

NOVATO SANITARY DISTRICT

Meeting Date: June 24, 2013

The Board of Directors of Novato Sanitary District will hold a *closed session at 5:30 PM* followed by a regular meeting at 6:00 p.m., Monday, June 24, 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.

CLOSED SESSION CONFERENCE WITH LABOR NEGOTIATORS:

- a. District designated representatives: Beverly James, Sandeep Karkal
Employee organization: International Brotherhood of Teamsters Local 315.
- b. District designated representative: Beverly James
Unrepresented employees: Deputy Manager-Engineer, Finance Officer, Field Services Superintendent, Collection System Superintendent, Senior Engineer, Environmental Services Supervisor, Administrative Secretary.

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 June 10, 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. Grant Final Acceptance of the Pump Station Improvement Project-Unit 4, Project No. 72403-04 and authorize filing the Notice of Completion.

- b. Authorize an expenditure of \$153,098.63 for the purchase of a Continuous Mechanical Rodding Unit from Municipal Maintenance Equipment.
 - c. Approve Board meeting dates of July 8th, August 12th and 26th and cancel the meeting of July 22nd.
 - d. Approve regular, payroll and payroll-related disbursements.
6. **WASTEWATER OPERATIONS:**
- a. Wastewater Operations Committee Report.
 - b. Treatment Plant odor control, noise, and landscaping report.
7. **SOLID WASTE:**
- a. Joint City/District Solid Waste Committee report.
 - b. Consider approval of contract with DLJ Associates to provide Household Hazardous Waste and AB939 services for 2013-14.
8. **FINANCIAL:**
- a. Consider approval of the Preliminary Budget for fiscal years 2013/14 and 2014/15.
9. **PERSONNEL**
- a. Consider approval of salaries for management and confidential personnel effective July 1, 2013.
 - b. Consider adoption of a Resolution amending Lincoln National Life Insurance Company 401(a) Plan.
10. **BOARD OF DIRECTORS:**
- a. Election of officers for 2013-14.
 - b. Appointment of Secretary/Treasurer and Secretary/Treasurer Pro Tem for 2013-14.
 - c. Consider authorization of the check signers for 2013-14.
11. **STAFF REPORTS:**
- a. Treatment plant tour.
12. **BOARD MEMBER REPORTS:**
13. **MANAGER'S ANNOUNCEMENTS:**
14. **ADJOURN:**

Next resolution no. 3058

Next regular meeting date: Monday, July 8, 2013, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

AGENDA/Board of Directors
Meeting Date: June 24, 2013

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.

June 10, 2013

A meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, June 10, 2013, at the District Offices, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: John Bailey, Project Manager, Veolia Water
John O'Hare, Technical Director, Veolia Water
Andrew Oko, Environmental Services Supervisor, Novato Sanitary District
Bob Guinan, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as written.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the May 13, 2013 meeting. Member Long requested the following corrections be made to the minutes regarding the location of the CASA conference: *CASA meeting which was held in ~~Indian Wells~~, **Newport Beach**, CA...*

On motion of Member Long, seconded by Member Peters and carried with the following vote, the minutes of the May 13, 2013 Board meeting were approved as corrected: Ayes: Di Giorgio, Long, Mariani and Peters. Member Welsh abstained because he was absent from the meeting.

CONSENT CALENDAR:

Member Welsh requested items (a) and (c) be removed for further discussion. In respect to item (a), he questioned the contract with Duke's Root Control. The Manager stated that an important part of the District's annual Collection System maintenance activity was to control and abate tree roots that intrude into the main sewer lines.

In respect to item (c), Member Welsh requested clarification of the disbursement to Patricia Elliot, Attorney at Law. The Manager stated that the disbursement related to a confidential personnel matter.

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

- a. Approval of a contract in the amount of \$71,132 with Duke's Root Control, Inc., and authorization for the Manager-Engineer to execute the contract.
- b. Approval of a temporary Discharge Permit for Groundwater Discharge - Caltrans Bridge Construction Project.
- c. Approval of regular disbursements in the amount of \$48,099.03, project account disbursements in the amount of \$44,349.31 and Board member disbursements in the amount of \$3,031.19. The approval and ratification of May 28th regular disbursements in the amount of \$303,448.49, project account disbursements in the amount of \$99,312.23, and May payroll and payroll-related disbursements in the amount of \$240,514.20.

WASTEWATER TREATMENT PLANT:

- Odor Control and Landscaping Report. John Bailey, Veolia Water, commented that odor complaints had been received earlier in the day from the Lea Drive neighborhood. He explained that the grit storage room was opened briefly for maintenance which allowed for mal-odors to escape unfiltered. He stated that the neighbors have been notified of approximate dates/times when further maintenance will be performed as there may be odors produced during the episodes.

Resident Bob Guinan asked if the new odor consultant from Brown & Caldwell (B&C) could meet with the Lea Drive residents to discuss their odor concerns. The Manager stated that the Deputy Manager-Engineer and the Project Manager continue to regularly meet with the Lea Drive residents to discuss odor issues. The Deputy Manager-Engineer noted that as part of B&C's scope of study, they would be conducting odor testing in the Lea Drive neighborhood but was not sure if the scope of study from the proposal included direct communication with the residents.

The Manager outlined the ongoing efforts the District continues to take regarding landscaping, odor control and noise abatement.

- Consider approval of purchase order with Stiles Construction to replenish the media in the odor control biofilters. The Manager stated that the wood waste media installed in the odor beds was in need of replenishment due to shifting, settling, and the natural break down of the material.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board authorized the Manager-Engineer to execute a purchase order with Stiles Construction in the amount of \$23,654 to replenish media on the four odor control biofilter units at the District treatment plant.

- Consider approval of a proposal from Pi2 Technologies to cover and treat the air from the anoxic zones in the aeration basins. The Manager reviewed a modular covering system (PODZ) as developed by Pi2 Technologies and stated that staff recommends installing the PODZ on anoxic Zones 2 and 3 in two of the aeration basins as a pilot project for odor reduction. She noted that odor control testing to monitor efficiency would be accomplished by Brown & Caldwell.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board authorized the Manager-Engineer to accept the proposal from Pi2 Technologies to cover and treat the air from the anoxic zones in the aeration basins in the amount of \$30,000 plus shipping.

WASTEWATER TREATMENT PLANT UPGRADE PROJECT 73001, CONTRACT C:

- Consider approval of a proposal from RMC Water to provide design services during construction and authorize the Manager-Engineer to execute an agreement on a time and materials basis for an amount not-to-exceed \$248,000. The Deputy Manager-Engineer gave an overview of the scope of the solids handling/digester No. 2 upgrades project, stating that the expected duration of the project was 18 months. He discussed the proposed design services being requested from RMC Water for the project and requested the Board approve the contract.

On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved the proposal from RMC Water to provide design services during construction of the WWTP Upgrade Project – Contract C, Solids Handling/Digester No. 2 Upgrades, Project No. 73001 and authorized the Manager-Engineer to execute an agreement with RMC on a time and materials basis for an amount not-to-exceed \$248,000.

COLLECTION SYSTEM IMPROVEMENTS PROJECT 72706:

- Review bids received for the Olive Street Pump Station Force Main Project, reject all bids, and authorize the Manager-Engineer to so inform all bidders. The Deputy Manager-Engineer stated that three bids were received on May 1st for the Olive Street Pump Station Force Main Rehabilitation Project. He stated that after reviewing the bids, subsequent information became available and the District will be evaluating potential alternatives to the current design.

On motion of Member Peters, seconded by Member Long and carried unanimously, the Board formally rejected all bids received for the Collection System Improvements Project 72706: Olive Street Pump Station Force Main Rehabilitation Project and authorized the Manager-Engineer to so inform all bidders.

STRATEGIC PLAN:

- Review Draft Final Strategic Plan and provide direction to staff. The Manager reviewed the Draft Final Strategic Plan Update as prepared by Martin Rauch, Rauch Communications Consultants. She noted that the Draft Plan was reviewed and discussed by the Strategic Planning and New Facilities Committee at their meeting on May 7, 2013. The Board discussed the plan and edits were suggested. The Manager requested the Board return any additional comments to her within two weeks as the final Strategic Plan is scheduled to be presented at the July 8th Board meeting.

MARIN COUNTY CIVIL GRAND JURY

- Receive 2012/13 Marin County Civil Grand Jury Report: Marin's Retirement Health Care Benefits: The Money Isn't There. The Manager gave an overview of the Grand Jury's report as released on June 3, 2013 and discussed the District's retirement program. She stated that the District has taken steps to reduce its retiree medical liabilities and noted that the report addresses an issue that has serious financial implications and merits a thoughtful response. The Manager stated that she would work with the Finance Committee to review the findings and recommendations from the Report and prepare a draft response for review and approval by the Board of Directors. She noted that a formal response to the Marin County Civil Grand Jury will be due near August 30th.

BOARD OF DIRECTORS:

- Presidential appointment of Adhoc Labor Relations Committee. President Di Giorgio noted that the current Adhoc Labor Relations Committee members are Director Peters and himself. President Di Giorgio appointed Member Long and reappointed Member Peters to serve on the Adhoc Labor Relations Committee. The nominations were accepted by both directors. The Manager suggested the committee meet after June 18th with IEDA Labor Relations Consultant Austris Rungis.

FINANCIAL

- Presentation of the Preliminary Budget for fiscal years 2013/14 and 2014/15. The Manager discussed the Preliminary Budget and stated that the regular sewer service charge would increase 3.8% to \$514 from the current \$495. She gave an overview of the issues affecting the operating and the capital budgets. She requested the Board bring any edits/comments to her as soon as possible as the preliminary budget will be accepted at the June 24th Board meeting.

- Set date of July 8, 2013 for public hearing on individual sewer service charges and adoption of resolution confirming report on sewer service charges.

On motion of Member Long, seconded by Member Peters and carried unanimously, the Board set the date of July 8, 2013 for a public hearing on individual sewer service charges and adoption of a resolution confirming report on sewer service charges.

STAFF REPORTS:

- Public Outreach events. The Manager stated that the District participated in the Novato Art, Wine and Music festival on June 8th and 9th. She noted that it was a cooperative effort between the District and Novato Disposal. The Manager stated that the District also participated in the Fairfax EcoFest on June 8th. She noted that both events were successful and educational.

The Manager stated that the District would be participating in Novato's Fourth of July parade and that staff would be driving the District's televising van.

- North Bay Water Reuse Authority May Workshop. The Manager gave a PowerPoint presentation from the North Bay Water Reuse Authority's May 20th workshop titled: Marin County: Partnership with Novato Sanitary District and Las Gallinas Valley Sanitary District on Multi-Purpose Flood Control and Habitat Enhancement. She stated that the next workshop would take place on August 19th and she encouraged all Board members to attend.

BOARD MEMBER REPORTS:

- North Bay Water Reuse Authority May Workshop. Member Long commented on his participation at the May 20th workshop which was held at the Novato City Hall.

- North Bay Watershed Association June meeting. President Di Giorgio commented on his participation at the June 7th NBWA meeting that was held at the District office and discussed the presentations.

MANAGER'S ANNOUNCEMENTS:

- The Wastewater Operations Committee meeting will be held on Monday, June 17th at 2:00 p.m. at the District office.

- The next Regular Board Meeting will be held on Monday, June 24th at 6:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Di Giorgio adjourned the meeting at 8:17 p.m.

Respectfully submitted,

Beverly B. James
Secretary

Julie Swoboda, Recording

**NOVATO SANITARY DISTRICT
BOARD AGENDA ITEM SUMMARY**

TITLE: Consent Calendar: Pump Station Improvement Project – Unit 4, Project No. 72403-04	MEETING DATE: June 24, 2013 AGENDA ITEM NO.: 5.a.
RECOMMENDED ACTION: Consider granting Final Acceptance of the Project and authorize staff to file the Notice of Completion.	
SUMMARY AND DISCUSSION: <p>On July 9th, 2012 the District’s Board of Directors awarded the Contract for the Unit 4 Pump Station Rehabilitation Project to W.R. Forde Associates, Inc. for a low bid amount of \$1,377,000. The work began on the project on September 4, 2012 and substantial completion was granted on the following dates:</p> <ul style="list-style-type: none"> • Hamilton Pump Station No. 01 on 3/18/13 • Del Oro Lagoon Pump Station (BMK No. 10) on 4/2/13 • Caribe Isle Pump Station (BMK No. 9) on 4/9/13 <p>The Contractor has completed the contract work and the project is ready for final acceptance. The final cost of the project is \$1,409,725 or \$32,725 (2.4%) over the bid amount.</p> <p>It is recommended that final acceptance be granted and staff authorized to file the Notice of Completion.</p>	
ALTERNATIVES: None	
BUDGET INFORMATION: The FY12-13 budget amount for this project is \$1,900,000, of which about \$1,682,978 has been expended as of May 31, 2013	
DEPT.MGR.:	MANAGER:

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Vehicle Replacement: Account No. 60290; Mechanical Rodder	MEETING DATE: June 24, 2013 AGENDA ITEM NO.: 5.b.												
RECOMMENDED ACTION: Authorize an expenditure of \$153,098.63 for the purchase of a Continuous Mechanical Rodding unit from Municipal Maintenance Equipment (MME).													
SUMMARY AND DISCUSSION: <p>The District's existing mechanical rodding unit was purchased in 1995, and needs a major overhaul. Staff evaluated the overhaul versus the purchase of a new model and determined that it would be more cost effective in the long term to purchase a new unit. Therefore, staff solicited proposals and worked with different vendors to select a unit that would be best suited to the District's long term operational needs.</p> <p>Two vendors (WECO Industries and Municipal Maintenance Equipment) submitted three proposals with budget quotes. All three budget quotes and the proposed units were evaluated and deemed suitable for the District's main line cleaning operational needs. After evaluating the merits of each unit, staff requested and received proposals and final/current price quotes from each vendor as listed below.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Vendor</th> <th style="padding: 5px;">Equipment Manufacturer</th> <th style="padding: 5px;">Cost</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">MME</td> <td style="padding: 5px;">Sreco</td> <td style="padding: 5px;">\$153,098.63</td> </tr> <tr> <td style="padding: 5px;">Weco Ind.</td> <td style="padding: 5px;">OK Champion</td> <td style="padding: 5px;">\$255,566.80</td> </tr> <tr> <td style="padding: 5px;">Weco Ind.</td> <td style="padding: 5px;">Seca</td> <td style="padding: 5px;">\$198,804.16</td> </tr> </tbody> </table> <p>After thorough evaluation of the different units/proposals, staff recommends the purchase of the Sreco unit with the International Terrastar cab and chassis option from MME. The Sreco unit is comparable to the District's existing mechanical rodding unit and is the best suited of the evaluated units, to meet the Districts operational needs.</p> <p>The FY2012-13 Vehicle Replacement Fund includes a budget amount of \$150,000 for the purchase of a Continuous Mechanical Rodding unit. The additional amount of about \$3,100 will be allocated from the Collections Vehicle Replacement Account No. 60290. Staff recommends that the Board approve the purchase of a Sreco continuous rodding unit from MME in the amount of \$153,098.63, and authorize the Manager-Engineer to execute a purchase order for its purchase.</p>		Vendor	Equipment Manufacturer	Cost	MME	Sreco	\$153,098.63	Weco Ind.	OK Champion	\$255,566.80	Weco Ind.	Seca	\$198,804.16
Vendor	Equipment Manufacturer	Cost											
MME	Sreco	\$153,098.63											
Weco Ind.	OK Champion	\$255,566.80											
Weco Ind.	Seca	\$198,804.16											
ALTERNATIVES: Do not approve the purchase.													
BUDGET INFORMATION: This purchase will be funded from FY2012-13 Vehicle Replacement Fund which has a budget amount of \$150,000 for the purchase of a replacement continuous rodding unit, and Account No. 60290 – Vehicle Replacement which has a FY12-13 budget amount of \$40,000, of which no funds have been expended.													
DEPT.MGR.:	MANAGER:												

Novato Sanitary District Operating Check Register

June 24, 2013

Date	Num	Name	Credit
Jun 24, 13			
6/24/2013	55788	Veolia Water North America, ...	158,258.03
6/24/2013	55782	Pacific, Gas & Electric	56,031.99
6/24/2013	55770	CSRMA-	25,000.00
6/24/2013	55785	Stiles Construction Company	19,712.00
6/24/2013	55766	B.W.S. Distributors, Inc.	15,810.57
6/24/2013	55783	Redwood Coast Petroleum	9,950.40
6/24/2013	55765	American Express-21007	5,289.09
6/24/2013	55779	North Marin Water District - L...	2,585.00
6/24/2013	55778	North Marin Water District	2,437.41
6/24/2013	55774	Incrementum	2,302.00
6/24/2013	55773	EOA, Inc.	1,992.54
6/24/2013	55780	North Marin Water District Pa...	1,180.24
6/24/2013	55790	WaterSavers Irrigation Inc.	1,169.10
6/24/2013	55784	Restoration Management Co...	983.06
6/24/2013	55771	Dan Cloak Environmental Co...	904.38
6/24/2013	55772	Empire Mini Storage - Novato	810.00
6/24/2013	55768	CED Santa Rosa, Inc	697.00
6/24/2013	55776	North Bay Truck Service	617.12
6/24/2013	55787	Telstar Instruments Inc	612.80
6/24/2013	55789	Verizon EQ	597.79
6/24/2013	55775	Labworks Equipment, Inc.	403.71
6/24/2013	55786	T & B Sports	332.33
6/24/2013	55767	Cagwin & Dorward Inc.	329.00
6/24/2013	55781	Orkin Pest Control, Inc.	127.60
6/24/2013	55769	Cook Paging	66.30
6/24/2013	55777	North Marin Auto Parts	58.32
Jun 24, 13			<u>308,257.78</u>

Novato Sanitary District
Operating Check Register Detail
June 24, 2013

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
American Express-21007			
	06/17/2013	66170 · Travel, Meetings & Training	228.92
	06/17/2013	60060 · Gas, Oil & Fuel	738.15
	06/17/2013	65060 · Gasoline & Oil	363.56
	06/17/2013	60100 · Operating Supplies	639.93
	06/17/2013	67520 · Outreach/Publicity/Education	162.44
	06/17/2013	21015 · American Express	998.71
	06/17/2013	66150 · Repairs & Maintenance	38.74
	06/17/2013	66085 · Safety	343.92
	06/17/2013	66124 · IT/Misc Electrical	927.47
	06/17/2013	66090 · Office Expense	576.74
	06/17/2013	60100 · Operating Supplies	270.51
Total American Express-21007			<u>5,289.09</u>
B.W.S. Distributors, Inc.			
	06/07/2013	60150 · Repairs & Maintenance	7,458.38
	06/07/2013	65150 · Repairs & Maintenance	8,352.19
Total B.W.S. Distributors, Inc.			<u>15,810.57</u>
Cagwin & Dorward Inc.			
	06/01/2013	66150 · Repairs & Maintenance	329.00
Total Cagwin & Dorward Inc.			<u>329.00</u>
CED Santa Rosa, Inc			
	06/07/2013	66124 · IT/Misc Electrical	697.00
Total CED Santa Rosa, Inc			<u>697.00</u>
Cook Paging			
	06/01/2013	61000-4 · Water/Permits/Telephone	24.00
	06/01/2013	65193 · Telephone	30.83
	06/01/2013	60193 · Telephone	11.47
Total Cook Paging			<u>66.30</u>
CSRMA-			
	06/17/2013	66071 · Insurance Claim Expense	25,000.00
Total CSRMA-			<u>25,000.00</u>
Dan Cloak Environmental Consulting			
	06/04/2013	66123 · O/S Contractual	904.38
Total Dan Cloak Environmental Consulting			<u>904.38</u>
Empire Mini Storage - Novato			
	06/24/2013	66123 · O/S Contractual	810.00
Total Empire Mini Storage - Novato			<u>810.00</u>
EOA, Inc.			
	05/20/2013	66123 · O/S Contractual	1,992.54
Total EOA, Inc.			<u>1,992.54</u>
Incrementum			
	06/17/2013	66124 · IT/Misc Electrical	2,302.00
Total Incrementum			<u>2,302.00</u>
Labworks Equipment, Inc.			
	06/05/2013	64150 · Repairs & Maintenance	403.71
Total Labworks Equipment, Inc.			<u>403.71</u>
North Bay Truck Service			
	04/01/2013	60150 · Repairs & Maintenance	35.29
	06/07/2013	65150 · Repairs & Maintenance	254.01
	06/12/2013	60150 · Repairs & Maintenance	327.82
Total North Bay Truck Service			<u>617.12</u>
North Marin Auto Parts			
	06/04/2013	60150 · Repairs & Maintenance	43.93
	06/04/2013	60100 · Operating Supplies	14.39
Total North Marin Auto Parts			<u>58.32</u>

Novato Sanitary District
Operating Check Register Detail
June 24, 2013

	<u>Date</u>	<u>Account</u>	<u>Debit</u>
North Marin Water District			
	06/06/2013	60192 · Water	1,226.13
	06/06/2013	65192 · Water	59.52
	06/13/2013	63192 · Water - Reclamation	976.12
	06/13/2013	65192 · Water	175.64
Total North Marin Water District			<u>2,437.41</u>
North Marin Water District - Lab			
	06/05/2013	64160 · Research & Monitoring	2,585.00
Total North Marin Water District - Lab			<u>2,585.00</u>
North Marin Water District Payroll			
	06/07/2013	64010 · Salaries & Wages	1,180.24
Total North Marin Water District Payroll			<u>1,180.24</u>
Orkin Pest Control, Inc.			
	06/20/2013	66150 · Repairs & Maintenance	127.60
Total Orkin Pest Control, Inc.			<u>127.60</u>
Pacific, Gas & Electric			
	06/03/2013	65191 · Gas & Electricity	13.23
	06/03/2013	65191 · Gas & Electricity	1.55
	06/05/2013	61000-5 · Gas & Electricity	40,982.08
	06/05/2013	63191 · Gas & Electricity	5,040.28
	06/05/2013	65191 · Gas & Electricity	668.68
	06/05/2013	65191 · Gas & Electricity	9,188.34
	06/05/2013	65191 · Gas & Electricity	137.83
Total Pacific, Gas & Electric			<u>56,031.99</u>
Redwood Coast Petroleum			
	04/29/2013	60060 · Gas, Oil & Fuel	5,718.62
	04/29/2013	63060 · Gasoline & Oil	914.98
	04/29/2013	64060 · Gasoline & Oil	571.86
	04/29/2013	65060 · Gasoline & Oil	914.98
	04/29/2013	66060 · Gasoline & Oil	1,829.96
Total Redwood Coast Petroleum			<u>9,950.40</u>
Restoration Management Company			
	06/03/2013	66071 · Insurance Claim Expense	983.06
Total Restoration Management Company			<u>983.06</u>
Stiles Construction Company			
	06/18/2013	61000-3 · Major Repair/Replacement	19,712.00
Total Stiles Construction Company			<u>19,712.00</u>
T & B Sports			
	06/06/2013	60085 · Safety	288.03
	06/06/2013	66085 · Safety	44.30
Total T & B Sports			<u>332.33</u>
Telstar Instruments Inc			
	05/31/2013	65153 · Outside Services, Electrical	612.80
Total Telstar Instruments Inc			<u>612.80</u>
Veolia Water North America, Inc.			
	05/01/2013	61000-1 · Fixed Fee	158,258.03
Total Veolia Water North America, Inc.			<u>158,258.03</u>
Verizon EQ			
	05/28/2013	65193 · Telephone	597.79
Total Verizon EQ			<u>597.79</u>
WaterSavers Irrigation Inc.			
	06/07/2013	63150 · Repairs & Maintenance	1,169.10
Total WaterSavers Irrigation Inc.			<u>1,169.10</u>
TOTAL			<u><u><u>308,257.78</u></u></u>

Novato Sanitary District Capital Projects Check Register

June 24, 2013

Date	Num	Name	Credit
Jun 24, 13			
6/24/2013	2532	Covello Group, The	9,140.69
6/24/2013	2534	Linscott Engineering Contrac...	2,999.91
6/24/2013	2535	Steiny & Company, Inc	2,073.36
6/24/2013	2533	Daniel Macdonald AIA Archit...	60.00
Jun 24, 13			14,273.96

Novato Sanitary District
Capital Projects
Check Register Detail
June 24, 2013

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Covello Group, The			
	05/31/2013	72706 · 2008 Collection System Improv	1,105.00
	05/31/2013	73001 · WWTP Upgrade - Contract C	1,935.00
	05/31/2013	73002 · WWTP Up - Cont D - Rec- ARRA Fu	3,805.69
	05/31/2013	72706 · 2008 Collection System Improv	<u>2,295.00</u>
Total Covello Group, The			9,140.69
Daniel Macdonald AIA Architects, Inc.			
	05/31/2013	72805 · Annual Trtmt Plnt/Pump St Impr	<u>60.00</u>
Total Daniel Macdonald AIA Architects, Inc.			60.00
Linscott Engineering Contractors Inc			
	05/30/2013	72804 · Annual Reclamation Fac Imp	<u>2,999.91</u>
Total Linscott Engineering Contractors Inc			2,999.91
Steiny & Company, Inc			
	06/13/2013	73002 · WWTP Up - Cont D - Rec- ARRA Fu	<u>2,073.36</u>
Total Steiny & Company, Inc			<u>2,073.36</u>
TOTAL			<u><u>14,273.96</u></u>

Novato Sanitary District
Payroll and Payroll Related Check Register
June 2013

<u>Date</u>	<u>Description</u>	<u>Amount</u>
06/30/2013	June Payroll	114,004.91
06/30/2013	June Retiree Health Benefits	15,978.71
06/21/2013	CalPers Health	31,822.87
06/21/2013	CALPERS Retirement	21,418.77
06/21/2013	United States Treasury	21,073.98
06/21/2013	CalPers Supplemental Income Plan	6,750.00
06/21/2013	EDD	5,848.73
06/21/2013	Lincoln Financial Group	7,085.21
06/21/2013	Lincoln Financial Group-401a Plan	4,299.06
06/21/2013	Lincoln Financial Group-401a Plan	4,025.12
06/21/2013	CALPERS Retirement	4,544.81
06/21/2013	Local Union 315	600.00
06/21/2013	Marin Employ Federal Credit Union	517.00
06/21/2013	Operating Engineers Local 3 RHSP	310.32
		<u>238,279.49</u>

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations Report for April and May 2013	MEETING DATE: June 24, 2013 AGENDA ITEM NO.: 6.a.
RECOMMENDED ACTION: Information. Receive report.	
SUMMARY AND DISCUSSION: <p>The April and May 2013 operations reports for the wastewater treatment, collection, and reclamation facilities are attached.</p> <p>Wastewater Treatment Facility</p> <p>The Novato Treatment Plant (NTP) remained in Bay discharge mode through May 2013 and water quality performance was excellent for both April and May with all parameters well within effluent standards. There were no significant maintenance issues to report. Safety performance was excellent with accident-free months in April and May, for a total of 1,094 accident-free days at the end of May 2013. The Recycled Water Facility commenced operation during this period, and produced 12.9 million gallons of recycled water in May. Routine maintenance activities were performed at the NTP and the Ignacio Transfer Pump Station (ITPS). Odor complaints for the month are summarized in the attached operations reports.</p> <p>Collection System</p> <p>The Collection System report summarizes the monthly and year-to-date performance, and a comparison of these performances against the prior year.</p> <p>For April and May, the crews cleaned and televised a total of 69,086 feet and 49,276 ft of sewer line respectively. The average cleaning rates for April and May were 164 feet/hour versus 187 feet/hour for the previous month.</p> <p>The CCTV van was in the field for a total of 21 and 17 working days during the months of April and May, for CCTV production of 27,756 ft and 27,913 ft respectively.</p> <p>There were no lost time accidents in April and May for a total of 120 accident-free days at the end of May 2013.</p> <p>The District had no (zero) Sewer System Overflows (SSOs) in April. There was one minor Category II event totaling 158 gallons in May, which was fully contained within the curb and gutter pan, and completely recovered.</p> <p>Reclamation Facility</p> <p>In April, the rancher moved in harvesting equipment to begin haying, and staff activated the irrigation system on Site 2 to irrigate the parcels seeded earlier in the year. In May, haying operations were completed and baled hay was removed from most of Sites 3 & 7 in preparation for irrigation. Parcels in Site 2 seeded earlier this year with pasture grass failed to germinate due to lack of rainfall. Conduit chases for freshwater and control wires were installed across a new ditch in Site 7 (which was installed last fall to achieve better rainwater runoff). New flange coupling adapters were installed on the Irrigation Strainers. Staff completed compiling and reviewing the data to submit to PG&E to determine if a rebate program is available from PG&E for the replacement of Irrigation Pump No. 2.</p>	
DEPT.MGR.:	MANAGER-ENGINEER:

May 20, 2013

A regular meeting of the Wastewater Operations Committee of Novato Sanitary District was held at 4:00 p.m., Monday, May 20, 2013, at the District Office, 500 Davidson Street, Novato.

MEMBERS PRESENT: NSD Board Members William Long and Jerry Peters.

STAFF PRESENT: Beverly James, Manager-Engineer
Sandeep Karkal, Deputy Manager-Engineer
Steve Krautheim, Field Services Superintendent
Julie Swoboda, Administrative Secretary
John Bailey, Project Manager, Veolia Water
(*Tim O'Connor, Collection Systems Supervisor was absent.*)

ALSO PRESENT: Lynda Rodefer, Veolia Water

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

APPROVAL OF MEETING MINUTES FOR APRIL 15, 2013: The April 15, 2013 minutes were approved as written.

WASTEWATER TREATMENT FACILITIES OPERATIONS AND MAINTENANCE REPORT FOR APRIL 2013:

- Treatment Plant Performance Report, Maintenance Report and Safety & Training: John Bailey, Plant Manager, Veolia Water, reported on the treatment plant performance for the month of April. He stated that there were no permit exceedances, violations or excursions and noted that April flows remain low as a dry weather pattern continues.

Mr. Bailey reported on the key events at the Novato treatment facility, the Ignacio transfer pump station, the recycled water plant and the lagoons. He stated that the secondary clarifier #2 at the Novato facility was taken out of service and that the secondary clarifier #1 was placed back into service. He stated that aeration basin #3 was taken out of service.

Mr. Bailey reported that Veolia employees have been accident free for a total of 1,063 days/48,473 hours. He discussed the safety training for the month and reviewed the treatment plant performance graphs.

- Odor control: Sandeep Karkal, Deputy Manager-Engineer, stated that staff continues to work to address issues of concern relating to odor control, noise, and landscaping. In regards to odor control, he stated that the District had received a proposal from Brown and Caldwell (B&C) to evaluate current issues associated with residential complaints regarding continuing odors of the aeration basins. The Deputy Manager-Engineer stated that the Board

of Directors at their May 13th meeting, approved the proposed contract with B&C and directed staff to execute the contract. He stated that B&C will provide guidance in addressing odor complaints from nearby neighbors and improving plant operations. The Deputy Manager-Engineer stated that David McEwen, local odor control specialist, has been completing odor control studies and designs since 1999 and stated he is confident with B&C's field testing and scientific approach to odor control.

The Manager discussed a modular covering solution for the aeration basins which would also provide odor control. She noted that she has requested a proposal from Pi² Technologies to provide the modular units with delivery and installation anticipated for July. She noted that the proposed cost will be approximately \$30,000.

- Noise update: The Manager discussed the efforts previously made to abate noise relating to the fans for the main odor control biofilter unit. She stated that current sound measurements at the property line on Lea Drive indicate that the sound levels are those of an "average quiet street" and well below the 60 decibels the Novato General Plan specifies for residential neighborhoods. The Manager stated that the District requested a quote to enclose the blowers in an engineered building but that the lowest quote was approximately \$75,000. She stated that at this time, the District is awaiting a proposal from a sound insulation specialist.

- Landscaping progress report: The Manager reported that the tall weeds have been cut back for fire control and she discussed the vegetation currently being planted. She noted that the Tulip Trees have been replaced with Leland Cypress trees.

COLLECTION SYSTEM OPERATION AND MAINTENANCE REPORT FOR APRIL 2013:

Deputy Manager-Engineer Sandeep Karkal gave the report on behalf of Tim O'Connor, Collections System Superintendent, who was absent. The Deputy Manager-Engineer discussed the Collections System Monthly Report for April 2013. He reported that the Collections System crew cleaned a total of 27,756 feet of sewer pipeline and that the department completed 374 maintenance work orders which were generated in April. He discussed pump station maintenance and noted that approximately 244 lift station inspections were conducted.

The Deputy Manager-Engineer stated that there were no sanitary sewer overflows during April and that safety performance for the Collections System department was good with a total of 89 accident-free days. He reported that staff issued one Standard Operating Procedure (SOP's) during the month: Manhole Opening Procedure.

RECLAMATION FACILITY REPORT FOR APRIL 2013:

Steve Krautheim, Field Services Superintendent, presented the Reclamation Facilities report for April 2013. He stated that the rancher has moved harvesting equipment in to begin haying operations in May. He noted that the irrigation system on Site 2 was activated to irrigate the parcels seeded earlier this year. Mr. Krautheim noted that the supply of recycled

water to Stonetree Golf Course began in late February and is continuous at this point. He estimated that approximately 500,000 gallons of recycled water are delivered to North Marin Water District each day.

ADJOURNMENT: There being no further business to come before the Committee, the meeting adjourned at 5:12 p.m. The next Wastewater Operations Committee meeting will be held on Monday, June 17th.

Respectfully submitted,



Beverly James
Manager-Engineer

Julie Swoboda, Recording

DRAFT



June 12, 2013

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

Subject: Veolia Water Operations Report – May 2013

Dear Ms. James:

We are pleased to provide this updated activity report for May 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
May 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)

TABLE OF CONTENTS

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

TREATMENT PLANT PERFORMANCE SUMMARY: May 2013:**Bay Discharge**

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	4.23	4.81	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)	10,096	21,845	N/A	N/A
Influent TSS, lb/day (monthly ave/max)	11,893	14,941	N/A	N/A
Effluent BOD ₅ , mg/L (monthly ave/weekly max)	<8	11	15	30
Effluent TSS, mg/L (monthly ave/weekly max)	<4	6	10	20
Effluent BOD ₅ - % Removal, Minimum	97	N/A	85	N/A
Effluent TSS - % Removal, Minimum	98	N/A	85	N/A
Ammonia, mg/L – (monthly ave/daily max)	<0.13	0.24	6	21
pH, su (min / max)	6.9	7.1	6.5	8.5
Enterococcus, mpn (30 day geo mean)	3.0	N/A	35	N/A
Fecal Coliform, mpn (30 day median)	8	N/A	140	N/A
Fecal Coliform, mpn (90 th percentile)	23	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:****Novato**

- Routine rounds, readings and maintenance
- Secondary Clarifier #2 taken out of service, drained and cleaned
- Aeration Basin #3 cleaned, aerators submerged and environmentally friendly dye added to prevent algae growth while out of service
- Updated Spill Prevention Control and Countermeasures Plan (SPCC)
- Solicited quote for topping off biofilters (odor beds)
- Purchased batteries for Uninterruptible Power Supply (UPS) for Operations Center
- Site cleanup weeding and landscaping
- Annual generator maintenance by Cal-Diesel
- Broken water line at UV Generator (repaired)
- Screening Auger Compactor failed (broken shaft) Ordered replacement attempted repair (weld)

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance
- Ordered Channel Monster Grinder replacement cutter cartridge replacement
- Annual generator maintenance by Cal-Diesel
- Site cleanup weeding and landscaping

Recycled Water Plant

- Performed plant rounds and maintenance
- Produced 12.9 million gallons of recycled water in May.

Sludge Lagoons

- Performed daily checks
- Site cleanup weeding and landscaping

ADMINISTRATION:

- Electronic Self Monitoring Report for April submitted on 5/29/13

SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTF completed
- Five Minute Tailgate training is held daily with the O&M staff.
- No safety incidents for the month of May 2013
- Accident Free: 6/1/10 – 4/30/13: 1,094 days / 49,886 hours

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
Mel Demsky	Regional Director of Asset Management
Dan Brown	Asset Manager

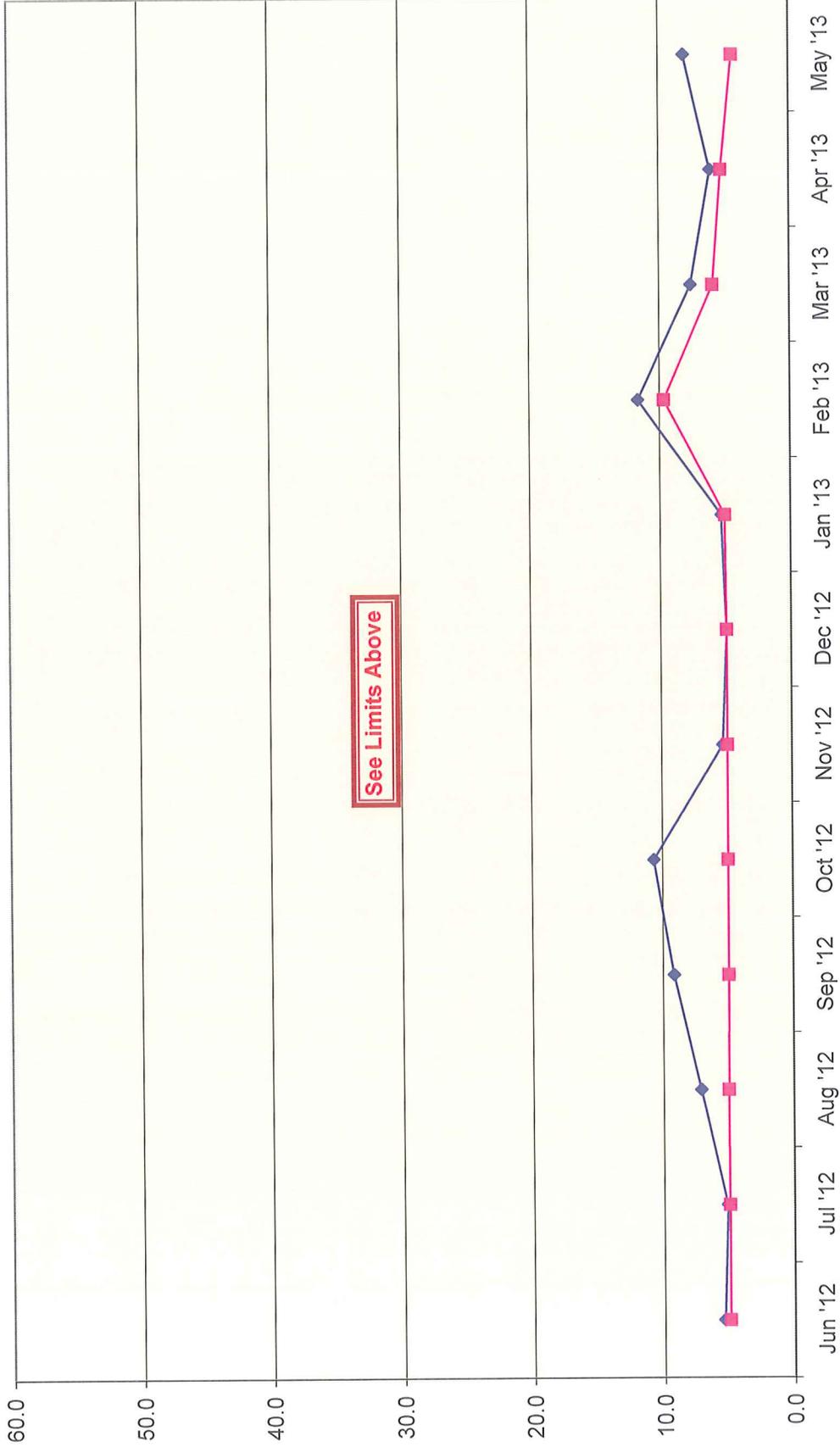
Influent Load BOD / TSS lbs



Effluent BOD / TSS Concentration

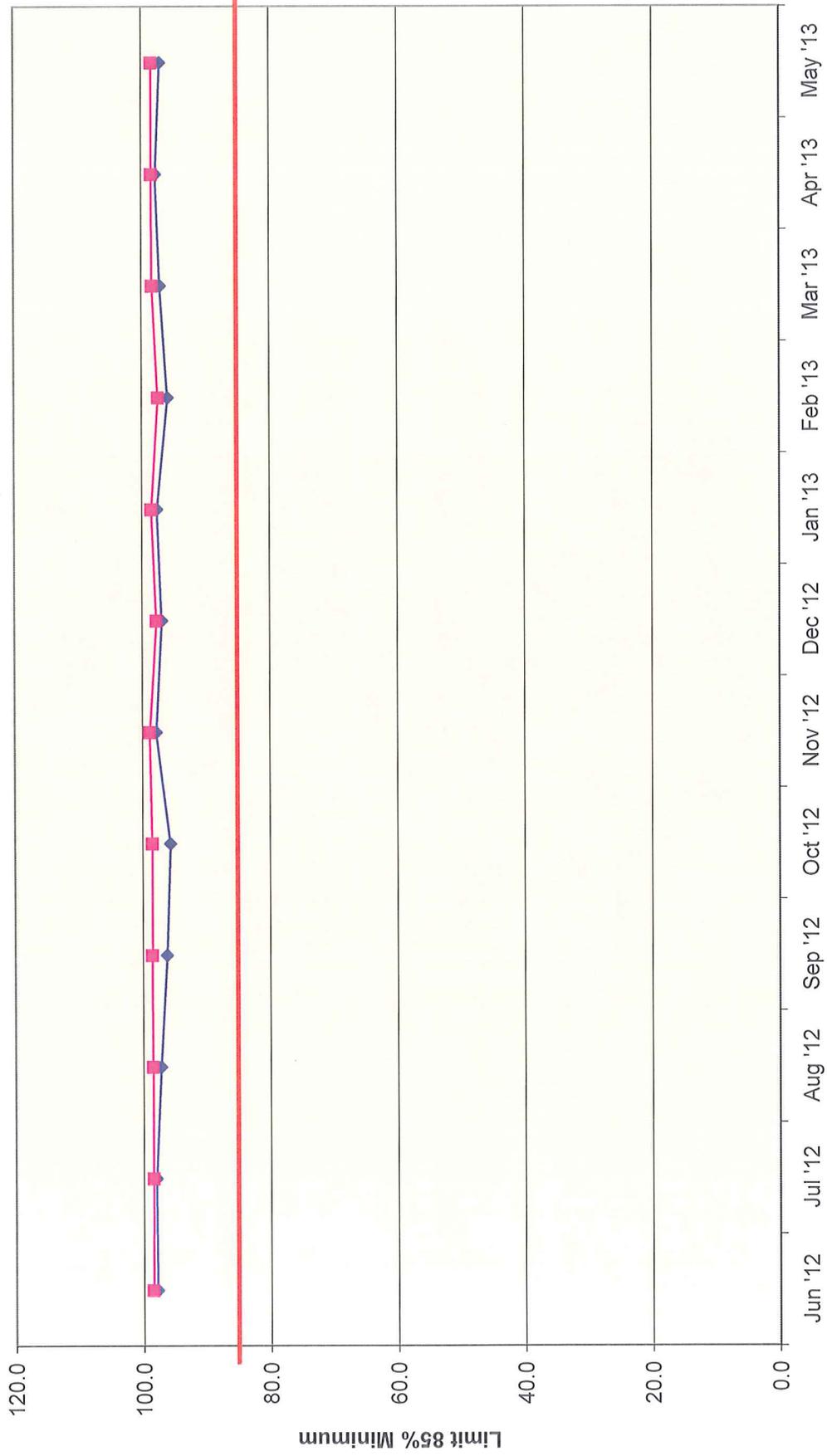
NPDES LIMITS WET SEASON
BOD & TSS - 30 mg/L Monthly Ave, 45 mg/L Weekly Ave
NPDES LIMITS DRY SEASON
BOD - 15 mg/L Monthly Ave, 30 mg/L Weekly Ave
TSS - 10 mg/L Monthly Ave, 20 mg/L Weekly Ave
WDR (Waste Discharge Requirements) RECLAMATION
BOD - 40 mg/L

—◆— BOD —■— TSS



BOD / TSS Percent Removal

—◆— BOD —■— TSS



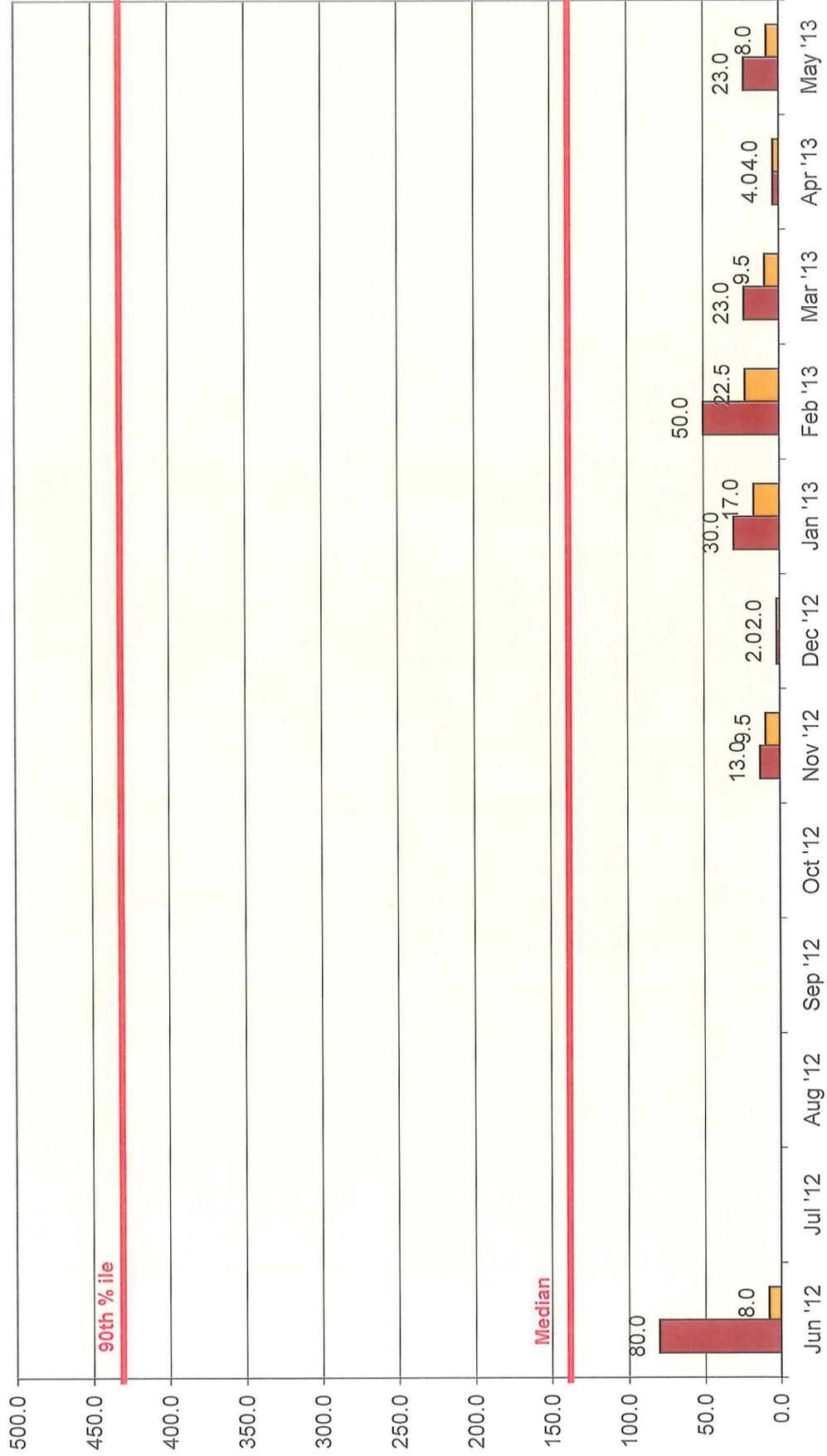
Effluent Ammonia



Disinfection

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

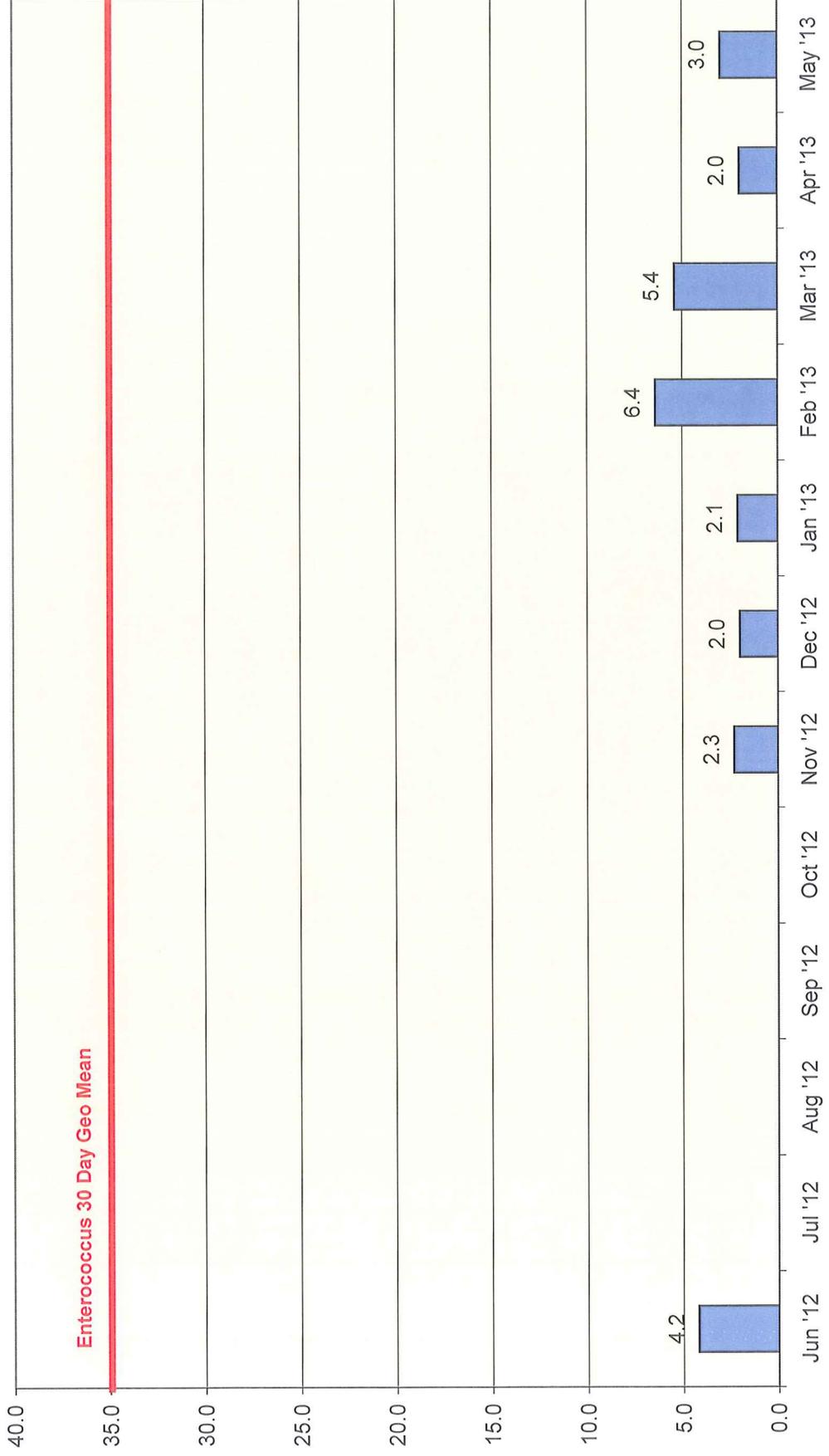
Fecal 90th %ile Fecal Med



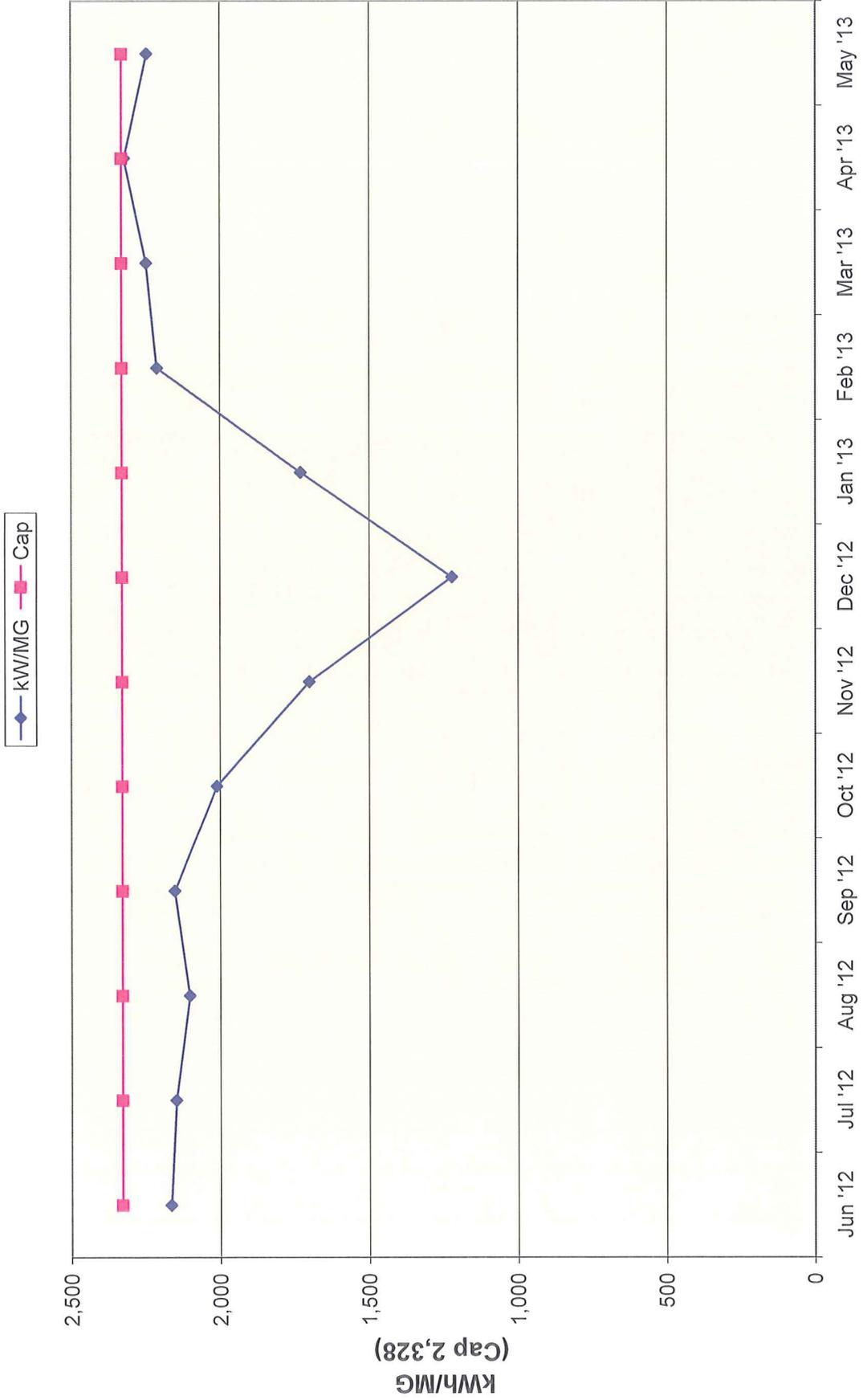
LIMITS - NPDES
Enterococcus 30 day geo mean 35 mpn /100ml

Disinfection

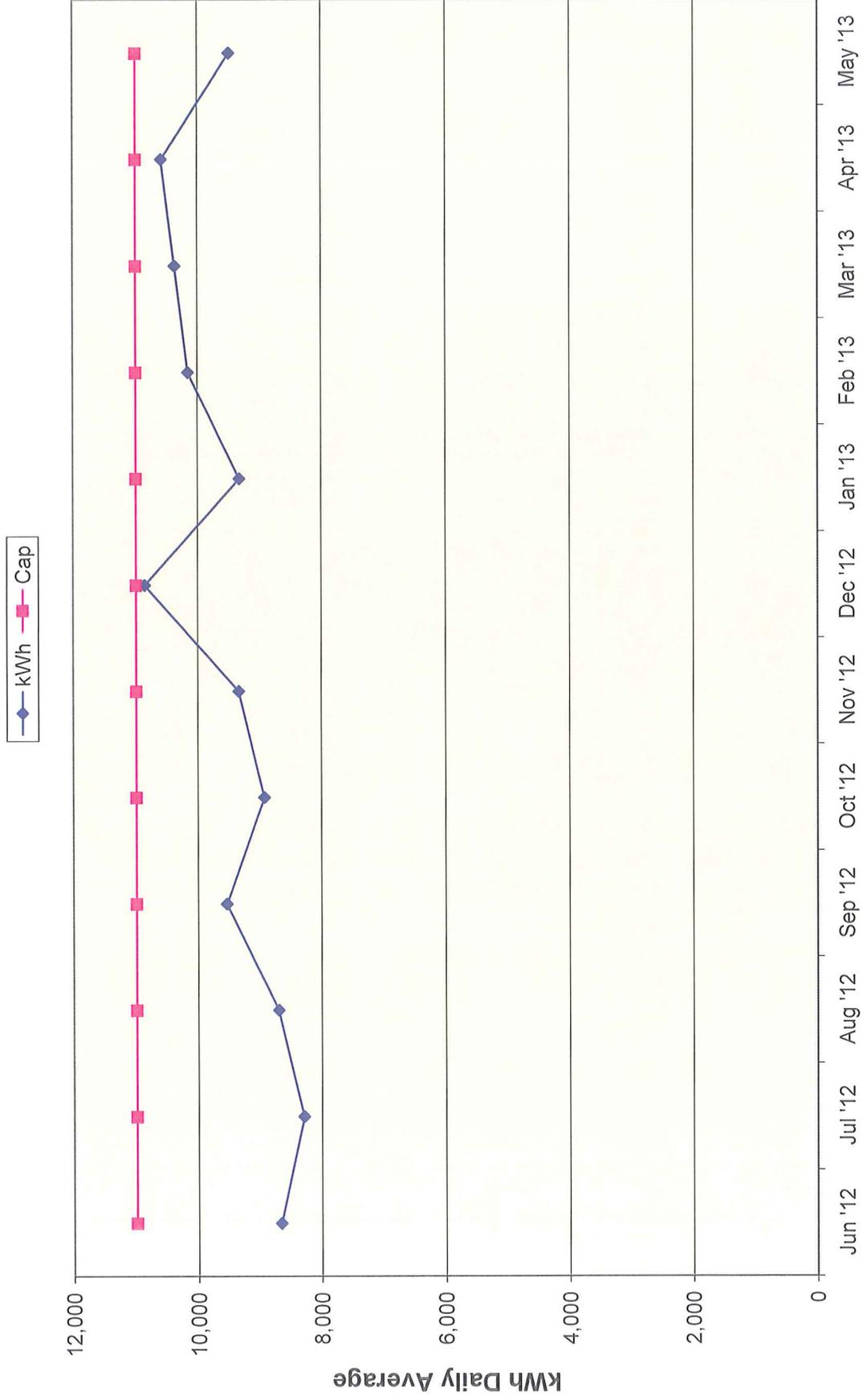
■ Enterococcus



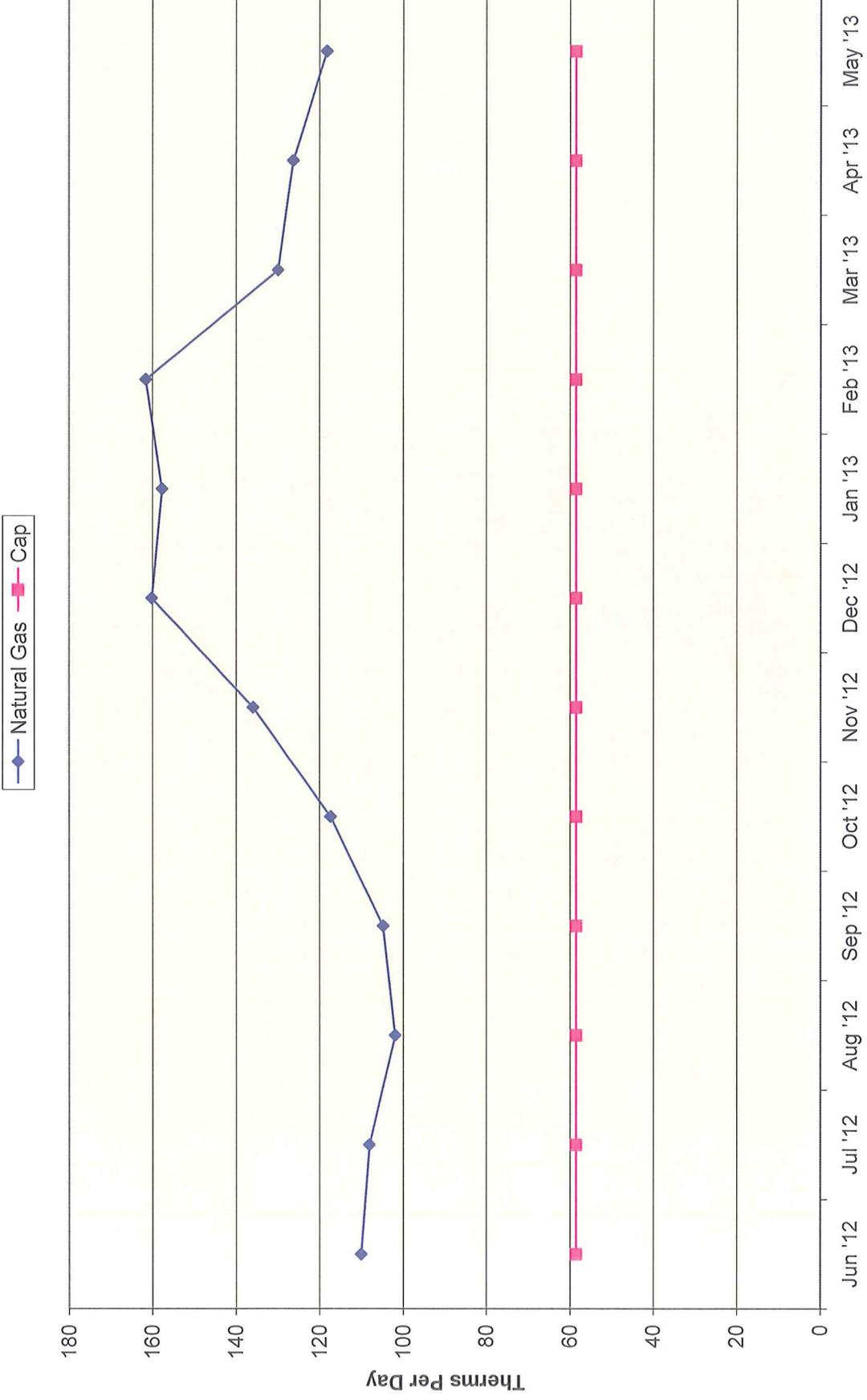
Energy kWh/MG



Energy kWh

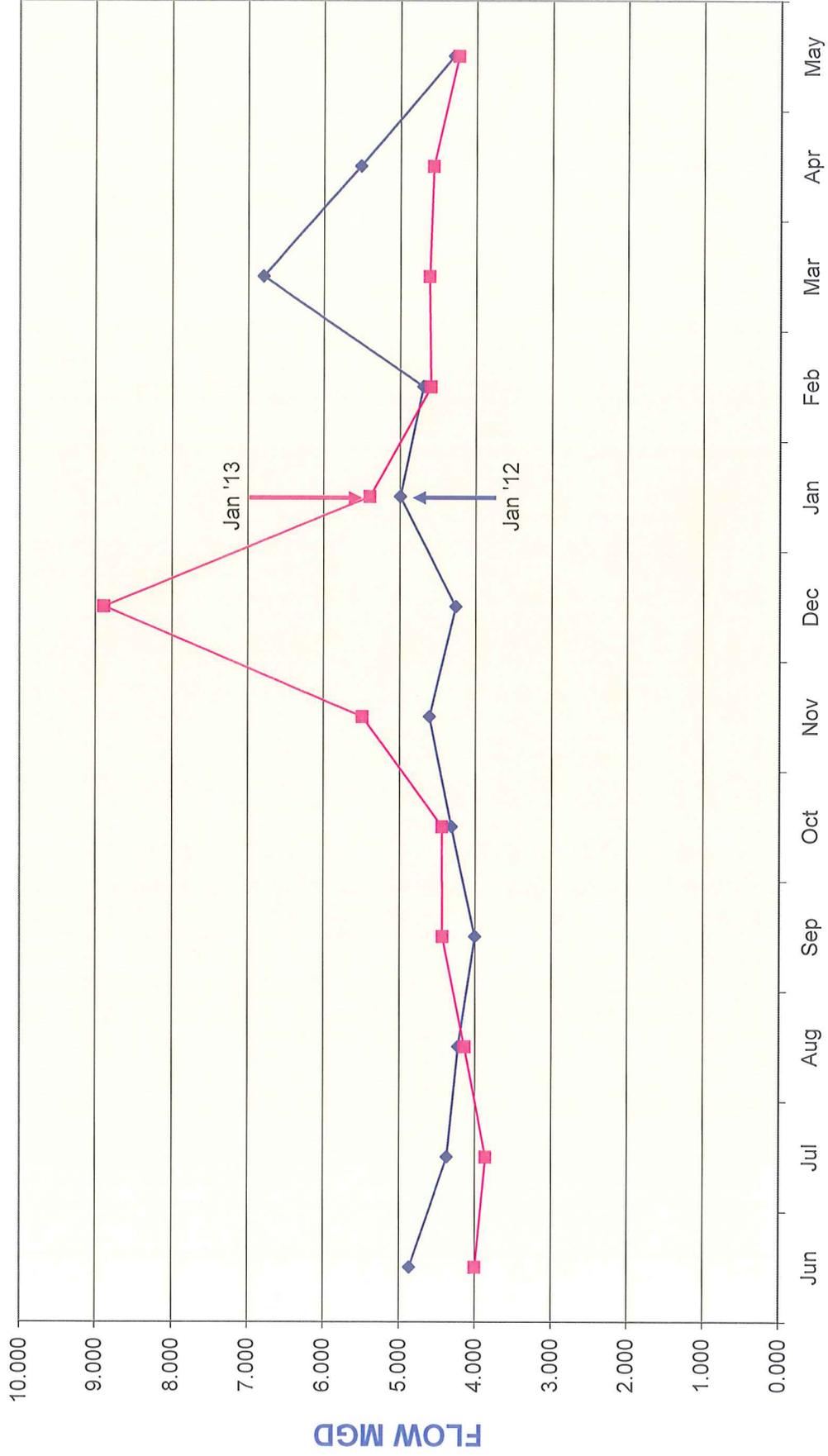


Natural Gas Use

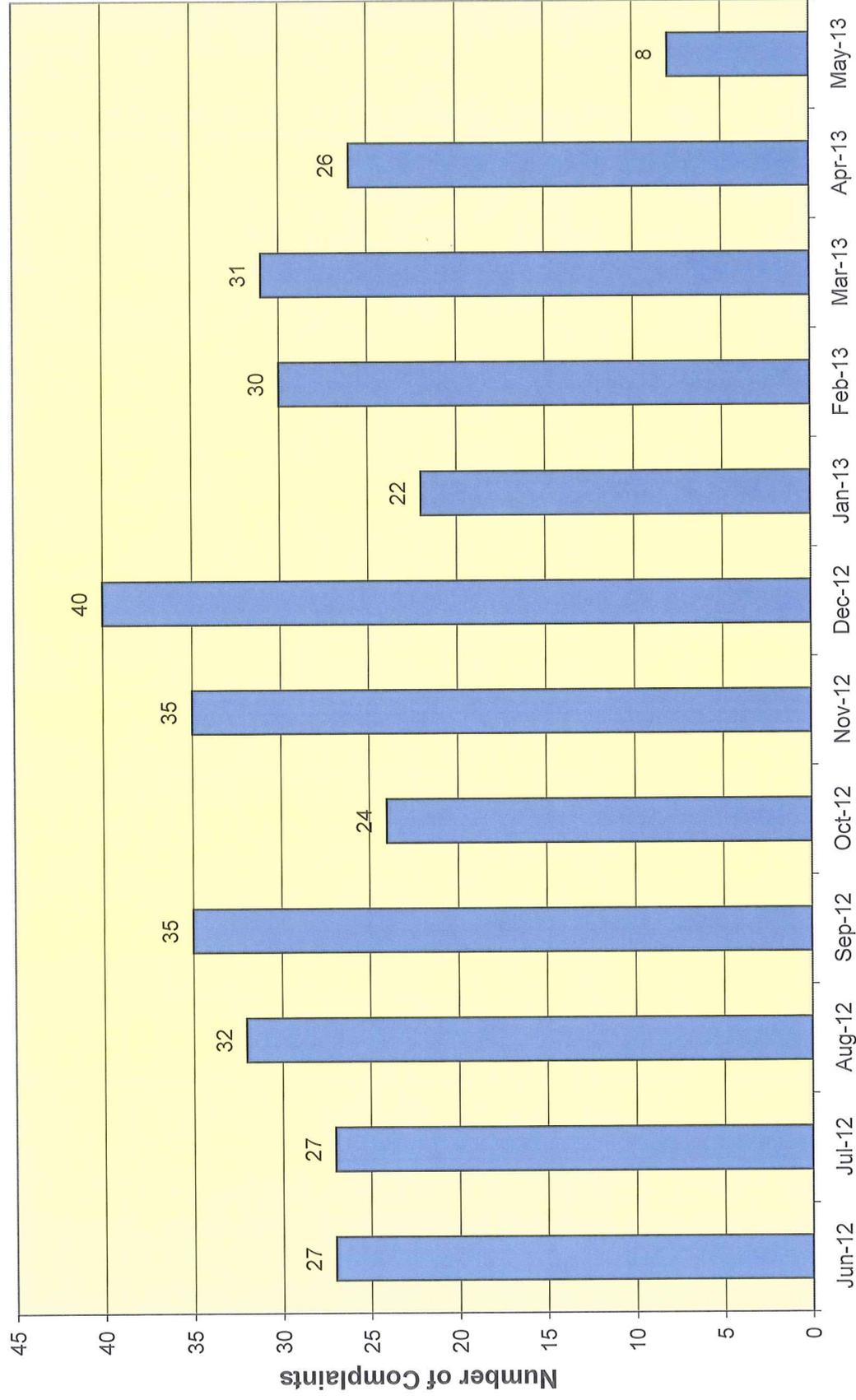


FLOW COMPARISON

—◆— 2011/12 —■— 2012/13



Complaints Received



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

Summary:

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

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

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

Odor control:

In May 2013, staff fast-tracked and brought forward to the Board, a proposed scope of services and fee estimate from a local odor control specialist that was also well-versed in wastewater treatment processes, specifically secondary treatment processes similar to the District's activated sludge process. The proposal from Brown and Caldwell (B&C) with their proposed project manager Mr. David McEwen, was approved by the Board, and staff proceeded towards executing a contract (along with an implementation schedule), with B&C.

As mentioned in the April 2013 report, an added advantage of Mr. McEwen to the District over its previous specialist is that Mr. McEwen will have available to him the depth of resources provided by a large national firm such as B&C. The District's last batch of odor control work has generally been accepted by the Lea Drive neighbors as having substantially addressed their concerns, with the exception of the aeration basins. Therefore, a primary focus of Mr. McEwen and B&C work will be related specifically to the investigation of the aeration basins.

Also, the District developed a pilot project to cover the anoxic zones of the aeration basins this summer. The covers are a new technology developed by Pi2 Technologies of Montreal, Quebec. These covers incorporate a honeycomb design, float on the water surface, and utilize carbon filtering/scrubbing media to remove odors. Further, to investigate the effectiveness of this technology, staff worked to include provisions in B&C's contract for B&C's scope of work to include testing of this technology.

Noise:

In May 2013, staff continued to address the low level noise issues raised by some Lea Drive neighbors, related to the fans for the main odor control biofilter in the northwest corner of the Novato plant. These fans are currently inside a temporary insulated enclosure, and staff has been evaluating various options to provide a cost-effective

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

permanent sound attenuating solution. Current sound measurements at the property line on Lea Drive indicate that the sound levels are those of an "Average Quiet Street" and well below the 60 decibels the Novato General Plan specifies for residential neighborhoods.

Based on experience from the installation of the temporary enclosure, and engineering judgment, one identified option is to enclose the blowers in an engineered building. Staff contacted engineered building manufacturers and installation experts and received quotes for a suitable structure. The lowest quote was for about \$75,000, which was significantly higher than anticipated.

Staff has also had a sound insulation specialist evaluate the blower installation and requested a proposal from them. The thinking is that the source of the low level noise may be just from air flow in the discharge ducting from the fans, and providing sound insulation to this ducting might further reduce this low level noise to acceptable levels.

In summary, the District has budgeted for soundproofing of these fans, and is evaluating alternative designs.

Landscaping:

In May 2013, staff worked with its landscaping contractor Cagwin and Dorward (C&A), Novato, CA, to improve the attributes of the landscaping installed at the District's fence-line on Lea Drive at the northeast corner area of the NTP.

Previously, staff had scheduled landscaping upgrades for May and June to replace plants that were damaged by high groundwater conditions, frost, and damage from wildlife, and to augment the current visual screening at a cost of about \$19,000. The work was fast-tracked and in May, these landscaping upgrades were completed to replace plants that died and augment the current visual screening on the open corridor.

Also, in May, staff completed negotiation of a maintenance contract with C&A in May, for C&A to provide periodic maintenance services to this landscaping, including weed control and irrigation systems.

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

General:

For May 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:

- 1.8 FTE field workers for Sewer Maintenance (main line cleaning)
- 1.4 FTE field workers for Pump Station Maintenance
- 1.1 FTE field workers for CCTV work, and
- 1.8 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 49,276 feet of sewer pipelines were cleaned for the month. Staff completed 283 maintenance work orders generated by the ICOMMM3 CMMS system, with 238 outstanding work orders. The footage cleaned per hour, line cleaned/month, 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 in the field for a total of 17 working days during the month of May and the department's CCTV production of 27,913 ft. for the month is below expected production goals.

Both issues, i.e. outstanding cleaning work orders being higher than normal and the lower than expected CCTV production are primarily due to: (a) lower available FTE hours from a Collection System Worker I (CSW I) leaving District employment, and (b) an experiment to better integrate flushing/CCTV work practices as part of the department's continuous improvement practices. Both issues are being addressed and resolved, and staff anticipates catching up to its production goals in June.

Pump Station Maintenance:

The Collection System Department conducted 263 lift station inspections for the month with 110 of the inspection visits generated through the JobCal Plus CMMS system.

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

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
May 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), the District accepted as substantially complete all three pump stations of Project Unit 4. Operational responsibility for these pump stations is now with District staff while punch list items continue being addressed.

Safety and Training:

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

Specialized training: Collection System staff attended annual fire extinguisher training in May. Javier Vega attended a seminar for Supervisor's Safety Training and Aaron Hendricks and Bob Stiles attended Overflow Estimation training during the month of May.

Safety performance: There were no lost time accidents this month for a total of 120 accident-free days.

Standard Operating Procedures (SOPs):

Collection System staff issued two (2) SOP's (Periodic Pump Station Checks) during the month of May, 2013.

Sanitary Sewer Overflows (SSOs):

For the month of May, there was one (1) SSO.

No.	Date	Location	Amount, gal	Cause
1	5/17/2013	7 Marion Ct.	158	Debris

SSO at 7 Marion Ct: This SSO was a Category II event with the discharge volume remaining fully contained within the curb and gutter pan. There was full recovery (100%) for this discharge due to the location of this event. This discharge was reported to the District by a neighborhood resident.

This discharge was determined to be the result of a debris blockage in the District main. The duration of this discharge was determined using residential and reporting party interviews. The volume of this event was estimated, (and the estimates were verified), by using a combination of: (a) the San Diego picture method, and (b) a chart from the

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

NSD Overflow Response Plan that provides an estimate of the discharge vs. the observed height of the discharge above the pick-hole, and (c) geometric calculation.

Marin County Environmental Health Services (MCEHS) was notified of this discharge. No other immediate notification is required for Category II events.

In terms of cleaning history, the affected line segment was last cleaned on schedule on April 25, 2013 using a hydro-flusher, and this line segment is on a thirty-six (36) month cleaning frequency. CCTV inspection immediately after the discharge event showed the line segment to have minor sags at two locations but was otherwise in good condition. No changes to the cleaning schedule will be made to the cleaning schedule as a result of this event. Staff believes that the gravel debris may be from a failed/broken lateral at 2 Paradise Ct., upstream from the discharge location. The owners of this property had been notified by a letter dated May 13, 2013, that a repair is required to the lateral serving this property, and a reminder notification was also transmitted to the property owners subsequent to the SSO event.

This event was reported into the CIWQS database on May 22, 2013 as a Category II event, SSO Event ID # 794394 and was certified in CIWQS on May 22, 2013, Certification ID # 687372.

Novato Sanitary District

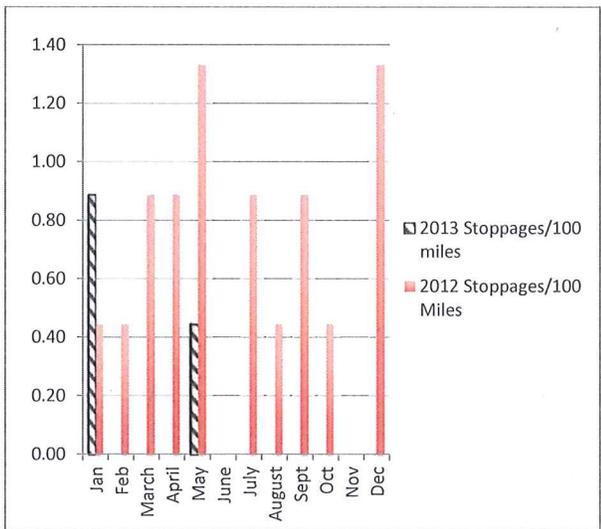
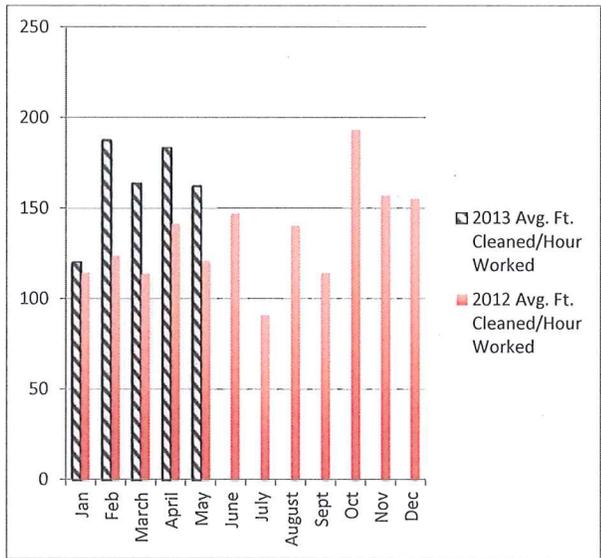
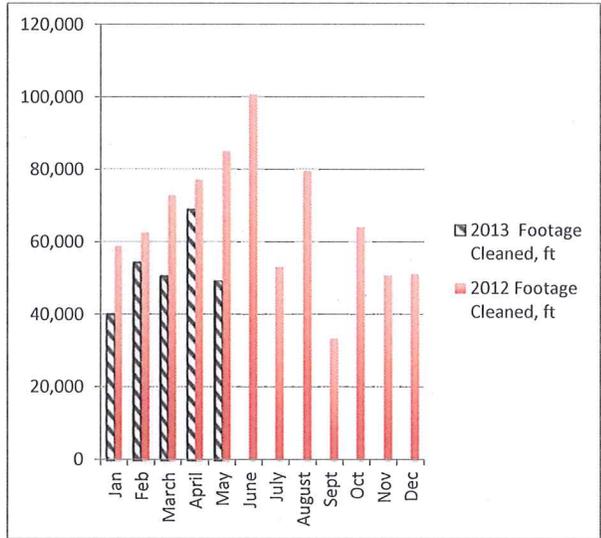
Collection System Monthly Report For 2013 (as of May 31, 2013)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	1.9	1.7	1.8	2.2	1.8								NA	1.9
Number of FTEs (other)	1.9	1.4	2.4	1.5	1.8								NA	1.8
Number of FTEs (CCTV)	0.1	0.3	0.5	1.7	1.1								NA	0.7
Total, FTEs	3.9	3.4	4.7	5.4	4.6								NA	4.4
Regular Time Worked, (main line cleaning), hrs	333	290	309	377	304								1,612	322
Regular Time Worked on Other, hrs ⁽¹⁾	326	249	415	259	308								1,556	311
Regular Time Worked on CCTV ⁽²⁾	20	46	85	300	192								642	128
Total Regular time, worked, hrs	678	585	809	935	804								3,810	762
Vacation/Sick Leave/Holiday, FTEs	204	77	101	114	239								735	147
Overtime Worked on Coll. Sys., hrs	1.2	0.4	0.6	0.7	1.4								4.2	0.8
Overtime Worked on Other, hrs ⁽¹⁾	6	45	5	47	5								108	22
Overtime Worked on CCTV ⁽²⁾	3	19	5	28	12								67	13
Total Overtime, hrs	10	67	10	75	17								4	1
													179	36
Productivity														
Rodder Work Orders Generated, ft	14	0	24	31	83								152	30
Rodder 3203 Ft. Cleaned	3,138	0	3,856	5,490	678								13,162	2,632
Flusher Work Orders Generated	187	252	290	385	438								1,552	310
Truck 3205V Ft. Cleaned	2,782	5,146	2,755	13,698	15,477								39,858	7,972
Truck 3206V Ft. Cleaned	34,114	49,225	43,954	49,898	33,121								210,312	42,062
Camera Work Orders Generated	0	0	0	0	0								0	0
Camera Ft. Videoed	10,905	4,912	7,075	27,756	27,913								78,561	15,712
Work Orders Completed	201	252	286	374	283								1,396	279
Work Orders backlog	6	0	28	42	238								314	63
Total Footage Cleaned	40,034	54,371	50,565	69,086	49,276								263,332	52,666
Sanitary Sewer Overflows (SSOs)														
Minor (Category II)	2	0	0	0	1								3	NA
Major (Category I)	0	0	0	0	1								1	NA
Overflow Gallons	2,200	0	0	0	0								2,358	NA
Volume Recovered	880	0	0	0	158								1,038	NA
Percent Recovered	40%	NA	NA	NA	100%								44%	NA
Service Calls (non-SSO related)														
Service calls, normal hours, #	7	5	7	12	6								37	7
Normal hours S.C. response time, mins (avg.)	12	15	14	18	17								76	15
Service Callouts, after hours, #	1	0	0	1	1								3	1
After Hours S.C. response time, mins (avg.)	23	NA	NA	20	30								73	24
Benchmarks														
Average Ft. Cleaned/Hour Worked	120	187	164	183	162								NA	163
Total Stoppages/100 Miles	0.9	0.0	0.0	0.0	0.4								1.3	NA
Average spill response time (mins)	18	0	0	0	15								NA	7
Callouts/100 Miles	0.4	0.0	0.0	0.4	0.4								1.3	0.3
Overtime hours/100 Miles	3	20	2	21	2								48	10
Overflow Gallons/100 Miles	978	0	0	0	70								1048	210

⁽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
May 1, 2013 -May 31, 2013**

	Open Work Orders Due Prior to 5/1/2013	Open Work Orders 5/1/2013 -5/31/2013	Total Open Work Orders
Preventive	0	108	0
Corrective	0	2	0
Total	0	110	110

	Closed Work Orders 5/1/2013 -5/31/2013
Preventive	108
Corrective	2
Total	110

Total Outstanding Work Orders as of 5/30/2013	0
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**NOVATO SANITARY DISTRICT
Wastewater Operations Committee Meeting
Reclamation Facilities Report
May 2013**

Summary:

The rancher began harvesting hay this month. Hay was cut on most Parcels on all Sites. Baled hay was removed from most of Sites 3 & 7 in preparation for irrigation. Parcels in Site 2 seeded earlier this year with pasture grass failed to germinate due to lack of rainfall. Conduit chases for freshwater and control wires were installed across a new ditch in Site 7. New flange coupling adapters were installed on the Irrigation Strainers. Staff has completed compiling the data to submit to PG&E to determine if a rebate program is available from PG&E for the replacement of Irrigation Pump No. 2 and the data was being reviewed for accuracy.

Ranch Operations:

Site 2: The hay was cut on Parcels 22, 23, 26 & 27 as well as the western half of Parcel 21. The east portion of Parcel 21 and all of Parcel 25 which were replanted in February were not cut because the planted seed did not germinate due to lack of rainfall. The irrigation performed in late April only encouraged weed growth. Parcels 24 & 28 were not harvested this month because the cover crop is still maturing.

Site 3: All hay was cut, baled and stacked on Parcels 34, 35, 36 & 37. Parcel 38 is fallow this year due to ongoing parcel rehabilitation work and was not harvested.

Site 7: All hay was cut, baled and stacked on all parcels on Site 7 except for Parcel 71 where half of the bales were removed before the harrow bed broke down. Parcel 78 is fallow this year due to ongoing parcel rehabilitation work and was not harvested. The rancher brought in a few head of cattle to eat the grass down on Parcel 78.

Irrigation Parcels:

Site 2: Irrigation to Parcels 21, 24, 25 & 28 was stopped early this month in preparation for hay harvesting. Due to the lack of rainfall, these parcels were being irrigated to encourage seed germination in the last half of April. The cover crop on Parcels 24 & 28 benefited from the irrigation but the pasture mix seed sown in February on Parcels 21 & 25 did not germinate.

Site 7: Conduit chases for fresh water and control wires were installed across the new ditch between Parcel 77 & 78. This ditch was installed last fall to achieve better rainwater runoff. As previously reported, Pump 1 at Drainage Pump Station No. 7 shut down due to high amps last month. Staff determined that the motor is not the problem so staff will budget monies in the 2013/2014 budget to pull the pump in the next fiscal year to determine what the problem is.

Irrigation Pump Station:

New restrained flange coupling adapters (FCA's) were installed on each side of the Irrigation Strainers. These required replacement because when the rehabilitated strainers were installed last year the gasket in the FCA's leaked irrigation water and

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

became a nuisance. This may have been exacerbated by the corroded spool section of the FCA where the gasket seated.

The Wildlife Pond Fill Pump was turned on at the beginning of May as recommended in the Reclamation Operation & Maintenance Manual to increase oxygen levels in the pond water.

As previously reported, staff is re-evaluating the replacement/repair of Irrigation Pump No. 2. Staff contacted PG&E to inquire about rebate programs for replacing the pump with a more efficient motor. PG&E requested run time data and staff had compiled the data to send off to PG&E, and the data was being reviewed for accuracy in May.

Sludge Handling & Disposal:

There were no reclamation area related sludge handling and disposal activities in May. The Dedicated Land Disposal (DLD) site continues to hold a high water level from the December rains. Treatment plant operations staff will be bringing back this water for treatment through the Novato Treatment Plant through the early part of summer so that the DLD site can be dried out in adequate time for sludge disposal activities later this year.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Wastewater Operations: Odor Control and Landscaping Report	MEETING DATE: June 24, 2013
AGENDA ITEM NO.: 6.b.	
RECOMMENDED ACTION: Information	
SUMMARY AND DISCUSSION:	
<p>District staff made a commitment to regularly update the Board and residents on the status of efforts to address neighborhood concerns about:</p> <ul style="list-style-type: none"> • Odor control • Noise • Landscaping. <p>The following activities took place in May and June:</p> <ul style="list-style-type: none"> • Landscaping upgrades were completed to replace plants that died and augment the current visual screening on the open corridor; • The District's landscape maintenance contract was modified to include maintenance of the landscaping along Lea Drive; • A foot of new media was added to the odor control biofilters; • The contract was executed with an odor control expert from Brown & Caldwell to investigate odor sources and make recommendations; • Veolia incorporated odor control measures in Standard Operating Procedures for sensitive processes; • Veolia notified Lea Drive neighbors of maintenance events that might generate odors including repairs to the screening compactor, headworks screen maintenance, draining an aeration basin, switching primary clarifiers. 	
ALTERNATIVES: N/A.	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER:

CALENDAR/TIMETABLE FOR ZERO WASTE PROGRAMS IN FRANCHISE AGREEMENT

All items taken from Exhibits 4 through 6 of March 14, 2010 Solid Waste Franchise Agreement

EXHIBIT 4: Zero Waste Community Outreach

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
1. Novato Disposal newsletters	Casey/Bessie	2 times a year	Notify District in Fall for dates of subsequent annual newsletters	1 Zero Waste feature article in each newsletter <i>Fall newsletter to include articles on residential food scrap & can stickers & promo of Recycling & HHW Facility</i>
2. Promote 20 gallon cans	Casey/Bessie	ongoing	ongoing	Promote in newsletters & bills <i>Note: 20 gal can use increased 19% from 1st Q 2012</i>
3. Promote backyard compost bins	Steve/Casey/Bessie	ongoing	2013	Promote in newsletter, at events & with Backyard Compost classes run by Marin Food Scrap Coalition [or Marin Master Gardeners <i>Workshop at Senior Center scheduled for June 27</i>
4. 2 additional Outreach Campaigns promoting zero waste, waste reduction and/or other diversion	Steve/Casey	Ideas for 2013 campaign submitted	October of each year to District for approval	<u>2013 Outreach Campaigns</u> 1. Commercial & multifamily recycling outreach 2. Commercial food scraps composting
5. Promote commercial audits to all businesses of 4 c.y. or greater	Scott/Dee	(see AB32 item)	(see AB32 Item)	Include in AB32 promotions
6. New customer packets to include Zero Waste promotions	Casey/Bessie	ongoing	ongoing	New customer to be directed to website; packets upon request and update annually

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
<p>7. Visit all commercial businesses with 4 c.y. service or more and multi-family complexes of 5 units or more annually</p>	<p>Scott/Dee</p>	<p>(see AB32 item)</p>	<p>(see AB32 item)</p>	<p>Visits to determine service level, contact business owners and/or property managers; visits with multi-family also identify resident outreach methods; conduct presentations</p>
<p>8. Participate in 10 events annually</p>	<p>Steve/Casey/Bessie/Dee</p>	<p>Submit ideas for events to District by 4th quarter of each year for following year</p>	<p>List submitted to District for 2013 events;</p>	<p><u>2013 Events Completed</u></p> <ul style="list-style-type: none"> ● Chamber Business Fair – April 18 - ● Novato’s Clean and Green Day – April ● E-Waste Events handouts April 27-29 ● Sunrise Rotary presentation – April 23 ● School Tour of Novato – May 4 <p><u>2013 Events Scheduled</u></p> <ul style="list-style-type: none"> ● Lu Sutton School tour of Recycling Center & HHW Facility – May 22 ● Sr. Center Backyard Compost workshop – June 27 ● Novato Art & Wine Festival – June 8-9 ● Novato Farmer’s Markets – July and August ● 4th of July Parade– ● Pollution Prevention Week Sept 21-27 ● Sr. Center Health Fair – October 10

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
				<ul style="list-style-type: none"> ● E-Waste event handouts – Oct 12-14 ● Hamilton Harvest or Hometown Festival – Fall
<p>9. Conduct annual retraining at schools on recycling & Zero Waste; participate in developing Zero Waste curricula for schools; offer Zero Waste & recycling programs for school assemblies</p>	<p>Bessie/MCC</p>	<p>(See Ex. 5 School Recycling and Food Waste Program)</p>	<p>(See Ex. 5 School Recycling and Food Waste Program)</p>	<p>Novato Disposal staff provided assistance & conducted presentations at San Marin Montessori & Pleasant Valley Elementary; met with at Hill Middle School & Novato High School staff</p>
<p>10. Annual Waste Audit of City facilities and work with City on Zero Waste goals</p>	<p>Steve/Scott/Dee/City staff</p>	<p>2013</p>	<p>2013</p>	<p><u>Sites for 2013</u></p> <ul style="list-style-type: none"> ● City Parks ● Novato Fire District -
<p>11. Bilingual Zero Waste recycling and diversion guides</p>	<p>Casey/Bessie</p>	<p>Initial revisions</p>	<p>Ongoing as needed</p>	<p>Update as needed</p>
<p>12. Paperless billing</p>	<p>Casey</p>	<p>Effective May 2011</p>	<p>System upgraded</p>	<p>Promote in newsletter and billing inserts; additional system upgrades completed</p>
<p>13. Interactive website with links to Zero waste & reuse options</p>	<p>Casey/Dee</p>	<p>See Exhibit 6</p>	<p>See Exhibit 6</p>	
<p>14. Billing inserts on program updates as needed</p>	<p>Steve/Casey</p>	<p>4 inserts for 2013 with 1 permanent insert</p>	<p>March 2013, June 2013, Sept 2013 & December 2013</p>	<p><u>June insert –automated billing</u> <u>Sept. insert.- E-Waste & HHW facility</u> <u>Dec. insert - Xmas tree recycling</u> <u>Permanent insert – debris box & Recycling Center</u></p>

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
15. Annual selective route audits to gauge program success	Steve/ Scott	Annual baseline audit	<i>Spring 2013</i>	2011 - conducted route audit for billing purposes; 2012 route audit to determine food waste program participation; truck routes revised to work out of Petaluma yard; <i>program route audits completed</i>
16. Corrective action cart hangers	Steve/Route supervisor	As needed	As needed	
17. Work with regional Reuse E-network plan	Casey/Dee	Dependent on JPA	Dependent on JPA	JPA working with Alameda & San Francisco on regional database; ND will link to database on website

Exhibit 5: School Recycling and Food Waste Program outline

Bessie and MCC working on this item; needs more discussion and a separate calendar of goals, tasks and due dates

EXHIBIT 6: Zero Waste Program Implementation Schedule

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
Food/Green Waste Composting				
1. Single family residential	Steve/Scott/Casey/Bessie/Dee	Ongoing	Ongoing	Additional work needed for some HOA's who don't have green carts, but have single family service; List of Novato HOA's updated; Meet with HOA's to provide carts for food & green waste; selective food waste audit (500 cans)determined 34% of residents with food scraps in green carts

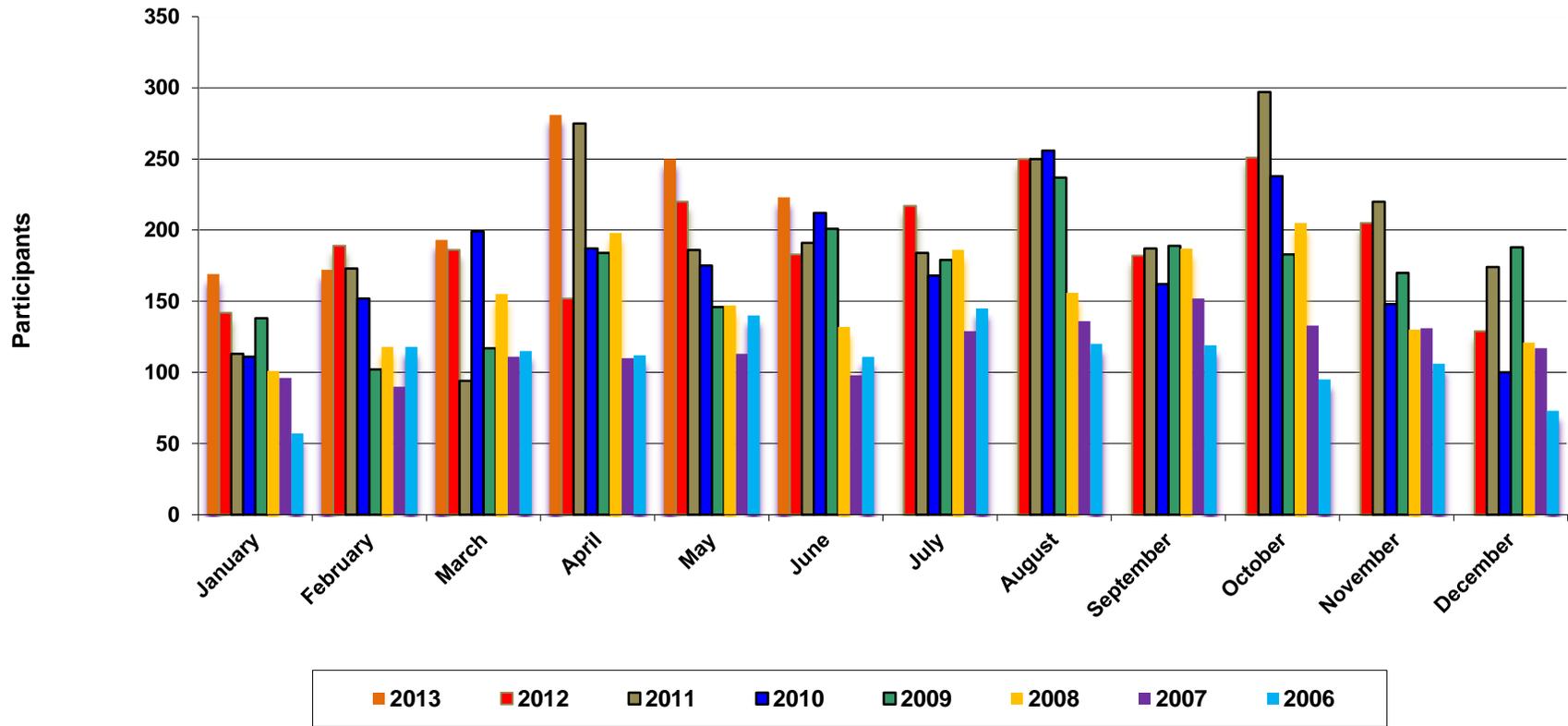
ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
2. Place food waste diversion stickers on food carts and notify re: food scrap pail availability	Steve/Scott/Casey	Stickers mailed week of 1/20/12	Stickers - April 2012 Over 1500 food scrap pails distributed	Food Waste green can stickers mailed January 2012, asking all households to place on cart; 85% of households have stickers on green cans: NDS to follow-up with notice in Fall newsletter to distribute stickers; food scrap pails advertised in newsletter, website,ads; distributed at Farmer's Market & Senior Center; food scrap pails still available for price
3. Supermarket food waste diversion	Steve/Scott/Casey	<i>Begin early 2013</i>	2013	Redwood accepting commercial food waste in pilot program
4. Restaurant Food waste diversion	Steve/Scott/Casey	<i>Begin early 2013</i>	2013	
5. Multi-family food waste diversion	Steve/Scott/Casey	<i>Schedule</i>	2013	
C&D Recycling, reports & enforcement				
1. Monitor C&D recycling reports & conduct outreach to contractors	Casey/Dee	Ongoing/quarterly reports	Ongoing	NDS provides quarterly C&D recycling reports to City & Dee Novato Disposal to track C&D from new City Hall building construction

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
2. Enforce C&D recycling thru Solid Waste ordinance	Beverly/Dee	Ongoing	Ongoing	District solid waste ordinance to be enforced and updated
AB32 /AB341/AB818 Multi-family & Commercial mandated recycling				
1. Identify all multifamily & commercial sites & review recent legislation for changes to program	Beverly/Casey/Dee/Scott/Bessie	Staff meeting – completed		Novato Disposal & District staff meeting on 2/1/12 to discuss databases to obtain accurate site information; develop 1 database to include site name, address, phone, bill payer and/or site owner, level & type of service provided (garbage?; recycling?); site visits; outcome
2. Develop materials for commercial & multifamily residents	Bessie/Dee review	Current	Ongoing	Novato Disposal mailed letter end of May; District developed web page & Novato Patch ad posted August; <i>develop additional handouts & mailers to property managers</i>
3. Make site visits	Scott/Dee/Bessie	Ongoing	Ongoing	Visits to include information on AB32 requirements, waste audit availability; Dee, Bessie & Scott will make site visits; <i>mailings and/or site visits to 10 mf properties</i>

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
4. Participate in workshops for multifamily & commercial property managers	Beverly/Dee/Scott/Bessie	Ongoing	Ongoing	District will be responsible for developing workshops/meetings with Novato Disposal's participation and assistance; contact rental housing associations, HOA's and MIRP with mailings & phone calls
5. Provide recycling containers	Steve/Scott	Ongoing	Ongoing	Following site visits, to determine size & placements, Novato Disposal can begin delivery of recycling containers
6. Implement mandated multifamily & commercial recycling	District & Novato Disposal	Ongoing	Ongoing	Date mandated by legislation; District to provide ongoing outreach & education
Schools Campaign				
1. Institute food waste recycling	District & Novato Disposal	2010	2010	Program instituted in select schools
2. Monitor food waste & recycling programs; meet with teachers & students	Bessie & MCC	See EX 5	See EX 5	Separate calendar & schedule to be developed
Backyard Composting				
1. Promote backyard composting through compost bin promotion	Steve/Casey/Bessie	Ongoing	Ongoing	See Item EX 4, Item 3
Wet/Dry Route Collections				
1. Discuss feasibility of system & institute if feasible	District & Novato Disposal	2018/2020	2020	Discussions begin in 2018, with system instituted in 2020 if feasible
Discuss feasibility & diversion potential of conversion technology systems	District & Novato Disposal		2025	

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
Zero waste diversion goals				
1. 60% diversion	Novato Disposal	12/31/15	12/31/15	With 60% diversion required by 12/31/2015, reports will be required within 60 days , or by end of February 2016 to District to prepare final reports
2. 70% diversion	Novato Disposal	12/31/20	12/31/20	With 70% diversion required by 12/31/2020, reports will be required within 60 days , or by end of February 2021 to District to prepare final reports
3. 80% diversion	Novato Disposal	12/31/25	12/31/25	With 80% diversion required by 12/31/2025, reports will be required within 60 days , or by end of February 2026 to District to prepare final reports

HHW Facility Monthly Participation 2006- 2013



NOVATO E-WASTE COLLECTION
Saturday, April 27 – Monday, April 29, 2013

Number of Participants: 728 residents

E- Waste Collected: 39,963 pounds

Background

Novato’s seventh E-Waste collection event was held from Saturday, April 27 through Monday, April 29, 2013 at the Recycling Center. Due to the sunset of the E-Waste exemption for disposal of electronics, essentially everything with a plug or cord was accepted. Although TV’s and CRT’s are collected at the Household Hazardous Waste (HHW) facility, this special drop off event offers residents the opportunity to properly dispose of all electronic items.

Since 2003, at these events, we have collected over 1,193,000 pounds of E-waste, from over 16,900 Novato residents.

Event Costs

The costs for this event totaled **\$503.77** – a **4% reduction from our fall 2012 event**. By eliminating the E-Waste flier printing and mailing and reducing the event from 4 days to 3 days we continue to save costs. Overall total pounds of E-Waste collected increased from the fall event in all categories. The following chart illustrates costs, reimbursements and pounds collected.

Individuals Participating	728	
Total Pounds collected	39,963	
Pounds per participant	55	
CRT weight (pounds)	14,849	
Flat screen weight(pounds)	1,582	
Non-CRT E-Waste (pounds)	21,225	
Microwaves (pounds)	2,307	
COSTS		
Non-CRT recycling costs (NO CHARGE)	\$00.00	
Rental Charges (Fork lift;)	\$745.42	
Novato Disposal Labor	\$2,134.19	
Subtotal Novato Disposal costs	\$2,134.19	
Reimbursement of CRT’s paid to Novato Disposal (\$.16/pound)		(\$2,375.84)
Remaining Novato Disposal Costs/ Credit	(\$ 241.65)	
Total E-Waste event costs	\$ 503.77	

Funding of \$2,500. is included in the current FY 2013/14 budget for 2 E-Waste events this fiscal year.

CITY OF NOVATO & DISTRICT AB939 DISPOSAL AND DIVERSION MONITORING

Haulers: Novato Disposal
Self Haulers

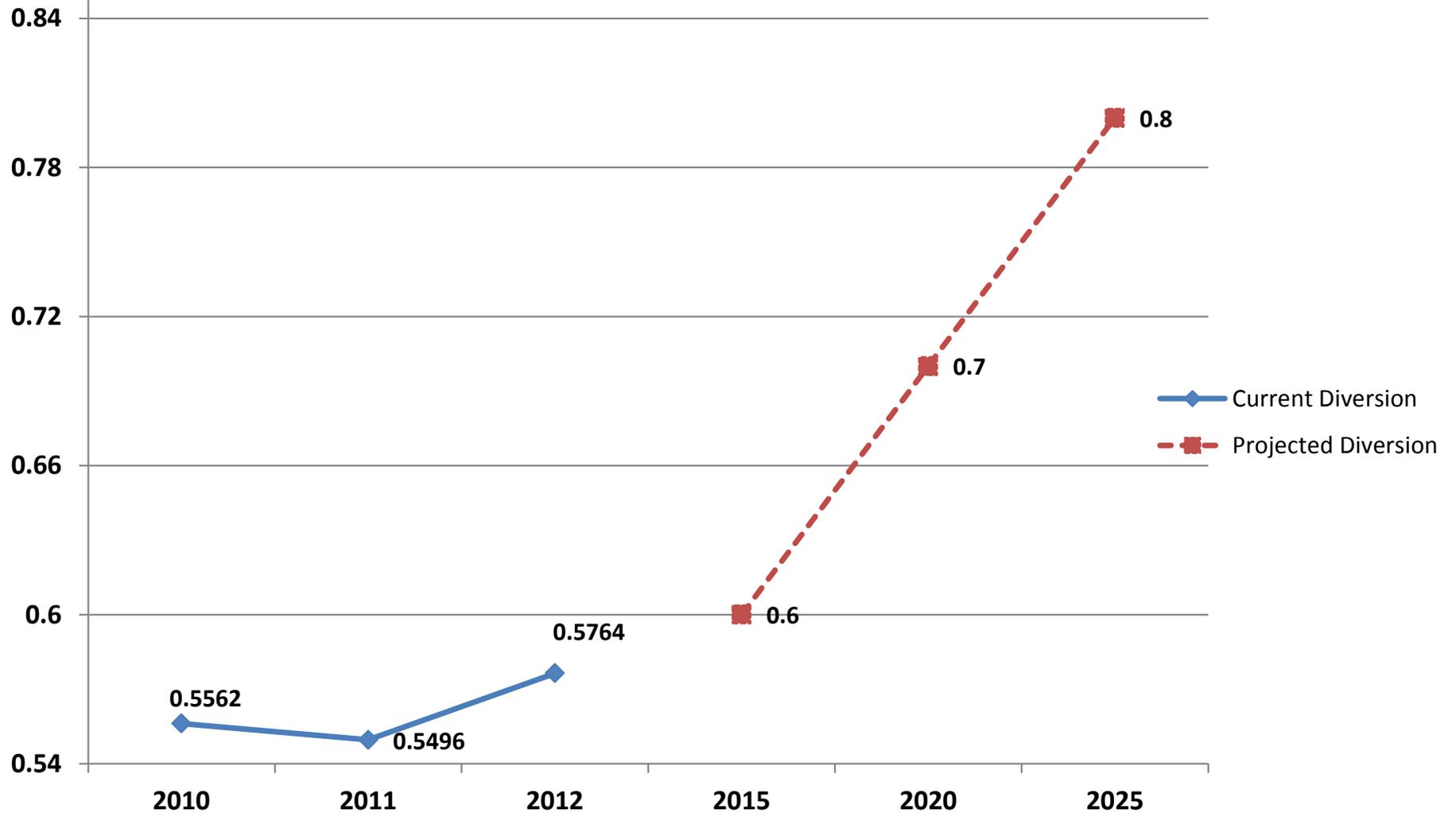
Reporting period: January - December 2012

A. 2012 DIVERSION	<u>1st Qtr.</u>	<u>2nd Qtr</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>TOTAL 2012</u>
Novato Disposal Recycled (Curbside & Buyback)	3,306.00	3,683.00	3,677.00	3,632.00	14,298.00
MRRC recovery	231.92	578.94	580.19	281.89	1,672.94
Self haul Inerts Diverted Redwood Landfill	655.95	4,358.41	2,076.11	1,271.78	8,362.25
Redwood Landfill self haul C&D& wood waste recycled	18.16	94.96	110.87	66.57	290.56
City of Novato C&D diverted(included in Novato Disposal)	N/A	N/A	N/A	N/A	N/A
ADC from MRRC	0.00	0.00	0.00	0.00	0.00
Compost from MRRC	44.20	48.29	100.65	60.37	253.51
Greenwaste From Redwood Landfill self haul/compost	97.73	138.93	125.15	92.18	453.99
Novato Disposal Inerts	584.00	841.00	1,365.00	668.00	3,458.00
Novato Disposal Green Waste used for compost	3,387.00	3,819.00	3,111.00	3,993.00	14,310.00
Novato Disposal food waste used for compost	26.00	50.00	36.00	25.00	137.00
2012 TOTAL TONS DIVERTED	8,350.96	13,612.53	11,181.97	10,090.79	43,236.25
B. 2012 DISPOSAL					
MSW& Debris Box/Novato Disposal	6,483.00	6,472.00	6,368.00	6,536.00	25,859.00
MRRC Residuals	147.51	204.64	351.59	225.47	929.21
MRRC Wood/Yard Waste incinerated/transformation	68.96	55.27	122.72	61.43	308.38
Redwood Landfill self haul C&D waste disposed	495.53	1,802.50	1,114.14	593.97	4,006.14
Novato waste disposed out-of-county	N/A	N/A	N/A	N/A	N/A
2012 TOTAL TONS DISPOSED	7,195.00	8,534.41	7,956.45	7,416.87	31,102.73
C. 2012 TOTAL WASTE GENERATED(TONS)	15,545.96	22,146.94	19,138.42	17,507.66	74,338.98
D. COMPLIANCE WITH AB939 DIVERSION MANDATE	53.72%	61.46%	58.43%	57.64%	58.16%
Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste)					

REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)

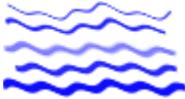
	<u>1st Qtr.</u>	<u>2nd Qtr</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>TOTAL 2012</u>
Inerts/ Diverted	655.95	4,358.41	2,076.11	1,271.78	8,362.25
Greenwaste Diverted/compost	97.73	138.93	125.15	92.18	453.99
C&D/ Disposed	495.53	1,802.50	1,114.14	593.97	4,006.14
C&D & Wood Waste Recycled	18.16	94.96	69.15	66.57	248.84
Total	1,267.37	6,394.80	3,384.55	2,024.50	13,071.22
Percent Redwood self haul diverted	60.90%	71.81%	67.08%	70.66%	69.35%

Zero Waste Goals



NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Solid Waste: HHW Management Contract	MEETING DATE: June 24, 2013 AGENDA ITEM NO.: 7.b
RECOMMENDED ACTION: Approve contract with DLJ Associates to provide Household Hazardous Waste and AB939 services for 2013-14.	
SUMMARY AND DISCUSSION: Dee Johnson of DLJ Associates has managed the District's Household Hazardous Waste and AB 939 services for many years. For the past two years she also has managed the Zero Waste outreach and AB 341 solid waste requirements. A copy of her detailed proposal is attached. She proposes to provide the following services on a time and materials basis for a total not-to-exceed amount of \$119,264: <ul style="list-style-type: none"> • HHW facility administering, promoting, and monitoring \$85,000 • AB939 and 341 and Zero Waste Program administrative, technical support, outreach, monitoring & reporting, and commercial and multi-family recycling. \$31,300 • Administering the Department of Conservation Beverage Container Recycling program. \$2,964. <p>Staff recommends approving the contract with a not-to-exceed limit of \$119,264.</p>	
ALTERNATIVES: N/A.	
BUDGET INFORMATION: This work will be funded from the 2013-14 budget for HHW Management Services of \$119,264.	
DEPT.MGR.:	MANAGER:



DLJ ASSOCIATES
4032 Coolidge Avenue
Oakland, CA 94602

510.530-6048
510.531-4117 fax
email: paloma@well.com

June 18, 2013

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

Dear Ms. James:

Enclosed is a proposal to provide consulting services to the Novato Sanitary District for the 2013/14 fiscal year. This includes services for permanent household hazardous waste planning and administration, AB939 and Zero Waste program services, and grant related services included in the proposed Solid and Hazardous Waste Program Budget for FY 2013/2014 and approved by the Solid and Hazardous Waste Committee meeting on May 21, 2013.

Services to be provided include the following:

- **Household Hazardous Waste Services.** This includes services for staffing, promoting and administering the permanent HHW facility; monitoring and administering the HHW contract ; monitoring and providing for HHW facility maintenance and repairs; coordinating and staffing 2 E-Waste events; state and local reporting requirements for E-Waste and grant requirements, planning for move of the HHW facility, including preparation of a feasibility study and conducting Committee/public workshop; developing a 2013 annual HHW report; providing for public outreach, ads and brochures on HHW and development of additional HHW programs dealing with specific waste streams, such as pharmaceuticals, sharps, household batteries, fluorescent tubes and bulbs and E-wastes **(\$80,000)**. In addition, it includes expenses for administration and promotion of the used oil payment program (OPP) services and staffing of used oil services at the HHW facility **(\$5,000.)**, which is entirely funded by state grant funds.
- **AB939 and Zero Waste Program Services.** These expenses are based upon the program priorities outlined in the Solid Waste Work Plan, Zero Waste Programs and discussed at our meeting and by the Committee. This includes the following consulting services:
 - **Administrative and technical support and Zero Waste Programs (\$13,825.)** For staff support for all solid waste committee meetings, staff meetings and general administration. This also includes expenses for special reports and grant applications, updates to the Work Plan to account for Zero Waste policies, maintaining and updating Zero Waste Programs calendar and timeline, and additional meetings with the District, the City, Novato Disposal and other regulatory agencies. The item also includes time spent on meetings with the JPA, Local Task Force and others as required, in addition to reporting on pending legislation.
 - **Monitoring & reporting (\$1,080.)** This accounts for producing quarterly monitoring reports of Novato's waste disposal and diversion, summary of special disposal/diversion reports, separate accounting of C&D diversion and compost diversion, a 2013 annual report and comparative analysis over the past several years and projections for year 2014. This also includes reports and monitoring for the per capita disposal monitoring system (SB1016).
 - **Business/commercial technical assistance (\$1,800.)** This funding provides for increased outreach to small businesses and public agencies regarding hazardous waste disposal, sorting and identification of wastes and preparing hazardous waste inventories. Additional mailings will be conducted to small businesses, along with contacts with public agencies such as the school, water and fire districts and the city. Increased outreach to businesses is also projected to include communication with small businesses and public agencies regarding hazardous waste disposal.

- AB341 Commercial/multi-family recycling. (\$4,825). As a result of passage of AB341, all commercial and multi-family establishments are mandated to provide recycling services as of July, 2012. This level of funding provides for continued time to be spent on these programs, including initial and follow-up site visits, review and modifications to the solid waste ordinance and meetings and workshops with stakeholders. Funding will also be used to develop materials and planning assistance for building managers, owners and tenants.
- Education & Public Outreach. (\$9,770). This level of funding, consistent with the Zero Waste programs calendar, includes participation at a minimum of 10 events, to include farmer's markets, Chamber Business fairs, 4th of July parade, Art & Wine festival, Novato School Tour, Hamilton Hometown Festival, Earth Day events, compost workshops, Sr. Center Health Fair and other prospective community events. A coordinated public outreach/education effort will develop coherent consistent messages in varied media, including print media, websites, social media sites and related outreach. Meetings will be scheduled with Novato Disposal to work on specific outreach events and programs and maintain the outreach calendar. This funding also maintains development, production and reproduction costs for brochures, ads, press releases, signs and or banners, etc. Staff time will continue to be involved in development and updating all brochures and guides, such as Novato's Reuse and Recycling Guide, newsletter articles, information on websites and promotion of programs.
- Other Services. These programs are funded by a grant from the Department of Conservation. They follow programs as outlined in the Work Plan and Zero Waste programs.
 - DOC Beverage Container Recycling. \$2,964. This item includes expenses for the administration of this grant program, along with public outreach services for public and school beverage container recycling. Grant monies will be targeted at Novato schools and multifamily units, with bins provided for beverage container recycling. This is entirely funded by the DOC Beverage Container Recycling Grant.

Costs for the above services, including indirect overhead, total **\$119,264.** for the 2013/14 fiscal year. Attached is a detailed work program, with tasks and costs for the household hazardous waste services, AB939 and Zero Waste program services and Other Services. Costs include all staff services, direct expenses and indirect overhead charges. Payment will be rendered upon the submission of monthly invoices. Also attached is my current certificate of liability insurance.

As always, I will monitor my costs closely over the fiscal year, in order to meet the task and program responsibilities outlined in the contract and fulfill my contract obligations.

I look forward to working with the Novato Sanitary District on these important community services. I look forward to entering into a contract for these services. Please contact me at (510) 530-6048 if you have any questions.

Very truly yours,

Dee Johnson

DJ:tm
enc:

**TASK AND COST PROPOSAL FOR
HOUSEHOLD HAZARDOUS WASTE SERVICES**

This task list indicates my best estimate of time required to plan, administer and coordinate the **permanent household hazardous facility** and administration of the **state used oil payment program**.

<u>HOUSEHOLD HAZARDOUS WASTE SERVICES</u>	
I. PERMANENT HOUSEHOLD HAZARDOUS WASTE FACILITY	
<u>TASKS</u>	<u>PERSON HOURS</u>
<u>Administration, Planning & Regulatory Requirements</u>	
1. Coordinate with regulatory agencies as required on a regular basis DTSC; CUPA (County); Fire District; City; Air Board; LEA	10
2. Coordinate with Novato Disposal re: property as required, including building maintenance, work with contractors for floor sealing, striping, pigeon control	25
3. Plan for potential move of HHW facility, develop timeline and preliminary siting study; conduct workshop with Committee and public; work with local and state agencies as required	95
4. Manage & monitor HHW contract; review pricing, contract requirements, etc. for agreement extension; complete contract addendum for Paintcare operation	30
<u>Contractor Administration</u>	
5. Plan and coordinate with contractor for program operation; set up Paintcare operation at HHW facility	20
6. Hold regular meetings with contractor	15
7. Review bills, manifests, reports and submit for payment; additional E- Waste bills & reconciliations	25
<u>Program Operation</u>	
8. Staff HHW and small business hazardous waste program; tally surveys; provide for monthly and annual reports	460
9. Coordinate, staff, publicize and conduct 2 special E-Waste collection events; work with contractor; tally surveys; prepare reports	90
10. Provide for hotlines, answer hotline, etc	15
11. Provide for public outreach, ads, press releases, brochures, as necessary	30
12. Review and develop additional programs and sites to deal with new regulated wastes, such as sharps, pharmaceuticals, household batteries, fluorescents and additional E-Wastes, as required	50
TOTAL HOURS PERMANENT HHW FACILITY COORDINATION	865
 <u>PERMANENT HHW FACILITY COORDINATION COSTS</u>	
Professional Staff Time 865 hrs. @ \$90.00/hr.	\$ 77,850.
<u>Direct Expenses</u>	
Clerical; reproduction costs for reports, fliers; brochures; handouts	<u>\$ 2,150.</u>
Subtotal Direct Expenses	<u>\$ 2,150.</u>
TOTAL PERMANENT HHW FACILITY COORDINATION COSTS	\$ 80,000.

II. CAL RECYCLE USED OIL PAYMENT PROGRAM

<u>TASKS</u>	<u>PERSON HOURS</u>
1. <u>Publicity & Advertising.</u> Design and place ads in local paper, Facebook page and Novato Patch	5
2. <u>Evaluate/audit certified collection centers;</u> site visits; prepare checklist	6
3. <u>Used Oil Collection at HHW facility.</u> Work with used oil collection at HHW facility; design signs and labels for used oil tank; staff facility; work with Evergreen Environmental to clean tank on annual basis	24
4. <u>Brochures & signage.</u> Design brochures for used oil collection and promotion; design point-of purchase signs;	3
5. <u>Administer grant.</u> Prepare reports; payment requests, etc.	<u>15</u>
TOTAL USED OIL PAYMENT PROGRAM	53

USED OIL PAYMENT PROGRAM ADMINISTRATION COSTS

Professional Staff Time 53 hrs. @ \$90.00/hr.	\$ 4,770.
<u>Direct Expenses</u>	
Clerical; reproduction costs	\$ 230.
Subtotal Direct Expenses	\$ 230.
TOTAL USED OIL PAYMENT PROGRAM ADMINISTRATION COSTS	\$ 5,000.

SUMMARY HAZARDOUS WASTE CONSULTING SERVICES:

I. PERMANENT HHW FACILITY COORDINATION	\$ 80,000.
II. CALRECYCLE USED OIL PAYMENT PROGRAM	<u>5,000.</u>
TOTAL HAZARDOUS WASTE CONSULTING	\$ 85,000.

TASK AND COST PROPOSAL FOR AB939 & ZERO WASTE PROGRAM SERVICES

This task list indicates my best estimate of time required to provide the administrative support necessary for the District and City; follow-up on Work Plan updates and revisions; provide for Zero Waste programs support and monitoring; maintain waste monitoring and produce reports, provide technical assistance for Novato's businesses and commercial establishments, provide for Education and Outreach support and development of AB341 multifamily and commercial mandatory recycling programs.

III.	<u>AB 939 & ZERO WASTE PROGRAM SERVICES</u>	<u>PERSON HOURS</u>
	<u>TASKS</u> ADMINISTRATIVE AND TECHNICAL SUPPORT	
1.	Prepare agendas, minutes, reports for staff meetings, District Solid Waste Committee; attend Committee meeting, take minutes (based on 4 per year); mailings	40
2.	Work on incorporating Zero Waste policies into Work Plan; prepare regular updates and present to Committee and District Board; maintain and update Zero Waste calendar and timeline; meet with Novato Disposal staff re: Zero Waste programs and timeline	45
3.	Serve on AB939 Local Task Force and attend meetings and subcommittee meetings; attend staff and JPA Board meetings; report to Committee	40
4.	Monitor state and federal legislation; report to Committee	10
5.	Preparation of staff and committee requested special reports	10
	TOTAL ADMINISTRATIVE AND TECHNICAL SUPPORT	145
	WASTE DISPOSAL & DIVERSION MONITORING	
1.	Obtain disposal/diversion data from county, city, Novato Disposal, Redwood Landfill, and out-of county landfills	1
2.	Prepare quarterly reports for Committee on Novato's disposal & diversion by program such as C&D, food waste, etc.; present to committee	3
3.	Compile quarterly reports & prepare an annual diversion/disposal report to measure AB939 compliance and Zero Waste progress	4
4.	Prepare reports for per capita disposal monitoring requirement	4
	TOTAL WASTE DISPOSAL/DIVERSION MONITORING	12
	BUSINESS TECHNICAL ASSISTANCE	
1.	Provide outreach to small businesses & public agencies re: hazardous waste disposal; assist with waste inventory, sorting, pricing & disposal	15
2.	Mailings to small businesses & agencies re: hazardous waste disposal	5
	TOTAL BUSINESS TECHNICAL ASSISTANCE	20
	AB341 COMMERCIAL/MULTI-FAMILY RECYCLING	
1.	Identify all stakeholders & current recycling service status	10
2.	Review modifications to solid waste ordinance to ensure multifamily/commercial recycling mandates included	10
3.	Conduct outreach to stakeholders, including mailings, ads, workshops, etc.; conduct site visits to multi-family complexes and businesses; provide assistance to business owners and property managers as needed; conduct meetings as needed	25
	TOTAL AB341 COMMERCIAL/MULTI-FAMILY RECYCLING	45
	EDUCATION & PUBLIC OUTREACH	
1.	Prepare, staff/attend at least 10 outreach events, including farmer's markets, Chamber Business fairs, 4 th of July parade, Art & Wine festival, Novato School Tour, Hamilton Hometown Festival, Earth Day events, compost workshops, Sr. Center Health Fair and other prospective community events; maintain and update annual outreach calendar for participation in various local events; coordinate with Novato schools and Novato Disposal	70

2.	Work with Novato Disposal and District's consultant to provide coordinated, consistent messages in print, websites, social media	15
3.	Maintain and update Reuse & Recycling Guide; distribute in public locations & Novato Disposal's and District's website; draft articles for Novato Disposal and District newsletters and newspaper ads; update information in websites; develop & update fliers	15
TOTAL EDUCATION & OUTREACH		100

AB 939 & ZERO WASTE PROGRAM SERVICES COSTS

Professional Staff Time

Administration & Technical Support 145 hrs. @ \$90.00/hr.	\$ 13,050
Monitoring & Reporting 12 hrs. @ \$90.00/hr	1,080
Business Technical Assistance 20 hrs. @ \$90.00/hr.	1,800
AB341 Commercial/multi-family recycling 45 hrs. @\$90.00	4,050
Education & Public Outreach 100 hrs. @ \$90.00/hr.	<u>9,000</u>
SUBTOTAL PROFESSIONAL STAFF TIME	\$ 28,980.

Direct Expenses

Clerical; reproduction costs; technical materials development	\$ <u>2,320</u>
SUBTOTAL DIRECT EXPENSES	\$ 2,320

TOTAL AB 939 & ZERO WASTE PROGRAM SERVICES COSTS	\$ 31,300.
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TASK AND COST PROPOSAL FOR OTHER SERVICES

This task list indicates my best estimate of time to provide services for the DOC Beverage Containers Recycling Grant.

<u>TASKS</u>	<u>DOC BEVERAGE CONTAINER RECYCLING</u>	<u>PERSON HOURS</u>
1.	Provide for beverage container bins at Novato schools, multifamily complexes and other locations; provide educational information	20
2.	Provide outreach at community events	5
3.	Administer grant; write reports	5
	TOTAL DOC GRANT	30

DOC BEVERAGE CONTAINER RECYCLING

Professional Staff Time 30hrs. @ \$90/hr.	\$ 2,700.00
Printing charges; educational information	<u>264.00</u>
TOTAL DOC BEVERAGE CONTAINER RECYCLING	\$ 2,964.00

TOTAL TASK & COST PROPOSAL FOR SERVICES

TOTAL HAZARDOUS WASTE CONSULTING	\$ 85,000
TOTAL AB 939 & ZERO WASTE PROGRAM SERVICES COSTS	\$ 31,300
TOTAL DOC BEVERAGE CONTAINER RECYCLING	<u>\$ 2,964</u>
TOTAL COST PROPOSAL FOR SERVICES	\$ 119,264

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: 401(a) Plan Amendment	MEETING DATE: 06/24/2012
AGENDA ITEM NO.: 9.b.	
RECOMMENDED ACTION: Adopt resolution amending Lincoln National Life Insurance Company 401(a) Plan	
SUMMARY AND DISCUSSION:	
<p>In October 2008, the Board authorized establishment of a 401(a) "Profit Sharing Defined Contribution Plan" for Management and Confidential employees. Amendments or restatements of the plan are required to comply with the Pension Protection Act (PPA) of 2006 and other legislative and regulatory requirements whenever the Plan is modified or when updates are required under the Economic Growth Tax Relief Reconciliation Act of 2001 (EGTRRA). EGTRRA updates are generated by the Internal Revenue Service, generally occur every six years, and are required for issuance of a Department of the Treasury determination letter confirming the Plan is in compliance.</p> <p>The District's Plan has been amended to reflect employer contribution levels approved by the Board and to incorporate new Public Employee Pension Retirement Act (PEPRA) provisions relating to normal and early retirement ages now in effect for the District's three retirement formulas (2% @ 55, 2% @ 60, and 2% at 62) for those employees participating in the Plan.</p> <p>A copy of the resolution adopting the amended Lincoln National Life Insurance 401(a) Plan is attached.</p> <p>The next PPA Plan restatement is expected between 2014 and 2016.</p>	
ALTERNATIVES: N/A	
BUDGET INFORMATION: No budget impact.	
DEPT. MGR. :	MANAGER'S APPROVAL:

RESOLUTION NO. 3058

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NOVATO SANITARY DISTRICT,
AMENDING THE DISTRICT'S 401(a) PLAN
WITH LINCOLN NATIONAL LIFE INSURANCE COMPANY
TO REFLECT CERTAIN PROVISIONS OF THE PENSION PROTECTION ACT OF 2006**

WHEREAS, on October 13, 2008, the Board of Directors of the Novato Sanitary District adopted a Lincoln National Insurance Company Profit Sharing Defined Contribution 401(a) Plan; and

WHEREAS, certain amendments to the Plan are required to comply with the Pension Protection Act of 2006 and other legislative and regulatory changes, as described in the Amended Adoption Agreement, Plan Number 002;

NOW, THEREFORE, BE IT RESOLVED that Novato Sanitary District adopts the Amended Adoption Agreement, Plan Number 002, to the Lincoln Financial Group 401(a) Plan; authorizes and directs the President of the Board of Directors to execute said agreement on behalf of Novato Sanitary District, and directs staff to provide Lincoln National Life Insurance Company with such information and cooperation as may be needed on an ongoing basis in the administration of the 401(a) Plan.

PASSED AND ADOPTED as a resolution of the Board of Directors of the Novato Sanitary District, at a meeting held on June 24, 2013.

AYES,	Members:	Di Giorgio, Long, Mariani, Peters, Welsh
NOES,	Members:	None
ABSENT,	Members:	None

Michael Di Giorgio, President

Attest:

Beverly B. James, Manager-Engineer

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Election of Officers, Appointments	MEETING DATE: June 24, 2013
AGENDA ITEM NO.: 10.a.b.c.	
RECOMMENDED ACTION:	
SUMMARY AND DISCUSSION:	
<p>The District Board traditionally elects members to serve as President and President Pro-Tem at the second meeting in June each year. Although officers are elected each year, for a number of years the President has been re-elected to serve for two consecutive terms. A list of the officers for the past 18 years is attached.</p> <p>The Board also appoints the Secretary Treasurer and the Secretary Treasurer Pro-Tem. The Manager/Engineer serves as the Secretary Treasurer and the Administrative Secretary who normally attends Board meetings serves as the Secretary Treasurer Pro Tem.</p> <p>Typically the President, President Pro-Tem, and immediate Past President have been authorized to represent the Board to sign checks.</p>	
ALTERNATIVES: NA.	
BUDGET INFORMATION: NA	
DEPT.MGR.:	MANAGER:

OFFICERS OF NOVATO SANITARY DISTRICT

OFFICERS 2012-13:

President:	Michael Di Giorgio
President Pro Tem:	Jean Mariani
Secretary/Treasurer	Beverly B. James
Secretary/Treasurer Pro Tem:	Julie Swoboda
Check Signers:	Michael Di Giorgio, Jean Mariani, Dennis Welsh, Beverly B. James, Sandeep Karkal

OFFICERS 2011-12:

President:	William C. Long
President Pro-Tem:	Michael Di Giorgio

OFFICERS 2010-11:

President:	William C. Long
President Pro-Tem:	James D. Fritz

OFFICERS 2009-10:

President:	Michael Di Giorgio
President Pro-Tem:	William C. Long

OFFICERS 2008-09:

President:	Michael Di Giorgio
President Pro-Tem:	William C. Long

OFFICERS 2007-08:

President:	James D. Fritz
President Pro-Tem:	Michael Di Giorgio

OFFICERS 2006-07:

President:	James D. Fritz
President Pro Tem:	Michael Di Giorgio

OFFICERS 2005-06:

President:	Arthur T. Knutson
President Pro Tem:	William C. Long

OFFICERS 2004-05:

President:	Arthur T. Knutson
President Pro Tem:	E.A. Renati

OFFICERS 2003-04:

President:	William C. Long
President Pro Tem:	E.A. Renati

OFFICERS 2002-03:

President:	William C. Long
President Pro Tem:	E.A. Renati

Officers of Novato Sanitary District
1995-96 through 2012-13

OFFICERS 2001-02:

President: Arthur T. Knutson
President Pro Tem: E.A. Renati

OFFICERS 2000-01:

President: George C. Quesada
President Pro Tem: Joseph F. Silveira

OFFICERS 1999-00:

President: George C. Quesada
President Pro Tem: Joseph F. Silveira

OFFICERS 1998-99:

President: Arthur T. Knutson
President Pro Tem: Philip J. York

OFFICERS 1997-98:

President: Arthur T. Knutson
President Pro Tem: Philip J. York

OFFICERS 1996-97:

President: George C. Quesada
President Pro Tem: Joseph F. Silveira

OFFICERS 1995-96:

President: George C. Quesada
President Pro Tem: Joseph F. Silveira

DATE: May 22, 2013
TO: County of Marin, Marin Cities and Special Districts
FROM: Peter Banning, Executive Officer
SUBJECT: Draft Policy on Periodic Review of Spheres of Influence

Marin LAFCO is reviewing the process through which the Commission undertakes special studies and municipal service reviews (MSRs) that are used to support adoption or amendment of city and special district spheres of influence. Staff has recommended revisions described in the following report. The Commission has directed that they be circulated for comment by affected public agencies and organizations for a two-month period. The Commission would consider modification and adoption of the revised policy at its next regular meeting following the review period.

Background

The present policy, adopted in 2001, is aimed at compliance with the amended provisions of the Cortese-Knox-Hertzberg Act requiring special studies (MSRs) and periodic reviews of adopted spheres of influence every five years. This practice avoids repetition of extensive and time-consuming studies without specific reasons. Affected agencies are initially consulted, but on a staff-to-staff basis only.

The present process includes survey of agencies at five-year intervals for assessment of changes in the conditions that led to the adoption of the existing sphere of influence of that agency. If no significant changes are identified, the sphere of influence is re-affirmed without change and without additional study. If significant change is identified, staff performs a new municipal service review study to provide a basis for amending or affirming the sphere of influence taking new conditions into account.

RECEIVED
MAY 31 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>

The current adopted policy and procedure is as follows:

Section 4. Procedures for Review of Adopted Spheres of Influence

California Government Code Section 56425 (b) requires LAFCOs to "periodically review and update" adopted spheres of influence. LAFCOs are also required to schedule a hearing on a proposal for an amendment to a sphere of influence when submitted by resolution of the County or a local agency.

The adequacy of each adopted sphere of influence will be reviewed every five years from the date of its adoption or most recent review. The Commission may either reaffirm spheres as previously adopted or may restudy spheres to evaluate the need to amend them. Spheres may be restudied where significant changes in land use, planning policy, demand for public service, service capabilities, or relationship to other government agencies have occurred. The Commission may consider amendments to adopted spheres of influence out of the order determined by the five-year cycle when requested to do so by resolution of a local agency or where the Commission otherwise deems appropriate. Each subject agency will be notified of pending review of its sphere of influence and will be requested to participate actively in any restudy deemed necessary by the Commission.

A. Procedure for Periodic Review

1. Each year the Commission will consider the oldest one-fifth of the adopted spheres of influence and determine which may be reaffirmed without additional review and which will require restudy for possible amendment. In order to assist the Commission in its determinations, staff will conduct a preliminary survey to assess the adequacy of the selected spheres and make recommendations for reaffirmation or restudy to the Commission at a public hearing.
2. The Commission will take action to reaffirm existing spheres not selected for restudy following a noticed public hearing.
3. Spheres of influence authorized for restudy will be examined for changes in conditions and policies since adoption or most recent review.
4. The Commission will hold noticed public hearings and make determinations on the spheres of influence which have been restudied. Staff will provide a report and recommendation on spheres of influence reviewed by the Commission.
5. Commission actions to adopt, amend or affirm spheres of influence will be taken by resolution, including a map of the adopted sphere of influence and a statement of the Commission's determinations.

The above process for review and update carries the great advantage of efficiency. No new study is undertaken except for very specific and compelling reasons. However, the current process also carries the significant disadvantage of allowing much of the information on local government agencies that is the basis for the Commission's sphere of influence determinations to become entirely outdated. The special studies prepared by LAFCO are initially valuable resources to the public as well as the Commission. They provide extensive description of the nature, purpose and interrelationships of Marin County's 11 cities, 30 independent special districts and other assorted organizations.

The studies also tend to insure that LAFCO members are fully informed on the entire scope of local government activity in Marin County on an ongoing basis, as befits the Commission's authority over changes to boundaries and organization. Without some form of update, these documents become entirely obsolete and lose much of their value as reference sources to the Commission, its staff, the Civil Grand Jury, the County, cities, special districts, the press and other user groups.

The choice under the current procedure between complete restudy and simple re-affirmation without further study is too stark. Other alternative approaches might be useful depending on individual cases and circumstances.

Proposed Revision

Proposed changes to the policy and procedure would more actively involve LAFCO members and the subject agencies in discussion of what level of detail would be appropriate in the mandated periodic review. Beyond compliance with the Cortese-Knox-Hertzberg Act, the Commission's policy and procedure could encompass the additional objectives of maintenance of standardized data on services and operations of each agency, updating the long-term financial viability of each agency, updating the state of infrastructure needs of each agency and identification of opportunities for positive changes of organization or service sharing.

Where the current procedure focuses on communications between LAFCO staff and the staff of the subject agencies, the revised policy favors direct involvement of the Commissioners and subject agency representatives in a public forum to reach decisions on how adopted spheres of influence will be updated and municipal service reviews undertaken. Staff has drafted the following policy and procedure in an effort to reflect the direction of the Commission:

Section 4. Procedures for Review of Adopted Spheres of Influence

California Government Code Section 56425 (b) requires LAFCOs to "periodically review and update" adopted spheres of influence. LAFCOs are also required to schedule a hearing on a proposal for an amendment to a sphere of influence when submitted by resolution of the County or a local agency.

The adequacy of each adopted sphere of influence will be reviewed every five years from the date of its adoption or most recent review. The Commission ~~may either reaffirm spheres as previously adopted or may restudy spheres to evaluate the need to amend them.~~ Spheres may be restudied where significant changes in land use, planning policy, demand for public service, service capabilities, or relationship to other government agencies have occurred, working in conjunction with its staff and representatives of subject agencies, will determine the appropriate scope of study required for periodic review of adopted spheres of influence in a noticed public hearing. The Commission may consider amendments to adopted spheres of influence out of the order determined by the five-year cycle when requested to do so by resolution of a local agency or where the Commission otherwise deems appropriate. Each subject agency will be notified of pending review of its sphere of influence and will be requested to participate actively in any restudy deemed necessary by the Commission.

A. Procedure for Periodic Review

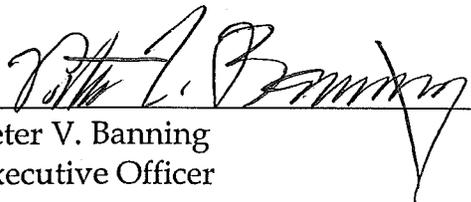
1. Each year the Commission will consider the oldest one-fifth of the adopted spheres of influence and determine ~~which may be reaffirmed without additional review and which will require restudy for possible amendment~~ the appropriate scope and content of study required to update them. In order to assist the Commission in its determinations, staff will conduct a preliminary survey to assess the adequacy of the selected spheres information supporting the adopted spheres of influence of the subject agencies and make recommendations for ~~reaffirmation or~~ the scope of restudy to the Commission at a public hearing.
2. The Commission will ~~take action to reaffirm existing spheres not selected for restudy following~~ solicit the testimony and active participation of representatives of subject agencies in its determination of the scope and content of restudy for compliance with Government Code Sections 56425 and 56430 at a noticed public hearing held for that purpose.
3. Spheres of influence authorized for restudy will be examined for ~~changes in conditions and policies since adoption or most recent review.~~

4. The Commission will hold noticed public hearings and make determinations on the spheres of influence ~~which have been restudied of the subject agencies following completion of the restudy directed by the Commission.~~ Staff will provide a report and recommendation on spheres of influence reviewed by the Commission.
5. Commission actions to adopt, amend or affirm spheres of influence will be taken by resolution, including a map of the adopted sphere of influence and a statement of the Commission's determinations.

Comment

Please let us know your thoughts and suggestions on the revised policy above. The Commission will consider revising the policy, including all input received as a result of this request, at its meeting August 8th or September 12th. It would be most helpful to receive your comments by July 26th.

Yours very truly,



Peter V. Banning
Executive Officer