

# NOVATO SANITARY DISTRICT

June 13, 2011

**The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:30 p.m., Monday, June 13, 2011, 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 May 23<sup>rd</sup> and May 26<sup>th</sup> meetings.

**5. CONSENT CALENDAR:**

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

- a. Approve regular disbursements.
- b. Approve temporary Non-Domestic Discharge Permit for North Marin Water District.
- c. Approve meeting dates of June 27, July 11, and July 25, 2011 at 6:30 PM.

**6. SOLID WASTE**

- a. Solid Waste Committee Report
- b. Marin County Hazardous and Solid Waste Management Joint Powers Authority Executive Committee Report.

- c. Consider approval of proposal from DLJ Associates to provide consulting services for the 2011-12 fiscal year.

**7. BUDGET:**

- a. Presentation of Preliminary Budget for fiscal year 2011-12.
- b. Schedule adoption of Preliminary Budget for June 27, 2011.

**8. COLLECTION SYSTEM CAPITAL PROJECTS:**

- a. Consider accepting project and authorizing filing of Notice of Completion, Collection System Improvements; Olive/Chase/Orange; Project No. 72706 – Phase C.
- b. Consider approval of a contract to replace sewer main in Bolero Court.

**9. ANNUAL TREATMENT PLANT & PUMP STATIONS IMPROVEMENTS:**

- a. Approve the final amount of \$32,844.04, and authorize the Manager-Engineer to execute the final Work Report, Ignacio Wash Down Water Project; Account No. 72805, Work Order No. 72805-10-06.

**10. WASTEWATER TREATMENT PLANT UPGRADE PROJECT PHASE D:**

- a. Approve a contract amendment with RMC Water for design services.
- b. Approve a proposal from RMC Water to provide design services during construction.

**11. STAFF REPORTS:**

- a. North Bay Leadership Council 2011 Economic Insight Conference

**12. BOARD MEMBER REPORTS:**

- a. North Bay Watershed Association Meeting.
- b. Special District Institute Seminar.
- c. Marin County Council of Mayors & Councilmembers Adhoc Committee on Pension and Other Post Employment Benefits Reform.

**13. MANAGER'S ANNOUNCEMENTS:**

**14. ADJOURN:**

Next resolution no. 3032

**Next meeting date: Monday, June 27<sup>th</sup>, 6:30 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA**

AGENDA/Board of Directors  
June 13, 2011

***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.***

May 23, 2011

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 4:30 p.m., Monday, May 23, 2011, preceded by a Closed Session at 3:30 p.m. at the District offices, 500 Davidson Street, Novato.

At 3:30 p.m. President Long announced the Board would meet in closed session to discuss the following matters on the Closed Session Agenda:

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (subdivision (a) of Section 54956.9).

Potential Administrative Civil Liability in the matter of sanitary sewer overflows and treatment plant violations including California Regional Water Quality Board Complaint No. R2-2010-0102

BOARD MEMBERS PRESENT FOR CLOSED SESSION: President William C. Long, Members Michael Di Giorgio, George C. Quesada and Dennis Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal and District Counsel Kent Alm.

The closed Session ended at 4:58 p.m.

Open session began at 5:05 p.m.

BOARD MEMBERS PRESENT: President William C. Long, Members Michael Di Giorgio, George C. Quesada and Dennis Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James, Deputy Manager-Engineer Sandeep Karkal, Administrative Secretary Julie Borda and District Counsel Kent Alm.

ALSO PRESENT: Suzanne Brown Crow, Novato resident  
John Coleman, Novato resident  
Don Brand, Novato resident  
Jean Mariani, Novato resident

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

REPORT FROM CLOSED SESSION: District Counsel Kent Alm announced that there was no reportable action from the Closed Session.

PUBLIC COMMENT:

Suzanne Brown Crow gave a document to the Board showing samples of disbursement registers from the Central Marin Sanitation Agency and the Ross Valley Sanitary District. She requested the District adopt similar procedures which would include detailed information on the check disbursement pages. She also requested the District post the audio portion of the board meetings on the Novato Sanitary District website.

REVIEW OF MINUTES:

Consider approval of minutes of the May 9, 2011 meeting.

*On motion of Member Di Giorgio, seconded by Member Welsh and carried unanimously, the minutes of the May 9<sup>th</sup>, 2011 meeting was approved as written.*

CONSENT CALENDAR:

Member Welsh requested item a: *Approval of regular disbursements including payroll and payroll-related disbursements* be removed from the Consent Calendar for further discussion.

Member Welsh questioned the \$2,931.50 disbursement to payee "North Marin Water District Payroll". The Manager replied that this was for a North Marin Water District employee that works part-time as a Laboratory Assistant.

Member Welsh questioned several payroll related expenses. The Manager discussed and explained the disbursements in question and responded that she would review these disbursements in more detail at a later board meeting.

*On motion of Member Di Giorgio, seconded by Member Quesada and approved unanimously, the following Consent Calendar Items were approved:*

- a. Approval of regular disbursements in the amount of \$431,753.67, project account disbursements in the amount of \$218,834.12, project account disbursements in the amount of \$51,387.06 and payroll and payroll related expenses for the month of May in the amount of \$232,610.98.
- b. Approval of meeting date of June 13<sup>th</sup> at 6:30 p.m.

BOARD OF DIRECTORS:

Consider adopting a resolution appointing a board member to fill the vacancy. The Manager stated that she had provided to the Board a synopsis of the six applicants along with details of Board actions up to this point. She stated that if the Board was unable to make a decision to fill the vacancy, the decision would pass to the Board of Supervisors to make an appointment. District Counsel Kent Alm further detailed the procedure and time frames.

Member Quesada discussed the Novato Sanitary District's history since its formation in October of 1925 and gave a history of sewage treatment. Member Quesada expressed his displeasure with the legislative method of board member appointment. He discussed Mr. John Coleman's qualifications and his participation with community events.

Member Di Giorgio discussed Jean Mariani's qualifications and nominated her to fill the vacant board member seat. President Long seconded the motion.

President Long called for the question and the following vote was recorded: Ayes: Long, Di Giorgio. Noes: Welsh, Quesada. The motion did not pass.

Member Welsh discussed Suzanne Brown Crow's qualifications and nominated her to fill the vacant board member seat. Member Quesada seconded the motion.

President Long called for the question and the following vote was recorded: Ayes: Welsh, Quesada. Noes: Long, Di Giorgio. The motion did not pass.

Member Quesada nominated John Coleman to fill the vacant board member seat and Member Welsh seconded the motion.

President Long called for the question and the following vote was recorded: Ayes: Quesada. Noes: Long, Di Giorgio, Welsh. The motion did not pass.

Consider approval of a letter referring the board member appointment to the Board of Supervisors. The Board discussed the letter prepared by Manager-Engineer Beverly James to the Board of Supervisors notifying them of the vacancy. District Counsel Kent Alm stated that the Secretary of the Board has the obligation to formally notify the Board of Supervisors on or before May 28<sup>th</sup> stating that the District has failed to make an appointment to fill the vacant board member seat. He stated that the notification can be this letter or a different writing, but notification must be made within 60 days of the vacancy occurring.

The Board discussed the vacant board member seat and the presentation of the letter to the Board of Supervisors.

Member Di Giorgio made a motion to immediately send the letter, as drafted, to the Board of Supervisors. President Long seconded the motion.

The Manager requested the letter to the Board of Supervisors include the resumes of the six applicants who applied for the vacancy.

Member Di Giorgio modified his motion to as follows: Send the letter to the Board of Supervisors on the sixtieth day, or May 28, 2011, with the inclusion of the resumes of

the six applicants who applied for the vacancy. President Long seconded the revised motion.

President Long called for the question and the following vote was recorded: Ayes: Long, Di Giorgio. Noes: Quesada, Welsh. The motion did not pass.

#### WASTEWATER OPERATIONS:

Wastewater Operations Committee Report. The Manager stated that the Wastewater Operations Committee (WWOC) met on May 16<sup>th</sup>. She summarized the Monthly Operations Report as prepared by John Bailey, Plant Manager, Veolia Water. She discussed the treatment plant performance, operations and maintenance status/review and discussed the graphs showing treatment plant performance. She discussed the Collection System Operations monthly report and gave an overview of the Reclamation Facilities monthly report.

John Bailey, Plant Manager, Veolia Water, presented and discussed a report titled Energy vs. Flow. The Board discussed the energy savings and energy consumption of the treatment facility.

Odor control staff report. The Manager noted that the Phase 1 Landscaping Project for the Wastewater Facilities Upgrade was scheduled for completion on June 15<sup>th</sup>, however she noted that it may be another three weeks before significant plants will be placed in the area. She stated that the delay was partially due to the existence of high ground water which was found in the area by the landscape contractors. She stated that the contractors will alleviate the problem through appropriate drainage.

The Manager discussed the continuing fugitive odor issue. She noted that the fugitive odors have been narrowed down to two potential sources: air balancing problems on the blowers and manholes on Lea Drive picking up odors from the Bahia Force Main. She discussed the remedies the District is pursuing to fix these problems. She noted that the previously rehabilitated odor control beds have been tested and are working properly.

John Bailey, Plant Manager, discussed the progress the District is making to alleviate the mal odors. He noted that odor testing conducted at a manhole on site which is connected to the Bahia Force Main showed high levels of hydrogen sulfide. A temporary air scrubber will be installed at this manhole and an air handling specialist will be at the District to assess the air balancing problems on the blowers.

Member Welsh requested the Board be made aware of the odor complaints. President Long requested a log of the complaints be prepared which would show the date, time and frequency of the odor complaints. All names and addresses would be kept confidential.

STAFF REPORTS:

North Bay Watershed Association (NBWA) Meeting. The Manager stated that a NBWA meeting was held on May 6<sup>th</sup> and she discussed the presentations that were given. She noted that the next meeting will be on June 3<sup>rd</sup> at 9:30 a.m. and will be held at the District's Board room.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS:

North Bay Water Reuse Authority (NBWRA) Meeting. The Manager noted that the NBWRA met on May 23<sup>rd</sup> and that she and President Long both attended. She stated that grant financing was discussed. President Long reported on the meeting and noted that Phase 1 and Phase 2 of the Recycled Water Project were discussed.

Solid Waste Committee Meeting. The Manager stated that President Long and Member Quesada are on this committee which met on May 16<sup>th</sup>. She discussed a presentation given by Dee Johnson and discussed Novato's Zero Waste goals. The Manager noted that Dee Johnson will come before the Board in July with a presentation from the Solid Waste Committee.

Board Member Announcements. District Counsel Kent Alm clarified that this item is solely for the purpose of board announcements, not items for discussion.

ITEMS FOR FUTURE AGENDAS:

*Member Quesada made a motion to hold a special meeting on Friday, May 27<sup>th</sup> with the purpose of appointing a board member to fill the vacancy. President Long seconded the motion.*

The Board discussed the option of holding a special meeting on Thursday, May 26<sup>th</sup> instead of Friday, May 27<sup>th</sup>. Member Welsh noted that he will not be available on either dates.

*On motion of Member Quesada, seconded by President Long and carried unanimously, the board agreed to hold a Special meeting on Thursday, May 26<sup>th</sup> with the sole purpose of appointing a board member to fill the vacancy.*

Member Welsh requested that the June 13<sup>th</sup> board meeting agenda include an item to discuss a detailed check register similar to the sample that was presented to the Board by Suzanne Brown Crow.

MANAGER'S ANNOUNCEMENTS:

The North Bay Watershed Association meeting will be held on June 3<sup>rd</sup> at 9 a.m.

A Special Board Meeting will be held on Thursday, May 26<sup>th</sup> at 6:30 p.m.

ADJOURNMENT:

There being no further business to come before the Board, President Long declared the meeting adjourned at 6:35 p.m.

Respectfully submitted,

Beverly B. James, Secretary

Julie Borda, Recording

DRAFT

May 26, 2011

A Special meeting of the Board of Directors of the Novato Sanitary District was held at 6:30 p.m., Thursday, May 26, 2011 at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President William C. Long, Members Michael Di Giorgio, and George C. Quesada.

BOARD MEMBERS ABSENT: Member Welsh.

STAFF PRESENT: Manager-Engineer-Secretary Beverly B. James and Administrative Secretary Julie Borda.

ALSO PRESENT: Suzanne Brown Crow, Novato resident  
John Coleman, Novato resident  
Brant Miller, Novato resident  
Jean Mariani, Novato resident  
James Fritz, former Board member  
Jerry Peters, Novato resident

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

AGENDA REVIEW:

PUBLIC COMMENT: None.

BOARD OF DIRECTORS:

Consider adopting Resolution No. 3031, A RESOLUTION APPOINTING A DIRECTOR TO FILL A VACANCY IN AN ELECTIVE OFFICE. Member Quesada made a motion to nominate John Coleman to fill the Board vacancy. President Long seconded the motion.

Member Quesada gave a brief overview of John Coleman's qualifications and stated he would make a good board member.

President Long called for the question and the Board voted as follows: Ayes: Quesada, Long. Noes: Di Giorgio. The motion did not pass.

Member Di Giorgio made a motion to nominate Jean Mariani to fill the Board vacancy. President Long seconded the motion.

President Long gave a brief overview of Jean Mariani's qualifications and stated the Board would be fortunate to have someone with her depth of experience on the Board.

Member Di Giorgio thanked all the board applicants for their time and willingness to serve on the District board.

President Long called for the question and the Board voted as follows: Ayes: Di Giorgio, Long, Quesada.

Upon receiving three votes, Jean Mariani was appointed as the new board member to fill the vacancy on the Novato Sanitary District Board.

Seating of new Board member. District Manager-Engineer Beverly James proceeded to administer the Oath of Office to Jean Mariani.

Member Mariani was seated as a Board Member of the Novato Sanitary District Board.

President Long thanked all those who participated.

ADJOURNMENT:

There being no further business to come before the Board, President Long declared the meeting adjourned at 6:40 p.m.

Respectfully submitted,

Beverly B. James, Secretary

Julie Borda, Recording

06/10/11

# Novato Sanitary District Check Register

June 13, 2011

Date	Num	Name	Credit
<b>Jun 13, 11</b>			
6/13/2011	52857	Anderson Pacific Engineering...	114,840.00
6/13/2011	52865	Calif. Regional Water Quality	60,000.00
6/13/2011	52900	Pacific, Gas & Electric	44,727.51
6/13/2011	52883	Johnson, Dee	10,862.24
6/13/2011	52891	Meyers, Nave, Riback, Silver ...	9,109.39
6/13/2011	52899	Nute Engineering Inc.	8,097.50
6/13/2011	52875	EDD	7,650.00
6/13/2011	52872	CT Promotions	6,895.14
6/13/2011	52854	Able Fence Company	6,215.00
6/13/2011	52880	Ghilotti Bros. Inc.	4,300.00
6/13/2011	52860	Bartle Wells Assoc, Inc	4,230.00
6/13/2011	52911	Unicorn Group	3,756.92
6/13/2011	52904	RMC Water & Environment, I...	3,686.48
6/13/2011	52905	Royal Petroleum Company	3,585.31
6/13/2011	52903	Preferred Benefit	3,556.56
6/13/2011	52886	Leonardi Automotive & Electri...	3,321.35
6/13/2011	52864	Cagwin & Dorward Inc.	3,129.00
6/13/2011	52894	North Marin Water District Pa...	2,736.75
6/13/2011	52918	Whitney, Larry	2,700.00
6/13/2011	52873	Dearborn National	2,381.03
6/13/2011	52881	Grainger	2,344.87
6/13/2011	52863	Brenntag Pacific, Inc.	2,107.13
6/13/2011	52906	Sears Commercial One	1,926.03
6/13/2011	52901	Pareto Co.	1,926.00
6/13/2011	52914	Verizon California	1,743.09
6/13/2011	52869	Comet Building Maintenance,...	1,395.00
6/13/2011	52876	Edd Clark & Associates, Inc.	1,382.20
6/13/2011	52859	Barber Sign Company, Inc.	1,300.50
6/13/2011	52867	Cintas Corporation	1,291.65
6/13/2011	52893	North Marin Water District	1,178.03
6/13/2011	52884	Kaiser Permanente	1,157.78
6/13/2011	52855	Able Tire & Brake Inc.	1,144.73
6/13/2011	52853	3T Equipment Company Inc.	1,003.54
6/13/2011	52908	Sierra Chemical Co.	873.89
6/13/2011	52897	Novato Chamber of Commerce	795.00
6/13/2011	52887	Linscott Engineering Contract...	715.90
6/13/2011	52916	Vision Service Plan	650.90
6/13/2011	52878	Fire King Fire Protection, Inc.	620.00
6/13/2011	52892	Nextel Communications	490.27
6/13/2011	52889	MarinScope Inc.	433.00
6/13/2011	52885	Labworks Equipment, Inc.	421.85
6/13/2011	52874	Deluxe for Business, Inc.	419.38
6/13/2011	52882	Harrington Plastics, Inc.	399.20
6/13/2011	52913	Verizon	390.51
6/13/2011	52907	Siemens Industry, Inc.	301.27
6/13/2011	52868	Claremont EAP, Inc.	295.00
6/13/2011	52858	AT&T Mobility	282.12
6/13/2011	52861	Batteries Plus Inc	266.09
6/13/2011	52856	Alhambra	227.21
6/13/2011	52862	BoundTree Medical, LLC	205.43
6/13/2011	52877	Federal Express	196.78
6/13/2011	52870	Control Systems West, Inc.	188.75
6/13/2011	52915	Verizon Communications	160.73
6/13/2011	52919	Workforce Boots & Clothing	149.99
6/13/2011	52902	Petty Cash	138.70
6/13/2011	52879	First Alarm	111.75
6/13/2011	ach	Long, William C.	93.60
6/13/2011	52917	VWR International Inc.	81.39
6/13/2011	52866	CED Santa Rosa, Inc	77.22
6/13/2011	52890	McMaster-Carr Supply Co.	73.55
6/13/2011	52871	Cook Paging	57.73
6/13/2011	52898	Novato Disposal-	50.18
6/13/2011	52895	Novato Builders Supply	38.72
6/13/2011	52910	U.S. Bank Card (2)(June)	32.94
6/13/2011	52909	T-Mobile	22.64
6/13/2011	52896	Novato Car Wash	17.58
6/13/2011	52912	United Parcel Service	14.75

06/10/11

# Novato Sanitary District Check Register

June 13, 2011

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
6/13/2011	52888	Long, William C.	0.00
<b>Jun 13, 11</b>			<b><u>334,974.75</u></b>

**Novato Sanitary District**  
**Operations Disbursement Detail**  
**For Check Register June 13, 2011**

Type	Date	Account	Debit
<b>3T Equipment Company Inc.</b>			
Bill	5/9/2011	21020 · Accounts Payable	
Bill	5/9/2011	60150 · Repairs & Maintenance	401.50
Bill	5/9/2011	21020 · Accounts Payable	
Bill	5/9/2011	60150 · Repairs & Maintenance	602.04
Total 3T Equipment Company Inc.			1,003.54
<b>Able Fence Company</b>			
Bill	5/13/2011	21020 · Accounts Payable	
Bill	5/13/2011	72805 · Annual Trtmt Plnt/Pump St Impr	915.00
Bill	5/17/2011	21020 · Accounts Payable	
Bill	5/17/2011	72805 · Annual Trtmt Plnt/Pump St Impr	3,450.00
Bill	5/23/2011	21020 · Accounts Payable	
Bill	5/23/2011	72706 · 2008 Collection System Improv	1,850.00
Total Able Fence Company			6,215.00
<b>Able Tire &amp; Brake Inc.</b>			
Bill	4/25/2011	21020 · Accounts Payable	
Bill	4/25/2011	60150 · Repairs & Maintenance	643.48
Bill	5/10/2011	21020 · Accounts Payable	
Bill	5/10/2011	60150 · Repairs & Maintenance	501.25
Total Able Tire & Brake Inc.			1,144.73
<b>Alhambra</b>			
Bill	5/12/2011	21020 · Accounts Payable	
Bill	5/12/2011	66100 · Engineering Supplies	227.21
Total Alhambra			227.21
<b>Anderson Pacific Engineering, Inc</b>			
Bill	5/18/2011	21020 · Accounts Payable	
Bill	5/18/2011	72403 · Pump Station Rehabilitation	114,840.00
Total Anderson Pacific Engineering, Inc			114,840.00
<b>AT&amp;T Mobility</b>			
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	66193 · Telephone	155.12
Bill	5/25/2011	65193 · Telephone	35.60
Bill	5/25/2011	60193 · Telephone	35.60
Bill	5/25/2011	61000-4 · Water/Permits/Telephone	55.80
Total AT&T Mobility			282.12
<b>Barber Sign Company, Inc.</b>			
Bill	5/23/2011	21020 · Accounts Payable	
Bill	5/23/2011	63100 · Operating Supplies	650.25
Bill	5/26/2011	21020 · Accounts Payable	
Bill	5/26/2011	63100 · Operating Supplies	650.25
Total Barber Sign Company, Inc.			1,300.50
<b>Bartle Wells Assoc, Inc</b>			
Bill	5/19/2011	21020 · Accounts Payable	
Bill	5/19/2011	66123 · O/S Contractual	4,230.00
Total Bartle Wells Assoc, Inc			4,230.00
<b>Batteries Plus Inc</b>			
Bill	5/18/2011	21020 · Accounts Payable	
Bill	5/18/2011	65150 · Repairs & Maintenance	29.57
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	65150 · Repairs & Maintenance	236.52
Total Batteries Plus Inc			266.09
<b>BoundTree Medical, LLC</b>			
Bill	5/24/2011	21020 · Accounts Payable	
Bill	5/24/2011	64170 · Pollution Prevention/Public Ed	205.43
Total BoundTree Medical, LLC			205.43
<b>Brenntag Pacific, Inc.</b>			
Bill	5/19/2011	21020 · Accounts Payable	
Bill	5/19/2011	65101 · Operating Chemicals	592.54

**Novato Sanitary District**  
**Operations Disbursement Detail**  
**For Check Register June 13, 2011**

Type	Date	Account	Debit
Bill	5/23/2011	21020 · Accounts Payable	
Bill	5/23/2011	65101 · Operating Chemicals	1,514.59
Total Brenntag Pacific, Inc.			2,107.13
<b>Cagwin &amp; Dorward Inc.</b>			
Bill	5/1/2011	21020 · Accounts Payable	
Bill	5/1/2011	66150 · Repairs & Maintenance	329.00
Bill	5/19/2011	21020 · Accounts Payable	
Bill	5/19/2011	65150 · Repairs & Maintenance	2,800.00
Total Cagwin & Dorward Inc.			3,129.00
<b>Calif. Regional Water Quality</b>			
Bill	5/23/2011	21020 · Accounts Payable	
Bill	5/23/2011	61201 · Permits & Fees	60,000.00
Total Calif. Regional Water Quality			60,000.00
<b>CED Santa Rosa, Inc</b>			
Bill	5/5/2011	21020 · Accounts Payable	
Bill	5/5/2011	63150 · Repairs & Maintenance	77.22
Total CED Santa Rosa, Inc			77.22
<b>Cintas Corporation</b>			
Bill	5/3/2011	21020 · Accounts Payable	
Bill	5/3/2011	64100 · Operating Supplies	61.94
Bill	5/3/2011	66100 · Engineering Supplies	152.89
Bill	5/3/2011	60100 · Operating Supplies	117.29
Bill	5/10/2011	21020 · Accounts Payable	
Bill	5/10/2011	64100 · Operating Supplies	34.43
Bill	5/10/2011	66100 · Engineering Supplies	70.37
Bill	5/10/2011	60100 · Operating Supplies	89.79
Bill	5/17/2011	21020 · Accounts Payable	
Bill	5/17/2011	64100 · Operating Supplies	35.44
Bill	5/17/2011	66100 · Engineering Supplies	73.36
Bill	5/17/2011	60100 · Operating Supplies	90.87
Bill	5/24/2011	21020 · Accounts Payable	
Bill	5/24/2011	64100 · Operating Supplies	40.27
Bill	5/24/2011	66100 · Engineering Supplies	81.60
Bill	5/24/2011	60100 · Operating Supplies	106.20
Bill	5/31/2011	21020 · Accounts Payable	
Bill	5/31/2011	64100 · Operating Supplies	62.95
Bill	5/31/2011	66100 · Engineering Supplies	155.88
Bill	5/31/2011	60100 · Operating Supplies	118.37
Total Cintas Corporation			1,291.65
<b>Claremont EAP, Inc.</b>			
Bill	5/16/2011	21020 · Accounts Payable	
Bill	5/16/2011	66123 · O/S Contractual	295.00
Total Claremont EAP, Inc.			295.00
<b>Comet Building Maintenance, Inc.</b>			
Bill	5/21/2011	21020 · Accounts Payable	
Bill	5/21/2011	66150 · Repairs & Maintenance	1,395.00
Total Comet Building Maintenance, Inc.			1,395.00
<b>Control Systems West, Inc.</b>			
Bill	5/10/2011	21020 · Accounts Payable	
Bill	5/10/2011	65150 · Repairs & Maintenance	188.75
Total Control Systems West, Inc.			188.75
<b>Cook Paging</b>			
Bill	6/1/2011	21020 · Accounts Payable	
Bill	6/1/2011	61000-4 · Water/Permits/Telephone	24.00
Bill	6/1/2011	65193 · Telephone	22.26
Bill	6/1/2011	60193 · Telephone	11.47
Total Cook Paging			57.73
<b>CT Promotions</b>			
Bill	5/19/2011	21020 · Accounts Payable	

**Novato Sanitary District**  
**Operations Disbursement Detail**  
**For Check Register June 13, 2011**

Type	Date	Account	Debit
Bill	5/19/2011	11350 · Prepaid Expenses	6,895.14
Total CT Promotions			6,895.14
<b>Dearborn National</b>			
Bill	5/16/2011	21020 · Accounts Payable	
Bill	5/16/2011	66020 · Employee Benefits	2,381.03
Total Dearborn National			2,381.03
<b>Deluxe for Business, Inc.</b>			
Bill	5/13/2011	21020 · Accounts Payable	
Bill	5/13/2011	66090 · Office Expense	419.38
Total Deluxe for Business, Inc.			419.38
<b>EDD</b>			
Bill	5/16/2011	21020 · Accounts Payable	
Bill	5/16/2011	66020 · Employee Benefits	7,650.00
Total EDD			7,650.00
<b>Edd Clark &amp; Associates, Inc.</b>			
Bill	4/30/2011	21020 · Accounts Payable	
Bill	4/30/2011	72706 · 2008 Collection System Improv	1,382.20
Total Edd Clark & Associates, Inc.			1,382.20
<b>Federal Express</b>			
Bill	5/20/2011	21020 · Accounts Payable	
Bill	5/20/2011	66090 · Office Expense	196.78
Total Federal Express			196.78
<b>Fire King Fire Protection, Inc.</b>			
Bill	5/10/2011	21020 · Accounts Payable	
Bill	5/10/2011	66150 · Repairs & Maintenance	206.66
Bill	5/10/2011	65150 · Repairs & Maintenance	206.66
Bill	5/10/2011	60150 · Repairs & Maintenance	206.68
Total Fire King Fire Protection, Inc.			620.00
<b>First Alarm</b>			
Bill	5/20/2011	21020 · Accounts Payable	
Bill	5/20/2011	66150 · Repairs & Maintenance	111.75
Total First Alarm			111.75
<b>Ghilotti Bros. Inc.</b>			
Bill	6/2/2011	21020 · Accounts Payable	
Bill	6/2/2011	72805 · Annual Trtmt Plnt/Pump St Impr	4,300.00
Total Ghilotti Bros. Inc.			4,300.00
<b>Grainger</b>			
Bill	5/4/2011	21020 · Accounts Payable	
Bill	5/4/2011	60100 · Operating Supplies	6.46
Bill	5/4/2011	21020 · Accounts Payable	
Bill	5/4/2011	60100 · Operating Supplies	136.67
Bill	5/9/2011	21020 · Accounts Payable	
Bill	5/9/2011	60100 · Operating Supplies	99.51
Bill	5/9/2011	21020 · Accounts Payable	
Bill	5/9/2011	65100 · Operating Supplies	910.61
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	65150 · Repairs & Maintenance	757.38
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	66090 · Office Expense	34.31
Bill	5/25/2011	60100 · Operating Supplies	331.77
Bill	5/27/2011	21020 · Accounts Payable	
Bill	5/27/2011	60100 · Operating Supplies	68.16
Total Grainger			2,344.87
<b>Harrington Plastics, Inc.</b>			
Bill	5/19/2011	21020 · Accounts Payable	
Bill	5/19/2011	65100 · Operating Supplies	158.96
Bill	5/23/2011	21020 · Accounts Payable	
Bill	5/23/2011	65100 · Operating Supplies	240.24

**Novato Sanitary District**  
**Operations Disbursement Detail**  
**For Check Register June 13, 2011**

Type	Date	Account	Debit
Total Harrington Plastics, Inc.			399.20
<b>Johnson, Dee</b>			
Bill	6/1/2011	21020 · Accounts Payable	
Bill	6/1/2011	67400 · Consulting Services	155.42
Bill	6/1/2011	21020 · Accounts Payable	
Bill	6/1/2011	67400 · Consulting Services	2,860.74
Bill	6/1/2011	21020 · Accounts Payable	
Bill	6/1/2011	67400 · Consulting Services	7,846.08
Total Johnson, Dee			10,862.24
<b>Kaiser Permanente</b>			
Bill	5/16/2011	21020 · Accounts Payable	
Bill	5/16/2011	66020 · Employee Benefits	578.89
Bill	5/16/2011	21074 · Health Insurance Payable	578.89
Total Kaiser Permanente			1,157.78
<b>Labworks Equipment, Inc.</b>			
Bill	5/11/2011	21020 · Accounts Payable	
Bill	5/11/2011	64100 · Operating Supplies	421.85
Total Labworks Equipment, Inc.			421.85
<b>Leonardi Automotive &amp; Electric, Inc.</b>			
Bill	5/31/2011	21020 · Accounts Payable	
Bill	5/31/2011	60150 · Repairs & Maintenance	582.17
Bill	5/31/2011	21020 · Accounts Payable	
Bill	5/31/2011	60150 · Repairs & Maintenance	736.17
Bill	5/31/2011	21020 · Accounts Payable	
Bill	5/31/2011	60150 · Repairs & Maintenance	2,003.01
Total Leonardi Automotive & Electric, Inc.			3,321.35
<b>Linscott Engineering Contractors Inc</b>			
Bill	5/20/2011	21020 · Accounts Payable	
Bill	5/20/2011	72805 · Annual Trtmt Plnt/Pump St Impr	715.90
Total Linscott Engineering Contractors Inc			715.90
<b>Long, William C.</b>			
Bill	6/7/2011	21020 · Accounts Payable	
Bill	6/7/2011	66170 · Travel, Meetings & Training	93.60
Total Long, William C.			93.60
<b>MarinScope Inc.</b>			
Bill	5/24/2011	21020 · Accounts Payable	
Bill	5/24/2011	64170 · Pollution Prevention/Public Ed	433.00
Total MarinScope Inc.			433.00
<b>McMaster-Carr Supply Co.</b>			
Bill	5/20/2011	21020 · Accounts Payable	
Bill	5/20/2011	72805 · Annual Trtmt Plnt/Pump St Impr	73.55
Total McMaster-Carr Supply Co.			73.55
<b>Meyers, Nave, Riback, Silver &amp; Wilson</b>			
Bill	5/1/2011	21020 · Accounts Payable	
Bill	5/1/2011	66122 · Attorney Fees	9,109.39
Total Meyers, Nave, Riback, Silver & Wilson			9,109.39
<b>Nextel Communications</b>			
Bill	5/24/2011	21020 · Accounts Payable	
Bill	5/24/2011	60193 · Telephone	167.95
Bill	5/24/2011	65193 · Telephone	90.43
Bill	5/24/2011	66193 · Telephone	231.89
Total Nextel Communications			490.27
<b>North Marin Water District</b>			
Bill	5/26/2011	21020 · Accounts Payable	
Bill	5/26/2011	61000-4 · Water/Permits/Telephone	26.50
Bill	5/26/2011	65192 · Water	331.80
Bill	5/26/2011	60192 · Water	819.73

**Novato Sanitary District**  
**Operations Disbursement Detail**  
**For Check Register June 13, 2011**

Type	Date	Account	Debit
Total North Marin Water District			1,178.03
<b>North Marin Water District Payroll</b>			
Bill	6/1/2011	21020 · Accounts Payable	
Bill	6/1/2011	64010 · Salaries & Wages	2,736.75
Total North Marin Water District Payroll			2,736.75
<b>Novato Builders Supply</b>			
Bill	5/18/2011	21020 · Accounts Payable	
Bill	5/18/2011	65100 · Operating Supplies	38.72
Total Novato Builders Supply			38.72
<b>Novato Car Wash</b>			
Bill	5/30/2011	21020 · Accounts Payable	
Bill	5/30/2011	60100 · Operating Supplies	8.79
Bill	5/30/2011	66100 · Engineering Supplies	8.79
Total Novato Car Wash			17.58
<b>Novato Chamber of Commerce</b>			
Bill	6/10/2011	21020 · Accounts Payable	
Bill	6/10/2011	66170 · Travel, Meetings & Training	795.00
Total Novato Chamber of Commerce			795.00
<b>Novato Disposal-</b>			
Bill	6/1/2011	21020 · Accounts Payable	
Bill	6/1/2011	65150 · Repairs & Maintenance	50.18
Total Novato Disposal-			50.18
<b>Nute Engineering Inc.</b>			
Bill	5/13/2011	21020 · Accounts Payable	
Bill	5/13/2011	72403 · Pump Station Rehabilitation	6,537.50
Bill	5/13/2011	21020 · Accounts Payable	
Bill	5/13/2011	72403 · Pump Station Rehabilitation	495.00
Bill	5/13/2011	21020 · Accounts Payable	
Bill	5/13/2011	72706 · 2008 Collection System Improv	810.00
Bill	5/13/2011	21020 · Accounts Payable	
Bill	5/13/2011	72706 · 2008 Collection System Improv	255.00
Total Nute Engineering Inc.			8,097.50
<b>Pacific, Gas &amp; Electric</b>			
Bill	6/1/2011	21020 · Accounts Payable	
Bill	6/1/2011	65191 · Gas & Electricity	13.23
Bill	6/1/2011	21020 · Accounts Payable	
Bill	6/1/2011	65191 · Gas & Electricity	1.55
Bill	6/7/2011	21020 · Accounts Payable	
Bill	6/7/2011	61000-5 · Gas & Electricity	38,584.46
Bill	6/7/2011	61000-5 · Gas & Electricity	4,437.87
Bill	6/7/2011	65191 · Gas & Electricity	1,690.40
Total Pacific, Gas & Electric			44,727.51
<b>Pareto Co.</b>			
Bill	6/8/2011	21020 · Accounts Payable	
Bill	6/8/2011	63150 · Repairs & Maintenance	796.00
Bill	6/8/2011	21020 · Accounts Payable	
Bill	6/8/2011	63150 · Repairs & Maintenance	1,130.00
Total Pareto Co.			1,926.00
<b>Petty Cash</b>			
Bill	6/8/2011	21020 · Accounts Payable	
Bill	6/8/2011	66090 · Office Expense	5.48
Bill	6/8/2011	66170 · Travel, Meetings & Training	108.26
Bill	6/8/2011	60100 · Operating Supplies	13.19
Bill	6/8/2011	65150 · Repairs & Maintenance	11.77
Total Petty Cash			138.70
<b>Preferred Benefit</b>			
Bill	6/1/2011	21020 · Accounts Payable	
Bill	6/1/2011	66020 · Employee Benefits	3,360.24

**Novato Sanitary District**  
**Operations Disbursement Detail**  
**For Check Register June 13, 2011**

Type	Date	Account	Debit
Bill	6/1/2011	21074 · Health Insurance Payable	196.32
		Total Preferred Benefit	3,556.56
<b>RMC Water &amp; Environment, Inc.</b>			
Bill	5/18/2011	21020 · Accounts Payable	
Bill	5/18/2011	73001 · WWTP Upgrade - Contract C	3,686.48
		Total RMC Water & Environment, Inc.	3,686.48
<b>Royal Petroleum Company</b>			
Bill	5/20/2011	21020 · Accounts Payable	
Bill	5/20/2011	60060 · Gas, Oil & Fuel	1,792.66
Bill	5/20/2011	63060 · Gasoline & Oil	573.65
Bill	5/20/2011	64060 · Gasoline & Oil	250.97
Bill	5/20/2011	65060 · Gasoline & Oil	358.53
Bill	5/20/2011	66060 · Gasoline & Oil	609.50
		Total Royal Petroleum Company	3,585.31
<b>Sears Commercial One</b>			
Bill	2/18/2011	21020 · Accounts Payable	
Bill	2/18/2011	72803 · Annual Collection Sys Repairs	1,341.58
Bill	3/21/2011	21020 · Accounts Payable	
Bill	3/21/2011	65152 · Small Tools	397.88
Bill	4/20/2011	21020 · Accounts Payable	
Bill	4/20/2011	65152 · Small Tools	186.57
		Total Sears Commercial One	1,926.03
<b>Siemens Industry, Inc.</b>			
Bill	5/27/2011	21020 · Accounts Payable	
Bill	5/27/2011	64150 · Repairs & Maintenance	301.27
		Total Siemens Industry, Inc.	301.27
<b>Sierra Chemical Co.</b>			
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	65101 · Operating Chemicals	873.89
		Total Sierra Chemical Co.	873.89
<b>T-Mobile</b>			
Bill	5/24/2011	21020 · Accounts Payable	
Bill	5/24/2011	65193 · Telephone	22.64
		Total T-Mobile	22.64
<b>U.S. Bank Card (2)(June)</b>			
Bill	5/3/2011	21020 · Accounts Payable	
Bill	5/3/2011	66090 · Office Expense	32.94
		Total U.S. Bank Card (2)(June)	32.94
<b>Unicorn Group</b>			
Bill	6/7/2011	21020 · Accounts Payable	
Bill	6/7/2011	66130 · Printing & Publications	3,756.92
		Total Unicorn Group	3,756.92
<b>United Parcel Service</b>			
Bill	5/7/2011	21020 · Accounts Payable	
Bill	5/7/2011	66090 · Office Expense	3.72
Bill	5/21/2011	21020 · Accounts Payable	
Bill	5/21/2011	66090 · Office Expense	11.03
		Total United Parcel Service	14.75
<b>Verizon</b>			
Bill	5/28/2011	21020 · Accounts Payable	
Bill	5/28/2011	65193 · Telephone	390.51
		Total Verizon	390.51
<b>Verizon California</b>			
Bill	5/10/2011	21020 · Accounts Payable	
Bill	5/10/2011	66193 · Telephone	110.82
Bill	5/22/2011	21020 · Accounts Payable	
Bill	5/22/2011	66193 · Telephone	66.40

**Novato Sanitary District**  
**Operations Disbursement Detail**  
**For Check Register June 13, 2011**

Type	Date	Account	Debit
Bill	5/22/2011	21020 · Accounts Payable	
Bill	5/22/2011	61000-4 · Water/Permits/Telephone	60.90
Bill	5/22/2011	65193 · Telephone	60.90
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	65193 · Telephone	317.07
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	65193 · Telephone	43.54
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	65193 · Telephone	43.54
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	65193 · Telephone	43.54
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	65193 · Telephone	43.54
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	65193 · Telephone	43.54
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	65193 · Telephone	108.71
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	65193 · Telephone	134.59
Bill	5/25/2011	21020 · Accounts Payable	
Bill	5/25/2011	61000-4 · Water/Permits/Telephone	155.62
Bill	5/25/2011	66193 · Telephone	466.84
Total Verizon California			1,743.09
<b>Verizon Communications</b>			
Bill	5/10/2011	21020 · Accounts Payable	
Bill	5/10/2011	73002 · WWTP Up - Cont D - Rec- ARRA ...	160.73
Total Verizon Communications			160.73
<b>Vision Service Plan</b>			
Bill	5/19/2011	21020 · Accounts Payable	
Bill	5/19/2011	66020 · Employee Benefits	650.90
Total Vision Service Plan			650.90
<b>VWR International Inc.</b>			
Bill	5/13/2011	21020 · Accounts Payable	
Bill	5/13/2011	64100 · Operating Supplies	81.39
Total VWR International Inc.			81.39
<b>Whitney, Larry</b>			
Bill	6/8/2011	21020 · Accounts Payable	
Bill	6/8/2011	64160 · Research & Monitoring	2,700.00
Total Whitney, Larry			2,700.00
<b>Workforce Boots &amp; Clothing</b>			
Bill	5/8/2011	21020 · Accounts Payable	
Bill	5/8/2011	66090 · Office Expense	149.99
Total Workforce Boots & Clothing			149.99
<b>TOTAL</b>			<b>334,974.75</b>

06/10/11

# Novato Sanitary District Check Register

June 13, 2011

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Jun 13, 11</b>			
6/13/2011	2180	RMC Water & Environment, I...	21,127.49
6/13/2011	2178	North Bay Landscape Manag...	9,171.00
6/13/2011	2177	Bartle Wells Assoc, Inc	2,720.00
6/13/2011	2179	North Marin Water District Jo...	624.41
<b>Jun 13, 11</b>			<b>33,642.90</b>

06/10/11

**Novato Sanitary District**  
**Project Disbursements Detail**  
**For June 13, 2011 Check Register**

<u>Type</u>	<u>Date</u>	<u>Due Date</u>	<u>Account</u>	<u>Open Balance</u>
<b>Bartle Wells Assoc, Inc</b>				
Bill	5/19/2011	5/29/2011	72607 · WWTP Upgrade-...	906.66
Bill	5/19/2011	5/29/2011	72608 · WWTP Upgrade -...	906.67
Bill	5/19/2011	5/29/2011	72609 · WWTP Upgrade -...	906.67
Total Bartle Wells Assoc, Inc				2,720.00
<b>North Bay Landscape Management, Inc</b>				
Bill	5/18/2011	5/28/2011	72609 · WWTP Upgrade -...	9,171.00
Total North Bay Landscape Management, Inc				9,171.00
<b>North Marin Water District Jobsite</b>				
Bill	5/16/2011	5/26/2011	72609 · WWTP Upgrade -...	624.41
Total North Marin Water District Jobsite				624.41
<b>RMC Water &amp; Environment, Inc.</b>				
Bill	5/16/2011	5/26/2011	72609 · WWTP Upgrade -...	21,127.49
Total RMC Water & Environment, Inc.				21,127.49
<b>TOTAL</b>				<b>33,642.90</b>

06/10/11

# Novato Sanitary District Check Register

June 10, 2011

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
<b>Jun 10, 11</b>			
6/10/2011	ach	Long, William C	981.25
6/10/2011	3104	Di Giorgio, Michael	1,121.04
6/10/2011	3105	Welsh, Dennis J	296.57
<b>Jun 10, 11</b>			<b><u>2,398.86</u></b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> North Marin Water District (NMWD) request for Non-Domestic Discharge Permit for Crest Water Tank No. 1	<b>MEETING DATE:</b> June 13, 2011  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Approval of a temporary, one-time discharge permit for discharge of non-domestic water from NMWD's Crest Water Tank No. 1 located off Lindsey Court.	
<b>SUMMARY AND DISCUSSION:</b>  The District received a request from the North Marin Water District (NMWD) on June 3, 2011, for a temporary, non-domestic discharge permit. The request is to discharge approximately 22,000 gallons of water that contains barium, lead, and zinc levels below the allowable local discharge limits. The presence of metals in the water is from exterior blasting of lead based paint from Crest Tank No. 1.  Staff recommends the issuance of a temporary discharge permit with the following conditions:  <ol style="list-style-type: none"><li>1. The total discharge does not exceed 22,000 gallons,</li><li>2. The discharger does not exceed the maximum discharge rate of 50 gpm, and</li><li>3. The discharger is required to have a 50 micron sediment filter on its discharge.</li></ol>	
<b>ALTERNATIVES:</b> Do not approve the discharge. No alternatives were submitted by the requestor.	
<b>BUDGET INFORMATION:</b> Permit and discharge fees will offset the cost of preparing the permit and monitoring the discharge.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

NOVATO SANITARY DISTRICT BOARD MEETING  
June 13, 2011

Solid and Hazardous Waste Programs Update

1. FY 2010/2011 Program Accomplishments and Program Summary
2. FY 2011/12 Proposed Program Budget
3. Zero Waste Programs and Calendar
4. FY 2011/12 Emerging Issues

# NOVATO SANITARY DISTRICT BOARD MEETING

June 13, 2011

## Update on Solid and Hazardous Waste Programs

### FY 2010/2011 Program Accomplishments

- Household Hazardous Waste & E-Waste Programs
  - Increased HHW participation by 10% from FY 2010/11
    - Household batteries collected increased by 28%
    - Fluorescent tubes & compact fluorescents collected increased by 45%
    - E-Waste collected decreased by 8%
  - E-Waste event participation decreased slightly by 6% from FY 2010/11
  - Fluorescent tubes & bulbs collected at 4 sites
  - Household batteries collected at 4 sites
  - Collection of unwanted medications continues at 3 Novato pharmacies; Sharps/syringes at 8 Novato locations
- Education and Public Information
  - Updated Novato's Reuse/Recycling Guide and all fliers
  - Participated in public community events promoting programs: Novato Chamber Business Fair; Farmer's Market; 4<sup>th</sup> of July parade; Chamber of Commerce Business Fair; Tour of Novato FunFair Event; Art and Wine Festival; Rancho School tour of HHW Facility and Recycling Center; Pollution Prevention Week
  - Updated HHW and recycling resources on District and Novato Disposal websites
  - Maintained coordination with Novato Disposal to provide consistent messages
- AB939 Solid Waste Diversion and Zero Waste Programs
  - Maintained Committee administration and support and special reports
  - Reviewed and provided comments on County Zero Waste Programs; attended County AB939 Local Task Force & JPA meetings;
  - Produced 2010 disposal/diversion reports – increased diversion by 6%
  - Amended franchise agreement to include Zero Waste goals and programs

### FY2011/2012 Proposed Program Budget (Budget and Proposed Programs attached)

### Zero Waste Programs and Calendar/Timetable (Attached)

- Coordinate, develop and maintain zero waste programs, including food waste collection/composting, multifamily/commercial recycling, zero waste public and business outreach campaigns, school outreach, C&D diversion(program details in calendar)

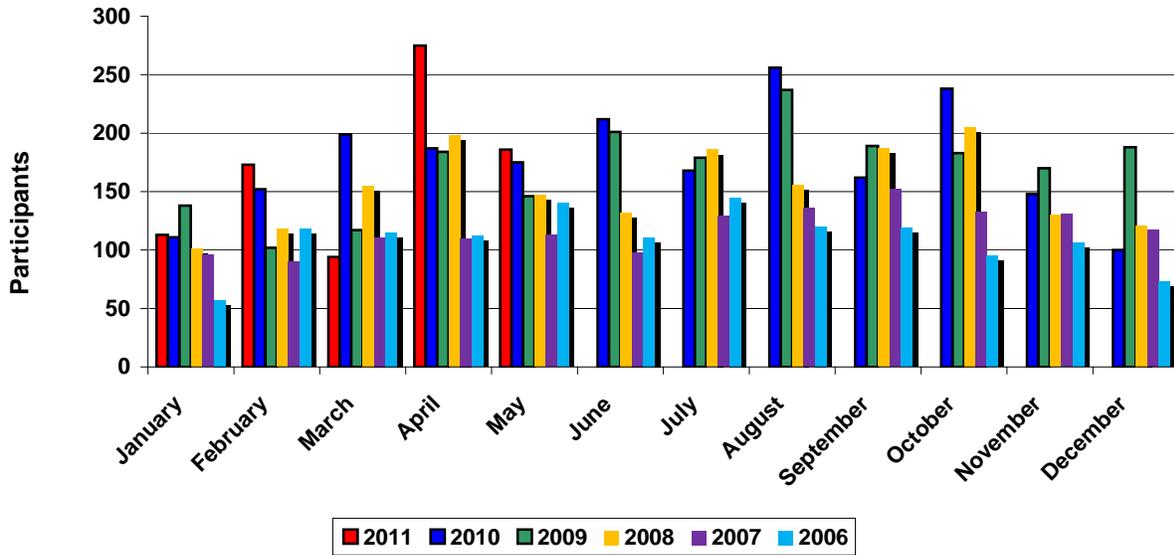
### FY 2011/2012 Emerging Issues

- Household Hazardous Waste & E-Waste Programs
  - Complete feasibility study for move of HHW Facility
  - Paint EPR Program; plan and programs in place by 7/2012
  - District takeover and potential expansion of sharps/pharmaceutical program
- Zero Waste Programs, Plans and Goals
- Education and Public Outreach
  - Increase public outreach media to include websites, social media
- County Hazardous/Solid Waste JPA matters





### HHW Facility Monthly Participation 2006- Current



**AB939 NOVATO DISPOSAL AND DIVERSION MONITORING 1997 - 2010**

Haulers: Novato Disposal  
Self Haulers

	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
<b>A. DIVERSION</b>														
Novato Disposal Recycled (Curbside & Buyba	10,969	10,981	11,028	11,772	12,238	12,095	12,081	8,645	13,647	8,819	10,006	12,472	12,773	20,332
MRRC recovery	352	389	428	612	782	999	1,120	1,092	1,196	1,037	1,759	2,050	1,062	1,272
Wood/Yard Waste Composted	0	128	0	779	556	72	0	0	0	1,252	0	0	0	0
Self haul Inerts Diverted Redwood Landfill	7,908	23,946	29,576	29,984	28,337	35,731	51,871	84,829	49,396	40,729	23,813	18,198	8,943	7,654
Redwood landfill self haul C&D recycled												7	96	43
City of Novato Inerts diverted	0	0	386	0	224	0	0	0	0	N/A	N/A	N/A		2,980
ADC from MRRC	196	101	17	0	35	139	154	413	179	400	236	0	0	0
Compost from MRRC												189	127	186
Greenwaste From Redwood Landfill self haul	730	98	1,449	1,617	2,043	1,856	1,828	1,881	1,747	2,333	1,127	1,306	1,040	893
Novato Disposal Inerts used as ADC	5,348	5,766	6,020	5,440	7,406	9,336	11,228	10,247	13,539	13,727	13,104	4,049	5,063	4,489
Novato Disposal Green waste used for compost											3,343	13,349	12,528	14,974
Hamilton Diversion	0	0	0		79,866	57,148	29,681	4,742	258	122	0	0	0	0
<b>TOTAL TONS DIVERTED</b>	<b>21,504</b>	<b>41,280</b>	<b>48,903</b>	<b>50,204</b>	<b>131,487</b>	<b>117,376</b>	<b>107,963</b>	<b>111,848</b>	<b>79,962</b>	<b>68,419</b>	<b>53,387</b>	<b>51,621</b>	<b>41,632</b>	<b>52,823</b>
<b>B. DISPOSAL</b>														
MSW& Debris Box/Novato Disposal	26,654	31,880	36,272	36,569	39,377	38,126	38,610	37,624	34,224	37,365	34,430	32,824	29,723	31,558
MRRC Residuals	634	603	832	926	953	1,253	1,463	1,349	1,504	1,703	1,472	1,387	649	856
MRRC Wood/Yard Waste incinerated	287	348	512	1,138	1,473	1,829	1,367	946	1,055	943	307	433	178	239
Redwood Landfill self haul C&D waste dispos	3,898	3,170	5,477	6,307	5,968	6,781	7,534	8,493	5,386	7,999	6,620	4,951	4,530	3,569
Novato waste disposed out-of-county	153	264	33	17	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A
Hamilton AFB/Debris	845	1,140	498	252	24,597	5,063	101	485	67	48	0	0	0	0
Renaissance Fair debris	0	2,052	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL TONS DISPOSED</b>	<b>32,471</b>	<b>39,456</b>	<b>43,625</b>	<b>45,209</b>	<b>72,369</b>	<b>53,052</b>	<b>49,076</b>	<b>48,897</b>	<b>42,237</b>	<b>48,058</b>	<b>42,829</b>	<b>39,594</b>	<b>35,080</b>	<b>36,222</b>
<b>C. TOTAL WASTE GENERATED(TONS)</b>	<b>53,975</b>	<b>80,736</b>	<b>92,527</b>	<b>95,413</b>	<b>203,856</b>	<b>170,427</b>	<b>157,039</b>	<b>160,745</b>	<b>122,198</b>	<b>116,478</b>	<b>96,216</b>	<b>91,215</b>	<b>76,712</b>	<b>89,045</b>
<b>D. COMPLIANCE WITH AB939 DIVERSION MANDATE</b>														
<b>Percent Diverted Using Generation Based</b>														
<b>Calculation Method(includes 10%</b>														
<b>incineration waste)</b>	<b>45%</b>	<b>51%</b>	<b>52.85%</b>	<b>52.74%</b>	<b>64.57%</b>	<b>68.88%</b>	<b>68.75%</b>	<b>69.58%</b>	<b>65.52%</b>	<b>58.82%</b>	<b>55.52%</b>	<b>56.64%</b>	<b>54.29%</b>	<b>59.35%</b>

**CITY OF NOVATO & DISTRICT AB939 DISPOSAL AND DIVERSION MONITORING**

Haulers: Novato Disposal  
Self Haulers

Reporting period: January - December 2010

<b>A. 2010 DIVERSION</b>	<u>1st Qtr.</u>	<u>2nd Qtr</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>TOTAL 2010</u>
Novato Disposal Recycled (Curbside & Buyback)	4,679.73	4,493.42	6,145.48	5,013.46	20,332.09
MRRC recovery	178.69	358.44	427.20	307.55	1,271.88
Self haul Inerts Diverted Redwood Landfill	1,405.87	1,798.04	3,052.60	1,397.36	7,653.87
Redwood Landfill self haul C&D recycled	0.00	17.50	16.50	8.52	42.52
City of Novato C&D diverted	N/A	1,098.96	937.84	943.59	2,980.39
ADC from MRRC	0.00	0.00	0.00	0.00	0.00
Compost from MRRC	27.02	50.88	42.41	65.19	185.50
Greenwaste From Redwood Landfill self haul/compost	194.44	274.59	255.39	168.78	893.20
Novato Disposal Inerts used as ADC	1,419.76	1,341.87	1,301.79	425.90	4,489.32
Novato Disposal Green Waste used for compost	3,169.69	3,455.92	3,985.49	4,362.87	14,973.97
<b>2010 TOTAL TONS DIVERTED</b>	<b>11,075.20</b>	<b>12,889.62</b>	<b>16,164.70</b>	<b>12,693.22</b>	<b>52,822.74</b>
<b>B. 2010 DISPOSAL</b>					
MSW& Debris Box/Novato Disposal	7,706.70	7,999.61	7,756.14	8,095.24	31,557.69
MRRC Residuals	154.00	245.28	262.32	194.77	856.37
MRRC Wood/Yard Waste incinerated/transformation	42.80	48.72	57.58	89.76	238.86
Redwood Landfill self haul C&D waste disposed	1,098.51	934.24	865.34	670.98	3,569.07
Novato waste disposed out-of-county	N/A	N/A	N/A	N/A	N/A
<b>2010 TOTAL TONS DISPOSED</b>	<b>9,002.01</b>	<b>9,227.85</b>	<b>8,941.38</b>	<b>9,050.75</b>	<b>36,221.99</b>
<b>C. 2010 TOTAL WASTE GENERATED(TONS)</b>	<b>20,077.21</b>	<b>22,117.47</b>	<b>25,106.08</b>	<b>21,743.97</b>	<b>89,044.73</b>
<b>D. COMPLIANCE WITH AB939 DIVERSION MANDATE</b>	<b>55.18%</b>	<b>58.30%</b>	<b>64.41%</b>	<b>58.42%</b>	<b>59.35%</b>
<b>Percent Diverted Using Generation Based Calculation Method(includes 10% incineration waste)</b>					

**REDWOOD LANDFILL SELF HAUL BREAKDOWN (TONS)**

	<u>1st Qtr.</u>	<u>2nd Qtr</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>TOTAL 2010</u>
Inerts/ Diverted	1,405.87	1,798.04	3,052.60	1,397.36	7,653.87
Greenwaste Diverted/compost	194.44	274.59	255.39	168.78	893.20
C&D/ Disposed	1,098.51	934.24	865.34	670.98	3,569.07
C&D Recycled	0.00	17.50	16.50	8.52	42.52
<b>Total</b>	<b>2,698.82</b>	<b>3,024.37</b>	<b>4,189.83</b>	<b>2,245.64</b>	<b>12,158.66</b>

## 2011/2012 Proposed Budget

Attached is the proposed budget for AB939 Solid and Hazardous waste programs for FY 2011/2012.

### Expenditures

#### Consulting Services

##### 1. HHW Programs and Facility

Increased costs for consulting services due to increased staff time required for specific HHW programs, such as household batteries, fluorescent bulbs, and E-Waste. In addition, staff time will be dedicated to planning and development of a feasibility study for move of the HHW facility to a new location. Planning to be completed by end of FY 2011/2012. HHW facility services and programs continue to make up the majority of these expenditures which include the ongoing operation and administration of the permanent HHW facility, E-Waste events staffing and support, state and local reporting requirements for E-Waste and grant requirements; monitoring of facility maintenance and repairs, coordination of the HHW contract, monthly and annual HHW reports, and development of new programs for targeted materials, such as battery collection, fluorescent tubes and bulbs and sharps and pharmaceuticals.

##### 2. AB939 and Zero Waste Programs.

Time will continue to be spent on countywide meetings such as the JPA, Local Task Force, City and District, in addition to meetings with District, Committee and Novato Disposal staff. Monitoring reports will continue to be produced regarding AB939 disposal/diversion and per capita disposal. In addition, projections for 2011/2012 include time spent on AB32 multifamily/commercial recycling program development, to include modifications to solid waste ordinance, identification of stakeholders, meetings and workshops with stakeholders, visits to multifamily/commercials complexes and implementation of program by July 2012. Zero Waste programs will include a significant increase in public outreach and education, to include participation at a minimum of 10 events, including County fairs, farmer's markets, Chamber Business fairs, 4<sup>th</sup> of July parade, Earth Day events and other prospective community events. A coordinated public outreach/education effort will develop coherent consistent messages in varied media, including print media, websites, social media sites and related outreach. Quarterly meetings will be scheduled with Novato Disposal and Sanitary District staff and consultants to work on specific outreach events and programs and maintain an outreach calendar. Increased outreach to businesses is also projected to include communication with small businesses and public agencies regarding hazardous waste disposal.

##### 3. Permanent HHW Facility and E-Waste

Contractor costs for the HHW Facility have increased due to rising participation at the Facility and increased labor and waste disposal costs, resulting in a small projected 2% increase in contractor costs for FY 2011/12. However, E-Waste event costs continue to decrease, due to price reductions obtained from our E-Waste recycler, resulting in a 30% reduction in projected expenditures. These costs will need to be monitored closely, due to the increased participation at the HHW facility and E-Waste events.

Hazardous waste programs continue to consume the greatest portion of our budget at 83% of total 2011/12 expenditures.

### Revenues

83% of the revenues to fund these programs come from fees assessed on the garbage rate. (AB939 fees). The 6% increase in AB939 fees for FY2011/12 accounts for the increase in expenditures, decrease in JPA fees and maintaining a fund balance to provide for potential facility closure costs and new facility initial project costs.

JPA fee revenues are budgeted at \$32,483, the same amount as FY 2010/11. The \$32,483 to be received for FY 2011/12 is comprised of the \$15,003 for the prior year's fees owed, and \$17,480 for current fees on Novato self-haul waste. This will be the ninth year of the JPA reimbursement fees. 9% of program revenues come from the JPA fee reimbursement, which must be spent on hazardous waste programs.

The remaining 8% of revenues come from state grants. Used Oil Block grant revenues have increased this year due to recent state legislation. It is expected that funding will stabilize this year as a result of this legislation.

No fund balance expenditures are anticipated this year.

At their meeting on May 16,2011, the Solid Waste Committee unanimously recommended this proposed budget for adoption by the District Board.

NOVATO SANITARY DISTRICT  
 2011/2012 PROPOSED BUDGET  
 AB 939 SOLID & HAZARDOUS WASTE PROGRAMS

ANTICIPATED FUND BALANCE A/O 6/30/11

\$141,064.00

	BUDGET FY 2010/11	EST. EXP/REVENUES THRU 06/30/11	BUDGET FY 2011/12	NARRATIVE
<b>REVENUES</b>				
AB939 Solid Waste Fees	\$280,493.00	\$280,493.00	\$297,586.00	
Used Oil Block Grant(1)	\$8,901.00	\$8,901.00	\$16,963.00	legislation increased grant amounts
DOC Beverage Container Recycling Grant(2)	\$13,589.00	\$13,589.00	\$13,589.00	
JPA Reimbursement & self haul fees	\$40,355.00	\$32,463.00	\$32,463.00	
<b>TOTAL REVENUES</b>	<b>\$343,338.00</b>	<b>\$335,446.00</b>	<b>\$360,601.00</b>	
<b>EXPENDITURES:</b>				
<b>Consulting Services:</b>				
HHW Programs				
Permanent Facility Planning, Operation & Coordination	\$62,500.00	\$62,500.00	\$70,500.00	Increased staff time for HHW facility planning & programs
Used Oil Program Services (1)	\$4,000.00	\$4,000.00	\$5,000.00	Maintain Used Oil Program services
<b>Subtotal HHW</b>	<b>\$66,500.00</b>	<b>\$66,500.00</b>	<b>\$75,500.00</b>	
AB939 Program Services:				
Admin. & Technical Support;Committee staffing;Zero Waste planning	\$11,500.00	\$13,500.00	\$14,000.00	Committee, LTF,JPA meetings; reports;legislation;zero waste policies
Monitoring & reporting	\$1,300.00	\$1,000.00	\$1,000.00	AB939 qty & annual reporting;SB1061 reporting
Business technical assistance	\$1,500.00	\$1,700.00	\$1,800.00	Increase outreach for public agencies,hazwaste inventories;
AB32 commercial/multi-family recycling: review,draft ordinance &workshop	\$3,000.00	\$1,000.00	\$4,800.00	AB32 requires recycling in all commercial/multi-families as of 7/2012
Education & Public Outreach	\$5,000.00	\$4,500.00	\$5,000.00	Increased outreach at fairs,farmers mkts;chamber;outreach committee
School programs	\$0.00	\$0.00	\$0.00	Included in Education/outreach
<b>Subtotal AB939</b>	<b>\$22,300.00</b>	<b>\$21,700.00</b>	<b>\$26,600.00</b>	
<b>Other Services</b>				
DOC Beverage Container Recycling(2)	\$2,964.00	\$2,964.00	\$2,964.00	Assist with school,public recycling
<b>Total Other Services</b>	<b>\$2,964.00</b>	<b>\$2,964.00</b>	<b>\$2,964.00</b>	
<b>Total Consulting Services ***</b>	<b>\$91,764.00</b>	<b>\$91,164.00</b>	<b>\$105,064.00</b>	
<b>Permanent HHW Facility</b>				
Outside contractual - Philips	\$193,000.00	\$193,000.00	\$197,000.00	Increased participation & labor/waste costs
Outside contractual - E-Waste collection event	\$18,000.00	\$12,000.00	\$12,000.00	Maintain 2 events
Education & Publicity	\$4,000.00	\$4,000.00	\$4,000.00	Ads;HHW&business fliers
Misc. - site maintenance, signs, etc.	\$5,000.00	\$5,000.00	\$5,000.00	HHW facility - striping; seal floor; repair roll-up doors; new signs
<b>Total Permanent HHW Facility</b>	<b>\$220,000.00</b>	<b>\$214,000.00</b>	<b>\$218,000.00</b>	
Used Oil Programs (1)	\$6,000.00	\$6,000.00	\$11,963.00	oil &filter recycling;clean tank;supplies
DOC Beverage Container Recycling(2)	\$10,574.00	\$10,574.00	\$10,574.00	Assist with school,public recycling
Other/Contingency	\$5,000.00	\$5,000.00	\$5,000.00	
City AB939 Admin Services	\$10,000.00	\$10,000.00	\$10,000.00	City staff time
<b>TOTAL EXPENDITURES</b>	<b>\$343,338.00</b>	<b>\$336,738.00</b>	<b>\$360,601.00</b>	
<b>FUND BALANCE EXPENDITURES</b>				
Permanent HHW Facility Site Costs	\$0.00	\$0.00	\$0.00	
Permanent HHW Facility Misc costs	\$0.00	\$0.00	\$0.00	
Permanent HHW Facility Education & Publicity	\$0.00	\$0.00	\$0.00	
Permanent HHW Facility - Unanticipated Contractor costs	\$0.00	\$0.00	\$0.00	
<b>TOTAL EXPENDITURES</b>	<b>\$343,338.00</b>	<b>\$336,738.00</b>	<b>\$360,601.00</b>	

ANTICIPATED FUND BALANCE A/O 6/30/12

\$164,927.00

(1) Funded by CalRecycle Used Oil Block Grant; 2011/12 funding increased by recent legislation

(2) Funded by DOC Beverage Grant

## CALENDAR/TIMETABLE FOR ZERO WASTE PROGRAMS IN FRANCHISE AGREEMENT

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

### EXHIBIT 4: Zero Waste Community Outreach

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
1. Novato Disposal newsletters	Casey/Melissa	2 times a year	Notify District in Fall for dates of subsequent annual newsletters	1 Zero Waste feature article in each newsletter
2. Promote 20 gallon cans	Casey/Melissa	ongoing	ongoing	Promote in newsletters & bill inserts
3. Promote backyard compost bins	Steve/Casey/Melissa	ongoing		Promote in newsletter, at events & with Backyard Compost classes run by Marin Food Scrap Coalition [or Marin Master Gardeners]
4. 2 additional Outreach Campaigns promoting zero waste, waste reduction and/or other diversion	Steve/Casey	Submit ideas for outreach campaigns to District for approval by 4 <sup>th</sup> quarter (October) of each year for following year	October of each year to District for approval <u>2011</u> : Food Waste Campaign	<u>2012 Campaign Ideas:</u> <ul style="list-style-type: none"> <li>• Target 95 gallon can customers to reduce can size;</li> <li>• Target commercial customers to recycle</li> <li>• Target reducing packaging, waste, etc.</li> </ul>
5. Promote commercial audits to all businesses of 4 c.y. or greater	Scott/Dee	(see AB32 item)	(see AB32 Item)	Include in AB32 promotions
6. New customer packets to include Zero Waste promotions	Casey/Melissa	ongoing	ongoing	New customer to be directed to website; packets upon request and update annually
7. Visit all commercial businesses with 4 c.y. service or more and multi-family complexes of 5 units or more annually	Scott/Dee	(see AB32 item)	(see AB32 item)	Visits to determine service level, contact with owners of business and/or property managers; visits with multi-family also identify resident outreach methods

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
8. Participate in 10 events annually	Steve/Casey/Melissa/Dee	Submit ideas for events to District by 4 <sup>th</sup> quarter of each year for following year (Nov) – <b>target list for 2012 events</b>	<b>Submit list to District by November 2011 for 2012</b>	<u>Events Committed/ Ideas:</u> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> of July – <b>2011 &amp; 2012</b></li> <li>• Chamber of Commerce Business Fair – <b>April 2011&amp;2012</b></li> <li>• An earth Day event - <b>2012</b></li> <li>• Novato's Clean and Green Day - <b>2012</b></li> <li>• Novato's Art and Wine Festival – <b>June 2011 &amp; 2012</b></li> <li>• Novato Farmer's Markets – <b>2011 &amp; 2012</b></li> <li>• Pollution Prevention Week Event – <b>Sept 2011 &amp; 2012</b></li> <li>• E-Waste Events handouts – <b>2011 &amp; 2012</b></li> <li>• Rotary presentations</li> <li>• A school event – <b>School Tour of Novato - 2011</b></li> </ul>
9. Conduct annual retraining at Novato schools on recycling and Zero Waste; participate in developing Zero waste curricula for schools; offer Zero Waste & recycling programs for school assemblies	Melissa/MCC	(See Ex. 5 School Recycling and Food Waste Program)	(See Ex. 5 School Recycling and Food Waste Program)	Needs more input from Melissa and MCC
10. Annual Waste Audit of City facilities and work with City on Zero Waste goals	Steve/Scott/Dee	Annual basis before 4 <sup>th</sup> quarter of each year	Work with City to determine additional sites	<u>Potential sites for 2012:</u> <ul style="list-style-type: none"> <li>• City offices</li> <li>• Police Dept.</li> <li>• City parks</li> <li>• Senior Center</li> </ul>
11. Bilingual Zero Waste recycling and diversion guides	Casey/Melissa	06/01/11	06/01/11	Update for current Guides
12. Paperless billing	Casey	Effective May 2011	Effective May 2011	Promote in newsletter and billing inserts
13. Interactive website with links to Zero waste & reuse options	Casey/Dee	See Exhibit 6	See Exhibit 6	

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
14. Billing inserts on program updates as needed	Steve/Casey	As needed	As needed	
15. Annual selective route audits to gauge program success	Steve/ Scott	Annual baseline audit 09/11	Annually	2011 conduct baseline audit on food waste program
16. Corrective action cart hangers	Steve/Route supervisor	As needed	As needed	
17. Work with regional Reuse E-network plan	Casey/Dee	Dependent on JPA	Dependent on JPA	JPA is working with Alameda & San Francisco to update regional database; ND will provide link to database on website

**Exhibit 5: School Recycling and Food Waste Program outline**

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

**EXHIBIT 6: Zero Waste Program Implementation Schedule**

ITEM/GOAL	PERSON(S) RESPONSIBLE	TIMELINE	FINAL DUE DATE	OBJECTIVES/ ADDITIONAL ITEMS
<b>Food/Green Waste Composting</b>				
1. Single family residential	Steve/Scott/Casey  Scott – ID HOA's  Casey- letters	- I.D. HOA's - 04/30/11  Letters out – 06/01/11	Final completion date -	<ul style="list-style-type: none"> <li>Additional work needed for some HOA's who don't have green carts, but have single family service; Scott working on list of all these; send letter out to these customers asking if they want a green cart (32 gal); then schedule delivery</li> </ul>
2. Place food waste diversion stickers on food carts	Steve/Scott/Casey		10/01/11	<ul style="list-style-type: none"> <li>Do mailing of food waste diversion stickers in Spring 2011 asking all households to place on cart; NDS to do an audit in September to determine compliance</li> </ul>
3. Supermarket food waste diversion	Steve/Scott/Casey	<i>Need schedule</i>	February 2012	
4. Restaurant Food waste diversion	Steve/Scott/Casey	<i>Need schedule</i>	March 2012	
5. Multi-family food waste diversion	Steve/Scott/Casey	<i>Need schedule</i>	July 2012	
<b>C&amp;D Recycling, reports &amp; enforcement</b>				
1. Monitor C&D recycling reports & conduct outreach to contractors	Casey/Dee	Ongoing/quarterly reports	Ongoing	NDS provides quarterly C&D recycling reports to City & Dee
2. Enforce C&D recycling thru Solid Waste ordinance	Beverly	Ongoing	Ongoing	District solid waste ordinance to be enforced and updated
<b>AB32 Multi-family &amp; Commercial mandated recycling</b>				
1. Identify all multifamily & commercial sites	Beverly/Casey/Dee/Scott	June 2011	June 2011	Review Novato Disposal & District databases to obtain accurate site information; develop database to include site name, address, phone, bill payer and/or site owner, level & type of service provided (garbage?;recycling?); site visits; outcome

<b>ITEM/GOAL</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>TIMELINE</b>	<b>FINAL DUE DATE</b>	<b>OBJECTIVES/ ADDITIONAL ITEMS</b>
2. Develop materials for commercial & multifamily residents	Melissa/Dee review	Sept. 2011	January 2012-	Agreed to move this item PRIOR to Site Visits so that we have material to handout; – & more time for site visits
3. Make site visits	Scott	Oct/Nov 2011	January 2012	Visits to include information on AB32 requirements, waste audit availability; potential of using Dee and/or Casey for visits also
4. Participate in workshops for multifamily & commercial property managers	Beverly/Dee/Scott	March 2012	March 2012	District will be responsible for developing workshops, with Novato Disposal's participation and assistance; need separate schedule for workshop development – Dee; rental housing associations assistance
5. Provide recycling containers	Steve/Scott	May 2012	May 2012	Following site visits, to determine size & placements, Novato Disposal can begin delivery of recycling containers
6. Implement mandated multifamily & commercial recycling	District & Novato Disposal	July 2012	July 2012	Date mandated by legislation; District to provide additional outreach & education
<b>Schools Campaign</b>				
1. Institute food waste recycling	District & Novato Disposal	2010	2010	Program instituted in select schools
2. Monitor food waste & recycling programs; meet with teachers & students	Melissa & MCC	See EX 5	See EX 5	Separate calendar & schedule to be developed
<b>Backyard Composting</b>				
1. Promote backyard composting through compost bin promotion	Steve/Casey/Melissa	Ongoing	Ongoing	See Item EX 4, Item 3
<b>Wet/Dry Route Collections</b>				
1. Discuss feasibility of system & institute if feasible	District & Novato Disposal	2018/2020	2020	Discussions begin in 2018, with system instituted in 2020 if feasible

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

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: Solid Waste: Household Hazardous Waste and AB 939 Programs Administration</b>	<b>MEETING DATE: June 28, 2010</b>  <b>AGENDA ITEM NO.:</b>										
<b>RECOMMENDED ACTION:</b> Approve proposal from DLJ to provide consulting services for the administration of the Household Hazardous Waste Programs.											
<b>SUMMARY AND DISCUSSION:</b> <p>Dee Johnson has been serving as the District's coordinator for the Household Hazardous Waste, Used Oil, and AB 939 programs for a number of years.</p> <p>She is proposing to perform the following services on a time and materials basis with the following not-to-exceed limits:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Administer the HHW Facility and Operations</td> <td style="text-align: right; padding: 2px;">\$70,500</td> </tr> <tr> <td style="padding: 2px;">Administer the Used Oil Block Grant</td> <td style="text-align: right; padding: 2px;">\$5,000</td> </tr> <tr> <td style="padding: 2px;">Administer the AB 939 and Zero Waste Program</td> <td style="text-align: right; padding: 2px;">\$26,600</td> </tr> <tr> <td style="padding: 2px;">DOC Beverage Container Recycling</td> <td style="text-align: right; padding: 2px;"><u>\$2,964</u></td> </tr> <tr> <td style="padding: 2px;">Total</td> <td style="text-align: right; padding: 2px;">\$105,064</td> </tr> </table> <p>The funding for this proposal is included in the budget for the AB 939 Solid Waste programs which was approved by the Joint Solid Waste Committee.</p> <p>The Used Oil Block Grant services are funded by a grant from California Integrated Waste Management Board. The HHW Facility, AB 939 and Zero Waste services are funded by AB 939 collector fees and Marin County JPA reimbursement.</p>		Administer the HHW Facility and Operations	\$70,500	Administer the Used Oil Block Grant	\$5,000	Administer the AB 939 and Zero Waste Program	\$26,600	DOC Beverage Container Recycling	<u>\$2,964</u>	Total	\$105,064
Administer the HHW Facility and Operations	\$70,500										
Administer the Used Oil Block Grant	\$5,000										
Administer the AB 939 and Zero Waste Program	\$26,600										
DOC Beverage Container Recycling	<u>\$2,964</u>										
Total	\$105,064										
<b>ALTERNATIVES:</b> Do not accept the proposal.											
<b>BUDGET INFORMATION:</b> This work will be funded from the 2011-12 budget which has been approved by the Solid Waste Committee.											
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>										

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Preliminary Budget	<b>MEETING DATE:</b> June 13, 2011 <b>AGENDA ITEM NO.</b>
<b>RECOMMENDED ACTION:</b> Schedule adoption of the Preliminary Budget for the meeting on June 27, 2011.	
<b>SUMMARY AND DISCUSSION:</b>	
<p>The Preliminary Budget for 2011-13 is attached. It has been refined from the Preliminary Budget that was presented to the Board at their workshop on March 5, 2011 and now includes the actual expenditures for 2010-11 through April 2011. The total projected operating expenditures have decreased by 1.4% from the previous estimate to \$8,806,593 for 2011/12 and \$9,082,505 for 2012/13. The Preliminary Budget Revenues are shown remaining the same for the two years at \$8,768,048 although it is anticipated that a 4% operating budget rate increase will be needed next year to balance the operating budget as shown. As was discussed at the Board workshop, the District will be undertaking a rate study in 2011/12 to inform decision-making on both the rate structure and the rates.</p> <p>The Capital budget is consistent with the five-year projection provided at the workshop with the addition of the interest payments for the SRF loan. As authorized by the Board the District is anticipating obtaining financing to fund the balance of the wastewater treatment plant improvements and recycled water plant that were not funded by the SRF loan or federal and state grants. Tom Gaffney of Bartle Wells will be making a presentation to the Board at their meeting on June 27<sup>th</sup> on the financing plan.</p> <p>The Board typically reviews the Preliminary Budget at the two meetings in June, adopting it on the second meeting in June. Once the final accounting is completed for 2010-11 the District prepares a Final Budget for 2011-12 for adoption by the Board at their second meeting in August.</p>	
<b>ALTERNATIVES:</b> NA	
<b>BUDGET INFORMATION:</b> NA	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

***PRELIMINARY BUDGET***

***FOR***

***FISCAL YEAR 2011-13***

***Presented June 2011***

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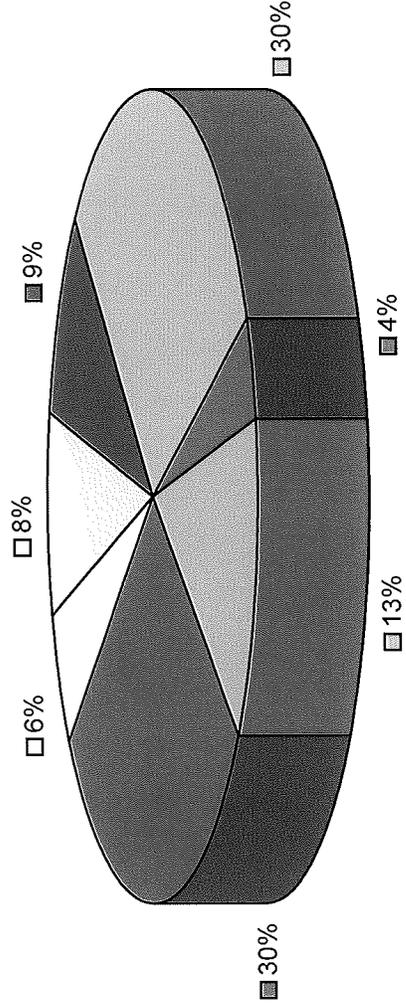
**SECTION I**

**OPERATING FUND SUMMARY SCHEDULES**

**Novato Sanitary District**  
**2011-13 Preliminary Budget**  
**Operating Budget - Summary of Expenditures**

	Budget 10/11	Expenditures thru April 2011	Est Exp 2010-11	Preliminary Budget 2011/12	Preliminary Budget 2012/13
<b>Collections</b>	1,193,905	781,471	1,230,358	1,151,759	1,196,477
<b>Treatment Facilities before Contract</b>	410,249	256,196	316,196	0	0
<b>Treatment - Contract Operations</b>	2,395,898	1,804,839	2,299,595	2,612,750	2,699,910
<b>Reclamation</b>	474,083	333,694	461,284	493,572	503,341
<b>Laboratory</b>	728,819	581,145	703,227	697,207	712,786
<b>Pump Stations</b>	724,075	536,151	654,671	767,298	770,945
<b>Administration</b>	2,879,455	2,338,153	2,867,143	2,721,746	2,825,917
<b>Hazardous Household Waste</b>	343,338	203,955	343,338	362,261	373,129
	9,149,822	6,835,603	8,875,812	8,806,593	9,082,505

# Preliminary Budget 2011-12 Expenditures by Department



- Collections
- Treatment - Contract Operations
- Reclamation
- Laboratory
- Pump Stations
- Administration
- Hazardous Household Waste

**Novato Sanitary District  
Preliminary Operating Budget - Revenue Summary  
2011-2013 Budget**

	Budget 10/11	Revenues thru April 2011	Est Rev 2010-11	Preliminary Budget 2011/12	Preliminary Budget 2012/13
41010 · Sewer Service Charges (1)	8,023,872	7,803,843	8,023,872	8,023,872	8,023,872
41030 · Plan Check & Inspection Fee	7,500	0	0	500	500
41040 · Permit & Inspection Fee	25,000	3,970	5,000	7,500	7,500
41060 · Interest Income	125,000	13,432	15,000	15,000	15,000
41080 · Engineering & Admin Charges	200,000	0	200,000	200,000	200,000
41090 · Non-domestic Permit Fees (2)	4,000	967	4,000	4,000	4,000
41100 · Garbage Franchise Fees	45,000	45,000	45,000	46,575	46,575
41105 · AB 939 Collector Fees	280,493	280,493	280,493	297,586	297,586
41107 · Oil/Bev/Tire Grants (3)	62,845	40,355	62,845	63,015	63,015
41110 · Sludge Disposal Charges	100	0	0	0	0
41130 · Ranch Income	76,851	0	60,000	60,000	60,000
41140 · Other Revenue (4)	235,000	27,461	30,000	40,000	40,000
41142 · Loss on disposal of assets	0	3,750	3,750	10,000	10,000
<b>Totals</b>	<b>9,085,661</b>	<b>8,219,271</b>	<b>8,729,960</b>	<b>8,768,048</b>	<b>8,768,048</b>

**COMMENTS:**

- (1) Service charge revenue is based on 2010-11 service charge of \$276.
- (2) Includes application fees, permits and monitoring charges.
- (3) Oil/Bev/Tire Grants \$22,490/ JPA Reimb Fees \$40,355.
- (4) Other revenue includes septic tank hauling fees, and other miscellaneous revenue.

**APPROPRIATIONS LIMITATION**

The appropriations limitation, pursuant to Article XIIB of the California Constitution, will be determined prior to submission of the final budget in August.

## **SECTION II**

### **OPERATING FUND BUDGET**

**Novato Sanitary District**  
**2011-13 Budget**  
**Operating Budget - Collections**

	Budget 10/11	Expenditures thru April 2011	Est Exp 2010-11	Preliminary Budget 2011/12	Preliminary Budget 2012/13
<b>60010 · Salaries &amp; Wages</b>	487,569	414,777	490,000	548,712	562,213
<b>60020 · Employee Benefits</b>	314,836	218,738	262,486	264,847	283,764
<b>60060 · Gas, Oil &amp; Fuel</b>	15,000	18,394	22,072	25,000	25,000
<b>60091 · Software Maint</b>	43,000	43,958	43,958	25,000	25,000
<b>60100 · Operating Supplies</b>	18,000	18,578	20,000	27,000	27,000
<b>60150 · Repairs &amp; Maint</b>	45,000	23,297	35,000	35,000	47,000
<b>60152 · Small Tools</b>	2,000	498	2,000	2,000	2,000
<b>60153 · Outside Services</b>	65,000	27,254	45,000	75,000	75,000
<b>60192 · Water</b>	4,000	3,724	4,000	4,200	4,300
<b>60193 · Telephone</b>	2,000	1,582	2,000	2,000	2,000
<b>60200 · Other(Garbage Coll)</b>	2,500	1,828	2,500	3,000	3,200
<b>60201 · Permits &amp; Fees</b>	160,000	8,842	266,342	100,000	100,000
<b>60290 · Vehicle Replacemnt</b>	35,000	0	35,000	40,000	40,000
	<b>1,193,905</b>	<b>781,471</b>	<b>1,230,358</b>	<b>1,151,759</b>	<b>1,196,477</b>

**Novato Sanitary District**  
**2011-13 Budget**  
**Operating Budget - Treatment Facilities Contract Operations**

	Budget 10/11	Expenditures thru April 2011	Est Exp 2010-11	Preliminary Budget 2011/12	Preliminary Budget 2012/13
<b>61000-1 · Fixed Fee</b>	1,707,983	1,347,586	1,650,182	1,880,000	1,945,000
<b>61000-2 · Insurance &amp; Bonds</b>	37,100	37,750	50,598	51,750	53,600
<b>61000-3 · Major Repr/Repicmnt</b>	92,000	18,322	40,000	104,000	107,000
<b>61000-4 · Water/Permits/Phone</b>	16,000	7,385	16,000	16,000	16,480
<b>61000-5 · Gas &amp; Electricity</b>	542,815	393,796	542,815	561,000	577,830
	<b>2,395,898</b>	<b>1,804,839</b>	<b>2,299,595</b>	<b>2,612,750</b>	<b>2,699,910</b>

Comments:

**Novato Sanitary District**  
**2011-2013 Budget**  
**Operating Budget Reclamation**

	Budget 10/11	Expenditures thru April 2011	Est Exp 2010-11	Preliminary Budget 2011/12	Preliminary Budget 2012/13
<b>63010 · Salaries &amp; Wages</b>	29,219	24,601	29,219	30,091	31,144
<b>63020 · Employee Benefits</b>	15,864	13,405	15,864	13,981	14,697
<b>63060 · Gasoline &amp; Oil</b>	5,000	6,648	8,000	8,000	8,500
<b>63091 · Software Maint</b>	2,500	0	2,500	2,500	3,000
<b>63100 · Operating Supplies</b>	3,000	1,619	3,000	3,000	3,000
<b>63115 · Sludge Disposal</b>	130,000	147,868	148,000	148,000	150,000
<b>63150 · Repairs &amp; Maint</b>	85,000	34,235	85,000	85,000	85,000
<b>63151 · Unusual Equipment Maint</b>	50,000	22,232	50,000	50,000	50,000
<b>63152 · Small Tools</b>	1,500	289	1,500	1,000	1,000
<b>63157 · Ditch/Dike Maint</b>	20,000	1,010	20,000	20,000	20,000
<b>63191 · Gas &amp; Electricity</b>	115,000	67,668	81,201	115,000	120,000
<b>63192 · Water</b>	8,000	12,329	8,000	8,000	8,000
<b>63201 · Permits &amp; Fees</b>	2,000	1,791	2,000	2,000	2,000
<b>63290 · Vehicle Replacemnt</b>	7,000	0	7,000	7,000	7,000
	<b>474,083</b>	<b>333,694</b>	<b>461,284</b>	<b>493,572</b>	<b>503,341</b>

COMMENTS:

**Novato Sanitary District**  
**2011-13 Budget**  
**Operating Budget - Laboratory**

	Budget 10/11	Expenditures thru April 2011	Est Exp 2010-11	Preliminary Budget 2011/12	Preliminary Budget 2012/13
<b>64010 · Salaries &amp; Wages</b>	245,579	201,199	241,439	215,791	222,293
<b>64020 · Employee Benefits</b>	139,840	96,966	116,359	101,616	107,193
<b>64060 · Gasoline &amp; Oil</b>	2,000	2,644	4,000	4,000	4,500
<b>64091 · Software Maintenance</b>	13,000	510	13,000	13,000	13,000
<b>64100 · Operating Supplies</b>	40,000	36,526	40,000	40,000	40,000
<b>64150 · Repairs &amp; Maintenance</b>	11,000	7,827	11,000	11,000	11,000
<b>64160 · Research &amp; Monitoring</b>	248,000	201,691	242,030	275,400	275,400
<b>64170 · Pollution Prev/Public Ed</b>	25,000	30,972	31,000	32,000	35,000
<b>64201 · Permits &amp; Fees</b>	3,000	2,811	3,000	3,000	3,000
<b>64290 · Vehicle Replacement</b>	1,400	0	1,400	1,400	1,400
	<b>728,819</b>	<b>581,145</b>	<b>703,227</b>	<b>697,207</b>	<b>712,786</b>

Comments:

**Novato Sanitary District  
2011-2013 Budget  
Operating Budget - Pump Stations**

	Budget 10/11	Expenditures thru April 2011	Est Exp 2010-11	Preliminary Budget 2011/12	Preliminary Budget 2012/13
<b>65010 · Salaries &amp; Wages</b>	290,611	223,428	268,113	322,371	330,442
<b>65020 · Employee Benefits</b>	176,964	109,587	131,504	159,927	171,103
<b>65060 · Gasoline &amp; Oil</b>	3,000	3,673	4,000	2,500	2,700
<b>65091 · Software Maintenance</b>	10,000	8,464	8,500	10,000	10,000
<b>65100 · Operating Supplies</b>	9,000	6,787	9,000	9,000	9,000
<b>65101 · Operating Chemicals</b>	4,000	0	4,000	4,000	4,200
<b>65150 · Repairs &amp; Maintenance</b>	90,000	84,070	90,000	100,000	100,000
<b>65152 · Small Tools</b>	2,500	627	2,500	2,500	2,500
<b>65191 · Gas &amp; Electricity</b>	95,000	72,508	95,000	100,000	100,000
<b>65192 · Water</b>	10,000	3,290	7,500	5,000	5,000
<b>65193 · Telephone</b>	21,000	16,476	19,772	21,000	21,000
<b>65201 · Permits &amp; Fees</b>	2,000	4,782	4,782	21,000	5,000
<b>65290 · Vehicle Replacement</b>	10,000	2,459	10,000	10,000	10,000
	<b>724,075</b>	<b>536,151</b>	<b>654,671</b>	<b>767,298</b>	<b>770,945</b>

Comments: 65150- Rep/maint      Bypass hose spool - Cost \$10,000

**Novato Sanitary District  
2011-2013 Budget  
Operating Budget - Hazardous Household Waste**

	Budget 10/11	Expenditures thru April 2011	Est Exp 2010-11	Preliminary Budget 2011/12	Preliminary Budget 2012/13
<b>67400 · Consulting Services</b>	91,764	67,488	91,764	102,100	105,163
<b>67500 · Household Hazardous Wst</b>	211,000	135,888	211,000	218,000	224,540
<b>67520 · Permanent HHW Facility</b>	9,000	539	9,000	9,270	9,548
<b>67530 · Used Oil Program</b>	16,574	0	16,574	16,963	17,472
<b>67600 · Other</b>	5,000	40	5,000	5,928	6,106
<b>67610 · City AB 939 Admin Service</b>	10,000	0	10,000	10,000	10,300
	<b>343,338</b>	<b>203,955</b>	<b>343,338</b>	<b>362,261</b>	<b>373,129</b>

Note: 3% Increase.

**Novato Sanitary District  
2011-2013 Budget  
Operating Budget - Administration**

	Budget 10/11	Expenditures thru April 2011	Est Exp 2010-11	Preliminary Budget 2011/12	Preliminary Budget 2012/13
66010 · Salaries & Wages	935,134	825,404	970,000	965,152	991,735
66020 · Employee Benefits	531,153	366,729	490,075	440,309	460,313
66021 · Retiree Health Benefits	224,068	175,001	224,068	230,485	246,619
66030 · Director's Fees	50,000	33,525	45,000	45,000	45,000
66040 · Election Expense	0	0	0	60,000	60,000
66060 · Gasoline & Oil	5,000	6,749	7,500	5,000	5,000
66070 · Insurance	154,000	170,287	170,300	195,600	215,600
66071 · Insurance Claim Expense	25,000	1,284	10,000	45,600	45,600
66075 · Agency Dues	40,000	38,541	40,000	40,000	41,200
66080 · Memberships	6,000	6,756	7,500	7,000	7,210
66090 · Office Expense	30,000	19,515	22,000	25,000	27,500
66100 · Engineering Supplies	8,000	8,860	10,000	10,000	10,500
66121 · Accounting & Auditing	24,500	21,040	24,500	22,000	22,500
66122 · Attorney Fees	401,000	354,280	401,000	190,000	190,000
66123 · O/S Contractual	220,000	125,936	220,000	220,000	233,000
66124 · IT/Misc Electrical	40,000	38,532	40,000	40,000	40,000
66130 · Printing & Publications	17,000	6,369	17,000	17,000	17,000
66150 · Repairs & Maintenance	40,000	34,281	40,000	40,000	40,000
66170 · Travel, Meetings & Training	40,000	34,637	40,000	35,000	36,050
66193 · Telephone	14,000	11,035	14,000	14,000	14,420
66202 · County Fees-Property Taxes	30,000	30,796	31,000	31,000	31,930
66203 · County Fees-Sewer Ser Chg	30,000	28,597	28,600	29,000	29,870
66250 · Service Charge Sys Exp	9,000	0	9,000	9,000	9,270
66290 · Vehicle Replacement	5,600	0	5,600	5,600	5,600
	<b>2,879,455</b>	<b>2,338,153</b>	<b>2,867,143</b>	<b>2,721,746</b>	<b>2,825,917</b>

Comments:

O/S Contractual in PY:

Safety - \$60,000	60,000.00
IEDA Misc. labor relations and comp study - \$13,000	13,000.00
Misc Engineering	65,000.00
Public Outreach - \$70,000	70,000.00
Financial/Rates	25,000.00

Total

233,000.00

Novato Sanitary District  
 2011-2013  
 Operating Budget - PERSONNEL DETAIL

Number	Position	Dept.	Pay Range	Total	
				2010-11 Salaries	2012/13 Salaries
1.00	Manager-Engineer.....	A/E		168,132	168,132
1.00	Deputy - Manager Engineer.....	A/E	MC122.5	152,136	157,461
1.00	Senior Engineer.....	.75AE/.25PS	MC116.5	113,520	117,493
1.00	Field Services Superintendent.....	.5AE/.25PS/.25Rec	MC117	116,292	120,362
0.46	Administrative Services Specialist .....	A/E	MC117.5	56,678	58,662
0.00	Administrative Assistant .....	A/E	MC103.5	-	-
1.00	Administrative Secretary.....	A/E	MC106	67,992	70,372
1.00	Finance Officer.....	A/E	MC112.5	93,396	96,665
1.00	Staff Engineer.....	.5A/E/.5CS	47	86,784	89,821
1.00	Construction Inspector.....	A/E	44.5	76,836	79,525
1.00	Information System Specialist II.....	.5A/E/.5CS	43.5	73,176	75,737
1.00	Laboratory Supervisor.....	L/M	MC115.5	108,120	111,904
1.00	ECA I.....	L/M	43	71,388	73,887
1.00	Instrument Technician/Electrician.....	.75AE/.25PS	46.5	84,708	87,673
1.00	Collection System Superintendent.....	.67CS/.33PS	MC115	105,480	109,172
1.00	Collection System Leadworker.....	.67CS/.33PS	47	86,784	89,821
5.75	Collection System Worker II.....	.67CS/.33PS	40.5	355,174	388,712
1.00	Collection System Worker I.....	.67CS/.33PS	38.5	47,172	51,182
0.00	Engineering Intern.....	A/E	N/A	-	-
1.00	Collection System Temp.....	C/S	N/A	30,000	-
0.00	Lab. Intern (NMWD)	L/M	N/A	28,000	28,000
0.40	Hourly Electrician	.75AE/.25PS	N/A	40,000	40,000
	Allowance for Overtime.....	C/S		30,000	30,000
	Allowance for Overtime.....	A/E		7,500	7,500
	Allowance for Overtime.....	L/M		2,000	2,000
	Allowance for Standby Duty Pay.....	C/S		20,000	20,000
				-	-
	CCSR.....	PS		1,500	1,500
	Subtotal			2,022,768	2,075,581
	Allowance for Possible COLA - across the board .....	3.50%		59,347	62,246
				<u>2,082,116</u>	<u>2,137,827</u>
22.61	Administration and Engineering (A/E)	=	965,152	991,735	
	Laboratory and Monitoring (L/M)	=	215,791	222,293	
	Collection System	67% =	548,712	562,213	
	Pump Stations	33% =	322,371	330,442	
	Reclamation Facilities	=	30,091	31,144	
	Total/Check		<u>2,082,116</u>	<u>2,137,827</u>	

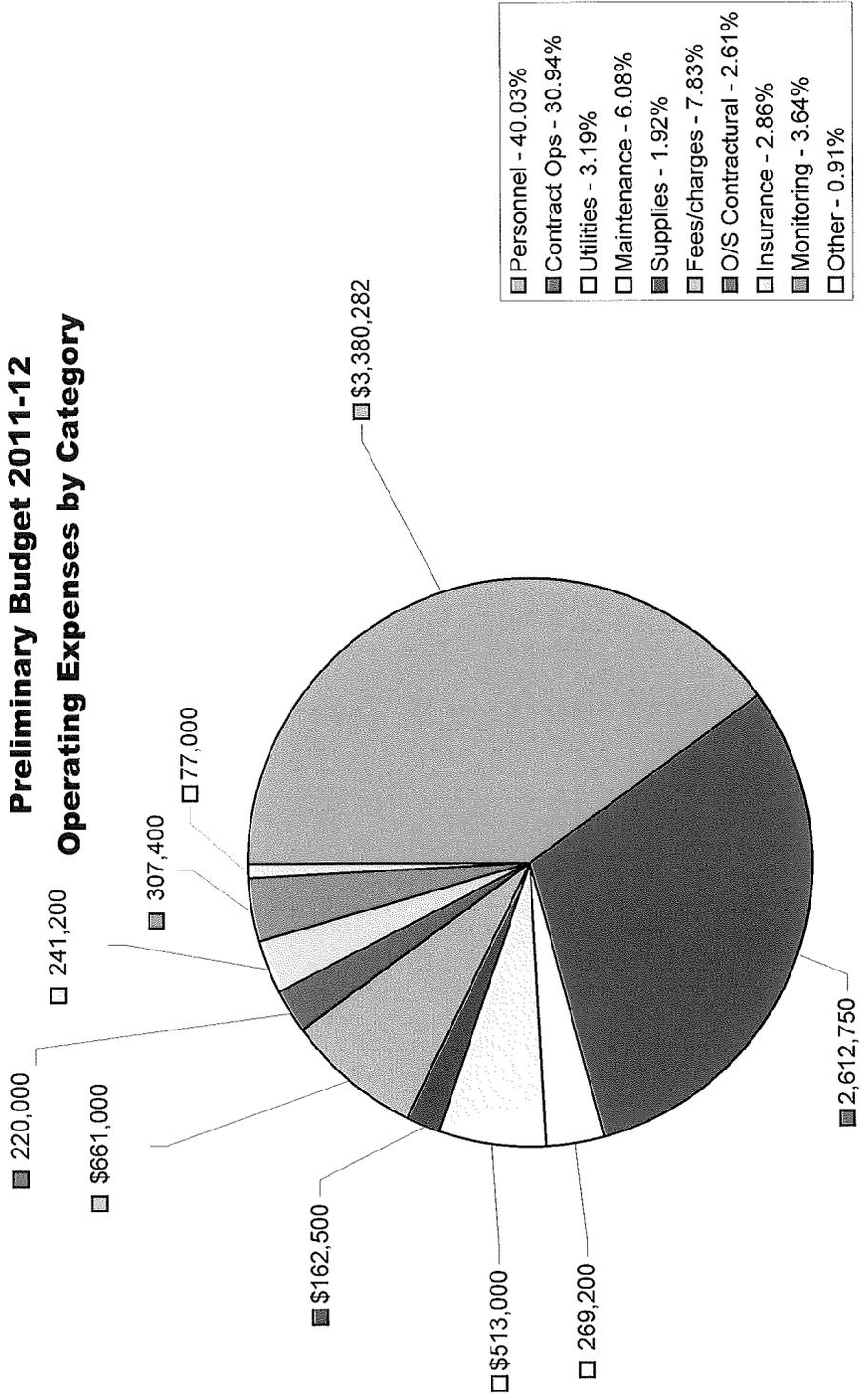
## **SECTION III**

### **CHARTS AND GRAPHS**

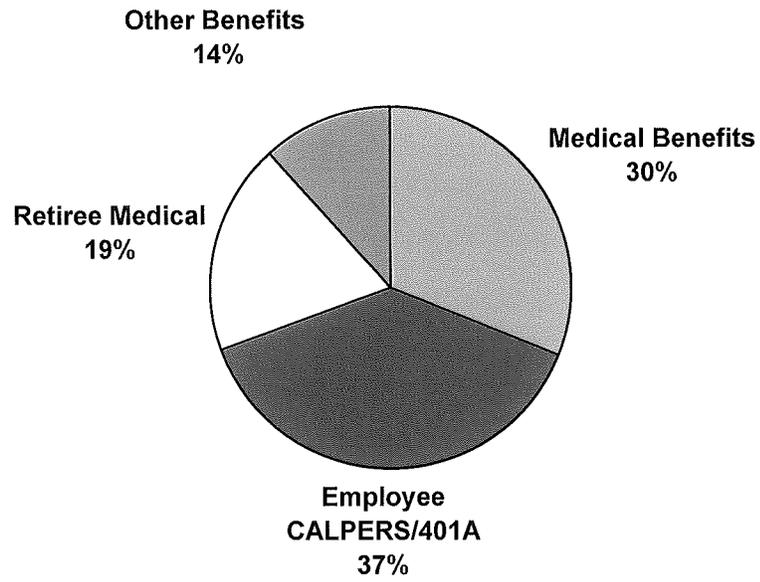
**Novato Sanitary District  
2011-12 Budget**

2011-12 PRELIMINARY BUDGET									
Treatment Facilities	Recl	L-M	Pump Stations	Collection System	A-E	Total	Percent	Over/Under PY Budget	% Over/Under PY Budget
Salaries and Wages	30,091	215,791	322,371	548,712	965,152	2,082,117	23.64%	30,270	1.48%
Employee Benefits	13,981	101,616	159,927	264,847	440,309	980,680	11.14%	(218,846)	-18.24%
Retiree Health Benefits					230,485	230,485	2.62%	6,417	2.86%
Directors' Fees					45,000	45,000	0.51%	(5,000)	-10.00%
Election Expense					60,000	60,000	0.68%	60,000	0.00%
Gasoline, Oil & Fuel	8,000	4,000	2,500	25,000	5,000	44,500	0.51%	12,700	39.94%
Insurance					195,600	195,600	2.22%	41,600	27.01%
Ins Claims Expense					45,600	45,600	0.52%	20,600	82.40%
Agency Dues					40,000	40,000	0.45%	-	0.00%
Memberships					7,000	7,000	0.08%	1,000	16.67%
Office Expense					25,000	25,000	0.28%	(5,000)	-16.67%
Software Maint	2,500	13,000	10,000	25,000		50,500	0.57%	(48,000)	-63.58%
Operating Supplies	3,000	40,000	9,000	27,000	10,000	89,000	1.01%	8,400	10.42%
Operating Chemicals			4,000			4,000	0.05%	(5,000)	-55.56%
Sludge Disposal-Contractual	148,000					148,000	1.68%	(32,000)	-17.78%
Accounting & Auditing					22,000	22,000	0.25%	(2,500)	-10.20%
Attorney					190,000	190,000	2.16%	(211,000)	-70.33%
Outside Consulting					220,000	220,000	2.50%	-	0.00%
IT/Misc. Electrical					40,000	40,000	0.45%	-	0.00%
Printing & Publication					17,000	17,000	0.19%	-	0.00%
Repairs & Maintenance	85,000	11,000	100,000	35,000	40,000	271,000	3.08%	(27,500)	-9.21%
Unusual Equipment Maint	50,000					50,000	0.57%	-	0.00%
Small Tools	1,000		2,500	2,000		5,500	0.06%	(700)	-11.29%
Outside Services					75,000	75,000	0.85%	10,000	15.38%
Ditch/Dike Maintenance	20,000					20,000	0.23%	-	0.00%
Research & Monitoring		275,400				275,400	3.13%	27,400	11.05%
Travel, Mtgs & Train.					35,000	35,000	0.40%	(5,000)	-12.50%
Pollution Prevention/Pub. Ed.		32,000				32,000	0.36%	7,000	28.00%
Gas & Electricity	115,000		100,000			215,000	2.44%	(59,000)	-21.53%
Water	8,000		5,000	4,200		17,200	0.20%	(5,100)	-22.87%
Telephone			21,000	2,000	14,000	37,000	0.42%	(1,245)	-3.26%
Other/Operational Assistance				3,000		3,000	0.03%	(47,500)	-94.06%
Permits & Fees	2,000	3,000	21,000	100,000		126,000	1.43%	(136,000)	-51.91%
Co. Collection Fees					60,000	60,000	0.68%	-	0.00%
Ser. Chg. System Exp					9,000	9,000	0.10%	-	0.00%
Vehicle Replacement	7,000	1,400	10,000	40,000	5,600	64,000	0.73%	5,000	8.47%
Capital Outlay						-	0.00%	-	0.00%
AB 939 Solid Waste Programs					362,261	362,261	4.11%	18,923	5.51%
Contract Operations	2,612,750					2,612,750	29.67%	216,852	9.05%
<b>Total</b>	<b>2,612,750</b>	<b>493,572</b>	<b>697,207</b>	<b>1,151,759</b>	<b>3,084,007</b>	<b>8,806,593</b>	<b>100.00%</b>	<b>(560,081)</b>	<b>-6.21%</b>
	29.67%	5.60%	7.92%	8.71%	13.08%	35.02%	100.00%		

**Preliminary Budget 2011-12  
Operating Expenses by Category**



**2011-12 Preliminary Budget  
Employee Benefits**



## **SECTION IV**

# **CAPITAL IMPROVEMENT BUDGET**

**Novato Sanitary District**  
**Capital Improvement Budget - Revenue Summary**  
**Budget 2011-13**

		Revenues	Est Rev	Preliminary	Preliminary
	Budget 10/11	thru April 2011	2010-11	Budget	Budget
				2011/12	2012/13
<b>Capital Improvement Income</b>					
51010 · Sewer Service Charges	5,407,578	5,089,063	5,407,578	5,407,578	5,407,578
51015 · Property Taxes	1,875,000	1,618,173	1,875,000	1,893,750	1,893,750
51020 · Connection Charges	162,200	125,657	162,200	80,000	96,000
51030 · Collector Sewer Charges	4,000	0	4,000	4,000	4,000
51040 · Special Equalization Chrg	12,000	135	1,000	6,000	6,000
51060 · Interest	50,000	8,989	12,000	25,000	25,000
51070 · Other Revenue	859,480	108,813	150,000	20,000	20,000
<b>Total Capital Improvement Income</b>	<b>8,370,258</b>	<b>6,950,830</b>	<b>7,611,778</b>	<b>7,436,328</b>	<b>7,452,328</b>

**Novato Sanitary District  
Capital Improvements Budget  
2011-2013 Budget**

	Budget 10/11	Expenditures thru April 2011	Est Exp 2010-11	Preliminary Budget 2011/12	Preliminary Budget 2012/13
72110 · Drainage PS 3&7 Outfall Rehab	50,000	0	0	0	50,000
72111 · SCADA Phase II	20,000	0	20,000	20,000	20,000
72403 · Pump Station Rehabilitation	3,700,000	486,690	700,000	3,000,000	2,000,000
72508 · N. Bay Water Recycling Auth	90,000	147,669	50,000	50,000	50,000
72509 · NTP Soil & Groundwater Inv	5,000	0	5,000	5,000	5,000
72604 · Laboratory Improvements	30,000	16,850	30,000	30,000	10,000
72607 · WWTP Upgrade-Contract A1	50,000	48,917	50,000	15,000	10,000
72608 · WWTP Upgrade - Contract A2	5,000	0	5,000	10,000	10,000
72609 · WWTP Upgrade - Contract B	6,000,000	5,710,967	6,000,000	400,000	50,000
72611 · Bayside Sewer	10,000	0	0	10,000	25,000
72612 · Southgate Sewer-	3,000	0	0	3,000	10,000
72706 · 2008 Collection System Improv	3,000,000	3,013,924	3,000,000	3,000,000	2,000,000
72707 · Hamilton Wetlands/Outfall Monit	5,000	0	0	5,000	5,000
72708 · Cogeneration	50,000	0	0	50,000	700,000
72801 · Annual Minor Projects	25,000	1,108	25,000	25,000	25,000
72802 · Annual Sewer Adj. for City Proj	25,000	16,252	25,000	25,000	30,000
72803 · Annual Collection Sys Repairs	270,000	67,384	250,000	200,000	200,000
72804 · Annual Reclamation Fac Imp	200,000	136,045	200,000	150,000	150,000
72805 · Annual Trtmt Plnt/Pump St Impr	200,000	72,319	200,000	150,000	150,000
72808 · Strategic Plan Update	50,000	3,383	4,000	50,000	0
73001 · WWTP Upgrade - Contract C	787,500	128,920	30,000	800,000	3,500,000
73002 · WWTP Up-Cont D-Rec(ARRA-25%)	2,951,100	723,128	951,000	6,500,000	500,000
73003 · Admin Building Upgrade	0	4,565	50,000	0	250,000
78500 · Interest - Zions Bank/SRF	170,972	217,658	217,658	6,600,000	5,589,000
<b>Totals</b>	<b>17,697,572</b>	<b>10,795,777</b>	<b>11,812,658</b>	<b>21,098,000</b>	<b>15,339,000</b>

**NOVATO SANITARY DISTRICT  
BOARD AGENDA ITEM SUMMARY**

<b>TITLE:</b> Collection System Improvements; Olive/Chase/Orange; Project No. 72706 – Phase C	<b>MEETING DATE:</b> June 13, 2011  <b>AGENDA ITEM NO.:</b>
<b>RECOMMENDED ACTION:</b> Consider accepting project and authorizing filing of Notice of Completion.	
<b>SUMMARY AND DISCUSSION:</b>  <p>On June 28, 2010 the District's Board of Directors awarded the Contract for the Olive/Chase/Orange Sewer Project to J&amp;M, Inc. for a low bid amount of \$1,805,843.60. The work began on the project on August 23, 2010 and substantial completion was achieved on March 4, 2011.</p> <p>The Contractor has completed the contract work and the project is ready for final acceptance. The current cost of the project is \$1,808,887.58 or \$3,043.98 above the bid amount. Note that the Contractor has submitted additional Change Order requests that are still in negotiation. At this time, it is estimated that the aggregate cost of these change orders will be \$27,581 or less. Once this amount has been finalized, a wrap-up or balancing change order will be prepared, and a final payment will be made to the Contractor to close out the Contract.</p> <p>As noted earlier, substantial completion was achieved March 4<sup>th</sup>, 2011, and the District has had beneficial occupancy since that time, 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>Therefore, 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> This project was funded under the Collection Systems Improvements Project for 2010-11, which included a budget amount of \$3,000,000.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Annual Collection System Repairs – Bolero Court Sewer Repair Project; Project No. 72803-10-05	<b>MEETING DATE:</b> June 13, 2011 <b>AGENDA ITEM NO.</b>
<b>RECOMMENDED ACTION:</b> Authorize Manager to award Contract to Linscott Engineering.	
<b>SUMMARY AND DISCUSSION:</b>  <p>On May 11, 2011 the District requested proposals from five local contractors to replace 153 feet of 8” sewer main at the north end of Bolero Court in the Bahia Area of Novato, District staff discovered that this sewer main was constructed of asbestos cement pipe and was failing and must be replaced. This request was made using the informal bid process under the Uniform Public Construction Cost Accounting Act.</p> <p>On June 2<sup>nd</sup> the District received one bid for this work in the amount of \$33,480.00 from Linscott Engineering of San Rafael. Staff has reviewed the bid received and believes it is reasonable and accurate. Ghilotti Bothers of San Rafael contacted District staff after the close of the bid reporting that they were unable to submit a bid on time due to a miscommunication on their part. Ghilotti Brothers reported that their bid would have been around \$39,000.00.</p> <p>Staff requests that the Board of Directors authorize the Manager to award the contract to Linscott Engineering in the amount of \$33,480.00</p>	
<b>ALTERNATIVES:</b>	
<b>BUDGET INFORMATION:</b> The budget balance for Annual Collection System Repairs is \$185,354.00.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Annual Treatment & Pump Station Improvements – Ignacio Wash Down Water Project; Project No. 72805-10-06	<b>MEETING DATE:</b> June 13, 2011 <b>AGENDA ITEM NO.</b>
<b>RECOMMENDED ACTION:</b> Approve the final amount of \$32,844.04, and authorize the Manager-Engineer to execute the final Work Report.	
<b>SUMMARY AND DISCUSSION:</b>  <p>On January 12, 2011 the District requested and received proposals from several local contractors to install a wash down water system to pressurize the old No. 3 water system in order to provide wash down water for the retention basins at the Ignacio Transfer Pump Station. The No. 3 water service was taken out of service when the old treatment plant was shut down. This request was made using the informal bid process under the Uniform Public Construction Cost Accounting Act (UPCCA).</p> <p>Ghilotti Brothers of San Rafael was awarded the work for \$24,460.00. The work is complete and several changes had to be made because existing underground piping was not as shown on the original plans for the treatment plant; the fresh water line being used to fill a storage tank was not at the location shown, and the existing wash down (No. 3 water) piping was not the size as shown. Additional work was completed on a time and materials basis to locate the fresh water line and install 60 feet additional piping to connect the fresh water system to the storage tank. Material changes also had to be made to accommodate the differing pipe size on the No. 3 water system.</p> <p>The total amount of the changes made is \$8,384.04 increasing the cost of the work to \$32,844.04. Staff requests that the Board approve the final amount of \$32,844.04, and authorize the Manager-Engineer to execute the Work Report for the work.</p>	
<b>ALTERNATIVES:</b>	
<b>BUDGET INFORMATION:</b> The budget balance for Annual Treatment Plant & Pump Station Improvements is \$84,635.61.00.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: WWTP Upgrade Project – Contract D, Recycled Water Facility, Design Engineering Services During Construction, Project No. 73002</b>	<b>MEETING DATE: June 13, 2011</b>  <b>AGENDA ITEM NO.</b>
<b>RECOMMENDED ACTION:</b> Approve a contract amendment with RMC Water in an amount not-to-exceed \$41,597, increase the contract amount to \$844,987, and authorize the Manager-Engineer to execute the contract amendment.	
<b>SUMMARY AND DISCUSSION:</b>  <p>At its meeting of May 24, 2010, the Board of Directors approved a proposal from RMC Water Environment (RMC) for the engineering design for this project. At this time, RMC is requesting that the Board consider a contract amendment in a not-to-exceed amount of \$41,597, and increase their contract amount to \$844,987. The basis for the revised amount are several additional items that were not in their original scope of work, including:</p> <ol style="list-style-type: none"> <li>1. A new Filter Electrical building (to replace the existing building deemed to be structurally and electrically unsuitable for use – adder of \$33,860,</li> <li>2. Demolition of existing Motor Control Center, MCC-C, demolition work transferred from Contract B – adder of \$7,010, and</li> <li>3. A standby power generation connection point, which would allow the North Marin Water District (NMWD) to quickly connect one of their mobile generators to power the distribution pumps – adder of \$7,940.</li> </ol> <p>These three items total \$48,810. However, there is also an offsetting credit/deduct of \$7,213 for an under-run on in-scope work items, resulting in an overall increase of \$41,597.</p> <p>Upon review, RMC's request for additional funds is reasonable. Accordingly, it is recommended that the Board approve a contract amendment with RMC in an amount not-to-exceed \$41,597, increase the contract amount to \$844,987, and authorize the Manager-Engineer to execute the contract amendment.</p>	
<b>ALTERNATIVES:</b> Do not approve the amendment.	
<b>BUDGET INFORMATION:</b> The preliminary FY2011-12 budget includes a budget amount of \$6,500,000 for this project.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE: WWTP Upgrade Project – Contract D, Recycled Water Facility, Design Engineering Services During Construction, Project No. 73002</b>	<b>MEETING DATE: June 13, 2011</b> <b>AGENDA ITEM NO.</b>
<b>RECOMMENDED ACTION:</b> Approve a proposal from RMC Water to provide design services during construction of the WWTP Upgrade Project – Contract C, Recycled Water Facility, Project No. 73002, and authorize the Manager-Engineer to execute an agreement with RMC on a time and materials basis for an amount not to exceed \$611,000.	
<b>SUMMARY AND DISCUSSION:</b>  <p>At its meeting of May 24, 2010, the Board of Directors approved a proposal from RMC Water Environment (RMC) for the engineering design for this project. The project design was completed, construction bids were received, and at its May 6, 2011 meeting, the Board awarded the construction of the project to Gateway Pacific Contractors, Inc. of Sacramento.</p> <p>Subsequently, staff requested, and RMC has provided a proposal to provide engineering services during construction to include the following tasks:</p> <ul style="list-style-type: none"> <li>Task 1: Project Management</li> <li>Task 2: Pre-Construction Conferences;</li> <li>Task 3: Respond to Requests for Information;</li> <li>Task 4: Submittal Review;</li> <li>Task 5: Construction Changes;</li> <li>Task 6: Record Drawings;</li> <li>Task 7: Construction Meetings and Site Visits;</li> <li>Task 8: Specialty Inspections;</li> <li>Task 9: Startup and Testing;</li> <li>Task 10: Project Closeout, and</li> <li>Task 11: SCADA Programming.</li> </ul> <p>RMC Water (and specialty consultants including TJC and Associates, ArcSine Engineering, and Miller Pacific Geotechnical) has submitted a proposal to perform the above services on a time and materials basis for an amount not to exceed \$611,000. As noted in other reports for this project: (a) this project will be eligible for 25% Federal grant funding under a Stimulus Grant, and (b) the District is under a strict time schedule to complete the work in order to comply with the Stimulus Grant requirements.</p> <p>Accordingly, it is recommended that the Board approve the contract with RMC and authorize the Manager-Engineer to execute an agreement with RMC on a time-and-materials basis in an amount not-to-exceed \$611,000.</p>	
<b>ALTERNATIVES:</b> Do not approve the agreement.	
<b>BUDGET INFORMATION:</b> The preliminary FY2011-12 budget lists a preliminary budget amount of \$6,500,000 for this project.	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

<b>TITLE:</b> Staff Report: North Bay Leadership Economic Insight Conference	<b>MEETING DATE:</b> June 13, 2011 <b>AGENDA ITEM NO.</b>
<b>RECOMMENDED ACTION:</b> Information only	
<b>SUMMARY AND DISCUSSION:</b>  <p>The North Bay Leadership Economic Insight Conference was held in Petaluma from 7:00 AM to 9:30 AM on June 2<sup>nd</sup>. Dr. Robert Eyer of Sonoma State University spoke on "Changing Government to Fit New Realities". Dr. Joe Nation, Stanford University, spoke on "How Local Governments Can Respond to the New Normal". Jason Wolenik, Accenture Strategy spoke on "Cross Jurisdictional Collaboration".</p> <p>I have attached a summary of Dr. Eyer's report. All of the reports are available on the North Bay Leadership website: <a href="http://www.northbaycouncil.org/">http://www.northbaycouncil.org/</a>.</p> <p>The speakers identified key reasons why the status quo in local government is threatened:</p> <ul style="list-style-type: none"> <li>• State-level budget shortfalls,</li> <li>• Inability to generate revenue to meet state and federal mandates,</li> <li>• Escalating costs of pension and health care obligations.</li> </ul> <p>They provided examples of cases where collaboration between multiple local agencies reduced costs and improved service as well as examples of partnerships between for-profit and non-profit entities and government.</p> <p>Their recommendations:</p> <ul style="list-style-type: none"> <li>• Implement pension reform at the local level where possible,</li> <li>• Partner with for-profit, non-profit, and other public organizations where mutually beneficial,</li> <li>• Provide incentives to private and non-profit sectors to engage,</li> <li>• Use local workforce investment board resources to help,</li> <li>• Begin with the easy wins.</li> </ul>	
<b>ALTERNATIVES:</b> NA	
<b>BUDGET INFORMATION:</b> NA	
<b>DEPT.MGR.:</b>	<b>MANAGER:</b>

# 2011 Economic Insight Conference

## Program

Welcome

**Don Chigazola**

Board Chair , North Bay Leadership Council  
Director, Medtronic CardioVascular

Public/Private

*Partnerships in Action*

**Video**

Sandy Springs, Georgia: The City that Out-sourced Everything

Report Presentation

**Dr. Robert Eyer**

Director, Sonoma State University Center  
for Regional Economic Analysis &  
Chair, Economics Department

Introduction of Panel

**Cynthia Murray**

President & CEO, North Bay Leadership  
Council

Response Panel

**Dr. Joe Nation**

Former Assembly Member &  
Professor, Stanford University

**Jason Wolenik**

Manager, Accenture Strategy

Next Steps

Closing Remarks

**Cynthia Murray**

NBLC President & CEO  
North Bay Leadership Council

# 2011 Economic Insight Conference

## Changing Government to Fit New Realities

by Dr. Robert Eyster

### EXECUTIVE SUMMARY

Local government operations are not sustainable and changes must be made given the new realities of the public sector's funding and expenses. The status quo in local government is threatened for three key reasons: rising state-level budget concerns which affect local-level funding; the inability of local governments to generate revenue against expenses, many of which are mandated by the state and federal governments; and pension and health care obligations for public sector workers, both current and projected. This report considers ways local governments can become more sustainable by restructuring in collaboration with peer governments, county government, non-profit organizations, and for-profit businesses in terms of everyday operations in the North Bay. The engagement of non-profit and for-profit organizations in the North Bay on providing services to our local governments or taking over city or county functions is a start.

The old way of doing business in the public sector can be described as waiting for another, unprecedented economic boom to raise revenues to meet expenses. Unfortunately, even a strong economy cannot fix the budget deficits faced by local governments. Therefore, if change is needed, both uses and sources for local government should be considered, as well as reducing the number of government agencies. It is also important that incentives to make these changes exist as in any merger, joint venture or organizational change. Mergers generally happen because one firm sees gains from using another firm's assets versus what that firm currently generates. Mergers are to be avoided when poison pills exist. Larger amounts of debt or an immediate shift of pension liabilities to a higher level because change is coming must be avoided. Also, planning for the absorption or transition of current public workers into new organizations or jobs is critical for changes to enhance the effects of these changes on the regional economy.

In the North Bay, collaboration may be the best choice among our local municipalities using a joint venture model, or local governments may opt to pay for services such that the cost burden is at a central rather than a disaggregated source. A combination of changes could be considered. Counties could (and probably should) delegate the authority to local councils to be the arm of the supervisors. North Bay cities and counties could merge administrative functions, community planning, information technology, parks and recreation, public safety, public health, and other functions, likely at the large municipal or county level and gain efficiencies.

A recent paper by Accenture (2011) provides an outstanding foundation to examine local government change and collaborations. Cross-jurisdictional collaboration, where cities and counties find synergies through partnering, public/private partnerships, outsourcing and merging activities and services to reduce expenses and increase efficiencies, are seen through the lens of for-profit best practices. The Accenture paper concludes: "We hope that this paper will become the how-to manual for government leaders as they grapple with today's economic issues and tomorrow's expected environment. We are in the New Normal, and old models of business as usual will not survive in the government sector as surely as they have not survived in the private sector. The challenge for government leaders is to take what we have provided and do their best to make change happen, before change happens to them."

# 2011 Economic Insight Conference

This Economic Insight Report is an exercise concerning the current and future state of public services provision in the North Bay and what opportunities exist based on new ideas emerging from both academics and practitioners.

## Recommendations:

- Reform pensions, beginning with what is under local control.
- Parallel to pension reform, plan to outsource services where mutually beneficial change can take place using for-profit, non-profit and other public organizations.
- Planning and change should follow best practices on mergers, joint ventures and other collaborations in the private sector rather than political convenience;
- Provide private and non-profit sectors with incentives to engage in these changes, to absorb formerly public workers, and to perform similar if not the same services as government current performs;
- Use local workforce investment board resources to help in transition.
- Begin with easy wins to build political and economic appeal while planning for more challenging changes.



*Every journey begins with the first step ...*

For the Full

## Economic Insight Report

Changing Government to Fit New Realities

## Accenture Paper

Cross Jurisdictional Collaboration: New Models for State, Regional, and Local Governments

## Video

Sandy Springs, GA; The City that Outsourced Everything

Go to

[www.northbayleadership.org](http://www.northbayleadership.org)