

NOVATO SANITARY DISTRICT

Meeting Date: April 8, 2013

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, April 8, 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 March 11, 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.
6. **COMMITTEE REPORTS:**
 - a. Wastewater Operations Committee.
7. **NORTH BAY WATER REUSE AUTHORITY:**
 - a. Consider authorizing Board President to submit comments on 2013 Water Recycling Act legislation.

8. COLLECTION SYSTEM IMPROVEMENT, PROJECT 72706:

- a. Consider making CEQA findings, approving plans and specifications, and authorizing advertising for bids for the Olive Street Pump Station Force Main Rehabilitation Project.

9. ADMINISTRATION

- a. Consider approval of the schedule for the 2013-15 budget.
- b. Consider adoption of Resolution Requesting Authorization to Conduct a Division of Retirement System for Medicare Coverage.

10. PRETREATMENT:

- a. Consider adopting a Resolution providing relief on upper pH limit from pH 8.5 to pH 10.5 for The Dye Guy and setting the revised pH limits.

11. STAFF REPORTS:

- a. Medium Treatment Plant of the Year award.
- b. Local Agency Formation Commission 2013-14 Budget.
- c. Wastewater/Water Utility Management Course.

12. BOARD MEMBER REPORTS:

- a. North Bay Water Reuse Authority meeting.
- b. North Bay Watershed Association meeting.

13. MANAGER'S ANNOUNCEMENTS:

14. ADJOURN:

Next resolution no. 3055

Next regular meeting date: Monday, April 8, 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.

March 11, 2013

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, March 11, 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
Brant Miller, Novato resident
Dasse de longh, NSD employee, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

Consider approval of minutes of the February 25, 2013 meeting.

Member Mariani commented on a typographical error on page 3, paragraph 4: "*and stated they traveled to **Sacramento** to discuss...*".

On motion of Member Peters, seconded by Member Long, and carried unanimously, the minutes of the February 25, 2013 Board meeting were approved as corrected.

CONSENT CALENDAR:

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

- a. Approval of regular disbursements in the amount of \$240,857.28, project account disbursements in the amount of \$119,400.22, and Board member disbursements in the amount of \$2,814.41.

COMMITTEE REPORTS:

- Strategic Planning and New Facilities Committee: The Manager gave an overview of the Strategic Planning and New Facilities Committee meeting which was held on March 4th at the District Office. She stated that she continues to hold monthly meetings with management personnel to review the Strategic Plan Workplan. The Manager stated that

she plans to schedule a Board Workshop on April 22nd to review and update the Strategic Plan.

- Finance Committee: The Manager gave an overview of the Finance Committee meeting which was held on March 8th at the District Office. She stated that three topics were discussed: update of the District Reserve Policy, review of the existing rate structure, and review of pension liabilities.

The Manager stated that the District's Reserve Policy was last updated in 2001 but that in light of new CSDA guidelines, new accounting guidelines and changes at the District, the policy should be revised. She stated that Tom Gaffney of Bartle Wells has submitted a proposal to review the District's reserve policy for an amount not to exceed \$4,500. The Manager noted that Mr. Gaffney will be at the next committee meeting in mid-April to discuss the policy update.

The Manager stated that the Committee reviewed the existing rate structure and discussed various options for new construction/new connection fees. She stated that staff recommended requesting a proposal from Bartle Wells to assist in preparing the analyses needed for setting each of the fees and charges.

The Manager stated that the Committee is waiting for an updated report on after-retirement pension liabilities. She noted that after receiving the report, the topic will return to the board for discussion and comments.

ADMINISTRATION AND ENGINEERING:

- Consider approving a proposal from DKF Solutions Group to prepare contingency plans for 35 pump stations and authorizing the Manager-Engineer to execute Agreement. The Manager stated that the newly mandated State of California Water Quality Order No. 2006-003 requires sewer service agencies which operate and maintain sewer pump stations to develop emergency response plans in case of pump station failure. She stated that the District requested David Patzer of DKF Solutions Group to assist District staff in completing plans for the 37 pump stations using guidelines set forth by the State Water Resources Control Board and CSRMA (California Sanitation Risk Management Authority).

The Manager stated that the DKF Solutions proposal was received and would provide for the preparation of thirty-seven (37) Emergency Response Plans, in-depth training, and a hardcopy emergency response plan for each pump station. She stated that the estimated cost is \$74,000. The Manager stated that staff recommends entering into an Agreement in the amount of \$80,000 to include the costs of any incidentals that might arise during the development of the documents.

Member Welsh stated he would like to review the proposal prior to Board acceptance and also to know about other Districts Mr. Patzer has prepared Emergency Response Plans for.

The Manager stated that she could provide a copy of DKF Solutions proposal to the board. She requested the Board approve the proposal and authorize her to execute an Agreement.

Member Welsh made a motion to table the item until such time the Board could review the proposal from DKF Solutions. The motion failed for lack of a second.

On motion of Member Long, seconded by Member Peters and carried with the following vote, the Board accepted the proposal from DKF Solutions Group and authorized the District Manager-Engineer to execute an Agreement between the District and DKF Solutions Group to prepare contingency plans for 35 pump stations for an amount not to exceed \$80,000. Ayes: Di Giorgio, Long, Mariani, Peters. Noes: Welsh.

The Manager stated she would provide a copy of the proposal to Member Welsh.

- Consider ranking the Novato Sanitary district's first, second, and third choices for the Marin LAFCO Commission. The Manager reviewed the LAFCO nominations with the Board and the candidates were discussed.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board nominated Jack Baker, North Marin Water District as their first choice.

On motion of Member Mariani, seconded by Member Long and carried unanimously, the Board nominated Craig Murray, Las Gallinas Valley Sanitary District as their second choice.

On motion of Member Welsh, seconded by Member Long and carried unanimously, the Board nominated Lew Kious, Almonte Sanitary District as their third choice.

WASTEWATER FACILITY UPGRADE CONTRACT C, PROJECT 73001:

- Consider approving plans and specifications, and authorizing Manager-Engineer to advertise for bids. The Deputy Manager-Engineer gave an overview of Contract C-Project 73001. He stated that RMC Water and Environment had completed the plans and specifications for this project and that the project was ready to bid. He stated that the Engineer's construction cost estimate was \$2.7 million and that bids would be due April 18, 2013. The Deputy Manager-Engineer noted that the Strategic Planning and New Facilities Committee had reviewed the plans and recommended that the Board give their approval. In addition, he requested the Board authorize the Manager-Engineer to advertise for bids.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved the plans and specifications for the Wastewater Facilities Upgrade, Contract C (Solids Handling), Project No. 73001 and authorized the Manager-Engineer to advertise for bids.

STAFF REPORTS:

- International Water Association Conference on Odor and Air Emissions. The Manager discussed her attendance at the Conference on Odor and Air Emissions on March 5th and 6th in San Francisco. She stated that odor measurement technology is still developing and that currently there is no way to take an odor from a specific area and make a definite match determination with the source of the odor.

The Manager stated that she will contact several individuals from the conference to determine if they might assist the District with our odor detection issues. John Bailey, Veolia Water, gave a short overview of Veolia's odor sampling methods at the District.

BOARD MEMBER REPORTS:

- President Di Giorgio commented on his attendance at the North Bay Watershed Association meeting on March 1st. He stated that Bruce Riordan discussed Bay Area climate adaptation and rising sea levels.

- Member Peters commented on his attendance at a Citizens for Sustainable Pensions forum in San Rafael. He stated that the presenter, John Dickenson, provided insightful statistics.

MANAGER'S ANNOUNCEMENTS:

- The City of Novato will be announcing a Zero Waste Proclamation on March 12th. President Di Giorgio will be accepting the proclamation on behalf of Mayor Pat Eklund.

- A Wastewater Operations Committee meeting will be held at 2:00 p.m. on March 18th.

- The North Bay Water Reuse Authority workshop scheduled for March 25th has been rescheduled for April 15th.

- The North Bay Watershed Association is hosting a forum on April 18th at Novato City Hall to discuss the Cost of Compliance.

- The Margaret Todd Center is hosting a 20th Anniversary Celebration on March 28th from 4:00 to 7:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 7:27 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

Novato Sanitary District Operating Check Register

April 8, 2013

Date	Num	Name	Credit
Apr 8, 13			
4/8/2013	55558	Veolia Water North America, ...	161,301.86
4/8/2013	55521	Aqua Science	12,552.48
4/8/2013	55541	Meyers, Nave, Riback, Silver ...	7,231.84
4/8/2013	55538	Johnson, Dee	6,782.11
4/8/2013	55552	Preferred Benefit	3,367.60
4/8/2013	55527	Caltest Analytical Lab Inc.	3,314.55
4/8/2013	55557	U.S. Bank Card (2)(June)	2,899.07
4/8/2013	55530	Dearborn National	2,510.34
4/8/2013	55531	EOA, Inc.	1,727.25
4/8/2013	55532	ESRI, Inc.	1,565.63
4/8/2013	55529	Comet Building Maintenance,...	1,453.05
4/8/2013	55528	Cintas Corporation	1,358.47
4/8/2013	55536	IEDA, INC	1,020.00
4/8/2013	55535	Harmony Press	987.02
4/8/2013	55519	Able Fence Company	956.00
4/8/2013	ach	Karkal, Sandeep	892.22
4/8/2013	55553	R & B Company	755.41
4/8/2013	55518	3T Equipment Company Inc.	560.69
4/8/2013	55559	Vision Service Plan	545.24
4/8/2013	55540	Manco	529.69
4/8/2013	55522	AT&T Mobility	345.93
4/8/2013	55537	Jackson's Hardware Inc.	337.08
4/8/2013	55526	Cagwin & Dorward Inc.	329.00
4/8/2013	55520	American Sentry Systems, Inc.	270.00
4/8/2013	55561	WEF Membership	228.00
4/8/2013	55544	North Marin Water District	193.97
4/8/2013	55554	Ricoh USA, Inc.	188.85
4/8/2013	55550	Phenova, Inc.	187.32
4/8/2013	55551	Pini Hardware	160.22
4/8/2013	55539	Leonardi Automotive & Electr...	157.65
4/8/2013	55523	Barnett Medical LLC	157.50
4/8/2013	55524	Beecher Engineering	150.00
4/8/2013	55560	Water Components & Buildin...	138.51
4/8/2013	55534	Grainger	109.49
4/8/2013	55549	Petty Cash	104.34
4/8/2013	55542	North Bay Portables, Inc.	92.19
4/8/2013	55546	Novato Lock	85.81
4/8/2013	55547	Novato Toyota	73.68
4/8/2013	55548	One Stop Auto Service Inc.	33.74
4/8/2013	55556	U.S. Bank Card (1)(Bev)	32.00
4/8/2013	55555	T-Mobile	22.96
4/8/2013	55545	Novato Car Wash	22.00
4/8/2013	55533	Federal Express	21.82
4/8/2013	55543	North Marin Auto Parts	16.66
4/8/2013	55525	BoundTree Medical, LLC	1.91
Apr 8, 13			215,771.15

Novato Sanitary District
Operating Check Register Detail
April 8, 2013

	<u>Account</u>	<u>Amount</u>
3T Equipment Company Inc.		
	60152 · Small Tools	519.71
	60150 · Repairs & Maintenance	40.98
Total 3T Equipment Company Inc.		<u>560.69</u>
Able Fence Company		
	65150 · Repairs & Maintenance	956.00
Total Able Fence Company		<u>956.00</u>
American Sentry Systems, Inc.		
	66150 · Repairs & Maintenance	270.00
Total American Sentry Systems, Inc.		<u>270.00</u>
Aqua Science		
	64160 · Research & Monitoring	9,942.48
	64160 · Research & Monitoring	2,610.00
Total Aqua Science		<u>12,552.48</u>
AT&T Mobility		
	66193 · Telephone	190.79
	65193 · Telephone	50.74
	60193 · Telephone	102.89
	66193 · Telephone	1.51
Total AT&T Mobility		<u>345.93</u>
Barnett Medical LLC		
	67500 · Household Hazardous Waste	67.50
	67500 · Household Hazardous Waste	45.00
	67500 · Household Hazardous Waste	45.00
Total Barnett Medical LLC		<u>157.50</u>
Beecher Engineering		
	66123 · O/S Contractual	150.00
Total Beecher Engineering		<u>150.00</u>
BoundTree Medical, LLC		
	67500 · Household Hazardous Waste	1.91
Total BoundTree Medical, LLC		<u>1.91</u>
Cagwin & Dorward Inc.		
	66150 · Repairs & Maintenance	329.00
Total Cagwin & Dorward Inc.		<u>329.00</u>
Caltest Analytical Lab Inc.		
	64160 · Research & Monitoring	3,314.55
Total Caltest Analytical Lab Inc.		<u>3,314.55</u>
Cintas Corporation		
	64100 · Operating Supplies	122.32
	66100 · Engineering Supplies	361.30
	60100 · Operating Supplies	874.85
Total Cintas Corporation		<u>1,358.47</u>
Comet Building Maintenance, Inc.		
	66150 · Repairs & Maintenance	1,090.00
	60150 · Repairs & Maintenance	152.50
	65150 · Repairs & Maintenance	152.50
	66090 · Office Expense	58.05
Total Comet Building Maintenance, Inc.		<u>1,453.05</u>
Dearborn National		
	66020 · Employee Benefits	2,510.34
Total Dearborn National		<u>2,510.34</u>
EOA, Inc.		
	64160 · Research & Monitoring	1,727.25
Total EOA, Inc.		<u>1,727.25</u>
ESRI, Inc.		
	65091 · Software Maintenance	1,565.63
Total ESRI, Inc.		<u>1,565.63</u>
Federal Express		
	66090 · Office Expense	21.82
Total Federal Express		<u>21.82</u>

Novato Sanitary District
Operating Check Register Detail
April 8, 2013

	<u>Account</u>	<u>Amount</u>
Grainger		
	65100 · Operating Supplies	109.49
Total Grainger		<u>109.49</u>
Harmony Press		
	66130 · Printing & Publications	987.02
Total Harmony Press		<u>987.02</u>
IEDA, INC		
	66123 · O/S Contractual	1,020.00
Total IEDA, INC		<u>1,020.00</u>
Jackson's Hardware Inc.		
	60100 · Operating Supplies	337.08
Total Jackson's Hardware Inc.		<u>337.08</u>
Johnson, Dee		
	67400 · Consulting Services	1,942.75
	67530 · Used Oil Program	155.42
	67400 · Consulting Services	4,683.94
Total Johnson, Dee		<u>6,782.11</u>
Karkal, Sandeep		
	66170 · Travel, Meetings & Training	892.22
Total Karkal, Sandeep		<u>892.22</u>
Leonardi Automotive & Electric, Inc.		
	63150 · Repairs & Maintenance	157.65
Total Leonardi Automotive & Electric, Inc.		<u>157.65</u>
Manco		
	65150 · Repairs & Maintenance	529.69
Total Manco		<u>529.69</u>
Meyers, Nave, Riback, Silver & Wilson		
	66122 · Attorney Fees	7,231.84
Total Meyers, Nave, Riback, Silver & Wilson		<u>7,231.84</u>
North Bay Portables, Inc.		
	63100 · Operating Supplies	92.19
Total North Bay Portables, Inc.		<u>92.19</u>
North Marin Auto Parts		
	65150 · Repairs & Maintenance	7.60
	60152 · Small Tools	9.06
Total North Marin Auto Parts		<u>16.66</u>
North Marin Water District		
	65192 · Water	108.00
	61000-4 · Water/Permits/Telephone	85.97
Total North Marin Water District		<u>193.97</u>
Novato Car Wash		
	60150 · Repairs & Maintenance	22.00
Total Novato Car Wash		<u>22.00</u>
Novato Lock		
	60100 · Operating Supplies	85.81
Total Novato Lock		<u>85.81</u>
Novato Toyota		
	21020 · Accounts Payable	73.68
	66150 · Repairs & Maintenance	73.68
Total Novato Toyota		<u>73.68</u>
One Stop Auto Service Inc.		
	66150 · Repairs & Maintenance	33.74
Total One Stop Auto Service Inc.		<u>33.74</u>
Petty Cash		
	60100 · Operating Supplies	14.14
	66170 · Travel, Meetings & Training	75.00
	60060 · Gas, Oil & Fuel	15.20
Total Petty Cash		<u>104.34</u>

Novato Sanitary District
Operating Check Register Detail
April 8, 2013

	<u>Account</u>	<u>Amount</u>
Phenova, Inc.		
	64100 · Operating Supplies	187.32
Total Phenova, Inc.		<u>187.32</u>
Pini Hardware		
	60100 · Operating Supplies	70.92
	60150 · Repairs & Maintenance	40.09
	65100 · Operating Supplies	42.03
	65150 · Repairs & Maintenance	7.18
Total Pini Hardware		<u>160.22</u>
Preferred Benefit		
	66020 · Employee Benefits	3,266.24
	21074 · Health Insurance Payable	101.36
Total Preferred Benefit		<u>3,367.60</u>
R & B Company		
	63150 · Repairs & Maintenance	755.41
Total R & B Company		<u>755.41</u>
Ricoh USA, Inc.		
	66090 · Office Expense	188.85
Total Ricoh USA, Inc.		<u>188.85</u>
T-Mobile		
	65193 · Telephone	22.96
Total T-Mobile		<u>22.96</u>
U.S. Bank Card (1)(Bev)		
	66170 · Travel, Meetings & Training	32.00
Total U.S. Bank Card (1)(Bev)		<u>32.00</u>
U.S. Bank Card (2)(June)		
	21016 · U.S. Bank Visa	1,932.41
	66170 · Travel, Meetings & Training	850.00
	66193 · Telephone	20.00
	66090 · Office Expense	96.66
Total U.S. Bank Card (2)(June)		<u>2,899.07</u>
Veolia Water North America, Inc.		
	61000-0 · Contract Operations	158,258.03
	61000-2 · Insurance & Bonds	3,043.83
Total Veolia Water North America, Inc.		<u>161,301.86</u>
Vision Service Plan		
	66020 · Employee Benefits	545.24
Total Vision Service Plan		<u>545.24</u>
Water Components & Building, Inc.		
	65150 · Repairs & Maintenance	88.00
	65150 · Repairs & Maintenance	50.51
Total Water Components & Building, Inc.		<u>138.51</u>
WEF Membership		
	66080 · Memberships	228.00
Total WEF Membership		<u>228.00</u>
TOTAL		<u><u>215,771.15</u></u>

Novato Sanitary District Capital Project Check Register

April 8, 2013

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Apr 8, 13			
4/8/2013	2507	Nute Engineering Inc.	30,286.30
4/8/2013	2504	Custom Tractor Service	19,595.00
4/8/2013	2503	Copy Station, Inc.	3,316.23
4/8/2013	2505	Lateral-Pyles	1,500.00
4/8/2013	2506	Lateral-Weitz	1,500.00
4/8/2013	2502	Control Systems West, Inc.	697.50
Apr 8, 13			<u>56,895.03</u>

Novato Sanitary District
Capital Projects Check Register Detail
 April 8, 2013

	<u>Account</u>	<u>Amount</u>
Control Systems West, Inc.		
	72403 · Pump Station Rehabilitation	697.50
Total Control Systems West, Inc.		<u>697.50</u>
Copy Station, Inc.		
	72609 · WWTP Upgrade - Contract B	1,465.41
	73001 · WWTP Upgrade - Contract C	1,370.25
	73001 · WWTP Upgrade - Contract C	480.57
Total Copy Station, Inc.		<u>3,316.23</u>
Custom Tractor Service		
	72804 · Annual Reclamation Fac Imp	19,595.00
Total Custom Tractor Service		<u>19,595.00</u>
Lateral-Pyles		
	72706 · 2008 Collection System Improv	1,500.00
Total Lateral-Pyles		<u>1,500.00</u>
Lateral-Weitz		
	72706 · 2008 Collection System Improv	1,500.00
Total Lateral-Weitz		<u>1,500.00</u>
Nute Engineering Inc.		
	72706 · 2008 Collection System Improv	8,096.70
	72403 · Pump Station Rehabilitation	8,934.00
	72706 · 2008 Collection System Improv	13,255.60
Total Nute Engineering Inc.		<u>30,286.30</u>
TOTAL		<u><u>56,895.03</u></u>

Novato Sanitary District Operating Check Register

For March 25, 2013

Date	Num	Name	Credit
Mar 25, 13			
3/25/2013	55487	PSC	24,665.95
3/25/2013	55471	CSRMA-	15,851.00
3/25/2013	55488	R & B Company	9,543.55
3/25/2013	55490	RMC Water & Environment, I...	9,072.84
3/25/2013	55489	Rauch Communication Cons...	5,341.99
3/25/2013	55467	American Express-22062	4,197.61
3/25/2013	55496	Unicorn Group	3,809.99
3/25/2013	55484	Patricia Elliot, Attorney at Law	3,691.30
3/25/2013	55475	EOA, Inc.	2,657.92
3/25/2013	55465	3T Equipment Company Inc.	2,116.42
3/25/2013	55485	Phenova, Inc.	1,571.07
3/25/2013	55495	Telstar Instruments Inc	1,382.27
3/25/2013	55477	HACH/American Sigma Inc	1,367.30
3/25/2013	55479	North Marin Water District	1,319.23
3/25/2013	55494	Steven Engineering Inc.	1,273.61
3/25/2013	55491	Shape Incorporated	896.45
3/25/2013	55474	Empire Mini Storage - Novato	779.00
3/25/2013	55492	Smart	674.84
3/25/2013	55473	DLT Solutions Inc.	639.58
3/25/2013	55468	Cantarutti Electric, Inc	517.50
3/25/2013	55466	Able Tire & Brake Inc.	438.51
3/25/2013	55478	Kentfield Occupational Med ...	435.00
3/25/2013	55486	Pitney Bowes Reserve Account	400.00
3/25/2013	55480	Novato Chamber of Commerce	330.00
3/25/2013	55470	Claremont EAP, Inc.	295.00
3/25/2013	55499	VWR International Inc.	290.10
3/25/2013	55469	CDW Government, Inc.	285.00
3/25/2013	55472	CWEAmembers	280.00
3/25/2013	55476	Grainger	217.91
3/25/2013	55497	Verizon - 5143	201.18
3/25/2013	55498	Verizon Wireless-	143.50
3/25/2013	55482	Orkin Pest Control, Inc.	116.00
3/25/2013	ach	Long, William C.	108.44
3/25/2013	55493	Staples-in store purchases	101.34
3/25/2013	55481	One Stop Auto Service Inc.	33.74
3/25/2013	55483	Pacific, Gas & Electric	21.04
Mar 25, 13			95,066.18

Novato Sanitary District
Operating Check Register Detail
March 25, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
3T Equipment Company Inc.			
	03/11/2013	60150 · Repairs & Maintenance	105.00
	03/14/2013	60150 · Repairs & Maintenance	2,011.42
Total 3T Equipment Company Inc.			<u>2,116.42</u>
Able Tire & Brake Inc.			
	03/18/2013	60150 · Repairs & Maintenance	438.51
Total Able Tire & Brake Inc.			<u>438.51</u>
American Express-22062			
	03/15/2013	66090 · Office Expense	932.78
	03/15/2013	66170 · Travel, Meetings & Training	1,663.54
	03/15/2013	60100 · Operating Supplies	40.00
	03/15/2013	64100 · Operating Supplies	102.09
	03/15/2013	66080 · Memberships	165.00
	03/15/2013	67520 · Outreach/Publicity/Education	151.96
	03/15/2013	21015 · American Express	1,142.24
Total American Express-22062			<u>4,197.61</u>
Cantarutti Electric, Inc			
	02/07/2013	65153 · Outside Services, Electrical	517.50
Total Cantarutti Electric, Inc			<u>517.50</u>
CDW Government, Inc.			
	03/06/2013	66124 · IT/Misc Electrical	285.00
Total CDW Government, Inc.			<u>285.00</u>
Claremont EAP, Inc.			
	03/14/2013	66123 · O/S Contractual	295.00
Total Claremont EAP, Inc.			<u>295.00</u>
CSRMA-			
	02/27/2013	66020 · Employee Benefits	15,851.00
Total CSRMA-		Workers comp adjustment	<u>15,851.00</u>
CWEAmembers			
	03/15/2013	66080 · Memberships	140.00
	03/15/2013	66080 · Memberships	140.00
Total CWEAmembers			<u>280.00</u>
DLT Solutions Inc.			
	02/28/2013	60091 · Software Maint	639.58
Total DLT Solutions Inc.			<u>639.58</u>
Empire Mini Storage - Novato			
	03/15/2013	66123 · O/S Contractual	779.00
Total Empire Mini Storage - Novato			<u>779.00</u>
EOA, Inc.			
	02/19/2013	64160 · Research & Monitoring	2,657.92
Total EOA, Inc.			<u>2,657.92</u>
Grainger			
	02/28/2013	65100 · Operating Supplies	70.32
	03/05/2013	65100 · Operating Supplies	147.59
Total Grainger			<u>217.91</u>
HACH/American Sigma Inc			
	03/04/2013	60091 · Software Maint	900.00
	03/05/2013	64100 · Operating Supplies	467.30
Total HACH/American Sigma Inc			<u>1,367.30</u>
Kentfield Occupational Med Center			
	03/01/2013	66090 · Office Expense	308.00
	03/08/2013	66090 · Office Expense	127.00
Total Kentfield Occupational Med Center			<u>435.00</u>
Long, William C.			
	02/20/2013	66170 · Travel, Meetings & Training	108.44
Total Long, William C.			<u>108.44</u>
North Marin Water District			
	03/06/2013	64010 · Salaries & Wages	1,319.23
Total North Marin Water District			<u>1,319.23</u>

Novato Sanitary District
Operating Check Register Detail
March 25, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Novato Chamber of Commerce	03/15/2013	64170 · Pollution Prevention/Public Ed	330.00
Total Novato Chamber of Commerce			<u>330.00</u>
One Stop Auto Service Inc.	03/05/2013	60150 · Repairs & Maintenance	33.74
Total One Stop Auto Service Inc.			<u>33.74</u>
Orkin Pest Control, Inc.	02/20/2013	66150 · Repairs & Maintenance	116.00
Total Orkin Pest Control, Inc.			<u>116.00</u>
Pacific, Gas & Electric	03/01/2013	65191 · Gas & Electricity	21.04
Total Pacific, Gas & Electric			<u>21.04</u>
Patricia Elliot, Attorney at Law	02/08/2013	66122 · Attorney Fees	3,691.30
Total Patricia Elliot, Attorney at Law			<u>3,691.30</u>
Phenova, Inc.	03/11/2013	64100 · Operating Supplies	1,571.07
Total Phenova, Inc.			<u>1,571.07</u>
Pitney Bowes Reserve Account	03/05/2013	66090 · Office Expense	400.00
Total Pitney Bowes Reserve Account			<u>400.00</u>
PSC	02/25/2013	67500 · Household Hazardous Waste	12,575.45
	02/28/2013	67500 · Household Hazardous Waste	12,090.50
Total PSC			<u>24,665.95</u>
R & B Company	03/08/2013	63150 · Repairs & Maintenance	9,543.55
Total R & B Company			<u>9,543.55</u>
Rauch Communication Consultants. Inc.	03/18/2013	64170 · Pollution Prevention/Public Ed	660.00
	03/18/2013	66123 · O/S Contractual	1,826.25
	03/18/2013	67540 · Beverage Container Grant	2,763.75
	03/18/2013	66090 · Office Expense	52.04
	03/18/2013	66090 · Office Expense	39.95
Total Rauch Communication Consultants. Inc.			<u>5,341.99</u>
RMC Water & Environment, Inc.	03/06/2013	64160 · Research & Monitoring	2,257.84
	03/06/2013	64160 · Research & Monitoring	6,815.00
Total RMC Water & Environment, Inc.			<u>9,072.84</u>
Shape Incorporated	02/28/2013	65150 · Repairs & Maintenance	896.45
Total Shape Incorporated			<u>896.45</u>
Smart	03/15/2013	60201 · Permits & Fees	674.84
Total Smart			<u>674.84</u>
Staples~in store purchases	03/02/2013	66090 · Office Expense	63.29
	03/09/2013	65152 · Small Tools	38.05
Total Staples~in store purchases			<u>101.34</u>
Steven Engineering Inc.	03/19/2013	65150 · Repairs & Maintenance	1,273.61
Total Steven Engineering Inc.			<u>1,273.61</u>
Telstar Instruments Inc	02/28/2013	65153 · Outside Services, Electrical	769.47
	02/28/2013	65153 · Outside Services, Electrical	612.80
Total Telstar Instruments Inc			<u>1,382.27</u>

**Novato Sanitary District
Operating Check Register Detail**

March 25, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Unicorn Group			
	03/12/2013	66123 · O/S Contractual	3,809.99
Total Unicorn Group			<u>3,809.99</u>
Verizon - 5143			
	03/10/2013	66193 · Telephone	201.18
Total Verizon - 5143			<u>201.18</u>
 Verizon Wireless-			
	03/20/2013	60193 · Telephone	41.20
	03/20/2013	65193 · Telephone	27.47
	03/20/2013	66193 · Telephone	74.83
Total Verizon Wireless-			<u>143.50</u>
VWR International Inc.			
	03/05/2013	64100 · Operating Supplies	111.26
	03/07/2013	64160 · Research & Monitoring	178.84
Total VWR International Inc.			<u>290.10</u>
TOTAL			<u><u>95,066.18</u></u>

Novato Sanitary District Capital Project Check Register

March 25, 2013

Date	Num	Name	Credit
Mar 25, 13			
3/25/2013	2501	W.R. Forde	265,695.21
3/25/2013	2500	RMC Water & Environment, I...	46,732.86
3/25/2013	2498	Covello Group, The	31,817.54
3/25/2013	2499	Linscott Engineering Contrac...	3,425.25
Mar 25, 13			<u>347,670.86</u>

Novato Sanitary District
Capital Projects Check Register Detail for March 25, 2013

	<u>Date</u>	<u>Account</u>	<u>Open Balance</u>
Covello Group, The			
	03/01/2013	73001 · WWTP Upgrade - Contract C	1,972.50
	03/01/2013	72403 · Pump Station Rehabilitation	29,845.04
Total Covello Group, The			<u>31,817.54</u>
Linscott Engineering Contractors Inc			
	03/08/2013	72803 · Annual Collection Sys Repairs	3,425.25
Total Linscott Engineering Contractors Inc			<u>3,425.25</u>
RMC Water & Environment			
	03/13/2013	73002 · WWTP Up - Cont D - Rec- ARRA Fu	1,674.78
	03/13/2013	72609 · WWTP Up Contract B	1,120.58
	03/13/2013	73001 · WWTP Upgrade - Contract C	43,937.50
Total RMC Water & Environment			<u>46,732.86</u>
W.R. Forde			
	02/06/2013	72403 - Pump Station Rehabilitation	265,695.21
Total W.R. Forde			<u>265,695.21</u>
TOTAL			<u><u>347,670.86</u></u>

**Novato Sanitary District
Payroll and Payroll Related Check Register
March 2013**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
03/29/2013	March Payroll	108,335.03
03/26/2013	March Retiree Health Benefits	16,206.97
03/26/2013	CalPers Health	32,921.07
03/26/2013	CALPERS Retirement	21,565.42
03/29/2013	United States Treasury	22,378.96
03/26/2013	CalPers Supplemental Income Plan	6,850.00
03/29/2013	EDD	6,071.96
03/26/2013	Lincoln Financial Group	6,185.21
03/26/2013	Lincoln Financial Group-401a Plan	4,299.06
03/26/2013	Lincoln Financial Group-401a Plan	4,025.12
03/26/2013	CALPERS Retirement	4,751.27
03/26/2013	Local Union 315	632.00
03/26/2013	Marin Employ Federal Credit Union	517.00
03/26/2013	Operating Engineers Local 3 RHSP	364.25
		<u>235,103.32</u>

04/04/13

Novato Sanitary District Board Fees Check Register

For March 2013

Date	Num	Name	Credit
Apr 5, 13			
4/5/2013	2516	Long, William C	954.55
4/5/2013	3165	Di Giorgio, Michael	696.31
4/5/2013	2517	Mariani, Jean M	600.60
4/5/2013	2518	Peters, A. Gerald	274.36
4/5/2013	3166	Welsh, Dennis J	103.78
Apr 5, 13			2,629.60

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

**TITLE: Wastewater Operations Report
for February 2013**

MEETING DATE: April 8, 2013

AGENDA ITEM NO.: 6.a.

RECOMMENDED ACTION: Information. Receive report.

SUMMARY AND DISCUSSION:

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

Wastewater Treatment Facility

The Novato Treatment Plant (NTP) remained in Bay discharge mode through February 2013 and water quality performance for was excellent with all parameters well within effluent standards. There were no significant maintenance issues to report. Safety performance was excellent with an accident-free month for a total of 1,002 accident-free days. Routine maintenance activities were performed at the NTP and the Ignacio Transfer Pump Station (ITPS). At the NTP, primary clarifier #1 was placed back in service. Odor complaints for the month are summarized in the attached operations report.

Collection System

The Collection System report summarizes the monthly and year-to-date performance, and a comparison of these performances against the prior year.

For February 2013, the crews cleaned and televised a total of 54,371 feet of sewer line versus 40,034 feet for the previous month. The average cleaning rate for February 2013 was 187 feet/hour versus 120 feet/hour for the previous month.

The CCTV van was not used extensively in February so that staff could focus on pump stations and line cleaning and maintenance. CCTV production was consequently below normal at 4,912 ft. However, staff anticipates catching up with CCTV goals with the addition of two new Collection System Worker I positions that were filled in March.

There were no lost time accidents in February for a total of 28 accident-free days.

The District had no (zero) Sewer System Overflows (SSOs) in February.

Reclamation Facility

There was minimal activity on ranch operation. Flood waters from the December storms receded and parcels in Site 2 dried out. The District's contractor (Custom Tractor) was able to complete the first phase of parcel rehabilitation for Parcels 24 & 28. A portion of Parcel 21 and all of Parcel 25 were ripped in preparation for reseeding after these pasture areas were severely damaged due to prolonged flooding. Staff is re-evaluating the repair or replacement of Irrigation Pump 2 to take advantage of any PG&E rebate programs. There was no reclamation related activity to report for the sludge handling and disposal facilities.

DEPT.MGR.:

MANAGER-ENGINEER:



March 12, 2013

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

Subject: Veolia Water Operations Report – February 2013

Dear Ms. James:

We are pleased to provide this updated activity report for February 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
February 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.....	2
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SAFETY AND TRAINING.....	3
ODORS.....	3
MISCELLANEOUS.....	3

TREATMENT PLANT PERFORMANCE SUMMARY: February 2013:

Bay Discharge

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	4.59	5.00	N/A	N/A
Max Peak Hour, MGD – Daily (Dry Weather)	N/A	8.00	N/A	N/A
Influent BOD ₅ , lb/day (month ave/max)	11,174	14,354	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	14,138	20,999	N/A	N/A
Effluent BOD ₅ , mg/L (monthly ave/weekly max)	12	13	30	45
Effluent TSS, mg/L (monthly ave/weekly max)	10	13	30	45
Effluent BOD ₅ - % Removal, Minimum	96	N/A	85	N/A
Effluent TSS - % Removal, Minimum	98	N/A	85	N/A
Ammonia, mg/L – (monthly ave/daily max)	0.87	2.90	6	21
pH, su (min / max)	7.0	7.2	6.5	8.5
Enterococcus, mpn (30 day geo mean)	6.4	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	22.5	N/A	140	N/A
Fecal Coliform, mpn (90 th percentile)	50	N/A	430	N/A
Total Permit Exceedances (NPDES)	0			

NA – Not Applicable

Discussion of Violations / Excursions: NONE

OPERATIONS & MAINTENANCE STATUS / REVIEW:

Key events for the period:

February flow remains low as a dry weather pattern continues.

Novato

- Routine rounds, readings and maintenance
- Plant is in Bay Discharge mode
- Installed new electrical service for sample pump at UV System.
- Installed new weather proof electrical connections for effluent sampler
- Replaced seal water sight glass on Digested Sludge Pump #2
- Primary Clarifier #1 placed in service
- UVT meter interface repaired

Ignacio Transfer Pump Station

- Routine rounds, readings, and maintenance
- Removed plug in Influent Pump #3

Recycled Water Plant

- Performed plant rounds
- Topped off Plum Street Reservoir 2/19/13 with recycled water as requested by North Marin Water District (NMWD)

Lagoons

- Performed daily checks and made adjustments accordingly

ADMINISTRATION:

- Electronic Self Monitoring Report for January 2012, submitted on 2/27/13

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTF completed on 2/6/13
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of February 2013.
- Accident Free: 6/1/10 – 2/28/13: 1,002 days / 45,090 hours.
- Safety Training:
 - Asbestos Awareness
 - Personal Protective Equipment
 - Behavioral Observation Safety
- SOP Review: Ignacio Pump Station Equalization Basin Operation
- SOP Review: Septage Receiving Station
- SOP Review: Pump Station Daily Inspection
- SOP Review: Ignacio Monthly Valve Exercise
- SOP Review: Operations Plan for Recycled Water Facility

ODORS:

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

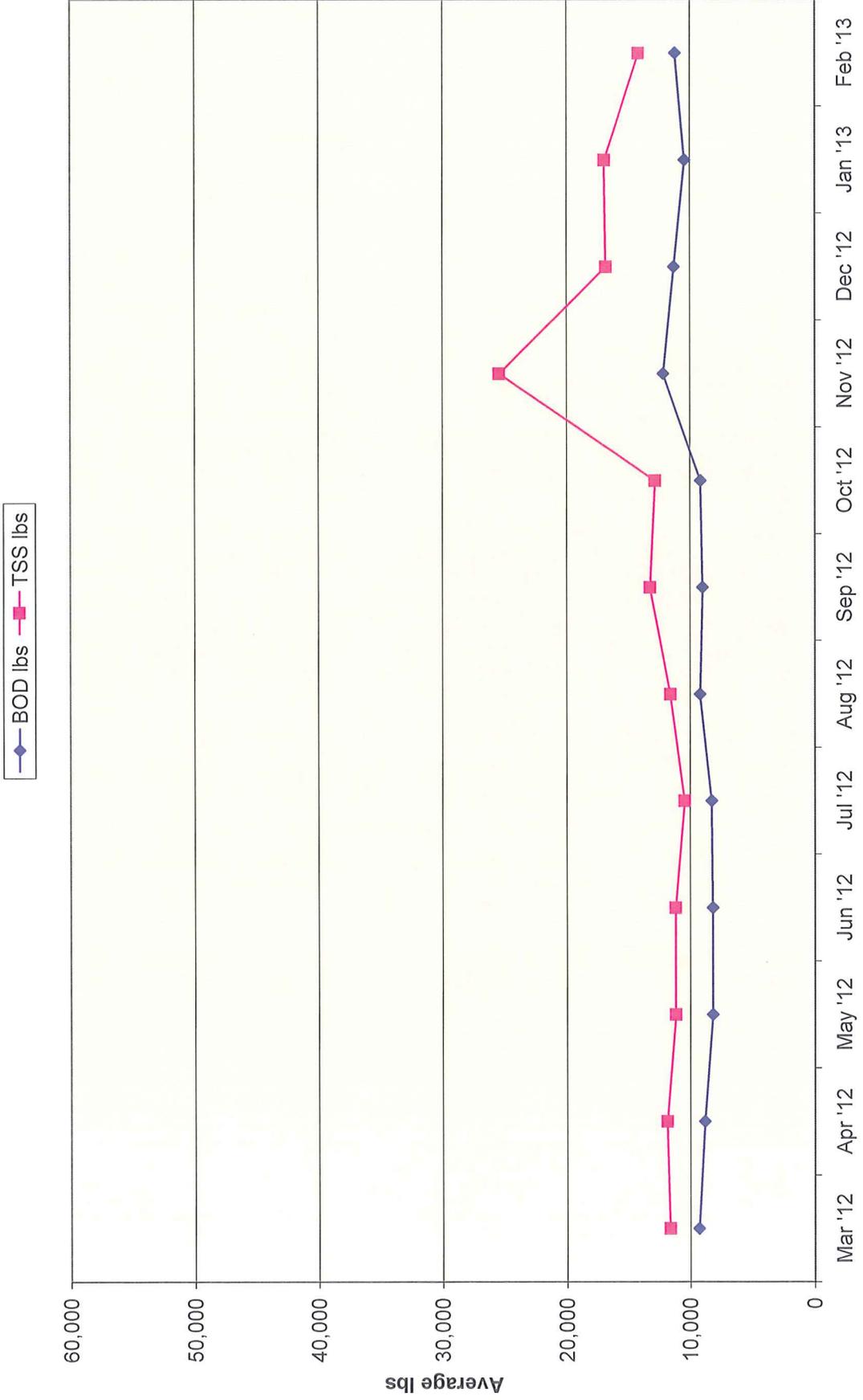
MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held regularly

Veolia Support Staff On/Off Site (Various Times)

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

Influent Load BOD / TSS lbs



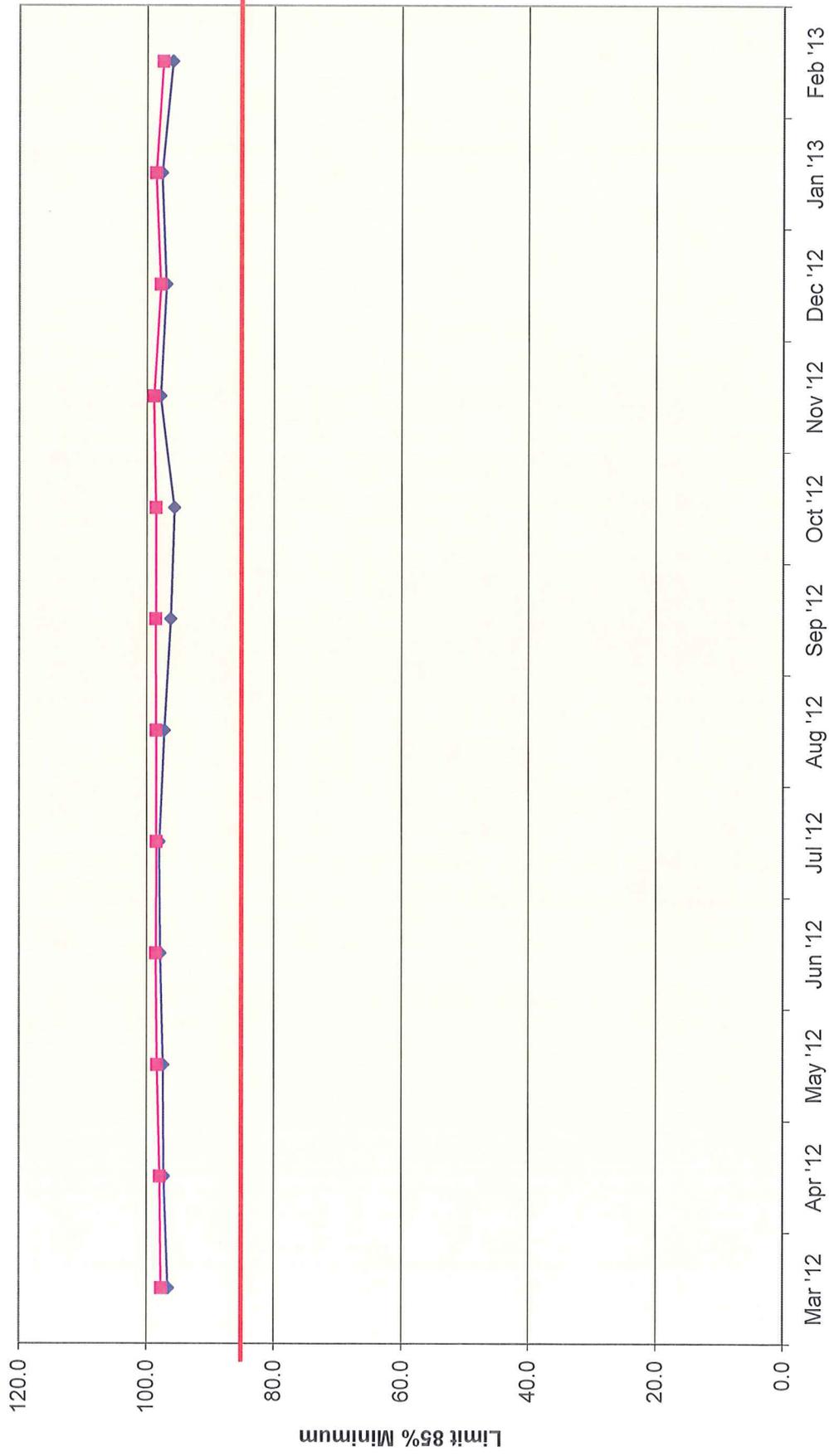
Effluent BOD / TSS Concentration

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



BOD / TSS Percent Removal

—◆— BOD —■— TSS



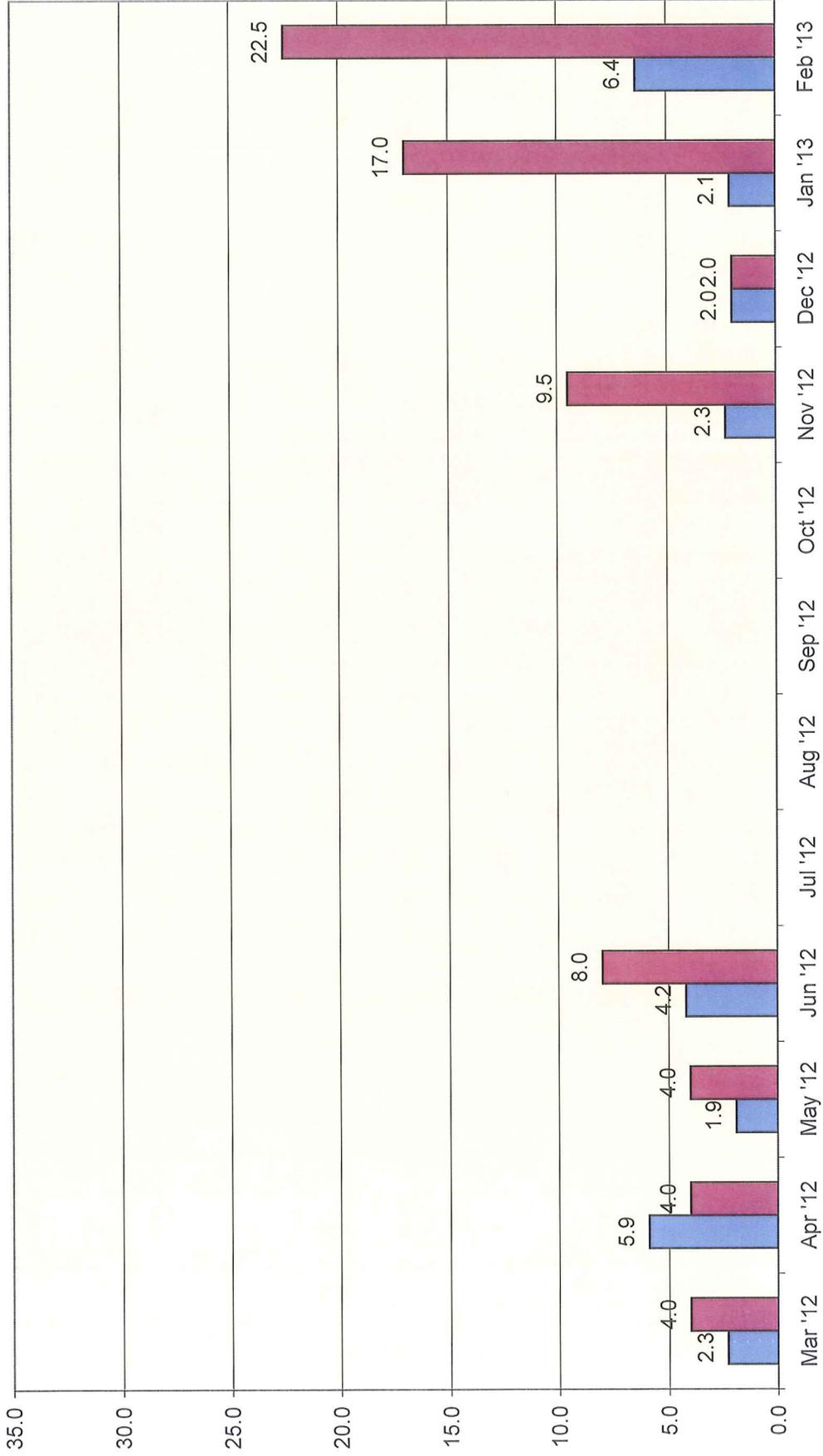
Effluent Ammonia



Disinfection

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

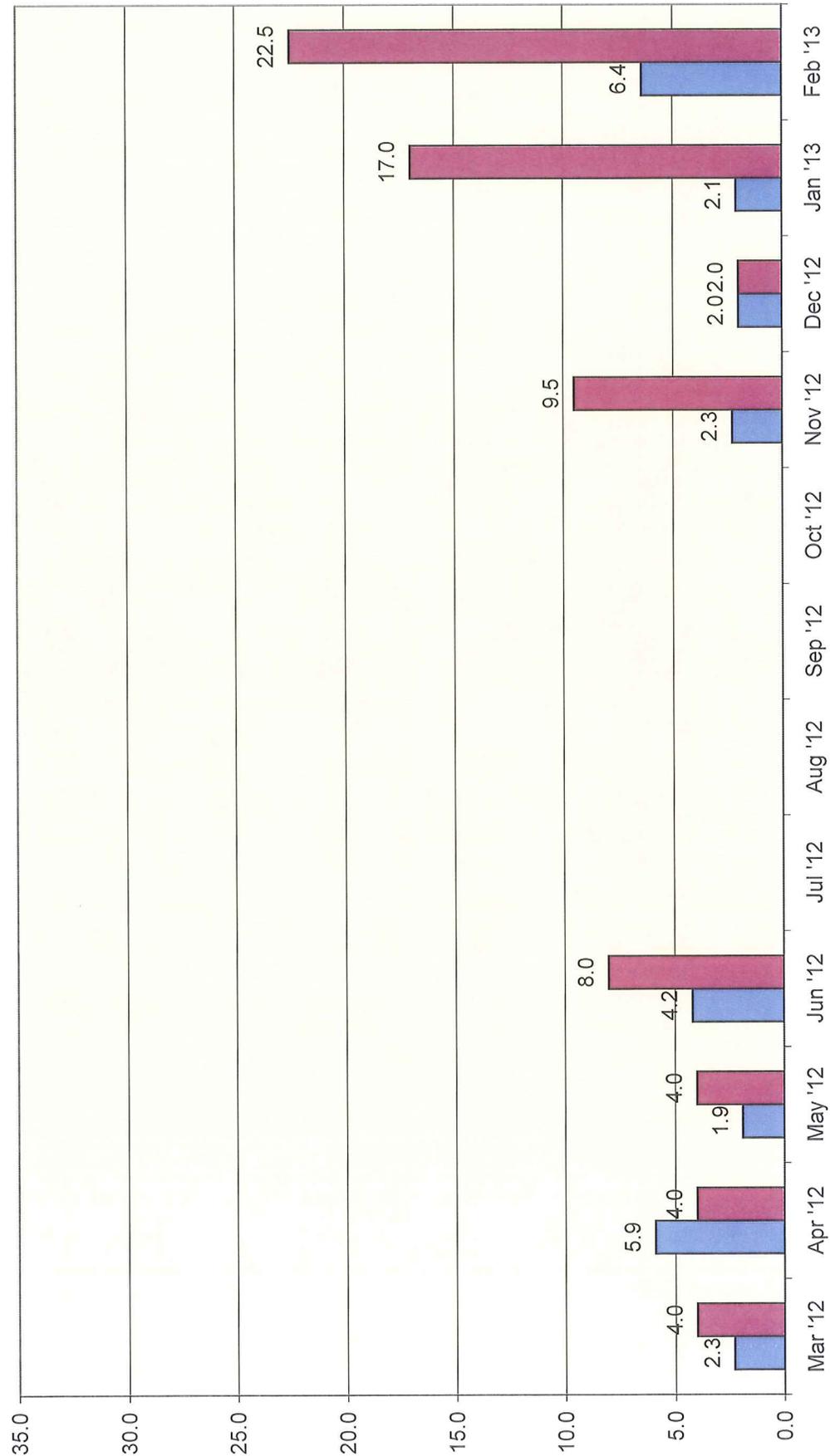
■ Entero ■ Fecal Med



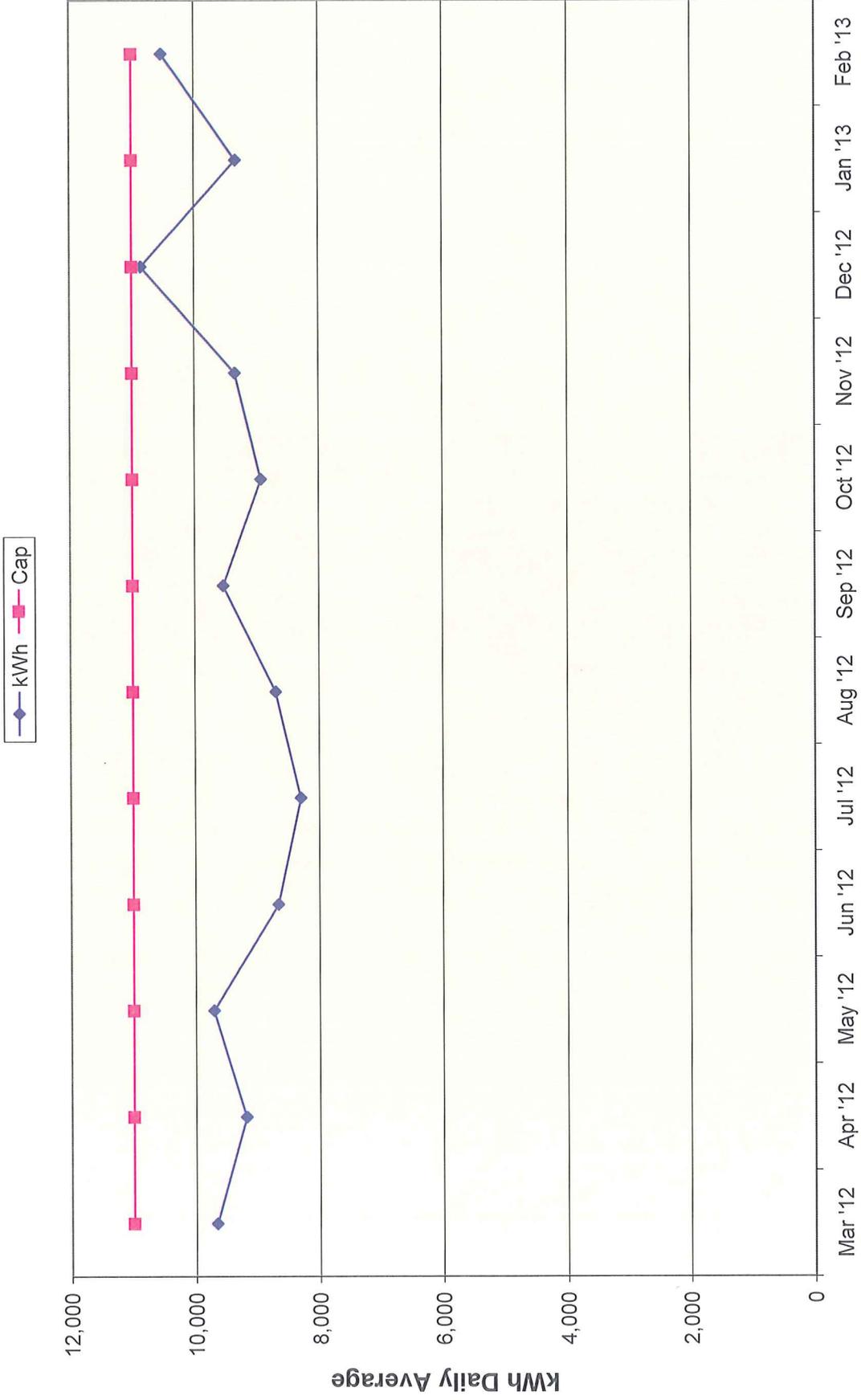
LIMITS - NPDES
 Entero 30 day geo mean 35 mpn /100ml
 Fecal 140 mpn monthly median
 Fecal 430 mpn 90th percentile 30 day

Disinfection

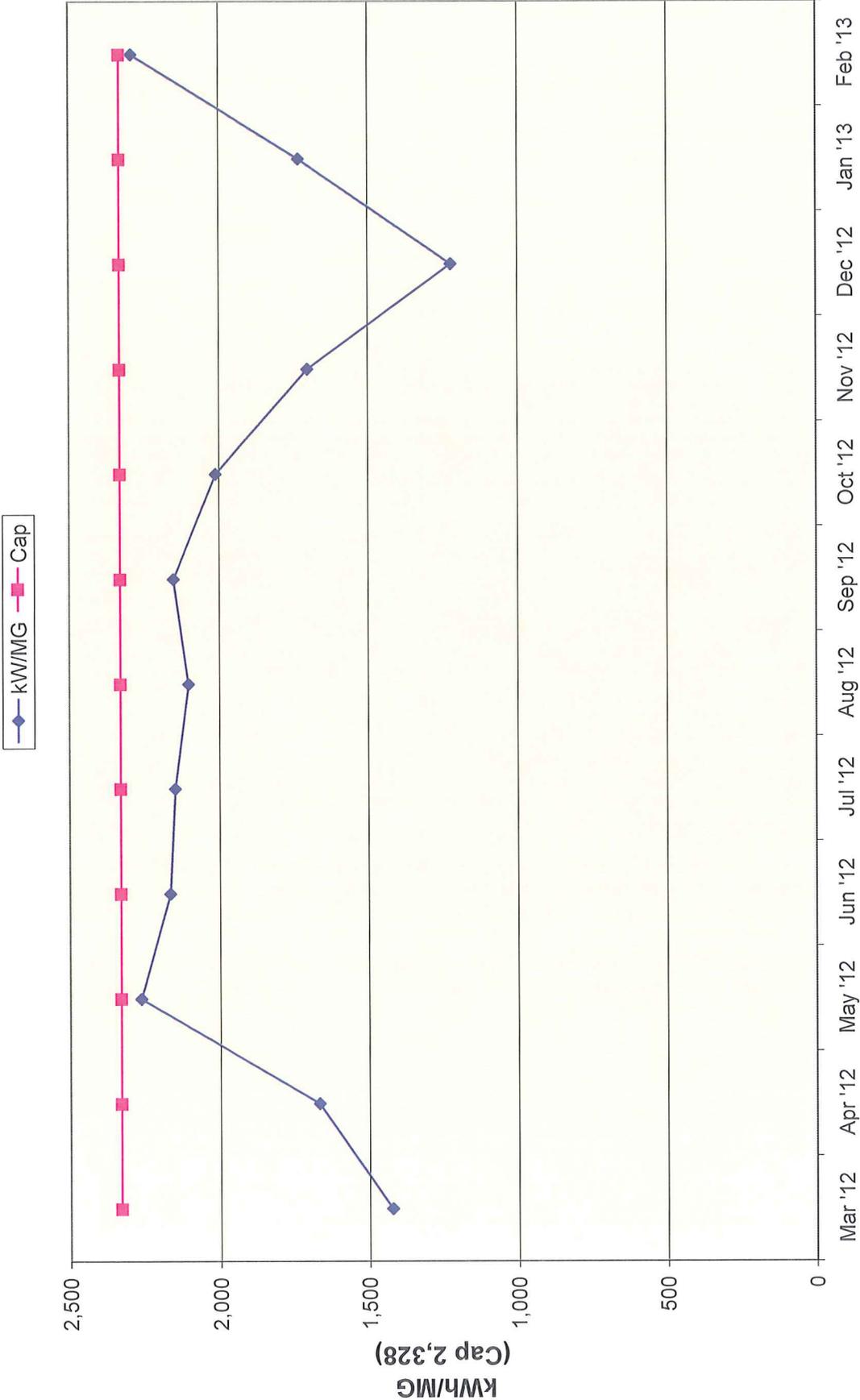
■ Entero ■ Fecal Med



Energy kWh

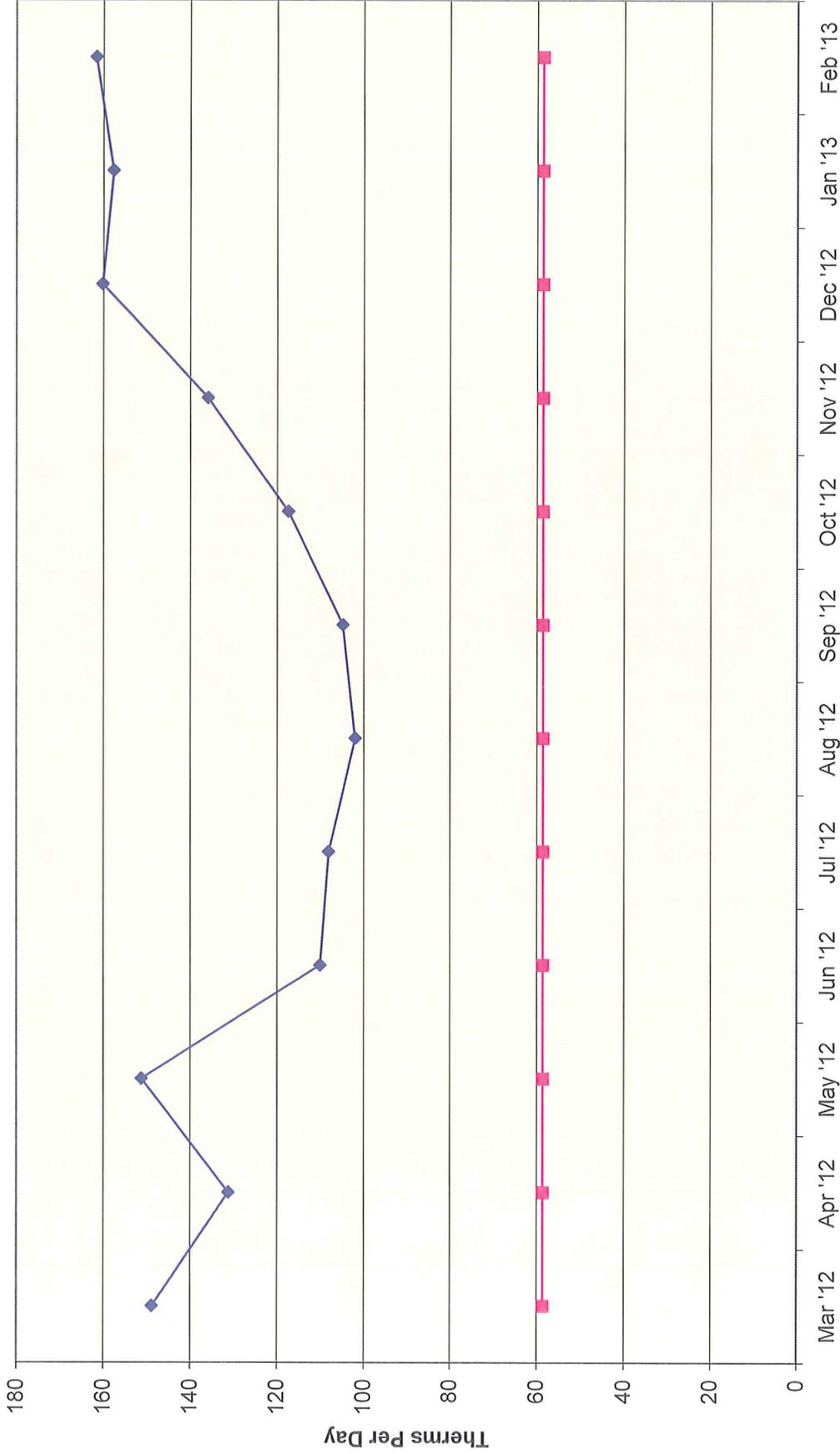


Energy kWh/MG



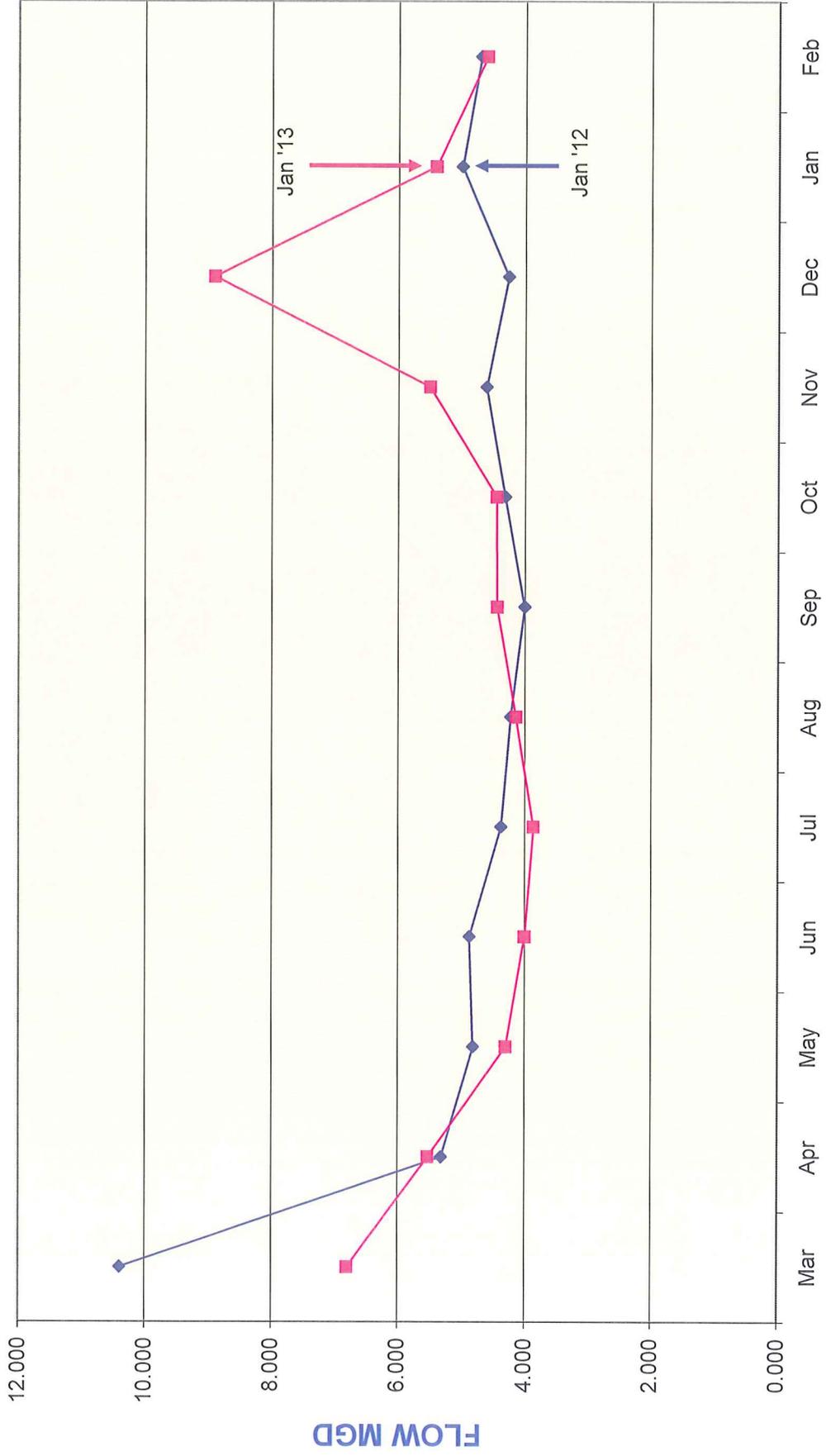
Natural Gas Use

◆ Natural Gas ■ Cap

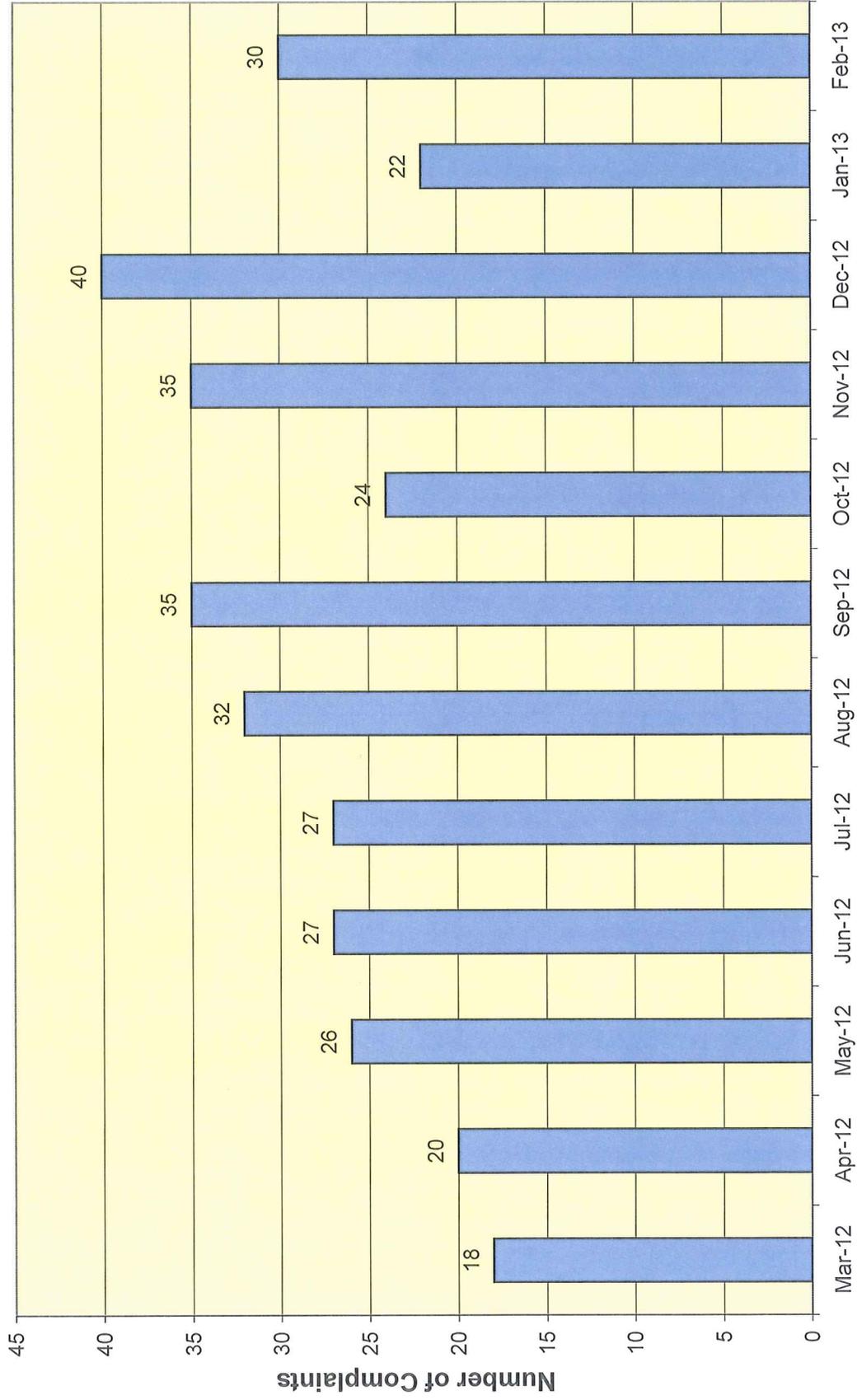


FLOW COMPARISON

—◆— 2011/12 —■— 2012/13



Complaints Received



WORK ORDER STATISTICS

February 1, 2013 - February 28, 2013

	Open Work Orders Due Prior to 2/1/13	Open Work Orders 2/1/13 - 2/28/13	Total Open Work Orders
Preventative	3	347	350
Corrective	0	16	16
Total	3	363	366

	Closed Work Orders 2/1/13 - 2/28/13
Preventative	325
Corrective	14
Total	339

Total Outstanding Work Orders as of March 1, 2013	27
--	-----------

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

General:

For February 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:

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

Collection System Maintenance:

A total of 54,371 feet of sewer pipelines were cleaned for the month. Staff completed 252 maintenance work orders generated by the ICOMMM3 CMMS system, with no outstanding work orders. The footage cleaned per hour, line cleaned/month, and outstanding work orders are within established parameters for the department. Graphs showing the length of line cleaned/month, footage cleaned/hour worked, along with the overflows/month are attached.

The CCTV van was not used extensively during the month of February so that staff could focus on pump stations and line cleaning maintenance. The department's CCTV production for the month (at 4,912 feet), was below normal production goals. However, staff anticipates catching up to these goals with the addition of two new Collection System Workers that joined the District on March 1, 2013.

Pump Station Maintenance:

The Collection System Department conducted 224 lift station inspections for the month of February, 2013, with 112 of the inspection visits generated through the JobCal Plus CMMS system.

The breakdown of these inspections is as follows: 22 Flygt submersible pump stations, 1 time per month, 6 Gorman/Rupp dry well/wet well stations, 1 entry per month, and 4 main stations that are visited daily. The number 2 pump at Marin Village was reinstalled during the month of February and is now operational.

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

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,

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

reclamation maintenance work orders, SCADA backup scheduling, and vehicle maintenance scheduling.

Pump Station Rehabilitation:

As part of the District's continuing multi-year Pump Station Rehabilitation Project (Capital Improvement Project No. 72403), construction continues on BMK 9, BMK 10, and Hanger Pump Stations and control of these stations are the responsibility of the contractor, W.R. Forde, until the project is complete.

Safety and Training:

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

Specialized training: Worker's Compensation Accident Reporting training on 2/21/13. Collection System Worker III Javier Vega attended Fall Protection Training on 2/28/13.

Safety performance: There were no lost time accidents this month for a total of 28 accident-free days.

Standard Operating Procedures:

Collection System staff issued 10 Periodic Station Check SOPs and 1 Energized Electrical Control SOP for pump stations during the month of February, 2013.

Sanitary Sewer Overflows (SSOs):

For the month of February, there were **zero** (0) SSO's.

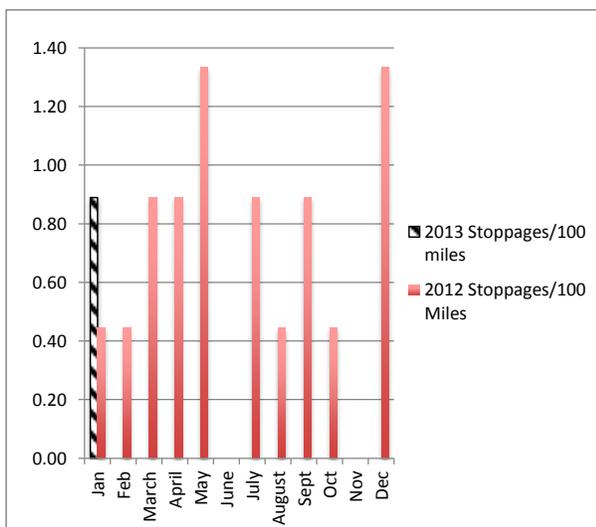
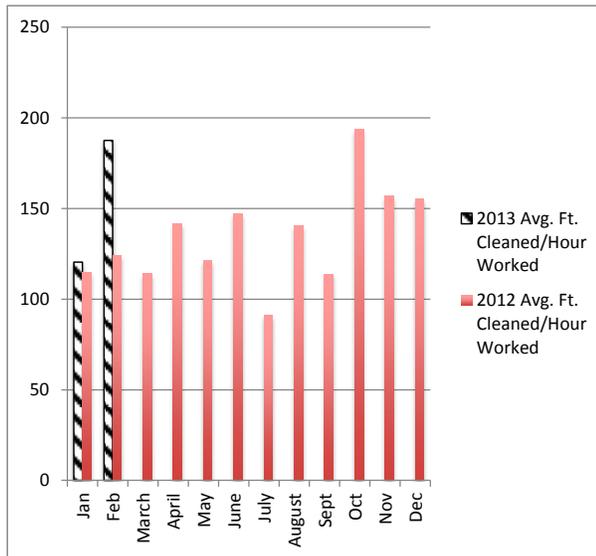
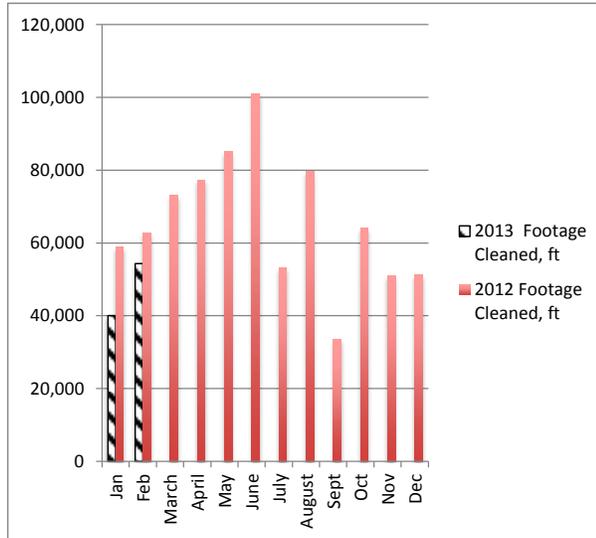
Novato Sanitary District
Collection System Monthly Report For 2013 (as of February 28, 2013)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	1.9	1.7											NA	1.8
Number of FTEs (other)	1.9	1.4											NA	1.7
Number of FTEs (CCTV)	0.1	0.3											NA	0.2
Total, FTEs	3.9	3.4											NA	3.6
Regular Time Worked, (main line cleaning), hrs	333	290											623	311
Regular Time Worked on Other, hrs ⁽¹⁾	326	249											575	287
Regular Time Worked on CCTV ⁽²⁾	20	46											66	33
Total Regular time, worked, hrs	678	585											1,263	631
Total Vacation/Sick Leave/Holiday, hrs	204	77											281	141
Vacation/Sick Leave/Holiday, FTEs	1.2	0.4											1.6	0.8
Overtime Worked on Coll. Sys., hrs	6	45											51	26
Overtime Worked on Other, hrs ⁽¹⁾	3	19											22	11
Overtime Worked on CCTV ⁽²⁾	1	3											4	2
Total Overtime , hrs	10	67											77	39
Productivity														
Rodder Work Orders Generated, ft	14	0											14	7
Rodder 3203 Ft. Cleaned	3,138	0											3,138	1,569
Flusher Work Orders Generated	187	252											439	220
Truck 3205V Ft. Cleaned	2,782	5,146											7,928	3,964
Truck 3206V Ft. Cleaned	34,114	49,225											83,339	41,670
Camera Work Orders Generated	0	0											0	
Camera Ft. Videoed	10,905	4,912											15,817	7,909
Work Orders Completed	201	252											453	227
Work Orders backlog	6	0											6	3
Total Footage Cleaned	40,034	54,371											94,405	47,203
Sanitary Sewer Overflows (SSOs)														
Minor (Category II)	0	0											0	NA
Major (Category I)	2	0											2	NA
Overflow Gallons	2,200	0											2,200	NA
Volume Recovered	880	0											880	NA
Percent Recovered	40%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	40%	NA
Service Calls (non-SSO related)														
Service calls, normal hours, #	7	5											12	6
Normal hours S.C. response time, mins (avg.)	12	15											27	14
Service Callouts, after hours, #	1	0											1	1
After Hours S.C. response time, mins (avg.)	23	NA											23	23
Benchmarks														
Average Ft. Cleaned/Hour Worked	120	187	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	154
Total Stoppages/100 Miles	0.9	0.0											0.9	NA
Average spill response time (mins)	18	0											NA	9
Callouts/100 Miles	0.4	0.0											0.4	0.2
Overtime hours/100 Miles	3	20											23	11
Overflow Gallons/100 Miles	978	0											978	489

⁽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.

Collection System 2012-13 Graphs



**COLLECTION SYSTEM (Pump Stations)
WORK ORDER STATISTICS
February 1, 2012 - February 28, 2012**

	Open Work Orders Due Prior to 2/1/2013	Open Work Orders 2/1/2013 - 2/28/2013	Total Open Work Orders
Preventive	0	112	2
Corrective	0	0	0
Total	0	112	112

	Closed Work Orders 2/1/2013 - 2/28/2013
Preventive	99
Corrective	11
Total	110

Total Outstanding Work Orders as of 2/28/2013	2
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**NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
February 2013**

Summary:

The first phase of parcel rehabilitation of Parcels 24 & 28 was completed. A portion of Parcel 21 and all of Parcel 25 were ripped in preparation for reseeded after these pasture areas were severely damaged due to prolonged flooding. Staff is re-evaluating the repair or replacement of Irrigation Pump 2 to take advantage of any PG&E rebate programs.

Ranch Operations:

The rancher resumed spraying weed suppressor around sprinkler heads on Sites 2 & 3.

Irrigation Parcels:

The Parcels in Site 2 which were flooded for a prolonged period by above normal rainfall in December have dried out and were inspected to determine the extent of damage. The following is an estimate of the losses due to the prolonged flooding:

Parcel 21	30%
Parcel 25	95%
Parcel 26	15%
Parcel 27	30%

Due to the prolonged dry period, Custom Tractor was able to complete the disking, seeding and rolling of Parcels 24 & 28 with a cover crop. These two Parcels were previously disked in November in preparation for rehabilitation. In addition, the damaged portions of Parcels 21 & 25 were ripped in preparation for disking and reseeded with permanent crop. Rehabilitation of Parcels 26 & 27 will wait to see if the existing crop recovers. Staff will talk to the rancher about limiting cattle grazing on Site 2 this year to give the new crops a chance to mature.

Irrigation Pump Station:

Staff is re-evaluating the replacement/repair of Irrigation Pump No. 2. Staff will contact PG&E to investigate any rebate programs for replacing the pump with a more efficient motor. This may also include the replacement of the other two motors.

Staff ordered new flange coupling adapters for each side of the strainers replaced last year. The gaskets on the existing adapters began leaking after the Strainers were replaced.

Sludge Handling & Disposal:

There was no activity to report.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: North Bay Water Reuse Authority: Water Recycling Act Support	MEETING DATE: April 8, 2013 AGENDA ITEM NO.: 7.a.
RECOMMENDED ACTION: Authorize Board President to submit comments on 2013 Water Recycling Act legislation.	
SUMMARY AND DISCUSSION: <p>The California Water Reuse Association has been working with Assembly Member Hueso on a new Water Recycling Act. This legislation is more limited than the bill submitted and withdrawn last year and generally has the support of a broad range of stakeholders including the following:</p> <ul style="list-style-type: none"> WaterReuse (sponsor) American Federation of State, County and Municipal Employees, AFL-CIO Association of California Water Agencies California Association of Sanitation Agencies <input type="checkbox"/> Californian Coastkeeper Alliance Desert Water Agency Eastern Municipal Water District Irvine Ranch Water District Sacramento Regional County Sanitation District. <p>It was originally introduced as AB 803 but may be re-titled and submitted as a senate bill. A copy of the draft bill is attached. District staff has reviewed the proposed legislation and agrees that it will help in the implementation and operation of recycled water projects.</p> <p>A copy of the draft recommended letter of support is attached. The blanks will be filled in when the actual bill number is known which is anticipated to be by April 12th.</p>	
ALTERNATIVES: Do not authorize letter.	
BUDGET INFORMATION: N/A	
DEPT.MGR.:	MANAGER:

April 4, 2013

The Honorable Ben Hueso
Room 5155
State Capitol
P.O. Box 942849
Sacramento, CA 94249-0080

The Water Recycling Act of 2013

Dear Assemblyman Hueso:

I am writing on behalf of the Novato Sanitary District in support of _____, the Water Recycling Act of 2013. Novato Sanitary District is a member of the North Bay Water Reuse Authority and provides recycled water for a variety of uses in the North Marin area.

Novato Sanitary District strongly supports _____ as it will remove barriers to the increased use of recycled water and ensure protection of public health and safety by:

- Putting into statute definitions and procedures that change Title 17 and Title 22 of the Department of Public Health's (DPH) California Code of Regulations regarding recycled water. WaterReuse California has worked with DPH and stakeholders for years to get many of these changes adopted by DPH. The departments repeated failure to act on updating regulations has led the author to put the changes into statute until such time DPH acts. Examples of the changes include sensible restrictions on non-potable water hose bibbs in cemeteries and updated definitions of water treatment processes.
- Aligning existing provisions in law to reduce unnecessary paperwork that results from the reporting of incidental run-off from recycled water projects. The Health and Safety Code requires even minor over-spraying or street flow to be reported. However, the Water Code instead sets a reasonable requirement based on the size of the discharge and the level of treatment the water receives. The bill allows the Water Code reporting threshold for unauthorized discharge of recycled water to be used. The Water Code specifies a reporting threshold unauthorized discharge of water treated to less than tertiary standards is 1,000

The Honorable Ben Hueso
April 4, 2013
Page 2

gallons. The Water Code reporting threshold for unauthorized discharge of higher quality water treated to tertiary or above, is 50,000 gallons.

- Clarifying existing Regional Water Quality Control Board (RWQCB) authority to permit Advanced Treated Purified Water (ATPW) projects at the point where the highly treated water exits the treatment plant and enters a conveyance facility. Since existing law still considers ATPW a waste, SWRCB considers a blend of ATPW with other raw waters in a conveyance facility to be a waste and subject to waste discharge requirements prior to discharge to surface water such as a water supply reservoir. The quality of other raw water may render the blended water incapable of meeting expected discharge requirements, although ATPW alone would be expected to meet requirements. This is a barrier for two proposed large potable reuse projects. The bill will clarify the Regional Board's authority to allow permitting of these drinking water quality recycled water projects at the point of discharge from their treatment plants.

Thank you for your support of water recycling. Please let me know if NBWRA can be of any assistance in helping AB803 pass into law.

Sincerely,

Michael Di Giorgio
President

ASSEMBLY BILL

No. 803

Introduced by Assembly Member Hueso

February 21, 2013

An act to amend Section 5411.5 of, and to add Article 7.1 (commencing with Section 116600) to Chapter 4 of Part 12 of Division 104 of, the Health and Safety Code, and to add Section 13263.7 to, and to add Article 4.1 (commencing with Section 13529.5) to Chapter 7 of Division 7 of, the Water Code, relating to recycled water.

LEGISLATIVE COUNSEL'S DIGEST

AB 803, as introduced, Hueso. Water Recycling Act of 2013.

(1) Existing law requires the State Department of Public Health to establish uniform statewide recycling criteria for each varying type of use of recycled water where the use involves the protection of public health. Existing regulations prescribe various requirements and prohibitions relating to recycled water.

This bill, the Water Recycling Act of 2013, would codify some of these regulations to, among other things, (1) define various terms for the purpose of water recycling criteria, (2) require the use of certain quality recycled water for specified uses with prescribed prohibitions, and (3) modify prohibitions and requirements for dual-plumbed recycled water systems.

(2) Existing law, the California Safe Drinking Water Act, provides for the operation of public water systems, and imposes on the department various responsibilities and duties. Existing law authorizes the department to enact regulations and the department has enacted regulations relating to the protection of public water systems from unapproved water, including recycled water.

This bill would codify some of these regulations to, among other things, (1) define various terms, (2) specify plumbing requirements, (3) prescribe certain protection to prevent backflow into the public water supply, and (4) specify when a changeover device may be used.

(3) Existing law requires any person who, without regard to intent or negligence, causes or permits any sewage or other waste, or the effluent of treated sewage or other waste to be discharged in or on any waters of the state, or discharged in or on any waters of the state to immediately notify the local health officer or the director of environmental health of the discharge, as prescribed.

This bill would provide that this notification requirement does not apply to an unauthorized discharge of effluent of treated sewage defined as recycled water, as defined.

(4) Existing law establishes the State Water Resources Control Board and the California regional water quality control boards as the principal state agencies with authority over matters relating to water quality.

This bill would authorize compliance with effluent limitations and any other permit or waste discharge requirements for the release or discharge of advanced treated purified water, as defined, into a conveyance facility at the point where the advanced treated purified water enters the conveyance facility but prior to commingling with any raw water or other water source.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. This act shall be known and may be cited as the
2 Water Recycling Act of 2013.

3 SEC. 2. Section 5411.5 of the Health and Safety Code is
4 amended to read:

5 5411.5. (a) Any person who, without regard to intent or
6 negligence, causes or permits any sewage or other waste, or the
7 effluent of treated sewage or other waste to be discharged in or on
8 any waters of the state, or discharged in or deposited where it is,
9 or probably will be, discharged in or on any waters of the state, as
10 soon as that person has knowledge of the discharge, shall
11 immediately notify the local health officer or the director of
12 environmental health of the discharge.

1 (b) Any person who fails to provide the notice required by this
2 section is guilty of a misdemeanor and shall be punished by a fine
3 of not less than five hundred dollars (\$500) nor more than one
4 thousand dollars (\$1,000), or imprisonment for less than one year,
5 or both the fine and imprisonment.

6 (c) The notification required by this section shall not apply to
7 a discharge authorized by law and in compliance with waste
8 discharge requirements or other requirements established by the
9 appropriate regional water quality control board or the State Water
10 Resources Control Board.

11 (d) *The notification required by this section shall not apply to*
12 *an unauthorized discharge of effluent of treated sewage defined*
13 *as recycled water pursuant to Section 13050 or 13529.2 of the*
14 *Water Code.*

15 SEC. 3. Article 7.1 (commencing with Section 116600) is
16 added to Chapter 4 of Part 12 of Division 104 of the Health and
17 Safety Code, to read:

18

19

Article 7.1. Protection of Water System

20

21 116600. The following terms have the following meanings:

22 (a) “Air-gap separation” or “AG” means a physical separation
23 between the free-flowing discharge end of a water supply pipeline
24 and an open or nonpressurized vessel. A plumbing gap separation
25 is not an air-gap separation.

26 (b) “Approved water supply” means a water supply whose
27 potability is regulated by a state or local health agency.

28 (c) “Auxiliary water supply” means any water supply other than
29 that received from a public water system including recycled water
30 as defined in Section 13050 of the Water Code.

31 (d) “Changeover device” means a fitting or assembly that is
32 used to change a supply of water from one source to another such
33 that nonpotable and potable supplies cannot be connected at the
34 same time.

35 (e) “Cross connection” means a physical connection between
36 a potable water system used to supply water for drinking purposes
37 and any source or system containing unapproved water or a
38 substance that is not or cannot be approved as safe, wholesome,
39 and potable. A plumbing gap separation is not a cross connection

1 if it complies with the conditions of use described in Section
2 116603.

3 (f) “Double check valve assembly” or “DC” means an assembly
4 of at least two independently acting check valves including tightly
5 closing shut-off valves on each side of the check valve assembly
6 and test cocks available for testing the watertightness of each check
7 valve.

8 (g) “Health agency” means the State Department of Public
9 Health or the local health officer with respect to a small water
10 system.

11 (h) “Plumbing gap separation” is a physical separation of a
12 water conveyance system such as a pipe. An example of a plumbing
13 gap separation is removal of a spool or length of pipe. An air-gap
14 separation is not a plumbing gap separation.

15 (i) “Recycled water” is a wastewater which as a result of
16 treatment is suitable for beneficial uses.

17 (j) “Reduced pressure principle backflow prevention device”
18 or “RP” means a backflow preventer incorporating not less than
19 two check valves, an automatically operated differential relief
20 valve located between the two check valves, a tightly closing
21 shut-off valve on each side of the check valve assembly, and
22 equipped with necessary test cocks for testing.

23 (k) “User connection” means the point of connection of a user’s
24 piping to the water supplier’s facilities.

25 (l) “User supervisor” means the person responsible for the
26 avoidance of cross connections during the installation, operation,
27 and maintenance of the water user’s pipelines and equipment.

28 (m) “Water supplier” means the person who owns or operates
29 or owns and operates the public water system.

30 (n) “Water user” means the person who owns or operates the
31 public water system.

32 116601. (a) An approved air gap shall be at least double
33 diameter of the supply pipe measured vertically above the overflow
34 rim of the vessel but at no time less than one inch. An approved
35 plumbing gap is a minimum of 12 inches and is installed and
36 maintained in compliance with Section 116603.

37 (b) A reduced pressure principle backflow assembly is required
38 on a changeover device to protect the alternative supply of water.

39 116602. The type of protection that shall be provided to prevent
40 backflow into the public water supply shall be commensurate with

1 the degree of hazard that exists on the consumer’s premises. The
 2 type of protective device that may be required (listed in an
 3 increasing level of protection) includes: Double Check Valve
 4 Assembly-(DC), Reduced Pressure Principle Backflow Prevention
 5 Device-(RP), and an Air-gap Separation-(AG). The water user
 6 may choose a higher level of protection than required by the water
 7 supplier. The minimum types of backflow protection required to
 8 protect the public water supply, at the water user’s connection to
 9 premises with various degrees of hazard are given in Table 1.
 10 Situations which are not covered in Table 1 shall be evaluated on
 11 a case-by-case basis and the appropriate backflow protection shall
 12 be determined by the water supplier or health agency.

13
 14 **TABLE 1**
 15 **TYPE OF BACKFLOW PROTECTION REQUIRED**

	<i>Minimum type of Backflow Prevention</i>
<i>Degree of Hazard</i>	
(a) Sewage and Hazardous Substances	
(1) Premises where there are waste water pumping and/or treatment plants and there is no interconnection with the potable water system. This does not include a single-family residence that has a sewage lift pump. A RP may be provided in lieu of an AG if approved by the health agency and water supplier.	AG
(2) Premises where hazardous substances are handled in any manner in which the substances may enter the potable water system. This does not include a single-family residence that has a sewage lift pump. A RP may be provided in lieu of an AG if approved by the health agency and water supplier.	AG
(3) Premises where there are irrigation systems into which fertilizers, herbicides, or pesticides are, or can be, injected.	RP
(b) Auxiliary Water Supplies	
(1) Premises where there is an unapproved auxiliary water supply which is interconnected with the public water system. A RP or DC may be provided in lieu of an AG if approved by the health agency and water supplier.	AG
(2) remises where there is an unapproved auxiliary water supply and there are no interconnections with the public water	RP

- 1 system. A DC may be provided in lieu of a RP if approved by
 2 the health agency and water supplier.
- 3 (c) Recycled Water
- 4 (1) Premises where the public water system is used to AG
 5 supplement the recycled water supply.
- 6 (2) Nonresidential premises where recycled water is used, RP
 7 other than as allowed in paragraph (3), and there is no
 8 interconnection with the potable water system.
- 9 (3) Residences using recycled water for landscape irrigation DC
 10 as part of an approved dual plumbed use area established
 11 pursuant to sections 60313 through 60316 unless the recycled
 12 water supplier obtains approval of the local public water
 13 supplier, or the Department if the water supplier is also the
 14 supplier of the recycled water, to utilize an alternative backflow
 15 protection plan that includes an annual inspection and annual
 16 shutdown test of the recycled water and potable water systems
 17 pursuant to subsection 60316(a).
- 18 (d) Fire Protection Systems
- 19 (1) Premises where the fire system is directly supplied from DC
 20 the public water system and there is an unapproved auxiliary
 21 water supply on or to the premises (not interconnected).
- 22 (2) Premises where the fire system is supplied from the public AG
 23 water system and interconnected with an unapproved auxiliary
 24 water supply. A RP may be provided in lieu of an AG if
 25 approved by the health agency and water supplier.
- 26 (3) Premises where the fire system is supplied from the public DC
 27 water system and where either elevated storage tanks or fire
 28 pumps which take suction from private reservoirs or tanks are
 29 used.
- 30 (4) Buildings where the fire system is supplied from the public DC
 31 water system and where recycled water is used in a separate
 32 piping system within the same building.
- 33 (e) Dockside Watering Points and Marine Facilities
- 34 (1) Pier hydrants for supplying water to vessels for any RP
 35 purpose.
- 36 (2) Premises where there are marine facilities. RP
- 37 (f) Premises where entry is restricted so that inspections for RP
 38 cross connections cannot be made with sufficient frequency
 39 or at sufficiently short notice to assure that they do not exist.

1 (g) Premises where there is a repeated history of cross RP
2 connections being established or reestablished.

3
4 116603. A changeover device may be used under all of the
5 following conditions:

6 (a) In emergency situations.

7 (b) When the alternative water supply is locked and under the
8 control of the permitted water agency such that the permitted water
9 agency must take action to make the alternative supply of water
10 available.

11 (c) If potable water is the alternative supply and is to be supplied
12 to a nonpotable system using a changeover device, the permitted
13 water agency shall approve and supervise the conversion.

14 (d) The reduced pressure principle backflow assembly that is
15 required on the alternative water supply shall be located as close
16 to the supply as practicable.

17 (e) The permitted water agency shall notify the department of
18 the installation of the changeover device within 24 hours of its
19 occurrence. The notification shall include when the changeover
20 device shall be removed.

21 116604. (a) (1) The Legislature finds and declares that
22 Sections 7583, 7604, and 7605 of Title 17 of the California Code
23 of Regulations are inconsistent with Sections 116600 to 116603,
24 inclusive.

25 (2) The department shall not apply the regulations specified in
26 paragraph (1) and shall repeal them.

27 (b) The department shall apply Sections 116600 to 116603,
28 inclusive, unless the department makes a finding that the adoption
29 of different water system protection provisions is required by
30 circumstances that are changed from those prevailing on January
31 1, 2014.

32 (c) If the department makes the finding described in subdivision
33 (b), the department shall adopt new regulations for the purposes
34 of Chapter 4 (commencing with Section 116270) of Part 12 of
35 Division 104 in accordance with the Administrative Procedure Act
36 (Chapter 3.5 (commencing with Section 11340) of Part 1 of
37 Division 3 of Title 2 of the Government Code). Regulations
38 adopted pursuant to this subdivision shall prevail over the
39 provisions in Sections 116600 to 116603, inclusive.

40 SEC. 4. Section 13263.7 is added to the Water Code, to read:

1 13263.7. (a) Compliance with effluent limitations and any
2 other permit or waste discharge requirements, as appropriate, for
3 the release or discharge of advanced treated purified water into a
4 conveyance facility may be determined at the point where the
5 advanced treated purified water enters the conveyance facility but
6 prior to commingling with any raw water or other water source.

7 (b) For purposes of this section:

8 (1) “Advanced treated purified water” means water of
9 wastewater origin treated with a treatment method at least as
10 effective as membrane filtration, reverse osmosis, advanced
11 oxidation, disinfection, and engineered reliability features or other
12 suitable treatment as approved by the State Department of Public
13 Health.

14 (2) “Raw water” means surface water or groundwater in its
15 naturally occurring state prior to treatment.

16 SEC. 5. Article 4.1 (commencing with Section 13529.5) is
17 added to Chapter 7 of Division 7 of the Water Code, to read:

18

19 Article 4.1. Water Recycling Criteria

20

21 13529.5. The following terms have the following meanings:

22 (a) “Coagulated wastewater” means oxidized wastewater in
23 which colloidal and finely divided suspended matter have been
24 destabilized and agglomerated upstream from a filter by the
25 addition of suitable floc-forming chemicals or by biological
26 process.

27 (b) “Conventional treatment” means a treatment chain that
28 utilizes a sedimentation unit process and filtration process and
29 produces an effluent that meets the definition for disinfected
30 tertiary recycled water.

31 (c) “Dry weather period” means a period of little or no rainfall.

32 (d) “Dual plumbed system” or “dual plumbed” means a system
33 that utilizes separate piping systems for recycled water and potable
34 water within a facility and where the recycled water is used for
35 either of the following purposes:

36 (1) To serve plumbing outlets, excluding fire suppression
37 systems, within a building.

38 (2) Outdoor landscape irrigation at individual residences where
39 the water systems, including the irrigation systems, are under the

1 control and supervision of the owner or tenant and not a
2 homeowners' association or equal.

3 (e) "Filtered wastewater" means an oxidized wastewater that
4 meets both of the following criteria:

5 (1) Has been through natural undisturbed soils or a bed of filter
6 media so that the turbidity of the filtered wastewater does not
7 exceed any of the following:

8 (A) An average of 2 NTU within a 24-hour period.

9 (B) Five NTU more than 5 percent of the time within a 24-hour
10 period.

11 (C) Ten NTU at any time.

12 (2) Has been passed through a microfiltration, ultrafiltration,
13 nanofiltration, or reverse osmosis membrane so that the turbidity
14 of the filtered wastewater does not exceed either of the following:

15 (A) Two-tenths NTU more than 5 percent of the time within a
16 24-hour period.

17 (B) One-half NTU at any time.

18 (f) "NTU" means nephelometric turbidity unit.

19 (g) "Peak dry weather design flow" means the arithmetic mean
20 of the maximum peak flow rates sustained over three hours during
21 the maximum 24-hour dry weather period.

22 (h) "Regulatory agency" means the State Department of Public
23 Health or a regional water quality control board that has jurisdiction
24 over the recycling plant and use areas.

25 13529.55. (a) Recycled water used for the irrigation of the
26 following shall be a disinfected tertiary recycled water, except that
27 for filtration pursuant to paragraph (1) of subdivision (e) of Section
28 13529.5 coagulation need not be used as part of the treatment
29 process provided that the filter effluent turbidity does not exceed
30 2 NTU, the turbidity of the influent to the filters is continuously
31 measured, the influent turbidity does not exceed 5 NTU for more
32 than 15 minutes and never exceeds 10 NTU, and that there is the
33 capability to automatically activate chemical addition or divert the
34 wastewater should the filter influent turbidity exceed 5 NTU for
35 more than 15 minutes:

36 (1) Food crops, including all edible root crops, where the
37 recycled water comes into contact with the edible portion of the
38 crop.

39 (2) Parks and playgrounds.

40 (3) School yards.

- 1 (4) Residential landscaping.
- 2 (5) Unrestricted access golf courses.
- 3 (6) Any other irrigation use not specified in this section and not
- 4 prohibited by other sections of the California Code of Regulations.
- 5 (b) Recycled water used for the irrigation of food crops where
- 6 the edible portion is produced above ground and not contacted by
- 7 the recycled water shall be at least disinfected secondary-2.2
- 8 recycled water.
- 9 (c) Recycled water used for the irrigation of the following shall
- 10 be at least disinfected secondary-23 recycled water:
 - 11 (1) Cemeteries.
 - 12 (2) Freeway landscaping.
 - 13 (3) Restricted access golf courses.
 - 14 (4) Ornamental nursery stock and sod farms where access by
 - 15 the general public is not restricted.
 - 16 (5) Pasture for animals producing milk for human consumption.
 - 17 (6) Any nonedible vegetation where access is controlled so that
 - 18 the irrigated area cannot be used as if it were part of a park,
 - 19 playground, or schoolyard.
 - 20 (d) Recycled wastewater used for the irrigation of the following
 - 21 shall be at least undisinfected secondary recycled water:
 - 22 (1) Orchards where the recycled water does not come into
 - 23 contact with the edible portion of the crop.
 - 24 (2) Vineyards where the recycled water does not come into
 - 25 contact with the edible portion of the crop.
 - 26 (3) Nonfood-bearing trees. This category shall include a
 - 27 Christmas tree farm provided no irrigation with recycled water
 - 28 occurs for a period of 14 days prior to harvesting or allowing access
 - 29 by the general public.
 - 30 (4) Fodder and fiber crops and pasture for animals not producing
 - 31 milk for human consumption.
 - 32 (5) Seed crops not eaten by humans.
 - 33 (6) Food crops that must undergo commercial
 - 34 pathogen-destroying processing before being consumed by humans.
 - 35 (7) Ornamental nursery stock and sod farms provided no
 - 36 irrigation with recycled water occurs for a period of 14 days prior
 - 37 to harvesting, retail sale, or allowing access by the general public.
 - 38 (e) No recycled water used for irrigation, or soil that has been
 - 39 irrigated with recycled water, shall come into contact with the

1 edible portion of food crops eaten raw by humans unless the
2 recycled water complies with subdivision (a).

3 13529.6. (a) Recycled water used for the following shall be
4 disinfected tertiary recycled water, except that for filtration being
5 provided pursuant to paragraph (1) of subdivision (e) of Section
6 13529.5 coagulation need not be used as part of the treatment
7 process provided that the filter effluent turbidity does not exceed
8 2 NTU, the turbidity of the influent to the filters is continuously
9 measured, the influent turbidity does not exceed 5 NTU for more
10 than 15 minutes and never exceeds 10 NTU, and that there is the
11 capability to automatically activate chemical addition or divert the
12 wastewater should the filter influent turbidity exceed 5 NTU for
13 more than 15 minutes:

- 14 (1) Flushing toilets and urinals.
- 15 (2) Priming drain traps.
- 16 (3) Industrial process water that may come into contact with
17 workers.
- 18 (4) Structural firefighting.
- 19 (5) Decorative fountains.
- 20 (6) Commercial laundries.
- 21 (7) Consolidation of backfill around potable water pipelines.
- 22 (8) Artificial snow making for commercial outdoor use.
- 23 (9) Vehicle washing, including hand washes if the recycled
24 water is not heated, where the general public is excluded from the
25 washing process.

26 (b) Recycled water used for the following uses shall be at least
27 disinfected secondary-23 recycled water:

- 28 (1) Industrial boiler feed.
- 29 (2) Nonstructural firefighting.
- 30 (3) Backfill consolidation around nonpotable piping.
- 31 (4) Soil compaction.
- 32 (5) Mixing concrete.
- 33 (6) Dust control on roads and streets.
- 34 (7) Cleaning roads, sidewalks, and outdoor work areas.
- 35 (8) Industrial process water that will not come into contact with
36 workers.

37 (c) Recycled water used for flushing sanitary sewers shall be at
38 least undisinfected secondary recycled water.

- 1 13529.65. (a) No irrigation with disinfected tertiary recycled
2 water shall take place within 50 feet of any domestic water supply
3 well unless all of the following conditions have been met:
- 4 (1) A geological investigation demonstrates that an aquitard
5 exists at the well between the uppermost aquifer being drawn from
6 and the ground surface.
- 7 (2) The well contains an annular seal that extends from the
8 surface into the aquitard.
- 9 (3) The well is housed to prevent any recycled water spray from
10 coming into contact with the wellhead facilities.
- 11 (4) The ground surface immediately around the wellhead is
12 contoured to allow surface water to drain away from the well.
- 13 (5) The owner of the well approves of the elimination of the
14 buffer zone requirement.
- 15 (b) No impoundment of disinfected tertiary recycled water shall
16 occur within 100 feet of any domestic water supply well.
- 17 (c) No irrigation with, or impoundment of, disinfected
18 secondary-2.2 or disinfected secondary-23 recycled water shall
19 take place within 100 feet of any domestic water supply well.
- 20 (d) No irrigation with, or impoundment of, undisinfectd
21 secondary recycled water shall take place within 150 feet of any
22 domestic water supply well.
- 23 (e) Any use of recycled water shall comply with the following:
- 24 (1) Any irrigation runoff shall be confined to the recycled water
25 use area, unless the runoff does not pose a public health threat and
26 is authorized by the regulatory agency.
- 27 (2) Spray, mist, or runoff shall not enter dwellings or food
28 handling facilities.
- 29 (3) Drinking water fountains shall be protected against contact
30 with recycled water spray, mist, or runoff.
- 31 (f) No spray irrigation of any recycled water, other than
32 disinfected tertiary recycled water, shall take place within 100 feet
33 of a residence or a place where public exposure could be similar
34 to that of a park, playground, or schoolyard.
- 35 (g) All use areas where recycled water is used that are accessible
36 to the public shall be posted with signs that are visible to the public,
37 in a size no less than four inches high by eight inches wide, that
38 include the following wording: "RECYCLED WATER - DO NOT
39 DRINK." Each sign shall display an international symbol similar
40 to that shown in figure 60310-A. The State Department of Public

1 Health may accept alternative signage and wording, or an
2 educational program, provided the applicant demonstrates to the
3 State Department of Public Health that the alternative approach
4 will assure an equivalent degree of public notification.

5 (h) Except as allowed under Section 116602 of the Health and
6 Safety Code, no physical connection shall be made or allowed to
7 exist between any recycled water system and any separate system
8 conveying potable water.

9 (i) The portions of the recycled water piping system that are in
10 areas subject to access by the general public shall not include any
11 hose bibbs except where adequate signage and notification are in
12 place and regularly inspected to insure the general public has proper
13 notice. Only quick couplers that differ from those used on the
14 potable water system shall be used on the portions of the recycled
15 water piping system in areas subject to public access.



Water Recycling Criteria
FIGURE 60310-A

1 13529.7. (a) No person other than a recycled water agency
2 shall deliver recycled water to a dual-plumbed facility.

3 (b) No recycled water agency shall deliver recycled water to a
4 facility using a dual-plumbed system unless the report required
5 pursuant to Section 13522.5, and that meets the requirements set
6 forth in Section 13529.75, has been submitted to, and approved
7 by, the regulatory agency.

8 13529.75. The public water supply shall not be used as a
9 backup or supplemental source of water for a dual-plumbed
10 recycled water system unless the connection between the two
11 systems is protected by either of the following:

12 (a) An air-gap separation that complies with the requirements
13 of subdivision (a) of Section 7602 and subdivision (a) of Section
14 7603 of Title 17 of the California Code of Regulations, and the
15 approval of the public water system has been obtained.

16 (b) A plumbing gap separation that complies with the
17 requirements of Section 116603 of the Health and Safety Code
18 and the approval of the public water system has been obtained.

19 13529.8. (a) Prior to the initial operation of the dual-plumbed
20 recycled water system and annually thereafter, the recycled water
21 agency shall ensure that the dual-plumbed system within each
22 facility and use area is inspected for possible cross connections
23 with the potable water system. The recycled water system shall be
24 inspected and tested in accordance with the following:

25 (1) An initial cross-connection test before the initial operation
26 of the recycled water system.

27 (2) An annual visual system inspection.

28 (3) A cross-connection test when there is material reason to
29 believe that the potable water or recycled water system has been
30 compromised.

31 (4) A cross-connection test following remediation of a
32 discovered cross connection.

33 (b) A material reason to believe that the system has been
34 compromised may be based on, but is not limited to, evidence
35 gathered either of the following:

36 (1) During a visual inspection performed pursuant to this section.

37 (2) As a result of an inspection performed following complaints
38 of water quality or flow conditions consistent with a compromised
39 system.

1 (c) The testing shall be conducted in accordance with the method
2 described in the report submitted pursuant to Section 60314 of
3 Title 22 of the California Code of Regulations. The inspections
4 and the testing shall be performed by a cross-connection control
5 specialist certified by the California-Nevada section of the
6 American Water Works Association or an organization with
7 equivalent certification requirements. A written report documenting
8 the result of the inspection or testing for the prior year shall be
9 submitted to the department within 30 days following completion
10 of the inspection or testing.

11 (d) The recycled water agency shall notify the department of
12 any incidence of backflow from the dual-plumbed recycled water
13 system into the potable water system within 24 hours of the
14 discovery of the incident.

15 (e) Any backflow prevention device installed to protect the
16 public water system serving the dual-plumbed recycled water
17 system shall be inspected and maintained in accordance with
18 Section 116603 of the Health and Safety Code.

19 13529.9. (a) (1) The Legislature finds and declares that
20 Sections 60301.160, 60301.170, 60301.250, 60301.320, 60301.660,
21 60301.740, 60304, 60307, 60310, 60313, 60315, and 60316 of
22 Title 22 of the California Code of Regulations are inconsistent
23 with Sections 13529.5 to 13529.8, inclusive.

24 (2) The State Department of Public Health shall not apply the
25 regulations specified in paragraph (1) and shall repeal them.

26 (b) The State Department of Public Health shall apply Sections
27 13529.5 to 13529.8, inclusive, unless the State Department of
28 Public Health makes a finding that the adoption of different water
29 recycling criteria provisions is required by circumstances that are
30 changed from those prevailing on January 1, 2014.

31 (c) If the State Department of Public Health makes the finding
32 described in subdivision (b), the State Department of Public Health
33 shall adopt new regulations for the purposes of Article 4
34 (commencing with Section 13520) in accordance with the
35 Administrative Procedure Act (Chapter 3.5 (commencing with
36 Section 11340) of Part 1 of Division 3 of Title 2 of the Government
37 Code). Regulations adopted pursuant to this subdivision shall

1 prevail over the provisions in Sections 13529.5 to 13529.8,
2 inclusive.

O

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Collection System Improvements; Project 72706, Olive Street Pump Station Force Main Rehabilitation Project	MEETING DATE: April 8, 2013 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Consider making CEQA findings, approving plans and specifications, and authorizing advertising for bids.	
SUMMARY AND DISCUSSION: <p>Nute Engineering has completed the plans and specifications for this project and the project is ready for bid. This project consists of lining 2,185 feet of force main in Railroad Avenue, replacing two check valves, replacing of one wet weather pump, installing a pumped bypass connection and completing various site drainage improvements. The purpose of this project is to upgrade the sewage conveyance systems to better protect the environment by upgrading existing materials and equipment that are susceptible to failure and to complete improvements to convey sewage during times of crisis and prevent sewer overflows into nearby creeks.</p> <p>The Engineer's Estimate for this work is \$840,000.00. Staff has completed the California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt. This determination is made because the work consists of reconstruction of an existing facility where the new facility will be located on the same site as the facility replaced and will have substantially the same purpose and capacity of the facility replaced.</p> <p>Staff recommends that the Board approve the CEQA findings, approve the plans and specifications, and authorize the Manager-Engineer to advertise for bids. Bids are expected to be received on May 1, 2013 and will be presented to the Board at a subsequent meeting.</p>	
ALTERNATIVES: N/A.	
BUDGET INFORMATION: This work will be funded from the budget for Collection System Improvements, Project 72706, which has a FY12-13 budget balance of \$1,089,704.	
DEPT.MGR.:	MANAGER:

Novato Sanitary District**SCHEDULE FOR APPROVAL OF 2013-15 PRELIMINARY AND FINAL BUDGET, APPROPRIATIONS LIMIT, AND SEWER SERVICE CHARGES**

April 8, 2013	<u>Regular Board Meeting</u> : Approval of schedule for adoption of 2013-15 Preliminary and Final Budget, and Appropriations Limit.
April 22, 2013	<u>Regular Board Meeting</u> . Strategic Plan workshop.
April 24, 2013	First 3 quarters of revenues and expenditures report for 2012-13, preliminary estimate of annual expenditures for 2012-13 and fill in column for new budget projections goes to supervisors for their review.
May 10, 2013	Budget projections from supervisors due to Finance Officer.
May 13, 2013	<u>Regular Board Meeting</u> . Budget workshop, present updated 5-year CIP
May 24, 2013	Department budgets for 2013-14 and 2014-15 go to Manager-Engineer for review.
June 10, 2013	<u>Regular Board Meeting</u> . Initial presentation of 2013-15 Preliminary Budget.
June 24, 2013	Publish first public hearing notice in Marin IJ.
June 24, 2013	<u>Regular Board Meeting</u> : Board considers adoption of Preliminary Budget for 2013-2015.
July 1, 2013	Publish second public hearing notice in Marin IJ.
July 8, 2013	<u>Regular Board Meeting</u> . Public hearing on 2013-14 sewer service charges and collection on County tax rolls.
July 9, 2013	Deadline for providing sewer service charge information to County of Marin.
July 31, 2013	State Department of Finance provides growth factors for calculation of the District's 2012-13 appropriations limit.
August 26, 2013	<u>Regular Board Meeting</u> : Board establishes 2013-14 appropriations limit, approves Final Budget, and adopts resolution fixing tax allocation for 2013-14.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Provision of Medicare Coverage for Employees Hired on or before March 31, 1986	MEETING DATE: April 8, 2013 AGENDA ITEM NO.: 9.b.
RECOMMENDED ACTION: Consider Adoption of Resolution Requesting Authorization to Conduct a Division of Retirement System for Medicare Coverage	
SUMMARY AND DISCUSSION: <p>The District joined the CalPERS Retirement System in October 1969. At the same time, the District applied to terminate Social Security coverage, including Medicare, which became effective in September 1971.</p> <p>The Consolidated Omnibus Budget Reconciliation Act of 1985 (P.L. 99-272 - COBRA) made Medicare coverage mandatory for newly hired state and local government employees hired after March 31, 1986. Employees hired on or before March 31, 1986 had the option of being specifically excluded by law from Medicare taxes.</p> <p>The law allows that employees who have been in continuous employment with the employer since March 1986 remain exempt from both Social Security and Medicare taxes, provided they are members of a public retirement system. However, unless employees have earned the requisite 40 credits (formerly quarters) from prior employment, they are not eligible for Medicare <u>coverage</u>.</p> <p>The District currently has one employee hired prior to March 31, 1986 who is excluded from Medicare taxes and who does not have the required 40 Medicare credits. All other employees are mandated into Medicare coverage in accordance with the provisions of COBRA.</p> <p>The procedure to initiate Medicare participation for this employee involves entering into a "Medicare Coverage under Section 218 Agreement" which allows public employers to establish a voluntary agreement for Medicare coverage. This is accomplished through the State Social Security Administrator, managed by CalPERS. The first step is adoption of a resolution by the District Board to request authorization to divide the agency's retirement system for Medicare coverage to allow participation for employees hired prior to March 31, 1986. After the resolution is executed by CalPERS, it is submitted for processing by the Social Security Administration and certification by the Federal Government. The entire process takes approximately one year. However, Medicare taxes can be withheld during the processing time and submitted upon completion.</p>	
ALTERNATIVES: Do not adopt resolution. If the Section 218 agreement is entered into, upon retirement and Medicare eligibility, the District would pay the Medicare Supplement premium for this employee. If not, the District would be responsible for full health care premiums for life.	
BUDGET INFORMATION: 1.45% of salary for employer portion of Medicare taxes = \$361.00 for the remainder of this fiscal year, and approximately \$1,445.00 for next fiscal year.	
DEPT.MGR.:	MANAGER:

Return to: California Public Employees' Retirement System
Affiliate Programs Services Division
State Social Security Administrator Program
P.O. Box 720720
Sacramento, CA 94229-0720

RESOLUTION NO. 3055

WHEREAS, NOVATO SANITARY DISTRICT,
(Official Name of Public Agency)

hereinafter designated as "Public Agency", desires to establish a "deemed" retirement system pursuant to Section 218(d)(6) of the Federal Social Security Act composed of positions of members of the California Public Employees'
(Retirement System)

Retirement System, hereinafter designated "Present Retirement System", desiring "Medicare-Only" coverage, and to include services performed by individuals employed by the Public Agency in positions covered by said "deemed" retirement system, as members of a coverage group established by Section 218(d)(4) of said Act, in the California State Social Security Agreement of March 9, 1951, providing for the coverage of public employees under the insurance system established by said Act as amended; and

WHEREAS, State and Federal law and regulations require, as a condition of such coverage, that a division be authorized by the Board of Administration, California Public Employees' Retirement System; and

WHEREAS, it is necessary that the "Public Agency" now designate any services which it desires to exclude from coverage with respect to such coverage group under said insurance system; and

WHEREAS, it is necessary for the Public Agency to set forth the modification, if any, of the benefits and contributions under the Present Retirement System that may result from coverage under the said insurance system with respect to such coverage group;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Administration, California Public Employees' Retirement System, be and hereby is requested to authorize the foregoing division; and

BE IT FURTHER RESOLVED, that upon receipt of authorization from the Board of Administration a division shall be conducted in accordance with the requirements of Section 218(d) of the Social Security Act, and applicable State and Federal laws and regulations; that each eligible member of the Present Retirement System at the time of the division shall be furnished a form to permit the member to elect whether or not his services should be excluded from or included under the said California State Social Security Agreement as hereinbefore provided; with such "Medicare-Only" coverage effective as to services performed on and after April 1, 2013; and
(Date)

BE IT FURTHER RESOLVED, that the following services with respect to said coverage group of the Public Agency shall be excluded from coverage under said agreement:

1. All services excluded from coverage under the agreement by Section 218 of the Social Security Act; and
2. Services excluded by option of the Public Agency:
 - X a. No optional exclusions desired.
 - ___ b. Service performed:

BE IT FURTHER RESOLVED, that with respect to the said coverage group the benefits and contributions of the Present Retirement System shall not be modified in any way; and

BE IT FURTHER RESOLVED, that notice of the division shall be given to members of the Present System not less than ninety days prior to the date of the division; provided however, that notice shall be given to employees becoming members of the Present Retirement System after the date of such notice up to and including the date of the division on the date on which they attain membership in the system, and

that Beverly B. James, Manager-Engineer
(Name and Title of Local Official)

is hereby designated and appointed to conduct such division on behalf of the Public Agency in accordance with law, regulations, and this resolution, including the fixing of the date and the giving of proper notice thereof to members of the Present Retirement System and to all such eligible employees; and

BE IT FURTHER RESOLVED, that the Public Agency will pay and reimburse the State at such time and in such amounts as may be determined by the State the approximate cost of any and all work and services relating to such division.

Presiding Officer

Novato Sanitary District
Official Name of Public Agency

CERTIFICATION

I, Beverly B. James, Manager-Engineer,
(Title)
of the Novato Sanitary District, County of Marin,
State of California, do hereby certify the foregoing to be a full, true, and correct copy of
Resolution No. 3055 adopted by the Governing Board
of the Novato Sanitary District at the
regular/~~special~~ meeting held on the 8th day of April,
2013, as the same appears of record in my office.

(Signature)

Manager-Engineer-Secretary
(Title)

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Pretreatment – The Dye Guy	MEETING DATE: April 8, 2013
AGENDA ITEM NO.: 10.a.	
RECOMMENDED ACTION: Adopt a resolution providing relief on upper pH limit from pH 8.5 to pH 10.5 for The Dye Guy and setting the revised pH limits.	
SUMMARY AND DISCUSSION: <p>The Dye Guy, a dyeworks business located in the Bel Marin Keys area, received its renewal discharge permit on April 1, 2013. By a letter application dated March 21, 2013, the business has requested continuing relief on the upper limit value of its pH limits. Specifically, the application requests upper limit relief of pH 10.5 from pH 8.5; the lower limit would continue to remain at pH 5.5.</p> <p>Given that the Board has previously authorized such relief for this business, as well as more recently for other dischargers into the District’s system, staff sees no issues in granting the requested relief. The basis of the upper limit relief can be found in section 207 of the District’s Sanitary Code.</p> <p>Accordingly, staff recommends that the Board approve an upper pH limit of 10.5 in The Dye Guy’s renewed discharge permit, and adopt the attached resolution that documents approval and sets the revised pH limits.</p>	
ALTERNATIVES: NA	
BUDGET INFORMATION: N/A	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT

RESOLUTION NO. 3056

**A RESOLUTION APPROVING RELIEF ON pH LIMITS,
AND SETTING REVISED pH LIMITS AND TIME LIMITATIONS
FOR DYE GUY, 46 DIGITAL DRIVE, #3, NOVATO**

WHEREAS, the District has received application for continued upper limit relief of pH 10.5 from pH 8.5 for Dye Guy's (Permittee) discharge permit for its 46 Digital Drive, #3. facility; and

WHEREAS, Section 207 of the Sanitary Code of Novato Sanitary District states that relief from any provision of said Code may be made by Resolution of the Board; and

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

- A. The Permittee shall maintain the pH within the range of 5.5 to 10.5.
- B. In addition, District staff will continue to use Section 401.17 of Title 40 of the Code of Federal Regulations (40 CFR §401.17) as the basis to exempt excursions from the 5.5 to 10.5 pH range.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of Novato Sanitary District, Marin County, California, at a meeting thereof duly held on the 8th day of April, 2013, by the following vote:

AYES, and in favor thereof, Directors:	Di Giorgio, Long, Mariani, Peters, Welsh
NOES, Directors:	None
ABSENT, Directors:	None

ATTEST:

President, Board of Directors
Novato Sanitary District

Secretary
Novato Sanitary District

11. b.

DATE: March 19, 2013
TO: Contributing Agencies
FROM: Peter Banning, Executive Officer
RE: FY 2013-14 Budget for Marin LAFCO

At the March 2013 public hearing for the Commission's FY 2013-14 budget, the Commission accepted staff's recommendation to proceed with the proposed budget. A copy of the proposed budget along with the Staff Report and Recommendation for the proposed budget for FY 2013-14 is attached for your review. These reports are also posted on the Commission's website at <http://lafco.marin.org>.

The public hearing for the LAFCO budget will remain open until the May 9, 2013 meeting when the Commission will adopt its budget for FY2013-14 whether as proposed or as modified at the public hearing. If your agency has comments or questions concerning the proposed budget, please contact LAFCO staff by phone at (415) 446-4409, by fax at (415) 446-4410, or by email at staff@marinlafco.org. The Commission will receive testimony by all interested persons or agencies at the May 9, 2013 public hearing.

RECEIVED
MAR 21 2013
NOVATO SANITARY DISTRICT

Chairperson: Jeffrey Blanchfield
Members: Susan Adams, Judy Arnold, Einar Asbo, Barbara Heller, Carla Condon, Dennis J. Rodoni,
Alternates: Christopher Burdick, Craig K. Murray, Kathrin Sears, Herb Weiner
Executive Officer: Peter V. Banning

Marin Local Agency Formation Commission

555 Northgate Drive, Suite. 230 • San Rafael, California 94903
Telephone (415) 446-4409 • Facsimile (415) 446-4410 • Email staff@marinlafco.org
Website <http://lafco.marin.org>

DATE: March 8, 2013

TO: Members, Local Agency Formation Commission

FROM: Peter Banning, Executive Officer
Candice Bozzard, Commission Clerk

SUBJECT: Preliminary Budget and Work Program for Fiscal Year 2013-14

Summary

Staff met on February 20th with the Budget Committee (Commissioners Adams, Heller and Rodoni) to review financial trends and assumptions for a draft FY 2013-14 budget. The preliminary draft budget is attached for consideration by the Commission. Following the Commission's review, the draft budget will be circulated to the county, cities and special districts for comment prior to adoption of a final budget in May.

Following discussions of the options and uncertainties in the upcoming fiscal year by the Budget Committee and two other committees meeting since the Commission's strategic planning retreat, the preliminary draft budget assumes no significant changes to staff size or the Commission's basic programs. This approach to a transitional period for recruiting a new Executive Officer is clearly subject to further discussion.

The Budget Committee's proposal includes total expenditures of \$364,033, an increase of 10.9% over last year's budget. Salary-related items are increased by 18.9% due to a rise in the retirement rate for current employees and the addition of estimated retiree healthcare benefit costs. Administrative expenses are decreased by 10.7% and Supplies, Services and Facilities charges remain constant.

During the current fiscal year (2012-13), the Commission's reserve account has been (or will be) charged \$49,066 in unplanned expenditures. The most significant deduction was for the reimbursement of \$21,366 resulting from the County's miscalculated retirement rates for LAFCO employees. Anticipated disbursements include the not-to-exceed \$10,000 contract with Local Government Services (LGS) for the recruitment of a new Executive Officer (pending Commission approval) and the anticipated \$17,700 pre-funding contribution for the retiree healthcare plan.

Chairperson: Jeffrey Blanchfield
Members: Susan Adams, Judy Arnold, Einar Asbo, Barbara Heller, Carla Condon, Dennis J. Rodoni,
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The contributions of cities, special districts and the County will include a 13.5% increase from fiscal year 2012-13's budget under the assumption that there will be no further appropriation from the reserve fund to off-set costs.

Budget Development Assumptions

The beginning point of the Budget Committee discussion on February 20th was a "status quo" budget with some modifications prepared by staff that included the following assumptions:

- Application processing fees are currently \$11,400 with the expectation of additional applications being submitted before the end of the fiscal year.
- Salary and benefits were calculated at current levels with no cost-of-living increase. These amounts are expected to be adjusted upon the hiring of a new Executive Officer.
- The Professional Service expenditures will increase \$5,000 to cover work on Municipal Service Reviews/Sphere of Influence studies, possible retirement system administrative fees, temporary executive officer services and other related consulting costs.
- Legal Expense has been decreased by \$10,000 since legal support for sewer district consolidation will be concluded.
- An unusual increase of 127% is shown for retirement benefit costs. This increase incorporates the corrected retirement tier/rate calculation and implementation of the retiree healthcare benefits. Similar substantial increases in retirement benefit costs are not expected following this one-time correction.
- Graphic Design has been reduced by 77.8% and Communication Services by 54.3% as outside website support and hosting charges will be substantially reduced following the upgrade of the LAFCO website and staff training to maintain it in-house.
- Other increases include: Equipment Repair & Maintenance will be increased 20% (\$1,000) to include normal replacement of computer equipment; Publications and Notices is increased by 6.7% (\$100) to cover the rising costs of posting required hearing notices in the local newspapers.
- Decreases were made to: Workers' Compensation (22%, \$400), Reprographic Services (28.6%, \$1,000) and Conferences (22.5%, \$900).

The attached graph shows trends in the Commission's budgeted and actual expenditures and the contributions of the agencies supporting LAFCO's programs since 2008. Figures shown for FY 2012-13 are projected. Figures shown for FY 2013-14 are for the proposed draft budget described above.

Proposed Work Program

The Commission's current circumstances (including recruitment of new staff, adding retiree healthcare benefits, review of its process and role in local government, etc.) make the normal estimates of resources required for different program areas highly speculative. Accordingly, qualitative discussion of the issues and implications associated with the expected transition are offered in the following sections:

Administration

In operating as an independent agency, LAFCO staff must perform normal management and administrative tasks such as program planning, budgeting, hiring, purchasing, payroll, contract management, commissioner elections, meeting management, maintenance of records and office machines, etc. Staff takes advantage of administrative services available from the County and other outside vendors whenever it is most efficient to do so.

In the coming transition to a new executive officer, additional and temporary administrative tasks will be added to the Clerk's position and will also impact the activities of commissioners and commission subcommittees. The current Executive Officer's anticipated resignation date will be on or about July 12, 2013, pending resolution of retiree healthcare benefit issues. The Commission may or may not have recruited a replacement by that date. If needed by the Commission, the present EO will be available on a part-time basis for purposes of maintaining continuous administration, proposal processing and training and transition to new staff.

Proposal Processing

Proposal volume has remained low in the past several years, but shows signs of increasing with an improved local economy and real estate trends. Proposal processing also includes pre-application consultations and routine response to proposal-related questions. This type of activity has increased in the last two years.

Processing of proposals is a required part of the Commission's work program that may not be suspended for purposes of transition. Under the processing mandates of the Cortese-Knox-Hertzberg Act as well as under the Commission's adopted policies, applicants for

changes to local government boundaries or organization are entitled to timely staff response and public hearings of their applications.

Proposal processing activity has increased in recent months and is expected to continue at present or greater levels. If there is a gap between a new EO's arrival and retirement of the current EO, the current EO will be available to maintain proposal processing continuity on a part-time, consulting basis as needed by the Commission. Proposal processing normally requires approximately 25% of the EO's available time. There are currently no proposals anticipated that would require allocation of additional resources from the Professional Services account for this purpose.

Service Reviews, Sphere of Influence Updates & Other Special Projects

Under the goal of compliance with AB2838 mandates, the Commission's Strategic Plan objectives include service reviews and sphere of influence updates for Marin Municipal and North Marin Water Districts, and periodic review of the adopted spheres of influence in the San Rafael area (City of San Rafael, Las Gallinas Sanitary, Marinwood CSD, San Rafael Sanitation District and associated county service areas).

As directed at the Commission's strategic planning retreat, staff met with the ad hoc Sphere of Influence Committee (Commissioners Rodoni, Adams and Heller) on February 20th to discuss revisions to LAFCO's policy and procedure for undertaking special studies. The Committee directed staff to draft a modification of the existing policy and procedure that would increase the participation of the Commission and affected agencies in designating study objectives and depth of analysis at the beginning of the study process. Staff expects to have a draft policy and procedure ready for the Commission's review at its April meeting.

During the period required for recruitment and transition to new staff, special studies activity will be effectively suspended until new a new EO is prepared to work with the Commission and affected agencies as required to establish and achieve study objectives.

Communications

During transition to new staff, some aspects of the Commission's goal to increase public communication and outreach (to promote understanding of LAFCO mandates and functions) are likely to be affected temporarily until a new EO becomes familiar with Marin LAFCO's programs. The precise communications tasks are difficult to anticipate, but temporary staff and/or involvement by Commissioners in communicating with the public and press may be able to address staff deficits in the interim. The Commission's re-tooled website will also be useful in this regard. Ultimately, a new EO can be expected to add new skills and perspective helpful in achieving LAFCO objectives.

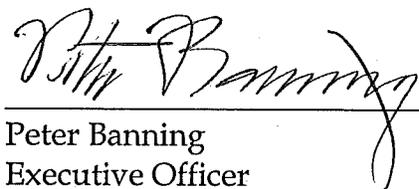
Training

Hiring of a new EO will shift significant staff time and resources toward training activities and away from other programs. A new EO will need time to become familiar with local policies and procedures. These requirements will also place new, if temporary, demands on the Commission's Clerk. The current EO will be available on a temporary and part-time basis to help with new staff training and familiarization if needed. Where training typically absorbs approximately 5% of staff time for EO and Clerk positions, that amount must be expected to significantly increase for the coming year.

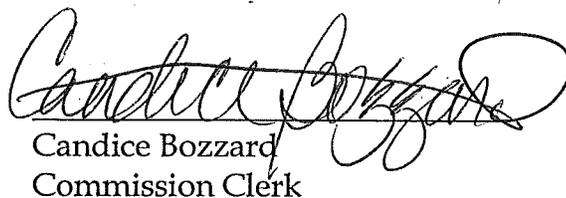
Recommendation

Staff recommends that the Commission review the attached Preliminary Budget and direct modifications as necessary to reflect any change in policy or direction to staff. Under the adopted Policies, Procedures and Guidelines, the Commission should then continue action on the Budget and Work Program until its regular meeting on May 9, 2013 and direct staff to circulate the preliminary budget to the County, cities and special districts for comments.

Respectfully submitted,



Peter Banning
Executive Officer



Candice Bozzard
Commission Clerk

MARIN LAFCO
 Draft Budget FY 2013-14
 March 14, 2013
 Summary

REVENUE SUMMARY

	Budget 11-12	Budget 12-13	Projected 12-13	Estimated Balance	Proposed 13-14	% Chg.
Application Fees	25,000	25,000	11,400	13,600	25,000	0.0
Appropriated from reserve	20,661	4,584	0	0	0	-100.0
Contribution	271,589	298,748	298,748	0	339,033	13.5
TOTALS	<u>317,250</u>	<u>328,332</u>	<u>310,148</u>	<u>18,184</u>	<u>364,033</u>	<u>10.9</u>

EXPENDITURE SUMMARY

	Budget 11-12	Budget 12-13	Projected 12-13	Estimated Balance	Proposed 13-14	% Chg.
Salaries/Related Items	233,750	219,732	260,124	-26,374	261,333	18.9
Administrative Costs	45,100	55,300	44,941	159	49,400	-10.7
Supplies, Services & Facilities	38,400	53,300	42,842	-4,442	53,300	0.0
TOTALS	<u>317,250</u>	<u>328,332</u>	<u>347,907</u>	<u>-19,575</u>	<u>364,033</u>	<u>10.9</u>

MARIN LAFCO
Draft Budget FY 2013-14
March 14, 2013

SALARIES AND RELATED ACCOUNTS:

	Budget 11- 12	Budget 12-13	Projected 12-13	Estimated Balance	Proposed 13-14	% Chg
Regular Staff Salaries 511000	174,560	173,497	171,131	3,429	173,497	0.0
Retirement 5130500	28,471	22,000	49,901	(21,430)	49,901	126.8
CALPERS 5130525	0	0	17,700	17,700	14,100	-- ¹
Workers' Comp 5140115	1,800	1,800	1,118	682	1,400	-22.2
Employee Benefits 5140125	23,888	19,000	16,882	7,006	19,000	0.0
Medicare 5140141	2,618	2,567	2,523	95	2,567	0.0
Unemployment Benef Ins 5140145	750	868	868	(118)	868	0.0
TOTALS	<u>232,087</u>	<u>219,732</u>	<u>260,124</u>	<u>(40,392)</u>	<u>261,333</u>	<u>18.9</u>

¹ New Retiree Medical Healthcare Plan

ADMINISTRATIVE COSTS

	Budget 11-12	Budget 12-13	Projected 12-13	Estimated Balance	Proposed 13-14	% Chg
Professional Services 5210120	20,000	20,000	21,825	(1,825)	25,000	25.0 ²
Legal Expense 5210131	5,000	15,000	11,754	3,246	5,000	-66.7
Payroll Service Charges 5210230	8,000	8,000	0	8,000	8,000	0.0
Conferences 5211325	4,000	4,000	3,854	146	3,100	-22.5
Mileage & Routine Travel 5211440	1,500	1,500	1,608	(108)	1,500	0.0
Commissioner Fees 5211533	6,100	6,800	5,900	900	6,800	0.0
TOTALS	<u>44,600</u>	<u>55,300</u>	<u>44,941</u>	<u>10,359</u>	<u>49,400</u>	<u>-10.7</u>

² Includes Actuary Study and other CalPers related expenses

MARIN LAFCO
Draft Budget FY 2013-14
March 14, 2013

SUPPLIES, SERVICES & FACILITIES:

	Budget 11-12	Budget 12-13	Projected 12-13	Estimated Balance	Proposed 13-14	% Chg
Graphic Design 5210129	1,500	4,500	6,000	(4,500)	1,000	-77.8
General Insurance 5210515	4,400	4,000	2,542	1,858	3,000	-25.0
Communication Services 5210715	3,500	3,500	1,466	2,034	1,600	-54.3
Equipment Repair & Maint 5210935	2,000	5,000	1,338	662	6,000	20.0
Storage 5211215	800	800	229	571	650	-18.8
Rent 5211270	13,000	14,300	14,918	(1,918)	14,300	0.0
Membership & Dues 5211330	13,100	13,200	13,183	(83)	13,300	0.8
Training 5211340	1,500	1,000	0	1,500	1,000	0.0
Reprographic Services 5211516	3,500	3,500	238	3,262	2,500	-28.6
Publications & Notices 5211520	1,600	1,500	1,377	223	1,600	6.7
Office Supplies & Expenses 5220110	2,000	2,000	1,552	448	2,000	0.0
<hr/>						
TOTALS	<u>46,900</u>	<u>53,300</u>	<u>42,842</u>	<u>10,458</u>	<u>53,300</u>	<u>0.0</u>

May 14-15, 2013
SACRAMENTO CONVENTION CENTER



**California Special
Districts Association**
Districts Stronger Together

SPECIAL DISTRICTS **LEGISLATIVE** **DAYS**

**STRENGTH IN NUMBERS:
ADDING VALUE TO COMMUNITIES**



#sdlld2013



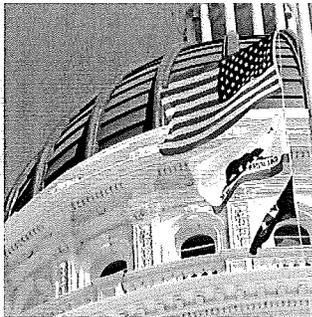
California Special Districts Association
Districts Stronger Together

SPECIAL DISTRICTS LEGISLATIVE DAYS

STRENGTH IN NUMBERS:
 ADDING VALUE TO COMMUNITIES

Top 5 Reasons Why You Should Attend:

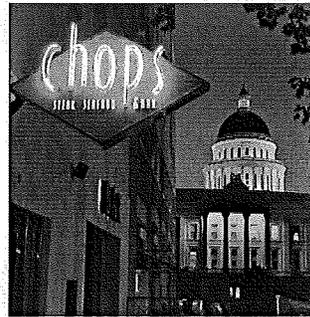
1. Efforts underway in Sacramento could significantly impact special district revenue sources, including **property tax allocations**, voter thresholds for **special taxes** and new **funding opportunities** for “green” projects and programs.
2. Governor Jerry Brown has expressed interest in reforming California’s most important environmental quality law, the **California Environmental Quality Act (CEQA)**, potentially leading to major changes in how districts build infrastructure.
3. Hear directly from California State Controller John Chiang on the latest **financial auditing** and **compensation reporting** regulations heading your way.
4. Interactive roundtable discussions with our partners and experts will allow you to learn about industry-specific issues—such as implementation of the substantial reforms to **public employee pensions** last year.
5. **Pre-arranged legislative visits** and a hosted reception enable you to build relationships with your state legislators and their Capitol staff.



Legislative visits in the Capitol arranged by CSDA!

Let your senator and assembly member know about the core services your district provides in their legislative district. Tell them how each dollar invested in your district benefits your shared constituents and adds significant value at the local level!

In order to reserve enough time for scheduling, please register at www.csdanet.net/sdld by April 29 to guarantee your spot in these visits.



Hosted legislative reception sponsored by SDRMA

Network with legislators and Capitol staff at SDLD’s legislative reception, being held again at Chops, an award-winning restaurant and bar across the street from the Capitol and a favorite amongst the Capitol community.

Location: 1117 11th Street, Sacramento, CA



SDLD is available for CIPs for SDRMA members.

Sponsor opportunity

CSDA Business Affiliates have the opportunity to showcase their products and services as sponsors at SDLD! Space is limited. For more information, please visit www.csdanet.net/sdld. Questions? Contact Professional Development Director Megan Hemming at meganh@csda.net.

For all the latest information, go to our website

Visit the SDLD website for the latest updates at www.csdanet.net/sdld. You will find the most current schedule, speaker bios, a list of our partners, how to find a hotel and more. Most importantly, you can register for SDLD directly on the website!

SPECIAL DISTRICTS LEGISLATIVE DAYS

STRENGTH IN NUMBERS:
ADDING VALUE TO COMMUNITIES

With 39 first-time state legislators and single-party control of every statewide office and two-thirds of each house, California is experiencing an unprecedented legislative session. As California attempts to rebuild its battered budget following years of economic recession, Special Districts Legislative Days (SDLD) 2013 will focus on evolving threats to special district revenue as well as emerging opportunities, including:

- Changes to local revenue measure voter thresholds;
- Protection of existing property taxes and passthrough payments; and
- The distribution of greenhouse gas cap-and-trade auction revenue and Proposition 39 green energy revenue.

A dynamic two-day conference, SDLD provides attendees with the opportunity to hear from and interact with statewide policymakers and legislators, as well as to network and discuss district challenges with peers from other special districts around the state. SDLD includes keynotes from California's highest office-holders, moderated panel discussions with the state's leading experts and issue-specific roundtable conversations covering the most pertinent issues facing each type of special district.

Your engagement is an essential component of CSDA's advocacy efforts in Sacramento to defend special district finances and educate policymakers on the effective service delivery provided by special districts – together there is strength in numbers!

What you can do:

- Register for SDLD today to hear first-hand about the latest revenue proposals directly affecting special districts. You will also have the chance to communicate how new revenue opportunities can strengthen the core services your district provides and share examples of how they would add value to your local communities.
- Join the Host Council and contact your colleagues about the importance of attending SDLD. CSDA will provide you information to pass along. Contact Miryam Barajas at miryamb@cdda.net for more information.
- Visit CSDA's Grassroots Action Center at www.cdda.net/grassroots to read about the most significant proposals impacting special districts and to find out how you can take action now!
- Spread the word! Let other districts know about this exciting conference.

ROUNDTABLE DISCUSSIONS – WEDNESDAY, MAY 15 FROM 9:45-11:45 a.m.

Statewide special district organizations, key local government partners, and industry experts will host roundtables to provide opportunities to network and learn more about key issues within your industry. The following organizations will be hosting roundtables:

- Association of California Healthcare Districts
- Association of California Water Agencies
- California Association of Public Cemeteries
- California Association of Local Agency Formation Commissions
- California Board of Forestry and Fire Protection
- California Public Employees' Retirement System
- California State Association of County Auditors
- Workers' Compensation Action Network

Thank you to our Partners:



CARPD



MVCAC
Mosquito and Vector Control Association of California

- Association of California Healthcare Districts
- Association of California Water Agencies
- California Association of Local Agency Formation Commissions

- California Association of Public Cemeteries
- California Association of Recreation and Park Districts
- California Association of Resource Conservation Districts
- California Association of Sanitation Agencies

- Fire Districts Association of California
- Mosquito and Vector Control Association of California
- Special District Risk Management Authority

Tuesday, May 14

7:45 a.m. - *Registration Begins*
(Continental Breakfast and Networking Opportunities)

8:15 – 9:30 a.m.
Welcome Remarks: CSDA Executive Director Neil McCormick
Opening Remarks: CSDA President Stanley Caldwell
CSDA Legislative Overview:

- Kyle Packham, Advocacy & Public Affairs Director
- Christina Lokke, Legislative Representative
- Dorothy Holzem, Legislative Representative
- Ralph Heim, Legislative Advocate

9:45 – 10:45 a.m. - *Local Revenue Panel*

10:45 – 11:00 a.m. - *Break*

11:00 a.m. – 12:00 p.m. - *Local Government Panel*

- Assembly Member Katcho Achadjian (R-San Luis Obispo), Chair, Assembly Local Government Committee
- Assembly Member Marc Levine (D-San Rafael), Vice-Chair, Assembly Local Government Committee
- Senator Stephen Knight (R-Palmdale), Vice-Chair, Senate Governance & Finance Committee

12:00 – 12:20 p.m. - *Break (please exit room for lunch setup)*

12:20 – 2:00 p.m. - *Lunch*

Keynote Speaker: California State Controller John Chiang
Legislative Visits Briefing

2:00 – 5:00 p.m. - *Legislative Visits*

5:00 – 6:30 p.m. - *Hosted Legislative Reception*
Chops, 1117 11th Street, Sacramento, CA 95814

Wednesday, May 15

8:00 a.m. - *Doors Open*
Continental Breakfast and Networking Opportunities

8:30 – 9:30 a.m.
Keynote Speaker: To Be Announced

9:30 – 9:45 a.m. - *Break*

9:45 – 11:45 a.m. - *Roundtable Discussions*
You can choose two roundtables. Two 45-minute sessions will be conducted.

11:45 a.m. - *Closing Remarks:* CSDA President Stanley Caldwell

KEYNOTE SPEAKER



California State Controller John Chiang
As the Chief Fiscal Officer of California, Controller John Chiang oversees the State's nearly \$100 billion annual budget. He also helps administer the state retirement systems CalPERS and CalSTRS, and serves on 81 State boards and commissions, charged with everything from protecting our coastline to overseeing local government financial reporting.

The Controller's monthly financial reports on state revenue gains and losses are especially sought after throughout the budget adoption process. Appropriately, SDLD is held the same week as the California Budget May Revise is anticipated for release by Governor Jerry Brown.

In addition to being responsible for accounting for and controlling disbursement of all state funds, as well as processing all personnel and payroll transactions for public employees, Controller Chiang has key audit oversight for state and local government programs. These audits have identified more than \$3.5 billion in taxpayer dollars that were denied, overpaid, subject to collection, or resulted in revenues, savings and cost avoidance. As state controller, his audit authority includes ensuring that independent audits of local governments comply with professional audit standards, address discrepancies, and inform the public of financial transactions and compensation.

Controller Chiang was first elected in November 2006 to serve as Controller of the State of California, and was re-elected to serve a second term in November 2010.

LOCAL GOVERNMENT COMMITTEE LEADERS



The Honorable Katcho Achadjian (R-San Luis Obispo) – Chair of the Assembly Local Government Committee, Assembly Member Achadjian represents the 35th Assembly District, which includes the communities of Paso Robles, Pismo Beach, San Luis Obispo, and Santa Maria, among others. Prior to his election to the Legislature, Achadjian served for three terms as an elected member of the San Luis Obispo County Board of Supervisors.



The Honorable Mark Levine (D- San Rafael) – Vice-Chair of the Assembly Local Government Committee, Assembly Member Levine was elected in November 2012 to represent the 10th Assembly District, comprised of the communities of Sausalito, San Rafael, Novato, Petaluma, and Sonoma, among others. A former San Rafael City Councilmember, Levine has held leadership posts throughout his career helping to develop innovative solutions at the local, state, national and international levels.



The Honorable Stephen Knight (R- Palmdale) – Vice-Chair of the Senate Governance and Finance Committee, Senator Knight was elected to the California State Assembly in November 2008 and the State Senate in 2012. Prior to his election to the Assembly, Knight was elected to the Palmdale City Council in 2005. Upon assuming office in the state Legislature, Knight left his 18-year career as a sworn police officer in the Los Angeles Police Department.



SPECIAL DISTRICTS LEGISLATIVE DAYS

STRENGTH IN NUMBERS:
ADDING VALUE TO COMMUNITIES

CSDA WILL ARRANGE LEGISLATIVE VISITS FOR YOU. IN ORDER TO RESERVE ENOUGH TIME FOR SCHEDULING, REGISTER BY APRIL 29 TO GUARANTEE YOUR SPOT IN THESE VISITS.

Three Ways to Register

- *For fast service*, register online by visiting the Special Districts Legislative Days website at www.csdanet.net/sdld. Find the "register" button at the top of the page.
- *Fax number*: 916.520.2465. All faxed forms must include credit card payment.
- *Mail*: CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Who qualifies for "member" rates?

All California Special Districts Association and Special District Risk Management Authority members. Not sure if you are a member? Contact the CSDA offices to find out if you are already a member. It's not too late to become a CSDA member. Simply contact Cathrine Lemaire at cathrine1@csda.net or call toll-free at 877-924-2732.

Registration fees include the evening reception on May 14, legislative visits arranged by CSDA, as well as all written materials and meals as indicated in the agenda.

CSDA Member: \$225

Non-Member: \$275

Total Amount Enclosed: \$

Payment must accompany registration in order to process.

Name/Title:

District:

Address:

City:

State:

ZIP:

Phone:

Fax:

Email:

Legislative meetings

In order to help CSDA arrange your legislative meetings, please provide us with the legislative districts in your jurisdiction.

Assembly District(s):

Senate District(s):

Payment

Check Visa MasterCard Discover American Express

Acct. name:

Acct. Number:

Expiration date:

Authorized Signature:

Special needs

Vegetarian Other:

CANCELLATION POLICY: Cancellations must be made IN WRITING and received via fax or mail three days prior to event. All cancellations made within the specified time will be refunded less a \$25 processing fee. NO EXCEPTIONS.



California Special Districts Association
 1112 I Street, Suite 200
 Sacramento, CA 95814

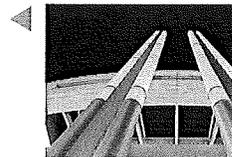
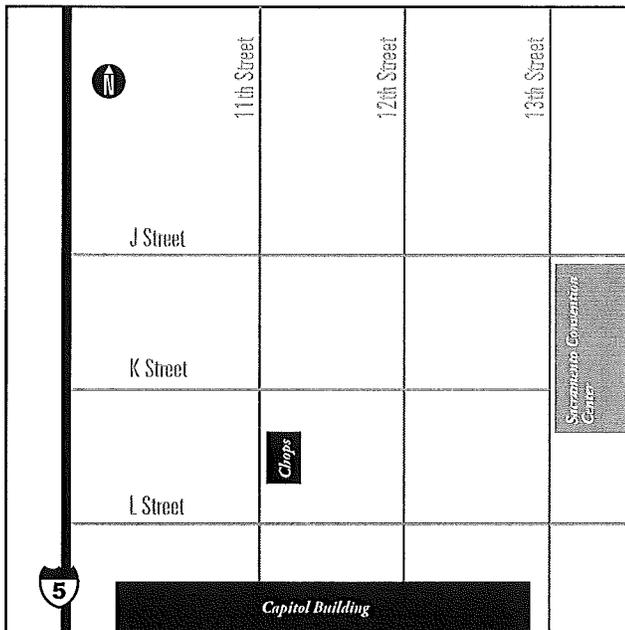
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SPECIAL DISTRICTS LEGISLATIVE DAYS

STRENGTH IN NUMBERS:
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May 14-15, 2013
 SACRAMENTO CONVENTION CENTER



Conveniently Located

Sacramento Convention Center
 1400 J Street
 Sacramento, CA 95814

City Parking Information

For parking information, visit the City of Sacramento website at www.cityofsacramento.org.

Hotel Information

The Sacramento Convention Center is conveniently located close to many downtown Sacramento Hotels that are sure to fit any district's budget. Visit www.csda.net/slld for information on available room blocks and rates.



@specialdistrict



California Special Districts Association

Stormwater and Wastewater Regulations- Costs of Compliance Forum for North Bay

Thursday, April 18, 2013
10:00 a.m. - 12 noon
Novato City Hall
901 Sherman Avenue, Novato

Parking--street parking or a small no-cost parking lot one block east of the City Hall on Reichert Avenue.

9:30-10:00 am -Sign in and coffee

Agenda

- | | |
|---|------------------------|
| I Welcome/ Introductions | 10:00-10:05 am |
| Beverly James – NBWA Water Quality Technical Committee Chair | |
| II Nutrients and Wastewater Treatment Costs | 10:05 -10:30 am |
| Ray Goebel, EOA Inc. | |
| III Stormwater Requirements and Costs | 10:30-10:55 am |
| Dan Cloak, Dan Cloak Environmental Consulting | |
| IV RWQCB | 10:55-11:15 am |
| Perspective on efforts to reduce costs of compliance:
Where does RWQCB have flexibility?
Bruce Wolfe, Executive Officer, California <i>Regional Water Quality Control Board</i> ,
San Francisco Bay Region | |
| V Facilitated Dialogue | 11:15- 11:55 am |
| * Question
* Concerns
* Suggestions | |
| VI Wrap Up | 11:55-12 noon |

Please RSVP by April 11, 2013 to: Julie Swoboda - julies@novatosan.com

Sponsored by:

- * North Bay Watershed Association- <http://www.nbwatershed.org/>
- * City of Novato

Growers push for recycled water storage options

Carneros pipeline approval prompts need for new law

March 31, 2013 7:49 pm • [PETER JENSEN](#)

With an assessment approved to pay for the design and expansion of a recycled water pipeline to the Carneros area, some grapegrowers are pushing for a change in state law that would make it easier to store that water in some local reservoirs.

Landowners approved the \$100-per-acre assessment in March, which will contribute \$1.3 million over the next three years to design the infrastructure and expand the pipe to 24 inches in diameter.

The pipeline would run from the Napa Sanitation District's plant on the east banks of the Napa River, under the river to the Stanly Ranch property and then out to the Carneros region.

The Los Carneros Water District has a will-serve letter stipulating delivery of 1,250 acre-feet of recycled water when the pipeline is constructed. Another assessment — estimated to cost \$4,200 per acre — will be needed to finance the pipeline's construction, which is estimated to cost about \$16 million total.

Water District Board President John Stewart said Friday that a change in state water regulations is needed to make it easier to store recycled water in on-stream reservoirs. Stewart said the Carneros area has some small- and large-sized reservoirs, while other property owners don't have any.

Jim Lincoln, vineyard manager for Beckstoffer Vineyards, said the majority of the reservoirs in the Carneros area are on-stream, and state law stipulates that recycled water can't be stored in these kinds of reservoirs.

"Right now it's not allowed," Lincoln said. "It's not allowed to be put in anything that's an on-stream pond."

Stewart, in a letter requesting the recycled water from the Napa Sanitation District, notes that some of these reservoirs can be converted to off-stream, which are allowed to store recycled water. He said a better solution is to allow recycled-water users to develop water management plans for storing it in on-stream reservoirs.

The idea is to give growers protection in storing this water, in case a late winter storm blew through and caused the ponds to over flow, spilling recycled water. The Los Carneros Water District would receive 850 acre-feet of recycled water in the wintertime.

Lincoln said changing the regulations would give the water district more flexibility in managing water usage. He noted that the Napa Sanitation District is allowed to discharge secondary treated water — a lower quality than the Los Carneros Water District would get — into the Napa River during high-flow periods, when it's diluted.

"It would just add flexibility to the system and add storage capacity to the system," Lincoln said.

A bill in the California Legislature from Assemblyman Marc Levine, D-San Rafael, would help to expand the use of recycled water, and Stewart said he hopes to get Napa County's representative in the state Senate, Sen. Lois Wolk, D-Davis, on board as an advocate.

The bill would create a pilot program in the San Pablo Bay area that would demonstrate the effects of storing recycled water in this fashion, said Ann Dubay, a spokeswoman for the Sonoma County Water Agency, which is supporting the legislation.

She described the reservoirs as seasonal ditches, and said the intent is to have the project include several growers by next winter to measure any effects storing the recycled water could have on water quality. She said supplementing these supplies to irrigators will reduce the stress on groundwater supplies in some parts of the North Bay Area.

"We would like to have more of that water in storage so farmers can use it in the summer," DuBay said. "We have a lot of demand for that recycled water. I think there's the possibility we could show that recycled water could be a beneficial use."