

# NOVATO SANITARY DISTRICT

Meeting Date: February 13, 2012

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:30 p.m., Monday, February 13, 2012, at the District Offices, 500 Davidson Street, Novato.**

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

## **AGENDA**

**1. PLEDGE OF ALLEGIANCE:**

**2. AGENDA APPROVAL:**

**3. PUBLIC COMMENT (Please observe a three-minute time limit):**

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

**4. REVIEW OF MINUTES:**

- a. Consider approval of minutes of the January 23, 2012 meeting.

**5. CONSENT CALENDAR:**

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

- a. Consider setting meeting dates of February 27<sup>th</sup>, March 12<sup>th</sup> and March 26<sup>th</sup>.
- b. Approve regular disbursements.

**6. WASTEWATER TREATMENT FACILITY UPGRADE PROJECT 72609:**

- a. Receive progress report on odor control, noise abatement, and visual screening.
- b. Consider granting final acceptance of the Phase I landscape project and authorize staff to file the Notice of Completion.

**7. RECYCLED WATER PROJECT 73002:**

- a. Progress report.

**8. BOARD OF DIRECTORS:**

- a. Consider adoption of District Policy No. 4035 – Board of Directors’ Health and Dental Insurance.
- b. Appoint ad hoc sewer service charge rate review committee.
- c. Consider approval of a letter to Representative Woolsey on HR 2765 revising the regulations governing who can sit on state and regional water boards.
- d. Consider approval of a North Bay Water Reuse Authority trip for Bill Long to Washington DC.

**9. ADMINISTRATION:**

- a. Consider approval of a contract amendment with Bob Adamson Environmental Services.
- b. Consider adoption of a resolution creating an employee safety recognition program for 2012.

**10. COLLECTION SYSTEM IMPROVEMENT PROJECT 72706:**

- a. Review bids received and consider authorizing contract award to the lowest responsive bidder, WR Forde & Associates, for the Galli Drive project.

**11. ANNUAL COLLECTION SYSTEM REPAIRS PROJECT 72803:**

- a. Eucalyptus Avenue Sewer Repair, Project 72803-11-01: Review bids received, reject all bids, and authorize the Manager-Engineer to so inform all bidders.

**12. PUMP STATION REHABILITATION PROJECT 72403, UNIT 3:**

- a. Consider granting final acceptance of completion of Unit 3 of the project, and authorize staff to file the Notice of Completion.

**13. STAFF REPORTS:**

- a. Report on Grand Jury survey of Special Districts in Marin County.

**14. BOARD MEMBER REPORTS:**

- a. North Bay Water Reuse Authority
- b. North Bay Watershed Association
- c. Solid Waste Committee

**15. MANAGER’S ANNOUNCEMENTS:**

**16. ADJOURN:**

Next resolution no. 3040

**Next regular meeting date: Monday, February 27, 2012, 6:30 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA**

AGENDA/Board of Directors  
Meeting Date: February 13, 2012

***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.***

January 23, 2012

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Monday, January 23, 2012, at the District Office, 500 Davidson Street, Novato.

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

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

ALSO PRESENT: Brant Miller, Novato resident  
Dasse de longh, NSD employee, Novato resident  
Suzanne Crow, Novato resident  
Bob Guinan, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL:

*On motion of Member Long, seconded by Member Mariani, and carried unanimously, the agenda was approved as mailed.*

PUBLIC COMMENT: Novato resident Suzanne Crow stated that the Novato Sanitary District website was not displaying the current Board meeting materials. The Manager demonstrated how the Agenda items were displayed and accessed as in prior months.

REVIEW OF MINUTES:

Consider approval of minutes of the January 9<sup>th</sup> and 13<sup>th</sup>, 2012 meetings. Member Welsh pointed out a correction to the January 9<sup>th</sup> minutes on page 7: *On motion of Member Mariani, seconded by Member Peters and carried ~~unanimously~~ **with the following vote**, the Board authorized staff to establish an Employee Wellness and Work Injury Prevention Program... **Ayes: Di Giorgio, Long, Mariani, Peters. Noes: Welsh.***

President Long pointed out a correction to the January 9<sup>th</sup> minutes on page 8: *President Long stated that he prefers the other District's move forward with ~~rate~~ **increases rate structure reviews** but that ...*

*On motion of Member Di Giorgio, seconded by Member Peters, and carried unanimously, the minutes of the January 9<sup>th</sup> and 13<sup>th</sup> Board meetings were approved as modified.*

REPORT FROM CLOSED SESSION OF JANUARY 13, 2012:

The Manager reported that at the Closed Session Board meeting of January 13<sup>th</sup>, the Board approved the agreement with Winzler and Kelly and GHD and directed the Manager to execute said agreement. She stated that the Board voted as follows: Ayes: Di Giorgio, Long, Mariani, Peters. Noes: Welsh.

The Manager stated that the Agreement was signed on January 17<sup>th</sup> and all copies were received on January 20<sup>th</sup>. She noted that the report from Closed Session was not able to be disclosed until after the agreement had been executed.

CONSENT CALENDAR:

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

- a. Consider setting meeting dates of February 13<sup>th</sup> and 27<sup>th</sup> and March 12<sup>th</sup>.
- b. Approval of regular disbursements in the amount of \$282,386.40, capital project disbursements in the amount of \$327,090.66, approval of January payroll and payroll related expenses in the amount of \$262,708.42, and approval of Board member disbursements in the amount of \$2,976.25.

WASTEWATER TREATMENT FACILITY UPGRADE PROJECT 72609:

- Receive progress report on odor control, noise abatement, and visual screening: The Manager gave details of the District's current activities to address neighborhood concerns about odors, noise, and visual impacts. She stated that the Agreement with GHD and RMC was executed on January 17, 2012 and that the contractor will begin the construction of the bed retrofits on January 24, 2012. The scheduled completion date remains February 29, 2012.

The Manager stated that on January 9<sup>th</sup>, the Board approved a proposal from Dr. Robert Scofield to investigate the potential for health effects from the treatment plant emissions. She stated that his contract has been approved and his draft report is anticipated to be available by February 20, 2012.

The Manager reported that additional landscaping is being installed along Lea Drive and the work will be completed by January 31<sup>st</sup>. She discussed the proposed trees for the planting, noting that they are a mix of native and non-native species which will be suitable for the soil conditions in that area. She noted that the District deferred construction of a fence pending further discussions with the neighbors.

The Manager stated that staff met with an acoustical engineer on January 19<sup>th</sup> and reviewed all of the potential noise sources within the treatment facility. She noted that it was determined that the high-pitched noise was coming from the microturbine and it

has been turned off pending the addition of noise shielding. She noted that the acoustical engineer will be providing a proposal for soundproofing and this will be considered at a February board meeting. She stated that any work would be scheduled for March after completion of the biofilter retrofit.

Novato resident Bob Guinan stated he remains optimistic that the suggestions outlined in the report by Jim Joyce should alleviate the odor issues. He stated he is unsure if the plantings near the Lea Drive neighborhood will be effective. The Manager stated that Mr. Joyce will return to the District to retest at the conclusion of the construction.

President Long suggested that another landscape architect be hired to review the landscaping options as this second opinion may have unique ideas for solving the odor challenge.

#### WASTEWATER OPERATIONS:

- Committee Report for December 2011. The Manager noted that the Wastewater Operations Committee met on December 19<sup>th</sup> and she gave an overview of the Monthly Operations Report for December 2011. She was pleased to announce that Veolia employee, Anthony Silva, had passed his certification process and was now a Grade V Wastewater Treatment Plant Operator. The Manager stated that the Collections Department experienced four sanitary sewer overflows (SSO's) in December but noted that the Department has decreased overflows by over 50% from the previous year.

Member Peters questioned how the Novato Sanitary District ranks in SSO's among other districts of the same size. The Manager reported that an industry standard is six overflows per 100 miles of sewer pipeline. She noted that for the calendar year 2011, the District experienced 6.2 SSO's per 100 miles.

#### HOUSEHOLD HAZARDOUS WASTE AND RECYCLING:

- Consider approval of Marin County Hazardous and Solid Waste Grant Agreement for 2011-12. The Manager gave an overview of the Household Hazardous Waste Grant Agreement with the Marin County Hazardous & Solid Waste Joint Powers Authority (JPA) for 2011-12. She noted that the current year's commitment from the JPA to the District would be \$38,283 or \$5,820 more than budgeted.

The Board discussed the formation of the JPA.

*On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved the Marin County Hazardous and Solid Waste Grant Agreement for 2011-12.*

DISTRICT POLICIES:

- Consider adoption of District Policy No. 2575 - Optional Employee Health Insurance Premium Reimbursement-Management and Confidential Employees. The Manager stated that this policy had been reviewed by the Board at their December 12, 2011 meeting. She stated that Policy No. 2575 offers reimbursement of up to \$200/month for out-of-pocket health plan premium reimbursement for those eligible employees not enrolled in the District's CalPERS health plan. The Manager discussed the policy and stated that it had been reviewed by legal counsel.

*On motion of Member Di Giorgio, seconded by Member Mariani and carried unanimously, the Board adopted District Policy No. 2075 - Optional Employee Health Insurance Premium Reimbursement for Management and Confidential Employees.*

- Consider adoption of District Policy No. 4035 - Board of Directors' Health and Dental Insurance. The Manager stated that this policy offers the same out-of-pocket health care premium reimbursement as that offered to employees under Policy No. 2575.

Member Welsh questioned the wording of the policy and stated he would like District Counsel to be present before the Board moves forward on this policy: *Directors may not participate in the health benefits plan provided by the District through CalPERS.* Member Mariani suggested making the following change: *Directors may not participate in the **active employees** health benefits plan provided by the District through CalPERS.*

After discussion by the Board, President Long requested the item be tabled until District Counsel is present to discuss the policy.

ADMINISTRATION:

- Consider adoption of a resolution to CalPERS for paying and reporting the value of Employer Paid Member Contributions, and for Normal Member Contributions. The Manager gave an overview of Resolution No. 3039: A Resolution for Paying and Reporting the Value of Employer Paid Member Contributions. She noted that this action was discussed and agreed upon by the Board at their January 9<sup>th</sup> meeting.

*On motion of Member Mariani, seconded by Member Peters and carried unanimously, the Board approved Resolution No. 3039: A Resolution for Paying and Reporting the Value of Employer Paid Member Contributions.*

- Consider termination of District Employee Relocation Assistance Program. The Manager gave an overview of the District's Employee Relocation Assistance Program. She stated that when the program was initiated, it was with the expectation that housing values would remain stable and the District's investment would not be at risk. She noted that given the instability of the real estate market, staff feels it is no longer prudent

for the District to offer this benefit. She stated however, that the Board could, in the future, reenact this policy using different parameters if needs warrant such an action.

*On motion of Member Peters, seconded by Member Mariani, and carried unanimously, the Board approved the termination of the District Employee Relocation Assistance Program, effective immediately.*

- Consider termination of County of Marin Kaiser health plan subgroup for the Board of Directors. The Manager stated that the District has maintained a Kaiser health plan subgroup for the Board of Directors but noted that with the retirement of Member Quesada, no Directors are enrolled at this time. She recommended the District terminate the Kaiser health plan subgroup.

Member Welsh questioned why the District would terminate the subgroup if being a member had no financial impact. The Manager replied that this health plan does not reflect a benefit the Directors are actually using and may be perceived in an unfavorable light by the Grand Jury.

*On motion of Member Mariani, seconded by Member Di Giorgio and carried with the following vote, the Board agreed to terminate the County of Marin Kaiser health plan subgroup for the Board of Directors. Ayes: Di Giorgio, Long, Mariani, Peters. No: Welsh.*

- Receive Revenue and Expenditure Report for period ended December 2011. The Board reviewed the Revenue and Expenditure Report for Quarter Ended December, 2011. The Manager discussed each of the Departments expenditures and explained any significant variances. She stated that the overall operating revenues were approximately 52.6% of the total budget amount and that the operating expenses were approximately 53% of budget with 50% of the year completed.

- Receive Quarterly Investment Report for period ended December 2011. The Manager reviewed with the Board the Quarterly Investment Report for Quarter Ended December, 2011.

#### STAFF REPORTS:

- California Association of Sanitation Agencies conference. Deputy Manager-Engineer Sandeep Karkal gave an overview of his attendance at the Mid-Year CASA Conference in Palm Desert from January 18-20<sup>th</sup>. He reported on a workshop he attended which discussed the proposed revisions to the statewide General Waste Discharge Requirements for Sanitary Sewer Systems. He also reported on a workshop he attended titled "Nutrients: A Primer" by Bobbi Larson, Director of Legal & Regulatory Affairs.

#### BOARD MEMBER REPORTS:

- California Association of Sanitation Agencies conference.

Member Mariani discussed her attendance at the Mid-Year CASA Conference, noting that she is on the CASA Board of Directors and more recently, became a member of the Ad-hoc Energy Committee. She commented that CASA is beginning to view treatment facilities as more of resource recovery agencies than sewage treatment plants.

Member Di Giorgio discussed his attendance at the CASA Conference. He also discussed his participation in the Marin Association of Realtors (MAR) meeting which was held on January 20<sup>th</sup>. Member Di Giorgio stated that he appeared before the MAR Board of Directors and testified that sewer service charges should not be based on straight water consumption alone. He stated that sewer service charges should be set to allow for funding of the treatment facility infrastructure costs as well as the wastewater treatment costs. He reported that the MAR Board agreed with his position and did not pass their resolution.

Member Peters discussed his attendance at the CASA Conference, stating that initially he had concerns regarding the cost of participation. He stated that CASA was a great learning environment and he was impressed by the quality of the CASA conference.

President Long discussed his attendance at the CASA Conference and stated it was very informative. He discussed a CSRMA Director's meeting he attended where CSRMA performance was summarized. CSRMA also discussed new areas of liability exposure they would like to address with training.

MANAGER'S ANNOUNCEMENTS:

The North Bay Watershed Association will hold a meeting in Petaluma on February 3<sup>rd</sup>. The San Francisco Estuary Project will give a report on the State of the Bay.

A webinar discussing the Form 700 filing requirements will take place on February 2<sup>nd</sup>.

A Solid Waste Committee meeting will be held on February 6<sup>th</sup> at 4:30 p.m. at the District office.

The Wastewater Operations Committee meeting, which normally would meet on Monday, February 20<sup>th</sup>, will need to be rescheduled as this is a District holiday. The Manager will announce an alternate date after she confirms with Committee Members Di Giorgio and Welsh.

The North Bay Water Reuse Authority will make a presentation to the North Bay Watershed Association Board on March 2<sup>nd</sup> at the Novato Sanitary District.

January 23, 2012

Page 7

The North Bay Watershed Association will hold a conference titled "Climate Change - How can we be ready?" on April 13<sup>th</sup> at the Petaluma Sheraton.

ADJOURNMENT: There being no further business to come before the Board, President Long adjourned the meeting at 8:07 p.m.

Respectfully submitted,

Beverly B. James  
Secretary

Julie Swoboda, Recording

DRAFT

# Novato Sanitary District Operations Check Register

February 13, 2012

Date	Num	Name	Credit
<b>Feb 13, 12</b>			
2/13/2012	54085	Veolia Water North America, ...	157,412.45
2/13/2012	54044	CSRMA-	107,342.17
2/13/2012	54056	Marin County Registrar of Vot...	39,456.07
2/13/2012	54082	U.S. Bank Corporate	37,096.25
2/13/2012	54023	CALPERS Retirement	28,963.57
2/13/2012	54039	Central Marin Sanitation District	16,022.33
2/13/2012	54076	Siemens Industry, Inc.	13,144.50
2/13/2012	54053	Johnson, Dee	7,297.84
2/13/2012	54029	Aqua Science	6,984.96
2/13/2012	54024	CALPERS Retirement	6,902.57
2/13/2012	54026	Adamson, Robert D.	6,480.00
2/13/2012	54074	Rauch Communication Cons...	5,836.85
2/13/2012	54061	North Marin Water District	5,163.76
2/13/2012	54057	Meyers, Nave, Riback, Silver ...	4,306.53
2/13/2012	54037	Caltest Analytical Lab Inc.	4,004.25
2/13/2012	54079	U.S. Bank (Sandeep)	3,649.96
2/13/2012	54030	ArcSine Engineering Corporat...	3,642.47
2/13/2012	54078	Telstar Instruments Inc	3,480.67
2/13/2012	54072	Preferred Benefit	3,331.92
2/13/2012	54081	U.S. Bank Card (2)(June)	3,175.94
2/13/2012	54045	Dearborn National	2,266.00
2/13/2012	54054	Liebert, Cassidy, Whitmore	2,181.25
2/13/2012	54075	RMC Water & Environment, I...	2,149.84
2/13/2012	54027	Alameda Electrical Distributor...	1,970.17
2/13/2012	54091	Western Energy Systems	1,552.00
2/13/2012	54040	Cintas Corporation	1,425.09
2/13/2012	54042	Comet Building Maintenance,...	1,242.50
2/13/2012	54050	IEDA, INC	1,020.00
2/13/2012	54077	Southland Electrical Supply, I...	797.76
2/13/2012	54047	Empire Mini Storage - Novato	730.00
2/13/2012	54062	North Marin Water District Pa...	710.24
2/13/2012	54046	East Bay Muni Utility District	650.00
2/13/2012	54087	Verizon CA Pump Stations	604.76
2/13/2012	54059	North Bay Truck Service	554.29
2/13/2012	54089	Vision Service Plan	502.97
2/13/2012	54051	Irvine Consulting Services Inc.	495.00
2/13/2012	54052	Jobs Available	472.50
2/13/2012	54071	Pini Hardware	447.35
2/13/2012	54086	Verizon	434.39
2/13/2012	54058	Nextel Communications	418.53
2/13/2012	54033	BoundTree Medical, LLC	397.56
2/13/2012	54035	Cagwin & Dorward Inc.	329.00
2/13/2012	54041	Claremont EAP, Inc.	295.00
2/13/2012	54031	AT&T Mobility	283.96
2/13/2012	54038	CDW Government, Inc.	260.00
2/13/2012	54067	Occumetric Inc.	225.00
2/13/2012	54034	Brown & Caldwell, Inc.	200.00
2/13/2012	54084	UPS Freight no 1099	182.97
2/13/2012	54090	VWR International Inc.	142.58
2/13/2012	54070	Petty Cash	117.35
2/13/2012	54068	Orkin Pest Control, Inc.	105.45
2/13/2012	54073	Quill Corporation	102.53
2/13/2012	54088	Verizon California	99.86
2/13/2012	54049	Glenn Craft	95.00
2/13/2012	54063	Novato Builders Supply	92.76
2/13/2012		Karkal, Sandeep	72.09
2/13/2012	54028	Alhambra	69.39
2/13/2012	54043	Cook Paging	66.30
2/13/2012	54065	Novato Disposal-	51.40
2/13/2012	54066	Novato Lock	50.32
2/13/2012	54032	Barnett Medical LLC	45.00
2/13/2012	54080	U.S. Bank Card (1)(Bev)	39.75
2/13/2012	54060	North Marin Auto Parts	39.29
2/13/2012	54055	Mariani, Jean	33.03
2/13/2012	54064	Novato Car Wash	24.99
2/13/2012	54048	Federal Express	23.64
2/13/2012	54025	Able Tire & Brake Inc.	22.24

02/10/12

# Novato Sanitary District Operations Check Register

February 13, 2012

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
2/13/2012	54069	Pacific, Gas & Electric	14.78
2/13/2012	54036	CalChamber	11.95
2/13/2012	54083	United Parcel Service	5.83
<b>Feb 13, 12</b>			<b><u>487,818.72</u></b>

**Novato Sanitary District**  
**Operating Check Register Detail**  
 February 13, 2012

	Date	Account	Amount
<b>Able Tire &amp; Brake Inc.</b>			
	12/19/2011	60150 · Repairs & Maintenance	21.74
	12/19/2011	66090 · Office Expense	0.50
Total Able Tire & Brake Inc.			<u>22.24</u>
<b>Adamson, Robert D.</b>			
	01/31/2012	64010 · Salaries & Wages	6,480.00
Total Adamson, Robert D.			<u>6,480.00</u>
<b>Alameda Electrical Distributors, Inc.</b>			
	01/24/2012	65150 · Repairs & Maintenance	470.17
	01/30/2012	66124 · IT/Misc Electrical	1,500.00
Total Alameda Electrical Distributors, Inc.			<u>1,970.17</u>
<b>Alhambra</b>			
	01/19/2012	66100 · Engineering Supplies	34.69
	01/19/2012	60100 · Operating Supplies	34.70
Total Alhambra			<u>69.39</u>
<b>Aqua Science</b>			
	01/27/2012	64160 · Research & Monitoring	6,984.96
Total Aqua Science			<u>6,984.96</u>
<b>ArcSine Engineering Corporation</b>			
	01/20/2012	66123 · O/S Contractual	3,642.47
Total ArcSine Engineering Corporation			<u>3,642.47</u>
<b>AT&amp;T Mobility</b>			
	01/27/2012	66193 · Telephone	156.45
	01/27/2012	65193 · Telephone	35.77
	01/27/2012	60193 · Telephone	35.77
	01/27/2012	61000-4 · Water/Permits/Telephone	55.97
Total AT&T Mobility			<u>283.96</u>
<b>Barnett Medical LLC</b>			
	12/28/2011	64170 · Pollution Prevention/Public Ed	45.00
Total Barnett Medical LLC			<u>45.00</u>
<b>BoundTree Medical, LLC</b>			
	01/24/2012	64170 · Pollution Prevention/Public Ed	397.56
Total BoundTree Medical, LLC			<u>397.56</u>
<b>Brown &amp; Caldwell, Inc.</b>			
	01/26/2012	66123 · O/S Contractual	200.00
Total Brown & Caldwell, Inc.			<u>200.00</u>
<b>Cagwin &amp; Dorward Inc.</b>			
	01/01/2012	66150 · Repairs & Maintenance	329.00
Total Cagwin & Dorward Inc.			<u>329.00</u>
<b>Calpers Retirement</b>			
	01/23/2012	66020 - Employee Benefits	28,963.57
	01/23/2012	66020- Employee Benefits- Retroactive	6,902.57
Total Calpers Retirement			<u>35,866.14</u>
<b>CalChamber</b>			
	01/27/2012	66090 · Office Expense	11.95
Total CalChamber			<u>11.95</u>
<b>Caltest Analytical Lab Inc.</b>			
	01/13/2012	64160 · Research & Monitoring	4,004.25
Total Caltest Analytical Lab Inc.			<u>4,004.25</u>
<b>CDW Government, Inc.</b>			
	01/10/2012	66124 · IT/Misc Electrical	260.00
Total CDW Government, Inc.			<u>260.00</u>

**Novato Sanitary District**  
**Operating Check Register Detail**  
 February 13, 2012

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>Central Marin Sanitation District</b>			
	01/24/2012	66123 · O/S Contractual	16,022.33
Total Central Marin Sanitation District			<u>16,022.33</u>
<b>Cintas Corporation</b>			
	02/06/2012	64100 · Operating Supplies	132.52
	02/06/2012	66100 · Engineering Supplies	500.93
	02/06/2012	60100 · Operating Supplies	791.64
Total Cintas Corporation			<u>1,425.09</u>
<b>Claremont EAP, Inc.</b>			
	01/16/2012	66123 · O/S Contractual	295.00
Total Claremont EAP, Inc.			<u>295.00</u>
<b>Comet Building Maintenance, Inc.</b>			
	01/21/2012	66150 · Repairs & Maintenance	1,242.50
Total Comet Building Maintenance, Inc.			<u>1,242.50</u>
<b>Cook Paging</b>			
	02/01/2012	61000-4 · Water/Permits/Telephone	24.00
	02/01/2012	65193 · Telephone	11.47
	02/01/2012	60193 · Telephone	30.83
Total Cook Paging			<u>66.30</u>
<b>CSRMA-</b>			
	01/18/2012	66070 · Insurance	107,342.17
Total CSRMA-			<u>107,342.17</u>
<b>Dearborn National</b>			
	01/17/2012	66020 · Employee Benefits	2,266.00
Total Dearborn National			<u>2,266.00</u>
<b>East Bay Muni Utility District</b>			
	01/10/2012	64160 · Research & Monitoring	650.00
Total East Bay Muni Utility District			<u>650.00</u>
<b>Empire Mini Storage - Novato</b>			
	02/06/2012	66123 · O/S Contractual	730.00
Total Empire Mini Storage - Novato			<u>730.00</u>
<b>Federal Express</b>			
	01/20/2012	66090 · Office Expense	23.64
Total Federal Express			<u>23.64</u>
<b>Glenn Craft</b>			
	01/29/2012	63150 · Repairs & Maintenance	95.00
Total Glenn Craft			<u>95.00</u>
<b>IEDA, INC</b>			
	02/01/2012	66123 · O/S Contractual	1,020.00
Total IEDA, INC			<u>1,020.00</u>
<b>Irvine Consulting Services Inc.</b>			
	11/30/2011	66124 · IT/Misc Electrical	495.00
Total Irvine Consulting Services Inc.			<u>495.00</u>
<b>Jobs Available</b>			
	01/31/2012	66130 · Printing & Publications	472.50
Total Jobs Available			<u>472.50</u>
<b>Johnson, Dee</b>			
	02/01/2012	67400 · Consulting Services	2,694.21
	02/01/2012	67400 · Consulting Services	4,448.21
	02/01/2012	67530 · Used Oil Program	155.42
Total Johnson, Dee			<u>7,297.84</u>

**Novato Sanitary District**  
**Operating Check Register Detail**  
 February 13, 2012

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>Karkal, Sandeep</b>			
	01/18/2012	66170 · Travel, Meetings & Training	72.09
Total Karkal, Sandeep			<u>72.09</u>
<b>Liebert, Cassidy, Whitmore</b>			
	12/29/2011	66080 · Memberships	2,127.00
	01/19/2012	66090 · Office Expense	54.25
Total Liebert, Cassidy, Whitmore			<u>2,181.25</u>
<b>Mariani, Jean</b>			
	01/18/2012	66170 · Travel, Meetings & Training	33.03
Total Mariani, Jean			<u>33.03</u>
<b>Marin County Registrar of Voters</b>			
	01/30/2012	66040 · Election Expense	39,456.07
Total Marin County Registrar of Voters			<u>39,456.07</u>
<b>Meyers, Nave, Riback, Silver &amp; Wilson</b>			
	02/01/2012	66122 · Attorney Fees	4,306.53
Total Meyers, Nave, Riback, Silver & Wilson			<u>4,306.53</u>
<b>Nextel Communications</b>			
	01/20/2012	60193 · Telephone	148.89
	01/20/2012	65193 · Telephone	93.19
	01/20/2012	66193 · Telephone	176.45
Total Nextel Communications			<u>418.53</u>
<b>North Bay Truck Service</b>			
	01/13/2012	65150 · Repairs & Maintenance	554.29
Total North Bay Truck Service			<u>554.29</u>
<b>North Marin Auto Parts</b>			
	11/03/2011	60150 · Repairs & Maintenance	12.41
	12/14/2011	60100 · Operating Supplies	7.58
	12/27/2011	60150 · Repairs & Maintenance	19.30
Total North Marin Auto Parts			<u>39.29</u>
<b>North Marin Water District</b>			
	01/26/2012	64160 · Research & Monitoring	3,548.00
	01/26/2012	61000-4 · Water/Permits/Telephone	37.00
	01/26/2012	65192 · Water	467.80
	02/02/2012	60192 · Water	1,110.96
Total North Marin Water District			<u>5,163.76</u>
<b>North Marin Water District Payroll</b>			
	02/01/2012	21020 · Accounts Payable	
	02/01/2012	64010 · Salaries & Wages	710.24
Total North Marin Water District Payroll			<u>710.24</u>
<b>Novato Builders Supply</b>			
	01/09/2012	60100 · Operating Supplies	27.67
	01/31/2012	66100 · Engineering Supplies	65.09
Total Novato Builders Supply			<u>92.76</u>
<b>Novato Car Wash</b>			
	01/20/2012	66150 · Repairs & Maintenance	24.99
Total Novato Car Wash			<u>24.99</u>
<b>Novato Disposal-</b>			
	02/01/2012	60200 · Other(Garbage Coll)	51.40
Total Novato Disposal-			<u>51.40</u>
<b>Novato Lock</b>			
	12/27/2011	60100 · Operating Supplies	15.17
	01/22/2012	60100 · Operating Supplies	35.15
Total Novato Lock			<u>50.32</u>

**Novato Sanitary District**  
**Operating Check Register Detail**  
 February 13, 2012

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>Occumetric Inc.</b>			
	01/27/2012	66090 · Office Expense	225.00
Total Occumetric Inc.			<u>225.00</u>
<b>Orkin Pest Control, Inc.</b>			
	01/19/2012	66150 · Repairs & Maintenance	105.45
Total Orkin Pest Control, Inc.			<u>105.45</u>
<b>Pacific, Gas &amp; Electric</b>			
	02/01/2012	65191 · Gas & Electricity	14.78
Total Pacific, Gas & Electric			<u>14.78</u>
<b>Petty Cash</b>			
	02/03/2012	66090 · Office Expense	9.99
	02/03/2012	66170 · Travel, Meetings & Training	90.92
	02/03/2012	60100 · Operating Supplies	16.44
Total Petty Cash			<u>117.35</u>
<b>Pini Hardware</b>			
	01/31/2012	60100 · Operating Supplies	235.52
	01/31/2012	65100 · Operating Supplies	211.83
Total Pini Hardware			<u>447.35</u>
<b>Preferred Benefit</b>			
	02/01/2012	66020 · Employee Benefits	3,230.56
	02/01/2012	21074 · Health Insurance Payable	101.36
Total Preferred Benefit			<u>3,331.92</u>
<b>Quill Corporation</b>			
	01/10/2012	66090 · Office Expense	102.53
Total Quill Corporation			<u>102.53</u>
<b>Rauch Communication Consultants. Inc.</b>			
	02/06/2012	66123 · O/S Contractual	5,836.85
Total Rauch Communication Consultants. Inc.			<u>5,836.85</u>
<b>RMC Water &amp; Environment, Inc.</b>			
	01/19/2012	64160 · Research & Monitoring	1,253.75
	01/19/2012	64160 · Research & Monitoring	896.09
Total RMC Water & Environment, Inc.			<u>2,149.84</u>
<b>Siemens Industry, Inc.</b>			
	02/01/2012	65101 · Operating Chemicals	13,144.50
Total Siemens Industry, Inc.			<u>13,144.50</u>
<b>Southland Electrical Supply, Inc.</b>			
	01/26/2012	63150 · Repairs & Maintenance	797.76
Total Southland Electrical Supply, Inc.			<u>797.76</u>
<b>Telstar Instruments Inc</b>			
	01/27/2012	65150 · Repairs & Maintenance	1,626.88
	01/27/2012	61000-4 · Water/Permits/Telephone	360.00
	01/31/2012	65150 · Repairs & Maintenance	1,493.79
Total Telstar Instruments Inc			<u>3,480.67</u>
<b>U.S. Bank (Sandeep)</b>			
	02/02/2012	66170 · Travel, Meetings & Training	3,649.96
Total U.S. Bank (Sandeep)			<u>3,649.96</u>
<b>U.S. Bank Card (1)(Bev)</b>			
	02/01/2012	66170 · Travel, Meetings & Training	24.00
	02/01/2012	66060 · Gasoline & Oil	15.75
Total U.S. Bank Card (1)(Bev)			<u>39.75</u>

**Novato Sanitary District**  
**Operating Check Register Detail**  
 February 13, 2012

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>U.S. Bank Card (2)(June)</b>			
	02/01/2012	65150 · Repairs & Maintenance	137.27
	02/01/2012	66124 · IT/Misc Electrical	279.36
	02/01/2012	66090 · Office Expense	58.98
	02/01/2012	66130 · Printing & Publications	275.00
	02/01/2012	66170 · Travel, Meetings & Training	200.00
	02/01/2012	66150 · Repairs & Maintenance	140.22
	02/01/2012	63151 · Unusual Equipment Maintenance	2,085.11
Total U.S. Bank Card (2)(June)			<u>3,175.94</u>
<b>U.S. Bank Corporate</b>			
	02/03/2012	21045 · Novato Heights Deposits	37,096.25
Total U.S. Bank Corporate			<u>37,096.25</u>
<b>United Parcel Service</b>			
	01/28/2012	66090 · Office Expense	5.83
Total United Parcel Service			<u>5.83</u>
<b>UPS Freight no 1099</b>			
	01/31/2012	66090 · Office Expense	182.97
Total UPS Freight no 1099			<u>182.97</u>
<b>Veolia Water North America, Inc.</b>			
	01/04/2012	61000-0 · Contract Operations	153,063.95
	01/26/2012	61000-2 · Insurance & Bonds	4,348.50
Total Veolia Water North America, Inc.			<u>157,412.45</u>
<b>Verizon</b>			
	01/28/2012	65193 · Telephone	434.39
Total Verizon			<u>434.39</u>
<b>Verizon California</b>			
	01/10/2012	66193 · Telephone	99.86
	01/16/2012	65193 · Telephone	604.76
Total Verizon California			<u>704.62</u>
<b>Vision Service Plan</b>			
	01/19/2012	66020 · Employee Benefits	502.97
Total Vision Service Plan			<u>502.97</u>
<b>VWR International Inc.</b>			
	01/26/2012	64100 · Operating Supplies	142.58
Total VWR International Inc.			<u>142.58</u>
<b>Western Energy Systems</b>			
	01/30/2012	61000-3 · Major Repair/Replacement	1,552.00
Total Western Energy Systems			<u>1,552.00</u>
<b>TOTAL</b>			<u><u>487,818.72</u></u>

02/10/12

# Novato Sanitary District Capital Projects Check Register

February 13, 2012

Date	Num	Name	Credit
<b>Feb 13, 12</b>			
2/13/2012	2236	W.R. Forde	98,623.70
2/13/2012	2233	RMC Water & Environment, I...	46,195.68
2/13/2012	2223	Able Fence Company	9,078.00
2/13/2012	2231	Nute Engineering Inc.	7,732.00
2/13/2012	2230	Miller Pacific Engineering, Inc.	5,220.70
2/13/2012	2234	Stiles Construction Company	4,499.13
2/13/2012	2226	JDH Corrosion Consultants, I...	3,585.00
2/13/2012	2225	Edd Clark & Associates, Inc.	2,637.14
2/13/2012	2228	Lateral-Tognotti	1,500.00
2/13/2012	2229	Lateral-Wildmon	1,500.00
2/13/2012	2227	Lateral-Gerrans, Robert	1,147.50
2/13/2012	2235	Verizon Communications	162.29
2/13/2012	2224	Comet Building Maintenance,...	152.50
2/13/2012	2232	Pacific, Gas & Electric	36.87
<b>Feb 13, 12</b>			<b>182,070.51</b>

**Novato Sanitary District**  
**Capital Projects Check Register Detail**  
For February 13, 2012

	Date	Account	Open Balance
<b>Able Fence Company</b>			
	01/20/2012	72804 · Annual Reclamation Fac Imp	9,078.00
Total Able Fence Company			<u>9,078.00</u>
<b>Comet Building Maintenance, Inc.</b>			
	01/21/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	152.50
Total Comet Building Maintenance, Inc.			<u>152.50</u>
<b>Edd Clark &amp; Associates, Inc.</b>			
	12/31/2011	72706 · 2008 Collection System Improv	2,637.14
Total Edd Clark & Associates, Inc.			<u>2,637.14</u>
<b>JDH Corrosion Consultants, Inc.</b>			
	01/25/2012	72805 · Annual Trtmt Plnt/Pump St Impr	3,585.00
Total JDH Corrosion Consultants, Inc.			<u>3,585.00</u>
<b>Lateral-Gerrans, Robert</b>			
	02/02/2012	72706 · 2008 Collection System Improv	1,147.50
Total Lateral-Gerrans, Robert			<u>1,147.50</u>
<b>Lateral-Tognotti</b>			
	02/09/2012	72706 · 2008 Collection System Improv	1,500.00
Total Lateral-Tognotti			<u>1,500.00</u>
<b>Lateral-Wildmon</b>			
	01/29/2012	72706 · 2008 Collection System Improv	1,500.00
Total Lateral-Wildmon			<u>1,500.00</u>
<b>Miller Pacific Engineering, Inc.</b>			
	01/27/2012	72706 · 2008 Collection System Improv	5,220.70
Total Miller Pacific Engineering, Inc.			<u>5,220.70</u>
<b>Nute Engineering Inc.</b>			
	01/23/2012	72706 · 2008 Collection System Improv	624.50
	01/23/2012	72403 · Pump Station Rehabilitation	165.00
	01/23/2012	72403 · Pump Station Rehabilitation	6,942.50
Total Nute Engineering Inc.			<u>7,732.00</u>
<b>Pacific, Gas &amp; Electric</b>			
	01/25/2012	72609 · WWTP Upgrade - Contract B	36.87
Total Pacific, Gas & Electric			<u>36.87</u>
<b>RMC Water &amp; Environment, Inc.</b>			
	01/13/2012	73002 · WWTP Up - Cont D - Rec- ARRA Fu	28,865.33
	01/13/2012	72609 · WWTP Upgrade - Contract B	1,612.00
	01/13/2012	73001 · WWTP Upgrade - Contract C	15,718.35
Total RMC Water & Environment, Inc.			<u>46,195.68</u>
<b>Stiles Construction Company</b>			
	01/11/2012	72804 · Annual Reclamation Fac Imp	4,499.13

**Novato Sanitary District**  
**Capital Projects Check Register Detail**  
For February 13, 2012

	<u>Date</u>	<u>Account</u>	<u>Open Balance</u>
Total Stiles Construction Company			4,499.13
<b>Verizon Communications</b>			
	01/10/2012	73002 - WWTP Up - Cont D - Rec- ARRA Fu	162.29
Total Verizon Communications			<u>162.29</u>
<b>W.R. Forde</b>			
	02/07/2012	72706 - 2008 Collection System Improv	98,623.70
Total W.R. Forde			<u>98,623.70</u>
<b>TOTAL</b>			<u><u>182,070.51</u></u>

02/10/12

# Novato Sanitary District Board Check Register

For January 2012

Date	Num	Name	Credit
<b>Feb 10, 12</b>			
2/10/2012	1931	Long, William C	768.96
2/10/2012	3130	Di Giorgio, Michael	709.80
2/10/2012	3131	Mariani, Jean M	586.87
2/10/2012	3132	Peters, A. Gerald	586.87
2/10/2012	3133	Welsh, Dennis J	486.86
<b>Feb 10, 12</b>			<b><u>3,139.36</u></b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Wastewater Facility Upgrade Project: Odor Control, Landscaping &amp; Noise</b>	<b>MEETING DATE: February 13, 2011</b> <b>AGENDA ITEM NO. :</b>
<b>SUMMARY AND DISCUSSION:</b>  The District's current activities to address neighborhood concerns about odors, noise, and visual screening are updated below.  <b>Biofilter Retrofit</b>  The contractor is making good progress on retrofitting the beds and anticipates placing the media starting on February 15th. The scheduled completion date remains February 29, 2012. The testing period will be between 30 and 60 days after restart of the biofilters. It will be necessary to have some night lighting during the time there are open excavations for safety of District personnel. Excess bioxide is being added to control odors during the construction period.  <b>Health Effects</b>  Dr. Scofield is well along with the air emission and dispersion modeling. He anticipates being ready to meet with the neighborhood the week of February 20 <sup>th</sup> . District staff will be contacting people to schedule the meeting.  <b>Visual Screening</b>  Additional landscaping was installed along Lea Drive as well as in the interior of the open area. Further planting or screening is on hold pending meetings with Jim Joyce to determine the best combination of planting and barriers for odor, noise and visual screening.  <b>Noise</b>  Staff met with an acoustical engineer on January 19 <sup>th</sup> and reviewed all of the potential noise sources within the treatment facility. He recommended partial enclosures or soundproofing wraps for muting the sounds. He provided quotes for the wraps. District staff is obtaining designs and quotes for the enclosures. Construction will be scheduled for March 2012 after the biofilter retrofit is complete.	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>

**NOVATO SANITARY DISTRICT  
BOARD AGENDA ITEM SUMMARY**

<b>TITLE: Wastewater Facilities Upgrade Project No. 72609– Phase I Landscaping</b>	<b>MEETING DATE: February 13, 2012</b>  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Consider granting Final Acceptance of the Project and authorize staff to file the Notice of Completion.	
<b>SUMMARY AND DISCUSSION:</b>  <p>On April 11, 2011 the District’s Board of Directors awarded the Contract for the Wastewater Facilities Upgrade Project – Phase I Landscaping to North Bay Landscape Management, Inc. for a low bid amount of \$50,950. The work began on the project on April 22, 2011 and substantial completion was granted on July 1, 2011.</p> <p>The Contractor has completed the contract work and the project is ready for final acceptance. The final cost of the project is \$45,707.57 or \$5,242.43 below the bid amount.</p> <p>As noted, substantial completion was achieved July 1, 2011. However, the State Dept. of Industrial Relations (DIR) had questions of the Contractor on their prevailing wage practice, and although these questions did not relate to the District, the District was obligated to withhold its Notice of Completion for a period of time. At this time, District Legal Counsel has advised that it would be appropriate to file the Notice of Completion to start the 35-day Retention Release period.</p> <p>It is recommended that final acceptance be granted and staff authorized to file the Notice of Completion.</p>	
<b>ALTERNATIVES:</b> None	
<b>BUDGET INFORMATION:</b> The FY11-12 budget for Account No. 72609 includes an amount of \$700,000 of which \$536,091 has been expended as of January 31, 2012.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

---

# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE: Board of Directors' Health and Dental Insurance**

**POLICY NUMBER: 4035**

- 4035.1** Health Insurance. The District does not provide Directors the option of enrollment in the District's employee health insurance program. Directors are offered the health care benefit of reimbursement of out-of-pocket health insurance premiums, or portion of such premiums, for enrollment in personal health care insurance coverage upon proof that the insurance is in force and is being paid for by the Director.
- 4035.2** Reimbursement Limit. The District will reimburse up to a maximum of \$200.00/month to each eligible Director for reimbursement of health plan premiums. The scope of coverage and reimbursement of premiums to be paid by the District is subject to periodic review and revision by the Board of Directors. This reimbursement is not available for any portion of payments made for spousal or dependent coverage.
- 4035.3** Reimbursement Method. To facilitate payment of the share of premiums paid directly by the Directors to the insurers, the District will reimburse each Director directly each month upon proof of prior payment of the premiums by the Director.
- 4035.4** Not Compensation. Amounts paid by the District under the circumstances above constitute District payments of accident or health insurance premiums by reimbursement of premiums actually paid by the Director. These amounts constitute health care benefits which are provided to management and confidential employees and as such are excludable from the calculation of the board member's compensation limitation for purposes of California public agency law.
- 4035.5** Termination. The health benefit reimbursement for Directors will be available only to active members of the Board of Directors, and shall not be available after a Director is no longer an elected or appointed official of the District.
- 4035.6** Dental Insurance. Directors are eligible for coverage under the District's group Delta Dental plan. The District will pay the full premium for Board Member coverage. Spouse and eligible dependents may be enrolled at the Director's expense. This benefit is also excludable from the calculation of board member's compensation limitation for purposes of California public agency law.
- 4035.7** Government Code Compliance. Reference is made to District Policy No. 2575 "Optional Employee Health Insurance Premium Reimbursement for Management and Confidential Employees". Government Code Section 53202.3 provides that "All plans ..... shall also provide benefits for large numbers of employees".

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Board of Directors: Adhoc Rate Review Committee</b>	<b>MEETING DATE: February 13, 2012</b>  <b>AGENDA ITEM NO.:</b>												
<b>RECOMMENDED ACTION: Presidential appointment of an Adhoc Rate Review Committee</b>													
<b>SUMMARY AND DISCUSSION:</b>  <p>As reported at the January 9, 2012 Board meeting, Tom Gaffney of Bartle Wells is working on a sewer service charge rate study. Typically, the Board President appoints an Adhoc Rate Review Committee to work with staff and consultants in reviewing the analysis. The committee would be meeting in early March to go over the draft prior to presentation at the Board meeting on March 12<sup>th</sup>. The Board and public will have several opportunities to review and comment on the study both before and during the Proposition 218 notice period. The tentative schedule for any rate changes is:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><b>Action</b></th> <th style="text-align: left; padding: 5px;"><b>Date</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Draft Revenue Plan</td> <td style="padding: 5px;">March 12, 2012</td> </tr> <tr> <td style="padding: 5px;">Final Revenue Plan</td> <td style="padding: 5px;">March 26, 2012</td> </tr> <tr> <td style="padding: 5px;">Set Date for Public Hearing</td> <td style="padding: 5px;">April 9, 2012</td> </tr> <tr> <td style="padding: 5px;">Public Hearing</td> <td style="padding: 5px;">June 11, 2012</td> </tr> <tr> <td style="padding: 5px;">Preliminary Budget</td> <td style="padding: 5px;">June 25, 2012</td> </tr> </tbody> </table>		<b>Action</b>	<b>Date</b>	Draft Revenue Plan	March 12, 2012	Final Revenue Plan	March 26, 2012	Set Date for Public Hearing	April 9, 2012	Public Hearing	June 11, 2012	Preliminary Budget	June 25, 2012
<b>Action</b>	<b>Date</b>												
Draft Revenue Plan	March 12, 2012												
Final Revenue Plan	March 26, 2012												
Set Date for Public Hearing	April 9, 2012												
Public Hearing	June 11, 2012												
Preliminary Budget	June 25, 2012												
<b>ALTERNATIVES: NA</b>													
<b>BUDGET INFORMATION: NA</b>													
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>												

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: CASA</b>	<b>MEETING DATE: February 13, 2012</b>  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Approve letter to Representative Woolsey on HR 2765 revising the regulations governing who can sit on state and regional water boards.	
<b>SUMMARY AND DISCUSSION:</b>  CASA is leading an effort in cooperation with other stakeholders to generate support for the passage of <a href="#">H.R. 2765 - "Sunshine on Conflicts Act of 2011"</a> authored by Representative Gary Miller (R-CA). CASA is requesting that all members communicate their support of H.R. 2675 by asking their member in the House of Representatives to be a co-sponsor.  This legislation would revise the regulations governing who can sit on state and regional water boards. Under current rules, the test for eligibility is whether an individual receives income from a permit holder. H.R. 2675 would switch the test from an income restriction to a true test of conflict that would require an individual to recuse himself/herself from participating in any decisions related to the perceived or actual conflict.	
<b>ALTERNATIVES:</b> N/A.	
<b>BUDGET INFORMATION:</b> NA	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

February 13, 2012

Congresswoman Lynn Woolsey  
2263 Rayburn House Office Building  
Washington DC 20515

Dear Congresswoman Woolsey:

I write on behalf of the Novato Sanitary District Board of Directors to urge you to cosponsor *The Sunshine on Conflicts Act of 2011* (H.R. 2765). This legislation would address a pressing concern that is hindering the ability to ensure that the most qualified individuals are considered for appointment to state water quality positions charged with the important task of determining how best to permit treatment facilities that protect the nation's receiving waters. This legislation will provide for a conflict of interest approach to ensure that no state appointee may participate in a Clean Water Act (CWA) permitting decision in which he or she has a direct or indirect financial interest. The legislation is required to revise outdated provisions of the CWA and replace the percent of income test now applied under U.S. Environmental Protection Agency (EPA) regulation.

Section 304 of the Clean Water Act directed EPA to develop regulations to prevent individuals who receive "significant income" from an entity that holds, or is applying for, a Clean Water Act permit (NPDES) from being nominated and appointed to a state water quality authority that implements CWA. In a decades-old rule, EPA interpreted "significant income" to be 10% or more of an individual's income derived from an NPDES permit holder or an applicant seeking an NPDES permit. Additionally, the definition extends to immediate family members' income, creating an additional hurdle for qualification that has no relationship to actual conflict situations. The rule has led to numerous instances where highly qualified individuals with decades of technical experience have been prohibited from serving as state water quality regulators in the absence of any actual or perceived conflict of interest.

General and individual NPDES permits now cover the vast majority of local governments, school districts, and small businesses. For example, in California, a former member of a local special district governing board was deemed ineligible for appointment to a California water quality board. The determination was made because his wife was employed by a public school district covered by the statewide general NPDES permit for small municipal stormwater discharges. In another instance, a part owner of a vineyard was ruled ineligible for appointment. The basis of this determination was simply because the vineyard sold grapes on the "open" market and the grapes were purchased by vintners holding a general stormwater permit under the Clean Water

Act. Reports of similar impacts have been experienced throughout California and in other parts of the country.

H.R. 2765 would address this inequitable situation by replacing the “significant income” definition governing eligibility with an updated and appropriate conflict standard that protects the interests of the public. The language would prevent a sitting member of a water quality authority from voting upon, or seeking to influence, any permit in which the member has a direct or indirect financial interest. This approach is familiar to virtually every town council, city council, county board of supervisors, parish board, not to mention the Congress.

The following groups have endorsed HR 2765, and recognize the national importance to revise these outdated provisions: California Association of Sanitation Agencies, National Association of Clean Water Agencies, Association of California Water Agencies, California Chamber of Commerce, California State Association of Counties, League of California Cities, Partnership for Sound Science in Environmental Policy, Western States Petroleum Association, and the Regional Council of Rural Counties.

As we search for ways to make well-informed decisions protecting our water quality and public health, it is critical that those who make these decisions are the most qualified. H.R. 2765 will ensure that this objective is met. We urge that you join Representative Gary Miller and cosponsor H.R. 2765 without further delay.

Sincerely,

William C. Long  
President Board of Directors

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> North Bay Water Reuse Authority Trip to Washington DC	<b>MEETING DATE:</b> February 13, 2012  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Authorize out-of-state travel to Washington DC for Director William Long to represent the North Bay Water Reuse Authority	
<b>SUMMARY AND DISCUSSION:</b>  Director Bill Long is currently serving as the chair of the North Bay Water Reuse Authority (NBWRA). NBWRA has been very successful in building federal support for multi-benefit water recycling in the North Bay. Face-to-face meetings with key legislators and agency staff in Washington DC has been critical to building and maintaining this support. NBWRA has scheduled two days of meetings on March 8 <sup>th</sup> and 9 <sup>th</sup> and have requested that Bill Long attend as Chair of NBWRA.  District policy requires that the Board authorize out-of-state travel.	
<b>ALTERNATIVES:</b> Not authorize the travel	
<b>BUDGET INFORMATION:</b> The estimated budget for the trip is \$1,150, which will be funded from the budget for Travel, Meetings, and Training. The FY11-12 budget is \$45,000 of which \$14,767 remains.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

## NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Administration: Interim Laboratory Supervisor Contract Amendment, Account No. 64010</b>	<b>MEETING DATE: 02/13/2012</b>  <b>AGENDA ITEM NO. :</b>
<b>RECOMMENDED ACTION: Approve amendment to contract with Bob Adamson, Environmental Services Consultant.</b>	
<p>The District's former Laboratory Supervisor Linda Candelaria left the District on October 31, 2011 to take up a position with another agency, leaving the District with a need to find a way to continue the pretreatment, pollution prevention, and laboratory functions. The District has arranged with North Marin Water District to handle some of the routine sampling and analysis and with Central Marin Sanitation Agency to do some of the pollution prevention. There remained a need for a knowledgeable person to coordinate the sampling, data management, reporting, and pretreatment.</p> <p>Mr. Adamson, a retired former employee of the Central Marin Sanitation Agency (CMSA), is well qualified for the interim role, and has been accepted by the State Dept. of Health Services (DHS) Environmental Laboratory Accreditation Program (ELAP) as an acceptable interim laboratory supervisor for the District, for a potential term of up to six months.</p> <p>To cover the costs of Mr. Adamson's services, a contract in the not-to-exceed amount of \$30,000 was authorized by the District Manager-Engineer in October 2011, under the District's Board approved Purchasing Procedures. As of January 31, 2012, there is a balance of \$6,840 remaining in that approved contract amount. Staff anticipates that Mr. Adamson's services may be needed for an additional 3 to 4 months to: (a) provide coverage until a replacement is in place, and (b) for assisting any new replacement through an initial transition period.</p> <p>Staff therefore requests that the Board consider a contract amendment of \$36,000 to Mr. Adamson's contract, for a revised total contract not-to-exceed amount of \$66,000, and authorize the Manager-Engineer to execute this amendment.</p>	
<b>ALTERNATIVES: Do not approve contract amendment.</b>	
<b>BUDGET INFORMATION:</b> Costs incurred under this contract would be charged against the Laboratory Salaries and Wages account (Account No. 64010). The FY11-12 budget amount for Account No. 640101 is \$214,893, of which \$123,007 has been expended as of January 31, 2012.	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Administration: Safety Recognition Program</b>	<b>MEETING DATE: February 13, 2012</b>  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Adopt a Resolution establishing the 2012 Safety Recognition Program	
<b>SUMMARY AND DISCUSSION:</b>  <p>The District received a dividend of \$20,703 from CSRMA based on its claims experience for Workers Compensation over the past several years. The Board expressed an interest in using this dividend to recognize employees safe work practices. This is separate from the salary negotiations. The Adhoc Labor Relations Committee recommends the refund be allocated as follows:</p> <ul style="list-style-type: none"> <li>• Half the dividend (\$10,000) for distribution to employees employed as of January 9, 2011, that had no lost-time injuries in 2011. 50% of this would be distributed evenly and 50% based on the Worker's Comp factor for risk. The District has three workers comp categories so the awards for full time workers would range from \$349.12 for clerical to \$916.59 for operations personnel.</li> <li>• Half the dividend (\$10,000) to fund an employee wellness program.</li> </ul> <p>The Board approved the Wellness Program at its meeting on January 9, 2012 but tabled the Safety Recognition Program pending legal review. District Counsel has reviewed the attached Resolution establishing the 2012 Safety Recognition Program.</p>	
<b>BUDGET INFORMATION:</b> The estimated cost for this project is \$10,000. It would be funded from Account 66070 Insurance based on the Worker's Compensation dividend.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

**RESOLUTION NO. 3040**

**A RESOLUTION OF NOVATO SANITARY DISTRICT  
CREATING AN EMPLOYEE SAFETY RECOGNITION PROGRAM FOR 2012**

**WHEREAS**, the District participates in a pooled liability Workers Compensation Program with other California Sanitation Agencies (CSRMA);

**WHEREAS**, in 2011, the CSRMA Board of Directors declared a dividend based on claims experience, and the District received a dividend;

**WHEREAS**, a purpose of an Employee Safety Recognition Program is to motivate employees to take an active role in improving safety for themselves and their coworkers and to recognize the contribution that employees make in reducing the District's workers compensation costs;

**WHEREAS**, the District Board of Directors proposes to use \$10,000 of the CSRMA dividend to fund an Employee Safety Recognition Program;

**WHEREAS**, the District Board of Directors recognizes that while all employees contribute to a safe work environment, some jobs are higher risk as recognized by the workers compensation factors;

**NOW, THEREFORE, IT IS HEREBY ORDERED** as follows:

The District Board of Directors shall use \$10,000 of the CSRMA dividend to fund an Employee Safety Recognition Program. Management, confidential, and general employees who meet the qualifications below will receive a Safety Recognition Award in January 2013. Half of the Employee Safety Recognition Program fund amount (\$5,000) will be divided equally among all qualifying employees. The other half (\$5,000) will be allocated based on the workers compensation risk factor for that job position. In order to qualify for a Safety Recognition Award the employee must:

- a. Have been employed at the District full time from January 1, 2012 through December 31, 2012;  
and
- b. Have not had a lost time accident between January 1, 2012 and December 31, 2012.

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Novato Sanitary District, Marin County, California, at a meeting thereof held on the 13<sup>h</sup> day of February, 2012, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

---

Secretary, Novato Sanitary District

APPROVED:

---

President  
1793887.1

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Collection System Improvements; Galli Drive Sewer Improvement Project ; Project No. 72706 – Phase G	<b>MEETING DATE:</b> February 13, 2012  <b>AGENDA ITEM NO.:</b>																				
<b>RECOMMENDED ACTION:</b> Review bids received and authorize contract award to the lowest responsive bidder, WR Forde & Associates																					
<b>SUMMARY AND DISCUSSION:</b>  At its January 9 <sup>th</sup> meeting the District Board made CEQA findings and authorized staff to advertise for bids for the project. On February 7 <sup>th</sup> , 9 bids were received as follows:																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;"><u>Bidder</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>WR Forde &amp; Associates:</td> <td style="text-align: right;">\$418,078.00</td> </tr> <tr> <td>Harty Pipelines, Inc.</td> <td style="text-align: right;">\$429,749.00</td> </tr> <tr> <td>Platinum Pipeline</td> <td style="text-align: right;">\$449,708.00</td> </tr> <tr> <td>Team Ghilotti:</td> <td style="text-align: right;">\$487,442.00</td> </tr> <tr> <td>Maggiora &amp; Ghilotti:</td> <td style="text-align: right;">\$566,566.00</td> </tr> <tr> <td>Express Plumbing &amp; Sewer:</td> <td style="text-align: right;">\$595,372.65</td> </tr> <tr> <td>Ghilotti Construction:</td> <td style="text-align: right;">\$622,051.00</td> </tr> <tr> <td>J&amp;M, Inc.</td> <td style="text-align: right;">\$635,714.50</td> </tr> <tr> <td>Ranger Pipelines, Inc.</td> <td style="text-align: right;">\$707,594.00</td> </tr> </tbody> </table>		<u>Bidder</u>	<u>Amount</u>	WR Forde & Associates:	\$418,078.00	Harty Pipelines, Inc.	\$429,749.00	Platinum Pipeline	\$449,708.00	Team Ghilotti:	\$487,442.00	Maggiora & Ghilotti:	\$566,566.00	Express Plumbing & Sewer:	\$595,372.65	Ghilotti Construction:	\$622,051.00	J&M, Inc.	\$635,714.50	Ranger Pipelines, Inc.	\$707,594.00
<u>Bidder</u>	<u>Amount</u>																				
WR Forde & Associates:	\$418,078.00																				
Harty Pipelines, Inc.	\$429,749.00																				
Platinum Pipeline	\$449,708.00																				
Team Ghilotti:	\$487,442.00																				
Maggiora & Ghilotti:	\$566,566.00																				
Express Plumbing & Sewer:	\$595,372.65																				
Ghilotti Construction:	\$622,051.00																				
J&M, Inc.	\$635,714.50																				
Ranger Pipelines, Inc.	\$707,594.00																				
<p>WR Forde &amp; Associates of Richmond, California submitted the lowest responsive bid of \$418,078.00. The Engineer's Estimate of Probable Cost was \$620,000.00. WR Forde's bid documents have been reviewed and they are in order. Staff contacted WR Forde &amp; Associates to discuss their bid and they are comfortable and confident with their bid.</p> <p>The FY11-12 preliminary budget includes \$2,000,000 for the Collection System Improvements. Accordingly, at this time, it is recommended that the Board award the Galli Drive Sewer Improvement Project of the Collection System Improvements to WR Forde &amp; Associates of Richmond with a bid of \$418,078.00</p>																					
<b>ALTERNATIVES:</b> Not award the project and not complete the work.																					
<b>BUDGET INFORMATION:</b> This work will be funded from the budget for Collection System Improvements, Project 72706. The FY11-12 budget is \$2 million of which \$1.95 million remains.																					
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>																				

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Annual Collection System Repairs – Eucalyptus Avenue Sewer Repair; Project 72803-11-01</b>	<b>MEETING DATE: February 13, 2012</b>  <b>AGENDA ITEM NO.:</b>												
<b>RECOMMENDED ACTION:</b> Review bids received, reject all bids, and authorize the Manager-Engineer to so inform all bidders.													
<b>SUMMARY AND DISCUSSION:</b>  <p>Using the informal bid provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA), as adopted by the Board of Directors in 2006, District staff requested bids for the repair of 149 feet of sewer main on Eucalyptus Avenue between Mendocino lane and Devonshire Drive.</p> <p>On January 18th, 6 bids were received as follows:</p> <table style="margin-left: 40px; border: none;"> <tr><td>1. Maggiora &amp; Ghilotti:</td><td style="text-align: right;">\$45,189.00</td></tr> <tr><td>2. Team Ghilotti:</td><td style="text-align: right;">\$45,980.00</td></tr> <tr><td>3. Argonaut Constructors:</td><td style="text-align: right;">\$56,085.00</td></tr> <tr><td>4. WR Forde:</td><td style="text-align: right;">\$60,896.00</td></tr> <tr><td>5. Linscott Engineering:</td><td style="text-align: right;">\$63,804.00</td></tr> <tr><td>6. Ghilotti Brothers:</td><td style="text-align: right;">\$64,346.00</td></tr> </table> <p>However, it was found that the first bidder did not meet the Safety Qualification Criteria set forth in the bid documents and the bid amount for Bid Item No. 1 (Mobilization, Demobilization, Storm Water Runoff Requirements (SWPPP), Permits &amp; Licenses) exceeded 5% of the amount of the bid which is not allowed per the Bid Item Description. In addition, the second bidders bid amount for Bid Item No. 1 also exceeded the 5% requirement. District Counsel advises that the Board reject all bids. The basis of the rejection is supported by Section 20166 of the Public Contract Code which states: “In its discretion, the legislative body may reject any bids presented and readvertise”.</p> <p>Therefore, it is recommended that the Board reject all current bids for the Eucalyptus Avenue Sewer Repair Project and authorize the Manager-Engineer to so inform all bidders.</p>		1. Maggiora & Ghilotti:	\$45,189.00	2. Team Ghilotti:	\$45,980.00	3. Argonaut Constructors:	\$56,085.00	4. WR Forde:	\$60,896.00	5. Linscott Engineering:	\$63,804.00	6. Ghilotti Brothers:	\$64,346.00
1. Maggiora & Ghilotti:	\$45,189.00												
2. Team Ghilotti:	\$45,980.00												
3. Argonaut Constructors:	\$56,085.00												
4. WR Forde:	\$60,896.00												
5. Linscott Engineering:	\$63,804.00												
6. Ghilotti Brothers:	\$64,346.00												
<b>ALTERNATIVES:</b> N/A.													
<b>BUDGET INFORMATION:</b> The FY 11-12 Budget for Account No. 72803 includes a budget amount of \$200,000.													
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>												

**NOVATO SANITARY DISTRICT  
BOARD AGENDA ITEM SUMMARY**

<p><b>TITLE:</b> Pump Station Rehabilitation Project; Project Unit 3: Western Oaks PS, Hamilton PS No. 2 (Bayside) and Hamilton Pump Station No. 3 (Southgate), Account No. 72403-3</p>	<p><b>MEETING DATE:</b> February 13, 2012</p> <p><b>AGENDA ITEM NO.:</b></p>
<p><b>RECOMMENDED ACTION:</b> Consider granting Final Acceptance of the Project and authorize staff to file the Notice of Completion.</p>	
<p><b>SUMMARY AND DISCUSSION:</b></p> <p>On March 14, 2011 the District's Board of Directors awarded the Contract for the Unit 3 Pump Station Rehabilitation Project to Anderson Pacific Engineering Construction, Inc. for a low bid amount of \$1,265,000. The work began on the project on May 2, 2011 and substantial completion was granted on the following dates:</p> <ul style="list-style-type: none"> <li>• Hamilton PS No. 02 (Bayside) on 8/19/11</li> <li>• Western Oaks PS on 9/19/11</li> <li>• Hamilton PS No. 03 (Southgate) on 10/25/11</li> </ul> <p>The Contractor has completed the contract work and the project is ready for final acceptance. The final cost of the project is \$1,247,501 or \$17,499 below the bid amount.</p> <p>As noted earlier, substantial completion was achieved on the listed dates, and the District has had beneficial occupancy since those times, although there was no complete cessation of labor by the contractor. At this time, the project has met the provisions of Public Contract Code Section 7107, and it would be appropriate to file the Notice of Completion to start the 35-day Retention Release period.</p> <p>It is recommended that final acceptance be granted and staff authorized to file the Notice of Completion.</p>	
<p><b>ALTERNATIVES:</b> None</p>	
<p><b>BUDGET INFORMATION:</b> This project was funded under the Collection Systems Improvements Project (Account no. 72403) for FY2010-11, which included a budget amount of \$1,500,000, of which \$909,951 has been expended as of January 31, 2012.</p>	
<p><b>DEPT.MGR.:</b></p>	<p><b>MANAGER:</b></p>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Administration: Employee Safety Recognition Policy	<b>MEETING DATE:</b> February 13, 2011 <b>AGENDA ITEM NO. :</b>
<b>SUMMARY AND DISCUSSION:</b>  The District staff responded to the attached request from the Grand Jury of January 13, 2012 regarding financial information. The District response is also attached.	
<b>DEPT. MGR. :</b>	<b>MANAGER'S APPROVAL:</b>

## Marin County Civil Grand Jury

January 13, 2012

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

Dear Ms. James:

The 2011-2012 Marin Civil Grand Jury is conducting a survey of all of the special districts in Marin County.

Enclosed is a survey questionnaire that we would appreciate your completing, and returning, in the enclosed stamped and self-addressed envelope no later than February 7<sup>th</sup>.

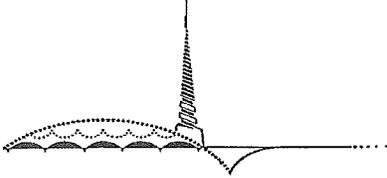
If you have any questions pertaining to the survey, please contact Ms. Patti Baseheart, liaison to the Grand Jury for the Marin County Superior Court, at 415-499-6132. One of the members of the Grand Jury's Finance Committee will return your call as soon as possible.

Thank you for your assistance in providing background information for this Grand Jury report on Marin County's special districts.

Sincerely yours,

*Michael Chernock*

Michael Chernock  
Foreperson for the Civil Grand Jury



Marin County Civil Grand Jury

## Survey of Special Districts in Marin County

Please respond to this survey on your organization's letterhead.

1. Please provide your districts most recent financial statement.
2. If the source of funds are not clearly shown, please provide the source of funds that comprise the gross revenue.
3. What is the annual budget for your District for 2012?
4. State the amount of cash reserves that the District currently holds.
5. How is this amount allocated among future expenses?
6. Does the district utilize specific criteria for determining the size of their reserves?
7. If any of your revenue comes from service charges, please provide your schedule of service charge(s) paid by your customers for the years 2005 through 2010.
8. State the name, title and phone number of the person completing this questionnaire.

Any information provided in this survey, not already available to the public, will be treated confidentially. Please return the completed survey no later than February 7, 2012

**Thank you for your participation in this Grand Jury Survey**



# NOVATO SANITARY DISTRICT

---

500 DAVIDSON STREET • NOVATO • CALIFORNIA 94945 • PHONE (415) 892-1694 • FAX (415) 898-2279  
www.novatosan.com

**BOARD OF DIRECTORS**

WILLIAM C. LONG, President  
MICHAEL DI GIORGIO, President Pro-Tem  
JEAN MARIANI  
JERRY PETERS  
DENNIS WELSH

BEVERLY B. JAMES  
Manager-Engineer-Secretary

KENTON L. ALM  
Legal Counsel

January 26, 2012

Mr. Michael Chernock, Foreperson  
2011-12 Marin County Grand Jury  
3501 Civic Center Drive, Room 275  
San Rafael, CA 94903

Re: Grand Jury Survey Responses  
For letter dated: January 13, 2012

Dear Mr. Chernock:

As requested, our responses to the following questions are as follows:

**Question 1** – Please provide your districts most recent financial statement.

See attached audited financial statements for the period ended  
June 30, 2011.

**Question 2** – If sources of funds are not clearly shown, please provide the source of  
funds that comprise the gross revenue.

Financial statements clearly indicate the primary source of funds is  
from sewer service charges.

**Question 3** – What is the annual budget for your District for 2012?

The District's Annual budget for fiscal year 2011/12 is \$18.4 Million in  
revenues and \$28.4 Million in expenditures. A portion of capital  
project expenditures is being financed by a bond sale which occurred  
in October of 2011.

(Copy of Budget attached.)

**Question 4** – State the amount of cash reserves that the District currently holds.

As of December 31, 2011 the District's current cash reserves were \$6.6 Million.

**Question 5** – How is this amount allocated to future expenditures?

The District follows the District's reserve policy adopted in September of 2001.

**Question 6**– Does the District utilize specific criteria for determining the size of their reserves?

The District follows the attached reserve policy.

**Question 7**– If any of your revenue comes from service charges please provide your schedule of service charges paid by your customers for years 2005 through 2010.

Please see attached schedule.

**Question 8**– State the name, title and phone number of the person completing this questionnaire.

Laura M. Creamer, Finance Officer  
(415) 892-1694 ext. 123

Thank you for the opportunity to participate in this survey.

Sincerely,



Laura M. Creamer  
Finance Officer

lmc

**Novato Sanitary District**  
**Sewer Service Charges for 2005/06 Through 2009/10**

<b>Date</b>	<b>Account</b>	<b>Description</b>	<b>Per G/L</b>
12/31/2005	41010	Sewer Service Charge allocation	2,547,466.79
12/31/2005	51010	Sewer Service Charge allocation	2,001,581.05
4/14/2006	41010	Sewer Service Charge allocation	2,204,949.81
4/14/2006	51010	Sewer Service Charge allocation	1,337,013.42
6/30/2006	41010/51010	Sewer Service Charge Non taxroll	93,278.74
6/30/2006	41010/51010	Sewer Service Charge USCG	70,432.56
6/30/2006		Subtotal	<u>8,254,722.37</u>
12/18/2006	41010	Sewer Service Charge allocation	2,668,945.50
12/14/2006	51010	Sewer Service Charge allocation	2,273,546.17
4/13/2007	41010	Sewer Service Charge allocation	2,204,949.81
4/16/2007	51010	Sewer Service Charge allocation	1,732,460.55
6/30/2007	41010	Sewer Service Charge allocation	257,282.24
6/30/2007	51010	Sewer Service Charge allocation	202,150.34
6/30/2007	41010/51010	Sewer Service Charge Non taxroll	133,622.82
6/30/2007	41010/51010	Sewer Service Charge USCG	106,761.00
6/30/2007		Subtotal	<u>9,579,718.43</u>
12/14/2007	41010	Sewer Service Charge allocation	2,928,873.95
12/14/2007	51010	Sewer Service Charge allocation	2,928,873.95
4/15/2008	41010	Sewer Service Charge allocation	2,130,090.14
4/15/2008	51010	Sewer Service Charge allocation	2,130,090.15
6/30/2008	41010	Sewer Service Charge allocation	243,456.11
6/30/2008	51010	Sewer Service Charge allocation	243,456.10
6/30/2008	41010	Sewer Service Charge allocation	27,050.68
6/30/2008	51010	Sewer Service Charge allocation	27,050.67
6/30/2008	41010/51010	Sewer Service Charge Non taxroll	315,738.28
6/30/2008	41010/51010	Sewer Service Charge USCG	127,665.42
6/30/2008		Subtotal	<u>11,102,345.45</u>
12/15/2008	41010	Sewer Service Charge allocation	3,057,868.17
12/15/2008	51010	Sewer Service Charge allocation	3,448,234.32
4/15/2009	41010	Sewer Service Charge allocation	2,223,904.12
4/15/2008	51010	Sewer Service Charge allocation	2,507,806.78
6/30/2009	41010/51010	Sewer Service Charge Non taxroll	370,916.90
6/30/2009	41010/51010	Sewer Service Charge USCG	131,242.19
6/30/2009		Subtotal	<u>11,739,972.48</u>
12/15/2009	41010	Sewer Service Charge allocation	4,364,324.32
12/15/2009	51010	Sewer Service Charge allocation	2,790,305.72
4/15/2010	41010	Sewer Service Charge allocation	3,157,948.36
4/15/2010	51010	Sewer Service Charge allocation	2,019,016.17
6/22/2010	41010	Sewer Service Charge allocation	277,729.73
6/22/2010	51010	Sewer Service Charge allocation	177,564.91
6/30/2010	41010	Sewer Service Charge allocation	119,027.03
6/30/2010	51010	Sewer Service Charge allocation	76,099.25
6/30/2010	41010/51010	Sewer Service Charge Non taxroll	339,483.12
6/30/2010	41010/51010	Sewer Service Charge USCG	143,682.00
6/30/2010		Subtotal	<u>13,465,180.61</u>
<b>Total Sewer Service Charges for Years Ended 05/06-09/10</b>			<b><u>54,141,939.34</u></b>

**Novato Sanitary District**  
**Customer Balance Detail**  
As of June 30, 2010

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Debit</u>	
USCG	Payment	07/14/2006		53,010.00	53,010.00
	Payment	07/17/2006		513.00	
	Invoice	01/08/2007	CG-1	8,835.00	
	Invoice	01/08/2007	CG-1a	85.50	
	Invoice	02/02/2007	CG-2a	28.50	
	Invoice	02/02/2007	CG-2	8,835.00	
	Invoice	03/02/2007	CG-3	8,835.00	
	Invoice	03/02/2007	CG-3a	28.50	
	Invoice	04/02/2007	CG-4a	28.50	
	Invoice	04/02/2007	CG-4	8,835.00	
	Invoice	05/03/2007	USCG-April	8,835.00	
	Invoice	05/03/2007	USCGa-April	28.50	
	Invoice	06/01/2007	CG-5a	28.50	
	Invoice	06/01/2007	CG-5	8,835.00	
	Payment	06/08/2007			106,761.00
	Invoice	07/02/2007	USCG-June	8,835.00	
	Invoice	07/02/2007	USCGa-June	28.50	
	Invoice	08/01/2007	USCG AUG	9,868.33	
	Invoice	08/01/2007	USCGA-Aug	31.83	
	Invoice	09/04/2007	USCG-Aug	9,868.33	
	Invoice	09/04/2007	USCGa-Aug	31.83	
	Invoice	10/01/2007	USCG-Sept	9,868.33	
	Invoice	10/01/2007	USCGa-Sept	31.83	
	Invoice	11/02/2007	USCG-OCT	9,868.33	
	Invoice	11/02/2007	USCGa-OCT	31.83	
	Invoice	12/04/2007	USCG-Nov	9,868.33	
	Invoice	12/04/2007	USCGa-Nov	31.83	
	Invoice	01/03/2008	USCG-Dec	9,868.33	
	Invoice	01/03/2008	USCGa-Dec	31.83	
	Invoice	02/07/2008	USCG-Jan	9,868.33	
	Invoice	02/07/2008	USCGa-Jan	31.83	
	Invoice	03/05/2008	USCG-Feb	9,868.33	
	Invoice	03/05/2008	USGa-Feb	31.83	
	Invoice	04/01/2008	USCGa-March	31.83	
	Invoice	04/01/2008	USCG-March	9,868.33	
	Invoice	05/14/2008	USCG-April	9,868.33	
	Invoice	05/14/2008	USCGa-April	31.83	
	Invoice	06/04/2008	USG-May	9,868.33	
	Invoice	06/04/2008	USCGa-May	31.83	
	Invoice	06/30/2008	USG-June	9,868.33	
	Invoice	06/30/2008	USCGa-June	31.83	127,665.42
	Invoice	08/02/2008	USCG-July	10,901.67	
	Invoice	08/02/2008	USCGa-July	35.17	
	Invoice	09/08/2008	USCG-Aug	10,901.68	
	Invoice	09/08/2008	USCGa-Aug	35.17	
	Invoice	10/01/2008	USCG-Sept	10,901.68	
	Invoice	10/01/2008	USCGa-Sept	35.17	
	Invoice	11/13/2008	USCG-Oct 08	10,901.68	
	Invoice	11/13/2008	USCa-Oct 08	35.17	

