,529.97
Total Daniel Macdonald AIA Architects, Inc.			<u>1,529.97</u>
Lateral-Ireland			
	11/08/2013	72706 · Collection System Improv	1,500.00
Total Lateral-Ireland			<u>1,500.00</u>
Maggiora & Ghilotti Inc.			
	10/21/2013	72706 · Collection System Improv	9,686.00
Total Maggiora & Ghilotti Inc.			<u>9,686.00</u>
Reliable Crane & Rigging, Inc.			
	10/22/2013	73001 · WWTP Upgrade - Contract C	2,440.25
Total Reliable Crane & Rigging, Inc.			<u>2,440.25</u>
RMC Water & Environment, Inc.			
	10/14/2013	73001 · WWTP Upgrade - Contract C	19,253.84
	10/29/2013	72707 · Hamilton Wetlands/Outfall Monit	3,315.62
Total RMC Water & Environment, Inc.			<u>22,569.46</u>
TOTAL			<u><u>94,200.88</u></u>

11/18/13

Novato Sanitary District Board Fees - October

November 18, 2013

Date	Num	Name	Credit
Nov 18, 13			
11/18/2013	3179	Di Giorgio, Michael	904.09
11/18/2013	2815	Long, William C	746.76
11/18/2013	2817	Peters, A. Gerald	574.36
11/18/2013	3180	Welsh, Dennis J	474.36
11/18/2013	2816	Mariani, Jean M	414.81
Nov 18, 13			3,114.38

Novato Sanitary District

Today: 15-Nov-13

QUARTERLY INVESTMENT REPORT -- For Quarter Ended September 30, 2013

INVESTMENT	ACTIVITY	July	Aug	Sep	QTR TOTAL
STATE TREASURER'S INVESTMENT FUND	Total deposits/transfers in	34,000	43,000	707,783	784,783
	Total transfers out	595,000	1,408,000	807,000	2,810,000
	Minimum daily balance	12,651,437	11,286,437	11,187,220	11,187,220
	Maximum daily balance	13,204,907	12,651,437	11,286,437	13,204,907
	Interest earned	0	0	7,783	7,783
Current Yield 0.260%					
TRUST ACCOUNT					
BANK OF NEW YORK MELLON For COP Bond Funds	Total deposits/transfers in	14	4,945	15	4,974
	Total transfers out	409,871	0	354,763	764,634
	Minimum daily balance	9,200,607	9,200,607	8,850,803	8,850,803
	Maximum daily balance	9,610,464	9,205,551	9,205,551	9,610,464
	Interest earned	14	4,945	15	4,974
The LAIF Pooled Money Investment Account Report is attached as specified in California Government Code Section 53646(e)					
CHECKING ACCOUNTS					
Interest Rate	Regular Warrants Account				
0.03%	Total deposits & transfers in	1,497,155	1,447,359	1,530,367	4,474,881
	Total checks & transfers out	1,769,302	1,279,504	1,648,671	4,697,477
	Minimum daily balance	36,814	4,093	27,671	4,093
	Maximum daily balance	785,309	964,827	636,338	964,827
	Interest earned	8	7	6	21
	Payroll Account				
	Total transfers in	125,700	124,900	127,800	378,400
	Total checks & transfers out	125,777	125,128	127,901	378,806
	Minimum daily balance	706	478	377	377
	Maximum daily balance	113,102	110,778	114,803	114,803
	Project Account				
	Total transfers in	785,200	303,000	213,800	1,302,000
	Total checks & transfers out	721,495	376,273	178,541	1,276,309
	Minimum daily balance	2,587	2,559	2,569	2,559
	Maximum daily balance	565,087	302,559	178,069	565,087
	Interest earned	4	1	1	6
	ARRA Grant Project Account				
	Total transfers in	0	0	0	0
	Total checks & transfers out	0	0	0	0
	Minimum daily balance	100	100	100	100
	Maximum daily balance	100	100	100	100
	Interest earned	0	0	0	0

NOTES: (1) The above investments are consistent with the annual Statement of Investment Policy approved by the board on an annual basis, most recent approval was October 22, 2012.

The District has the ability to meet six months cash needs.

(2) LAIF interest rate is currently .26% which is a slight increase from .24% in June 2013 however, still a decrease from .285% in March 2013 and .32% in December 2012.

**BILL LOCKYER
CALIFORNIA STATE TREASURER**

LOCAL AGENCY INVESTMENT FUND (LAIF)

NEW LAIF WEBINAR INFORMATION

PMIA Performance Report

LAIF Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
10/31/2013	0.26	0.27	220
11/1/2013	0.27	0.27	229
11/2/2013	0.27	0.27	229
11/3/2013	0.27	0.27	229
11/4/2013	0.27	0.27	226
11/5/2013	0.27	0.27	222
11/6/2013	0.27	0.27	227
11/7/2013	0.26	0.27	228
11/8/2013	0.27	0.27	232
11/9/2013	0.27	0.27	232
11/10/2013	0.27	0.27	232
11/11/2013	0.27	0.27	232
11/12/2013	0.26	0.27	229
11/13/2013	0.26	0.27	227

Quarter ending 09/30/2013

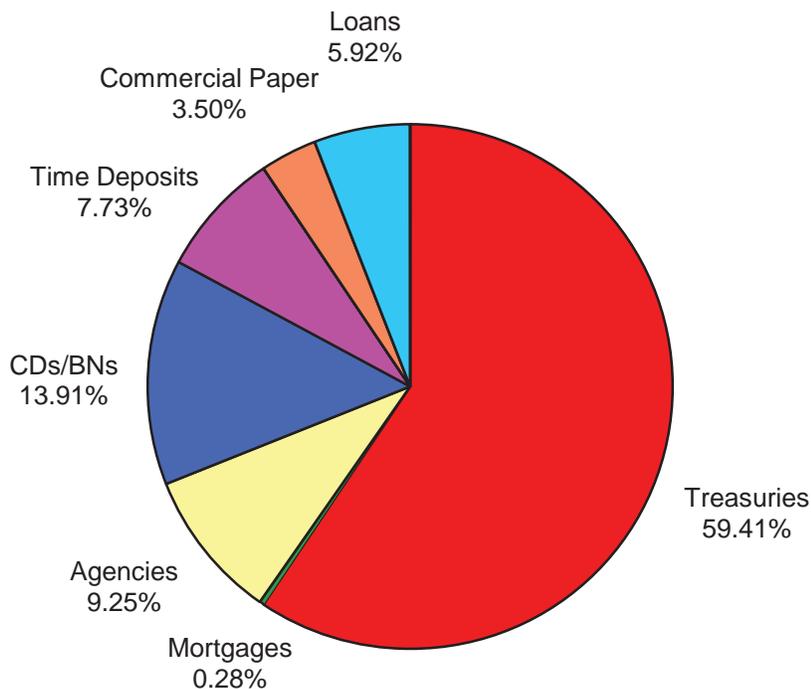
Apportionment Rate: 0.26%
 Earnings Ratio: .00000703151403121
 Fair Value Factor: 1.00056732
 Daily: 0.25%
 Quarter To Date: 0.27%
 Average Life: 239

PMIA Average Monthly Effective Yields

OCT 2013 0.266%
 SEPT 2013 0.257%
 AUG 2013 0.271%

*Daily yield does not reflect capital gains or losses

**Pooled Money Investment Account
Portfolio Composition
\$56.6 Billion
09/30/13**



**State of California
Pooled Money Investment Account
Market Valuation
9/30/2013**

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch.		
United States Treasury:				
Bills	\$ 16,073,980,700.39	\$ 16,085,823,591.60	\$ 16,091,287,550.00	NA
Notes	\$ 17,563,802,960.73	\$ 17,563,335,015.37	\$ 17,583,838,500.00	\$ 14,889,100.00
Federal Agency:				
SBA	\$ 568,038,119.90	\$ 568,027,282.47	\$ 564,112,809.12	\$ 539,907.74
MBS-REMICs	\$ 159,739,683.78	\$ 159,739,683.78	\$ 173,101,489.62	\$ 762,107.97
Debentures	\$ 1,574,993,399.51	\$ 1,574,391,795.33	\$ 1,573,284,600.00	\$ 3,905,036.66
Debentures FR	\$ -	\$ -	\$ -	\$ -
Discount Notes	\$ 2,548,035,458.35	\$ 2,549,005,486.11	\$ 2,549,679,000.00	NA
GNMA	\$ 109.26	\$ 109.26	\$ 109.34	\$ 1.14
IBRD Debenture	\$ 549,990,597.01	\$ 549,990,597.01	\$ 550,113,000.00	\$ 710,762.50
IBRD Deb FR	\$ -	\$ -	\$ -	\$ -
CDs and YCDs FR	\$ 400,000,000.00	\$ 400,000,000.00	\$ 400,000,000.00	\$ 249,114.44
Bank Notes	\$ -	\$ -	\$ -	\$ -
CDs and YCDs	\$ 7,475,000,000.00	\$ 7,475,000,000.00	\$ 7,472,128,794.54	\$ 2,625,888.88
Commercial Paper	\$ 1,974,637,513.87	\$ 1,974,883,972.23	\$ 1,974,778,729.16	NA
Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 4,376,640,000.00	\$ 4,376,640,000.00	\$ 4,376,640,000.00	NA
AB 55 & GF Loans	\$ 3,352,638,649.37	\$ 3,352,638,649.37	\$ 3,352,638,649.37	NA
TOTAL	\$ 56,617,497,192.17	\$ 56,629,476,182.53	\$ 56,661,603,231.15	\$ 23,681,919.33

Fair Value Including Accrued Interest

\$ 56,685,285,150.48

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

The value of each participating dollar equals the fair value divided by the amortized cost (**1.00056732**). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,011,346.41 or \$20,000,000.00 x **1.00056732**.

PAR VALUES MATURING BY DATE AND TYPE
Maturities in Millions of Dollars

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out
TREASURY	\$ 1,545	\$ 2,300	\$ 850	\$ 2,600	\$ 1,050	\$ 1,500	\$ 1,000	\$ 6,400	\$ 4,900	\$ 9,600	\$ 1,300	\$ 600	
REPO													
TDS	\$ 1,209	\$ 558	\$ 948	\$ 718	\$ 551	\$ 393							
AGENCY	\$ 1,118	\$ 350	\$ 1,450	\$ 100	\$ 550	\$ 150	\$ 998			\$ 533	\$ 1,075		
BAS													
CP	\$ 1,650	\$ 125	\$ 200										
CDs + BNs	\$ 3,950	\$ 1,100	\$ 750	\$ 500	\$ 250	\$ 575	\$ 100	\$ 550	\$ 100				
CORP BND													
TOTAL	\$ 9,472	\$ 4,433	\$ 4,198	\$ 3,918	\$ 2,401	\$ 2,618	\$ 1,100	\$ 7,948	\$ 5,000	\$ 10,133	\$ 2,375	\$ 600	\$ -
PERCENT	17.5%	8.2%	7.7%	7.2%	4.4%	4.8%	2.0%	14.7%	9.2%	18.7%	4.4%	1.1%	0.0%

Notes:

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

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Accounts Receivable Aging Summary	MEETING DATE: 11/21/13 AGENDA ITEM NO.:
RECOMMENDED ACTION: Informational Only	
SUMMARY AND DISCUSSION: <p>The attached Accounts Receivable Summary shows the following receivables:</p> <p><u>1-45 days - \$203,803.37:</u> Current.</p> <p><u>46-90 days - \$74,236.50:</u> The entire amount is for the first quarter billing to Novato Disposal Services for AB939 - Hazardous Household Waste fees.</p> <p><u>90+ days - \$22,027.77:</u> \$2,584.33 is for a septic tank hauler whose account continues to be severely delinquent. This hauler does not have privileges to use District dumping facilities until the obligation has been satisfied. We have sent letters and statements requesting payment, the last payment was in May of 2013. We will continue to pursue collection of this debt. The remainder of this balance is our rancher, Mr. Hayden, who has always paid his invoices. We will follow up with a reminder statement for this delinquent account.</p> <p><u>SUMMARY:</u> Receivables over 90 days old amount to \$22,027.77. This represents .24% of the District's total budgeted operating revenue of \$9,312,285 for fiscal year 2013/14.</p>	
ALTERNATIVES: N/A- Informational only.	
BUDGET INFORMATION: N/A	
DEPT.MGR.:	MANAGER:

Novato Sanitary District
A/R Aging Summary
As of November 15, 2013

	<u>1 - 45</u>	<u>46 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
AT &T	1,062.40	0.00	0.00	1,062.40
City of Novato-	16,642.56	0.00	0.00	16,642.56
Golden Gate Bridge, Hwy & Trans -	1,113.60	0.00	0.00	1,113.60
(2) Hayden, Ron	0.00	0.00	19,114.96	19,114.96
Homeward Bound	5,319.68	0.00	0.00	5,319.68
(2) Joes Farmers Septic	0.00	0.00	2,584.33	2,584.33
Marin County Free Library	2,204.16	0.00	0.00	2,204.16
Marin County Housing Auth	10,240.00	0.00	0.00	10,240.00
Marin Municipal Water District-	7,065.60	0.00	0.00	7,065.60
North Marin Water District-	23,418.70	0.00	0.00	23,418.70
Novato Charter School	2,160.63	0.00	0.00	2,160.63
Novato Community Hospital	26,920.96	0.00	0.00	26,920.96
Novato Disposal	76,766.50	74,236.50	0.00	151,003.00
Novato Fire Protection	6,691.84	0.00	0.00	6,691.84
Quality Septic Systems	3,809.39	0.00	0.00	3,809.39
Roto Rooter	614.19	0.00	0.00	614.19
(2) State of California	0.00	0.00	328.48	328.48
USCG	15,147.00	0.00	0.00	15,147.00
Veolia Water	4,626.16	0.00	0.00	4,626.16
TOTAL	<u><u>203,803.37</u></u>	<u><u>74,236.50</u></u>	<u><u>22,027.77</u></u>	<u><u>300,067.64</u></u>

Notes:

(1) Significant portion related to our non tax roll sewer service billings in the amount of \$81,134.

(2) For accounts past 90 days, statements sent November 15, 2013.

November 15, 2013

MEMORANDUM

TO: District Board of Directors

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

SUBJECT: 1. Revenue and Expenditure Report for Quarter Ended September 30, 2013 (Pages 1-8)

2. Debt Service Schedule as of September 30, 2013 (Page 9)

This memo presents a summary of revenues and expenditures for the operating and capital funds through the first quarter of Fiscal Year 2013-14 (see attached detail). The report also presents a brief analysis of items that vary significantly from the final budget.

OPERATING FUND**OPERATING REVENUE**

	YTD Balance Received	Annual Budget	Budget Remaining	Pct. Received
Total Operating Revenues	\$135,974	\$9,312,285	\$9,176,311	1.5%

Discussion

Overall, operating revenues are approximately 1.5% of the total budget amount with 25% of the year complete. The operating income accounts are within normal range for this time of year, since our primary revenues are received in December and April.

OPERATING EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Total Operating Expenses	\$ 2,005,248	\$9,302,921	\$7,297,673	21.6%

Discussion

Overall, operating expenses are at approximately 21.6% of budget, with 25% of the year complete. The following explains significant variances in individual expense accounts.

Collection System (18.1%)

Employee Benefits, 28.55%. Variance is a little above estimated expenditures of 25% for this time of year due to the workers compensation premium of approximately \$57k which was paid in first quarter; account expected to stay within budget.

Software Maintenance, 28.33%. These are ICOMM expenditures and are appropriate for this time of year based on the billing cycle of October to October for this vendor.

Small Tools, 60.46%. Per review of account, no significant items noted; account expected to stay within budget for the fiscal year.

Treatment Facilities - Contract Operations (22.6%)

Water/Permits/Telephone, 40.1%. Significant variance on a small budget amount, due to paying the annual operating permits in the first quarter of the year to the Bay Area Air Quality Management District (BAAQMD) in the amount of \$12.5k.

Reclamation/Disposal Facilities (27.7%)

Sludge Disposal, 43.2%. Variance reasonable since the contracted services for sludge disposal are 50% completed for the fiscal year, thus this budget item should be well within budget upon completion of this contract.

Repairs and Maintenance, 29.5%. The significant variance is due to some sprinkler expenditures which are currently under review, as to whether to keep them in this account or reallocate to the Annual Reclamation Improvements capital account due to the overall cost of this project.

Permits & Fees, 125.2%. Significant variance due to the small budget allocation for this account; BAAQMD annual permit fee increased approximately \$400 from prior year, thus being the main factor of the overage. Possible future budget amendment of this account may be needed.

Laboratory/Monitoring (15.6%)

Employee Benefits, 28.4%. Please see explanation under Collection System department.

Pump Stations (19.9%)

Repairs & Maintenance, 26.1%. Per review of account, no significant items noted; account expected to stay within budget for the fiscal year.

Water, 28.9%. Per review of account, no significant items noted. Will continue to monitor on a quarterly basis.

Administration and Engineering (24.0%)

Employee Benefits. 28.6%. Please see explanation under Collection System department.

Agency Dues. 49.6%. Agency dues are paid at the beginning of the year, thus variance within normal range for this time of year.

Safety. 146.3%. Awaiting reimbursement from CSRMA of approximately \$1,300 for purchased safety supplies which fall under the annual CSRMA safety grant program.

Office Expense. 29.9%. Per review of detail, no significant items noted; expected to stay within budget for current fiscal year.

O/S Contractual. 30.6%. Per review of detail no significant items noted; expected to stay within budget for the current year.

IT/Misc Electrical. 67.1%. Significant variance due to expenditures related to the contracted services with Incrementum to set up the database for our electronic records and the conversion of old records to the new database. Expenditures to date are approximately \$21k. Account total expenditures expected to stay within budget for current fiscal year.

Printing & Publications. 52.4%. Variance appears reasonable due to the completion of the first newsletter in the first quarter of the fiscal year rather than the second quarter. Generally, two newsletters produced every fiscal year, thus we should be half way through our budget for the year.

Repairs & Maintenance. 30.8%. Per review of detailed, no significant items noted; expected to stay within budget for current fiscal year.

Recycled Water (20.2%)

Operating Chemicals. 46.3% Variance reasonable since at this point in the year the first operating cycle of the recycled water plant is coming to a close and will reopen in the next dry weather season, possibly May.

CAPITAL FUND

CAPITAL REVENUE

Capital Revenue	YTD Balance Received	Annual Budget	Over/(Under)Budget	Pct. Received
Sewer Service Charges	\$17,516	\$6,728,280	(\$6,710,764)	.30%
Property Taxes	261	1,740,000	(1,739,739)	.02%
Connection Charges	31,820	470,000	(438,180)	6.80%
Collector sewer/Special Equalization Charges	0	6,000	(6,000)	0.0%
Interest	8,404	50,000	(41,596)	16.8%
Other Revenue	0	20,000	(20,000)	0.0%
Total Revenue	\$58,001	\$9,014,280	(\$8,956,279)	.64%

Overall capital revenues are .64% of budget at the close of the first quarter.

CAPITAL EXPENDITURES

	YTD Balance	Annual Budget	Budget Unused	Pct. Used
Capital Expenditures	\$1,016,389	\$15,097,031	(\$14,080,642)	6.7%

The list of capital projects is shown in the attached report. Overall expenses are 6.7% of budget.

Novato Sanitary District
Revenues & Expenditures Budget vs. Actual
July through September 2013

	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · OPERATING INCOME				
41010 · Sewer Service Charges	24,946.10	8,506,680.00	(8,481,733.90)	0.29%
41030 · Plan Check & Inspection Fee	0.00	500.00	(500.00)	0.0%
41040 · Permit & Inspection Fee	2,240.00	7,500.00	(5,260.00)	29.87%
41060 · Interest Income	4,379.44	15,000.00	(10,620.56)	29.2%
41080 · Engineering & Admin Charges	0.00	165,000.00	(165,000.00)	0.0%
41090 · Non-domestic Permit Fees	1,760.00	26,183.00	(24,423.00)	6.72%
41100 · Garbage Franchise Fees	0.00	48,602.00	(48,602.00)	0.0%
41105 · AB 939 Collector Fees	74,396.50	297,586.00	(223,189.50)	25.0%
41107 · Oil/Bev/Tire Grants	0.00	50,234.00	(50,234.00)	0.0%
41130 · Ranch Income	0.00	70,000.00	(70,000.00)	0.0%
41135 · Recycle Water Facility Revenue	21,791.30	75,000.00	(53,208.70)	29.06%
41140 · Other Revenue	6,460.51	40,000.00	(33,539.49)	16.15%
41142 · Loss on disposal of assets	0.00	10,000.00	(10,000.00)	0.0%
Total 41000 · OPERATING INCOME	135,973.85	9,312,285.00	(9,176,311.15)	1.46%
Total Income	135,973.85	9,312,285.00	(9,176,311.15)	1.46%
Expense				
60000 · COLLECTION SYSTEM				
60010 · Salaries & Wages	128,811.31	549,300.00	(420,488.69)	23.45%
60020 · Employee Benefits	71,402.49	250,124.00	(178,721.51)	28.55%
60060 · Gas, Oil & Fuel	2,589.94	30,000.00	(27,410.06)	8.63%
60085 · Safety	15.00	5,000.00	(4,985.00)	0.3%
60091 · Software Maint	5,666.00	20,000.00	(14,334.00)	28.33%
60100 · Operating Supplies	3,825.17	30,000.00	(26,174.83)	12.75%
60150 · Repairs & Maintenance	17,054.07	85,000.00	(67,945.93)	20.06%
60152 · Small Tools	1,209.22	2,000.00	(790.78)	60.46%
60153 · Outside Services	190.00	225,000.00	(224,810.00)	0.08%
60192 · Water	2,251.80	7,000.00	(4,748.20)	32.17%
60193 · Telephone	410.68	2,000.00	(1,589.32)	20.53%
60200 · Other(Garbage Coll)	154.20	1,000.00	(845.80)	15.42%
60201 · Permits & Fees	4,612.24	110,000.00	(105,387.76)	4.19%
Total 60000 · COLLECTION SYSTEM	238,192.12	1,316,424.00	(1,078,231.88)	18.09%
61000 · TREATMENT FACILITIES				
61000-0 · Contract Operations				
61000-1 · Fixed Fee	474,915.87	1,940,900.00	(1,465,984.13)	24.47%
61000-2 · Insurance & Bonds	6,145.67	50,600.00	(44,454.33)	12.15%
61000-3 · Major Repair/Replacement	3,458.80	109,200.00	(105,741.20)	3.17%
61000-4 · Water/Permits/Telephone	26,052.52	65,000.00	(38,947.48)	40.08%
61000-5 · Gas & Electricity	99,256.53	533,500.00	(434,243.47)	18.61%
Total 61000-0 · Contract Operations	609,829.39	2,699,200.00	(2,089,370.61)	22.59%

Novato Sanitary District
Revenues & Expenditures Budget vs. Actual
July through September 2013

	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
63000 · RECLAMATION/DISPOSAL				
63010 · Salaries & Wages	8,119.53	51,991.00	(43,871.47)	15.62%
63020 · Employee Benefits	4,278.64	17,277.00	(12,998.36)	24.77%
63060 · Gasoline & Oil	547.38	5,000.00	(4,452.62)	10.95%
63085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
63091 · Software Maintenance	0.00	3,000.00	(3,000.00)	0.0%
63100 · Operating Supplies	346.22	3,000.00	(2,653.78)	11.54%
63115 · Sludge Disposal	82,052.25	190,000.00	(107,947.75)	43.19%
63150 · Repairs & Maintenance	17,722.17	60,000.00	(42,277.83)	29.54%
63151 · Unusual Equipment Maintenance	0.00	60,000.00	(60,000.00)	0.0%
63152 · Small Tools	0.00	1,000.00	(1,000.00)	0.0%
63157 · Ditch/Dike Maintenance	1,900.00	20,000.00	(18,100.00)	9.5%
63191 · Gas & Electricity	24,434.59	110,000.00	(85,565.41)	22.21%
63192 · Water - Reclamation	6,110.20	10,000.00	(3,889.80)	61.1%
63201 · Permits & Fees	2,504.73	2,000.00	504.73	125.24%
Total 63000 · RECLAMATION/DISPOSAL	148,015.71	534,268.00	(386,252.29)	27.7%
64000 · LABORATORY/MONITORING				
64010 · Salaries & Wages	47,206.95	217,324.00	(170,117.05)	21.72%
64020 · Employee Benefits	22,846.15	80,402.00	(57,555.85)	28.42%
64060 · Gasoline & Oil	272.63	3,000.00	(2,727.37)	9.09%
64085 · Safety	0.00	1,000.00	(1,000.00)	0.0%
64091 · Software Maintenance	945.00	8,500.00	(7,555.00)	11.12%
64100 · Operating Supplies	5,437.19	25,000.00	(19,562.81)	21.75%
64150 · Repairs & Maintenance	1,122.81	10,000.00	(8,877.19)	11.23%
64160 · Research & Monitoring	22,612.97	297,150.00	(274,537.03)	7.61%
64170 · Pollution Prevention/Public Ed	6,701.81	40,000.00	(33,298.19)	16.76%
64201 · Permits & Fees	0.00	3,000.00	(3,000.00)	0.0%
Total 64000 · LABORATORY/MONITORING	107,145.51	685,376.00	(578,230.49)	15.63%
65000 · PUMP STATIONS				
65010 · Salaries & Wages	61,271.02	315,414.00	(254,142.98)	19.43%
65020 · Employee Benefits	36,495.45	146,602.00	(110,106.55)	24.89%
65060 · Gasoline & Oil	479.39	5,000.00	(4,520.61)	9.59%
65085 · Safety Expenses	15.92	3,000.00	(2,984.08)	0.53%
65091 · Software Maintenance	0.00	12,000.00	(12,000.00)	0.0%
65100 · Operating Supplies	2,045.55	10,000.00	(7,954.45)	20.46%
65101 · Operating Chemicals	0.00	45,000.00	(45,000.00)	0.0%
65150 · Repairs & Maintenance	30,064.97	115,000.00	(84,935.03)	26.14%
65152 · Small Tools	0.00	2,000.00	(2,000.00)	0.0%
65153 · Outside Services, Electrical	7,670.37	45,000.00	(37,329.63)	17.05%
65191 · Gas & Electricity	17,370.34	90,000.00	(72,629.66)	19.3%
65192 · Water	1,443.85	5,000.00	(3,556.15)	28.88%
65193 · Telephone	5,754.44	23,000.00	(17,245.56)	25.02%
65201 · Permits & Fees	1,074.08	5,000.00	(3,925.92)	21.48%
Total 65000 · PUMP STATIONS	163,685.38	822,016.00	(658,330.62)	19.91%

Novato Sanitary District
Revenues & Expenditures Budget vs. Actual
July through September 2013

	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
66000 · ADMIN/ENGINEERING				
66010 · Salaries & Wages	247,773.77	1,007,722.00	(759,948.23)	24.59%
66020 · Employee Benefits	115,125.22	402,036.00	(286,910.78)	28.64%
66021 · Retiree Health Benefits	72,586.36	387,078.00	(314,491.64)	18.75%
66030 · Director's Fees	9,675.00	45,000.00	(35,325.00)	21.5%
66060 · Gasoline & Oil	988.50	9,000.00	(8,011.50)	10.98%
66070 · Insurance	30,523.04	129,000.00	(98,476.96)	23.66%
66071 · Insurance Claim Expense	241.00	45,000.00	(44,759.00)	0.54%
66075 · Agency Dues	22,823.85	46,000.00	(23,176.15)	49.62%
66080 · Memberships	1,374.00	8,000.00	(6,626.00)	17.18%
66085 · Safety	1,463.26	1,000.00	463.26	146.33%
66090 · Office Expense	8,062.89	27,000.00	(18,937.11)	29.86%
66100 · Engineering Supplies	2,409.09	9,000.00	(6,590.91)	26.77%
66121 · Accounting & Auditing	4,000.00	22,500.00	(18,500.00)	17.78%
66122 · Attorney Fees	10,468.26	140,000.00	(129,531.74)	7.48%
66123 · O/S Contractual	71,986.43	235,000.00	(163,013.57)	30.63%
66124 · IT/Misc Electrical	26,830.23	40,000.00	(13,169.77)	67.08%
66130 · Printing & Publications	9,431.23	18,000.00	(8,568.77)	52.4%
66150 · Repairs & Maintenance	12,334.33	40,000.00	(27,665.67)	30.84%
66170 · Travel, Meetings & Training	11,937.43	70,000.00	(58,062.57)	17.05%
66193 · Telephone	3,214.69	15,000.00	(11,785.31)	21.43%
66202 · County Fees - Property Taxes	0.00	33,000.00	(33,000.00)	0.0%
66203 · County Fees - Sewer Service Chg	0.00	32,000.00	(32,000.00)	0.0%
66250 · Service Charge Sys Exp	0.00	5,000.00	(5,000.00)	0.0%
Total 66000 · ADMIN/ENGINEERING	663,248.58	2,766,336.00	(2,103,087.42)	23.98%
67000 · AB 939 SOLID WASTE PROGRAMS				
67400 · Consulting Services	20,741.98	119,264.00	(98,522.02)	17.39%
67500 · Household Hazardous Waste	30,873.21	187,500.00	(156,626.79)	16.47%
67520 · Permanent HHW Facility	0.00	5,000.00	(5,000.00)	0.0%
67530 · Used Oil/Beverage Cont Grant	1,080.00	22,537.00	(21,457.00)	4.79%
67540 · Outreach/Publicity/Education	645.18	22,000.00	(21,354.82)	2.93%
67600 · Other	0.00	5,000.00	(5,000.00)	0.0%
67610 · City AB 939 Admin Services	0.00	10,000.00	(10,000.00)	0.0%
Total 67000 · AB 939 SOLID WASTE PROGRAMS	53,340.37	371,301.00	(317,960.63)	14.37%
68000 · Recycled Water				
68010 · O & M Services	10,347.00	50,000.00	(39,653.00)	20.69%
68100 · Operating Supplies	0.00	2,000.00	(2,000.00)	0.0%
68101 · Operating Chemicals	9,266.05	20,000.00	(10,733.95)	46.33%
68150 · Repairs & Maintenance	2,178.25	25,000.00	(22,821.75)	8.71%
68191 · Gas & Electricity	0.00	10,000.00	(10,000.00)	0.0%
68201 · Permits & Fees	0.00	1,000.00	(1,000.00)	0.0%
Total 68000 · Recycled Water	21,791.30	108,000.00	(86,208.70)	20.18%
Total Expense	2,005,248.36	9,302,921.00	(7,297,672.64)	21.56%
Net Income	(1,869,274.51)	9,364.00	(1,878,638.51)	(19,962.35%)

Novato Sanitary District
Revenues & Expenditures - Capital
 July through September 2013

	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
51000 · CAPITAL IMPROVEMENT INCOME				
51010 · Sewer Service Charges	17,516.40	6,728,280.00	(6,710,763.60)	0.26%
51015 · Property Taxes	260.49	1,740,000.00	(1,739,739.51)	0.02%
51020 · Connection Charges	31,820.00	470,000.00	(438,180.00)	6.77%
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	8,403.84	50,000.00	(41,596.16)	16.81%
51070 · Other Revenue	0.00	20,000.00	(20,000.00)	0.0%
Total 51000 · CAPITAL IMPROVEMENT INCOME	58,000.73	9,014,280.00	(8,956,279.27)	0.64%
Total Income	58,000.73	9,014,280.00	(8,956,279.27)	0.64%
Expense				
72000 · CAPITAL IMPROVEMENT PROJECTS				
72110 · Drainage PS 3&7 Outfall Rehab	8,167.00	150,000.00	(141,833.00)	5.45%
72403 · Pump Station Rehabilitation	322.54	1,440,000.00	(1,439,677.46)	0.02%
72508 · N. Bay Water Recycling Auth	107,320.22	150,000.00	(42,679.78)	71.55%
72609 · WWTP Upgrade - Contract B	80.00	100,000.00	(99,920.00)	0.08%
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 · Collection System Improv	29,920.89	1,760,000.00	(1,730,079.11)	1.7%
72707 · Hamilton Wetlands/Outfall Monit	0.00	90,000.00	(90,000.00)	0.0%
72708 · Cogeneration	0.00	50,000.00	(50,000.00)	0.0%
72802 · Annual Sewer Adj. for City Proj	0.00	10,000.00	(10,000.00)	0.0%
72803 · Annual Collection Sys Repairs	52,345.76	275,000.00	(222,654.24)	19.04%
72804 · Annual Reclamation Fac Imp	3,710.07	250,000.00	(246,289.93)	1.48%
72805 · Annual Trtmt Pnt/Pump St Impr	2,088.50	275,000.00	(272,911.50)	0.76%
73001 · WWTP Upgrade - Contract C	381,356.24	2,858,377.00	(2,477,020.76)	13.34%
73002 · WWTP Up - Cont D - Rec- ARRA Fu	228.90	150,000.00	(149,771.10)	0.15%
73003 · Admin Bldg/Maint.Bldg Upgrades	0.00	400,000.00	(400,000.00)	0.0%
73090 · Vehicle Replacement	0.00	64,000.00	(64,000.00)	0.0%
78500 · Interest - Capital Projects	430,848.75	2,730,721.00	(2,299,872.25)	15.78%
78501 · Principal - Capital Projects	0.00	4,339,933.00	(4,339,933.00)	0.0%
Total 72000 · CAPITAL IMPROVMNT PROJECTS	1,016,388.87	15,097,031.00	(14,080,642.13)	6.73%
Total Expense	1,016,388.87	15,097,031.00	(14,080,642.13)	6.73%
Net Income	(958,388.14)	(6,082,751.00)	5,124,362.86	15.76%

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

5.d.

State Revolving Fund Loan

SRF Loan Payable 6/30/13.....	77,875,979
Principal Payment 2013-14	
Interest payments 2013-14	
SRF Loan Payable Balance 9/30/13.....	77,875,979

COP Bond Financing Issued October 2011

COP Payable Balance 6/30/13.....	20,950,000
Principal Payment 2013-14	
Interest payments 2013-14	(430,848)
	430,848
COP Payable Balance 9/30/13.....	20,950,000

Note: Principal payment for SRF Loan Payable due December 2013.
Principal payment for COP Bond Payable due February 2014.

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Consent Calendar: Consider Approval of Household Hazardous Waste Grant Agreement	MEETING DATE: November 21, 2013 AGENDA ITEM NO.: 5.e.																																	
RECOMMENDED ACTION: Approve the Household Hazardous Waste Grant Agreement with the Marin County Hazardous & Solid Waste Joint Powers Authority for FY 2013-14																																		
SUMMARY AND DISCUSSION: <p>This agreement is the result of discussions with the Marin County Hazardous and Solid Waste Joint Powers Agreement to convey to the District the funds collected by the JPA for the household hazardous waste program from Novato residents who self-haul to the landfill. The JPA has committed \$27,792.00 for the fiscal year 2013-14. This amount is less than prior years due to the fact that the grant allocation no longer includes a \$15,003 annual payment for a ten-year reimbursement plan for Novato self-haul fees, in the amount of \$150,030, collected by the JPA prior to 2004.</p> <p>This represents the 11th year the District has entered into an agreement with the County. Previous payments are as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">2003-04:</td> <td style="width: 15%;"><u>\$46,455.00</u></td> <td style="width: 70%;">(\$31,452.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2004-05:</td> <td><u>\$51,993.00</u></td> <td>(\$36,990.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2005-06:</td> <td><u>\$42,934.00</u></td> <td>(\$27,931.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2006-07:</td> <td><u>\$32,962.00</u></td> <td>(\$17,959.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2007-08:</td> <td><u>\$32,628.20</u></td> <td>(\$17,625.20 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2008-09:</td> <td><u>\$33,503.00</u></td> <td>(\$18,500.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2009-10:</td> <td><u>\$40,355.00</u></td> <td>(\$25,352.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2010-11:</td> <td><u>\$32,463.00</u></td> <td>(\$17,460.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2011-12:</td> <td><u>\$38,283.00</u></td> <td>(\$23,280.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2012-13:</td> <td><u>\$50,639.00</u></td> <td>(\$35,636.00 current year fees + \$15,003.00 portion of prior years' fees)</td> </tr> <tr> <td>2013-14</td> <td><u>\$27,792.00</u></td> <td>(Current year fees)</td> </tr> </table>		2003-04:	<u>\$46,455.00</u>	(\$31,452.00 current year fees + \$15,003.00 portion of prior years' fees)	2004-05:	<u>\$51,993.00</u>	(\$36,990.00 current year fees + \$15,003.00 portion of prior years' fees)	2005-06:	<u>\$42,934.00</u>	(\$27,931.00 current year fees + \$15,003.00 portion of prior years' fees)	2006-07:	<u>\$32,962.00</u>	(\$17,959.00 current year fees + \$15,003.00 portion of prior years' fees)	2007-08:	<u>\$32,628.20</u>	(\$17,625.20 current year fees + \$15,003.00 portion of prior years' fees)	2008-09:	<u>\$33,503.00</u>	(\$18,500.00 current year fees + \$15,003.00 portion of prior years' fees)	2009-10:	<u>\$40,355.00</u>	(\$25,352.00 current year fees + \$15,003.00 portion of prior years' fees)	2010-11:	<u>\$32,463.00</u>	(\$17,460.00 current year fees + \$15,003.00 portion of prior years' fees)	2011-12:	<u>\$38,283.00</u>	(\$23,280.00 current year fees + \$15,003.00 portion of prior years' fees)	2012-13:	<u>\$50,639.00</u>	(\$35,636.00 current year fees + \$15,003.00 portion of prior years' fees)	2013-14	<u>\$27,792.00</u>	(Current year fees)
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2013-14	<u>\$27,792.00</u>	(Current year fees)																																
ALTERNATIVES: N/A																																		
BUDGET INFORMATION: The 2013-14 District Budget includes anticipated JPA reimbursement fees of \$27,697.00 so this amount is \$95 over budget.																																		
DEPT.MGR.:	MANAGER:																																	

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Extension of Temporary Discharge Permit for Groundwater Discharge - Caltrans Bridge Construction Project.	MEETING DATE: November 21, 2013 AGENDA ITEM NO.: 5.f.
RECOMMENDED ACTION: Approve a permit extension request from R.M. Harris Co. Inc. on behalf of Caltrans and authorize the Manager-Engineer to grant an extension of their temporary, Class I non-domestic discharge permit for discharge of groundwater.	
SUMMARY AND DISCUSSION: <p>The District received a permit application from R.M. Harris on May 30, 2013, for a temporary, Class I non-domestic discharge permit. The application was to discharge groundwater generated during bridge footing excavation as part of Caltrans' Rush Landing Rd. bridge construction project. The District Board approved the application on June 10, 2013, and the Manager-Engineer issued the temporary, Class I non-domestic discharge permit on June 12, 2013.</p> <p>On September 16, 2013, R.M. Harris requested a permit extension and anticipated that the bridge footing excavation would be finished by the end of November; however, to date the project is incomplete, and their temporary discharger permit is due to expire on November 30, 2013.</p> <p>In an email dated November 12, 2013, R.M. Harris staff formally requested an extension of their temporary, Class I non-domestic discharge permit. R.M. Harris staff estimates that the bridge footing excavation will be completed by January 30, 2014, but only if no additional conflicts arise with the bridge foundation. Considering that R.M. Harris has already requested a permit extension for this project, District staff believes that March 31, 2014, is a more realistic estimate for project completion.</p> <p>Therefore, staff recommends that the Board approve the permit extension request and authorize the Manager-Engineer to grant an extension of the temporary, Class I non-domestic discharge permit to Caltrans. All requirements of the temporary discharge permit will continue to apply and include the following conditions:</p> <ol style="list-style-type: none"> 1. Encountered groundwater will be pumped to a holding tank for settling, 2. The total discharge shall not exceed 1,350,000 gallons, 3. The discharger shall not exceed a maximum discharge rate of 20 gpm, and 4. The discharger is required to have a 100 micron sediment filter on its discharge. 	
ALTERNATIVES: Do not approve the permit extension.	
BUDGET INFORMATION: Monitoring and discharge fees will continue to offset the cost of monitoring the discharge.	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Solid Waste Rates: Setting Maximum Rates for 2014	MEETING DATE: November 21, 2013
	AGENDA ITEM NO.: 6.b.
RECOMMENDED ACTION: Adopt a Resolution setting the maximum allowable rates for refuse collection and disposal services for 2014.	
SUMMARY AND DISCUSSION: <p>The District's Franchise Agreement with Novato Disposal Service provides for an annual rate adjustment based on the Refuse Rate Index (RRI). Novato Disposal submitted a rate review request, and the District retained R3 Consulting Group, Inc. (Sacramento), to assist with the rate review. R3 Consulting conducted its own, independent analysis, and prepared a report with a proposed rate adjustment of +1.63% for 2014. A copy of the report is attached.</p> <p>At its October 28, 2013 meeting, the District Board reviewed the R3 Consulting report and set the date for a public hearing on proposed rates for November 21, 2013.</p> <p>Notices of the proposed rate increase and hearing were published in the Marin IJ on October 30, 2013 and November 6, 2013.</p> <p>There was no solid waste rate increase in 2013. As shown in the attached table, the Novato rates remain the lowest in Marin County for residential, commercial, and debris box service. Santa Rosa and Petaluma do have lower residential rates but these are subsidized by higher commercial rates.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: No Impact.	
DEPT.MGR.:	MANAGER:



1512 Eureka Road, Suite 220
 Roseville, CA 95661
 Tel: 916-782-7821
 Fax: 916-782-7824
www.r3cgi.com

October 4, 2013

Ms. Beverly James
 Novato Sanitary District
 5000 Davidson Street
 Novato, CA 94945

Re: Final Letter Report - Review of Novato Disposal Service's Requested Rate Adjustment for Rate Year 2014

Dear Ms. James:

R3 Consulting Group (R3) was engaged by the Novato Sanitary District (District) to assist with a review of Novato Disposal Service's (Company) requested rate adjustment for Rate Year 2014 (January 1, 2014 – December 31, 2014). Specifically, R3 was asked to confirm that the rate adjustment methodology used by the Company is consistent with the Refuse Rate Index (RRI) Rate Adjustment Methodology set forth in Exhibit 2 of the Amended and Restated Franchise Agreement (Agreement) and that the calculation is mathematically accurate. This Letter Report communicates our findings and recommendations.

Objectives

- To review the Company's requested rate increase to confirm that:
 - It is consistent with applicable terms and conditions of the Agreement;
 - It is mathematically accurate; and
 - It correctly accounts for the required Balancing Account adjustment to the rates.
- To recommend the appropriate Rate Year 2014 rate adjustment based on the results of our review.

Background

The Agreement provides for an annual adjustment to the Company's rates based on the specified Refuse Rate Index (RRI), with the option to conduct a detailed rate review not more frequently than once every three (3) years. A copy of Article 6 of the Agreement (Company's Compensation and Rates) is provided as Attachment 1.

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

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

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

Section 6.3 of the Agreement (RRI Financial Information) states that: *"On or before September 1,*

Ms. Beverly James
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 Page 2 of 3

2011, and annually thereafter during the term of this Agreement, the Company shall deliver to the District information for the specific services performed under this Agreement for the preceding Agreement Year. Such financial information shall be in a format as set forth in Exhibit 2, or as may be further revised by the District from time to time. If the Company fails to submit the financial information in the required format by September 1st, it is agreed that the Company shall be deemed to have waived the RRI adjustment for that year..." The Company submitted its 2013 rate adjustment request on August 30, 2013, prior to the required deadline.

Recommended Rate Adjustment

The Company's Rate Adjustment Application calculated a -0.645 rate decrease (Attachment 3), which included a -2.405 rate decrease attributed to the Balancing Account Rate Adjustment. Based on our review, we are recommending a rate increase of 1.63 percent, which is also shown in Attachment 3.

The difference between our calculated rate adjustment and that calculated by the Company is due to the following adjustments:

- We increased the calculated rate adjustment by 2.405 percent to eliminate the Balancing Account Rate Adjustment amount in the Company's Application. The 2.45 percent rate decrease that was applied to the rates as part of the 2013 rate adjustment, and which will remain in effect for five years (through 2017), accounted for the impact of the balancing account balance as of December 31, 2011 that was due to the District.¹ No further annual balancing account adjustment is required over that five year period. At the end of that period the rates would be first be adjusted to remove the impact of the 2013 2.45 percent balancing account rate decrease and then further adjusted to account for the impact of the balancing account balance as of December 2017.
- We decreased the rate adjustment by 0.13 percent to account for the 2013 calculated rate adjustment of -0.13 percent, which was not applied. Section 6.2.2 of the Agreement states that: *"In any year that the calculation of the RRI results in a negative number, there shall be no adjustment of the Service Rates. Instead, the negative RRI number shall be added to the result of the subsequent years RRI calculation and the result shall be the RRI adjustment for that subsequent year."* Accordingly, there was no rate adjustment in 2013.
- We made a small change to the Company's equipment rental expense and amortization expense that had no material impact.

Balancing Account Calculation

The balancing account was established to account for the change in recycling revenues during years when the RRI is used. When setting the 2008 Base Year rate, recycling revenues were projected at \$542,420. The RRI adjustments that are used for adjusting the rates during interim years (i.e., non-Base Years) do not account for any adjustments to the projected recycling revenues. The Balancing Account is intended to reflect the difference between actual recycling revenues received by the Company as compared to the 2008 Base Year projected recycling revenues.

Recycling revenues are calculated for each year, starting with 2008 and using the specified methodology, and each calculated amount is compared to the 2008 projected revenue amount of

¹ At the end of the five year period rates will be increased by 2.45 percent and then further adjusted to account for the balance of the balancing account as of December 31, 2017.

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 Page 3 of 3

\$542,420.² The difference is accounted for in the balancing account as either revenue due the District (if calculated recycling revenues are higher than the projected amount), or revenue due the Company (if calculated recycling revenues are lower than the projected amount). Per the rate adjustment methodology in the Agreement, the cumulative Balancing Account amount for 2008 through 2011 was accounted for in full when setting the rates for Calendar Year 2013. That Balancing Account amount of \$1,124,671 due to the District resulted in a net reduction of 2.45 percent to the calculated 2013 rate adjustment. That rate decrease is to remain in effect through 2017 as specified in Exhibit 7.2.b.i of the Agreement. Therefore, as of January 1, 2012 the balancing account balance was zero. Going forward, the Agreement provides for a similar methodology for calculating the balancing account. The Agreement also provides both the City and the Company with the option to terminate the current methodology for calculating the balancing account and negotiate a new methodology that is acceptable to both parties. In the event that the parties cannot agree on acceptable changes to the methodology, the fair market value will be based on a review of actual related recyclable material sales revenues and related processing expenses.

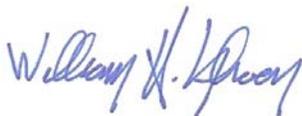
Attachment 4 provides the language in the Agreement related to the balancing account. Attachment 5 provides the calculated balancing account balance as of December 31, 2012, based on the currently agreed upon methodology. The Company has stated that the balancing account adjustment methodology overstates the revenue the Company is receiving from the CRV and commodity sales and has requested that the balancing account methodology be reviewed.

* * * * *

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

Sincerely,

R3 CONSULTING GROUP



William Schoen
 Principal

Attachments:

- Attachment 1 Article 6 Company's Compensation and Rates
- Attachment 2 Exhibit 2 – Refuse Rate Index
- Attachment 3 Rate Year 2014 Rate Adjustment Calculation
- Attachment 4 Exhibit 7 – Recyclable Materials Balancing Account
- Attachment 5 Balancing Account Calculation

R:\Projects\Novato SD 2014 RRI\Report\Novato Sanitary District FINAL Report 100413 (2014 RRI).doc

² This amount was established and referenced in R3's Final Report; Review of Novato Disposal Service's Rate Year 2008 Rate Application, December 6, 2007.

Attachment 1

ARTICLE 6 COMPANY'S COMPENSATION AND RATES

6.1 General

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

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

6.2 Refuse Rate Index Adjustments to Service Rates

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

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

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

6.3 RRI Financial Information

On or before September 1, 2011, and annually thereafter during the term of this Agreement, the Company shall deliver to the District financial information for the specific services performed under this Agreement for the preceding Agreement Year. Such financial information shall be in the format as set forth in Exhibit 2, or as may be further revised by the District from time to time. If the Company fails to submit the

Attachment 1

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

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

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

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

19 **6.4 Recyclable Materials Balancing Account**

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

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

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

31

Attachment 2

EXHIBIT 2 Refuse Rate Index

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

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

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

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

**EXHIBIT 2
Refuse Rate Index**

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

Attachment 3

Company's Calculated Rate Adjustment

Cost Category	1-1-13 Rate Rev Base Breakdown	7-01-12 to 6-30-13 Change In Index	Percentage Weight for Each Cost Category	Weighted Percentage Change for Each Cost Category
Labor	\$2,552,194	1.050%	23.690%	0.250%
Fuel	\$707,171	-0.150%	6.560%	-0.010%
Vehicle Replacement	\$468,289	1.650%	4.350%	0.070%
Vehicle Maintenance	\$344,352	3.390%	3.200%	0.110%
Disposal Fee	\$1,586,191	1.590%	14.720%	0.230%
Organic Waste Processing Fee	\$524,219	0.000%	4.870%	0.000%
Other operating costs	\$4,590,705	2.600%	42.610%	1.110%
Total allowed operating costs	\$10,773,121		100.000%	1.760%
Balancing Account Rate Adjustment (2014-2017)				-2.405%
Refuse Rate Index Adjusted for Balancing Account				-0.645%

R3's Calculated Rate Adjustment

Cost Category	1-1-13 Rate Rev Base Breakdown	7-01-12 to 6-30-13 Change In Index	Percentage Weight for Each Cost Category	Weighted Percentage Change for Each Cost Category
Labor	\$2,552,194	1.050%	23.690%	0.250%
Fuel	\$707,171	-0.150%	6.560%	-0.010%
Vehicle Replacement	\$475,023	1.650%	4.410%	0.070%
Vehicle Maintenance	\$344,352	3.390%	3.200%	0.110%
Disposal Fee	\$1,586,191	1.590%	14.720%	0.230%
Organic Waste Processing Fee	\$524,219	0.000%	4.870%	0.000%
Other operating costs	\$4,587,506	2.600%	42.580%	1.110%
Total allowed operating costs	\$10,776,656	0.000%	100.030%	1.760%
Balancing Account Rate Adjustment (2014-2017)				0.000%
2013 Negative RRI carried over to 2014 RRI				-0.130%
Refuse Rate Index				1.630%

Adjustments to Company's Application

Attachment 4

Exhibit 7
Recyclable Materials Balancing Account

1. Recyclable Material Per Ton Net Revenue Amount.

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

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

Attachment 4

Exhibit 7 Recyclable Materials Balancing Account

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

2. Balancing Account Calculation for Recyclable Materials.

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

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

Attachment 4

Exhibit 7
Recyclable Materials Balancing Account

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

Exhibit 7
Recyclable Materials Balancing Account

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

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

1

Attachment 5

weighted %= 2012	OBM Per Ton			San Francisco OBM Prices (average of high & low) ⁽¹⁾			Variance vs. Prior Month			Price Adjustment		Total Tons	Total Revenue
	Revenue Amount	Ceiling / Floor Price	CRV Per Ton Adjustment	Per Ton Net Revenue Amount	Mixed Paper	#8 NP	OCC	Mixed Paper	#8 NP	OCC	100%		
					46%	46%	8%						
Jan	\$70.50		\$4.45	\$74.94	\$82.50	\$120.00	\$135.00	\$37.95	\$55.20	\$10.79	\$103.95	933	\$ 69,923
Feb	\$73.60		\$4.45	\$78.04	\$87.50	\$120.00	\$145.00	\$2.30	\$0.00	\$0.80	\$3.10	859	\$ 67,040
Mar	\$73.60		\$4.45	\$78.04	\$87.50	\$120.00	\$145.00	\$0.00	\$0.00	\$0.00	\$0.00	1,001	\$ 78,122
Apr	\$73.60		\$4.45	\$78.04	\$87.50	\$120.00	\$145.00	\$0.00	\$0.00	\$0.00	\$0.00	924	\$ 72,113
May	\$72.80		\$4.45	\$77.24	\$87.50	\$120.00	\$135.00	\$0.00	\$0.00	-\$0.80	-\$0.80	968	\$ 74,773
Jun	\$71.60		\$4.45	\$76.05	\$87.50	\$120.00	\$120.00	\$0.00	\$0.00	-\$1.20	-\$1.20	1,051	\$ 79,924
Jul	\$68.90		\$4.45	\$73.35	\$82.50	\$120.00	\$115.00	-\$2.30	\$0.00	-\$0.40	-\$2.70	1,162	\$ 85,228
Aug	\$52.00		\$4.45	\$56.45	\$67.50	\$100.00	\$105.00	-\$6.90	-\$9.20	-\$0.80	-\$16.90	1,013	\$ 57,179
Sep	\$38.35		\$4.45	\$42.80	\$52.50	\$87.50	\$92.50	-\$6.90	-\$5.75	-\$1.00	-\$13.65	900	\$ 38,516
Oct	\$50.85		\$4.45	\$55.30	\$67.50	\$97.50	\$105.00	\$6.90	\$4.60	\$1.00	\$12.50	1,054	\$ 58,281
Nov	\$60.10		\$4.45	\$64.54	\$77.50	\$105.00	\$120.00	\$4.60	\$3.45	\$1.20	\$9.25	1,096	\$ 70,741
Dec	\$54.70		\$4.45	\$59.15	\$72.50	\$100.00	\$110.00	-\$2.30	-\$2.30	-\$0.80	-\$5.40	1,052	\$ 62,221

2012 Balancing Account Calculated Revenues = **\$ 814,062**

2012 Projected Recyclable Materials Revenue = 542,420

July 1, 2007 CRV Adjustment = 40,664

Total 2012 Balancing Account Projected Revenues = **583,084**

2012 Balancing Account Due to District (Company) **230,978**

⁽¹⁾ First weekly OBM issue of each month
 Floor per ton = \$10.00 Max = \$80.00 (to be adjusted for any change in CRV)

TABLE 1: RESIDENTIAL & COMMERCIAL COLLECTION RATES – January 2013
RATE COMPARISON WITH OTHER AGENCIES

Agency	Franchise Fee, %	Type	Residential 32 gal can/wk (1) (2)	20 yd Debris Box	2 yd Bin Weekly Dump Monthly fee	3 yd Bin 1/wk
Corte Madera	20	Level Hill	23.37 39.00	540.00	247.51	
Fairfax	10	Level Hill	29.09 33.98	583.00 (5) 25 yd box	285.90	495.00
Larkspur	10	Level Hill	32.47 34.97	583.00 (5) 25 yd box	316.83	413.99
Las Gallinas (County/Novato Portion – City now included in San Rafael)	\$25,000		25.83	583.00 (5) 25 yd box	n/a	374.26
Mill Valley	20	Level Hill	29.00 33.26	519.00 (4T)	289.58	
Petaluma			15.59	467.40	272.13	364.12
San Anselmo	10		31.95	583.00 (5) 25 yd box	364.01	524.29
San Rafael	10	Level Hill	29.56 33.48	583.00 (5) 25 yd box	281.27	365.12
Santa Rosa			12.71	674.64	257.12	314.17
Sausalito	15		36.90	526.00	291.90	
Tiburon	14	Level Hill	27.71 32.99	541.00	303.94	
Novato: 2012 & 2013 (rates unchanged)	\$45,000		18.22 (32 gal)	514.43(3T)	188.25	237.45
Novato: Proposed 2014	\$45,000		18.52 (32 gal)	522.82 (3T)	191.32	241.32

Notes: stoppage

1. All rates include a charge for recycling, hazardous waste, and curbside green waste collection.
2. Sausalito rates include street sweeping, 2 clean-ups/yr, and City services.
3. Corte Madera and Tiburon rates include street sweeping and 4 clean-ups/yr. Mill Valley rates include street sweeping and 2 clean-ups/yr.
4. Santa Rosa rates include 4 clean-ups/yr. Petaluma rates include street sweeping and 4 clean-ups/yr.
5. Debris Box rates are not included in the Franchise.
6. Novato rates included food waste composting and 4 clean-ups/yr.

RESOLUTION NO. 3065

**A RESOLUTION SETTING
MAXIMUM REFUSE FEES
FOR
NOVATO DISPOSAL COMPANY
IN
NOVATO SANITARY DISTRICT**

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

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

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

WHEREAS, the District published a notice of their intention to consider modifications to the maximum solid waste service charges on October 30th and November 6th, 2013, in the Marin Independent Journal; and

WHEREAS, the District held a Public Hearing at 6:00 PM on November 21, 2013 to hear all persons desiring to be heard;

WHEREAS, the District Board finds that an increase in the maximum rates to be charged by the Franchisee should be adjusted pursuant to the terms of the Franchise agreement and the rates listed on Table 1 are justified and appropriate under the Franchise methodology and the facts presented.

BE IT RESOLVED, by the Board of Directors of the Novato Sanitary District, Marin County, California, that the maximum fees that the Franchisee, Novato Disposal, may charge for refuse collection services as of January 1, 2014, are limited to maximum rates as listed in Table 1.

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

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of the Novato Sanitary District, Marin County, California, at a meeting thereof duly held on the 21st day of November, 2013, by the following vote:

AYES, and in favor thereof, Members: Di Giorgio, Long, Mariani, Peters, Welsh

NOES, Members: None

ABSENT, Members: None

-

President, Board of Directors
Novato Sanitary District

ATTEST:

(SEAL)

Secretary

Novato Disposal Service

TABLE 1
REFUSE COLLECTION RATES EFFECTIVE JANUARY 1, 2014

<u>RATE CLASSIFICATION</u>	<u>Maximum Monthly Fees</u> <u>Effective 1/1/12</u>	<u>Maximum Monthly Fees</u> <u>Effective 1/1/14</u>
<i>Single Family residential:</i>		
1 20 Gal. can collected weekly	\$11.39	\$11.58
1 32 Gal. can collected weekly	\$18.22	\$18.52
1 68 Gal. can collected weekly	\$36.43	\$37.02
1 95 Gal. can collected weekly	\$54.66	\$55.55
Special Trips - Can not set out	\$11.36	\$11.55
Special Rate - Containers more than 50 feet from street (each 50 feet)	\$5.25	\$5.34
Extra Pickups	\$5.59	\$5.68
Additional 95 gl. Green Waste Carts after 2	\$17.34	\$17.62
<i>Multi-family, mobile home parks, commercial/industrial:</i>		
<u>32 Gallon</u>		
1 x week	\$19.74	\$20.06
2 x week	\$42.10	\$42.79
3 x week	\$64.39	\$65.44
6 x week	\$131.36	\$133.50
<u>68 Gallon</u>		
1 x week	\$37.88	\$38.50
2 x week	\$80.76	\$82.08
3 x week	\$123.50	\$125.51
6 x week	\$251.96	\$256.07
<u>95 Gallon</u>		
1 x week	\$56.82	\$57.75
2 x week	\$121.13	\$123.10
3 x week	\$185.24	\$188.26
6 x week	\$377.95	\$384.11
Extra Pickups	\$5.59	\$5.68
<i>Debris Box Service:</i>		
<u>2 Cu. Yd. Containers</u>		
1 x week	\$188.25	\$191.32
2 x week	\$330.41	\$335.80
3 x week	\$472.53	\$480.23
4 x week	\$614.59	\$624.61
5 x week	\$756.68	\$769.01
6 x week	\$898.75	\$913.40
The above rates include an allowance for container rental as follows:	\$46.18	\$46.93
Extra Pickups	\$51.40	\$52.24

<u>RATE CLASSIFICATION</u>	<u>Maximum Monthly Fees Effective 1/1/12</u>	<u>Maximum Monthly Fees Effective 1/1/14</u>
<u>3 Cu. Yd. Containers</u>		
1 x week	\$237.45	\$241.32
2 x week	\$413.20	\$419.94
3 x week	\$589.18	\$598.78
4 x week	\$764.92	\$777.39
5 x week	\$940.85	\$956.19
6 x week	\$1,116.66	\$1,134.86
The above rates include an allowance for container rental as follows:	\$61.64	\$62.64
Extra Pickups	\$51.40	\$52.24
<u>4 Cu. Yd. Containers</u>		
1 x week	\$309.16	\$314.20
2 x week	\$542.39	\$551.23
3 x week	\$775.75	\$788.39
4 x week	\$1,008.97	\$1,025.42
5 x week	\$1,242.30	\$1,262.55
6 x week	\$1,475.57	\$1,499.62
The above rates include an allowance for container rental as follows:	\$61.64	\$62.64
Extra Pickups	\$61.64	\$62.64
<u>6 Cu. Yd. Containers</u>		
1 x week	\$452.57	\$459.95
2 x week	\$800.76	\$813.81
3 x week	\$1,148.91	\$1,167.64
4 x week	\$1,497.03	\$1,521.43
5 x week	\$1,845.21	\$1,875.29
6 x week	\$2,193.37	\$2,229.12
The above rates include an allowance for container rental as follows:	\$61.64	\$62.64
Extra Pickups	\$102.79	\$104.47
<u>15 Cu. Yd. Containers</u>		
1 x week	\$1,984.96	\$2,017.31
2 x week	\$3,974.50	\$4,039.28
3 x week	\$5,959.46	\$6,056.60
The above rates include an allowance for container rental as follows:	\$61.64	\$62.64
Extra Pickups	\$458.42	\$465.89

<u>RATE CLASSIFICATION</u>	<u>Maximum Monthly Fees Effective 1/1/12</u>	<u>Maximum Monthly Fees Effective 1/1/14</u>
<i>Cleanup Bins:</i>		
3 yd. - 2 days	\$165.93	\$168.63
3 yd. - weekend	\$165.93	\$168.63
6 yd. - 2 days	\$279.75	\$284.31
6 yd. - weekend	\$279.75	\$284.31
15 - yd. up to 3 T - one week	\$458.42	\$465.89
20 yd. up to 3 T - one week	\$514.43	\$522.82
30 yd. up to 4 T - one week	\$858.40	\$872.39
Additional/ton charge for cleanup bins	\$55.55	\$56.46
Occasional or irregular collections per 5 cubic feet	\$5.59	\$5.68
Special collections other than debris box - plus regular rate	\$23.67	\$24.06
Special collections for debris boxes - plus regular rate	\$51.43	\$52.27
Monthly charge for special collection conditions	\$11.15	\$11.33

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Committee – Meeting Report for October 2013

MEETING DATE: November 21, 2013

AGENDA ITEM NO.: 7.a.

RECOMMENDED ACTION: Information. Receive report.

SUMMARY AND DISCUSSION:

The October 2013 operations reports for the wastewater treatment, collection, and reclamation facilities are attached.

Wastewater Treatment Facility

The Novato Treatment Plant (NTP) water quality performance was excellent with all parameters well within effluent standards. The Recycled Water Facility produced 9.15 million gallons of recycled water. Safety performance was excellent with another accident-free month for a total of 1,247 accident-free days at the end of September. Routine maintenance activities were performed at the NTP and the Ignacio Transfer Pump Station (ITPS). Odor complaints received were attributed mostly to work on the primary clarifiers/headworks as part of the ongoing Contract C Upgrade project.

Contract Service Agreement:

As directed by the Board, District staff began the review of the Contract Service Agreement to identify changes to delete outdated provisions, incorporate the Recycled Water and other new Facilities, and contract extension.

As reported to the committee, the schedule calls for a redline/strikeout of the proposed changes to be reviewed by the committee at their December and January meetings prior to being presented to the Board of Directors at their second meeting in January or first meeting in February.

Collection System

A total of 155,640 feet of sewer line was cleaned and televised with assistance from outside services. The average cleaning rate was 177 feet/hour versus 227 feet/hour for the previous month. There were no lost time accidents for a total of 273 accident-free days at the end of October.

The District had one Category One (surface water impact) Sewer System Overflow (SSO) as summarized below; further details are in the attached operations report.

No.	Date	Location	SSO Volume, gal	Volume recovered, gal	Cause
1	10/2/2013	29 Balra Court	1,474	673	Roots

Reclamation Facility

The rancher grazed cattle on all three Sites and began to remove cows from the Sites. Parcel rehabilitation continued on Parcels 21, 24, 25, 38 and 78. Pump No. 1 at Drainage Pump Station 7 was installed after being refurbished. One control box was replaced in Parcel 21. Approximately 44 MG of recycled water was used for irrigation this month.

1.59 MG of sludge was pumped to the DLD and 4,680 cubic yards of solids was excavated from the sludge lagoons and spread in the DLD.

DEPT.MGR.:

MANAGER-ENGINEER:



November 14, 2013

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

Subject: Veolia Water Operations Report – October 2013

Dear Ms. James:

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

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

Regards,

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

John Bailey
Project Manager

**MONTHLY OPERATIONS REPORT
October 2013**

Prepared for

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

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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TREATMENT PLANT PERFORMANCE SUMMARY: October 2013:

Reclamation/Storage – Waste Discharge Requirements (WDR)

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	4.00	4.46	N/A	N/A
Max Peak Hour, MGD – Daily (Dry Weather)	N/A	N/A	N/A	N/A
Influent BOD ₅ , lb/day (month ave/max)	10,110	12,669	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	13,283	17,969	N/A	N/A
Effluent BOD ₅ , mg/L (monthly ave/weekly max)	<7	9	15	30
Effluent TSS, mg/L (monthly ave/weekly max)	<4	4	10	20
Effluent BOD ₅ - % Removal, Minimum	98	N/A	N/A	N/A
Effluent TSS - % Removal, Minimum	99	N/A	N/A	N/A
Ammonia, mg/L – (monthly ave/daily max)	0.19	0.51	N/A	N/A
pH, su (min / max)	6.9	7.0	6.5	8.5
Enterococcus, mpn (30 day geo mean)	1.9	N/A	35	N/A
*Fecal Coliform, mpn (30 day median)	4	N/A	140	N/A
*Fecal Coliform, mpn (90 th percentile)	13	N/A	430	N/A
Total Permit Exceedances (WDR)	0			

NA – Not Applicable

* Fecal Coliform incomplete data set – compliance status not likely to change w/ data

Discussion of Violations / Excursions: NONE

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	9.15	N/A
Average Turbidity	NTU	1.3	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	29	72
Minimum CT (disinfection)	ml-min/L	> 450	> 450
Minimum Dissolved Oxygen (DO)	mg/L	7.0	> 1.0
Maximum Total Coliform	mpn/100 ml	<2	2

OPERATIONS & MAINTENANCE STATUS / REVIEW:

Key events for the period:

Novato

- Routine rounds, readings and maintenance
- Transition to Bay Discharge – October 1, 2013
- Replaced Hypo Fill Port piping
- Removed bulkheads from Headworks (Contract “C”) – 3 hour shutdown
- Tested both Wet Weather Diesel Pumps in preparation for wet season
- Assisted WesTech with Primary Clarifier #2 Drive Seal Replacement (Contract “C”)
- Installed new Ferric Chloride Pump element and filters
- Replaced pressure relief on GBT #2
- Received spare shaft for Screenings Auger (Headworks)

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

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

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance
- Installed Transfer Pump #3 (retrofitted with “N” style non-clogging impeller)

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

- None

Recycled Water Plant

- Performed plant rounds and maintenance
- Troubleshoot Backwash Filter Pumps
- Produced 9.15 million gallons of recycled water in October

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

- None

Sludge Lagoons

- Performed routine rounds and inspection
- Telescoping valves cleaned and gates exercised
- Repaired valve on Lagoon #1

ADMINISTRATION:

- September Electronic Self Monitoring Report submitted on 10/18/13

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTP and Ignacio Pump Station completed
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of October 2013
- Accident Free: 6/1/10 – 10/31/13: 1,247 days / 56,863 hours
- Earthquake Drill (Great Shakeout)
- Emergency Action Plan
- Performed Annual Self Audit
- SOP's Reviewed: Primary Clarifier Sludge Judge Sampling Procedure
Switching Primary Clarifier Duty Sludge and Scum Pumps
Dissolve Oxygen Control System
Wet Weather Pumps

ODORS:

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

MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held regularly
- Booth at North Bay Science Fair
- Booth at Senior Health Fair
- Union Contract Negotiations

Veolia Support Staff On/Off Site (Various Times)

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

Novato Sanitary District
BOD/TSS Report



October, 2013

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
10/01/13	4.04	376	12,669	430	14,488	6	202	4	135	98.4	99.1
10/02/13	4.03	332	11,159	427	14,352	<5	<168	<3	<101	98.5	99.3
10/03/13	4.18	246	8,576	394	13,735	<5	<174	<3	<105	98.0	99.2
10/04/13	3.49										
10/05/13	3.89										
10/06/13	4.14										
10/07/13	3.92	356	11,639	432	14,123	<5	<163	<3	<98	98.6	99.3
10/08/13	4.21										
10/09/13	4.46	313	11,642	396	14,730	7	260	<3	<112	97.8	99.2
10/10/13	3.84			347	11,113						
10/11/13	3.95	318	10,476	347	11,431	<16	<527	4	132	95.0	98.8
10/12/13	4.00										
10/13/13	4.01	266	8,896	334	11,170	7	234	<3	<100	97.4	99.1
10/14/13	3.94										
10/15/13	3.97	296	9,801	412	13,641	6	199	<3	<99	98.0	99.3
10/16/13	4.17										
10/17/13	3.79	295	9,325	383	12,106	<5	<158	<3	<95	98.3	99.2
10/18/13	3.85										
10/19/13	3.86										
10/20/13	4.27										
10/21/13	3.92	287	9,383	410	13,404	7	229	3	98	97.6	99.3
10/22/13	4.05										
10/23/13	3.98	313	10,389	411	13,642	6	199	4	133	98.1	99.0
10/24/13	4.06										
10/25/13	3.92	309	10,102	414	13,535	<5	<163	4	131	98.4	99.0
10/26/13	3.94										
10/27/13	4.11										
10/28/13	4.03	286	9,613	401	13,478	9	302	4	134	96.9	99.0
10/29/13	4.05	332	11,214	532	17,969	6	203	4	135	98.2	99.2
10/30/13	4.03			286	9,613			4	134		98.6
10/31/13	3.79	214	6,764			<5	<158			97.7	
Weekly Averages											
10/05/13	Week 1	318	4,899	417	6,437	5	82	3	51		
10/12/13	Week 2	329	5,104	381	5,828	9	144	3	52		
10/19/13	Week 3	286	4,237	376	5,582	6	89	3	45		
10/26/13	Week 4	303	4,517	412	6,136	6	89	4	55		
	Week 5										
Monthly											
Minimum	3.49	214	6,764	286	9,613	<5	<72	<3	<43	95	99
Maximum	4.46	376	12,669	532	17,969	<16	<239	4	61	99	99
Total	123.89										
Average	4.00	303	10,110	397	13,283	<7	<101	<3	<53	98	99

Novato Sanitary District
Conventional Pollutants Report



October, 2013

Date	INFLUENT - A001			Effluent - E002							
	Flow Total	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Unionized Ammonia	Oil & Grease	Temp
				Fecal	Entero	Total					
MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L		Deg C	
10/01/13	4.04	7.1	28	<2.0	<1.0		6.9	0.11	0.00044		23.5
10/02/13	4.03	6.8		13.0	<1.0		7.0				23.6
10/03/13	4.18	7.1		2.0	2.0		6.9				22.9
10/04/13	3.49	7.1					7.0				23.2
10/05/13	3.89										
10/06/13	4.14										
10/07/13	3.92	7.0			1.0		6.9				23.4
10/08/13	4.21		30				6.9	0.11		2.2	22.9
10/09/13	4.46	7.0	33	4.0	2.0		6.9	0.10			22.8
10/10/13	3.84	7.4	32				6.9	0.22			22.7
10/11/13	3.95	7.4	31	4.0	3.0		6.9	0.12			22.5
10/12/13	4.00										
10/13/13	4.01			2.0	1.0						
10/14/13	3.94	7.0					6.9				23.0
10/15/13	3.97	7.4		2.0	2.0		6.9				22.7
10/16/13	4.17	7.0					7.0				22.4
10/17/13	3.79	6.6	28	13.0	2.0		6.9	0.14			22.8
10/18/13	3.85	6.7					7.0				22.8
10/19/13	3.86										
10/20/13	4.27										
10/21/13	3.92	6.7		13.0	5.2		7.0				22.1
10/22/13	4.05	6.6					7.0				22.3
10/23/13	3.98			4.0	2.0		6.9				22.0
10/24/13	4.06	7.4					6.9				21.9
10/25/13	3.92	6.9	26		2.0		6.9	0.51			22.2
10/26/13	3.94										
10/27/13	4.11										
10/28/13	4.03	7.5			2.0		7.0				21.7
10/29/13	4.05	7.5			<1.0		6.9				21.5
10/30/13	4.03	7.1			3.1		6.9				21.7
10/31/13	3.79	7.4					7.0				21.7
Monthly											
Minimum	3.49	6.6	26	<2.0	<1.0		6.9	0.10			21.5
Maximum	4.46	7.5	33	13.0	5.2		7.0	0.51	0.00044	2.2	23.6
Total	123.89										
Average	4.00	7.1	30				6.9	0.19	0.00044	2.2	22.5

Novato Plant : Bacterial Results

EFFLUENT: E-002 Station

Oct-13

Fecal Coliform		Enterococcus	
(1) 30-Day Median not to exceed 140 MPN/100 mL	(2) 90th Percentile not to exceed 430 MPN/100 mL	30-Day Geometric mean not to exceed 35 MPN/100 mL	

October 1, 2013	<	2	
October 2, 2013		13	
October 3, 2013		2	
October 4, 2013			
October 5, 2013			
October 6, 2013			
October 7, 2013			
October 8, 2013			
October 9, 2013		4	
October 10, 2013			
October 11, 2013		4	
October 12, 2013			
October 13, 2013		2	
October 14, 2013			
October 15, 2013		2	
October 16, 2013			
October 17, 2013		13	
October 18, 2013			
October 19, 2013			
October 20, 2013			
October 21, 2013		13	
October 22, 2013			
October 23, 2013		4	
October 24, 2013			
October 25, 2013			
October 26, 2013			
October 27, 2013			
October 28, 2013			
October 29, 2013			
October 30, 2013			
October 31, 2013			

90th Percentile Ranking	
Sample #1	2
Sample #2	2
Sample #3	2
Sample #4	2
Sample #5	4
Sample #6	4
Sample #7	4
Sample #8	13
Sample #9	13
Sample #10	13
Sample #11	
Sample #12	
Sample #13	
Sample #14	
Sample #15	
Sample #16	

October 1, 2013	<	1.0	
October 2, 2013	<	1.0	
October 3, 2013		2.0	
October 4, 2013			
October 5, 2013			
October 6, 2013			
October 7, 2013		1.0	
October 8, 2013			
October 9, 2013		2.0	
October 10, 2013			
October 11, 2013		3.0	
October 12, 2013			
October 13, 2013		1.0	
October 14, 2013			
October 15, 2013		2.0	
October 16, 2013			
October 17, 2013		2.0	
October 18, 2013			
October 19, 2013			
October 20, 2013			
October 21, 2013		5.2	
October 22, 2013			
October 23, 2013		2.0	
October 24, 2013			
October 25, 2013		2.0	
October 26, 2013			
October 27, 2013			
October 28, 2013		2.0	
October 29, 2013		<1	
October 30, 2013		3.1	
October 31, 2013			

Max	13
Min	2.0
Avg	5.90
30-Day Median	4

90th Percentile Value **13**

Max	5.2
Min	1.0
Avg	2.1
30 Day Geo. Mean	1.9

¹ = indicates that more than ONE UV channel was in operation at sample time; All UV channels in operation were sampled.

90th Percentile	10.00	0.9	9
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Missing Data for Fecal

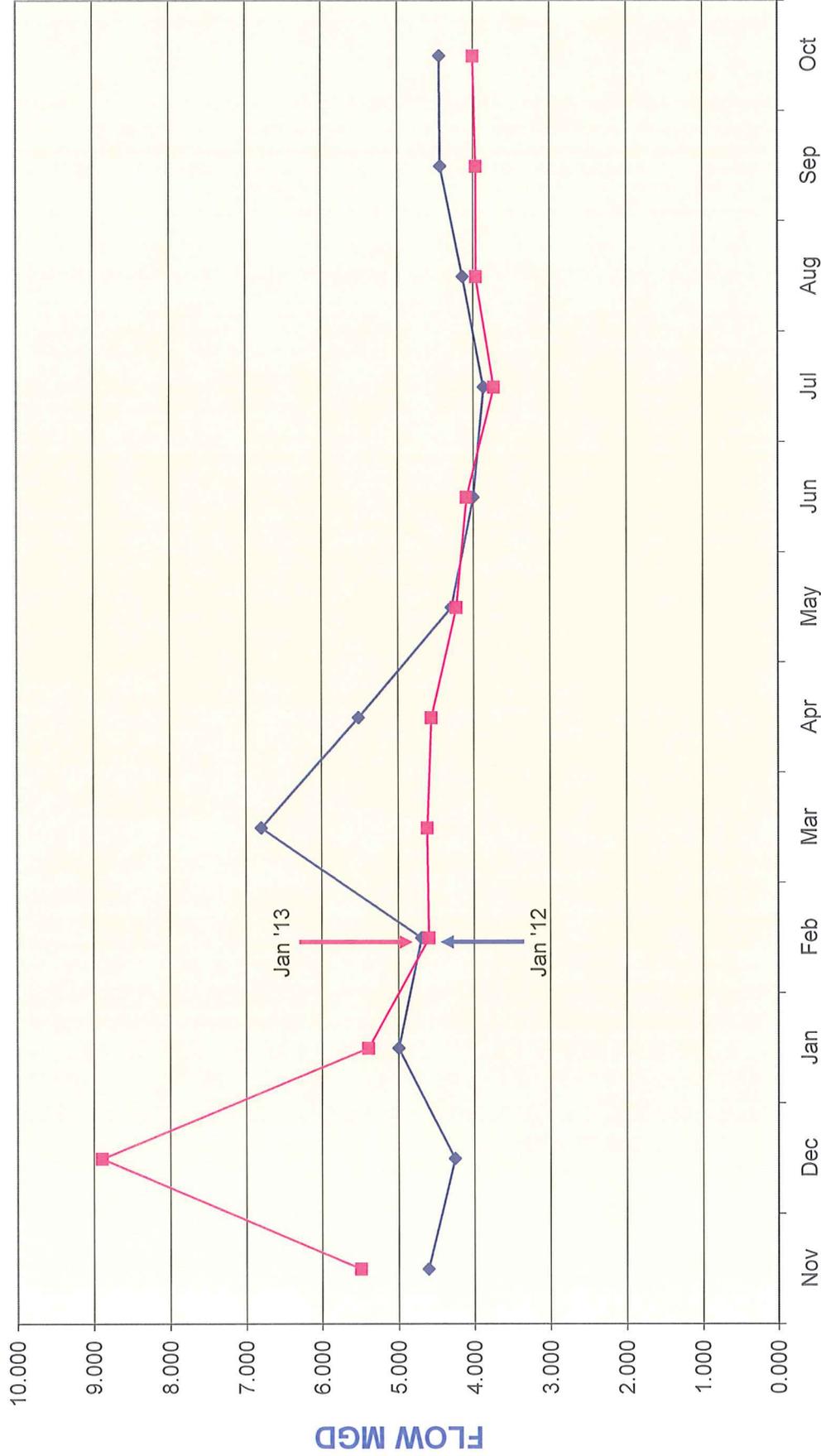
NOVATO SANITARY DISTRICT
WATER RECLAMATION 2013
COMPLIANCE SUMMARY REPORT

October	Fil Inf Q	Million Gallons Delivered			Influent Turbidity		Effluent Turbidity		Cl ² Dose mg/L		DO mg/L	Coliform mpn	CT Min
		Rec	Bank	Pot	Max	Ave	Min +5	Ave	Min	Ave			
October 1	0.70	0.26	X		< 20	NA						2	> 450
October 2	0.94	0.65			< 20	NA	0	1.0			8.35	< 2	> 450
October 3	0.62	0.45			< 20	NA	29	1.4			8.36	< 2	> 450
October 4	0.47	0.37			< 20	NA	5	1.8			8.47	< 2	> 450
October 5	0.50	0.33			< 20	NA	5	1.6				< 2	> 450
October 6	0.52	0.54	X		< 20	NA	0	1.8				< 2	> 450
October 7	0.90	0.42			< 20	NA	0	0.5			8.42		> 450
October 8	0.68	0.47			< 20	NA	0	0.9			8.23		> 450
October 9	0.65	0.40			< 20	NA	0	1.1			8.40	< 2	> 450
October 10	0.60	0.51			< 20	NA	0	0.8				< 2	> 450
October 11	0.54	0.38			< 20	NA	0	1.0				< 2	> 450
October 12	0.54	0.40			< 20	NA	0	1.1				< 2	> 450
October 13	0.50	0.50			< 20	NA	0	1.1			8.45	< 2	> 450
October 14	0.56	0.43	X		< 20	NA	0	1.6			8.40		> 450
October 15	0.83	0.49			< 20	NA	0	1.3			8.41	< 2	> 450
October 16	0.57	0.40	X		< 20	NA	0	1.4				< 2	> 450
October 17	0.54	0.46	X		< 20	NA	0	1.7				< 2	> 450
October 18	0.51	0.43	X		< 20	NA	0	1.5				< 2	> 450
October 19	0.45	0.13	X		< 20	NA	0	1.6				< 2	> 450
October 20	0.49	0.19	X		< 20	NA	0	1.4					> 450
October 21	0.55	0.13	X		< 20	NA	0	1.7				< 2	> 450
October 22	0.58	0.18	X		< 20	NA	0	1.1					> 450
October 23	0.64	0.04	X		< 20	NA	0	1.8			8.25	< 2	> 450
October 24	0.65	0.12	X		< 20	NA	0	0.6			8.38	< 2	> 450
October 25	0.65	0.06	X		< 20	NA	0	1.1			8.37	< 2	> 450
October 26	0.65	0.04	X		< 20	NA	0	1.3					> 450
October 27	0.64	0.00			< 20	NA	0	1.3					> 450
October 28	0.65	0.10			< 20	NA	0	1.1			7.48		> 450
October 29	0.66	0.16			< 20	NA					6.97		> 450
October 30	0.65	0.00			< 20	NA							> 450
October 31	0.53	0.11			< 20	NA	0	1.6			8.47		> 450
Total	18.96	9.15	0.00	0.00		NA							
Min	0.45	0.00	0.00	0.00	20	NA	< 0.0	< 0.5	0.0	0.0	7.0	< 2	> 450
Max	0.94	0.65	0.00	0.00	20	NA	< 29.0	< 1.8	0.0	0.0	8.5	< 2	> 450
Ave	0.61	0.30	#DIV/0!	#DIV/0!	20	NA	< 1.4	< 1.3	#DIV/0!	#DIV/0!	8.2	< 2	> 450
Count	31	31	0	0	30	NA	27	28	0	0		20	30



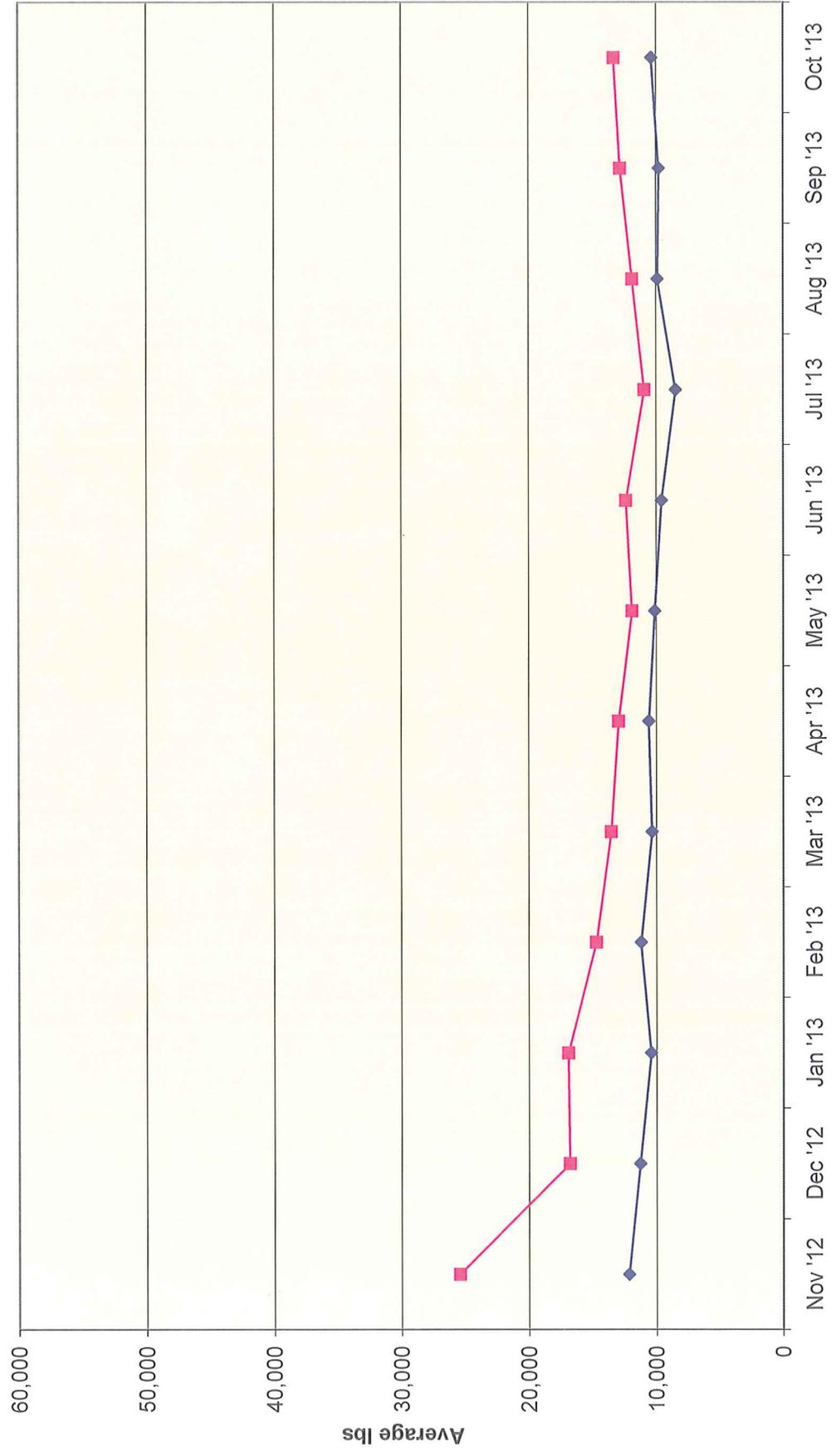
FLOW COMPARISON

—◆— 2011/12 —■— 2012/13



Influent Load BOD / TSS lbs

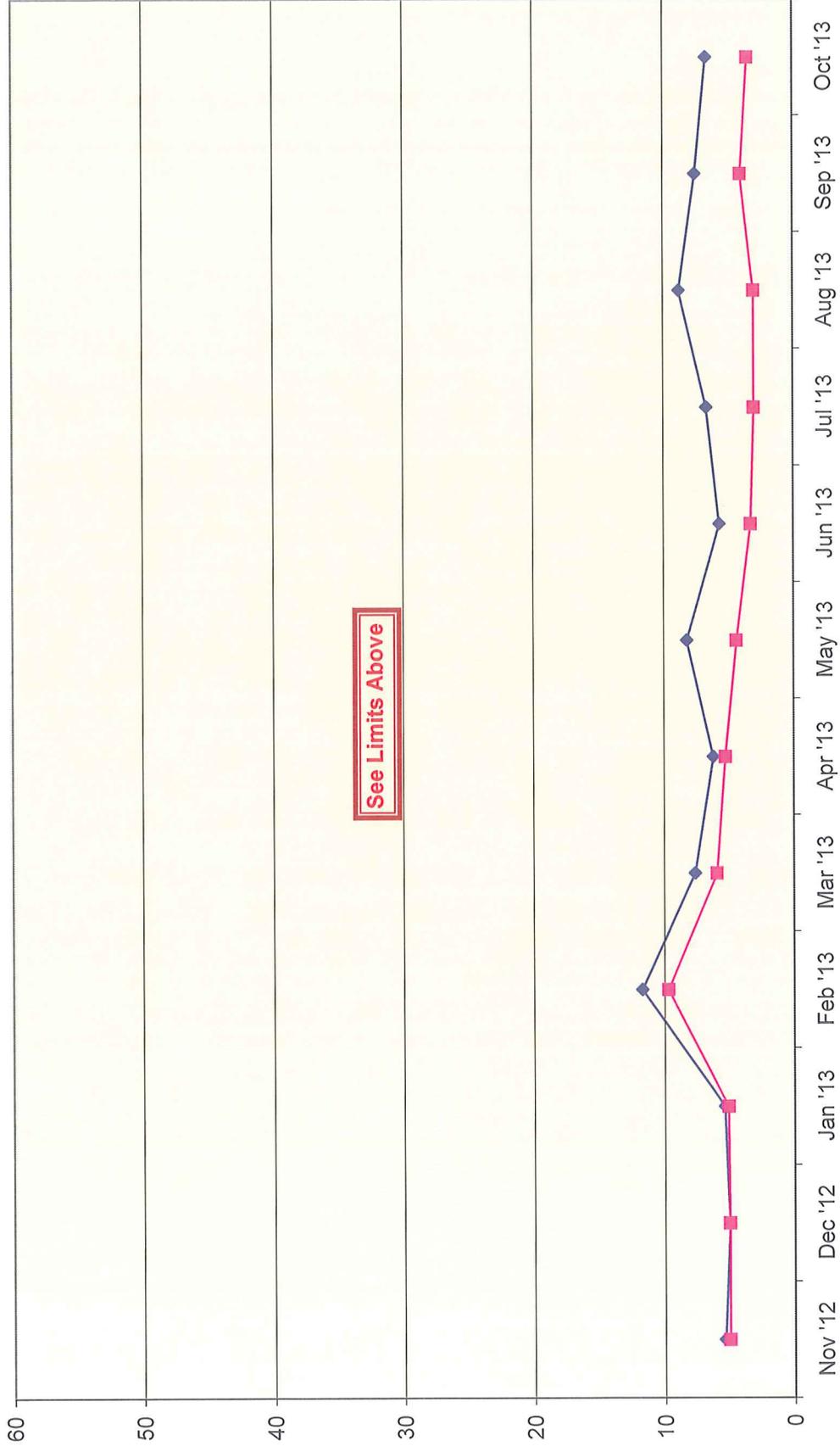
◆ BOD lbs ■ TSS lbs



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

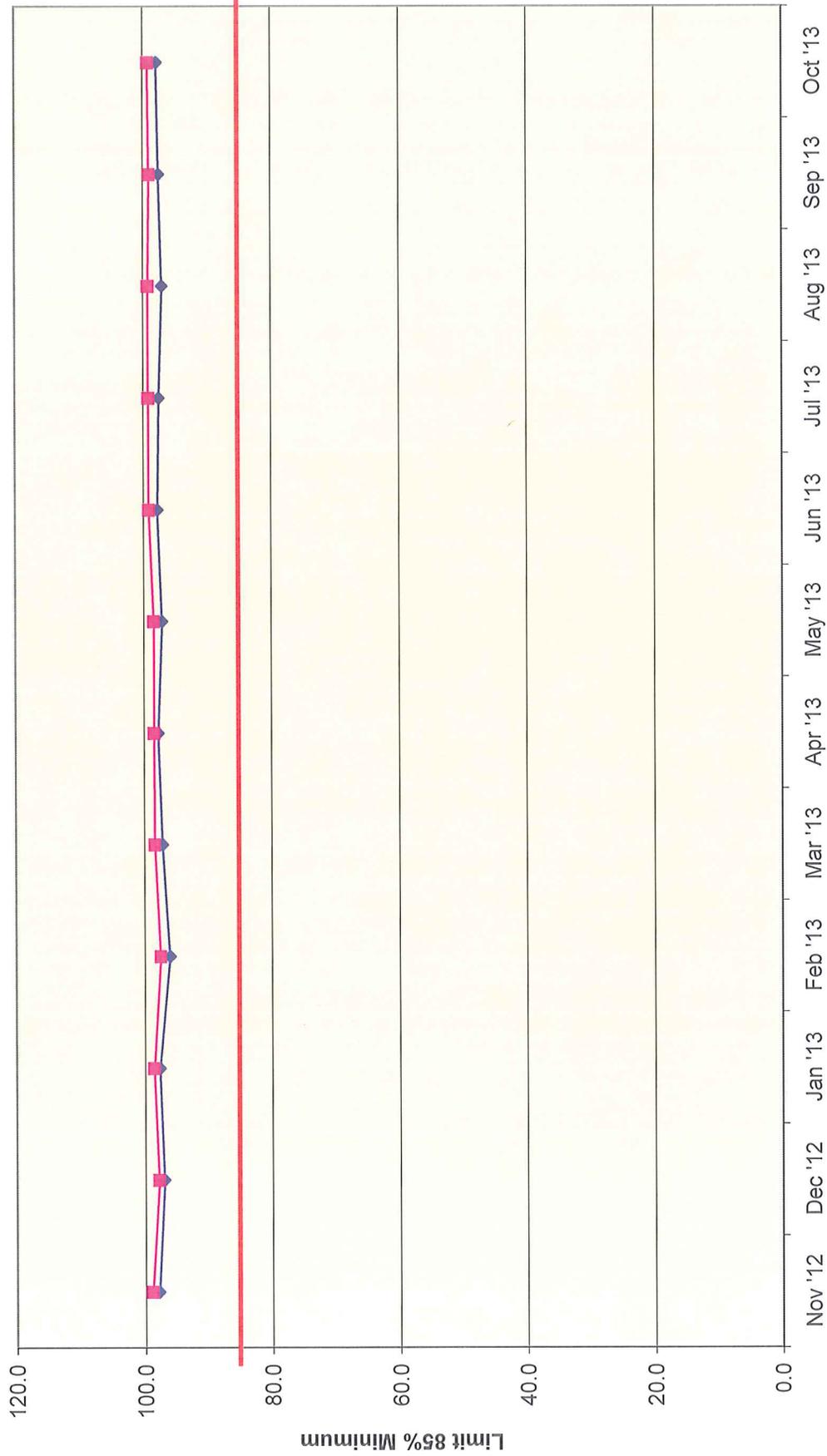
—◆— BOD —■— TSS



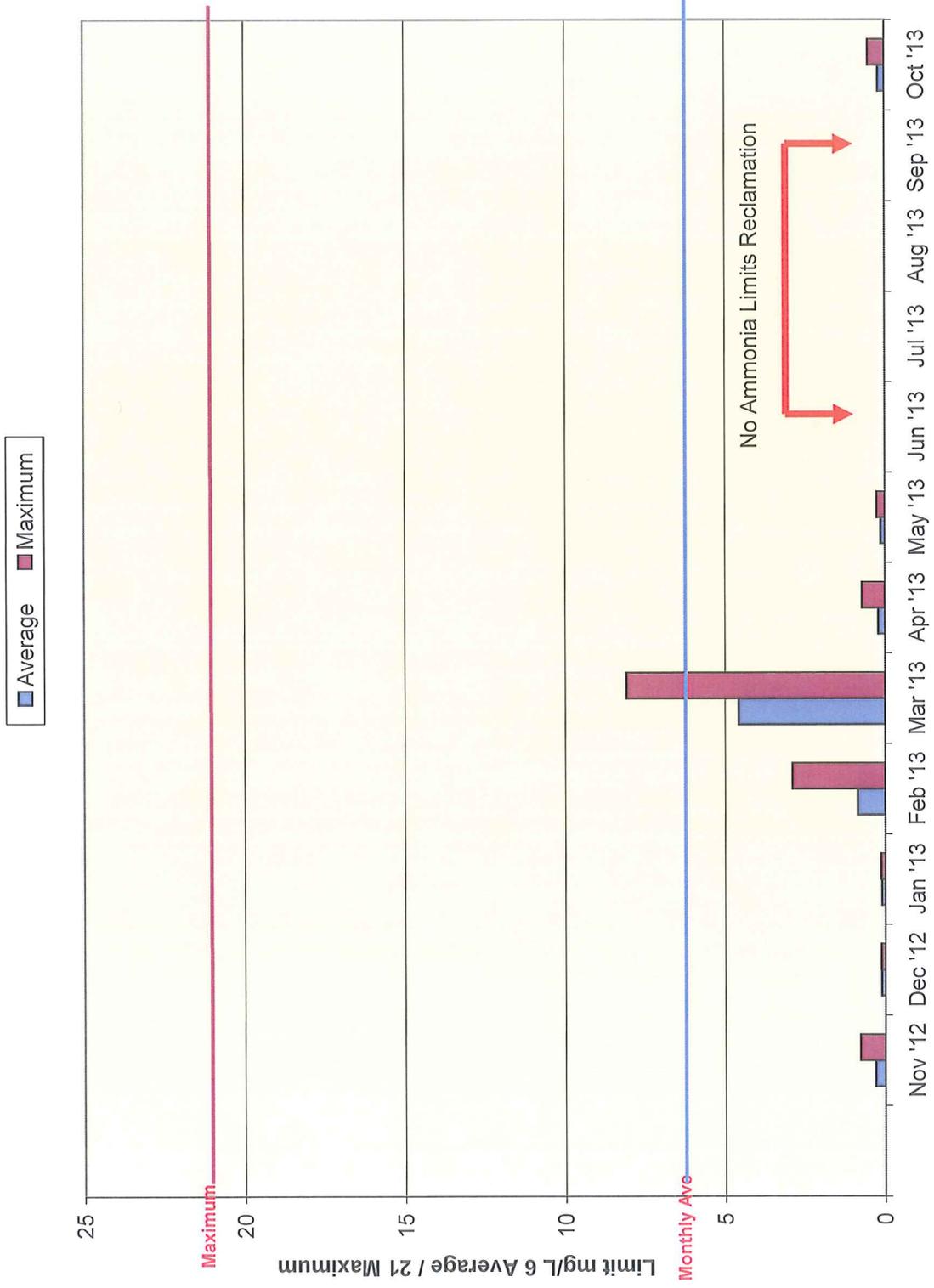
See Limits Above

BOD / TSS Percent Removal

◆ BOD
■ TSS

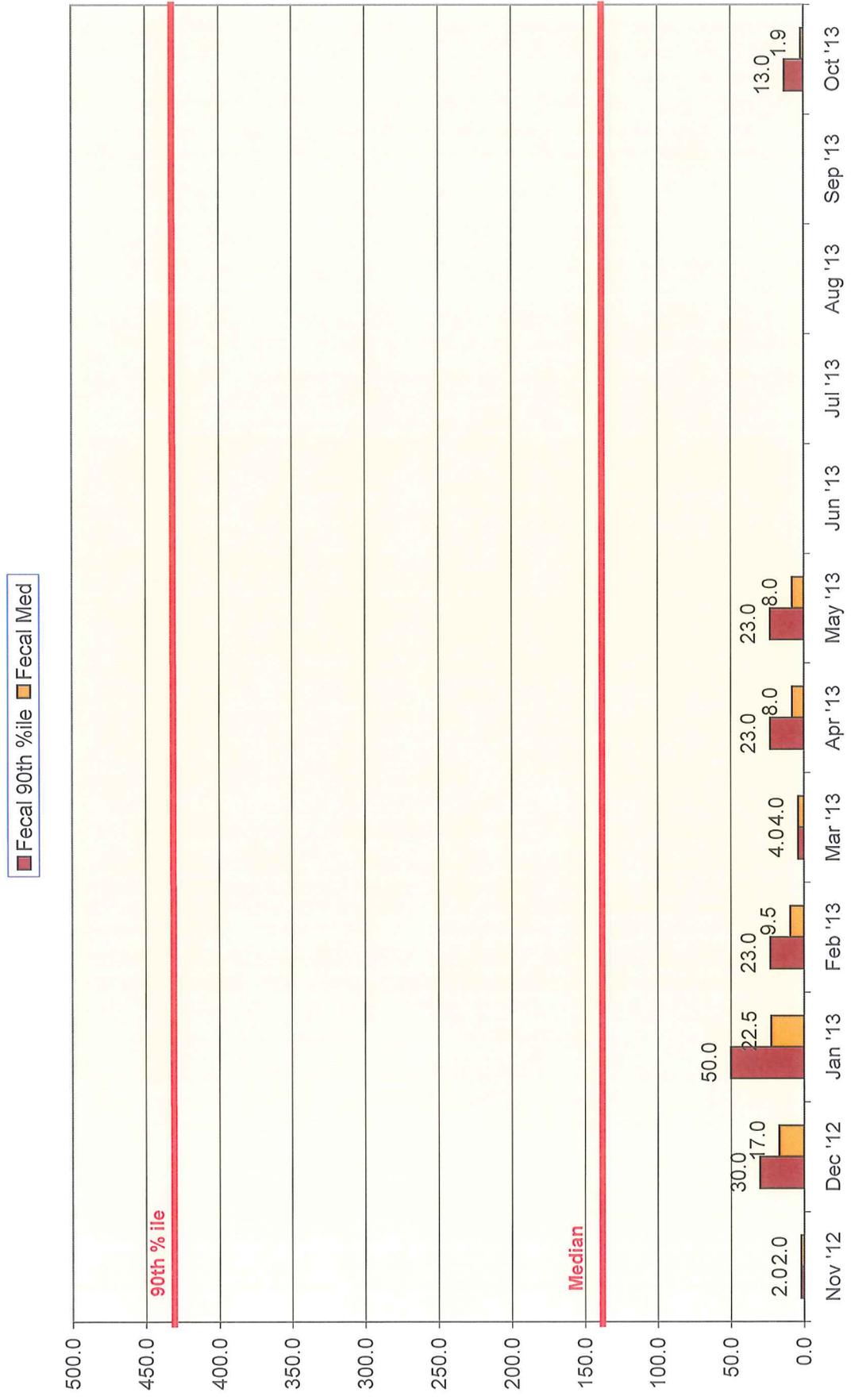


Effluent Ammonia



Disinfection

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



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

Disinfection

■ Enterococcus



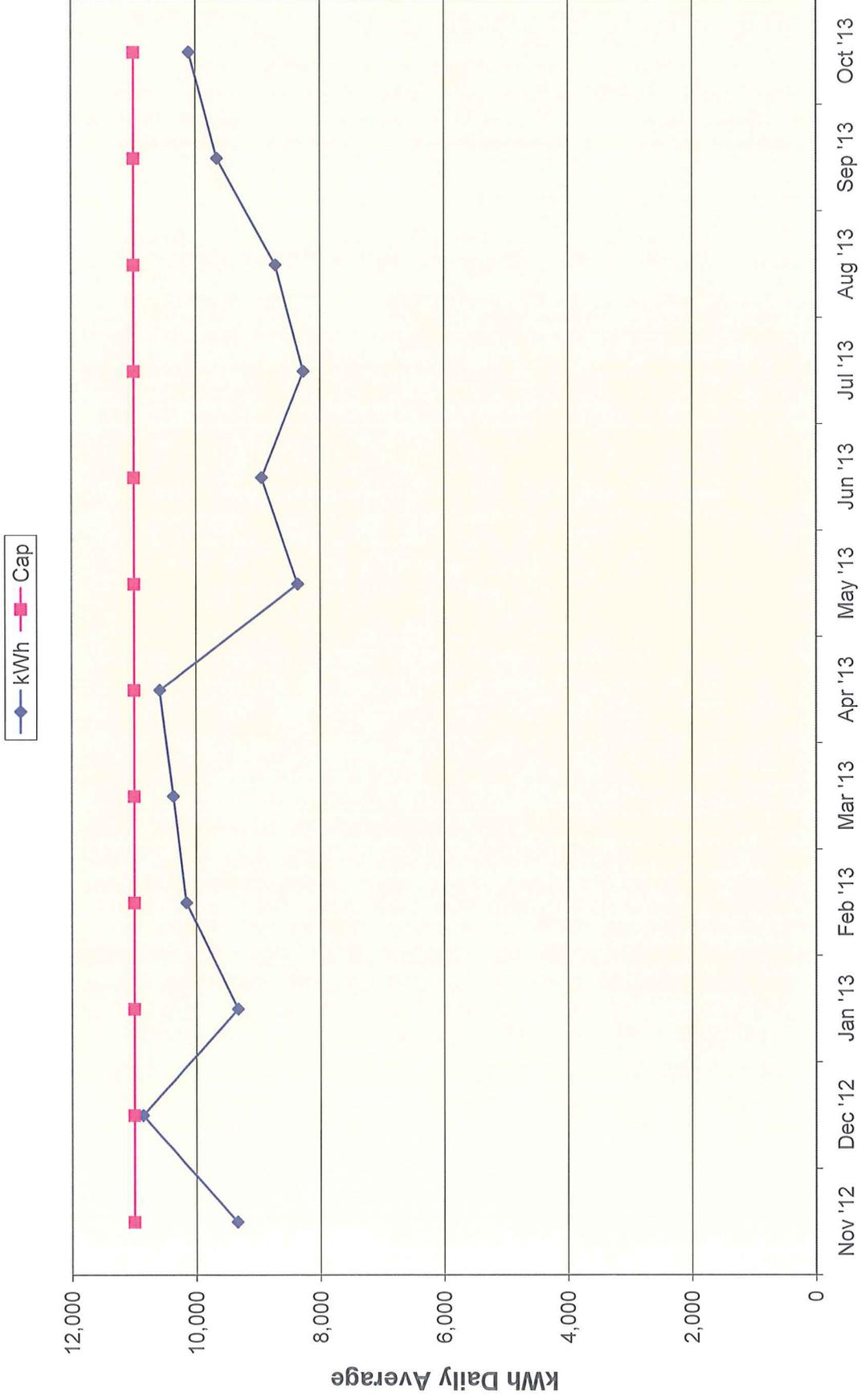
Disinfection

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

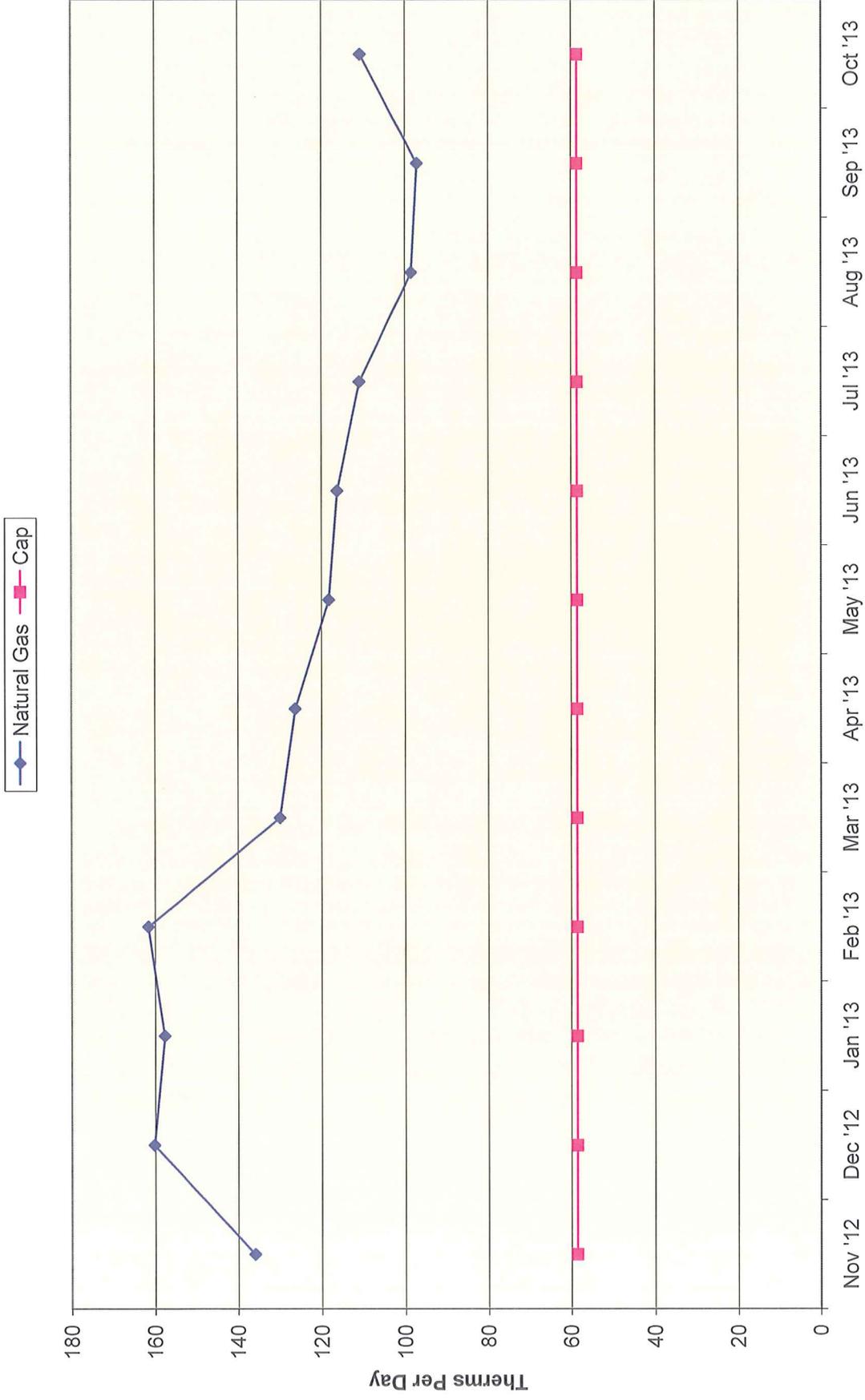
■ Median 5 ■ Maximum



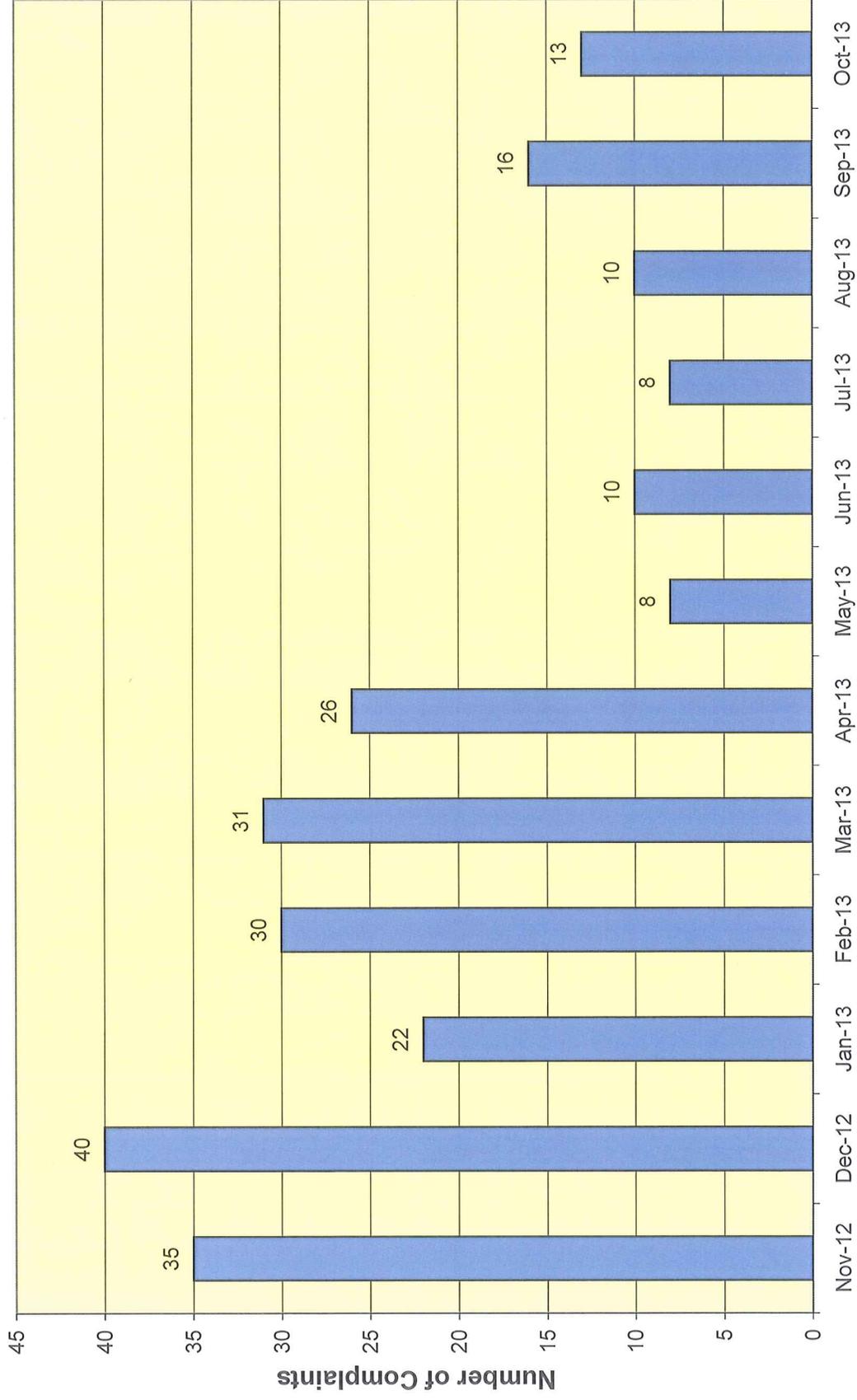
Energy kWh



Natural Gas Use



Complaints Received



WORK ORDER STATISTICS

October 1, 2013 - October 31, 2013

	Open Work Orders Due Prior to 10/1/13	Open Work Orders 10/1/13 - 10/31/13	Total Open Work Orders
Preventative	0	309	309
Corrective	5	22	27
Total	5	331	336

	Closed Work Orders 10/1/13 - 10/31/13
Preventative	263
Corrective	11
Total	274

Total Outstanding Work Orders as of November 1, 2013	62
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**Novato Sanitary District
Wastewater Operations Committee meeting
Collection System Operations Report
October 2013**

General:

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

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

Collection System Maintenance:

Performance metrics for the department are presented in the attached graphs showing the length of line cleaned/month, footage cleaned/hour worked, overflows/month, and the CCTV footage achieved.

A total of 96,704 feet of sewer pipelines were cleaned for the month by District staff. Staff completed 548 maintenance work orders generated by the ICOM3 CMMS system, with 13 outstanding work orders. An additional 11,593 ft of sewer pipelines was cleaned using outside services. Roy's Sewer Service provided mechanical rodding services to assist the Collection System department clean 8,333 ft of sewer lines to clear past due work orders. This was necessary due to mechanical issues with the District mechanical rodder (which have been since resolved). Further, since District capability is limited to cleaning and CCTV 12-inch or smaller mains, staff utilized Rotorooter, Inc. to clean 3,260 ft of larger diameter (21-24 inches) interceptor pipe upstream of the Olive Street Pump Station (OSPS).

The District's CCTV van was in the field for a total of 16 working days in October, and the department's CCTV production was 44,083 ft for the month. District staff televised 37,429 feet of sewer lines using the CCTV van, and televised 6,654 feet of sewer lines using the push (hand) camera while performing easement area maintenance. In addition, Rotorooter, Inc. also performed CCTV work on the previously mentioned 3,260 ft of 21-24 inch interceptor pipe upstream of OSPS.

Pump Station Maintenance:

The Collection System Department conducted 274 lift station inspections for the month with 122 of the inspection visits generated through the JobCal Plus CMMS system*.

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

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

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

At Bel Marin Keys #5 pump station, pump #1, was taken out of service in October and sent in for repair due to wear to the impeller and volute. Pump #1 was returned to service in October and pump #2 is scheduled for the same rehabilitation process in November.

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

Pump Station Rehabilitation:

Currently, there is no pump station under construction as part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project No. 72403). The next phase, (Unit 5), is currently out to bid after receiving Board approval to bid in October.

Safety and Training:

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

Specialized training: Collection System staff attended gas detector training during the month of October. Two crew members from the Collection System staff also attended the CWEA Safety Training Day in Woodland, and other members received training via webinars on Pump Station Contingency Planning and Overflow Volume Estimation.

Safety performance: There were no lost time accidents this month for a total of 273 accident-free days.

Standard Operating Procedures (SOPs):

Department staff continues to work on generating new SOPs, and working towards finalizing earlier draft SOPs. No (0) SOPs were issued in October.

Sanitary Sewer Overflows (SSOs):

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

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

No.	Date	Location	Amount, gal	Cause
1	10/2/2013	29 Balra Dr.	1,474	Roots

1. SSO at 29 Balra Dr.: This SSO was a Category I event with an estimated discharge volume of approximately 1,474 gallons going to a storm drain and an unnamed drainage channel. There was substantial recovery (46%) or 673 gallons for this discharge due to the fact that part the discharge was retrieved from the storm drain.

This discharge was determined to be the result of a partial root blockage in the main line. Volume estimation from the observed water height above the pick-hole times duration, residential water use times duration, and reporting party/local resident interviews were all used to estimate the duration and volume of this event.

The District initially received this report at 21:19. County Dispatch/Rebecca Ng of Marin County Environmental Health Services (MCEHS) was notified of this event at 22:51 and CAL-EMA was notified at 22:54 meeting the 2 hour reporting requirements for a Category I event.

Staff consulted with Rebecca Ng (MCEHS), and she provided direction that no Public Notification or water sampling was necessary due to the location, volume of the discharge, lack of viable sampling points, and lack of public access.

The line segment was last cleaned on schedule using the hydro-flusher on 5/3/2012. CCTV inspection immediately after the discharge showed root intrusion only coming into the line segment from lateral connections. The cleaning frequency for this line segment has been changed from 36 month to 12 months on the mechanical rodding schedule and it has been added to the hydro-flusher schedule on a 12 month frequency. These schedules will be coordinated 6 months apart so that the line segment will be cleaned twice a year.

This event was reported into the CIWQS database on 10/3/2013 as a Category I event, SSO Event ID #799386 and was certified in CIWQS on 10/12/2013, Certification ID # 692928.

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

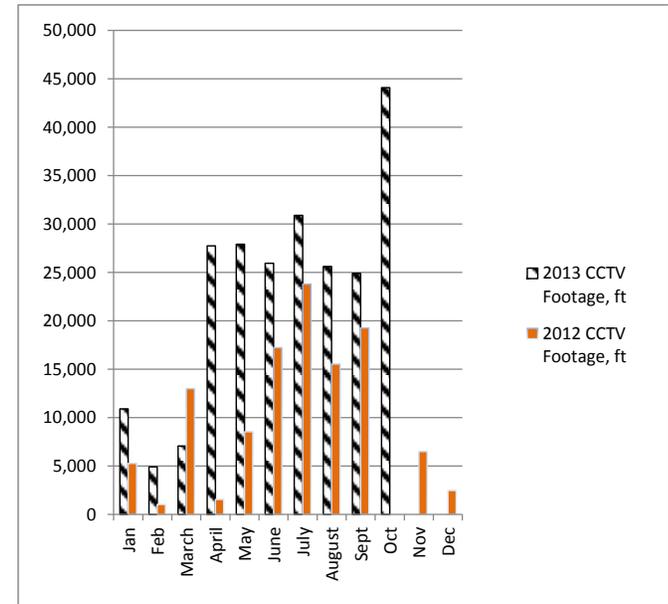
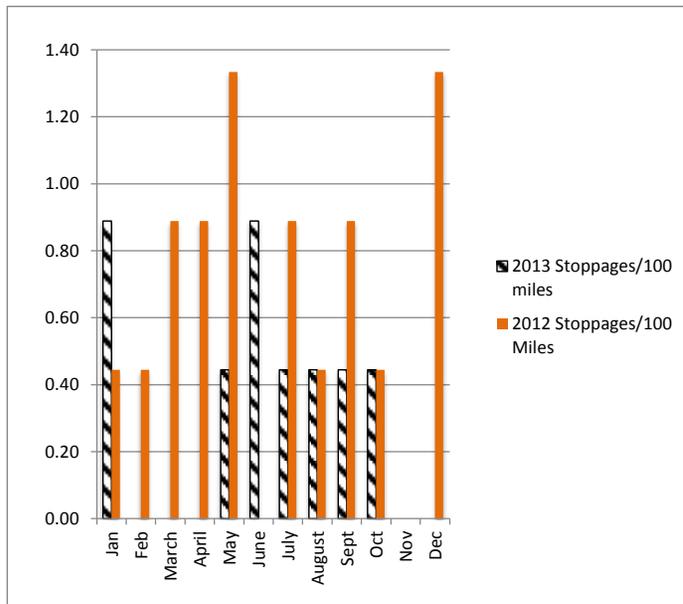
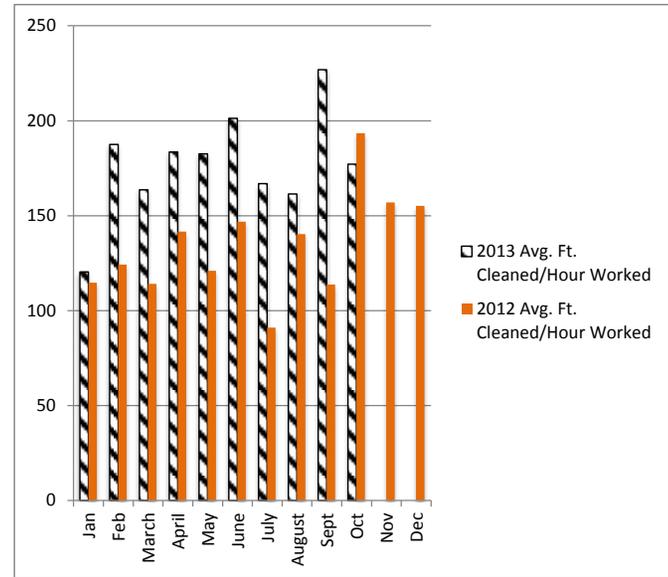
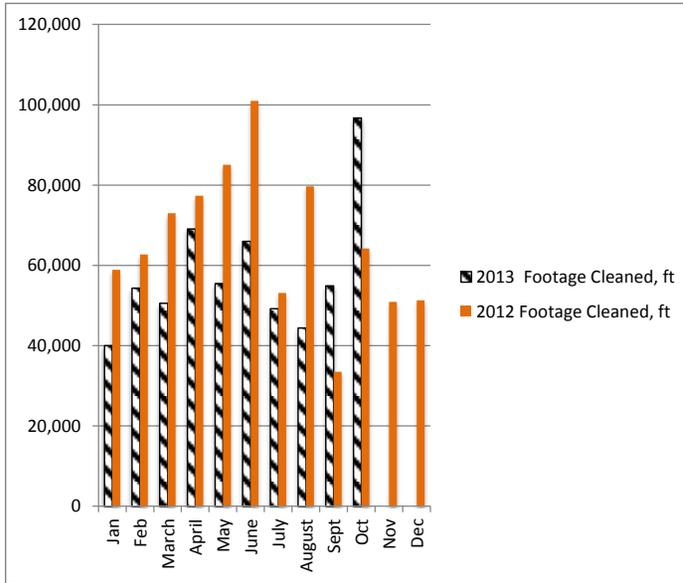
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
A. Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	1.9	1.7	1.8	2.2	1.8	1.9	1.7	1.6	1.4	3.1			NA	1.9
Number of FTEs (other)	1.9	1.4	2.4	1.5	1.8	1.2	1.8	1.4	2.1	2.1			NA	1.8
Number of FTEs (CCTV)	0.1	0.3	0.5	1.7	1.1	1.2	1.5	1.3	1.2	1.2			NA	1.0
Total, FTEs	3.9	3.4	4.7	5.4	4.6	4.3	4.9	4.2	4.7	6.4			NA	4.7
Regular Time Worked, (main line cleaning), hrs	333	290	309	377	304	328	295	275	242	546			3,298	330
Regular Time Worked on Other, hrs ⁽¹⁾	326	249	415	259	308	216	304	235	363	369			3,043	304
Regular Time Worked on CCTV ⁽²⁾	20	46	85	300	192	200	258	221	206	203			1,730	173
Total Regular time, worked, hrs	678	585	809	935	804	744	857	731	811	1,118			8,070	807
Total Vacation/Sick Leave/Holiday, hrs	204	77	101	114	239	62	191	238	174	128			1,527	153
Vacation/Sick Leave/Holiday, FTEs	1.2	0.4	0.6	0.7	1.4	0.4	1.1	1.4	1.0	0.7			8.8	0.9
Overtime Worked on Coll. Sys., hrs	6	45	5	47	5	1	24	24	33	31			221	22
Overtime Worked on Other, hrs ⁽¹⁾	3	19	5	28	12	6	16	17	27	50			183	18
Overtime Worked on CCTV ⁽²⁾	1	3	0	0	0	0	2	1	2	3			12	1
Total Overtime, hrs	10	67	10	75	17	7	42	42	62	83			415	42
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	14	0	24	31	83	66	51	51	51	121			492	49
Rodder 3203 ft. cleaned	3,138	0	3,856	5,490	678	4,371	760	1,842	1,214	10,325			31,674	3,167
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0	0	0	8,333			8,333	833
Flusher Work Orders generated	187	252	290	385	438	361	277	256	340	440			3,226	323
Truck 3205V ft. cleaned	2,782	5,146	2,755	13,698	15,477	10,186	0	12,537	0	14,307			76,888	7,689
Truck 3206V ft. cleaned	34,114	49,225	43,954	49,898	39,332	51,468	48,444	30,024	53,692	72,072			472,223	47,222
Flusher - outside services, ft. cleaned	0	0	0	0	0	0	0	0	0	3,260			3,260	
Total Footage cleaned ⁽³⁾	40,034	54,371	50,565	69,086	55,487	66,025	49,204	44,403	54,906	96,704	NA	NA	580,785	58,079
Work Orders completed	201	252	286	374	314	267	239	222	281	548			2,984	298
Work Orders backlog	6	0	28	42	207	160	89	85	110	13			740	74
2. Closed Circuit Television (CCTV)														
Camera Work Orders generated	0	0	0	0	0	0	0	0	0	0			0	
CCTV Truck 3126T, ft. videoed	10,905	4,912	7,075	27,756	27,913	25,938	30,910	25,628	24,900	37,429			223,366	22,337
CCTV (hand cam), ft. videoed	NA	6,654												
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	0	0	0	3,260			3,260	
Total CCTV footage ⁽³⁾	10,905	4,912	7,075	27,756	27,913	25,938	30,910	25,628	24,900	44,083	NA	NA	230,020	
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category II)	2	0	0	0	1	2	1	1	1	1			9	NA
Major (Category I)	0	0	0	0	1	1	1	1	0	0			4	NA
Overflow Gallons	2	0	0	0	0	1	0	0	1	1			5	NA
Volume Recovered	2,200	0	0	0	158	1,111	10	50	312	1,474			5,315	NA
Percent Recovered	880	0	0	0	158	100	0	0	117	673			1,928	NA
	40%	NA	NA	NA	100%	9%	0%	0%	38%	46%	NA	NA	36%	NA
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	7	5	7	12	6	6	8	5	8	9			73	7
Normal hours S.C. response time, mins (avg.)	12	15	14	18	17	22	19	13	23	15			168	17
Service Callouts, after hours, #	1	0	0	1	1	0	1	2	1	3			10	1
After Hours S.C. response time, mins (avg.)	23	NA	NA	20	30	0	27	34	30	28			192	24
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	120	187	164	183	183	201	167	161	227	177	NA	NA	NA	177
Total Stoppages/100 Miles	0.9	0.0	0.0	0.0	0.4	0.9	0.4	0.4	0.4	0.4	NA	NA	4.0	NA
Average spill response time (mins)	18	0	0	0	15	19	15	27	7	41			NA	14
Callouts/100 Miles	0.4	0.0	0.0	0.4	0.4	0.0	0.4	0.9	0.4	1.3			4.4	0.4
Overtime hours/100 Miles	3	20	2	21	2	0	11	11	15	14			98	10
Overflow Gallons/100 Miles	978	0	0	0	70	494	4	22	139	655	NA	NA	2362	236

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

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

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

Collection System 2012-13 Graphs



Novato Sanitary District

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

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	253	224	313	226	256	249	320	301	236	266			2,644	
Number of Employees	1.4	1.3	1.8	1.3	1.4	1.4	1.8	1.4	1.2	1.4				1.4
Regular Time Worked on Pump Sta	185	189	223	182	227	201	273	239	201	246			2,165	
Overtime Worked on Pump Sta	69	35	90	44	29	48	47	62	35	20			479	
After Hours Callouts	4	3	1	8	1	0	5	5	2	0			29	
Average Callout response time (mins)	24	35	20	30	0	0	26	35	30	0			200	20
Work Orders														
Number generated in month	107	112	116	124	110	125	134	107	126	122			1183	
Number closed in month	104	110	116	124	110	123	134	106	126	122				
Backlog	3	2	0	0	0	2	0	1	0	0				

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

	Open Work Orders Due Prior to 10/1/2013	Open Work Orders 10/1/2013 - 10/31/2013	Total Open Work Orders
Preventive	0	122	0
Corrective	0	0	0
Total	0	122	122

	Closed Work Orders 10/1/2013 - 10/31/2013
Preventive	119
Corrective	3
Total	122

Total Outstanding Work Orders as of 10/31/2013	0
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**NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
October 2013**

Summary:

The rancher grazed cattle on all three Sites and began to remove cows from the Sites. Parcel rehabilitation continues on Parcels 21, 24, 25, 38 & 78. Pump No. 1 at Drainage Pump Station 7 was installed after being refurbished. One control box was replaced in Parcel 21. Approximately 44 MG of recycled water was used for irrigation this month. 1.59 MG of sludge was pumped to the DLD and 4,680 cubic yards of solids was excavated from the sludge lagoons and spread in the DLD.

Ranch Operations:

The rancher grazed cattle on all Sites and began to move cattle off the Sites this month.

Parcel rehabilitation continued on Parcel 78, staff tested the irrigation system to evaluate if repairs are needed or if sprinkler heads need to be replaced. The testing identified 475 sprinkler heads which were replaced and five locations where the irrigation system was dug up for repairs. The parcel is ready for one more pass with the rotovator in preparation for seeding. Leveling work was completed in Parcel 38 and the parcel was chiseled and rotavated in preparation for testing of the sprinklers. The leveling equipment was moved to Site 2 to complete the rehabilitation work on Parcels 24 & 28. Parcels 21 & 25 were rotovated and the irrigation system was tested. Approximately 125 sprinklers in Parcel 21 and 250 sprinklers in Parcel 25 need to be replaced. One underground leak was found in Parcel 25. The enclosure for the control board in Zone 212 was replaced.

Mosquito Abatement found a sinkhole in Parcel 27. Staff located the sinkhole and will investigate after the irrigation season is over. The sinkhole appears to be over one of the large irrigation mains. Staff attempted to shut off the main valve to Site 2 but the valve actuator extension broke due to corrosion. This may have to be dug up for repair also.

The refurbished pump and motor for Pump No. 1 at Drainage Pump Station No. 7 was returned and installed.

Irrigation Parcels:

As previously reported, on occasion, the valve actuators for some irrigation zones within the Parcels will not fully open or close and some motors have failed. Staff met with the District's electrical engineering consultant Todd Beecher earlier and asked him to start looking at methods to remedy the situation. A report will be forthcoming from Todd.

Time clocks were dialed back to adjust for cooler weather and shorter daylight hours.

Irrigation Pump Station:

Approximately 43.59 million gallons of recycled water was used for irrigation in October. The average storage pond staff gauge depth at the beginning of October was 6.3 feet and 3.5 feet at the end of October. On October 1, 2013, Veolia Water transitioned the

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

Novato Treatment Plant to Bay Discharge (sending treated effluent to the San Pablo Bay) resulting in no effluent added into the storage ponds.

Sludge Handling & Disposal:

The District's contractor pumped approximately 1.59 MG out of Lagoon 1 and into the Dedicated Land Disposal (DLD) Area. Approximately 4,680 cubic yards of solids was excavated out of the sludge lagoons and spread into the DLD.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations: Odor Control, Noise, Landscaping

MEETING DATE: November 21, 2013

AGENDA ITEM NO.: 7.b.

RECOMMENDED ACTION: Information. Receive report.

SUMMARY AND DISCUSSION:

Veolia and District staff continue to address odor control, noise mitigation, and landscaping. A summary of the October activities follows.

Odor Control

Mr. Dave McEwen of Brown & Caldwell (B&C) reported that initial analysis of air samples from the aeration basins indicate the presence of two reduced sulfur compounds: dimethyl sulfide and methyl mercaptan primarily coming from the anoxic zones. He did further sampling of the liquid phase in October to identify potential formation areas for these compounds since this might lead to a potential treatment to suppress the formation of these compounds.

Noise

Veolia and the District have retained a local contractor to build an enclosure around the northeast biofilter blowers and piping to reduce the sound levels at Lea Drive. The enclosure is expected to be completed by December. In the meantime, District staff continues to monitor the performance of the existing temporary enclosure. Sound levels at the property line on Lea Drive are those of an "Average Quiet Street".

Landscaping

Cagwin and Dorward continue to maintain the landscaping. They repaired the damaged deer fencing.

DEPT.MGR.:

MANAGER-ENGINEER:

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

Summary:

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

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

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

Odor control:

The District's odor control consultant, Mr. Dave McEwen of Brown and Caldwell (B&C) continued to work further on studying the issue of potential odor emissions from the aeration basins.

He reported that initial analysis of air samples off the aeration basins carried out earlier appears to indicate the characteristic "signature" of two reduced sulfur compounds, dimethyl sulfide and methyl mercaptan. He also indicated that the primary source appears to be the anoxic zones of the aeration basins.

Mr. McEwen carried out further reduced sulfide compound sampling in October (liquid phase sampling) to analyze potential formation areas for these compounds within the liquid stream, as this might lead to a potential solution for odor suppression at the source of formation.

Noise:

In October, staff continued to address the low level noise issues raised by some Lea Drive neighbors, related to the fans for the main odor control biofilter in the northeast corner of the Novato plant. These fans currently continue to reside inside a temporary insulated enclosure, and staff continues to evaluate options to provide cost-effective permanent sound attenuating.

As part of this effort, Veolia and the District retained a local contractor who presented two alternative designs in October to place the fans and the immediately adjacent air ducting within an enclosure to minimize the sound. It is anticipated that contractor will complete the work by December 2013.

In addition, staff continued to monitor sound levels at the property line on Lea Drive, which continued to indicate that the sound levels are those of an "Average Quiet Street"

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

and well below the 60 decibels the Novato General Plan specifies for residential neighborhoods.

Landscaping:

Staff worked with its landscaping contractor Cagwin and Dorward (C&A), Novato, CA, to care for the attributes to the landscaping installed at the District's fence-line on Lea Drive at the northeast corner area of the NTP. As mentioned in earlier reports, the District has negotiated and executed a maintenance contract with C&A for C&A to provide periodic maintenance services to this landscaping, including weed control and irrigation systems. It is anticipated that C&A will be providing weekly services on an as-needed basis to care for the landscaping in this area.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Records Retention Policy and Schedule	MEETING DATE: November 21, 2013 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Adoption of District Policy No. 3310 - Records Retention	
SUMMARY AND DISCUSSION: <p>A proposed Records Retention Policy and Retention Schedule is presented for Board adoption as part of the District's policy handbook. The purpose of the policy is to provide guidance to staff regarding the retention or destruction of records of the Novato Sanitary District and to ensure compliance with legal and regulatory requirements.</p> <p><u>California Public Records Act</u> As a California special district, the District is subject to the California Public Records Act (California Government Code § 6250 through 6276.48) mandating disclosure of governmental records to the public upon request, unless there is a specific reason not to do so. Records are defined as <i>“all writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics. Writing is defined as any handwriting, typewriting, printing, photographing, photocopying, transmissions by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.”</i></p> <p><u>Records Retention Schedule</u> California Government Code § 60200 through 60204 prescribes the conditions necessary for a special district to have the right to authorize the disposition of a record. These conditions require the District to have an approved Records Retention Schedule and to maintain a list, by category, of the types of records disposed of that reasonably identifies the information contained in the records in each category.</p> <p>The proposed District Records Retention Schedule specifies approved retention periods required for the period of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Records will be disposed of in the normal course of business after the approved retention period.</p> <p>The proposed Records Retention Policy delegates authority to implement and maintain the Records Management Program and Records Retention Schedule to the District Manager-Engineer</p>	
ALTERNATIVES: N/A	
BUDGET INFORMATION: Documents that require shredding will incur a charge of approximately \$20 per storage box (weighing 35 lbs.) if performed by a document destruction service. The volume of records to be disposed of is undetermined at this time.	
DEPT.MGR.:	MANAGER:

Novato Sanitary District

SAMPLE POLICY HANDBOOK

POLICY TITLE: Records Retention

POLICY NUMBER: 3310

3310.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or destruction of Novato Sanitary District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements. The Records Retention Schedule attached hereto is hereby adopted as the schedule for destruction of records of the Novato Sanitary District, which are no longer needed and which are no longer required by law to be retained.

3310.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3310.3 The Manager-Engineer is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

3310.4 Pursuant to the provisions of California Government Code §§ 60200 through 60204, the guidelines prepared by the State Controller's Office, and other legal provisions, the following qualifications will govern the retention and disposal of records of the Novato Sanitary District.

3310.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of copying to photographic or electronic media.

3310.4.2 Except where a record is expressly required to be preserved according to state law, the District may approve the destruction of any original document without retaining a copy of the document as long as the retention and destruction of the document comply with the Retention Schedule attached.

3310.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3310.4.4 In addition to the retention periods required under this policy, the District shall retain original administrative, legal, fiscal and/or historical records with continued value (i.e. records for long-term transactions and/or special projects) until all matters pertaining to such records are completely resolved or the time for appeals has expired (Government Code §14755(a) and 34090).

3310.4.5 iPads, cell phones, and other electronic devices provided to employees and Directors are the responsibility of the District. Communications on District-owned electronic devices are subject to the same restrictions and Public Records Act disclosure as any other form of communication whether originating on District premises or on District-provided equipment and should be managed in the same manner as all other District records.

Appendix A

Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the Manager-Engineer, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
 - a. SOURCE DOCUMENTS
 - (1) Invoices
 - (2) Warrants
 - (3) Requisitions/Purchase Orders (attached to invoices)
 - (4) Cash Receipts
 - (5) Claims (attached to checks in place of invoices)
 - (6) Bank Statements
 - (7) Bank Deposits
 - (8) Checks
 - (9) Bills
 - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
 - b. JOURNALS
 - (1) Cash Receipts
 - (2) Accounts Receivable or Payable Register
 - (3) Checks (payables)
 - (4) General Journal
 - (5) Payroll Journal
 - c. LEDGERS
 - (1) Expenditure
 - (2) Revenue
 - (3) Accounts Payable or Receivable Ledger
 - (4) Construction
 - (5) General Ledger
 - (6) Assets/Depreciation
 - d. TRIAL BALANCE
 - e. STATEMENTS
 - (1) Balance Sheet
 - (2) Analysis of Changes in Available Fund Balance
 - (3) Cash Receipts and Disbursements
 - (4) Inventory of Fixed Assets (Purchasing)
 - f. JOURNAL ENTRIES
 - g. PAYROLL and PERSONNEL RECORDS. Include but are not limited to the following:
 - (1) Accident reports, injury claims and settlements
 - (2) Applications, changes or terminations of employees
 - (3) Earnings records and summaries
 - (4) Fidelity Bonds

- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Timesheets

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule
- (4) Cost Accounting Records

- 3. LIFE. The inclusive operational or valid dates of a document.
- 4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
- 5. RECORD COPY. The official District copy of a document or file.
- 6. RECORDS CENTER. The site selected for storage of inactive records.
- 7. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
- 8. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
- 9. RETENTION/DISPOSITION. **Active:** How long the file remains in the immediate office area
Inactive: How long the file is in off-site storage and/or stored on electronic media
Total Retention: The total number of years the record will be retained

For documents with different retention timeframes, the document with the longest retention time should be used.

- 10. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:
 - a. The resumption and/or continuation of operations;
 - b. The recreation of legal and financial status of the District, in case of a disaster;
 - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Deeds
- (7) Depreciation schedule
- (8) Disposal of surplus and excess property

- (9) District insurance records
- (10) Employee accident reports, injury claims and settlements
- (11) Employee earning records
- (12) Employee fidelity bonds
- (13) Employee insurance records
- (14) Encroachment permits
- (15) Facility improvement plans
- (16) Individual claims/settlements
- (17) Inventory
- (18) Journal vouchers
- (19) Ledgers
- (20) Licenses and permits to operate
- (21) Loans and grants
- (22) Maps
- (23) Minutes of Board meetings
- (24) Payroll registers
- (25) Policies, Rules and Regulations
- (26) Purchase orders and requisitions
- (27) Restricted materials permits
- (28) Rights of way and easements
- (29) Statements of Economic Interest
- (30) Check register
- (31) Checks (with backup)

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
GENERAL						
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 7 years), since destruction is normally performed by file folder. Litigation, complaints, claims, public records act requests, and/or investigations suspend normal retention periods (retention begins after settlement or completion).						
ACCOUNTING/FINANCE						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Accounts Payable	Finance	Invoices, reports, investments, purchase orders. Journals, statements, account postings with supporting documents, vouchers. <i>CCP 337; 26 CFR 31.6001-1(e)(2); State of California Guidelines - After audit plus 4</i>	C	AA+4	A+4	A+7
Accounts Receivable	Finance	Record of checks received, reports, investments, receipt books. <i>CCP 337; 26 CFR 31.6001-1(e)(2) State of California Guidelines - After audit plus 4</i>	C	AA+4	AA+4	AA+7
Annual Audit Reports and Backup	Finance	Treasurer's Reports, Annual Financial Reports; Independent auditor analysis. Includes CAFRs and other mandated reports. <i>GC 34090; GC 60201 - Current + 2 years State of California Guidelines - Permanent</i>	C	P	P	P
Audit Work Papers	Finance	Staff copies of work papers, account reconciliations, draft depreciation schedules. <i>GC 60201</i>	C	5	C+5	C+7
Chart of Accounts	Finance	<i>GC 60201</i>	C	7	C+7	C+7
Federal/State Mandated Reporting	Finance	<i>GC 34090 - 2 year minimum requirement for local agencies. State of California Guidelines - Permanent.</i>	P	P	P	P
Financial Reports/Statements	Finance	Includes monthly general financial reports for internal use. Does not include state or other agency mandated reports which are kept PERMANENTLY . <i>GC 34090 - After audit plus 2 years State of California Guidelines - After audit plus 7 years</i>	AA+2	5	AA+7	AA+7
General Ledgers	Finance	All annual financial summaries. <i>GC 34090; CCP 337 State of California Guidelines - Permanent (may be revised at a later time)</i>	2	P	P	P
Invoices	Finance	Paid invoices and supporting vendor documents. <i>GC 34090; GC 60201 - After audit plus 1 year State of California Guidelines - After audit plus 4 years</i>	AA+1	3	AA+4	AA+7
Journal Entries and Backup	Finance	Account postings with supporting documents. <i>GC 34090; GC 60201 - After audit plus 2 years; CCP 337 - After audit plus 7 years</i>	AA+1	6	AA+7	AA+7
Receipts	Finance	<i>GC 34090; GC 60201 - 2 year minimum; CCP 337 - Current year plus 3</i>	CY+1	2	CY+3	CY+7

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
Report to EDD on independent contractors	Finance	EDD Form 542. GC 34090 ; CCP 337	C	4	C+4	C+7
AGENCIES & JURISDICTIONS						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Agencies - General	Administration	Federal, State, Regional, County, Local Agencies. Correspondence and reports not attached to contracts, agreement or specific projects. Retention is current year plus 2 with review for content. GC 34090 ; GC 60201 - 2 year minimum . State of California Guidelines - Current year plus 2	CY+2, R		CY+2, R	CY+7, R
Grand Jury Reports	Administration	Includes responses. GC 34090 ; GC 6276.22	C	9	C+10	C+10
AUDIT						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Annual Audit Reports and Backup	Finance	Treasurer's Reports, Annual Financial Reports; independent auditor analysis. Includes CAFRs and other mandated reports. GC 34090 ; GC 60201 - Current + 2 years State of California Guidelines - Permanent	C	P	P	P
Audit Hearing or Review	Finance	Documentation created and or received in connection with an audit hearing or review. GC 34090 ; OMB A-128 State of California Guidelines - After Audit plus 2	AA+2		AA+2	AA+7
Audit Work papers	Finance	Staff copies of work papers, account reconciliations, draft depreciation schedules. GC 60201	C	5	C+5	C+7
BANKING						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Account Analysis	Finance	GC 34090 ; GC 60201 - 2 year minimum	CY+1	4	CY+5	CY+7
Bank Statements/Reconciliations	Finance	Includes statements, summaries for receipts, disbursements and reconciliation. Information showing payments, receipts, and/or disbursements of taxes to be kept permanently. GC 34090 ; GC 60201 - 2 year minimum ; 26 CFR 1.6001 - Permanent for information showing payments, receipts, and/or disbursements of taxes State of California Guidelines - 5 years after audit	AA+1	4	AA+5	AA+7

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
Check Register	Finance	Report of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information). <i>GC 34090.7</i> <i>State of California Guidelines - After audit plus 2</i>	AA+2		AA+2	AA+7
Checks	Finance	Includes originals of payroll, cancelled and voided checks <i>GC 34090; CCP 337</i> <i>State of California Guidelines - After audit plus 5 years</i>	AA+2	3	AA+5	AA+7
Fund Transfers	Finance	Internal, bank transfers, and wires. <i>GC 34090</i>	AA+2		AA+2	AA+7
Investments	Finance	Includes reports, summary of transactions, inventory and earnings reports. <i>GC 43900; CCP 337</i> <i>State of California Guidelines - Closure or completion plus 30 years</i>	AC+2	28	AC+30	AC+30
Returned checks	Finance	Insufficient funds (not District checks). <i>GC 34090</i>	AA+2		AA+2	AA+7
BOARD OF DIRECTORS						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Agenda/Agenda Packets	Administration	Original agendas and special meeting notices, including certificates of posting. Agendas and packets should be imaged immediately. A paper copy should be maintained for 2 years. The filmed record may serve as the permanent record. <i>GC 34090; GC 60201 - 2 year minimum</i> <i>State of California Guidelines- current year plus 2</i>	CY+2	P	P	P
Agenda Staff Reports/Memos	Administration	Includes letters, memos, staff reports, and documents received, created and/or submitted to the Board, with exhibits and attachments. <i>GC 34090; GC 60201 - 2 year minimum</i> <i>State of California Guidelines - Current year plus 2. Recommend 10</i>	CY+2	8	CY+10	CY+10
Board Meeting Minutes	Administration	Minutes of District Board meetings. Documents are to be imaged immediately. Paper records are to be maintained permanently. <i>GC 34090(d); GC 60201 - Permanent</i> <i>State of California Guidelines - Permanent</i>	P	P	P	P
Board Committees	Administration	Official minutes of Board appointed committees. Does not include ad hoc committees, which may be kept for the current year plus 2 years. <i>GC 34090; GC 36814; GC 40801; GC 60201 - Permanent</i> <i>State of California Guidelines - Permanent</i>	P	P	P	P
Committee Agenda Packets	Administration	Includes letters, memos, staff reports, and documents received, created and/or submitted to the Board, with exhibits and attachments. <i>GC 34090; GC 60201 - 2 year minimum</i> <i>State of California Guidelines - Current year plus 2. Recommend 10</i>	CY+2	8	CY+10	CY+10

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
Ethics Training Records (AB 1234; Effective 1/1/06)	Administration	Records required to be kept under GC 53235.2. Records must show dates that local officials satisfied the training requirements and the entity that provided the training. GC 53235.2	C		AC+5	AC+7
Oaths of Office - Elected Officials	Administration	GC 34090 ; 29 USC 1113 State of California Guidelines - Current until termination plus 7	C	7	AT+7	AT+7
Policies	Administration	Original policies adopted by the District Board GC 34090 State of California Guidelines - Until superseded plus 2	C	2	S+2	S+7
Public Comments from Meetings	Administration	GC 34090.7	C	2	C+2	C+7
Recordings - Audiotaped	Administration	Audio-taped recordings of Board meetings for preparation of Board meeting minutes. GC 34090.7	C	90 days	C+90 days	C+90 days
Recordings - Videotaped Meetings of Legislative Bodies	Administration	Video-tapes of public meetings made by or at the direction of the District (e.g. Board meetings). GC 53161 - 90 days after event is recorded	90 days	90 days	90 days	90 days
Workshops	Administration	Notices, minutes, etc. GC 34090 ; GC 60201	C	2	CY+2	CY+27
BUDGET						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Annual Budget	Finance	Final adopted budgets. GC 34090 ; GC 60201 - 2 year minimum State of California Guidelines - Permanent. Permanent refers to final copy of the approved budget. Working copies can be destroyed after use.	CY+2	P	P	P
Budget Adjustments	Finance	Account transfers; appropriation and transfer of funds; creation and modification of funds. Budget adjustment review reports. GC 34090 ; GC 60201 - 2 year minimum State of California Guidelines - 2 years after audit	AA+1	1	AA+2	AA+7
Budget Working Papers	Finance	Includes proposed budgets and all work papers leading up to final annual budget. GC 34090 ; 60201 - 2 year minimum State of California Guidelines - 2 years after audit	AA+1	1	AA+2	AA+7

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
DEBT						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Bonds	Finance	Bonds/Certificates of Participation (COP)/monthly statement of transactions; supporting documents; transcripts; disclosure reports. Notification to public of destruction of bond records. There are specific requirements for disposal of unused bonds. <i>GC 43900 et. seq; GC 60201 et seq. CCP 336(a)(1)(2); CCP 337.5(2) - 10 years minimum for local agencies. State of California Guidelines - After Closure plus 10. (Legal counsel may recommend Permanent)</i>	AC	AC+10	AC+10	AC+10
Grants - Federal and State	Finance	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, environmental review, inventory, etc. Refer to grant application close-out procedures. Retention may vary depending upon grant details. <i>GC 34090; GC 60201 - 2 year minimum State of California Guidelines - 5 years after grant closure. State recommends referring to grant application close-out procedures, if any, so retention is INDEFINITE.</i>	AC+2	IND,R	IND,R	IND,R
Mandated Annual Reporting (Continuing Disclosure Documents)	Finance	<i>GC 34090 - 2 year minimum requirement for local agencies. State of California Guidelines - Permanent.</i>	AC+7		AC+7	AC+7
Official Debt Offering Documents	Finance	<i>GC 34090; GC 60201b(2) - 10 years. Recommendation - Permanent</i>	P	P	P	P
ELECTRONIC RECORDS						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
iPads, Cell Phones, etc.	All Departments	iPads, cell phones, and other electronic devices provided to employees and Board Members are the responsibility of the District. All agency e-mails and other electronic communications and records not exempt from disclosure are subject to inspection and copying on request.	C+2	2	CY+4	CY+7
ENVIRONMENTAL PLANNING						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
California Environmental Quality Act (CEQA)	Engineering	Exemptions, environmental impact reports, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations. <i>GC 34090; GC 60201 - 2 year minimum</i>	P		P	P
Environmental Review	Engineering	Correspondence, consultants, issues, conservation. <i>GC 34090</i>	C	2	C+2	C+7
Notices of Preparation	Administration/ Engineering	Legal notices must be posted. Includes public notices and legal publications for Boards and committee meetings, and other legal publication requirements. <i>GC 34091; GC 60201 - 2 year minimum; CCP 343, 349 - Statutes of Limitation State of California Guidelines - Current year plus 4</i>	CY+2	2	CY+4	CY+7
ENVIRONMENTAL SERVICES						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Chain of Custody	Laboratory	Compliance documentation, including sampling data, analysis, reports, surveys, documents, evaluation, schedules, etc. <i>40 CFR 141.91 - 12 years after completion State of California Guidelines - Current year plus 12</i>	CY+2	10	CY+12	CY+12
Commercial - Auto/Restaurant	Laboratory	<i>GC 34090; GC 60201 - 2 year minimum; CIWMB Title 14 Sec. 18814.2 - Keep records 3 years minimum State of California Guidelines - Current year plus 2</i>	CY+3		CY+3	CY+7
Industrial Waste Results	Laboratory	<i>GC 34090; GC 60201 - 2 year minimum; CIWMB Title 14 Sec. 18814.2 - Keep records 3 years minimum State of California Guidelines - Current year plus 2</i>	CY+3		CY+3	CY+7
Lab. Reports	Laboratory	Compliance documentation, including sampling data, analysis, reports, surveys, documents, evaluation, schedules, etc. <i>40 CFR 141.91 - 12 years after completion State of California Guidelines - Current year plus 12</i>	CY+2	10	CY+12	CY+12
Lab. Results	Laboratory	<i>GC 34090; GC 60201 - 2 year minimum; CIWMB Title 14 Sec. 18814.2 - Keep records 3 years minimum State of California Guidelines - Current year plus 2</i>	CY+3		CY+3	CY+7
Significant Users/Categorical/Intermediate	Laboratory	<i>GC 34090; GC 60201 - 2 year minimum; CIWMB Title 14 Sec. 18814.2 - Keep records 3 years minimum State of California Guidelines - Current year plus 2</i>	CY+3		CY+3	CY+7
FAIR POLITICAL PRACTICES COMMISSION						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
FPPC General Information	Administration	Code of Conflict staff reports. <i>GC 34090</i>	2		C+2	C+7

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
FPPC Forms	Administration	GC 34090	C		C	C+7
FPPC Manuals and Publications	Administration	GC 34090	C		C	C+7
FPPC Ethics Training	Administration	Ethics training records (AB 1234). Records must show dates that local officials satisfied the training requirements and the entity that provided the training. GC 53234(d) ; GC 53235.2b	C	5	C+5	C+7
FPPC Statement of Economic Interest (Form 700) - Designated Employees and Board Members	Administration	Copies of Forms 700 forwarded to County of Marin for Board Members, designated employees, and consultants. Staff reports on code of conflict. GC 81009(f)(g) State of California Guidelines - Until termination plus 7	C	7	C+7	C+7
FPPC Statement of Economic Interest (Form 700) - Designated employees not filed with County	Administration	Originals of statements of designated employees. Can image after two years. GC 81009(e)(g) State of California Guidelines - Until termination plus 7	C	7	C+7	C+7
FIXED ASSETS						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Fixed Assets Inventory	Finance	Reflects purchase date, cost, account number. GC 34090 ; 26 CFR 301 65-1(F) State of California Guidelines - Until audited plus 4 years	AA+4		AA+4	AA+7
Fixed Assets Surplus Property - Auction	Finance	Auction - listing of property, sealed bid sales of equipment. GC 34090 State of California Guidelines - After audit plus 2	AA+2		AA+2	AA+7
Fixed Assets Surplus Property - Disposal	Finance	Disposal - listing of property. GC 34090 ; CCP 337 State of California Guidelines - After audit plus 4	AA+4		AA+4	AA+7
Fixed Assets - Vehicle Ownership and Title	Finance	Title transfers when vehicle is sold. VC 9900 et seq. ; GC 34090(a) State of California Guidelines - Life of ownership	Until sold			Until sold
GENERAL						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Brochures/Publications	Administration	Retain selected documents only for historic value. GC 34090	2		2	7

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
Complaints/Requests/Citizen Feedback	Administration	General correspondence and various files not related to specific lawsuits involving the District and not otherwise specifically covered by the Retention Schedule. <i>GC 34090; 60201 - 2 year minimum</i> <i>State of California Guidelines - Current plus 2 years</i>	CY+2		CY+2	CY+7
Form Letters	Administration	<i>GC 34090; GC 60201 - 2 year minimum</i>	C		S+2	S+7
Forms - Blank	Administration	Does not include controlled forms. <i>GC 34090; GC 60201 - 2 year minimum</i>	C		S+2	S+7
INFORMATION SYSTEMS						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Information Services. Internet/World Wide Web	IT	Management policies and supporting documentation. <i>GC 34090</i>	C	2	C+2	C+7
Information Systems	IT	Hardware/software inventory logs; systems manuals; program files and directories; information systems and tapes. <i>GC 34090; GC 34090.7</i> <i>State of California Guidelines - Current plus 2</i>	C	2	C+2	C+7
Network Information Systems (LAN/WAN)	IT	Configuration maps and plans. <i>GC 34090; CCP 337.2; CCP 343</i> <i>State of California Guidelines - Current plus 4</i>	C	2	C+4	C+7
Software Program Management	IT	<i>GC 34090</i> <i>State of California Guidelines - Current plus 2</i>	C	2	C+2	C+7
INSURANCE						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Bonds - Employee	Finance	Personnel fidelity bonds. <i>GC 34090</i> <i>State of California Guidelines - After Termination plus 2</i>	C	AT+2	AT+2	AT+7
Bonds - Security	Administration	Documentation created and/or received in connection with the performance of work/services for the District. <i>CCP 337</i> <i>State of California Guidelines - AC plus 2</i>	AC+2		AC+2	AC+7
Insurance Certificates	Administration	Insurance certificates filed separately from contracts. Includes insurance filed by licensees. <i>GC 34090</i> <i>State of California Guidelines - Permanent</i>	P		P	P

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
Insurance Policies	Administration	Liability/Property Insurance policies. <i>CCP 337.2, 343 - 4 years</i> <i>State of California Guidelines - Permanent</i>	CY+2	P	P	P
Risk Management	Administration	Includes information pertaining to CSRMA insurance programs (pooled liability, property, public official bond, workers compensation, identify theft, etc.), damage claims involving District employees, personal and damage claims against the District. <i>CCP 337.2 & 343 - 10 years</i> <i>State of California Guidelines - Permanent</i>	AC+2	P	P	P
LEGAL AND LEGISLATIVE						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Affidavits of Publication/Posting	Administration	Includes public notices and legal publications for Board meetings, and other legal publication requirements. <i>GC 34090; GC 60201 - 2 year minimum</i> <i>State of California Guidelines - Current plus 4</i>	CY+4		CY+4	CY+7
Agreements/Contracts - General	Administration	General District agreements and contracts. Does not include Capital Improvement Project construction agreements and contracts which are kept PERMANENTLY . See Capital Improvement Projects for citations. <i>CCP 337.2; CCP 343 - Statute of limitations; 48 CFR 4 - 5 years for procurement exceeding \$25,000</i>	C+2	3	C+5	C+7
Annexations/Reorganization/ Sphere of Influence	Engineering	Notices, resolutions, certificates of completion. <i>GC 34090(a); GC 60201(d)(1) - Permanent</i> <i>State of California Guidelines - Permanent</i>	P	P	P	P
Articles of Incorporation	Administration	NOTE: NSD does not have Articles of Incorporation. <i>GC 34090; GC 60201 - Permanent</i>	P		P	P
Assessment Districts	Administration	Original documentation. <i>GC 34090; GC 60201 - 2 year minimum</i> <i>State of California Guidelines - Permanent</i>	CY+2	P	P	P
Claims By/Against the District	Administration	Claims paid or denied. (May be imaged after 3 years). <i>GC 34090; GC 60201 - 2 year minimum; 42 USC 1983; 29 USC 1113; GC 25105.5;</i> <i>GC 910-913 - 5 years after settlement or closure</i> <i>State of California Guidelines - 5 years after settlement or closure</i>	AC+2	3	AC+5	AC+7
District Code	Administration	<i>GC 34090; GC 60201 - 2 year minimum</i> <i>State of California Guidelines - Permanent</i>	P	P	P	P
District Counsel	Administration	General information. Routine correspondence. Does not include regulatory agency correspondence. <i>GC 34090; GC 60201</i>	C+2		C+2	C+7
District Counsel	Administration	Closed sessions. Confidential matters under litigation. Legal opinions. <i>GC 60201 et seq., GC 6252</i>	C	10	C+10	C+10

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
District Counsel	Administration	Litigation and lawsuits (except actions related to employment practices, real property and environmental contamination); e.g., plumbing, property vehicle damage. Statute of Limitations for most contracts is 4 years; wrongful death for construction is completion plus 5 years. <i>CCP 337 et seq.; GC 945; GC 60201 et seq., PC 832.5</i>	C	15	AC+15	AC+15
District Counsel	Administration	Litigation and lawsuits related to real property and/or environmental contamination. <i>GC 945; GC 34090; GC 60201 et seq.</i>	P	P	P	P
District Counsel	Administration	Settlement agreements, consent decrees, or any other final written agreement between disputing parties resulting from litigation (including pre-litigation), mediation, or arbitration. <i>GC 945; GC 34090; GC 60201 et seq.</i>	P	P	P	P
Easements	Administration	File with recorded documents. Originals may not be destroyed. <i>GC 34090; GC 60201 - Permanent State of California Guidelines - Permanent</i>	P	P	P	P
Legal Documents - Conveyances from or to the District	Administration	Includes leases of equipment and agreements or contracts for services and supplies, software, licenses, grant contracts, and CIP design and professional services contracts. <i>CCP 337.2, 343; B&P 7042.5; 48 CFR:2; GC 53066 State of California Guidelines - After termination plus 5</i>	AC+5		AC+5	AC+7
Legal Documents - Joint Powers Authority	Administration	Any JPA's the District has signed. <i>GC 34090</i>	C	P	P	P
Legal Documents - Liens	Administration	Claim of Lien. Includes public notices and proofs of publication for public hearings. <i>GC 34090 State of California Guidelines - Permanent</i>	C	P	P	P
Legal Opinions	Administration	Confidential - not for public disclosure (attorney-client privilege). <i>GC 34090; GC 60201 - 2 year minimum; GC 6254 (Disclosure of records)</i>	S	2	S+2	S+7
Legislation - Federal, State & Local	Administration	<i>GC 34090; GC 60201 - 2 year minimum Recommend - Until superseded</i>	S		S	S
Litigation	Administration	Case files. <i>GC 34090; GC 60201 - 2 year minimum State of California Guidelines - Closure plus 1 year Recommend until settled or adjudicated plus 2 years</i>	AC+1		AC+2	AC+7
Ordinances	Administration	Vital records - paper copies not to be destroyed. Signed ordinance, ordinance staff report, proof of publication, notice. Image immediately. <i>GC 34090; GC 60201 - Permanent State of California Guidelines - Permanent</i>	P	P	P	P

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
Resolutions	Administration	Vital records - paper copies not to be destroyed. Image immediately. <i>GC 34090; GC 60201 - Permanent; GC 40801-14 - Maintain State of California Guidelines - Permanent</i>	P	P	P	P
Work Papers - Ordinance and Resolution	Administration	<i>GC 34090; GC 60201 - 2 year minimum</i>	CY+2		CY+2	CY+7
MAINTENANCE AND OPERATIONS						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Equipment Maintenance	Operations	Equipment service/maintenance. Includes work orders, inspection, repairs, cleaning, reports, complaints. <i>GC 34090; GC 34091 State of California Guidelines - Current plus 2</i>	C	2	C+2	C+7
Maintenance Manuals	Operations	Equipment service/maintenance. <i>GC 34090</i>	C	2	C+2	C+7
Warranties	Operations	Any warranties issued to the District to cover services, purchases, and or work performed (e.g. roof replacement; appliances) <i>GC 34090; GC 1790</i>	C	2	C+2	C+7
Wastewater Flow Charts and Strip Chart Recordings	Operations	Calibration and maintenance records and original strip chart recordings for continuous monitoring instrumentation. <i>40 CFR 122.41(j)(2) - 3 years from date of measurement. May be extended at request of Regional Water Board</i>	C	3	C+7	C+7
MAPS AND DRAWINGS						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
District Boundary Maps	Engineering	Recorded maps, surveys, monuments. <i>GC 60201d(10) - Permanent State of California Guidelines - Permanent</i>	P		P	P
Parcel Maps	Engineering	<i>GC 60201d(10) - Permanent State of California Guidelines - Permanent</i>	P		P	P
Plot Maps	Engineering	<i>GC 60201d(10) - Permanent State of California Guidelines - Permanent</i>	P		P	P
Tract/Subdivision Maps	Engineering	<i>GC 60201d(10) - Permanent State of California Guidelines - Permanent</i>	P		P	P

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
OFFICE/GENERAL MANAGEMENT						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
General Information	Administration	Keep while current. Review annually for relevance to a project or inclusion in a particular file.	C		C,R	C,R
Community Organizations	Administration	GC 34090 ; GC 60201 - 2 year minimum	CY+2		CY+2	CY+7
Correspondence - Routine	Administration	General correspondence, including letters and e-mail, various files, not otherwise covered by the Retention Schedule. Does not include regulatory agency correspondence. GC 34090 ; GC 60201 - 2 year minimum State of California Guidelines - Current plus 2 years	CY+2		C+2	C+7
Correspondence - Transitory/Preliminary Drafts	Originating Dept.	Not retained in the normal course of business (e.g. working files, e-mail that does not have a material impact on the conduct of business, logs, mailing lists, meeting room reservations, etc.) E-mails that have a material effect on business are saved outside the e-mail system.	C		AC	AC
Mission Statements	Administration	GC 34090 ; GC 60201 State of California Guidelines	C	C	C	C
Newsletters/Publications, District	Administration	May wish to retain permanently for historic reference. GC 34090 ; GC 60201 - 2 year minimum	C+2,R		C+2,R	C+7,R
Press Releases	Administration	Related to District actions/activities. Keep indefinitely if articles of significance or with historical information or photographs. GC 34090 ; GC 60201	CY+2		CY+2	CY+7
Policies, Administrative	Administration	All policies and procedures, directives approved by the Manager-Engineer. GC 34090.7 ; GC 60201 - 2 year minimum State of California Guidelines - 5 years after superseded or expired	S	5	S+5	S+7
Policies, Board approved	Administration	Policy handbook, vision statements. GC 34090.7 ; GC 60201. Current plus 2 years State of California Guidelines. 5 years after superseded or expired	S	5	S+5	S+7
Procedures	Administration	Instructions on how to perform duties. GC 34090 ; GC 60201 - Current plus 2 years State of California Guidelines - 5 years after superseded or expired	S	5	S+5	S+7
Professional Associations/Organizations	Administration	i.e. General Information CASA, CSDA,GFOA, BACWA, CWEA GC 34090 ; GC 60201 - 2 year minimum	CY+2		CY+2	CY+7
Special Events	Administration		CY+2		CY+2	CY+7
Staff Meetings	Administration	Departmental staff meetings and meeting notes for non-formal meetings. Non-agenda related reports and supporting documentation. GC 34090 ; GC 60201 - 2 year minimum State of California Guidelines - 2 year minimum	CY+2		C+2	C+7
Strategic Plan/Long-Range Planning	Administration	GC 34090 ; GC 60201 - 2 years minimum State of California Guidelines - Until superseded plus 5 years	S+2	3	S+5	S+7

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
PAYROLL						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
California State Tax Records	Finance	Forms filed annually and quarterly, e.g. DE-6 and 941. <i>R&TC 19530; R&TC 19704; IRS Reg 31.6001-1(2); 26 CFR 1.6001-1</i>	AA+1	6	AA+7	AA+7
Federal Earnings/Withholding Reports	Finance	Forms 1096, 1099, W-4 and W-2. <i>GC 60201d(12) - 7 years after payment; GC 34090 - 2 year minimum; 29 USC 436 - 5 years; 26 CFR 31.6001 - 4 years after tax return filed; R&TC 19530 - 3 years after tax return is filed; 29 CFR 516.2-6 - maintain at least 3 years.</i>	AA+1	6	AA+7	AA+7
Employee Payroll Changes	Finance	<i>GC 60201d(12) - 7 years after payment; GC 34090 - 2 year minimum; 29 CFR 516.6 - 2 years.</i>	CY+1	AA+7	AA+7	AA+7
Payroll Deduction/Authorizations	Finance	<i>29 CFR 516.6; GC 60201</i>			C+7	C+7
Payroll Records	Finance	Salary schedules and payroll records for each employee. Includes deduction authorization, beneficiary designations, unemployment claims, garnishments. <i>GC 34090; 29 CFR 516.2; CAC 22-1085-2</i>			C+7	C+7
Payroll Records, Separated Employees	Finance	<i>29 CFR 516.5; GC 60201</i>	AT+1	6	AT+7	AT+7
Payroll Registers	Finance	Labor costs by employee and program. <i>GC 34090 - 2 year minimum; GC 60201 - 7 years after payment; GC 12946 - 2 years after termination; 29 CFR 516.2-6 - 4 years after tax return filing; 29 CFR 1627 - 3 years</i>	CY+2	AA+7	AA+7	AA+7
Payroll - Wage Rates/Job Classifications	Finance	<i>GC 60201</i>	C+1	6	C+7	C+7
Timesheets/Cards (Image)	Finance	Signed employee timesheets for audit reports. <i>GC 60201d(12) - 7 years after payment; GC 34090 - 2 year minimum; 29 CFR 516.6 - 2 years; R&TC 19530 - 3 years after tax return due; LC 1174 - 2 years after pay period; 26 CFR 31.6001-1 - 4 years after tax return due. State of California Guidelines - 6 years after audit.</i>	CY+1	AA+6	AA+6	AA+7
PERMITS						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Air Quality Permits	Administration	Fixed Generators (Collections) <i>40 CFR 122.41(j)(2)</i>	C	AE+2	AE+2	AE+7
Hazardous Materials - Permits, Hazardous Materials Storage	Administration	Permanent retention of environmentally sensitive materials is recommended. <i>GC 34090 - While current plus 2</i>	C+2		P	P

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
NPDES Permits	Administration	National Pollutant Discharge Elimination System Permit 40 CFR 122.28	P		P	P
Sewer Permits	Engineering	GC 34090 ; GC 60201	P		P	P
PERSONNEL						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Contract Employees	Human Resources	Includes any work related to development or building improvements and associated work. Copy of contract. May include application, release authorizations, certifications. GC 34090 ; GC 60201 - 2 year minimum; GC 25105 - 5 years after completion; CCP 337.1(a) - SOL 4 years after completion of contract; CCP 337.15 - SOL 10 years after completion for development improvements and associated work; CCP 343 - SOL 4 years for all other not mentioned	AT+2	8	AT+10	AT+10
DMV Driver Information Reports (Pull Notices)	Human Resources	Personnel - NOT a public record. GC 12946 ; CAC 91009 ; 8 USC 1324(a) State of California Guidelines - Until separation from employment plus 7	C	7	AT+7	AT+7
Drug and Alcohol Testing	Human Resources	Includes safety sensitive employees with Class B license. DOT files (ALL pre-employment, random, post-accident, and reasonable suspicion tests, refusals, annual summaries). DOT requires 5 years for positive tests, refusals, annual summaries. EEOC/FLSA/ADEA requires 3 years. State law requires 2 years. 29 CFR 1627.3(b)(v) ; 49 CFR 382.401 et seq ; 49 CFR 653.71 et seq ; GC 12946 ; GC 60201	C	AT+5	AT+5	AT+7
Employee Bargaining Units - Local	Human Resources	Negotiations with labor groups and employees, and original MOUs. Documents include notes, notebooks, correspondence, and contracts. 29 USC 211.C ; 29 USC 203m ; 29 USC 207g State of California Guidelines - Permanent	CY+3	P	P	P
Employee Files - Active Employees	Human Resources	Includes general employee information. Maintain in office while employee is active, then refer to "Personnel - Inactive/Separated Employees". NOT a public record. GC 12946 - Current plus 2 years; GC 6254(c)	C		C+2	C+7
Employee Files - Inactive/Separated Employees	Human Resources	All personnel related materials and correspondence. Does not include medical leave records, workers' compensation, or Public Employee Retirement System (PERS) information. GC 60201d(12) - 7 years after payment for employees; GC 12946 - 2 years after termination of action; 29 CFR 1627.3-4 - 3 years after termination; 29 CFR 1602.30-32 - 2 to 3 years after termination; 29 CFR 1650.202 - 10 years from date of action for tax payments; 29 CFR 516.5-6 - 3 years after action; 29 USC 1113 - 6 years after date of last action State of California Guidelines - 10 years after termination	AT+1		AT+10	AT+10

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
Employee Files - Temporary Employees	Human Resources	If compensation information included. GC 60201d(12) - 7 years after payment for employees	CY+1	6	C+7	C+7
Employee Handbooks and Policies	Human Resources	General employee information, including benefit plans. GC 34090	C	2	C+2	C+7
Employee Information - General	Human Resources	Name, address, date of birth, occupation. GC 12946; 29 CFR 1627.3; LC 1174	C	3	C+3	C+7
Employee Medical Information	Human Resources	May include family leave, certifications, tests, pre-employment physical, non-industrial disability. FMLA 1993; US OSHA; 29 CFR 1602.20; 29 CFR 1602.32	C	10	C+10	C+10
Employee Medical and Exposure Records (Toxic Substances or Harmful Physical Agents)	Human Resources	Medical records are part of personnel file - NOT a public record . Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents Does not includes first-aid records of one-time treatment made on-site by a non-physician or observation of minor scratches, cuts, burns, splinters, etc. which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job. for employees of less than one-year, no need to retain medical records regarding exposure to toxic substances/harmful physical agents if they are returned to employees upon separation). GC 6254(2); 29 CFR 1910, 1021; 8 CCR 3204(d)(1)(A)(B)	C	30	AT+30	AT+30
Employee Grievances	Human Resources	State and Federal laws require retention until final disposition of formal complaint. State requires two years after action is taken. GC 12946; GC 60201	C	AT+7	AT+7	AT+7
Employment Eligibility Verification (Federal I-9 Forms)	Human Resources	In accordance with Section 101, Control of Unlawful Employment of Aliens, (b)(3)(B)(i) and (ii) I-9s are retained for three years after the date of such hiring, or (ii) one year after the individual's separation from employment, whichever is later. 8 USC 1324(a)(b)(3); Pub.Law 99-603	C	C+3 (or 1)	C+3 (or 1)	C+7
Ethics Training Records (AB 1234; Effective 1/1/06)	Administration	Records required to be kept under GC 53235.2. Records must show dates that designated employees satisfied the training requirements and the entity that provided the training.	C		AC+5	AC+7
Fair Labor Standards Act	Human Resources	Guidelines and procedures. GC 34090; 29 CFR 1627.4	S	2	S+2	S+7
Family and Medical Leave Act (Federal)	Human Resources	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave. 29 CFR 825.500; GC 12946 - While employed plus 3 years (Federal) or 2 years (State)	C	3	AT+3	AT+7
Individual Personnel Data Files - Consultant and temporary employees	Human Resources	If compensation information included. GC 60201d(12) - 7 years after payment for employees	CY+1	6	CY+7	CY+7

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
Individual Human Resources Data - Active Employees	Human Resources	Includes employee medical information. Maintain in office while employee is active, then transfer to "Individual Human Resources Data - Inactive/Separated Employees"	C		C	C
Individual Human Resources Data - Inactive/Separated Employees	Human Resources	All personnel related materials and correspondence. Includes medical leave records, workers' compensation, and Public Employees' Retirement System (PERS) information. <i>29 CFR 1910.1020 - 30 years after termination; 29 CFR 1602.30 - 32 - 3 years after termination</i> <i>State of California Guidelines - 30 years after termination</i>	AT+1	29	AT+30	AT+30
Job Descriptions	Human Resources	Current documents are vital records. <i>GC 34090; GC 60201 - 2 year minimum</i> <i>State of California Guidelines - 2 years after superseded</i>	S	2	S+2	S+7
Oaths of Office	Human Resources	<i>GC 34090</i>	C	2	C+2	C+7
Personnel Rules and Regulations	Human Resources	Including employee handbook. <i>GC34090; GC 60201 - 2 year minimum</i> <i>State of California Guidelines - 5 years after superseded or expired</i>	S	S	S+5	S+7
Recruitment - Employees Hired	Human Resources	May include application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations.. <i>29 CFR 1627.3; 29 CFR 1602.30.32; 29 CFR 1607.4; 29 CFR 516.6 et seq; CFR Sec. 1174</i> <i>GC 6250 et seq; GC 12946; GC 34090</i>	C	10	C+10	C+10
Recruitment - Not Hired	Human Resources	Applications and resumes for those not hired, lists/logs, examination materials and answer sheets, job bulletins, eligibility, release of information forms for recruitments. <i>GC 12946; GC 5250 et seq.; 29 CFR 1602 et seq; 29 CFR 1627.3</i>	C+1	2	C+3	C+7
Training - Seminars/Courses; Professional Development	Human Resources	Employee applications, volunteer program training, class training materials and internship records for non-safety related positions. <i>GC 6250 - 6270; GC 34090; GC 60201 - 2 year minimum</i> <i>State of California Guidelines - Current plus 7</i>	CY+2	5	AT+7	AT+7
Unemployment Insurance Records	Administration	Includes unemployment claims. <i>GC 34090</i>	C	4	C+4	C+7
PERSONNEL BENEFIT AND COMPENSATION						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Benefit Files - Active Employees	Human Resources	May include enrollment forms, emergency notification forms, etc. <i>29 CFR 1627.3; 29 CFR 1602.30.32 - Current plus 10</i>	C	10	C+10	C+10
Benefit Files - Separated Employees	Human Resources	May include enrollment forms, emergency notification forms, etc. <i>29 CFR 1627.3; 29 CFR 1602.30.32 - 10 years</i>	0	10	10	10

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
Benefit Plan Claims	Human Resources	May include dental, disability, education, health, life and vision, including dependent care and Employee Assistance. <i>GC 6250 et seq; 29 CFR 1602.30, 32; LC Sec. 1174 State of California Guidelines - Permanent</i>	C+2	P	P	P
Benefit Plan Documents	Human Resources	Benefit plan documents. Evidence and coverage. COBRA; Deferred Compensation; Dental Plan; Employee Assistance Program; Health Plan; Life Insurance/Disability Plans; Unemployment Insurance (EDD); Vision Plan. <i>GC 34090; GC 60201 - 2 year minimum; GC 12946 - 2 years after submission or creation; 29 CFR 1627.3(b)(2) EEOC/ADEA - 1 year after benefit plan termination State of California Guidelines - 2 years after action</i>	AT		AT+2	AT+7
COBRA Files	Human Resources	May include enrollment forms, COBRA letters, etc. <i>29 CFR 1627.3; 20 CFR 1602.30.32</i>	C	10	C+10	C+10
Compensation Information	Finance/Human Resources	Includes classification and wage rates. <i>GC 12946; GC 34090; 29 CFR 516.6(2); 29 CFR 1602.14</i>	C	7	C+7	C+7
Deferred Compensation Transactions -	Finance	Deferred compensation reports. 457 and 401(a). <i>GC 60201; 29 CFR 516.5; 29 CFR 1627.3 - 3 years</i>	AA+3		7	7
Retirement	Human Resources	PERS, Social Security, Medicare and Benefit Plan Agreements and Documents. <i>29 CFR 1627.3(2); GC 12946; GC 34090</i>	C	P	P	P
Salary/Benefits Surveys	Finance	Surveys of other agencies. <i>GC 12946 - 2 years after action or creation; 29 CFR 516.6(2); 29 CFR 1602.14 - current year plus 2 State of California Guidelines - Current year plus 2</i>	CY+2	5	CY+7	CY+7
Vehicle Mileage Reimbursement Rates	Finance	Annual mileage reimbursement rates. <i>GC 34090</i>	C	2	C+2	C+7
PROJECTS - CAPITAL IMPROVEMENT						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
CIP Projects	Engineering	Includes construction and plan documents relating to planning, design, construction, conversion of modification of local government-owned facilities, structures and systems. <i>GC 34090; GC 60201 - 2 year minimum; GC 25105 - 5 years after completion; CCP 337.1(a) - SOL 4 years after completion of contract; CCP 3337.15 - SOL 10 years after completion for development improvements and associated work; CCP 343 - SOL 4 years for all other not mentioned</i>	AC+5	P	P	P
PROJECTS - GENERAL						

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Bids - Successful	Engineering	Includes successful bids, RFQs and RFPs. <i>GC 34090; GC 60201 - 2 year minimum; GC 25105 - 5 years after closure; CCP 337.1(a) - SOL 4 years after completion of contract; CCP 337.15 - SOL 10 years after completion for development improvements and associated work; CCP 343 - SOL 4 years for all other not mentioned State of California Guidelines - 5 years after audit Recommend - After completion plus 10</i>	AA+2		AC+10	AC+10
Bids - Unsuccessful	Engineering	Unsuccessful bids, RPQs and RFPs are retained for 2 years plus the current year. <i>GC 34090; GC 60201 - 2 year minimum State of California Guidelines - Current year plus 2</i>	CY+2		AA+2	AA+7
Specifications	Engineering	<i>GC 34090; GC 60201 - 2 year minimum; GC 25105 - 5 years after closure; CCP 337.1(a) - SOL 4 years after completion of contract; CCP 337.15 - SOL 10 years after completion for development improvements and associated work; CCP 343 - SOL 4 years for all other not mentioned State of California Guidelines - Completion of project plus 10 years Recommend - Permanent for maintenance purposes</i>	AC+10	P	P	P
PURCHASING						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Bids	Administration	Includes successful bids, RFQS & RFPs, not related to improvement projects. <i>GC 34090; GC 60201 - 2 year minimum; GC 25105 - 5 years after closure of claim State of California Guidelines - 5 years after audit, successful; Current year plus 2, unsuccessful</i>	CY+2	AA+3	AA+5	AA+7
Purchase Orders	Finance	Original purchase orders. <i>GC 34090; GC 60201 - 2 year minimum; CCP 337 - Statute of limitations State of California Guidelines - 4 years after audit</i>	AA+2	2	AA+4	AA+7
Purchasing RFQs, RFPs	Administration	Requests for qualifications; requests for proposals regarding goods and services. <i>GC 34090 - Current plus 2 years</i>	C+2		C+2	C+7
REAL PROPERTY						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
Appraisals	Administration	District owned property. Includes real estate appraisal reports, correspondence, agreements, funded loans, etc.) NOT a public record until real estate transaction is complete. <i>24 CFR 85.42 & 91.105(h); 24 CFR 570.502(b); 29 CFR 97.42GC 34090 - Minimum 5 years when no longer required</i>	C+2	C+3	C+5	C+7
Appraisals	Administration	Real estate appraisal reports. Property NOT purchased. Not accessible to the public. <i>GC 34090, 6254(h) - 2 years</i>	C+2		C+2	C+7
Deeds	Administration	Includes deeds, grant deeds, deeds of trust, quitclaim deeds, easements. File with recorded documents. Originals may not be destroyed. <i>GC 34090; GC 60201 - Permanent 24 CFR 570.502; 24 CFR 1710 - Permanent</i>	P	P	P	P
Lease by District of Private Property	Administration	Includes lease and all support documentation (e.g. staff reports or related approvals, conditions of approval). <i>GC 34090; GC 37090a; CCP 2.08.110</i>	C	5	C+5	C+7
Lease of District Property	Administration	Includes ranch lease. Lease and all support documentation (e.g. staff reports or related approvals, conditions of approval). <i>CCP 2.08.110; GC 37090A; GC 4004; H&S 19850</i>	C	P	P	P
Property Abandonment	Admin/Eng.	Real property in influence of the District. Buildings - condemnation, demolition. <i>GC 34090; GC 60201d(8)</i>	P		P	P
Property Acquisition/Disposition	Admin/Eng.	District-owned. Supporting documentation regarding sale, purchase, exchange, lease or rental of property by District. <i>GC 60201d(8)</i>	P		P	P
RECORDS MANAGEMENT						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Certificates of Destruction	Administration	Authorization to destroy obsolete records; authorization to destroy unrecoverable damaged records. <i>GC 34090; GC 60201 - 2 year minimum State of California Guidelines - Permanent</i>	P	P	P	P
Public Records Request	Administration	Requests from the public to inspect or copy public documents. <i>GC 34090</i>			C+2	C+7
Records Inventory	Administration	Inventory of inactive records and location. <i>GC 34090; 80 OPS Atty. Genl 106</i>			C+2	C+7
Records Management Policies/Procedures	Administration	Keep until superseded. <i>GC 34090 State of California Guidelines</i>	S		S	S
Retention Schedules	Administration	<i>GC 34090; CCP 343</i>			C+4	C+7

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
RISK MANAGEMENT/SAFETY						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Accidents/Damage to District Property	Administration	Reports and related records. <i>GC 34090; CCP 337.15; 29 CFR 1904.2 and 1904.6 State of California Guidelines - AC plus 7</i>	C	7	AC+7	AC+7
Emergency Response Plans	Collections	Pump stations emergency response plans. <i>GC 60201</i>	C		S+2	S+7
Hazardous Materials - Underground Storage Tank Compliance	Operations	Compliance: documents regarding storage, location, installation, removal, remediation, maintenance and repair. <i>GC 34090; GC 34090(a)</i>	C	P	P	P
Hazardous Waste	Administration	Includes information booklets, waste manifests, Dept. of Toxic Substances control manifests, hazardous materials inventory statements, etc. <i>GC 34090; GC 60201; 40 CFR 122.21 - 3 yrs. after approval for NPDES application data State of California Guidelines - Current plus 10 years</i>	P	P	P	P
Health and Fitness Issues	Human Resources	Includes general information on health and fitness for employees. Does not include recommendations to specific employees or counseling for health and fitness issues. <i>GC 34090; GC 60201 - 2 year minimum</i>	CY+2		CY+2	CY+7
IIPP Plan	Administration	<i>GC 34090; GC 60201 - 2 year minimum State of California Guidelines - 5 years after superseded or expired</i>	S+1	4	S+5	S+7
Safety Audit	Human Resources	<i>GC 34090 - 2 years; 29 CFR 1904.4; Office of Mgmt. & Budget 1220-0029; OMB A-128 State of California Guidelines - 4 years after audit</i>	AA+2		AA+4	AA+7
Safety/Hazard/Accident Reports	Human Resources	<i>29 CFR 1904.2 & 4 - Maintain OSHA reports and accident information indefinitely; Office of Management & Budget 1220-0029 State of California Guidelines - 5 years after closure of case</i>	AC+2	3	AC+5	AC+7
Safety Manuals	Administration	<i>GC 34090; GC 60201; CCP 340; 29 CFR 1627.3(b)(ii); 8 CCR 3204 (d)(1) et seq. OSHA requirement - 2 years State of California Guidelines - 2 years after superseded</i>	S+2		S+2	S+7
Safety Meetings	Administration	If not a Board appointed committee, keep current minutes plus 2 years. GC 34090(a) prohibits destruction of minutes of a legislative body, or Board appointed board or commission. <i>GC 34090</i>	CY+2		CY+2	CY+7
Safety Policies and Procedures	Administration	<i>GC 34090; GC 60201 - 2 year minimum State of California Guidelines - 5 years after superseded</i>	S		S+5	S+7

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
SEWER SERVICE CHARGES						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Capacity Use Agreements	Engineering	GC 60201 et seq.	P		P	P
Sewer Service Charge (SSC)	Engineering	Includes water consumption data, tax roll tapes, charge details, final SSC County rolls (bills placed on Tax Assessor's roll), adjustments, etc. GC 60201 et seq.; WC 36729; 37212(b)	C+3	9	12	12
WORKERS' COMPENSATION						
General: Correspondence (transitory/preliminary drafts) that is not retained in the normal course of business (e.g. working files, e-mail that does not have a material effect on the conduct of business, logs, mailing lists, meeting room reservations, etc. need only be retained while current. HOWEVER, e-mails that have a material effect on business are saved outside the e-mail system and subject to the Records Retention Policy and Schedule.						
Cal-OSHA Reports	Human Resources	Personnel - logs, supplementary records, annual summary (Federal and State - California OSHA). Cal-OSHA inspections and citations, Log 200, 300, 301, 301A, etc. 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC 60201 et seq; LC 6429c	C	7	C+7	C+7
OSHA Accident/Illness Reports	Human Resources	Not a public record. For employee medical records and employee exposure records regarding exposure to toxic substances or harmful physical agents - includes materials safety data sheets (MSDS). Does NOT include health insurance claims; first aid records of one-time treatments for minor injuries; records of employees who worked less than one year if records are given to employee upon separation. GC 6254(c); 8 CCR 3204(d)(1)(A),(B); 8 CCR 14307; LC 6410	C	AT+30	AT+30	AT+30
Workers' Compensation Designation of Personal Physician Forms	Human Resources	CCR 14311; CCR 15400.2; CA Labor Code 110-139.6	C	P	P	P
Workers' Compensation Employee Files	Human Resources	Claim files, reports, incidents. CCR 14311; CCR 15400.2; LC 110-139 - Current plus 2 years; 29 CFR 1910, 1020 - Current plus 2 years State of California Guidelines - Permanent	C+2	P	P	P
Workers' Compensation Ergonomic Evaluations and Job Analysis	Human Resources	GC 34090	C	7	C+7	C+7
Workers' Compensation Forms & Handouts	Human Resources	GC 34090	C	2	C+2	C+7

Type of Record	Department	Description or Example of Record/ Legal Authority	Active	Inactive	Total	Agency Pref.
Legal Authority Abbreviations:						
B&P		Business & Professions Code				
CAC		CA Administrative Code				
CCP		Code of Civil Procedure (CA)				
CCR		CA Code of Regulations				
CFR		Code of Federal Regs.				
CIWMB		California Integrated Waste Management Board				
EEOC		Equal Employment Opportunity Commission				
FMLA		Family Medical Leave Act				
GC		Government Code (CA)				
H&S		Health & Safety Code (CA)				
IRS		Internal Revenue Service				
LC		Labor Code (CA)				
OMB		Office of Management and Budget				
OSHA		Occupational Safety and Health Administration				
PC		Penal Code (CA)				
R&TC		Rev. & Taxation Code				
State of California Guidelines		Secretary of State Local Government Records Management Guidelines				
USC		United States Code				
VC		Vehicle Code				

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: North Bay Watershed Association Conference	MEETING DATE: November 21, 2013 AGENDA ITEM NO.: 10.a.
RECOMMENDED ACTION: Approve sponsoring the North Bay Watershed Association Conference in the amount of \$2,500.	
SUMMARY AND DISCUSSION: The North Bay Watershed Association will be hosting a conference on April 11, 2014, "What, Where, and How of Water Resource Management". This is an opportunity to reach a group of people engaged in water resources. As shown in the attached flyer, they are seeking funding to help defray the cost of the conference. Staff recommends providing \$2,500, which will allow the District to have a table to distribute public outreach materials as well as two tickets to the conference.	
ALTERNATIVES: NA	
BUDGET INFORMATION: The fee would be funded from account #64170 Pollution Prevention/Public Education.	
DEPT.MGR.:	MANAGER:



North Bay Watershed Association

2014 Conference

“What, Where, and How of Water Resource Management”

Friday, April 11, 2014

8:30 am – 4:15 pm

SPONSOR BENEFITS

Water Steward Sponsor: \$10,000

- *Afternoon Wine Tasting Host*
- *Name and/or logo on Pads and Pens for all attendees*
- *Prominent location of sponsor table to distribute materials*
- *6 tickets to Conference*

Water Partner Sponsor: \$7,500

- *Luncheon Host*
- *Name and/or logo on luncheon table tent cards*
- *Sponsor table to distribute materials*
- *4 tickets to Conference*

Water Collaborator Sponsor: \$5,000

- *Morning & Break Host*
- *Name and/or logo on napkins*
- *Sponsor table to distribute materials*
- *4 tickets to Conference*

Water Colleague Sponsor: \$2,500

- *Sponsor table to distribute materials*
- *2 tickets to Conference*

Water Associate Sponsor: \$1,500

- *2 tickets to Conference*

All Sponsors receive:

- *Name and/or logo listed in Invitation*
- *Name and/or logo listed in Program*
- *Name and/or logo listed on Signs at event*
- *Name and logo displayed on NBWA website for a year*

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects - Annual Collection System Repairs – Hill Road Pipeburst Project; Project 72706-12-01	MEETING DATE: November 21, 2013 AGENDA ITEM NO.: 11.a.																		
RECOMMENDED ACTION: Approve change orders and Final Acceptance of the Hill Road Pipeburst Project, and authorize staff to file the Notice of Completion.																			
SUMMARY AND DISCUSSION: <p>On February 11, 2013 the District Board of Directors awarded the Contract for the Hill Road Pipeburst Project to Team Ghilotti for a low bid amount of \$66,441. The work began on the project in April, 2013 and substantial completion was May 31st. The objective of this project was to rehabilitate a segment of sewer main on Hill Road that has experienced two sewer overflows over the last few years caused by root intrusion.</p> <p>During potholing operations the contractor found that the majority of utility mains and services were within the pipebursting zone around the sewer main including water services lying directly on top of the sewer pipe to be burst. After the water services were moved and other changes to the scope of work were changed or modified to prevent further delay, the project was completed. The following is a summary of the change orders:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>Change Order No.</u></th> <th style="text-align: left; padding: 5px;"><u>Description</u></th> <th style="text-align: right; padding: 5px;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">1</td> <td style="padding: 5px;">Additional Asphalt Concrete</td> <td style="text-align: right; padding: 5px;">\$4,923.75</td> </tr> <tr> <td style="text-align: center; padding: 5px;">2</td> <td style="padding: 5px;">Utility Conflicts</td> <td style="text-align: right; padding: 5px;">\$23,982.11</td> </tr> <tr> <td style="text-align: center; padding: 5px;">3</td> <td style="padding: 5px;">Lateral Changes</td> <td style="text-align: right; padding: 5px;">\$9,539.15</td> </tr> <tr> <td style="text-align: center; padding: 5px;">4</td> <td style="padding: 5px;">Credits due to Changes</td> <td style="text-align: right; padding: 5px;"><\$17,856.00></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Total</td> <td></td> <td style="text-align: right; padding: 5px;">\$20,589.01</td> </tr> </tbody> </table> <p>Approximately \$14,040.60 of the change order amount for Utility Conflicts was due to the move out/move in expenses incurred when the City of Novato ordered the contractor to remove all trench plates, materials and equipment from the site when the City found out the delay would be more than five working days. The multiple trench plates covering excavations in the traveled way were considered a nuisance.</p> <p>The Contractor completed the project and it is ready for final acceptance. The final cost to complete the project is \$87,030.01. Staff recommends approving the change orders and final acceptance and staff authorized to file the Notice of Completion.</p>		<u>Change Order No.</u>	<u>Description</u>	<u>Amount</u>	1	Additional Asphalt Concrete	\$4,923.75	2	Utility Conflicts	\$23,982.11	3	Lateral Changes	\$9,539.15	4	Credits due to Changes	<\$17,856.00>	Total		\$20,589.01
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1	Additional Asphalt Concrete	\$4,923.75																	
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3	Lateral Changes	\$9,539.15																	
4	Credits due to Changes	<\$17,856.00>																	
Total		\$20,589.01																	
ALTERNATIVES: None																			
BUDGET INFORMATION: This project was funded under Account 72706, Collection System Improvements.																			
DEPT.MGR.:	MANAGER-ENGINEER:																		

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects - Annual Treatment Plant & Pump Station Improvements – Pump Station Drainage Improvements & Bypass Pipe Connections; Project 72805-13-01	MEETING DATE: November 21, 2013 AGENDA ITEM NO.: 11.b.
RECOMMENDED ACTION: Review bids received, accept the lowest responsive bid and authorize the Manager-Engineer to execute a Contract with WR Forde & Associates in the amount of \$137,685.	
SUMMARY AND DISCUSSION: Using the informal bid provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA), as adopted by the Board of Directors in 2013, District staff requested bids for the installation of site drainage improvements at East Hamilton & Marin Village Pump Stations and mechanical bypass connections at East Hamilton, Marin Village & Bahia Pump Stations. On October 31, 2013, 5 bids were received as follows: <ol style="list-style-type: none"> 1. Fieldstone Construction: \$132,250.00 2. WR Forde & Associates: \$137,685.00 3. Maggiora & Ghilotti: \$138,138.00 4. Team Ghilotti: \$148,485.00 5. Linscott Engineering \$184,920.00 <p>Fieldstone Construction of Santa Rosa submitted the lowest bid of \$132,250.00. However staff determined Fieldstone’s bid was non-responsive because it did not meet the provisions of Bid Item No. 1 that requires the amount of the bid item to not be more than 5% of the total bid. Fieldstone’s Bid Item 1 amount was \$23,500.00 or nearly 18% of their total bid.</p> <p>WR Forde & Associates of Richmond submitted the lowest responsive bid of \$137,685.00. The Engineer’s Estimate of Probable Cost is \$105,000. WR Forde’s bid has been reviewed and is in order. Staff contacted WR Forde to discuss their bid and they are comfortable and confident with their bid. WR Forde is on the District’s Informal Contract Contractor List. Staff compared the Engineer’s Estimate with the bids received and determined that the bid amounts are higher due to the work being at three different locations and the complexity of the bypass connection work.</p> <p>The FY13-14 budget includes a budget amount of \$275,000 for the Treatment Plant & Pump Station Improvements. Accordingly, it is recommended that the Board award the Pump Station Drainage Improvements and Bypass Pipe Connections Project to WR Forde & Associates for the bid of \$137,685, and authorize the Manager-Engineer to execute a contract with WR Forde for this amount.</p>	
ALTERNATIVES: N/A.	
BUDGET INFORMATION: The FY 13-14 Budget for Account No. 7805 includes a budget amount of \$275,000.	
DEPT.MGR.:	MANAGER:

DICK SPOTSWOOD'S NOTEBOOK * THE MARIN INDEPENDENT JOURNAL A column on government and politics published Wednesday, November 13, 2013 # 47
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SEWER ATTORNEYS AND THEIR FEES, IS MARIN NOW CASINO PROOF?

I RECENTLY reported that the Ross Valley Sanitary District was spending almost \$1 million annually on hourly attorney fees. I compared it to the Las Gallinas Valley Sanitary District, which spent a relatively modest \$115,000 on legal fees during the same year.

The competition for frugality, at least when it comes to legal fees, is on.

San Rafael Mayor **Gary Phillips**, chairman of the San Rafael Sanitation District, disclosed that his agency, larger than the other two sewer districts combined, spent a miserly \$14,606 for attorneys in the 2012-13 fiscal year.

Mary Sylla, Ross Valley's new president, replies that she's all for litigating less and winding down the suits, most of which stem from **Brett Richards'** days as the district's general manager.

There's not much disagreement among Ross Valley's board that legal costs are out of control.

Director **Pamela Meigs** says she has been fighting to cut back on the lawyers, but nothing improves.

What the always-fractious board can't seem to agree on is what litigation to pursue and what cases to settle and cut their losses. It's one thing to agree that there are better uses of taxpayer money than hiring attorneys, but it's difficult to get consensus to settle cases when there's an outside chance of prevailing.

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