

NOVATO SANITARY DISTRICT

Meeting Date: December 2, 2019

The Finance Committee of the Novato Sanitary District will hold a meeting at 3:30 PM, Monday, December 2, 2019, at the District offices, 500 Davidson Street, Novato.

Materials related to items on this agenda that are public records, 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. Note: All times and/or order of consideration for agenda items are for reference only. The Board of Directors may consider item(s) in a different order than set forth herein.

AGENDA

1. AGENDA APPROVAL

2. 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 Committee at this time as a result of any public comments made.

3. APPROVAL OF MINUTES:

- a. Consider approval of minutes of December 3, 2018 meeting.

4. FISCAL YEAR (FY) 2018-19 DRAFT ANNUAL AUDIT:

- a. Receive report from the District's independent outside auditor, Maze and Associates.
- b. Review draft Comprehensive Annual Financial Report (CAFR) for the years ended June 30, 2019 and 2018, including draft audited financial statements.
- c. Consider making a recommendation to the District Board to accept the audit and CAFR, subject to minor edits.
- d. Receive draft "Memorandum on Internal Control and Required Communications for Year ended June 30, 2019" from the District's independent outside auditor, Maze and Associates.

5. FISCAL YEAR (FY) 2019-20 ANNUAL BUDGET – BUDGET AMENDMENT REQUEST:

- a. Review budget amendment request to increase the Fiscal Year (FY) 19-20 budget for "Capital Improvements Cost Centers - 72000 and 73000", Section IV ("Capital Improvement Budget - CIP Expenditures") of the Final Budget for Fiscal Year 2019-20 from \$12,229,956 to \$12,729,956 with the transfer of \$500,000 from the unencumbered available cash balance in the Capital Fund; and subject to minor changes and edits, recommend its adoption by the Board of Directors at the December 9, 2019 Board meeting.

6. ADJOURNMENT

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.

NOVATO SANITARY DISTRICT

Finance Committee Meeting Minutes

Meeting Date: December 3, 2018

A regular meeting of the Finance Committee of Novato Sanitary District was held at 3:13 p.m., Monday, December 3, 2018, at the District office, 500 Davidson Street, Novato.

COMMITTEE MEMBERS PRESENT: Members William C. Long and Jean Mariani.

STAFF PRESENT: General Manager-Chief Engineer Sandeep Karkal, Finance Officer Laura Creamer, and Administrative Secretary Julie Hoover.

ALSO PRESENT: Whitney Crockett, CPA-Supervisor, Maze and Associates

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES:

- Consider approval of minutes of December 4, 2017 meeting. The meeting minutes of December 4, 2017 were approved as presented.

FISCAL YEAR (FY) 2017-18 DRAFT ANNUAL AUDIT:

- Receive report from the District's independent outside auditor, Maze and Associates, and review draft Comprehensive Annual Financial Report (CAFR) for the years ended June 30, 2018 and 2017, including draft audited financial statements. The General Manager introduced Whitney Crockett of Maze and Associates. He stated that Ms. Crockett would present the Comprehensive Annual Financial Report for the fiscal years ended June 30, 2018 and June 30, 2017 including draft audited financial statements.

Ms. Crockett introduced herself and stated that she had overseen the audit and the issuance of the District's Comprehensive Annual Financial Report (CAFR). She then gave an overview of the District's Annual Audit, and stated that Maze and Associates had concluded, based on their audit, that there was a reasonable basis for rendering an unmodified (unqualified) opinion. Ms. Crockett noted that the unmodified opinion is the highest rating given (cleanest possible opinion). She stated that the District's financial statements for the fiscal year ended June 30, 2018 are fairly presented, and conform to Generally Accepted Accounting Principles (GAAP). She stated that there were no major reporting changes and no material weaknesses when internal controls were reviewed.

Ms. Crockett continued, stating that Management adopted the provisions of Statement 75 – Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions (GASB 75) in accordance with the requirement that the full OPEB liability be presented on the District's current financial statement for the fiscal year ending June 30, 2018.

Discussion followed between the Committee Members, and Ms. Crockett.

At the conclusion of the discussion, Directors Long and Mariani warmly thanked Ms. Crockett for her work, stating that the report was clear and well written.

-Consider making a recommendation to the District Board to accept the audit and CAFR, subject to minor edits. Committee Member Mariani made a recommendation that the District Board accept the audit and CAFR, subject to minor edits, and Committee Member Long concurred.

- Receive draft "Memorandum on Internal Control and Required Communications for Year ended June 30, 2018" from the District's independent outside auditor, Maze and Associates. Committee Member Mariani made a recommendation to receive the draft "Memorandum on Internal Control and Required Communications for Year ended June 30, 2018" from the District's independent outside auditor, Maze and Associates, and Committee Member Long concurred.

ADJOURNMENT: There being no new business to come before the Committee, the meeting was adjourned at 4:01 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording

NOVATO SANITARY DISTRICT FINANCE COMMITTEE AGENDA ITEM SUMMARY

TITLE: Fiscal Year (FY) 2018-19 Draft Annual Audit.	MEETING DATE: December 2, 2019 AGENDA ITEM NO.: 4.a.,b.,c.,&d.
RECOMMENDED ACTIONS: <ul style="list-style-type: none"> a. Receive report from the District’s independent outside auditor, Maze and Associates. b. Review draft Comprehensive Annual Financial Report (CAFR) for the years ended June 30, 2019, and 2018, including draft audited financial statements. c. Consider making a recommendation to the District Board to accept the audit and CAFR, subject to minor edits. d. Receive draft “Memorandum on Internal Control and Required Communications for Year ended June 30, 2019” from the District’s independent outside auditor, Maze and Associates. 	
SUMMARY AND DISCUSSION: <p>The District’s draft CAFR (including the draft annual audit for FY18-19, and draft audited financial statements for years ended June 30, 2019 and June 30, 2018) is attached. A draft Memorandum on Internal Controls and Required Communications for the fiscal year ended June 30, 2019 is also attached.</p> <p>Staff requests that the Finance Committee (Committee) receive and review the provided documents.</p> <p>Staff and representative(s) from the independent outside auditor, Maze and Associates, will be available at the Committee meeting to review the reports and respond to questions.</p> <p>Upon review, staff recommends that the Committee make a recommendation to the District Board to accept the audit and CAFR, subject to minor edits, at the Board’s December 9, 2019 meeting. The memorandum on internal controls and required communications will also be provided to the Board at its December 9, 2019 meeting. In addition, upon acceptance by the District Board, staff will forward the District CAFR to the Government Finance Officers Association (GFOA) for consideration by GFOA for its Annual Award for Excellence In Financial Reporting.</p>	
ATTACHMENTS: <ul style="list-style-type: none"> 1. Draft CAFR (including draft annual audit for FY18-19, and draft audited financial statements for years ended June 30, 2019 and 2018). 2. Draft “Memorandum on Internal Control and Required Communications for Year ended June 30, 2019”, from the District’s independent outside auditor, Maze and Associates. 	
STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update. The item also addresses other goals of the Strategic Plan including Goal 1 (Operational Excellence), and Goal 3 (Alignment and Communications).	
DEPT. MGR.: lmc, ssk	GENERAL MANAGER: SSK

Novato Sanitary District
Novato, California



Comprehensive Annual Financial Report

For the Fiscal Years Ended

June 30, 2019

&

June 30, 2018

**NOVATO SANITARY DISTRICT, CALIFORNIA
COMPREHENSIVE ANNUAL FINANCIAL REPORT
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

**NOVATO SANITARY DISTRICT
500 Davidson Street
Novato, California 94945
(415) 892-1694 – www.novatosan.com**

Prepared by:

*Sandeep Karkal, General Manager – Chief Engineer
Laura Creamer, Finance Officer*

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**NOVATO SANITARY DISTRICT
Comprehensive Annual Financial Report
For the Years Ended June 30, 2019 and 2018**

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Introductory Section

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December 9, 2019

To: The Honorable President, Members of the Board of Directors, and Rate Payers of the Novato Sanitary District:

State law requires that all general-purpose local governments and special districts publish each fiscal year a complete set of financial statements presented in conformity with Generally Accepted Accounting Principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. The Comprehensive Annual Financial Report (CAFR) of the Novato Sanitary District (District) for fiscal year ended June 30, 2019 is hereby submitted as required. Maze & Associates, a firm of licensed certified public accountants, has audited the District's financial statements.

This report is organized into four sections: (1) Introductory (2) Financial (3) Supplemental Information, and (4) Statistical. The Introductory section offers general information about the District's organization and current District activities, and reports on a summary of significant financial results. The Financial section includes the Independent Auditor's Report, Management's Discussion and Analysis of the District's basic financial statement, and the District's audited basic financial statements with accompanying notes. The Supplemental Information section includes schedules for the purpose of additional analysis. The Statistical section presents unaudited ten-year historical financial, demographic, and statistical information relevant to the District's operations.

Generally Accepted Accounting Principles (GAAP) requires that management provide a narrative introduction, overview, and analysis to accompany the financial statements in the form of the Management's Discussion and Analysis (MD&A) section. This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The District's MD&A is presented immediately after the Independent Auditor's Report.

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. As the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements.

The goal of the independent audit was to provide reasonable assurance that the financial statements of the Novato Sanitary District for the fiscal year ended June 30, 2019 are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the Novato Sanitary District's financial statements for the fiscal year ended June 30, 2019 are fairly presented in conformity with GAAP. The Independent Auditor's Report is presented as the first component of the financial section of this report.

PROFILE OF THE DISTRICT

The Novato Sanitary District was formed in October 1925 pursuant to the Sanitary District Act of 1923 (California Health and Safety Code, Sections 6400 et seq). Established as an Independent Enterprise Special District, the District is authorized to provide wastewater collection and treatment services, to levy rates and fees to support those services, and to regulate collection of garbage and refuse. The District is located in northern Marin County and is approximately 25 miles north of the City and County of San Francisco.

The District's Novato Wastewater Treatment Plant (NWTP) is currently permitted for an average dry weather flow of 7.0 million gallons per day. The District provides wastewater service to the sewered areas of the City of Novato as well as developed areas outside the city limits. The District's sewered wastewater service area is currently about 25 square miles and serves a population of approximately 60,000. Wastewater from the District's service area is transported to the NWTP where it is treated to federally and state mandated standards to protect the public health.

The District also operates a Wastewater Reclamation Facility consisting of some 800 acres of pastures in three separate sites adjacent to Highway 37. This acreage is irrigated with recycled water during the summer months, and is used for grazing cattle. Another unique feature of the reclamation facility is an approximately 10-acre wildlife pond utilizing recycled water. The pond supports a variety of freshwater aquatic life and grasses, and serves as a preserve for birds and other wildlife. A third feature of the reclamation facility is approximately 6 acres of treated biosolids storage ponds, and a dedicated land disposal (DLD) site of about 15 acres.

Separately, in cooperation with the North Marin Water District, up to 1.7 million gallons per day of Title 22 tertiary recycled water can be produced for use for landscape irrigation in the Novato area.

In addition, the District operates a Household Hazardous Waste (HHW) program and is responsible for refuse, recycling and green-waste collection through its oversight of a franchise.

Governance

The affairs of the District are directed by a five member Board of Directors elected at large by registered voters in the District. The Directors are residents of the District and have the same concerns as their constituents. The Directors, who serve four-year staggered terms, are responsible for establishing policy and ordinances, adopting the annual budget, and hiring the District's General Manager-Chief Engineer. The General Manager-Chief Engineer is responsible for carrying out the policies and ordinances of the District Board and for overseeing the day-to-day operations of the District.

Mission and Vision

The mission of the Novato Sanitary District is as follows:

Novato Sanitary District provides responsible environmental and economical wastewater and solid waste resource management for Novato.

The District's long-term vision is as follows:

Creating worth from all of Novato's waste.

FACTORS AFFECTING FINANCIAL CONDITION

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the District operates.

Local Economy

The District has a predominantly residential ratepayer base, with residential users accounting for approximately 75% of the equivalent dwelling units (EDUs) in its service area. The local economy also includes some 2,500 commercial businesses. No major industrial wastewater producers currently exist within the District's service area. This may change in the future from biopharmaceutical firms in the District's service area looking to expand their operations. However, generally speaking, the District's service area is significantly built out with densification anticipated in the downtown area and commercial corridors. Future growth areas are generally zoned very low density residential, although this is always subject to change by the planning agencies, i.e. City of Novato and County of Marin.

As an independent enterprise special district having the ability to adjust service rates as required, the District's operating revenues are somewhat insulated from the local economy. The District's operating revenues tend to increase with growth periods and stabilize during non-growth periods. Conceivably, the greatest threat to operating revenues would be from a significant reduction in the service area population. As the District reaches build out, it is anticipated that growth in District revenues will remain stable.

Capacity fees are collected as new units are connected to the District. During the housing boom of the early 2000's the District experienced strong revenues from capacity fees. It is anticipated that capacity fee revenues will slow dramatically as the District approaches build out, absent significant densification or zoning changes.

Property taxes accounted for approximately 10.9% of the District's total revenue (including capital contributions) for FYE 2018 and 2019. Under current conditions in the housing market, property tax revenues are expected to increase moderately in the near future with increases in values and reassessments.

Long-Term Financial Planning

The District's Board of Directors is aware of the need to ensure the District's financial stability. Through a coordinated strategic process, the Board has established a series of financial policies and planning documents to effectively meet the District's anticipated future needs. The District utilizes these policies and planning documents to anticipate future expense obligations and to develop programs to ensure these expense obligations are fully funded. For example, in FYE 2016, the District commissioned its financial consultant, Bartle Wells Associates to initiate and complete the 2016 Wastewater Capacity Fee Study as well as the 2016 Sewer Rate Study. It is anticipated that future updates will be prepared as needed. Similarly, in FYE 2018, the District refinanced its 2011 Certificates of Participation (COPs) with the 2017 Revenue Refunding Bonds, which resulted in saving the District approximately \$2.3 million over a shorter debt term (from year 2032 to 2031). In addition, in 2019, the District refinanced its 2011 State Revolving Fund (SRF) with debt service through 2031 at an interest rate of 2.41%, with the 2019 Revenue Refunding Bonds with debt service through 2031 at an effective interest rate of 1.41%, and a resulting savings of about \$3.2 million. A side benefit of these two successful refinancing efforts was that the District has achieved a "AAA" credit rating from S&P Global Ratings, which is the highest possible rating awarded by the credit rating agency.

RELEVANT FINANCIAL POLICIES

Reserve Policy

The District's Reserves Policy (Policy No. 3500) anticipates and accounts for the fact that not all operating and capital expenses can be precisely forecast. The covenants of the 2017 Refunding Bonds and the 2019 Refinancing Bonds do not mandate the maintenance of reserve amounts for repayment of the bonds. However, the District will continue to maintain and fund the Wastewater Capital Reserve Fund previously mandated by covenants of the SRF loan, as a matter of financial prudence and reflective of its proactive asset management and replacement practices.

The District's major revenue sources, on an annualized basis over the last ten years, are its Sewer Service Charges (SCCs) (about 86%), and property taxes (about 11%), which are collected on the County tax rolls. Accordingly, the District's Policy No. 3510 sets Capital and Operating Fund targets and minimum fund balances as of July 1st each year

to meet cash flow for expenses in that fiscal year, and to account for the fact that the District receives about 55% of its revenues in December and 45% in April each year, consistent with the County's tax collection process.

Investment Policy

The District's Investment Policy establishes guidelines for the investment of available funds. The Investment Policy incorporates the "prudent investor" standard as stated in California Government Code (CGC) Section 53600.3. The primary objectives, in priority order, of the District's investment activities are: 1) safety, 2) liquidity, and 3) yield. The District's funds are invested in the State of California Local Agency Investment Fund (LAIF), in accordance with the California Government Code, as described in Footnote 2 of the Basic Financial Statements.

INTERNAL CONTROLS

The District is responsible for establishing and maintaining an internal control structure designed to ensure that the District's assets are protected from loss, theft, or misuse, and to ensure that adequate accounting data are compiled for the preparation of financial statements in conformity with GAAP.

The internal structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that; 1) the cost of control should not exceed the benefits likely to be derived; and 2) the valuation of costs and benefits requires estimates and judgments by management.

MAJOR INITIATIVES

The District has initiated several major projects to upgrade infrastructure and ensure the adequacy of facilities.

- 1) The District completed a major upgrade to its wastewater treatment facilities in 2011 and other needed upgrades through 2015. Financed by a California State Revolving Fund (SRF) loan, the 2011 effort upgraded and expanded the District's treatment facilities at the site of the Novato treatment plant. As noted earlier, this SRF loan was recently refinanced on favorable terms to the District.

The upgraded and expanded treatment plant replaced two aging plants (the Ignacio treatment plant and portions of the old Novato plant) with the single new modernized Novato Treatment Plant. A major new transfer pump station and conveyance pipeline replaced the old Ignacio plant, and transmits flow from the former Ignacio plant's tributary area to the Novato Plant for treatment and disposal. Upgrades at the Novato plant included efficient treatment processes that comply with current standards, re-use of the portions of the plant built since the 1980s that were still usable, and addition of backup facilities in case of equipment failure or emergencies.

In addition, the ground profile of the upgraded plant was raised by several feet to optimize energy usage, and address potential climate change impacts based on the best available sea level rise (SLR) information at that time.

- 2) The District initiated a Sewer System Plan more than a decade ago. Since then much progress has been made. A Collection System Improvement and Pump Station Rehabilitation Program is ongoing to replace aging sewer lines and pump stations. The program is designed to meet the District's needs over the next 25 to 50 years. Design and construction are ongoing and are expected to continue for the foreseeable future.

However, with about 250 miles of sewer pipelines, over 6,000 manholes, 39 wastewater pump stations, plus other critical facilities, many of which are 50 or 60 years old, there is more work to do. The District has annually invested up to \$5 million over the past decade or so in sewer and pump station upgrades to repair the wear and tear from past decades, and expects this to continue for the foreseeable future. A new Collection System Master Plan (CSMP) is expected to be finalized by early 2020, which should provide updated guidance for future sewer and pump station system upgrades and improvements.

- 3) The District's Lateral Replacement Program will continue to provide incentives for ratepayers to replace their private laterals. The program reimburses ratepayers up to \$2,000 for complete lateral replacement. During the FYE 2019 the District contributed \$34,000 for the replacement of seventeen damaged private laterals.
- 4) The District completed construction of a nominal 1.7 million gallons per day (MGD), 0.85 MGD firm capacity, Recycled Water Facility (RWF) in 2012. The project is part of an ongoing regional recycled water program of the North Bay Water Reuse Authority (NBWRA) of which the District is a founding member. Twenty-five percent of the cost was covered by a grant from the U.S. Bureau of Reclamation (USBR). Five percent was covered by a grant from the California Department of Water Resources. The recycled water is distributed by North Marin Water District (NMWD) to irrigate a golf course, landscaping, cemeteries, and playing fields in Northern and Eastern Novato. The RWF became operational in September 2012.

In FYE 2018, the District began an expansion of the firm capacity of the RWF from 0.85 MGD to 1.7 MGD. The project was completed date in February 2019. Again, twenty-five percent of the expansion cost is being covered by a USBR grant through the NBWRA program. The expanded RWF will support NMWD's recycled water system expansion to its central and south Novato service areas, including the golf course at the Marin County Club.

COLLABORATIVE PARTNERSHIPS

The District's success in providing low-cost, high-quality service is due in part to its strategy of forming successful collaborative partnerships with a number of different entities:

Zero Waste Program. In addition to franchising garbage collection and disposal, the District is responsible for meeting mandates of AB 939, the California Integrated Waste Management Act of 1989.

In 2017, the District's long-term franchisee Novato Disposal Service (NDS) was acquired by Recology, Inc., a San Francisco based solid waste management company. Recology, through its Recology Sonoma Marin (RSM) subsidiary, requested, and the District granted, a reassignment of the NDS franchise to RSM. RSM assumed the duties and responsibilities of the franchise in the District's service area in December 2017. This includes collaboration on the ongoing Zero Waste Program element of the franchise to take recycling in the District's service area to the next level by significantly reducing material disposed to the landfill.

Specialized Staff Sharing.

Safety: The District shares a single full-time safety officer with the Central Marin Sanitation Agency (CMSA). In addition, a portion of the District's Administrative/Risk Services Officer's time is allocated between the two agencies to provide functional supervision to the shared safety officer position.

Laboratory: The District and North Marin Water District (NMWD) also have an Agreement to share highly skilled laboratory staff.

Mutual Aid: The District is a signatory to a mutual aid agreement among the wastewater treatment agencies in the County, whereby the agencies can appropriately assist each other with staffing and equipment.

Cost-Saving Management of Treatment Plant. The District contracts with a private entity, Veolia Water, to operate and maintain its treatment facilities, achieving both cost savings and environmental compliance.

Significant Funding from Collaborative Recycled Water Program. By working collaboratively with NMWD, NBWRA, and other neighboring and regional agencies, the District has obtained almost \$3 million to date in federal and state grant funding to initiate and expand recycled water use in Novato.

INDEPENDENT AUDIT

The State Government Code requires an annual audit of the District's financial records by a Certified Public Accountant. In 2012, the District selected, through a competitive process, the firm of Maze & Associates to conduct its audit. In 2017, consistent with industry best practices, the District re-engaged Maze & Associates with a change in engagement partner. The auditor's report on the financial statements and schedules are included in the financial section of this report.

ACKNOWLEDGEMENTS

Preparation of this report was accomplished by the combined efforts of District staff. We appreciate the dedicated efforts and professionalism that our staff members bring to the District. A special note of appreciation goes to Laura Creamer, CPA, the District's Finance Officer, for her assistance with developing this report. We would also like to recognize and thank the members of the District's Finance Committee, William Long and Jean Mariani, and the District's Board of Directors, for their continued support in the planning and implementation of the District's fiscal policies.

Respectfully submitted,

Sandeep Karkal
General Manager-Chief Engineer

Leaders in Protecting the Environment

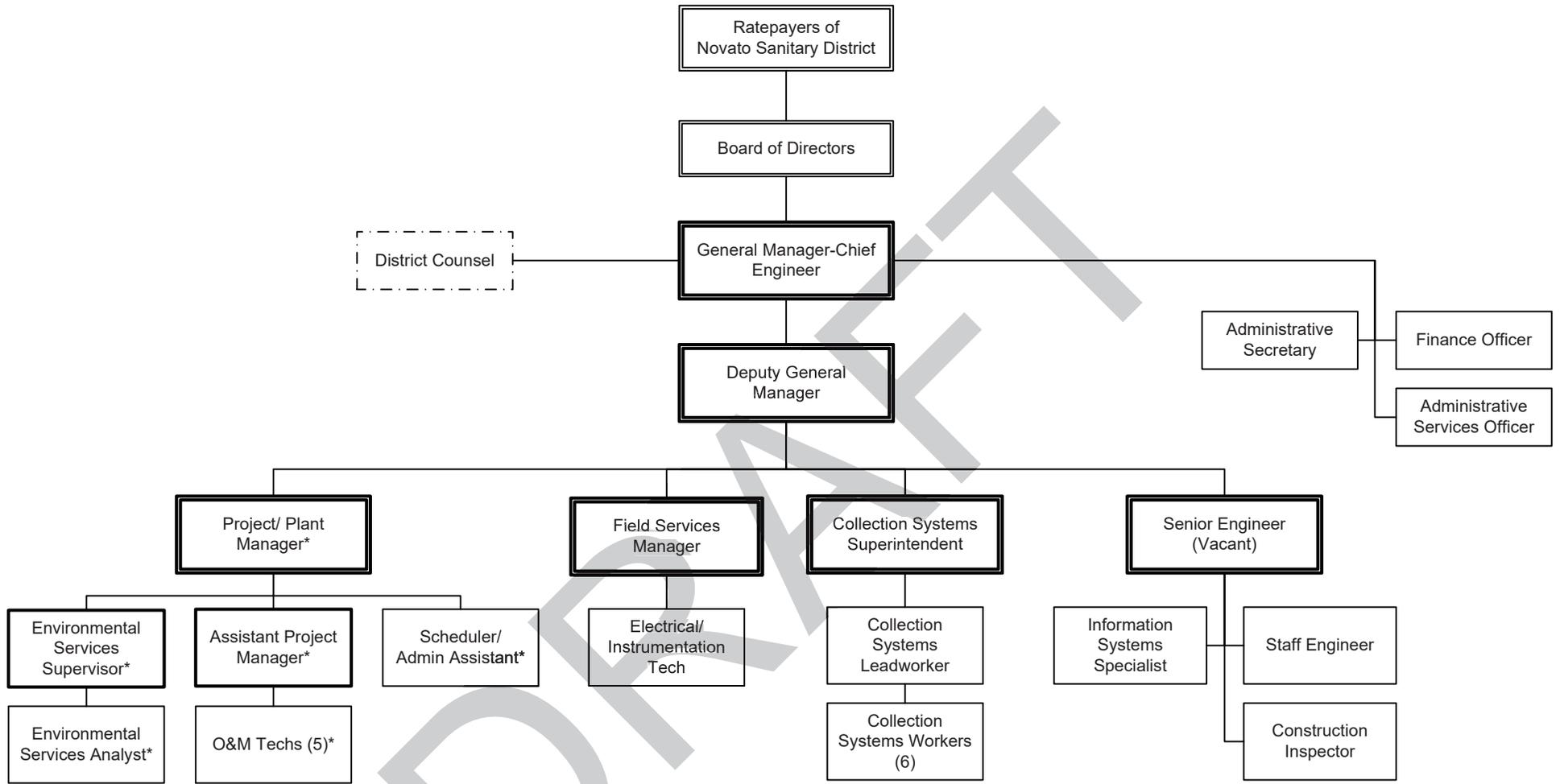
Novato Sanitary District provides wastewater collection, treatment, recycling and disposal services for the community of Novato, California. In addition, the District is responsible for refuse disposal, recycling, and greenwaste collection through its franchise collector, Recology, Inc.

Novato Sanitary District Board of Directors as of June 30, 2019

Name	Title	Elected/ Appointed	First Seated on Board	Current Term *
Carole Dillon-Knutson	President	Appointed	12/2015	12/19-11/22
William C. Long	Director	Elected	12/2001	12/19-11/22
Brant Miller	Director	Elected	12/2013	12/19-11/20
Jean Mariani	Director	Appointed	5/2011	12/15-11/20
Jerry Peters	Director	Elected	12/2011	12/15-11/20

Sandeep Karkal, P.E.
General Manager - Chief Engineer
500 Davidson Street
Novato, California 94945
(415) 892-1694 – www.novatosan.com

*Transition terms, consolidated with statewide elections per Senate Bill SB415 (“California Voter Participation Rights Act”).



* denotes Veolia Water staff



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Novato Sanitary District
California**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2018

Christopher P. Morrill

Executive Director/CEO

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Financial Section

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Novato Sanitary District
Novato, California

Report on Financial Statements

We have audited the accompanying financial statements of the business-type activities and the fiduciary fund of Novato Sanitary District (District), California, as of and for the years ended June 30, 2019 and 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities and the fiduciary fund of the District as of June 30, 2019 and 2018, and changes in financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

Management adopted the provisions of Governmental Accounting Standards Board Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, which became effective during the year ended June 30, 2019 as discussed in Note 1P to the financial statements. This Statement had no material effect on the financial statements.

The emphasis of this matter does not constitute a modification to our opinions.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and other Required Supplementary Information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements as a whole. The Introductory and Statistical listed in the Table of Contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Introductory and Statistical Sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Pleasant Hill, California
December 9, 2019



Management's Discussion & Analysis

The following Management's Discussion and Analysis (MD&A) of activities and financial performance provides an introduction to the financial statements of the Novato Sanitary District (District) for the fiscal year ended June 30, 2019 and June 30, 2018. The two-year presentation is provided for comparative purposes. Please read the information presented here, in conjunction with the basic financial statements and related notes, which follow this section.

Financial Highlights

- In 2019, the District's net position increased 5.8% or \$6,521,396 to \$119,554,358. In 2018, the District's net position increased 1.1% or \$1,235,642 to \$113,032,962.
- In 2019, the District operating revenues increased 5.2% or \$946,231 primarily from a Sewer Service Charge (SSC) increase of approximately 3.5%. In 2018, the District operating revenues increased 4.3% or \$748,859 primarily from a SSC increase of approximately 3.7%. Both rate increases are part of a five-year series of SCC increases initially adopted by District Resolution No. 120 (effective July 1, 2016), and approved by the District Board each subsequent year.

Required Financial Statements

This annual report consists of a series of financial statements. The Statement of Net Position (page 10), Statement of Revenues, Expenses and Changes in Net Position (page 11) and Statement of Cash Flows (pages 12-13) provide information about the activities and performance of the District using accounting methods similar to those used by private sector companies.

The Statement of Net Position includes all of the District's investments in resources (assets) and the obligations to creditors (liabilities). It also provides the basis for computing a rate of return, evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District. All of the current year's revenue and expenses are accounted for in the Statement of Revenues, Expenses and Changes in Net Position. This statement measures the success of the District's operations over the past year and can be used to determine if the District has successfully recovered all of its costs through its rates and other charges. This statement can also be used to evaluate profitability and credit worthiness. The final required financial statement is the Statement of Cash Flows, which provides information about the District's cash receipts and cash payments during the reporting period. The Statement of Cash Flows reports cash receipts, cash payments and net changes in cash resulting from operations, investing, non-capital financing, and capital and related financing activities and provides answers to such questions as where did cash come from, what was cash used for, and what was the change in cash balance during the reporting period.

Financial Analysis of the District

One of the most important questions that can be asked about the District's finances is: "Is the District better off or worse off as a result of this year's activities?" The Statement of Net Position

and the Statement of Revenues, Expenses and Changes in Net Position provide information about the District that helps answer this question.

These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting method used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the District's *net position* and changes therein. One can think of the District's net position – the difference between assets and liabilities – as one way to measure the District's financial health, or *financial position*. Over time, *increases or decreases* in the District's net position are one indicator of whether its *financial health* is improving or deteriorating. However, one also needs to consider other non-financial factors such as changes in economic conditions, population growth, zoning, and new or changed government legislation or regulation, such as changes in Federal and State wastewater standards and limits.

Notes to the Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The notes to the basic financial statements (Notes 1 to 12) can be found on pages 17 through 45.

Condensed Statements of Net Position

	2019	2018	Change	2017	Change
Assets:					
Current assets	\$ 30,086,371	\$ 27,304,405	2,781,966	\$ 23,977,767	3,326,638
Capital assets, net	169,827,409	172,437,386	(2,609,977)	176,068,809	(3,631,423)
Total assets	199,913,780	199,741,791	171,989	200,046,576	(304,785)
Deferred Outflow of Resources (Note 7&10)	1,852,264	1,807,722	44,542	1,247,025	560,697
Liabilities:					
Current liabilities	7,096,340	7,735,349	(639,009)	6,805,339	930,010
Non-current liabilities	73,495,699	79,906,596	(6,410,897)	81,812,368	(1,905,772)
Total liabilities	80,592,039	87,641,945	(7,049,906)	88,617,707	(975,762)
Deferred Inflows of Resources(Note 7&10)	1,619,647	874,606	745,041	878,574	(3,968)
Net Position (Note 8)					
Net investment in capital assets	100,177,367	97,939,722	2,237,645	96,965,159	974,563
Restricted	1,311,222	745,826	565,396	-	745,826
Unrestricted	18,065,769	14,347,414	3,718,355	14,832,161	(484,747)
Total net position	119,554,358	113,032,962	6,521,396	111,797,320	1,235,642

As noted earlier, net position may serve over time as a useful indicator of a government entity's financial position. In the District's case, the District's assets exceeded liabilities by \$119,554,358 and \$113,032,962 as of June 30, 2019 and June 30, 2018, respectively.

By far the largest portion of the District's net position (84% and 87% as of June 30, 2019 and June 30, 2018, respectively) reflects the District's investment in capital assets (net of accumulated depreciation) less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to customers within the District's service area; consequently, these assets are not available for future spending.

At the end of fiscal years 2019 and 2018, the District showed a positive balance in its unrestricted net position of \$18,065,769 and \$14,347,414 respectively, which may be utilized in future years, (see Note 8 for further discussion).

Statement of Revenues, Expenses and Changes in Net Position

	2019	2018	Change	2017	Change
Revenues:					
Operating revenues	\$ 19,291,206	18,344,975	946,231	17,596,116	748,859
Non-operating revenues	3,327,763	3,028,160	299,603	2,857,094	171,066
Total revenues	22,618,969	21,373,135	1,245,834	20,453,210	919,925
Expenses:					
Operating expenses	8,457,722	9,131,926	(674,204)	9,173,987	(42,061)
Depreciation and amortization	5,917,189	5,793,254	123,935	5,744,111	49,143
Non-operating expenses	2,140,256	2,390,042	(249,786)	2,513,064	(123,022)
Total expenses	16,515,167	17,315,222	(800,055)	17,431,162	(115,940)
Net income before capital contributions	6,103,802	4,057,913	2,045,889	3,022,048	1,035,865
Capital contributions	417,594	367,530	50,064	227,767	139,763
Change in net position	6,521,396	4,425,443	2,095,953	3,249,815	1,175,628
Net position, beginning of year	113,032,962	111,797,320	1,235,642	108,547,505	3,249,815
Prior period adjustment	-	(3,189,801)	3,189,801	-	(3,189,801)
Net position, end of year	\$ 119,554,358	113,032,962	6,521,396	111,797,320	1,235,642

The statement of revenues, expenses and changes of net position shows how the District's net position changed during the fiscal years. A closer examination of the sources of changes in net position reveals that:

- In 2019, the District's total revenues increased by 5.8% or \$1,245,834. A significant portion of the increase resulted from the District's sewer service charge (SSC) revenues, which increased 4.8% or \$853,593 over the prior year, due to an approved SSC increase of 3.5%. As noted earlier, this SSC increase was part of a five-year series of SSC increases initially adopted by District Resolution No. 120 (effective July 1, 2016).
- In 2019, the District's total expenses decreased 4.6% or \$800,055. In 2018, the District's total expenses decreased fractionally by 0.67% or \$115,940.
- In 2019, the District's net position increased by 5.8% or \$6,521,396. In 2018, the District's net position increased by 1.1% or \$1,235,642. The increases are due to a combination of an increase in overall revenues of 5.8% and a decrease in overall expenses of 4.6%.

Operating and Non-Operating Revenues

	2019	2018	Change	2017	Change
Operating revenues:					
Sewer service charges	\$ 18,509,333	\$ 17,655,740	853,593	\$ 16,843,212	812,528
Other service charges	84,111	147,410	(63,299)	193,006	(45,596)
Permit, inspection and other fees	55,607	27,141	28,466	28,479	(1,338)
Recycled water facility	241,383	138,258	103,125	177,285	(39,027)
AB939 – solid waste programs	400,772	376,426	24,346	354,134	22,292
Total operating revenues	19,291,206	18,344,975	946,231	17,596,116	748,859
Non-operating revenue:					
Property taxes	2,502,875	2,360,251	142,624	2,292,988	67,263
Franchise fees	56,515	54,358	2,157	52,485	1,873
Rental revenue	29,339	77,732	(48,393)	94,439	(16,707)
Interest earnings	629,461	312,886	316,575	136,595	176,291
Gain/(Loss) on sale/disposition of assets	(40,576)	(34,250)	(6,326)	1,627	(35,877)
Grant revenue	150,149	257,183	(107,034)	51,069	206,114
Other non-operating revenue	-	-	-	227,891	(227,891)
Total non-operating revenues	3,327,763	3,028,160	299,603	2,857,094	171,066
Total revenues	\$ 22,618,969	21,373,135	1,245,834	20,453,210	919,925

In summary, total revenues increased by \$1,245,834 and by \$919,925 in fiscal years 2019 and 2018, respectively.

Operating and Non-Operating Expenses

	2019	2018	Change	2017	Change
Operating expenses:					
Collection system	\$ 1,077,449	\$ 1,103,000	(25,551)	\$ 1,178,118	(75,118)
Treatment plant	2,957,149	2,909,669	47,480	2,824,699	84,970
Wastewater reclamation and disposal	458,191	456,134	2,057	493,926	(37,792)
Laboratory and monitoring	543,373	487,971	55,402	512,003	(24,032)
Pump Stations	715,265	735,079	(19,814)	731,684	3,395
Recycled water facility	241,382	138,239	103,143	105,327	32,912
AB939 – solid waste programs	332,294	350,937	(18,643)	341,580	9,357
Administrative and engineering	1,774,985	2,378,028	(603,043)	2,485,415	(107,387)
OPEB Expense	106,971	113,926	(6,955)	-	113,926
Pension Expense	250,663	458,943	(208,280)	501,235	(42,292)
Total operating expenses	8,457,722	9,131,926	(674,204)	9,173,987	(42,061)
Depreciation expense	5,917,189	5,793,254	123,935	5,744,111	49,143
Non-operating expenses:					
Interest expense	1,907,209	2,178,527	(271,318)	2,325,634	(147,107)
Other non-operating expenses	233,047	211,515	21,532	187,430	24,085
Total non-operating expenses	2,140,256	2,390,042	(249,786)	2,513,064	(123,022)
Total expenses	\$ 16,515,167	17,315,222	(800,055)	17,431,162	(115,940)

In summary, total expenses decreased by \$800,055 and increased by \$115,940 in fiscal years 2019 and 2018, respectively.

Capital Asset Administration

Changes in capital assets amounts for 2019 were as follows:				
	Balance 2018	Additions	Transfers/ Deletions	Balance 2019
Capital assets:				
Non-depreciable assets	\$ 8,635,264	700,031	(1,335,498)	7,999,797
Depreciable assets	241,513,628	4,037,160	(281,333)	245,269,455
Accumulated depreciation	(77,711,506)	(5,917,190)	186,853	(83,441,843)
Total capital assets, net	\$ 172,437,386	(1,179,999)	(1,429,978)	169,827,409
Changes in capital assets amounts for 2018 were as follows:				
	Balance 2017	Additions	Transfers/ Deletions	Balance 2018
Capital assets:				
Non-depreciable assets	\$ 7,094,184	1,541,080	-	8,635,264
Depreciable assets	240,920,323	655,004	(61,699)	241,513,628
Accumulated depreciation	(71,945,698)	(5,793,257)	27,449	(77,711,506)
Total capital assets ,net	\$ 176,068,809	(3,597,173)	(34,250)	172,437,386

At the end of fiscal year 2019 and 2018, the District's investment in capital assets amounted to \$169,827,409 and \$172,437,386 (net of accumulated depreciation), respectively. This investment in capital assets includes land, land improvements, sewer collection and outfall system, buildings and structures, equipment, vehicles and construction-in-process, etc. Major capital asset additions during the year include improvements to portions of the District's sewer collection and treatment system and pump stations, (see Note 4 for further details).

Debt Administration

Changes in long-term debt amounts for 2019 were as follows:							
				Balance			Balance
				2018	Additions	Deletions	2019
Loan payable				\$ 59,463,471	-	(3,951,834)	55,511,637
2017 Waste water Revenue Bonds				\$ 13,410,000	-	(790,000)	12,620,000
Total long-term debt				\$ 72,873,471	-	(4,741,834)	68,131,637
Changes in long-term debt amounts for 2018 were as follows:							
				Balance			Balance
				2017	Additions	Deletions	2018
Long-term debt:							
Loan payable				\$ 63,322,682	-	(3,859,211)	59,463,471
2017 Waste water Revenue Bonds				\$ -	14,355,000	(945,000)	13,410,000
2011 Certificates Of Participation				17,475,000	-	(17,475,000)	-
Total long-term debt				\$ 80,797,682	14,355,000	(22,279,211)	72,873,471

In October 2017, the District retired its 2011 Certificates of Participation (COPs) with the issuance of the 2017 Wastewater Revenue Refunding Bonds, saving the District over \$2 million in debt service over the life of the new bonds. See Note 6 for further details on the District's long-term debt.

Conditions Affecting Current Financial Position

Management is unaware of any conditions which could have a significant impact on the District's current financial position, net position, or operating results based on past, present and future anticipated events.

Requests for Information

This financial report is designed to provide the District's funding sources, customers, stakeholders and other interested parties with an overview of the District's financial operations and financial condition. Should the reader have questions regarding the information included in this report or wish to request additional financial information, please contact the District's General Manager-Chief Engineer, or the District's Finance Officer, at (415) 892-1694 or 500 Davidson Street, Novato, California, 94945.

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Basic Financial Statements

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NOVATO SANITARY DISTRICT
STATEMENTS OF NET POSITION
JUNE 30, 2019 AND 2018

	2019	2018
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents (Note 2)	\$28,243,720	\$25,733,311
Restricted - cash and investments (Note 2)	1,311,222	766,571
Accounts receivable, net (Note 3)	276,556	595,669
Accrued interest receivable	174,404	121,406
Prepaid expenses and other deposits	80,469	87,448
	30,086,371	27,304,405
NON-CURRENT ASSETS		
Capital assets - not being depreciated (Note 4)	7,999,797	8,635,264
Capital assets - being depreciated, net (Note 4)	161,827,612	163,802,122
	169,827,409	172,437,386
	199,913,780	199,741,791
DEFERRED OUTFLOWS OF RESOURCES		
OPEB related (Note 7)	358,212	232,875
Pension related (Note 10)	1,494,052	1,574,847
	1,852,264	1,807,722
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	1,077,519	1,795,555
Customer deposits	27,000	2,000
Restricted - special assessment payable	159,618	172,595
Accrued interest payable	929,056	992,937
Long-term liabilities - due within one year:		
Compensated absences (Note 5)	36,470	30,428
State Revolving Fund Loan payable (Note 6)	4,046,677	3,951,834
Wastewater Revenue Refunding Bonds (Note 6)	820,000	790,000
	7,096,340	7,735,349
NON-CURRENT LIABILITIES		
Long-term liabilities - due in more than one year:		
Compensated absences (Note 5)	109,410	91,283
State Revolving Fund Loan payable (Note 6)	51,464,961	55,511,637
Wastewater Revenue Refunding Bonds (Note 6)	13,318,404	14,264,938
Net OPEB liability/obligation (Note 7)	3,134,046	4,494,027
Net pension liability (Note 10)	5,468,878	5,544,711
	73,495,699	79,906,596
	80,592,039	87,641,945
DEFERRED INFLOWS OF RESOURCES		
OPEB related (Note 7)	957,865	
Pension Related (Note 10)	661,782	874,606
	1,619,647	874,606
NET POSITION (Note 8)		
Net investment in capital assets	100,177,367	97,939,722
Restricted - Pension Trust	1,311,222	745,826
Unrestricted	18,065,769	14,347,414
	\$119,554,358	\$113,032,962

See accompanying notes to financial statements

NOVATO SANITARY DISTRICT
 STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
 FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
OPERATING REVENUES		
Sewer service charges	\$18,509,333	\$17,655,740
Other service charges	84,111	147,410
Permit, inspection and other fees	55,607	27,141
Recycled water facility	241,383	138,258
AB939 - solid waste programs	400,772	376,426
Total operating revenues	19,291,206	18,344,975
OPERATING EXPENSES		
Collection system	1,077,449	1,103,000
Treatment plant	2,957,149	2,909,669
Reclamation and disposal	458,191	456,134
Laboratory and monitoring	543,373	487,971
Pump stations	715,265	735,079
AB939 - solid waste programs	332,294	350,937
Recycled water	241,382	138,239
Administrative and engineering	1,774,985	2,378,028
OPEB expense (Note 7)	106,971	113,926
Pension expense (Note 10)	250,663	458,943
Total operating expenses	8,457,722	9,131,926
Operating income before depreciation	10,833,484	9,213,049
Depreciation (Note 4)	(5,917,189)	(5,793,254)
OPERATING INCOME	4,916,295	3,419,795
NONOPERATING REVENUES (EXPENSES)		
Property taxes	2,502,875	2,360,251
Franchise fees	56,515	54,358
Rental revenue	29,339	77,732
Interest income	629,461	312,886
Interest expense	(1,907,209)	(2,178,527)
Loss on sale/disposition of capital assets	(40,576)	(34,250)
Grant revenue	150,149	257,183
Other non-operating revenue (expenses)	(233,047)	(211,515)
Total nonoperating revenues (expenses), net	1,187,507	638,118
Net income (loss) before capital contributions	6,103,802	4,057,913
CAPITAL CONTRIBUTIONS		
Connection fees	319,240	234,495
Capital contributions	98,354	133,035
Total capital contributions	417,594	367,530
CHANGES IN NET POSITION	6,521,396	4,425,443
NET POSITION, BEGINNING OF YEAR	113,032,962	108,607,519
NET POSITION, END OF YEAR	\$119,554,358	\$113,032,962

See accompanying notes to financial statements

NOVATO SANITARY DISTRICT
 STATEMENTS OF CASH FLOWS
 FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash receipts from customers for sewer service charges and services	\$19,696,173	\$18,521,206
Cash paid to or on behalf of employees for salaries, wages and benefits	(3,413,488)	(2,707,777)
Cash paid to vendors and suppliers for materials and services	(6,496,736)	(5,021,644)
Cash Flows from Operating Activities	9,785,949	10,791,785
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Property taxes	2,502,875	2,360,251
Cash Flows from Noncapital Financing Activities	2,502,875	2,360,251
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisition and construction of capital assets	(3,343,915)	(2,230,331)
Connection fees	319,240	367,530
Net proceeds from issuance of debt		17,215,712
Payment to bond escrow agent		(17,475,000)
Principal payments on long-term debt	(4,868,367)	(6,019,986)
Interest payments on long-term debt	(1,971,090)	(2,253,607)
Cash Flows (used for) Capital and Related Financing Activities	(9,864,132)	(10,395,682)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest earnings	630,368	243,483
Cash Flows from Investing Activities	630,368	243,483
NET CASH FLOWS	3,055,060	2,999,837
Cash, beginning of year	26,499,882	23,500,045
Cash, end of year	\$29,554,942	\$26,499,882
Reconciliation of cash and cash equivalents to statement of net position:		
Cash and cash equivalents	\$28,243,720	\$25,733,311
Restricted - cash and cash equivalents	1,311,222	766,571
Total cash and cash equivalents	\$29,554,942	\$26,499,882

(Continued)

NOVATO SANITARY DISTRICT
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
Reconciliation of operating income to net cash provided by operating activities:		
Operating income	\$4,916,295	\$3,419,795
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation	5,917,189	5,793,254
Other non-operating revenues	276,579	423,523
Other non-operating expenses	(233,047)	(211,515)
Change in assets and liabilities:		
(Increase) decrease in assets and deferred outflows of resources:		
Accounts receivable - sewer services	319,113	(44,141)
Prepaid expenses and other deposits	6,979	(13,257)
OPEB related deferred outflows of resources	(125,337)	(232,875)
Pension related deferred outflows of resources	80,795	(327,822)
Increase (decrease) in liabilities and deferred inflows of resources:		
Accounts payable and accrued expenses	(718,036)	1,066,724
Customer deposits	25,000	
Restricted - special assessment payable	(12,977)	(8,115)
Compensated absences	24,169	(44,566)
Net OPEB liability	(1,359,981)	184,015
Collective net pension liability	(75,833)	790,733
OPEB related deferred inflows of resources	957,865	
Pension related deferred inflows of resources	(212,824)	(3,968)
Total adjustments	4,869,654	7,371,990
Net cash provided by operating activities	\$9,785,949	\$10,791,785
Schedule of Non-Cash Investing and Financing Activities:		
Capital contributions	\$98,354	\$133,035
Loss on disposition of capital assets	(40,576)	(34,250)

See accompanying notes to financial statements

NOVATO SANITARY DISTRICT
 STATEMENTS OF FIDUCIARY NET POSITION
 FIDUCIARY FUND
 OTHER POST-EMPLOYMENT BENEFIT TRUST FUND
 FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
ASSETS		
Investments with Trustees:		
Cash and cash equivalents	\$39,786	\$126,520
Mutual funds - equity	411,118	118,233
Mutual funds - fixed income	875,284	626,902
Total investments	1,326,188	871,655
TOTAL ASSETS	1,326,188	871,655
NET POSITION		
Net position held in trust for OPEB benefits	\$1,326,188	\$871,655

See accompanying notes to financial statements

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NOVATO SANITARY DISTRICT
 STATEMENTS OF CHANGES IN FIDUCIARY NET POSITION
 FIDUCIARY FUND
 OTHER POST-EMPLOYMENT BENEFIT TRUST FUND
 FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
ADDITIONS		
Contributions:		
District	\$382,147	\$162,786
Total contributions	382,147	162,786
Investment income:		
Interest, dividends and other	75,128	4,186
Less: investment expenses	(2,742)	(1,956)
Total net investment income	72,386	2,230
Total additions	454,533	165,016
Change in net position	454,533	165,016
NET POSITION		
NET POSITION, BEGINNING OF YEAR	871,655	706,639
NET POSITION, END OF YEAR	\$1,326,188	\$871,655

See accompanying notes to financial statements

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NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018

NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. *Organization and Operations of the Reporting Entity*

The Novato Sanitary District (District) is a separate governmental unit established as a Special District of the State of California, created in 1925. The District provides sewage collection, treatment, reclamation, and disposal services to an area of about 34 square miles in and around the City of Novato in Marin County, California. Revenues are derived principally from sewer service charges collected from commercial and residential customers within the District's service area. The District is governed by a five-member Board of Directors who serve four year terms.

B. *Basis of Accounting and Measurement Focus*

Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the U.S.A.

The District reports its activities as an enterprise fund, except those related to the OPEB Plan, which is used to account for operations that are financed and operated in a manner similar to a private business enterprise, where the intent of the District is that the costs of providing wastewater service, treatment and collection to its service area on a continuing basis be financed or recovered primarily through user charges (sewer service charges), capital grants and similar funding. Revenues and expenses are recognized on the full accrual basis of accounting. Revenues are recognized in the accounting period in which they are earned and expenses are recognized in the period incurred, regardless of when the related cash flows take place.

Operating revenues and expenses, such as sewer service charges as well as treatment and collection charges, result from exchange transactions associated with the principal activity of the District. Exchange transactions are those in which each party receives and gives up essentially equal values. Management, administration and depreciation expenses are also considered operating expenses. Other revenues and expenses not included in the above categories are reported as non-operating revenues and expenses.

The District reports its Other Post-Employment Benefits Trust Fund (OPEB Trust Fund) as a fiduciary fund. The Fund consists of the Public Agencies Post-Retirement Health Care Plan, which was established in 2017. The fundamental purpose of the trust is to fund post-employment benefits (other than pension benefits), such as medical, dental, vision, life insurance, long-term care and similar benefits. The OPEB Trust Fund is an irrevocable trust fund used to account for assets held by the District as Trustee for other postemployment benefits as further described in Note 7.

C. *Use of Estimates*

The preparation of the basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported changes in net position during the reporting period. Actual results could differ from those estimates.

**NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018**

**NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES (Continued)**

D. Cash and Cash Equivalents

Substantially all of the District's cash is invested in interest bearing accounts. The District considers all highly liquid investments with a maturity of three months or less at the time of purchase to be cash equivalents.

E. Investments

Changes in fair value that occur during a fiscal year are recognized as investment income reported for that fiscal year. Investment income includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

F. Accounts Receivable and Allowance for Uncollectible Accounts

The District extends credit to customers in the normal course of operations. When management deems customer accounts uncollectible, the District uses the allowance method for the reservation and write-off of those accounts.

G. Property Taxes and Sewer Assessments

The Marin County Assessor's Office assesses all real and personal property within the County each year. The Marin County Tax Collector's Office bills and collects the District's share of property taxes and assessments. The Marin County Treasurer's Office remits current and delinquent property tax collections to the District throughout the year. Property tax in California is levied in accordance with Article 13A of the State Constitution at one percent (1%) of countywide assessed valuations.

Property taxes receivable at year-end are related to property taxes collected by the County which have not been credited to the District's cash balance as of June 30. The property tax calendar is as follows:

Lien date	March 1
Levy date	July 1
Due dates	November 1 and March 1
Collection dates	December 10 and April 10

H. Prepaid Expenses

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid items in the basic financial statements.

NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018

NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

I. Capital Assets

Capital assets acquired and/or constructed are capitalized at historical cost. District policy has set the capitalization threshold for reporting capital assets at \$5,000. Contributed assets are recorded at acquisition value. Upon retirement or other disposition of capital assets, the cost and related accumulated depreciation are removed from the respective balances and any gains or losses are recognized. Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

- Sewer system improvements - 15 years
- Sewer collection and outfall system - 50 to 100 years
- Buildings and structures - 15 to 50 years
- Sewer facilities equipment - 5 to 35 years
- Equipment - 5 to 35 years

J. Compensated Absences

The District's policy is to permit employees to accumulate earned vacation up to a total of 240 hours during their first 15 years of service and 320 hours after 15 years of service. Upon termination of employment, employees are paid all unused vacation and forfeit any unused sick time unless the employee retires from the District in which case unused sick leave is counted 100% towards CalPERS service credits.

K. Sewer Service Charges

The majority of sewer service charges are billed annually on the County of Marin's property tax bills.

L. Capital Contributions

Capital contributions represent cash and capital asset additions contributed to the District by property owners, granting agencies or real estate developers desiring services that require capital expenditures or connection to the District's system.

M. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time.

NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018

NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

N. Net Position

The financial statements utilize a net position presentation. Net positions are categorized as follows:

- **Net Investment in Capital Assets** - This component of net position consists of capital assets, net of accumulated depreciation and reduced by any outstanding debt against the acquisition, construction or improvement of those assets.
- **Restricted Net Position** - This component of net position consists of constraints placed on net position use through external constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- **Unrestricted Net Position** - This component of net position consists of net position that does not meet the definition of *restricted* or *net investment in capital assets*.

O. Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs – other than quoted prices included within level 1 – that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

**NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018**

**NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES (Continued)**

P. New GASB Pronouncements

Management adopted the provisions of the following Governmental Accounting Standards Board (GASB) Statement, which became effective during the year ended June 30, 2019.

GASB 88 - Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements – The objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. It requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. This Statement is effective for the District’s fiscal year ending June 30, 2019. See Note 6D for relevant disclosures.

NOTE 2 – CASH AND INVESTMENTS

Cash and cash equivalents as of June 30, are classified in the accompanying financial statements as follows:

	2019	2018
Cash and cash equivalents	\$28,243,720	\$25,733,311
Restricted cash and investments	1,311,222	766,571
Total District Cash and Investments	29,554,942	26,499,882
Cash and investments held with OPEB trust	1,326,188	871,655
Total Cash and Investments	\$30,881,130	\$27,371,537

Cash and cash equivalents as of June 30, consist of the following:

	2019	2018
<i>Held by District:</i>		
Cash on hand	\$838	\$2,386
Deposits with financial institutions	71,769	6,464
Local Agency Investment Fund	28,171,113	25,724,461
<i>Held by Fiscal Agent:</i>		
Deposits with financial institutions		20,745
<i>Held by OPEB Trust</i>		
Cash and investments	1,326,188	871,655
<i>Held by Pension Trust</i>		
Cash and investments	1,311,222	745,826
Total Cash and Investments	\$30,881,130	\$27,371,537

**NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018**

NOTE 2 – CASH AND INVESTMENTS (Continued)

A. *Investments Authorized by the California Government Code and the District's Investment Policy*

The table below identifies the investment types that are authorized by the District in accordance with the California Government Code (or the District's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the District's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Minimum Credit Quality	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
State and Local Agency Bonds, Notes and Registered State bonds, Notes and Warrants	5 years		100%	None
U.S. Treasury Obligations	5 years		100%	None
Federal Agency Securities	5 years		100%	None
Banker's Acceptances	270 days		40%	30%
Prime Commercial Paper	180 days	A-1	25%	10%
Negotiable Certificates of Deposit	5 years	AA	30%	None
Repurchase Agreements	1 year		100%	None
Reverse Repurchase Agreements	92/30 days		20% of base	None
Medium-term Notes	5 years	AA	30%	None
Money Market Mutual Funds	N/A		15%	10%
Mortgage Pass-through Securities	N/A		30%	None
California Local Agency Investment Fund	N/A		\$40 million per account	None
Passbook Savings Account Demand	N/A		100%	None

**NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018**

NOTE 2 – CASH AND INVESTMENTS (Continued)

B. Investments Authorized by the District's Debt Issues

The District must maintain required amounts of cash and investments with trustees or fiscal agents under the terms of certain debt issues. These funds are unexpended bond proceeds or are pledged reserves to be used if the District fails to meet its obligations under these debt issues. The California Government Code requires these funds to be invested in accordance with District resolutions, bond indentures or State statutes. The table below identifies the investment types that are authorized for investments held by fiscal agents. The bond indentures contain no limitations for the maximum investment in any one issuer or the maximum percentage of the portfolio that may be invested in any one investment type. The table also identifies certain provisions related to maturities and credit ratings, where applicable, of these investments:

Authorized Investment Type	Maximum Maturity	Minimum Credit Quality (per S&P)
Federal Securities		AA
U.S. Agency Securities		A
Interest Bearing Deposit Accounts, including Certificates of Deposit	360 days	A or fully insured by the FDIC
Commercial Paper	270 days	A or better by S&P and Moody's
Federal Funds or Bankers' Acceptances	1 year	Highest Rating Category
Money Market Funds		Highest short-term rating category
Obligations the interest on which is excludable from gross income pursuant to IRS Tax Code Section 103		A
Obligations issued by any corporation organized and operating within the U.S. with assets > \$500 million		A
Municipal Bonds or Notes		Two Highest Categories
Guaranteed Investment Agreements		AA or better from S&P
California Local Agency Investment Fund (LAIF)		

C. Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits:

NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018

NOTE 2 – CASH AND INVESTMENTS (Continued)

The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. Of the bank balances, up to \$250,000 at June 30, 2019 and 2018 is federally insured and the remaining balance is collateralized in accordance with the Code; however, the collateralized securities are not held in the District's name.

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Code and the District's investment policy contain legal and policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF).

D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Normally, the longer the maturity of an investment, the greater is the sensitivity of its fair value to changes in market interest rates. The District generally manages its interest rate risk by holding investments to maturity.

The District is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The District reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2019 and 2018, these investments matured in an average of 173 and 193 days, respectively.

E. Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. As of June 30, 2019, and 2018, the Local Agency Investment Fund was not rated.

F. Concentration of Credit Risk

The District's investment policy contains no limitations on the amounts that can be invested in any one issuer as beyond that stipulated by the California Government Code. There were no investments in any one issuer that represent 5% or more of total District's investments at June 30, 2019 and 2018, respectively.

**NOVATO SANITARY DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 For the Years Ended June 30, 2019 and 2018**

NOTE 2 – CASH AND INVESTMENTS (Continued)

G. Fair Value Hierarchy

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

The District’s investment in the Local Agency Investment Fund is exempt from the fair value measurement hierarchy. The District’s investment in the OPEB trust is reported at cost from the fair value measurement hierarchy.

NOTE 3 – ACCOUNTS RECEIVABLE

The District’s accounts receivable at June 30, was as follows:

Description	2019	2018
Sewer services	\$106,075	\$165,276
Franchise/Lease	81,063	115,635
Property tax	33,850	10,257
Recycling	50,590	52,416
Other, net of allowance	4,978	252,085
	<u>\$276,556</u>	<u>\$595,669</u>

**NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018**

NOTE 4 – CAPITAL ASSETS

A. Capital Assets Activity

Changes in capital assets for the current fiscal year were as follows:

	<u>Balance June 30, 2018</u>	<u>Additions/ Transfers</u>	<u>Deletions/ Transfers</u>	<u>Balance June 30, 2019</u>
Non-depreciable assets:				
Land and land rights	\$2,773,507			\$2,773,507
Easements	2,305,310	\$84,360		2,389,670
Construction-in-process	3,556,447	615,671	(\$1,335,498)	2,836,620
Total non-depreciable assets	<u>8,635,264</u>	<u>700,031</u>	<u>(1,335,498)</u>	<u>7,999,797</u>
Depreciable assets:				
Sewer system improvements	160,992,531	2,720,243		163,712,774
Sewer collection and outfall system	53,302,649	627,272		53,929,921
Sewer facilities equipment	25,088,108	514,877	(36,825)	25,566,160
Equipment	2,130,340	174,768	(244,508)	2,060,600
Total depreciable assets	<u>241,513,628</u>	<u>4,037,160</u>	<u>(281,333)</u>	<u>245,269,455</u>
Accumulated depreciation:				
Sewer system improvements	(50,544,220)	(4,158,329)		(54,702,549)
Sewer collection and outfall system	(16,650,630)	(693,034)		(17,343,664)
Sewer facilities equipment	(9,253,677)	(938,308)	22,576	(10,169,409)
Equipment	(1,262,979)	(127,518)	164,276	(1,226,221)
Total accumulated depreciation	<u>(77,711,506)</u>	<u>(5,917,189)</u>	<u>186,852</u>	<u>(83,441,843)</u>
Total depreciable assets, net	<u>163,802,122</u>	<u>(1,880,029)</u>	<u>(94,481)</u>	<u>161,827,612</u>
Total capital assets, net	<u><u>\$172,437,386</u></u>	<u><u>(\$1,179,998)</u></u>	<u><u>(\$1,429,979)</u></u>	<u><u>\$169,827,409</u></u>

Major capital assets additions during the year include improvements to portions of the District's sewer collection and treatment system and pump stations.

**NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018**

NOTE 4 – CAPITAL ASSETS (Continued)

Changes in capital assets for the prior fiscal year were as follows:

	Balance June 30, 2017	Additions	Deletions/ Transfers	Balance June 30, 2018
Non-depreciable assets:				
Land and land rights	\$2,773,507			\$2,773,507
Easements	2,172,275	\$133,035		2,305,310
Construction-in-process	2,148,402	1,408,045		3,556,447
Total non-depreciable assets	7,094,184	1,541,080		8,635,264
Depreciable assets:				
Sewer system improvements	160,994,465	12,529	(\$14,463)	160,992,531
Sewer collection and outfall system	53,246,171	56,478		53,302,649
Sewer facilities equipment	24,977,129	158,212	(47,233)	25,088,108
Equipment	1,702,558	427,782		2,130,340
Total depreciable assets	240,920,323	655,001	(61,696)	241,513,628
Accumulated depreciation:				
Sewer system improvements	(46,448,879)	(4,095,341)		(50,544,220)
Sewer collection and outfall system	(15,974,569)	(676,061)		(16,650,630)
Sewer facilities equipment	(8,354,345)	(919,547)	20,215	(9,253,677)
Equipment	(1,167,905)	(102,305)	7,231	(1,262,979)
Total accumulated depreciation	(71,945,698)	(5,793,254)	27,446	(77,711,506)
Total depreciable assets, net	168,974,625	(5,138,253)	(34,250)	163,802,122
Total capital assets, net	\$176,068,809	(\$3,597,173)	(\$34,250)	\$172,437,386

Major capital assets additions during the year include construction of the District's new recycled water facility and other buildings, structures and improvements.

B. Construction-In-Process

The District is involved in various construction projects throughout the year. Once completed, projects are capitalized and depreciated over the life of the asset.

Construction-in-process consists of the following projects as of June 30:

Projects	2019	2018	2017
Collection system improvements	\$465,307	\$343,605	\$166,057
North Bay Water Reuse Authority	921,034	841,768	759,967
Hamilton Wetlands Outfall Monitoring	70,323	69,460	69,246
Novato Creek Watershed	100,834	100,835	100,834
Administrative building updates	1,099,733	759,538	759,538
RWF Expansion		1,232,073	215,590
Cogeneration	61,744		
Various other minor projects <\$50,000	117,645	209,168	77,170
Total	<u>\$2,836,620</u>	<u>\$3,556,447</u>	<u>\$2,148,402</u>

NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018

NOTE 5 – COMPENSATED ABSENCES

The changes to compensated absences balances at June 30, were as follows:

<u>Balance 2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 2019</u>	<u>Due Within One Year</u>
\$121,711	27,626	(3,457)	\$145,880	\$36,470

<u>Balance 2017</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 2018</u>	<u>Due Within One Year</u>
\$166,277	\$23,003	(\$67,569)	\$121,711	\$30,428

NOTE 6 – LONG-TERM DEBT

A. Long-Term Debt Activity

Changes in long-term debt amounts for 2018-2019 were as follows:

	<u>Balance June 30, 2018</u>	<u>Retirements</u>	<u>Balance June 30, 2019</u>	<u>Due within one year</u>
Long-term debt:				
2017 Wastewater Revenue Refunding Bonds	\$13,410,000	(\$790,000)	\$12,620,000	\$820,000
Add: Unamortized premium	1,644,938	(126,534)	1,518,404	
SRF Loan payable	59,463,471	(3,951,833)	55,511,638	4,046,677
Total long-term debt	<u>\$74,518,409</u>	<u>(\$4,868,367)</u>	<u>\$69,650,042</u>	<u>\$4,866,677</u>

Changes in long-term debt amounts for 2017-2018 were as follows:

	<u>Balance June 30, 2017</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance June 30, 2018</u>	<u>Due within one year</u>
Long-term debt:					
2011 Wastewater Revenue Certificates of Participation	\$17,475,000		(\$17,475,000)		
2017 Wastewater Revenue Refunding Bonds		\$14,355,000	(945,000)	\$13,410,000	\$790,000
Add: Unamortized premium		2,860,712	(1,215,774)	1,644,938	
SRF Loan payable	63,322,683		(3,859,212)	59,463,471	3,951,834
Total long-term debt	<u>\$80,797,683</u>	<u>\$17,215,712</u>	<u>(\$23,494,986)</u>	<u>\$74,518,409</u>	<u>\$4,741,834</u>

**NOVATO SANITARY DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 For the Years Ended June 30, 2019 and 2018**

NOTE 6 – LONG-TERM DEBT (Continued)

B. Loan Payable – State Water Resources Control Board Loan

In fiscal year 2008, the District was granted a loan for \$81,329,083 from the California State Water Resources Control Board under the State Revolving Fund (SRF) loan program to upgrade and expand the Novato Treatment Plant to treat the combined flow of the District's wastewater treatment plants. The funds received are Federal funding provided to the State of California under the Federal Clean Water Act.

The District constructed the Ignacio Transfer Pump Station at the site of the Ignacio Treatment Plant along with the Ignacio Conveyance Force Main to convey flow from the Ignacio Transfer Pump Station to the Novato Treatment Plant.

As of June 30, 2019, the District has received \$81,328,983 from the SRF loan program. Interest accrues on the obligation at a rate of 2.40% compounded annually. The first debt service payment was paid on December 31, 2011 and each December 31st thereafter through fiscal year 2031. The following table summarizes the debt service maturity of the District for this loan as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$4,046,677	\$1,332,279	\$5,378,956
2021	4,143,798	1,235,159	5,378,957
2022	4,243,248	1,135,708	5,378,956
2023	4,345,086	1,033,870	5,378,956
2024	4,449,368	929,588	5,378,956
2025-2029	23,900,802	2,993,978	26,894,780
2030-2031	10,382,659	375,253	10,757,912
Total	<u>\$55,511,638</u>	<u>\$9,035,835</u>	<u>\$64,547,473</u>

**NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018**

NOTE 6 – LONG-TERM DEBT (Continued)

D. 2017 Wastewater Revenue Refunding Bonds

The District issued \$14,355,000 in Wastewater Revenue Refunding Bonds on October 24, 2017 to refund the 2011 Wastewater Revenue Certificates of Participation and pay issuance costs. The Bonds are payable from net revenues of the District and bear an interest rate of 2.03%. Interest payments are due February 1 and August 1 of each year, commencing on February 1, 2018. Principal payments are due February 1 of each year commencing February 1, 2018 through 2031. The refunding resulted in an economic gain of \$2,860,712. The aggregate difference in debt service between the refunding debt and the refunded debt was \$4,409,109. The following table summarizes the debt service maturity of the District for the bonds as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$820,000	\$631,000	\$1,451,000
2021	850,000	590,000	1,440,000
2022	890,000	547,500	1,437,500
2023	920,000	503,000	1,423,000
2024	965,000	457,000	1,422,000
2025-2029	5,560,000	1,513,750	7,073,750
2030-2031	2,615,000	197,750	2,812,750
Total	<u>\$12,620,000</u>	<u>\$4,440,000</u>	<u>\$17,060,000</u>

The District's bond covenants contain events of default that require the net revenue of the District to be applied by the Trustee as specified in the terms of the agreement if any of the following conditions occur: default on debt service payments; the failure to pay any installment of the principal of any bonds when due; the failure to pay any installment of interest on the bonds when due; the failure of the District to observe or perform the conditions, covenants, or agreement terms of the debt; bankruptcy filing by the District; or if any court or competent jurisdiction shall assume custody or control of the District. The District's bonds also contain a subjective acceleration clause that allows the trustees or holders, who hold the majority of the aggregate principal amount of the notes, to accelerate payment of the entire principal amount outstanding and interest accrued to become immediately due if they determine that a material adverse change occurs. Management believes that the District is in compliance with all applicable bond covenants.

**NOVATO SANITARY DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 For the Years Ended June 30, 2019 and 2018**

NOTE 7 – OTHER POST EMPLOYMENT BENEFITS PAYABLE

The District follows the provisions of Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions*. This Statement establishes uniform financial reporting standards for employers providing postemployment benefits other than pensions (OPEB). Required disclosures are presented below.

A. Plan Description – Eligibility

The District pays a portion of the cost of health insurance for retirees under any group plan offered by CalPERS, subject to certain restrictions as determined by the District.

Membership in the OPEB plan consisted of the following members as of June 30:

	2019*	2018*	2017*
Active plan members	18	19	19
Retirees and beneficiaries receiving benefits	38	34	33
 Total plan membership	 56	 53	 52

* OPEB membership includes all eligible members (including active employees, retirees, and beneficiaries) per GASB 75 requirements.

B. Single-Employer Plan - Description of Benefits

The District offers post-employment medical benefits to retired employees who satisfy the eligibility rules. Spouses, surviving spouses and eligible dependents are also eligible to receive benefits. Retirees may enroll in any plan available through the District's CalPERS medical plan. The contribution requirements of Plan members and the District were adopted by the Board of Directors in July 2008 as follows:

The District contributes toward post-retirement benefits for employees who retire after age 50 with at least 5 years of service. For those employed prior to July 1, 2008, who retire after age 55 with at least 10 years of service, the District will pay the full monthly premiums for medical coverage for the retired employee, but not more than the Kaiser Bay Area amount. If the retiree is at least age 60 with at least 15 years of service, or age 55 with at least 25 years of service, the premium for the employee's eligible spouse is paid. Coverage is for the lives of the retired employee and spouse. Medical coverage is provided under any plans offered by CalPERS.

For all other employees, hired on or after July 1, 2008, who retire after age 50 with at least 5 years of service, the District will pay the minimum CalPERS medical benefit. In 2019 and 2018, this minimum amount was \$133 and \$136 per month, respectively. This benefit is paid for as long as the retiree or spouse is living, provided he/she is covered under the CalPERS medical plans.

In addition, for employees hired after July 1, 2008, the District contributes 1.5% of the employee's base monthly salary toward a Medical After Retirement Account (MARA) while employed.

**NOVATO SANITARY DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 For the Years Ended June 30, 2019 and 2018**

NOTE 7 – OTHER POST EMPLOYMENT BENEFITS PAYABLE (Continued)

C. Funding Policy

The District will pay 100% of the cost of the post-employment benefit plan for those employees employed prior to July 1, 2008 and meet the required service years. The District will pay the minimum CalPERS medical benefit for all other employees who do not meet the previously noted service requirements. The District funds the plan by making contributions to the Public Agencies Post-Employment Benefits Trust (see Note 7E for further details). The District determines the contributions annually based on the actuarial determined actuarial required contribution cost. The District contributes to this plan on a monthly basis.

For employees hired after July 1, 2008, the District contributions to the MARA are not included in OPEB accounting, but are accrued each year as an operating expense as they are contributed.

D. Actuarial Assumptions

Net OPEB liability was measured as of June 30, 2019 and the total OPEB liability was determined by an actuarial valuation as of June 30, 2019. The actuarial assumptions included (a) 5.61% investment rate of return, (b) 2.75% projected annual salary increase, (c) 2.50% inflation rate and (d) health care cost trend rate of 7.0% for medical benefits. Projections for benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation as well as the historical pattern of sharing benefit costs between the employer and plan members. The actuarial methods and assumptions used include techniques that smooth the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets. Actuarial calculations reflect a long-term perspective and actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to revision at least biannually as results are compared to past expectations and new estimates are made about the future. The District’s OPEB liability is being amortized as a level percentage of projected payroll using a 20 year level dollar amortization period on a closed basis.

E. OPEB Trust Fund

Plan Administration

During the fiscal year ended June 30, 2017, the District joined the Public Agencies Post-Employment Benefits trust, a multiple employer trust administered by Public Agency Retirement Services (PARS) for the purpose of pre-funding other post-employment benefit obligations. This trust is not considered a component unit by the District and has been excluded from these financial statements. Separately issued financial statements for PARS may be obtained from PARS at 4350 Von Karman Ave., Suite 200, Newport Beach, CA 92660.

	Fiscal Year Ended 6/30/19
Plan Type	Agent Multiple Employer
OPEB Trust	Yes
Special Funding Situation	No
Nonemployer Contributing Entity	No

**NOVATO SANITARY DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 For the Years Ended June 30, 2019 and 2018**

NOTE 7 – OTHER POST EMPLOYMENT BENEFITS PAYABLE (Continued)

Investment Policy

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>
Fixed Income	65%
Domestic Equity	25%
Cash	5%
International Equity	4%
Real Estate	1%
Total	<u>100%</u>

The District Board voted to use the discretionary investment approach for the investments held in the PARS OPEB Trust.

Investment Rate of Return

For the year ended June 30, 2019, the annual money-weighted rate of return on investments, net of investment expense, was 5.61%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018

NOTE 7 – OTHER POST EMPLOYMENT BENEFITS PAYABLE (Continued)

Net OPEB Liability

The components of the net OPEB liability of the District at June 30, 2019, were as follows:

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability/(Asset) (c) = (a) - (b)
Balance at June 30, 2018 (Valuation Date)	\$5,358,899	\$864,872	\$4,494,027
Changes Recognized for the Measurement Period:			
Service Cost	117,613		117,613
Interest on the total OPEB liability	244,664		244,664
Difference between expected and actual experience	201,040		201,040
Changes of assumptions	(1,170,724)		(1,170,724)
Contributions:			
Employer - District's contribution		\$606,729	(606,729)
Employer - implicit subsidy		73,458	(73,458)
Employee			
Net investment income		75,128	(75,128)
Benefit payments, including refunds of employee contributions	(217,800)	(217,800)	-
Implicit rate subsidy fulfilled	(73,458)	(73,458)	-
Administrative Expense		(2,741)	2,741
Net Changes during July 1, 2017 to June 30, 2018	(898,665)	461,316	(1,359,981)
Balance at June 30, 2018 (Measurement Date)	<u>\$4,460,234</u>	<u>\$1,326,188</u>	<u>\$3,134,046</u>

Actuarial Assumptions

The total OPEB liability was determined by an actuarial valuation as of June 30, 2019, using the following actuarial assumptions:

Measurement Date	June 30, 2019
Actuarial cost method	Entry age normal, level percent of pay
Amortization method	Closed period, level percent of pay
Amortization period	20 years
Asset valuation method	Market value as of fiscal year-end 2019
Inflation	2.50%
Assumed Rate of Payroll Growth	2.75%
Healthcare trend rates	7.00%, trending down to 3.84%
PEMHCA trend rate	3.00%
Rate of return on assets	5.61%
Mortality rate	CalPERS rates
Retirement rates	CalPERS rates
Other information	The ADC takes into account the implicit subsidy

**NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018**

NOTE 7 – OTHER POST EMPLOYMENT BENEFITS PAYABLE (Continued)

Discount Rate

The discount rate used to measure the total OPEB liability was 5.61% as of June 30, 2019. The projection of cash flows used to determine the discount rate assumed that District contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

In accordance with GASB 75, regarding the disclosure of the sensitivity of the net OPEB liability to changes in the discount rate, the following table presents the net OPEB liability of the Plan as of June 30, 2019, calculated using the discount rate of 5.61%, as well as what the Plan's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage point higher than the current rate:

Plan's Net OPEB Liability/(Asset)		
Discount Rate -1%	Current Discount	Discount Rate +1%
(4.61%)	Rate (5.61%)	(6.61%)
\$2,805,416	\$3,134,046	\$1,946,288

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

Plan's Net OPEB Liability/(Asset)		
Discount Rate -1%	Healthcare Cost	Discount Rate +1%
Trend Rates (6.00	Trend Rates (7.00	Trend Rates (8.00
decreasing to 2.84%)	decreasing to 3.84%)	decreasing to 4.84%)
\$1,957,759	\$3,134,046	\$2,782,441

**NOVATO SANITARY DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 For the Years Ended June 30, 2019 and 2018**

NOTE 7 – OTHER POST EMPLOYMENT BENEFITS PAYABLE (Continued)

OPEB Expense and Deferred Inflows and Outflows of Resources Related to OPEB

For the year ended June 30, 2019, the District recognized OPEB expense of \$106,971. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between actual and expected experience	\$165,378	
Changes of assumptions	179,869	(\$957,865)
Net difference between projected and actual earnings on OPEB plan investments	12,965	
Total	\$358,212	(\$957,865)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Measurement Period Ended June 30	Annual Amortization
2020	(\$127,052)
2021	(127,050)
2022	(116,283)
2023	(139,774)
Thereafter	(89,494)
	(\$599,653)

NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018

NOTE 8 – NET POSITION

Calculation of net position as of June 30, were as follows:

	2019	2018
<i>Net investment in capital assets:</i>		
Capital assets - not being depreciated	\$7,999,797	\$8,635,264
Capital assets, net - being depreciated	161,827,612	163,802,122
SRF Loan Payable	(55,511,638)	(59,463,471)
Wastewater Revenue Refunding Bonds	(14,138,404)	(15,054,938)
Unspent proceeds		20,745
Total net investment in capital assets	100,177,367	97,939,722
<i>Restricted net position:</i>		
Pension trust	1,311,222	745,826
Total restricted net position	1,311,222	745,826
<i>Unrestricted net position:</i>		
Non-spendable net position:		
Prepaid expenses and deposits	80,469	87,448
Total non-spendable net position	80,469	87,448
Spendable net position:		
Undesignated net position reserve	17,985,300	14,259,966
Total spendable net position	17,985,300	14,259,966
Total unrestricted net position	18,065,769	14,347,414
Total net position	\$119,554,358	\$113,032,962

NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018

NOTE 9 – DEFERRED COMPENSATION SAVINGS PLAN

The District's employees may participate in two 457 Deferred Compensation Programs (Programs). The Programs are available to all District employees and are entirely voluntary. The purpose of these Programs is to provide deferred compensation for public employees that elect to participate in these Programs. Generally, eligible employees may defer receipt of a portion of their salary until termination, retirement, death or unforeseeable emergency. Until the funds are paid or otherwise made available to the employee, the employee is not obligated to report the deferred salary for income tax purposes. The District makes no matching contributions to the Programs.

Federal law requires deferred compensation assets to be held in trust for the exclusive benefit of the participants. Accordingly, the District is in compliance with this legislation. Therefore, these assets are not the legal property of the District, and are not subject to claims of the District's general creditors. Market value of all Program assets held in trust by the District's two deferred compensation programs at June 30, 2019 and 2018 amounted to \$3,286,694 and \$3,272,081 respectively.

The District has implemented GASB Statement No. 32, *Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*. Since the District has little administrative involvement and does not perform the investing function for this plan, the assets and related liabilities are not shown on the statement of net position.

The District also offers a 401(a) Plan (Plan) to management and confidential employees. The District contributes 2.5% of base salary for all qualified employees, with the exception of the General Manager-Chief Engineer. The District's contribution for the General Manager-Chief Engineer is equivalent to the maximum of a 457 plan's annual contribution. Employee contributions to this Plan are mandatory for qualified employees. Market value of all Plan assets held in trust by the District's 401(a) Plan at June 30, 2019 and 2018 amounted to \$1,041,531 and \$896,258, respectively.

NOTE 10 – PENSION PLANS

A. General Information about the Pension Plans

Plan Descriptions – The District contributes to the California Public Employees Retirement System (CalPERS), a cost-sharing multi-employer defined benefit pension plan (Plan). CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. CalPERS acts as a common investment and administrative agent for participating public agencies within the State of California. Benefit provisions and all other requirements are established by state statute and the District. Copies of CalPERS annual financial report may be obtained from their Executive Office: 400 P Street, Sacramento, CA, 95814.

**NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018**

NOTE 10 – PENSION PLANS

Benefits Provided – CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to Plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 55 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each Plan are applied as specified by the Public Employees’ Retirement Law.

The Plan provisions and benefits in effect at June 30, 2019, are summarized as follows:

	<u>Miscellaneous Tier I</u>
	<u>Prior to January 1, 2012</u>
Hire date	
Benefit formula	2% @ 55
Benefit vesting schedule	5 years service
Benefit payments	monthly for life
Retirement age	50 - 67
Monthly benefits, as a % of eligible compensation	1.43% to 2.42%
Required employee contribution rates	7.00%
Required employer contribution rates	9.409%
	<u>Miscellaneous Tier II</u>
	<u>Between January 1, 2012 through December 31, 2012</u>
Hire date	
Benefit formula	2% @ 60
Benefit vesting schedule	5 years service
Benefit payments	monthly for life
Retirement age	50 - 67
Monthly benefits, as a % of eligible compensation	1.1% to 2.42%
Required employee contribution rates	7.00%
Required employer contribution rates	7.634%
	<u>Miscellaneous Tier III</u>
	<u>On or after January 1, 2013</u>
Hire date	
Benefit formula	2% @ 62
Benefit vesting schedule	5 years service
Benefit payments	monthly for life
Retirement age	50 - 67
Monthly benefits, as a % of eligible compensation	1.0% to 2.5%
Required employee contribution rates	6.25%
Required employer contribution rates	6.842%

**NOVATO SANITARY DISTRICT
 NOTES TO BASIC FINANCIAL STATEMENTS
 For the Years Ended June 30, 2019 and 2018**

NOTE 10 – PENSION PLANS (Continued)

Contributions – Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Pension Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Beginning in fiscal year 2019, CalPERS collects employer contributions for the Pension Plan as a percentage of payroll for the normal cost portion as noted in the rates above and as a dollar amount for contributions toward the unfunded liability and side fund. The dollar amounts are billed on a monthly basis. The District’s required contribution for the unfunded liability was \$279,880 in fiscal year 2019.

For the year ended June 30, 2019, the contributions recognized as part of pension expense for each Plan were as follows:

Contributions - employer	\$446,594
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B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2019, the District reported net pension liability for its proportionate share of the net pension liability of the Plan as follows:

	Proportionate Share of Net Pension Liability
Total Net Pension Liability	\$5,468,878

**NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018**

NOTE 10 – PENSION PLANS (Continued)

The District's net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the Plans is measured as of June 30, 2018, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 rolled forward to June 30, 2018 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Pension Plan as of June 30, 2017 and 2018 was as follows:

	Miscellaneous
Proportion - June 30, 2017	0.14066%
Proportion - June 30, 2018	0.14511%
Change - Increase (Decrease)	0.00445%

For the year ended June 30, 2019, the District recognized pension expense of \$250,663. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$446,594	
Differences between actual and expected experience	209,832	(\$71,404)
Changes in assumptions	623,468	(152,800)
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	187,121	
Net differences between projected and actual earnings on plan investments	27,037	(437,578)
Adjustments due to differences in proportion		
Total	\$1,494,052	(\$661,782)

The \$446,594 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30	Annual Amortization
2020	\$444,026
2021	208,736
2022	(217,898)
2023	(49,188)

**NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018**

NOTE 10 – PENSION PLANS (Continued)

Actuarial Assumptions – The total pension liabilities in the June 30, 2018 actuarial valuations were determined using the following actuarial assumptions:

	<u>Miscellaneous Tier I, II, and III</u>
Valuation Date	June 30, 2017
Measurement Date	June 30, 2018
Actuarial Cost Method	Entry-Age Normal in accordance with the requirements of GASB Statement No. 68
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table ¹	Derived using CalPERS' Membership Data for all Funds
Post Retirement Benefit Increase	Contract COLA up to 2.0% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.50% thereafter

(1) The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using the Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

All other actuarial assumptions used in the June 30, 2017 valuation were based on the results of a December 2017 actuarial experience study for the period 1997 to 2015, including updates to salary increase, mortality, and retirement rates. Further details of the Experience Study can be found on the CalPERS website.

Discount Rate – The discount rate used to measure the total pension liability was 7.15% for the Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the Pension Plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15% discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15% will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

**NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018**

NOTE 10 – PENSION PLANS (Continued)

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class (1)	New Strategic Allocation	Real Return Years 1 - 10(2)	Real Return Years 11+(3)
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%
Inflation Assets	-	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Assets	13.0%	3.75%	4.93%
Liquidity	1.0%	-	-0.92%
Total	<u>100%</u>		

- (a) An expected inflation of 2.5% used for this period.
- (b) An expected inflation of 3.0% used for this period.

- (1) In the System's CAFR, Fixed Income is included in Global Debt Securities; Liquidity is included in Short-term Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.
- (2) An expected inflation of 2.00% used for this period.
- (3) An expected inflation of 2.92% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the District's proportionate share of the net pension liability for the Pension Plan, calculated using the discount rate for the Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Miscellaneous All Tiers</u>
1% Decrease Net Pension Liability	6.15% \$8,531,538
Current Discount Rate Net Pension Liability	7.15% \$5,468,878
1% Increase Net Pension Liability	8.15% \$2,940,700

NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018

NOTE 10 – PENSION PLANS (Continued)

Pension Plan Fiduciary Net Position – Detailed information about each pension plan’s fiduciary net position is available in the separately issued CalPERS financial reports.

C. PARS Trust

During the fiscal year ended June 30, 2019, the District joined the Public Agencies Post-Employment Benefits Trust, a multiple employer trust administered by Public Agency Retirement Services (PARS) for the purpose of pre-funding pension obligations. At June 30, 2019, the District had a balance of \$1,326,188 in an irrevocable trust administered by PARS, managed by an appointed board not under the control of the District’s Board. This trust is not considered a component unit by the District and has been excluded from these financial statements. Separately issued financial statements for PARS may be obtained from PARS at 4350 Von Karman Ave., Suite 200, Newport Beach, CA 92660.

NOTE 11 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District is a member of the California Sanitation Risk Management Authority (CSRMA), an intergovernmental risk sharing joint powers authority currently operating as a common risk management and loss prevention program for sixty California sanitation districts. The District pays an annual premium to CSRMA for its public liability and workers compensation risk coverage. The Agreement for formation of the CSRMA provides that CSRMA will be self-sustaining through member premiums and will provide specific excess insurance through commercial companies. The CSRMA is allowed to make additional assessments to its members based on a retrospective premium adjustment process. At June 30, 2019, the District participated in the self-insurance programs of the CSRMA as follows:

- General and automotive liability, including errors and omissions and employment practices liability (EPL): The District is self-insured through the CSRMA up to \$15,500,000 with a \$25,000 deductible (\$25,000 for EPL, \$25,000 for sewer backup, and \$2,500 for E&O) per occurrence. Excess liability insurance is purchased above the \$10,000,000 self-insured layer to \$15,500,000 through CSRMA.
- Workers' compensation and employer's liability: The District is self-insured through the CSRMA up to \$750,000 with a deductible of \$0 per claim. The District purchased through CSRMA, additional excess workers' compensation coverage and excess employer's liability coverage of \$1,000,000.

In addition to the above, the District also has the following insurance coverage:

- Master crime policy coverage up to \$2,000,000 for all lines including \$1,000,000 for public employee dishonesty, forgery or alteration, computer fraud, coverage of up to \$100,000 for faithful performance and coverage up to \$10,000 for theft, with a deductible of \$10,000 per claim.

NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018

NOTE 11 – RISK MANAGEMENT (Continued)

- Special form property coverage up to \$119,944,143 with a deductible of \$25,000 per claim. Included in this coverage are a public entity pollution liability policy for up to \$25,000,000 and a cyber liability policy for up to \$2,000,000.
- Public entity physical damage up to \$824,419 total value, with a \$2,000/\$5,000 deductible.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years and there were no reductions in the District's insurance coverage during the years ending June 30, 2019, 2018 and 2017. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There were no IBNR claims payable as of June 30, 2019, 2018 and 2017.

NOTE 12 – COMMITMENTS AND CONTINGENCIES

A. *Local Improvement District Bonds*

Within the District's boundaries, there exists Assessment District No. 2001 (Novato Heights) which was formed for the sole purpose of financing sewer system improvements. The District is not liable for repayment of any bonds issued to finance these local improvements. The District acts as the agent for the property owners within the assessment district by collecting assessments, forwarding collections to bondholders, and initiating foreclosure procedures if appropriate. The outstanding balance on these bonds as of June 30, 2019 and 2018 was \$570,000 and \$710,000, respectively.

B. *Construction Contracts*

The District has a variety of agreements with developers and private parties relating to the installation, improvement or modification of transmission facilities and distribution systems within its service area. The financing of such improvements is provided primarily from advances for construction and the District's capital replacement reserve. The District has committed to approximately \$102,167 of open construction contracts as of June 30, 2019.

C. *Grant Awards*

Grant funds received by the District are subject to audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agencies for expenditures disallowed under terms of the grant. Management of the District believes that such disallowances, if any, would not be significant.

D. *Litigation*

In the ordinary course of operations, the District is subject to claims and litigation from outside parties. After consultation with legal counsel, the District believes the ultimate outcome of such matters, if any, will not materially affect its financial condition.

NOVATO SANITARY DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
For the Years Ended June 30, 2019 and 2018

NOTE 13 – SUBSEQUENT EVENT

The District issued \$46,145,000 in Wastewater Revenue Refunding Bonds on July 24, 2019 to refinance the outstanding State Revolving Fund loan with the California State Water Resources Control Board and pay issuance costs. The Bonds are payable from net revenues of the District and bear an interest rate of 4.0% to 5.0%. Interest payments are due February 1 and August 1 of each year, commencing on February 1, 2020. Principal payments are due February 1 of each year commencing February 1, 2020 through 2031.

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Required Supplementary Information

NOVATO SANITARY DISTRICT
 Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
 As of fiscal year ending June 30, 2019
 Last 10 Years *

**SCHEDULE OF THE PLAN'S PROPORTIONATE SHARE OF THE
 NET PENSION LIABILITY AND RELATED RATIOS AS OF
 THE MEASUREMENT DATE**

Measurement Date:	District Miscellaneous Plan				
	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018
Plan's proportion of the Net Pension Liability (Asset)	0.05361%	0.05140%	0.05494%	0.05591%	0.05675%
Plan's proportion share of the Net Pension Liability (Asset)	\$3,335,896	\$3,528,248	\$4,753,977	\$5,544,711	\$5,468,878
Plan's Covered Payroll	1,882,361	1,426,443	1,721,479	1,974,484	1,802,724
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered Payroll	177.22%	247.35%	276.16%	284.71%	303.37%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	83.03%	81.89%	76.58%	74.73%	75.85%
Plan's Proportionate Share of Aggregate Employer Contributions	441,326	551,726	578,932	620,318	654,101

*Note: Fiscal year 2015 was the first year presented and therefore, only 5 years are shown. Additional years will be displayed as they become available.

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NOVATO SANITARY DISTRICT
 Cost-Sharing Multiple Employer Defined Benefit Pension Plan
 As of fiscal year ending June 30, 2019
Last 10 Years*
SCHEDULE OF CONTRIBUTIONS

Fiscal Year	District Miscellaneous Plan				
	2015	2016	2017	2018	2019
Actuarially determined contribution	\$173,410	\$281,175	\$323,786	\$327,385	\$446,594
Contributions in relation to the actuarially determined contributions	(208,489)	(301,285)	(323,786)	(327,385)	(446,594)
Contribution deficiency (excess)	(35,079)	(20,110)	\$0	\$0	\$0
Covered payroll	\$1,476,443	\$1,721,479	\$1,947,484	\$1,802,724	\$2,022,823
Contributions as a percentage of covered payroll	14.12%	17.50%	16.63%	18.16%	22.08%

Notes to Schedule

Valuation date: 6/30/2017

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry age
Amortization method	Level percentage of payroll, closed
Remaining amortization period	15 years
Asset valuation method	5-year smoothed market
Inflation	2.50%
Salary increases	Varies by Entry Age and Service
Investment rate of return	7.65% (2)
Mortality	Derived using CalPERS Membership Data
Post Retirement Benefit Increase	Contract COLA up to 2.0% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.50% thereafter

(2) Net of pension plan investment expenses, including inflation

*Note: Fiscal year 2015 was the first year presented and therefore, only 5 years are shown.

Novato Sanitary District
Schedule of Changes in Net OPEB Liability and Related Ratios

Last Ten Fiscal Years *

Other Post-Employment Benefits (OPEB) - Agent-Multiple Employer Plan

Measurement period	2017	2018	2019
Total OPEB liability			
Service cost	\$104,860	\$108,006	\$117,613
Interest	251,406	256,099	244,664
Changes in benefit terms	-	-	-
Differences between expected and actual experience	-	(21,960)	201,040
Changes of assumptions	-	277,245	(1,170,724)
Benefit payments	(187,852)	(277,142)	(217,800)
Implicit rate subsidy fulfilled	(68,761)	-	(73,458)
Net change in total OPEB liability	99,653	342,248	(898,665)
Total OPEB liability - beginning	4,916,998	5,016,651	5,358,899
Total OPEB liability - ending (a)	\$5,016,651	\$5,358,899	\$4,460,234
OPEB fiduciary net position			
Net investment income	\$6,933	\$2,230	\$75,128
Contributions:			
Employer - contribution to PARS Trust	887,852	382,482	606,729
Employer - contribution to PARS Trust	68,761	74,262	73,458
Benefit payments from PARS Trust	(187,852)	(226,479)	(217,800)
Implicit rate subsidy fulfilled	(68,761)	(74,262)	(73,458)
Administrative expense	(294)	-	(2,741)
Net change in plan fiduciary net position	706,639	158,233	461,316
Plan fiduciary net position - beginning	-	706,639	864,872
Plan fiduciary net position - ending (b)	706,639	864,872	1,326,188
Plan net OPEB liability - ending (a) - (b)	\$4,310,012	\$4,494,027	\$3,134,046
Plan fiduciary net position as a percentage of the total OPEB liability	14.09%	16.14%	29.73%
Covered payroll	\$1,933,573	\$1,991,580	\$1,636,626
District's total OPEB liability as a percentage of covered payroll	259.45%	269.08%	191.49%

* June 30, 2017 was the first year of implementation for GASB 74.

* June 30, 2018 was the first year of implementation for GASB 75.

Novato Sanitary District
SCHEDULE OF OPEB CONTRIBUTIONS
Last Ten Fiscal Years *
Other Post-Employment Benefits (OPEB) - Agent-Multiple Employer Plan

	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Actuarially determined contribution	\$411,241	\$401,663	\$441,931
Contributions in relation to the actuarially determined contribution	<u>956,613</u>	<u>456,744</u>	<u>680,187</u>
Contribution deficiency (excess)	<u>(\$545,372)</u>	<u>(\$55,081)</u>	<u>(\$238,256)</u>
Covered payroll	\$1,991,580	\$2,046,348	\$1,636,626
Contributions as a percentage of covered payroll	48.03%	22.32%	41.56%

GASB 75 requires this information for plans funding with OPEB trusts be reported in the employer's Required Supplementary Information for 10 years or as many years as are available upon implementation.

The June 30, 2019 actuarial valuation provided the Actuarially Determined Contributions for fiscal years ending 06/30/19.

Notes to Schedule:

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry age normal, level percent of pay
Amortization method	Closed period, level percent of pay
Remaining amortization	20 years
Asset valuation method	Market value
Inflation	2.50%
Assumed rate of payroll growth	2.75%
Healthcare trend rate	7.00%, trending down to 3.84%
PEMHCA trend rate	3.00%
Rate of return on assets	5.61%
Mortality rate	CalPERS Rates
Retirement rates	CalPERS Rates
Other information	The ADC takes into account the implicit subsidy

* June 20, 2017 was the first year of implementation

Novato Sanitary District
SCHEDULE OF INVESTMENT RETURNS
Last Ten Fiscal Years *
Other Post-Employment Benefits (OPEB) - Agent-Multiple Employer Plan

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Annual money-weighted rate of return, net of investment expense	4.00%	0.28%	7.10%

* June 20, 2017 was the first year of implementation

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Statistical Information Section

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**Novato Sanitary District
Statistical Section**

This part of the District’s comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the District’s overall financial health.

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Financial Trends These schedules contain information to help the reader understand how the District’s Financial performance and well-being have changed over time.	57-59
Revenue Capacity These schedules contain information to help the reader assess the District’s most significant own-source revenue, sewer service charges.	60-66
Debt Capacity These schedules present information to help the reader assess the affordability of the district’s current levels of outstanding debt and the District’s ability to issue additional debt in the future.	67-68
Demographic Information This schedule offers demographic indicators to help the reader understand the environment within which the District’s financial activities take place.	69
Operating Information This schedule contains service and infrastructure data to help the reader understand how the information in the District’s financial report relates to the service the District provides.	70-71

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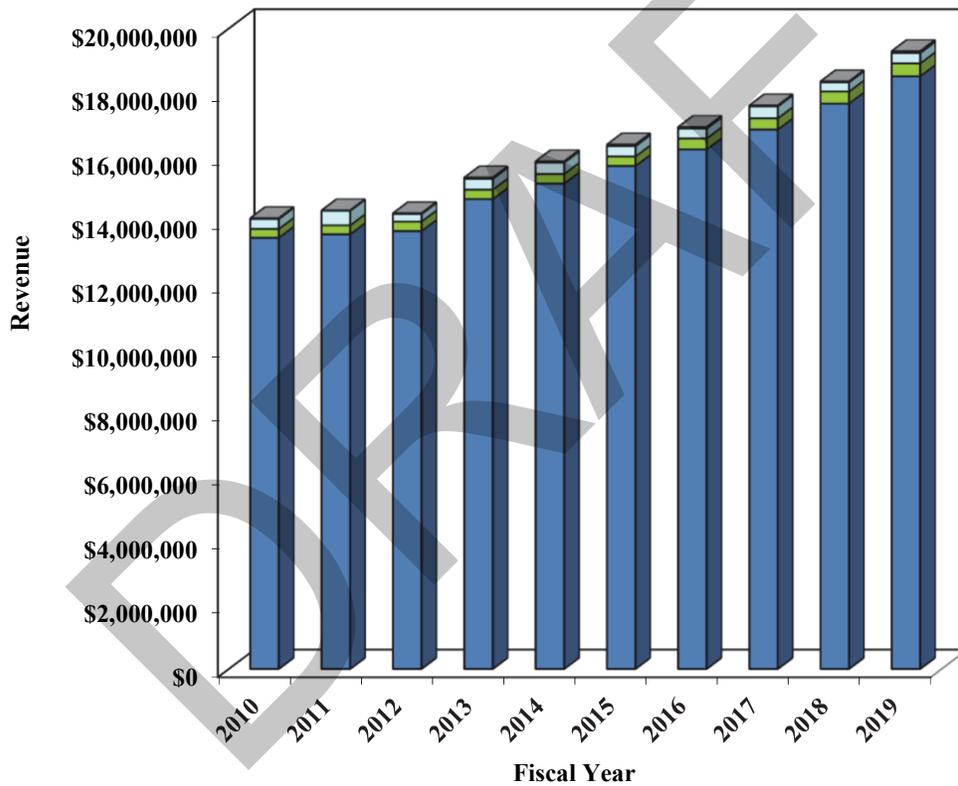
Novato Sanitary District
Changes in Net Position and Net Position by Component
Last Ten Fiscal Years
Schedule 1

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Restated										
Changes in net position:										
Operating revenues (see Schedule 2)	\$ 14,071,716	14,316,441	14,225,362	15,341,561	15,849,099	16,372,320	16,919,629	17,596,116	18,344,975	19,291,206
Operating expenses (see Schedule 3)	(9,654,452)	(8,464,043)	(9,766,764)	(8,103,790)	(8,322,651)	(7,894,306)	(8,392,467)	(9,173,987)	(9,131,926)	(8,457,722)
Depreciation and amortization	(2,288,892)	(2,306,550)	(3,238,715)	(4,602,353)	(5,092,355)	(5,201,451)	(5,661,922)	(5,744,111)	(5,793,254)	(5,917,189)
Operating income(loss)	2,128,372	3,545,848	1,219,883	2,635,418	2,434,093	3,276,563	2,865,240	2,678,018	3,419,795	4,916,295
Non-operating revenues(expenses)										
Property taxes	1,866,049	1,773,877	1,795,489	1,795,781	1,941,241	1,999,816	2,155,479	2,292,988	2,360,251	2,502,875
Interest	196,303	30,387	37,129	67,050	45,673	43,117	71,592	136,595	312,886	629,461
Interest expense	(1,211,880)	(209,456)	(2,669,346)	(2,712,097)	(2,678,227)	(2,567,765)	(2,450,757)	(2,325,634)	(2,178,527)	(1,907,209)
Franchise fees/Rental Income	45,000	95,000	26,099	113,416	127,708	142,597	152,589	146,924	132,090	85,854
Deferred Charges Amortization	(18,689)	(16,744)	(10,564)	-	-	-	-	-	-	-
Gain/(Loss) on sale/disposition of assets	(909,553)	(6,634,450)	(367,095)	2,529	(3,502,140)	13,364	-	1,627	(34,250)	(40,576)
Other revenue/(expense), net	(17,644)	42,623	229,306	(339,663)	(270,260)	(135,556)	(82,683)	40,461	(211,515)	(233,047)
Total non-operating revenues(expenses), net	(50,414)	(4,918,763)	(958,982)	(1,072,984)	(4,336,005)	(504,427)	(153,780)	292,961	380,935	1,037,358
Net income before capital contributions	2,077,958	(1,372,915)	260,901	1,562,434	(1,901,912)	2,772,136	2,711,460	2,970,979	3,800,730	5,953,653
Connection Fees	1,277,790	174,631	880,541	146,949	343,773	291,565	223,240	227,567	234,495	319,240
Capital contributions	446,867	101,818	5,732	-	202,530	250,725	13,400	200	133,035	98,354
Capital Grant										
Prior Year restatement(GASB 65)										
Changes in net position	\$ 3,802,615	(874,777)	2,516,731	1,709,383	(1,339,359)	3,314,426	2,948,100	3,249,815	4,425,443	6,521,396
Net position by component:										
Prior Year adjustment			(64,004)	(6,774,168)	-	(4,299,128)	-	-	(3,189,801)	
Net Investment in capital assets	\$ 102,065,015	106,497,126	105,262,788	104,411,068	94,531,379	94,572,835	96,235,212	96,965,159	97,939,722	100,177,367
Restricted										
Unrestricted	9,281,282	3,974,394	7,789,467	10,286,566	12,052,728	15,325,698	12,312,293	14,832,161	17,537,215	18,065,769
Total net position	\$ 111,346,297	110,471,520	112,988,251	107,923,466	106,584,107	105,599,405	108,547,505	111,797,320	113,032,962	119,554,358

Source: Novato Sanitary District Accounting Department

**Novato Sanitary District
Operating Revenue By Source
Last Ten Fiscal Years
Schedule 2**

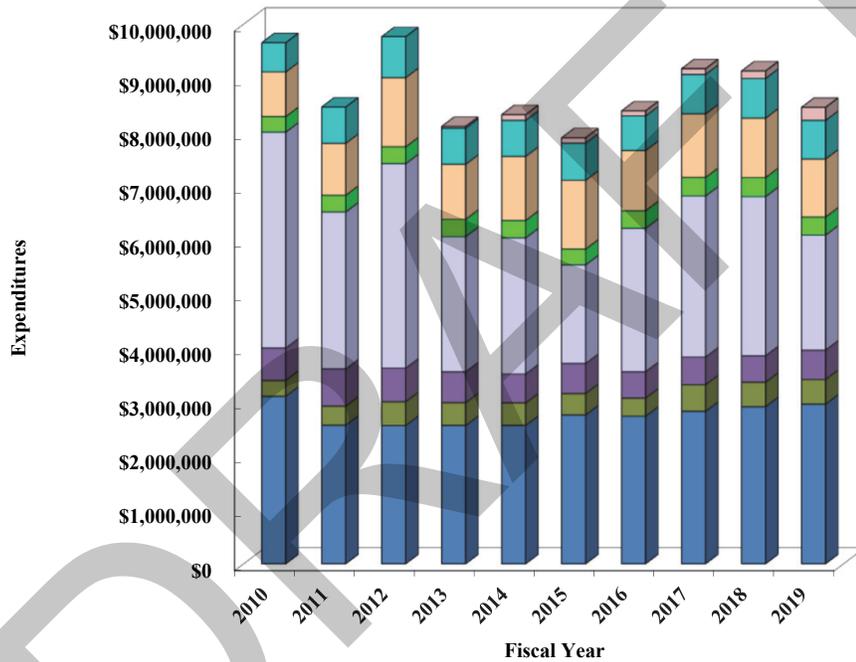
Fiscal Year	Wastewater Service Charges	Permits, Inspections and Other Fees	AB 939 Solid Waste Program	Other Operating Revenue	Total Operating Revenue
2010	13,462,437	23,163	277,299	308,817	14,071,716
2011	13,570,839	9,532	280,493	455,577	14,316,441
2012	13,671,131	21,441	297,586	235,204	14,225,362
2013	14,670,826	34,505	297,586	338,644	15,341,561
2014	15,157,903	39,023	297,586	354,587	15,849,099
2015	15,706,704	44,494	297,586	323,536	16,372,320
2016	16,222,876	46,283	342,621	307,849	16,919,629
2017	16,843,212	28,479	354,134	370,291	17,596,116
2018	17,655,740	27,141	376,426	285,669	18,344,975
2019	18,509,333	55,607	400,772	325,495	19,291,206



Source: Novato Sanitary District Accounting Department

**Novato Sanitary District
Operating Expenses by Activity
Last Ten Fiscal Years
Schedule 3**

Fiscal Year	Collection System	Wastewater Treatment	Reclamation/Disposal	Laboratory & Monitoring	Pump Stations	Recycled Water Facility	AB939 Solid Waste Programs	Administration & Engineering	Total Operating Expenses
2010	828,832	3,102,119	296,268	597,743	540,641		284,999	4,003,850	9,654,452
2011	963,487	2,566,139	355,218	688,238	673,344		307,137	2,910,480	8,464,043
2012	1,283,228	2,560,633	442,266	621,758	758,564		310,890	3,789,425	9,766,764
2013	1,022,006	2,561,301	423,670	572,718	668,427	31,301	318,616	2,505,751	8,103,790
2014	1,188,408	2,562,314	418,748	534,959	668,841	104,837	320,938	2,523,606	8,322,651
2015	1,277,022	2,757,514	398,118	555,215	686,789	100,354	289,586	1,829,708	7,894,306
2016	1,116,422	2,734,327	337,887	487,624	641,965	92,028	325,068	2,657,146	8,392,467
2017	1,178,118	2,824,699	493,926	512,003	731,684	105,327	341,580	2,986,650	9,173,987
2018	1,103,000	2,909,669	456,136	487,971	735,079	138,238	350,937	2,950,896	9,131,926
2019	1,077,449	2,957,149	458,191	543,373	715,265	241,382	332,294	2,132,619	8,457,722



Notes:
Beginning in 2007, Collection and Pump Stations were separate departments previously classified under the Sewer and Pump Stations department.
Beginning in 2012, the Recycled Water Facility began operations.

Source: Novato Sanitary District Accounting Department

**Novato Sanitary District
Assessed Value of Taxable Property
Last Ten Years
Schedule 4**

Fiscal Year	Assessed Value	Percent Change
2010	9,432,410,765	
2011	9,349,746,271	-0.88%
2012	9,248,463,186	-1.08%
2013	9,618,666,723	4.00%
2014	10,091,742,535	4.92%
2015	10,706,043,851	6.09%
2016	11,261,143,408	5.18%
2017	11,849,431,595	5.22%
2018	12,417,349,541	10.27%
2019	12,924,772,155	9.08%

Source: From information provided by the County of Marin Assessor-Recorder-Clerk's Office.

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**Novato Sanitary District
Property Tax Levies and Collections
Last Ten Fiscal Years
Schedule 5**

Year	Total	Tax Levy		Tax Collections			Current Year % Collected
		Prior Year	Current Year	Total	Prior Year	Current Year	
2010	1,725,949	1,752	1,724,197	1,725,949	1,752	1,724,197	99.90%
2011	1,773,877	2,696	1,771,181	1,773,877	2,696	1,771,181	99.85%
2012	1,795,167	2,066	1,793,101	1,795,167	2,066	1,793,101	99.88%
2013	1,795,782	1,562	1,794,220	1,795,765	1,545	1,794,220	99.91%
2014	1,941,094	1,321	1,939,773	1,941,094	1,321	1,939,773	99.93%
2015	1,999,816	2,696	1,997,120	1,999,816	2,696	1,997,120	99.87%
2016	2,155,479	1,346	2,154,133	2,155,479	1,346	2,154,133	99.94%
2017	2,292,988	1,480	2,291,508	2,292,988	1,480	2,291,508	99.94%
2018	2,360,251	5,987	2,354,264	2,360,251	5,987	2,354,264	99.75%
2019	2,502,875	1,538	2,501,337	2,502,875	1,538	2,501,337	99.94%

Source: From information provided by the County of Marin Assessor-Recorder-Clerk's Office.

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**Novato Sanitary District
Property Tax Levies and Collections
Last Ten Fiscal Years
Schedule 6**

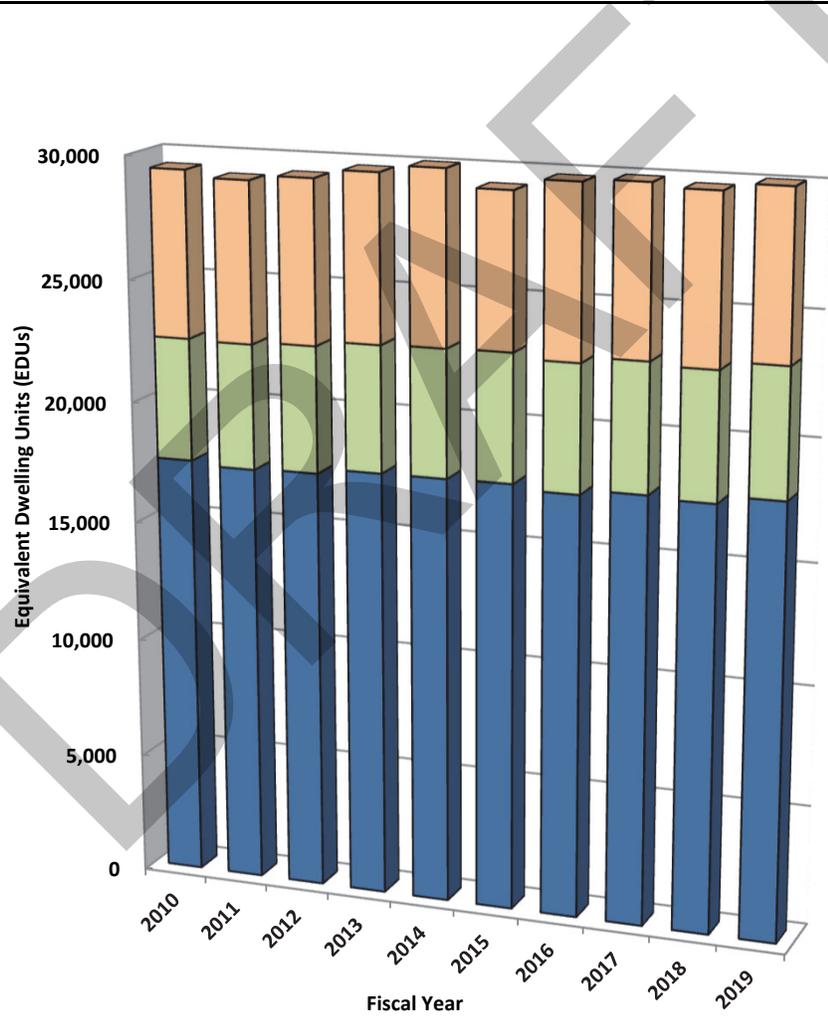
Fiscal Year	Current Tax Levy	Current Tax Collections	Percent of Current Taxes	Prior Year Tax Collections,	Percent of Current Taxes	Net Collections
2010	1,724,197	1,724,197	100.0%	1,752	0.1%	\$ 1,725,949
2011	1,773,877	1,771,181	99.8%	2,696	0.2%	\$ 1,773,877
2012	1,793,101	1,793,101	100.0%	2,066	0.1%	\$ 1,795,167
2013	1,794,220	1,794,220	100.0%	1,562	0.1%	\$ 1,795,782
2014	1,939,773	1,939,773	100.0%	1,321	0.1%	\$ 1,941,094
2015	1,997,120	1,997,120	100.0%	2,696	0.1%	\$ 1,999,816
2016	2,154,133	2,154,133	100.0%	1,346	0.1%	\$ 2,155,479
2017	2,291,508	2,291,508	100.0%	1,480	0.1%	\$ 2,292,988
2018	2,354,264	2,354,264	100.0%	5,987	0.3%	\$ 2,360,251
2019	2,501,337	2,501,337	100.0%	1,538	0.1%	\$ 2,502,875

Source: From information provided by the County of Marin Assessor-Recorder-Clerk's Office.

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Novato Sanitary District
Equivalent Dwelling Units by Customer Type at Fiscal Year-End⁽¹⁾
Last Ten Fiscal Years⁽²⁾
Schedule 7

Fiscal Year	Single Family Residential	Multi family Residential (3)	Commercial	Total
2010	17,568.60	5,016.80	6,811.97	29,397.37
2011	17,407.40	5,130.40	6,576.55	29,114.35
2012	17,474.40	5,182.60	6,677.08	29,334.08
2013	17,705.80	5,184.20	6,814.04	29,704.04
2014	17,717.00	5,220.20	7,101.90	30,039.10
2015	17,741.20	5,234.20	6,312.95	29,288.35
2016	17,542.20	5,210.40	7,003.00	29,755.60
2017	17,761.00	5,252.00	6,865.00	29,878.00
2018	17,656.80	5,219.00	6,824.43	29,700.23
2019	17,992.80	5,231.00	7,019.30	30,243.10



Notes:

- (1) The District charges its customers sewer service charges (SSC) on an equivalent dwelling unit(EDU) basis, and the charges appear on the customers' annual property tax bills.
- (2) EDUs as of June 30 of fiscal year.
- (3) Multi family residential includes apartments and condominiums.

Source: Novato Sanitary District Technical Services Department

**Novato Sanitary District
Wastewater Service Charges
Last Ten Fiscal Years
Schedule 8**

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Rate per EDU per year (1)	\$ 462	\$ 462	\$ 462	\$ 493	\$ 512	\$ 531	\$ 552	\$ 573	\$ 594	\$ 615
Rate per EDU per month	\$ 38.50	\$ 38.50	\$ 38.50	\$ 41.08	\$ 42.67	\$ 44.25	\$ 46.00	\$ 47.75	\$ 49.50	\$ 51.25

EDUs (2)

	EDU Factors	
Single Family	1	
Apartments, Condominiums, Duplexes & Townhouse	1	per living unit
Motor Home or Trailer Park	1	per space
Guest House with kitchen and bedroom	1	per living unit
Guest House without kitchen	0	per living unit

Non Residential (2)

	Charge per HCF water	
Base Charge/ Unspecified	\$ 0.26	\$ 3.34
Office	\$ 0.26	\$ 3.34
Retail	\$ 0.26	\$ 3.34
Public office	\$ 0.26	\$ 3.34
School classrooms/administration	\$ 0.26	\$ 3.34
Churches	\$ 0.26	\$ 3.34
Meeting halls with kitchens	\$ 0.26	\$ 4.68
Auto service stations	\$ 0.26	\$ 3.34
Supermarkets	\$ 0.26	\$ 3.34
Auditoriums theaters	\$ 0.26	\$ 3.34
Gymnasiums w/showers	\$ 0.26	\$ 3.34
Hotels/motels	\$ 0.26	\$ 3.34
Mortuary	\$ 0.26	\$ 7.26
Medical offices	\$ 0.33	\$ 3.34
Veterinary offices	\$ 0.33	\$ 3.34
Dental offices	\$ 0.33	\$ 3.34
Hospitals	\$ 0.33	\$ 3.34
Cafeteria/dining area	\$ 0.51	\$ 7.26
Restaurants/cafes	\$ 0.51	\$ 7.26
Bakeries	\$ 0.51	\$ 7.26
Ice Cream/yogurt shops	\$ 0.51	\$ 7.26
Delicatessens	\$ 0.51	\$ 7.26
Laundry and Laundromats	\$ 0.77	\$ 4.68
Warehouse or Storage not live/work	0.00	0.00

Notes:
'(1) Rates as of July 1 of each year
'(2) Rates as of July 1, 2018

Source: Novato Sanitary District Technical Services Department

**Novato Sanitary District
Principal Customers
Current Fiscal Year and Ten Years Ago
Schedule 9**

Customer	2019		2010	
	EDU's	Percentage of Total	EDU's	Percentage of Total
BioMarin Pharmaceutical	441.76	1.46%	235.50	0.80%
Novato Unified School District	431.47	1.43%	418.05	1.42%
Fireman's Fund	366.49	1.21%	356.34	1.21%
Vintage Oaks Shopping Center (not including Costco or Target)	241.96	0.80%	259.04	0.88%
Hamilton Hangars (3-10)	174.05	0.58%	208.69	0.71%
Sutter Health	159.98	0.53%	55.50	0.19%
Nave Merchant Assoc	129.19	0.43%	108.55	0.37%
Buck Institute	116.51	0.39%	60.33	0.21%
City Of Novato	96.75	0.32%	70.14	0.24%
Marin Community College District	95.30	0.32%	76.46	0.26%
Total EDUs: Principal customers	2,253.46	7.46%	1,848.60	6.28%
Total Equivalent Dwelling Units (EDUs)	30,243.10	100.00%	29,397.37	100.00%

Source: Novato Sanitary District Technical Services Department

**Novato Sanitary District
Debt Coverage
Last Ten Fiscal Years
Schedule 10**

Fiscal Year	Net Revenues	Operating Expenses ^{(1),(3)}	Net Available Revenues	Debt Service			Coverage Ratio
				Principal	Interest	Total	
2010	16,957,839	(9,654,452)	7,303,387	24,773,024	1,211,880	25,984,904	0.281
2011	10,003,454	(8,464,043)	1,539,411	5,233,207	209,456	5,442,663	0.283
2012	18,185,824	(9,766,764)	8,419,060	21,136	2,669,346	2,690,482	3.129
2013	17,127,623	(8,103,790)	9,023,833	4,231,967	2,712,097	6,944,064	1.300
2014	14,753,874	(8,322,651)	6,431,223	4,339,933	2,678,227	7,018,160	0.916
2014 (2)	18,256,014	(8,322,651)	9,933,363	4,339,933	2,678,227	7,018,160	1.415
2015	18,977,948	(7,894,306)	11,083,642	4,449,171	2,567,765	7,016,936	1.580
2016	19,453,246	(8,392,467)	11,060,779	4,565,431	2,450,757	7,016,188	1.576
2017	20,493,547	(9,173,987)	11,319,560	4,673,762	2,325,634	6,999,396	1.617
2018	21,529,150	(9,131,926)	12,397,224	4,804,212	2,178,527	6,982,739	1.775
2019	22,803,516	(8,457,722)	14,345,794	4,741,834	1,907,209	6,649,043	2.158

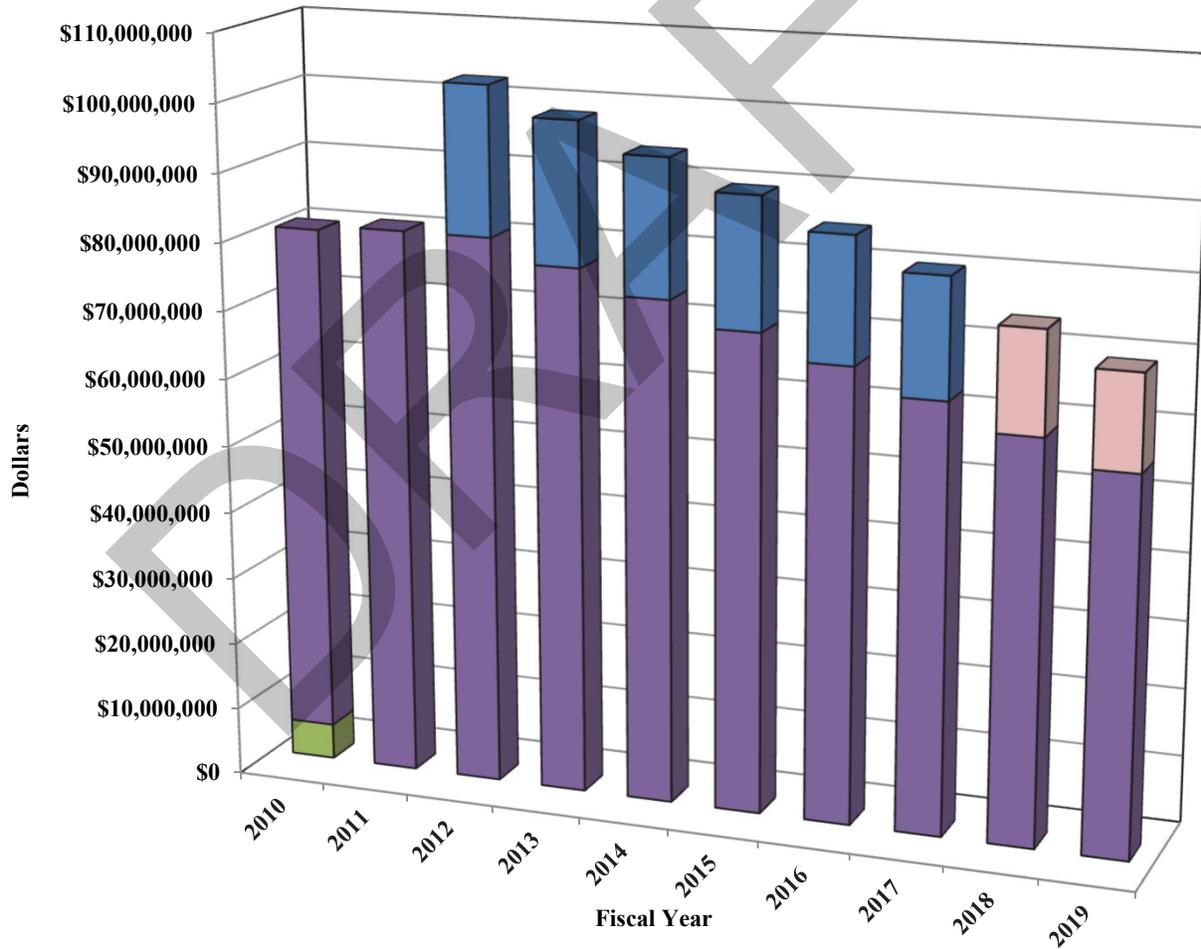
Notes:

- (1) Operating expenses exclude depreciation expense.
- (2) Net revenues calculated without the non-cash adjustment for the capital asset disposal/write down of \$3.5M in FY2014.
- (3) Information in this table is based on GAAP (Generally Accepted Accounting Principles) which is accrual basis accounting. Therefore, debt coverage ratios in this table will be different than those in the District's annual budget documents, which use cash basis accounting.

Source: Novato Sanitary District Accounting Department

**Novato Sanitary District
Ratios of Outstanding Debt by Type
Last Ten Fiscal Years
Schedule 11**

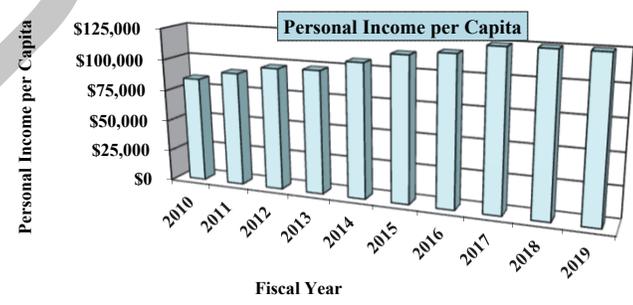
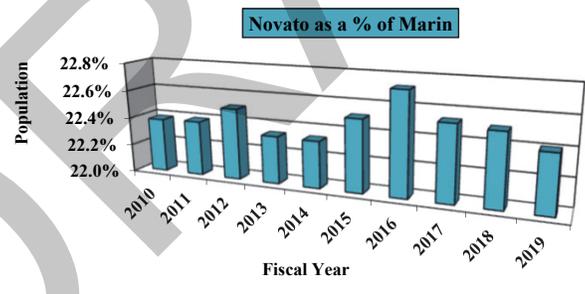
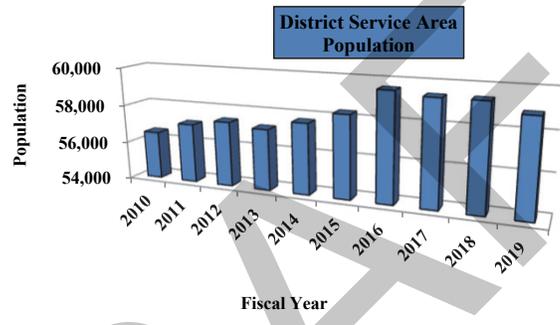
Fiscal Year	Credit Line	SRF Loan Payable	Certificates of Participation Bond Payable	Wastewater Revenue Bond Payable	Total		
					Debt	Per Capita	As a Share of Personal Income
2010	5,233,207	75,348,207			80,581,414	1,426.22	1.70%
2011	-	81,329,083			81,329,083	1,424.33	1.57%
2012	-	81,307,947	21,750,000		103,057,947	1,795.43	1.85%
2013	-	77,878,980	20,950,000		98,828,980	1,727.78	1.76%
2014	-	74,366,047	20,120,000		94,486,047	1,637.54	1.54%
2015	-	70,771,876	19,265,000		90,036,876	1,544.37	1.45%
2016	-	67,091,444	18,380,000		85,471,444	1,434.08	1.25%
2017	-	63,322,683	17,475,000		80,797,683	1,360.23	1.16%
2018	-	59,463,471	-	15,054,938	74,518,409	1,254.52	1.01%
2019	-	55,511,638	-	14,138,404	69,650,042	1,182.51	0.86%



Source: Novato Sanitary District Accounting Department

**Novato Sanitary District
Demographics and Economic Statistics
Last Ten Calendar Years
Schedule 12**

Year	District Service Area Population (1)	Novato as a % of Marin	County of Marin ⁽²⁾			
			Unemployment Rate	Population	Personal Income (thousands of dollars)	Personal Income per Capita
2010	56,500	22.4%	9.8%	252,409	21,202,861	84,002
2011	57,100	22.4%	9.5%	255,015	23,196,929	90,963
2012	57,400	22.5%	7.9%	255,031	24,807,885	97,274
2013	57,200	22.3%	6.0%	256,069	25,146,744	98,203
2014	57,700	22.3%	4.8%	258,365	27,528,274	106,548
2015	58,300	22.5%	3.9%	258,972	29,640,640	114,455
2016	59,600	22.7%	4.3%	262,274	30,830,833	117,552
2017	59,400	22.5%	3.0%	263,604	32,832,405	124,552
2018	59,400	22.5%	2.5%	263,886	34,510,906	130,780
2019	58,900	22.4%	2.4%	262,879	36,098,171	137,319

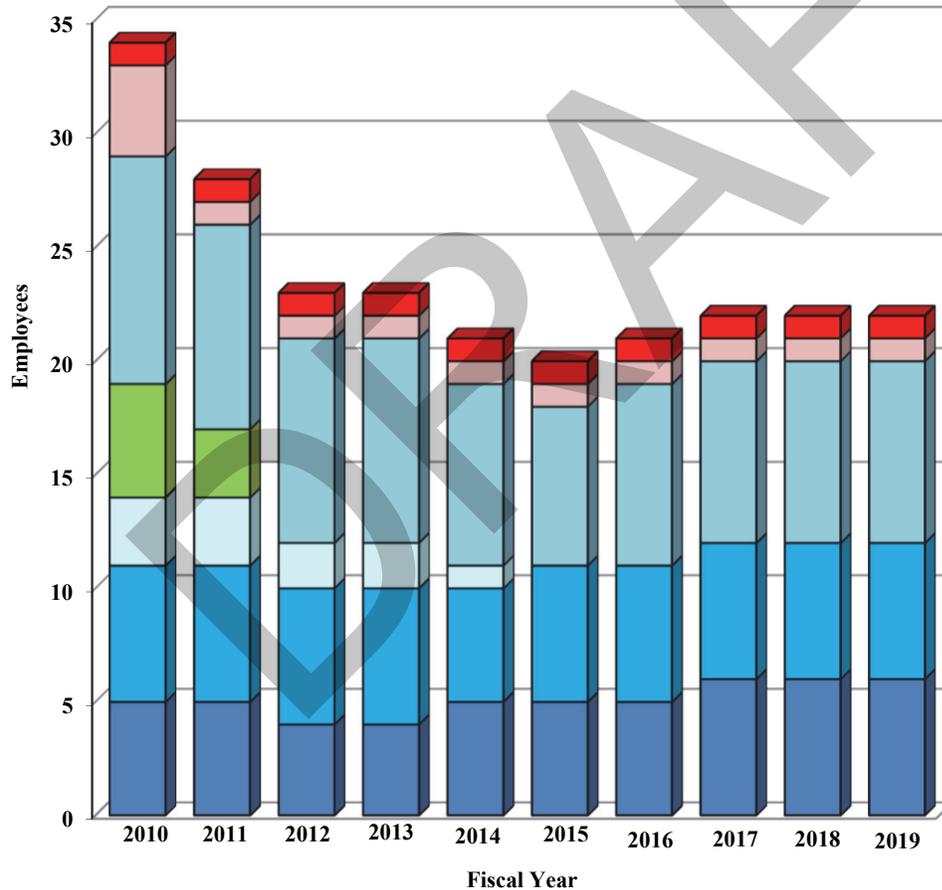


Notes:
 (1) Approximate values, as demographic data specific to the District's service area is not available.
 (2) Annual economic data specific to the District's service area is not available. However, it is available for Marin County as a whole from the below sources and may be considered as being broadly applicable to the District's service area.

Sources: California Department of Finance, North Marin Water District, Federal Reserve Economic Data(FRED) <http://fred.stlouisfed.org> and Bureau of Labor Statistics

**Novato Sanitary District
Operating and Capacity Indicators
Last Ten Fiscal Years
Schedule 13**

Employees										
Department	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Administration	5	5	4	4	5	5	5	6	6	6
Engineering	6	6	6	6	5	6	6	6	6	6
Lab Services	3	3	2	2	1	0	0	0	0	0
Operations	5	3	0	0	0	0	0	0	0	0
Collections	10	9	9	9	8	7	8	8	8	8
Maintenance	4	1	1	1	1	1	1	1	1	1
Safety	1	1	1	1	1	1	1	1	1	1
Total	34	28	23	23	21	20	21	22	22	22



Notes:

The decrease in operations staff (from 2010-2012) occurred with the transition of Treatment Plant Operations to Veolia Water. The Safety resource is a Central Marin Sanitation Agency (CMSA) employee and is a shared service position with CMSA.

Source: Novato Sanitary District Records

**Novato Sanitary District
Other Operating and Capacity Indicators
Last Ten Fiscal Years
Schedule 14**

Fiscal Year	Miles of Pipe Lines (2)	Number of Pump Stations	Annual Average Flow (1)	Permitted Capacity(MGD)	Total Annual Treatment (MG) (1)
2010	226	42	5.35	7.00	1,789
2011	226	42	5.70	7.00	2,069
2012	226	42	4.67	7.00	1,709
2013	264	42	4.89	7.00	1,788
2014	264	42	4.12	7.00	1,501
2015	264	42	4.46	7.00	1,628
2016	264	42	4.34	7.00	1,589
2017	264	42	5.93	7.00	2,150
2018	264	42	4.27	7.00	1,559
2019	264	42	5.52	7.00	1,998

Notes:

N/A - Data not available for these years

MG - Millions of Gallons

MGD - Millions of Gallons per Day

(1) Fiscal year basis.

(2) Approximate values; primarily sewers.

Source: Novato Sanitary District Operations and Accounting Departments.

**NOVATO SANITARY DISTRICT
MEMORANDUM ON INTERNAL CONTROL
AND
REQUIRED COMMUNICATIONS
FOR THE YEAR ENDED JUNE 30, 2019**

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**NOVATO SANITARY DISTRICT
MEMORANDUM ON INTERNAL CONTROL
AND
REQUIRED COMMUNICATIONS**

For the Year Ended June 30, 2019

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MEMORANDUM ON INTERNAL CONTROL

To the Board of Directors of
the Novato Sanitary District
Novato, California

In planning and performing our audit of the financial statements of the Novato Sanitary District (District), California, as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Included in the Schedule of Other Matters are recommendations not meeting the above definitions that we believe to be of potential benefit to the District.

This communication is intended solely for the information and use of management, Board of Directors, others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Pleasant Hill, California
December 9, 2019

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**NOVATO SANITARY DISTRICT
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS
FOR THE YEAR ENDED JUNE 30, 2019**

NEW GASB PRONOUNCEMENTS OR PRONOUNCEMENTS NOT YET EFFECTIVE

The following comment represents new pronouncements taking affect in the next few years. We cite them here to keep you informed of developments:

EFFECTIVE FISCAL YEAR 2019/20:

GASB 84 – Fiduciary Activities

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. Governments with activities meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. An exception to that requirement is provided for a business-type activity that normally expects to hold custodial assets for three months or less.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

A fiduciary component unit, when reported in the fiduciary fund financial statements of a primary government, should combine its information with its component units that are fiduciary component units and aggregate that combined information with the primary government's fiduciary funds.

This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. Events that compel a government to disburse fiduciary resources occur when a demand for the resources has been made or when no further action, approval, or condition is required to be taken or met by the beneficiary to release the assets.

**NOVATO SANITARY DISTRICT
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS
FOR THE YEAR ENDED JUNE 30, 2019**

GASB 90 - *Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61*

The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit.

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The requirements should be applied retroactively, except for the provisions related to (1) reporting a majority equity interest in a component unit and (2) reporting a component unit if the government acquires a 100 percent equity interest. Those provisions should be applied on a prospective basis.

**NOVATO SANITARY DISTRICT
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS
FOR THE YEAR ENDED JUNE 30, 2019**

EFFECTIVE FISCAL YEAR 2020/21:

GASB 87 – Leases

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in this Statement.

GASB 89 - Accounting for Interest Cost Incurred before the End of a Construction Period

The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

**NOVATO SANITARY DISTRICT
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS
FOR THE YEAR ENDED JUNE 30, 2019**

EFFECTIVE FISCAL YEAR 2021/22:

GASB 91 - Conduit Debt Obligations

The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

A conduit debt obligation is defined as a debt instrument having *all* of the following characteristics:

- There are at least three parties involved:
 - (1) an issuer
 - (2) a third-party obligor, and
 - (3) a debt holder or a debt trustee.
- The issuer and the third-party obligor are not within the same financial reporting entity.
- The debt obligation is not a parity bond of the issuer, nor is it cross-collateralized with other debt of the issuer.
- The third-party obligor or its agent, not the issuer, ultimately receives the proceeds from the debt issuance.
- The third-party obligor, not the issuer, is primarily obligated for the payment of all amounts associated with the debt obligation (debt service payments).

All conduit debt obligations involve the issuer making a limited commitment. Some issuers extend additional commitments or voluntary commitments to support debt service in the event the third party is, or will be, unable to do so.

An issuer should not recognize a conduit debt obligation as a liability. However, an issuer should recognize a liability associated with an additional commitment or a voluntary commitment to support debt service if certain recognition criteria are met. As long as a conduit debt obligation is outstanding, an issuer that has made an additional commitment should evaluate at least annually whether those criteria are met. An issuer that has made only a limited commitment should evaluate whether those criteria are met when an event occurs that causes the issuer to reevaluate its willingness or ability to support the obligor's debt service through a voluntary commitment.

This Statement also addresses arrangements—often characterized as leases—that are associated with conduit debt obligations. In those arrangements, capital assets are constructed or acquired with the proceeds of a conduit debt obligation and used by third-party obligors in the course of their activities. Payments from third-party obligors are intended to cover and coincide with debt service payments. During those arrangements, issuers retain the titles to the capital assets. Those titles may or may not pass to the obligors at the end of the arrangements.

**NOVATO SANITARY DISTRICT
MEMORANDUM ON INTERNAL CONTROL
SCHEDULE OF OTHER MATTERS
FOR THE YEAR ENDED JUNE 30, 2019**

GASB 91 - Conduit Debt Obligations (Continued)

Issuers should not report those arrangements as leases, nor should they recognize a liability for the related conduit debt obligations or a receivable for the payments related to those arrangements. In addition, the following provisions apply:

- If the title passes to the third-party obligor at the end of the arrangement, an issuer should not recognize a capital asset.
- If the title does not pass to the third-party obligor and the third party has exclusive use of the entire capital asset during the arrangement, the issuer should not recognize a capital asset until the arrangement ends.
- If the title does not pass to the third-party obligor and the third party has exclusive use of only portions of the capital asset during the arrangement, the issuer, at the inception of the arrangement, should recognize the entire capital asset and a deferred inflow of resources. The deferred inflow of resources should be reduced, and an inflow recognized, in a systematic and rational manner over the term of the arrangement.

This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.

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REQUIRED COMMUNICATIONS

To the Board of Directors of
the Novato Sanitary District
Novato, California

We have audited the basic financial statements of the Novato Sanitary District (District), California, for the year ended June 30, 2019. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards.

Significant Audit Findings

Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are included in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year except as follows:

The following Governmental Accounting Standards Board (GASB) pronouncements became effective, but did not have a material effect on the financial statements:

GASB 83 - *Certain Asset Retirement Obligations*

GASB 88 - *Certain Disclosures Related to Debt, including Direct Borrowing and Direct Placement*

Unusual Transactions, Controversial or Emerging Areas

We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

Estimated Net Pension Liabilities and Pension-Related Deferred Outflows and Inflows of Resources: Management's estimate of the net pension liabilities and deferred outflows/inflows of resources are disclosed in Note 10 to the financial statements and are based on actuarial studies determined by a consultant, which are based on the experience of the District. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Estimated Net OPEB Liabilities and OPEB-Related Deferred Outflows and Inflows of Resources: Management's estimate of the net OPEB liability is disclosed in Note 7 to the financial statements and is based on actuarial study determined by a consultant, which is based on the experience of the District. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Estimate of Depreciation: Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note II to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not propose any audit adjustments that, in our judgment, could have a significant effect, either individually or in the aggregate, on the District's financial reporting process.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the Board of Directors.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in a management representation letter dated December 9, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information Accompanying the Financial Statements

We applied certain limited procedures to the required supplementary information that accompanies and supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information.

We were not engaged to report on the Introductory and Statistical Sections which accompany the financial statements, but are not required supplementary information. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

This information is intended solely for the use of the Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Pleasant Hill, California
December 9, 2019

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NOVATO SANITARY DISTRICT FINANCE COMMITTEE AGENDA ITEM SUMMARY

TITLE: Fiscal Year (FY) 2019-20 Annual Budget: Budget Amendment Request	MEETING DATE: December 2, 2019 AGENDA ITEM NO.: 5.a
<p>RECOMMENDED ACTION: Review budget amendment request to increase the Fiscal Year (FY) 19-20 budget for “Capital Improvements Cost Centers - 72000 and 73000”, Section IV (“Capital Improvement Budget - CIP Expenditures”) of the Final Budget for Fiscal Year 2019-20 from \$12,229,956 to \$12,729,956 with the transfer of \$500,000 from the unencumbered available cash balance in the Capital Fund; and subject to minor changes and edits, recommend its adoption by the Board of Directors at the December 9, 2019 Board meeting.</p>	
<p>SUMMARY AND DISCUSSION:</p> <p>At the November 18, 2019 Board meeting, staff provided a debriefing presentation on the recent Public Safety Power Shutdown (PSPS) event(s) by Pacific Gas & Electric Co. (PG&E). As discussed in the presentation, the PSPS events have highlighted the need for several short and long term projects, to assure long term resiliency of District operations, including the following four major capital projects that should be implemented immediately:</p> <ol style="list-style-type: none"> 1. Replacement of the Rowland Plaza Pump Station (RPPS), 2. Replacement of the Marin Village Pump Station (MVPS), 3. Generator replacement and switchgear upgrades at the Ignacio Transfer Pump Station (ITPS), and 4. Generator replacement and switchgear upgrades at the Olive Street Pump Station (OSPS). <p>All of these projects have been planned for implementation in future fiscal years. For instance, the Marin Village Pump Station replacement design was scheduled for FY 20-21, with construction in FY 21-22. Similarly, the Rowland Plaza Pump Station was initially scheduled for replacement in FY 10-11, with design completed, and construction bids received. However, the project was not awarded to accommodate potential development plans in the RPPS sewershed by the City of Novato that have not fully materialized as of date. At this time, staff is of the opinion that the District should not delay the project any further.</p> <p>At this time, it is recommended that the Committee consider this budget amendment request, review the attached draft amended FY 19-20 budget for “Capital Improvements Cost Centers - 72000 and 73000” and Accounts therein, and subject to minor changes and edits, recommend adoption of the budget amendment by the Board of Directors at the December 9, 2019 Board meeting. If approved, the budget amendment will be incorporated into the District’s budget document for the FY 20-21 year as part of the “truing-up” of actual-to-budgeted expenditures for FY 19-20.</p>	
<p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Draft amended FY 19-20 budget table for “Capital Improvements Cost Centers - 72000 and 73000” and Accounts therein (draft amended table of page 16 of “Final Budget for Fiscal Year 2019-20”). 	
<p>BUDGET INFORMATION: The requested budget amendment amount of \$500,000 can be funded from the projected unencumbered available cash balance of approximately \$4 million (as of July 1, 2020) in the Capital Fund.</p>	
<p>STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update. The item also addressess other goals of the Strategic Plan including Goal 1 (Operational Excellence), and Goal 3 (Alignment and Communications).</p>	
DEPT. MGR.: lmc, ssk	GENERAL MANAGER: SSK

**Novato Sanitary District
2019-21 Final Budget (with Proposed Amendments⁽¹⁾)
Capital Improvement Budget - CIP Expenditures**

					Proposed ⁽¹⁾		Proposed ⁽¹⁾
					Amended		Amended
Capital Improvements	Adopted	Adopted	Actual	Final	Final	Preliminary	Preliminary
Cost Centers - 72000 & 73000	Budget	Budget	Exp	Budget	Budget	Budget	Budget
	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2020-21
Accounts							
72403 · Pump Station Rehabilitation	150,000	50,000	0	50,000	515,000	250,000	1,000,000
72508 · North Bay Water Reuse Authority (NBWRA)	100,000	80,000	79,266	25,000	25,000	25,000	25,000
72706 · Collection System Improvments	1,700,000	2,450,000	748,013	2,910,000	2,790,000	1,900,000	2,130,000
72706-1 · Lateral Replacement Program	80,000	80,000	34,000	60,000	60,000	60,000	60,000
72707 · Hamilton Wetlands/Outfall Integration	10,000	10,000	863	10,000	10,000	10,000	10,000
72708 · Cogeneration/Alt. Energy	350,000	350,000	27,867	400,000	1,010,000	550,000	3,100,000
72802 · Annual Sewer Adj. for City Proj	40,000	25,000	436	25,000	25,000	30,000	30,000
72803 · Annual Collection Sys Repairs	200,000	225,000	85,714	100,000	100,000	110,000	110,000
72804 · Annual Reclamation Fac Improvements	175,000	175,000	157,792	400,000	200,000	1,030,000	830,000
72805 · Annual Treatment Plant Improvements	300,000	300,000	22,873	300,000	350,000	100,000	400,000
72806 · Annual Pump Station Improvements	100,000	140,000	137,618	175,000	175,000	175,000	175,000
72807 · Annual Ignacio Facility Improvements	50,000	50,000	43,908	50,000	50,000	75,000	75,000
72808 · Strategic Plan Update	20,000	20,000	0	20,000	20,000	20,000	20,000
72809 · Novato Creek Watershed	5,000	5,000	0	5,000	5,000	5,000	5,000
73003 · Admin Building Upgrade/Maint. Building	350,000	350,000	323,628	150,000	150,000	130,000	130,000
73004 · Odor Control and NTP Landscaping	50,000	100,000	82,360	50,000	50,000	52,000	52,000
73005 · RWF Expansion (2)	1,460,000	2,020,000	1,478,479	10,000	(295,000)	0	0
73006 · NTP Corrosion Control	150,000	233,000	0	80,000	55,000	370,000	370,000
73090 · Vehicle Replacement	390,000	140,000	138,319	580,000	605,000	320,000	270,000
Subtotal before Debt Service	5,680,000	6,803,000	3,361,136	5,400,000	5,900,000	5,212,000	8,792,000
78500 · Interest - SRF Loan	1,519,744	1,427,123	1,427,123	1,332,279	1,332,279	1,235,159	1,235,159
78500 · Principal - SRF Loan	3,859,212	3,951,833	3,951,833	4,046,677	4,046,677	4,143,797	4,143,797
78500 · Interest - COP Bond/Rev. Refunding Bond	739,548	670,500	670,500	631,000	631,000	590,000	590,000
78500 · Principal - COP Bond/Rev. Refunding Bond	925,000	790,000	790,000	820,000	820,000	850,000	850,000
Subtotal for Debt Service	7,043,504	6,839,456	6,839,456	6,829,956	6,829,956	6,818,956	6,818,956
Totals	12,723,504	13,642,456	10,200,592	12,229,956	12,729,956	12,030,956	15,610,956

⁽¹⁾Proposed to accomodate Public Safety Power Shutdown (PSPS) and Cogen/Alt Energy related projects.

⁽²⁾Includes reimbursement from the joint NMWD/NSD Recycled Water Capital Replacement and Expansion Fund.