

NOVATO SANITARY DISTRICT

Meeting Date: August 22, 2016

The Board of Directors of Novato Sanitary District will hold a regular meeting at 6:00 p.m., Monday, August 22, 2016, at the District Offices, 500 Davidson Street, Novato.

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

AGENDA

1. **PLEDGE OF ALLEGIANCE:**

2. **AGENDA APPROVAL:**

3. **PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):**

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

4. **REVIEW OF MINUTES:**

- a. Consider approval of minutes of the July 11, 2016 meeting.

5. **CONSENT CALENDAR:**

The General Manager-Chief Engineer has reviewed the following item(s). To his knowledge, there is no opposition to the action. The item(s) 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. Ratify July and August 2016 payroll and payroll-related disbursements.
- c. Receive deposit summary, July 2016.
- d. Receive 4th Quarter Investment Report, Fiscal Year (FY) 2015-16.
- e. Receive Accounts Receivable (A/R) Summary Report as of July 31, 2016.
- f. Approve transfer of \$116,365 from the Capital Fund to the Operating Fund for staff time spent on Capital Fund projects in FY 15-16.
- g. Authorize the General Manager-Chief Engineer to renew the District issued Class I Non-Domestic Temporary Discharge Permit No. ExxonMobil-031.

6. **ADMINISTRATION: ADMINISTRATIVE/RISK SERVICES & SAFETY OFFICER**

- a. Approve revised job title and job description to Administrative/Risk Services and Safety Officer, establish revised salary range, and authorize the General Manager to make a contingent job offer for the position.

7. **ANNUAL BUDGET: FINAL FY2016-17 BUDGET**

- a. Present Final FY2016-17 District Annual Budget.
- b. Adopt Final FY2016-17 District Annual Budget.

c. Adopt Resolution No. 3102 establishing appropriations limit for FY2016-17.

8. WASTEWATER OPERATIONS:

a. Receive Wastewater Operations report, July 2016.

9. CAPITAL ROJECTS:

a. *Collection System Improvements, Account No. 72706:* Bel Marin Keys Trunk Sewer Replacement – Review bids received, approve contract award to Michels Pipeline Construction, and authorize General Manager-Chief Engineer to execute the contract in the bid amount of \$324,394.00.

10. RECLAMATION: SLUDGE DISPOSAL, ACCOUNT NO. 63115

a. Approve contract with Custom Tractor Services (CTS) for biosolids disposal and sludge lagoon cleaning in a not-to-exceed amount of \$187,000, and authorize the General Manager-Chief Engineer to execute it.

11. STAFF REPORTS:

a. Receive staff report on CASA Biosolids and Renewable Energy Specialty Workshop.

12. BOARD OF DIRECTORS:

a. Presidential appointment of committee members.

13. BOARD MEMBER REPORTS AND REQUESTS:

- a. North Bay Water Reuse Authority (NBWRA) Board meeting.
- b. California Association of Sanitation Agencies (CASA) Annual Meeting.

14. INFORMATIONAL ITEMS:

(These items are for information only - no action will be taken on these items).

a. News release from City of Novato: "City of Novato Hires New City Manager".

15. MANAGER'S REPORT AND ANNOUNCEMENTS:

16. ADJOURN:

Next resolution no. 3103.

Next regular meeting date: Monday, September 12, 2016, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: July 11, 2016

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 6:00 p.m., Monday, July 11, 2016, at the District offices, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Pro-tem Carole Dillon-Knutson, Directors William C. Long, Jean Mariani, and Brant Miller. President Jerry Peters was absent (excused).

STAFF PRESENT: General Manager-Secretary Sandeep Karkal and Administrative Secretary Julie Swoboda.

ALSO PRESENT:

John Bailey, Project Manager, Veolia Water
John O'Hare, Pretreatment Programs Manager, Veolia Water
Erik Brown, Technical Services Manager, Novato Sanitary District

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The General Manager requested that item 10.b.: '*Establish a classification of Electrical/Instrumentation Technician I, II, and III; approve the job description (subject to minor changes and edits) and authorize the General Manager to recruit an Electrical/Instrumentation Technician I*' be pulled from the agenda in its entirety on advice of District Counsel. He noted that no Board action is being requested on this item and stated that it would be generally and briefly addressed in General Manager's Report.

On motion of Director Long, seconded by Director Miller and carried unanimously by those Directors present, the agenda was approved as modified.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the June 27, 2016 regular meeting.

On motion of Director Mariani, seconded by Director Miller, and carried unanimously by those Directors present, the June 27th, 2016 Board meeting minutes were approved.

CONSENT CALENDAR:

Director Miller requested item c. be pulled from the Consent Calendar for further discussion.

President Pro-tem Dillon-Knutson called for a motion on the remaining Consent Calendar items as follows:

- a. Approval of Board member disbursements in the amount of \$2,150.78. Approval of operating check disbursements in the amount of \$284,606.23, and capital project disbursements in the amount of \$610,168.12.

- b. Receive deposit summary, June 2016.
- d. Adopt Resolution No. 3100 and Resolution No. 3101: Resolutions Authorizing Acceptance of Sanitary Sewer Easements - 801 State Access Road (Novato Village, L.P, Investment Concepts, Inc., General Partner).

On motion of Director Long, seconded by Director Mariani, and carried unanimously by those Directors present, the above listed Consent Calendar items were approved.

President Pro-tem Dillon-Knutson stated that the Board would now consider Consent Calendar item c: Approve Project Plans for Sewer Main Extension – 801 State Access Road (Novato Village, L.P, Investment Concepts, Inc., General Partner).

Director Miller asked if additional portions on the 15-inch District trunk sewer main will need to be replaced to ensure adequate capacity for existing and anticipated flows. The General Manager stated that as more projects come on-line which are tributary to that trunk sewer main, additional portions will be replaced and upsized. He stated that the sewer trunk main capacity may be adequate at current flows on the basis of the previous Collection System Master Plan, and that the new Collection System Master Plan would likely be able to provide more information.

On motion of Director Miller, seconded by Director Long, and carried unanimously by those Directors present, the Board approved Project Plans for Sewer Main Extension – 801 State Access Road (Novato Village, L.P., Investment Concepts, Inc, General Partner).

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Report, June 2016. The General Manager stated that John Bailey, Veolia Project Manager, would present the Monthly Operations Report and that Erik Brown, Technical Services Manager, would present the Collection System Operations and Reclamation Facilities Operations reports for Field Services Manager Steve Krautheim, who was on vacation.

Veolia Project Manager John Bailey provided an overview of the treatment facilities monthly operations for June. He stated that there were no excursions or violations for the month, and that 17.2 million gallons (MG) of recycled water were produced. He stated that safety performance was excellent with a total of 2,228 accident-free days as of June 30th. He discussed routine maintenance activities at the facility and listed reports that were completed and submitted this month. He stated that three odor contacts were received in June.

Technical Services Manager Erik Brown provided a summary of the Collection System Operations report for June. He stated that the department completed 332 work orders, televised 652 feet of sewer line, and hand-cam televised 1,754 feet of sewer line. He outlined the Collections department staff training, and noted that there were no lost time accidents in June, for a total of 1,936 accident-free days.

The Technical Services Manager stated that there was one Category I sanitary sewer overflow in June. He reported that the spill was estimated at approximately 540 gallons of which 31% was recovered. The probable cause of the spill was determined to be a private lateral root mass compounded by wipes.

The Technical Services Manager then provided a summary of the Reclamation Facilities Operations report. He stated that the rancher completed harvesting pasture grass throughout the Reclamation Facility. He noted that the control systems were checked and irrigation began on several parcels in Sites 3 & 7. Some minor repair work was identified after the control system was checked and repairs to the irrigation system were completed on Site 2. He stated that approximately 33.83 MG of treated water was used for irrigation this month and approximately 90 MG was delivered to the storage ponds from the Novato Treatment Plant. There were no sludge handling activities in June.

CAPTIAL PROJECTS:

- Collection System Improvements, Account No. 72706: Approve a contract with RMC Water Environment (RMC) in the not-to-exceed amount of \$350,000 for engineering services related to developing a Collection System Master Plan (CSMP), and authorize the General Manager-Chief Engineer to execute it. The General Manager noted that the District had previously contracted with RMC Water and Environment (RMC) to prepare a Scoping Study which was presented to the Board on March 14, 2016. He stated that based on information provided by the Scoping Study, staff was able to negotiate a reasonable scope of services and fees with RMC for the Master Plan work effort. He noted that the proposed work of the Master Plan is anticipated to occur through fiscal year 2017/18 as a minimum, and may be impacted by wet weather flows during this timeframe. He stated that the Technical Services Manager negotiated the contract for \$350,000 and requested the Board approve the contract and authorize staff to execute the agreement.

On motion of Director Miller, seconded by Director Long, and carried unanimously by those Directors present, the Board approved a contract with RMC Water and Environment (RMC) in the not-to-exceed amount of \$350,000 for engineering services related to developing a Collection System Master Plan (CSMP), and authorized the General Manager-Chief Engineer to execute the Contract.

STAFF REPORT:

- Information only - Receive report on Uniform Public Construction Cost Accounting Act (UPCCAA) implementation for Fiscal Year (FY) 2015-16. The General Manager stated that the District utilizes the Uniform Public Construction Cost Accounting Act (UPCCAA, or the "Act") to perform certain projects year after year. He noted that this summary report is customarily brought before the Board at the first meeting in July, to report on the previous fiscal year's activities. He remarked that this is an informational item only.

NORTH BAY WATER REUSE AUTHORITY (NBWRA) – INFORMATION ONLY:

- Information only – Receive report on payment to Sonoma County Water Agency (SCWA) in the amount of \$207,344 as the first installment of the District's FY16-17 share of the cost of the NBWRA Phase 2 Feasibility Study. The General Manager stated that in 2014, NBWRA had identified the total cost for the Phase 2 Feasibility Study to its Member Agencies. He noted that the cost allocation for the District was determined at \$1,134,778 and it was spread over the three-year period from FY14/15 through FY16/17. He said that the District's FY16-17 cost allocation (as determined in 2014) was \$414,684. He noted that unlike prior years, NBWRA had determined

that that this year's cost allocations would be paid in two installments by its member agencies. Also, NBWRA has determined that the first installment of the District's FY16/17 share will be \$207,344, and this amount is being paid in the current check distribution cycle.

ADMINISTRATION:

- Approve promotion of Javier Vega from Collection System Worker III to Collection System Lead Worker, Salary Range 47, Step B (\$7,600/month). The General Manager said that Javier Vega was hired by the District in November 2006 as a Collection Systems Worker I. He has since been promoted and has advanced to Collection Systems Worker III. He has been a major player in the District's sewer system and pump station operations and maintenance activities, and has provided training and steady leadership to newer members of the department in his current position. The General Manager stated that with the retirement of Tim O'Connor as Collections System Superintendent and the subsequent promotion of Dasse de longh from Collection Systems Lead Worker to Collection Systems Superintendent, there is a need to fill the Lead Worker position. He said that Mr. Vega would be an excellent choice for this role.

On motion of Director Mariani, seconded by Director Miller, and carried unanimously by those Directors present, the Board approved the promotion of Javier Vega from Collection System Worker III to Collection System Lead Worker, Salary Range 47, Step B (\$7,600/month), effective July 1, 2016.

- Information only - Receive report on SB 272 (Enterprise Systems Catalog) compliance. The General Manager noted that on October 11, 2015, Senate Bill SB272 (Enterprise Systems Catalog or ESC) was approved. He noted that SB272 adds a section to the California Public Records Act requiring state and most local government agencies to list detailed information about the information systems they use to store various kinds of public data. He commented that beginning July 1, 2016, the bill requires each agency to create and post on its website, a catalog listing the enterprise information systems it utilizes. He commended District staff Craig Deasy, Erik Brown, Robin Merrill, and June Brown, as well as Rauch Communications, for their work in creating and posting the District's ESC to its website by late June to meet the July 1st deadline.

BOARD OF DIRECTORS:

- California Special Districts Association (CSDA) 2016 Board elections - provide direction. The General Manager stated that the District is being asked to vote for a representative to the CSDA Board of Directors in our Network for Seat B. Discussion followed.

On motion of Director Long, seconded by Director Mariani, and carried unanimously by those Directors present, the Board nominated John Carapiet, Sanitary District #5 of Marin County, to represent the District's Network for Seat B.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA), meeting of July 8, 2016. Director Miller discussed his attendance at the July 8th NBWA meeting. He discussed presentations by Judy Kelly, Executive Director, NBWA, and Carl Gowen, Principal Engineer, Marin Municipal Water District.

INFORMATIONAL ITEMS:

- California Special Districts Association (CSDA) e-news article: "Duplicative Compensation Legislation Passes Committee." The General Manager stated that this item was for informational purposes only.

GENERAL MANAGER'S REPORT AND ANNOUNCEMENTS:

- The General Manager reported that a number of District staff helped to "staff" the Marin County joint public education booth (including Erik Brown, Joe Moreno, Julie Swoboda, and Laura Creamer, in addition to himself).
- He noted that an article from the Santa Rosa Press Democrat dated July 10, 2016 and titled "General Manager of Troubled Garbage Hauler Resigns" had been presented as a handout to the Board, with copies available as needed.
- He briefly addressed the removal of item 10.b. from the agenda earlier, and noted that just as information, staff had wanted to bring this forward to the Board's attention in preliminary fashion. However, certain procedural items still need to be considered, and District Counsel deemed it premature to consider the item at this point. Therefore, staff will bring forward the item when it is more appropriately developed.
- He noted that the North Bay Leadership Council (NBLC) sponsored Algebra Academy runs July 21 – August 10, 2016, and that the District and Veolia will be hosting on August 4th.
- The General Manager noted that the next regularly scheduled Board meeting is Monday, August 8, at 6:00 p.m. He asked if the Board wished to consider cancelling this meeting due to the CSRMA/CASA conference in Monterey the following day. He reminded the Board that there is no meeting on July 25th, as it was also cancelled at the last Board meeting. Director Mariani indicated that she was in agreement with cancelling the August 8th meeting, Director Miller agreed, and on agreement by the remaining Directors present, it was decided by acclamation to cancel the August 8, 2016 regular Board meeting.
- The General Manager noted that all attendees have been coordinated/confirmed at this time for the CASA Monterey conference in August, and to please let Administrative Secretary Julie Swoboda know if there were any schedule changes.
- The next regular Board meeting will be held on Monday, August 22nd, at 6:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Pro-tem Dillon-Knutson adjourned the meeting at 7:07 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Swoboda, Recording

Novato Sanitary District Board Fees Check Register

For July 2016

Date	Num	Name	Credit
Aug 5, 16			
08/05/2016	4574	Long, William C	575.48
08/05/2016	3212	Dillon-Knutson-, Carole	207.79
08/05/2016	4575	Mariani, Jean M	
08/05/2016	4576	Miller, Brant	
			<hr/>
Aug 5, 16			<u>783.27</u>

Novato Sanitary District Operating Check Register

July 25, 2016

Date	Num	Name	Credit
Jul 25, 16			
07/25/2016	59607	Pacific, Gas & Electric	89,569.61
07/25/2016	59586	CSRMA-	42,315.76
07/25/2016	59585	Central Marin Sanitation District	20,305.30
07/25/2016	59598	Marin County Tax Collector	12,348.32
07/25/2016	59611	Veolia Water North America, Inc.	11,989.57
07/25/2016	59595	Industrial Electrical Co.	8,500.00
07/25/2016	59581	Calcon Systems, Inc.	6,907.42
07/25/2016	59583	Caltest Analytical Lab Inc.	6,753.15
07/25/2016	59574	American Express-21007	4,682.25
07/25/2016	59604	Novato, City	4,388.28
07/25/2016	59606	Optic Fuel Clean of CA, Inc.	3,644.50
07/25/2016	59584	CASA	3,300.00
07/25/2016	59580	Cagwin & Dorward Inc.	3,032.00
07/25/2016	59601	North Marin Water District - Lab	2,420.00
07/25/2016	59602	North Marin Water District Payroll	1,708.50
07/25/2016	59577	Associated Corrosion Engineers	1,620.00
07/25/2016	59612	Veolia Water North America, Lab	1,617.98
07/25/2016	59573	Alliant Insurance Services, Inc	1,514.98
07/25/2016	59600	Marin Mechanical II, Inc.	1,465.00
07/25/2016	59591	Grainger	1,355.02
07/25/2016	59594	IEDA, INC	1,143.00
07/25/2016	59609	Rotary Club of Ignacio	1,056.00
07/25/2016	59582	Calpacific Equipment Co	842.67
07/25/2016	59592	Hertz Corporation	815.63
07/25/2016	59599	Marin Independent Journal	720.00
07/25/2016	59597	Johnson Controls, Inc.	703.50
07/25/2016	59590	Frontier California Inc EQ	570.16
07/25/2016	59576	Aries Industries Inc.	541.53
07/25/2016	59596	Irvine Consulting Services Inc.	477.18
07/25/2016	59613	Verizon Wireless-	451.57
07/25/2016	59587	CWEAmembers	437.00
07/25/2016	59579	BoundTree Medical, LLC	436.96
07/25/2016	59593	IDEXX Distributing Corp.	309.72
07/25/2016	59603	Novato Disposal-	305.05
07/25/2016	59608	Rivas, Griselda	285.00
07/25/2016	59588	Evoqua Water Technologies - Lab	272.00
07/25/2016	59572	All Star Rents LLP	105.97
07/25/2016	59578	Barnett Medical LLC	90.00
07/25/2016	59575	American Messaging	82.68
07/25/2016	59589	First Alarm	39.91
07/25/2016	59610	United Parcel Service	22.95
07/25/2016	59605	O'Reilly Auto Parts	2.38
Jul 25, 16			<u>239,148.50</u>

Novato Sanitary District Operating Check Register

August 8, 2016

Date	Num	Name	Credit
Aug 8, 16			
08/08/2016	59629	Veolia Water North America, Inc.	55,778.00
08/08/2016	59677	Veolia Water Recycled Water Oper.	10,246.40
08/08/2016	59658	Maze & Associates	5,800.00
08/08/2016	59648	Delta Dental	5,196.97
08/08/2016	59654	Johnson, Dee	5,040.00
08/08/2016	59655	Linscott Engineering Contractors Inc	4,780.50
08/08/2016	59674	U.S. Bank Card (3)Craig	4,122.05
08/08/2016	59670	Rauch Communication Consultant...	3,678.75
08/08/2016	59640	Cagwin & Dorward Inc.	2,965.00
08/08/2016	59649	Ecofile	2,434.00
08/08/2016	59647	Dearborn National	2,383.62
08/08/2016	59659	Meyers, Nave, Riback, Silver & Wil...	2,187.00
08/08/2016	59630	3T Equipment Company Inc.	2,113.96
08/08/2016	59666	Paul Louis, Independent Consultant	2,100.00
08/08/2016	59632	Able Tire & Brake Inc.	1,741.55
08/08/2016	59650	Frontier Communications of CA	1,707.94
08/08/2016	59656	Marin Audubon Society	1,536.92
08/08/2016	59638	Beecher Engineering, Inc	1,530.00
08/08/2016	59631	Able Fence Company	1,475.00
08/08/2016	59651	Grainger	1,423.03
08/08/2016	59641	Calcon Systems, Inc.	1,384.00
08/08/2016	59675	Underground Service Alert, Inc.	1,317.86
08/08/2016	59645	Cintas Corporation	1,143.95
08/08/2016	59672	Roy's Sewer Service, Inc.	1,050.00
08/08/2016	59668	Phenova, Inc.	1,025.75
08/08/2016	59653	Jan-Pro Cleaning Systems	1,005.00
08/08/2016	59673	Shape Incorporated	950.48
08/08/2016	59662	North Marin Water District	896.40
08/08/2016	59676	Veolia Water North America, Inc.	832.66
08/08/2016	59633	Alpha Analytical Lab, Inc.	819.00
08/08/2016	59643	CDW Government, Inc.	817.85
08/08/2016	59657	Marin/Sonoma Mosquito Dist	708.21
08/08/2016	59665	Pacific Power & Systems, Inc.	607.50
08/08/2016	59637	Batteries Plus Inc	570.17
08/08/2016	59678	Vision Service Plan	526.35
08/08/2016	59671	Red Wing Shoe Store	480.64
08/08/2016	59669	Pini Hardware	445.28
08/08/2016	59661	North Marin Auto Parts	342.78
08/08/2016	59644	CED Santa Rosa, Inc	263.03
08/08/2016	59646	Claremont EAP, Inc.	250.00
08/08/2016	59642	Caltest Analytical Lab Inc.	214.70
08/08/2016	59660	North Coast Truck Inspections	195.00
08/08/2016	59636	B.W.S. Distributors, Inc.	168.62
08/08/2016	59664	Orkin Pest Control, Inc.	144.56
08/08/2016	59639	BoundTree Medical, LLC	95.27
08/08/2016	59652	Honey Bucket	88.20
08/08/2016	59635	AT&T Mobility	79.07
08/08/2016	59634	American Messaging	68.07
08/08/2016	59667	Petty Cash	56.83
08/08/2016	59663	Novato Builders Supply	13.03
Aug 8, 16			<u>134,800.95</u>

Novato Sanitary District Operating Check Register

August 22, 2016

Date	Num	Name	Credit
Aug 22, 16			
08/22/2016	59706	U.S. Bank Corporate	141,656.25
08/22/2016	59701	Pacific, Gas & Electric	87,081.84
08/22/2016	59702	Roto Rooter-(Inc.)	40,737.25
08/22/2016	59686	Duke's Root Control, Inc	35,719.54
08/22/2016	59682	Bay Area Air Quality	19,111.00
08/22/2016	59679	American Express-21007	7,115.82
08/22/2016	59683	Central Marin Sanitation District	5,154.25
08/22/2016	59703	Shape Incorporated	2,942.59
08/22/2016	59705	U.S. Bank	2,420.00
08/22/2016	59693	Koffler Electrical Mech, Inc.	1,672.50
08/22/2016	59697	North Marin Water District	1,637.95
08/22/2016	59691	IEDA, INC	1,143.00
08/22/2016	59690	Herc Corporation	815.63
08/22/2016	59688	Frontier California Inc EQ	570.16
08/22/2016	59680	Aries Industries Inc.	569.85
08/22/2016	59695	North Bay Petroleum	388.34
08/22/2016	59689	Grainger	370.21
08/22/2016	59694	Leonardi Automotive & Electric, Inc.	366.98
08/22/2016	59699	Novato Disposal-	356.45
08/22/2016	59707	Verizon Wireless-	336.07
08/22/2016	dir dep	Karkal, Sandeep	263.22
08/22/2016	59685	CWEAmembers	172.00
08/22/2016	59684	Claremont EAP, Inc.	162.50
08/22/2016	59681	Barnett Medical LLC	135.00
08/22/2016	59704	TNT Safety Enterprises, Inc.	125.00
08/22/2016	59692	Kentfield Occupational Med Center	113.05
08/22/2016	59698	Novato Car Wash	63.00
08/22/2016	59687	First Alarm	39.91
08/22/2016	59700	O'Reilly Auto Parts	39.11
08/22/2016	59696	North Marin Auto Parts	36.59
Aug 22, 16			<u>351,315.06</u>

Novato Sanitary District Capital Projects Check Register

July 25, 2016

Date	Num	Name	Credit
Jul 25, 16			
07/25/2016	3059	RMC Water & Environment, Inc.	37,157.89
Jul 25, 16			<u>37,157.89</u>

Novato Sanitary District Capital Projects Check Register

August 8, 2016

Date	Num	Name	Credit
Aug 8, 16			
08/08/2016	3063	Maggiora & Ghilotti Inc.	134,638.99
08/08/2016	3062	Linscott Engineering Contractors ...	8,643.30
08/08/2016	3064	Miller Pacific Engineering, Inc.	4,953.40
08/08/2016	3065	Miller, Elayne	2,247.00
08/08/2016	3061	Lateral Christie Family Trust	1,500.00
08/08/2016	3066	Nute Engineering Inc.	1,185.25
08/08/2016	3060	Brown & Caldwell, Inc.	257.73
Aug 8, 16			<u>153,425.67</u>

Novato Sanitary District Capital Projects Check Register

August 22, 2016

Date	Num	Name	Credit
Aug 22, 16			
08/22/2016	3070	RMC Water & Environment, Inc.	11,645.15
08/22/2016	3067	Linscott Engineering Contractors ...	1,039.57
08/22/2016	3068	Marin Independent Journal	847.85
08/22/2016	3069	Miller Pacific Engineering, Inc.	337.50
Aug 22, 16			<u>13,870.07</u>

**Novato Sanitary District
Payroll and Payroll Related Check Register
July - 2016**

Item 5.b.
(Pages 15 & 16)

Date	Description	Amount
07/29/2016	July - Payroll	109,930.17
07/22/2016	July - Retirees Health Benefits	11,953.00
07/22/2016	CALPERS Retirement	9,839.85
07/29/2016	United States Treasury	24,563.90
07/22/2016	CalPers Supplemental Income Plan	2,500.00
07/29/2016	EDD	7,049.15
07/22/2016	Lincoln Financial Group 457	9,109.90
07/22/2016	Lincoln Financial Group 457 Roth	250.00
07/22/2016	Lincoln Financial Group-401a Plan	3,623.55
07/22/2016	Lincoln Financial Group-401a Plan	3,589.68
07/22/2016	CALPERS Retirement	13,340.90
Note 1	07/22/2016 CALPERS Retirement Funding	171,434.00
	07/22/2016 CalPERS Health	29,492.56
	07/22/2016 Local Union 315	500.00
	07/22/2016 Operating Engineers Trust	577.20
		<u>397,753.86</u>

Note 1 - Amount of \$171,434 paid to CalPERS Retirement covers all of fy16/17 rather than paying this liability in monthly increments over the fiscal year. In addition, the District saves approximately \$6,000 by prepaying this liability.

**Novato Sanitary District
Payroll and Payroll Related Check Register
August - 2016**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
08/31/2016	August Payroll	105,868.40
08/23/2016	August - Retirees Health Benefits	11,953.00
08/23/2016	CALPERS Retirement	9,810.87
08/31/2016	United States Treasury	22,644.27
08/23/2016	CalPers Supplemental Income Plan	2,500.00
08/31/2016	EDD	6,736.46
08/23/2016	Lincoln Financial Group 457	8,009.90
08/23/2016	Lincoln Financial Group-401a Plan	3,623.55
08/23/2016	Lincoln Financial Group-401a Plan	3,589.68
08/23/2016	CALPERS Retirement	13,349.57
08/23/2016	CalPERS Health	31,888.66
08/23/2016	Local Union 315	500.00
08/23/2016	Operating Engineers Trust	577.20
		<u>221,051.56</u>

Novato Sanitary District
Deposit Detail
 July 1 - 31, 2016

Item 5.c.
(Pages 17 & 18)

Type	Date	Name	Account	Amount
Deposit	07/01/2016		11113 · Westamerica - Operations	
		Rescue Rooter	41040 · Permit & Inspection Fee	40.00
		Insituform Technologies	72706 · Collection System Improv	20.00
		Maggiore & Ghilotti	72706 · Collection System Improv	20.00
		Peter Levi Plumbing	41040 · Permit & Inspection Fee	40.00
		Hardiman Construction	41040 · Permit & Inspection Fee	40.00
		CSRMA	11200 - Accounts Receivable	13,155.00
TOTAL				13,315.00
Deposit	07/12/2016		11113 · Westamerica - Operations	
		Construction Market Data	72706 · Collection System Improv	20.00
		Ranger Pipelines	72706 · Collection System Improv	20.00
		SAK Construction	72706 · Collection System Improv	40.00
		H&R Plumbing	72706 · Collection System Improv	26.12
		Michels Corp	72706 · Collection System Improv	40.00
		Ignacio Creek HOA	41040 · Permit & Inspection Fee	480.00
		Peter Levi Plumbing	41040 · Permit & Inspection Fee	40.00
		Gene Burch Plumbing	41040 · Permit & Inspection Fee	40.00
		North Marin Water District-	11200 - Accounts Receivable	1,415.00
		AGM Electronics, Inc.	21020 · Accounts Payable	1,286.03
TOTAL				3,407.15
Deposit	07/14/2016		11113 · Westamerica - Operations	
		USCG-Finance Center	11200 - Accounts Receivable	190.35
TOTAL				190.35
Deposit	07/19/2016		11113 · Westamerica - Operations	
		USCG	11200 - Accounts Receivable	45.76
		USCG	11200 - Accounts Receivable	14,025.00
TOTAL				14,070.76
Deposit	07/20/2016		11113 · Westamerica - Operations	
		Hardiman Construction	41040 · Permit & Inspection Fee	40.00
		Peterson Trucks	21020 · Accounts Payable	158.40
		Ghilotti Bros. Inc.	72706 · Collection System Improv	20.00
		Nor Cal Pipeline Services	72706 · Collection System Improv	20.00
		Marin H2O Inc	41040 · Permit & Inspection Fee	40.00
		Pipe Spy Marin	41040 · Permit & Inspection Fee	40.00
		Marin Biologic Lab, Inc.	11200 - Accounts Receivable	250.00
		Petaluma Septic	11200 - Accounts Receivable	938.28
		Roy's Sewer Service, Inc.-	11200 - Accounts Receivable	94.87
		Biomarin	11200 - Accounts Receivable	15,563.08
TOTAL				17,164.63

Novato Sanitary District
Deposit Detail
 July 1 - 31, 2016

Deposit	07/28/2016	11113 · Westamerica - Operations	
	175 Trumbull	41040 · Permit & Inspection Fee	20.00
	Urbar, Robert	41040 · Permit & Inspection Fee	40.00
	Social Pacific Const	72706 · Collection System Improv	20.00
	Marin H2O Inc	41040 · Permit & Inspection Fee	40.00
	Devaney Engineering Inc.	72706 · Collection System Improv	20.00
	Ben Franklin Plumbing	41040 · Permit & Inspection Fee	40.00
	Guglielmino, S	41040 · Permit & Inspection Fee	60.00
	Roto Rooter	11200 - Accounts Receivable	747.78
	CSRMA	11200 - Accounts Receivable	1,200.00
TOTAL			2,187.78
Total Deposits for July 2016			50,335.67

Novato Sanitary District

QUARTERLY INVESTMENT REPORT -- For Quarter Ended June 30, 2016

INVESTMENT	ACTIVITY	April	May	June	QTR TOTAL
STATE TREASURER'S INVESTMENT FUND	Total deposits/transfers in	7,065,432	0	915,000	7,980,432
	Total transfers out	755,000	586,000	859,000	2,200,000
Current Yield 0.560%	Minimum daily balance	13,919,587	19,644,019	19,644,019	13,919,587
	Maximum daily balance	20,230,019	20,230,019	19,700,019	20,230,019
	Interest earned	0	0	25,561	25,561
TRUST ACCOUNT					
BANK OF NEW YORK MELLON For COP Bond Funds	Total deposits/transfers in	0	0	0	0
	Total transfers out	0	0	0	0
	Minimum daily balance	1,693,470	1,693,485	1,693,845	1,693,470
	Maximum daily balance	1,693,485	1,693,845	1,693,859	1,693,859
	Interest earned	14	360	14	388
The LAIF Pooled Money Investment Account Report is attached as specified in California Government Code Section 53646(e)					
CHECKING ACCOUNTS					
Interest Rate	Regular Warrants Account				
0.03%	Total deposits & transfers in	7,851,628	859,599	1,802,425	10,513,652
	Total checks & transfers out	7,691,324	1,048,700	1,664,780	10,404,804
	Minimum daily balance	34,107	46,122	6,313	6,313
	Maximum daily balance	7,110,453	352,500	843,129	7,110,453
	Interest earned	3	5	4	12
Payroll Account					
0.03%	Total transfers in	111,300	110,700	111,900	333,900
	Total checks & transfers out	111,012	109,670	112,078	332,760
	Minimum daily balance	496	784	1,447	496
	Maximum daily balance	101,346	102,285	104,247	104,247
	Project Account				
0.03%	Total transfers in	173,000	233,900	231,500	638,400
	Total checks & transfers out	183,928	247,735	169,857	601,520
	Minimum daily balance	2,600	2,634	2,617	2,617
	Maximum daily balance	111,007	141,837	164,251	164,251
	Interest earned	1	1	1	2
ARRA Grant Project Account					
0.03%	Total transfers in	0	0	0	0
	Total checks & transfers out	0	0	0	0
	Minimum daily balance	100	100	100	100
	Maximum daily balance	100	100	100	100

NOTES: (1) The above investments are consistent with the annual Statement of Investment Policy approved by the District Board, most recently May 2016.

The District has the ability to meet six months cash needs.

(2) LAIF interest rate is currently .576% which is an increase from .51% in March, .40% in December, .337% in September, and .299% in June.



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
07/07/16	0.58	0.58	168
07/08/16	0.58	0.58	168
07/09/16	0.58	0.58	168
07/10/16	0.58	0.58	168
07/11/16	0.58	0.58	167
07/12/16	0.58	0.58	171
07/13/16	0.58	0.58	169
07/14/16	0.58	0.58	169
07/15/16	0.59	0.58	170
07/16/16	0.59	0.58	170
07/17/16	0.59	0.58	170
07/18/16	0.59	0.58	168
07/19/16	0.59	0.58	166
07/20/16	0.59	0.58	168

*Daily yield does not reflect capital gains or losses

LAIF Performance Report

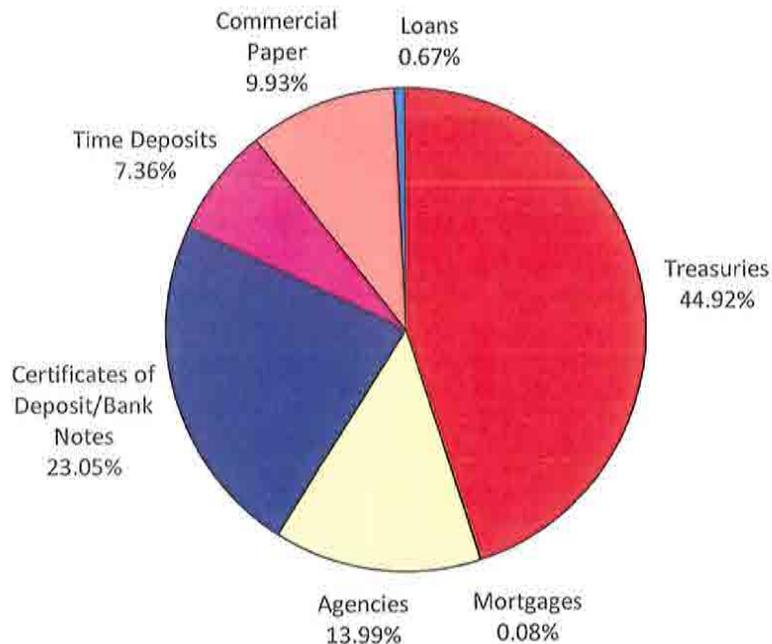
Quarter Ending 06/30/16

Apportionment Rate: 0.55%*
 Earnings Ratio: 0.00001495296852820
 Fair Value Factor: 1.000621222
 Daily: 0.58%
 Quarter to Date: 0.55%
 Average Life: 167

PMIA Average Monthly Effective Yields

Jun 2016 0.576%
 May 2016 0.552%
 APR 2016 0.525%

**Pooled Money Investment Account
Portfolio Composition
06/30/16
\$75.4 billion**



Based on data available as of 7/20/16

*The apportionment rate published 7/20/16 has been revised.



**State of California
Pooled Money Investment Account
Market Valuation
6/30/2016**

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch.		
1* United States Treasury:				
Bills	\$ 12,202,776,744.48	\$ 12,223,991,747.38	\$ 12,233,011,000.00	NA
Notes	\$ 21,650,061,435.88	\$ 21,643,492,715.88	\$ 21,679,913,000.00	\$ 32,803,585.50
1* Federal Agency:				
SBA	\$ 711,503,679.54	\$ 711,488,193.35	\$ 705,336,310.09	\$ 903,583.96
MBS-REMICs	\$ 59,658,122.97	\$ 59,658,122.97	\$ 63,529,777.27	\$ 282,224.56
Debentures	\$ 1,105,155,621.62	\$ 1,105,073,677.18	\$ 1,106,209,500.00	\$ 1,544,500.15
Debentures FR	\$ -	\$ -	\$ -	\$ -
Discount Notes	\$ 8,126,877,847.14	\$ 8,133,238,361.10	\$ 8,135,019,000.00	NA
GNMA	\$ -	\$ -	\$ -	\$ -
1* Supranational Debentures	\$ 599,982,831.85	\$ 599,982,831.85	\$ 601,736,500.00	\$ 1,126,943.50
2* CDs and YCDs FR	\$ 400,000,000.00	\$ 400,000,000.00	\$ 400,000,000.00	\$ 611,288.61
2* Bank Notes	\$ 800,000,000.00	\$ 800,000,000.00	\$ 799,735,907.64	\$ 752,749.99
2* CDs and YCDs	\$ 16,175,007,758.81	\$ 16,175,001,869.92	\$ 16,174,127,406.71	\$ 16,474,277.76
2* Commercial Paper	\$ 7,486,127,569.47	\$ 7,492,070,527.88	\$ 7,492,217,111.12	NA
1* Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
1* Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
1* Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 5,549,440,000.00	\$ 5,549,440,000.00	\$ 5,549,440,000.00	NA
AB 55 & GF Loans	\$ 502,313,000.00	\$ 502,313,000.00	\$ 502,313,000.00	NA
TOTAL	\$ 75,368,904,611.76	\$ 75,395,751,047.51	\$ 75,442,588,512.83	\$ 54,499,154.03

Fair Value Including Accrued Interest \$ 75,497,087,666.86

* Governmental Accounting Standards Board (GASB) Statement #72

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (1.000621222).
As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,012,424.43 or \$20,000,000.00 x 1.000621222.



Pooled Money Investment Account

Portfolio as of 06-30-16

PAR VALUES MATURING BY DATE AND TYPE

Maturities in Millions of Dollars

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out
TREASURY	\$ 1,950	\$ 1,200	\$ 3,350	\$ 3,250	\$ 1,550	\$ 3,500	\$ 850	\$ 5,100	\$ 6,750	\$ 6,400			
REPO													
TDs	\$ 1,989	\$ 1,303	\$ 1,231	\$ 271	\$ 402	\$ 292	\$ 61						
AGENCY	\$ 1,441	\$ 900	\$ 1,375	\$ 1,800	\$ 350	\$ 600	\$ 800	\$ 1,300	\$ 1,550	\$ 577	\$ 981		
BAs													
CP	\$ 3,350	\$ 1,300	\$ 1,100	\$ 900	\$ 300	\$ 550							
CDs + BNs	\$ 6,100	\$ 1,950	\$ 2,525	\$ 3,150	\$ 850	\$ 1,000	\$ 600	\$ 500	\$ 700				
CORP BND													
TOTAL	\$ 75,999	\$ 14,830	\$ 6,653	\$ 9,581	\$ 9,371	\$ 3,452	\$ 5,942	\$ 2,311	\$ 6,900	\$ 9,000	\$ 6,977	\$ 981	\$ -
PERCENT	19.5%	8.8%	12.6%	12.3%	4.5%	7.8%	3.0%	9.1%	11.8%	9.2%	1.3%	0.0%	0.0%

Notes:

1. SBA Floating Rate Securities are represented at coupon change date.
2. Mortgages are represented at current book value.
3. Figures are rounded to the nearest million.
4. Does not include AB55 and General Fund loans.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Accounts Receivable Aging Summary for the Period Ended July 31, 2016.	MEETING DATE: August 22, 2016 AGENDA ITEM NO.: 5.e.
RECOMMENDED ACTION: Receive Accounts Receivable Report as of July 31, 2016.	
SUMMARY AND DISCUSSION: The attached Accounts Receivable Summary shows the following receivables as of July 31, 2016: <u>1-45 days - \$118,159:</u> Current. <u>46-90 days - \$27,185:</u> Considered collectible solely for rancher's lease of the District's property which he uses for his cattle. <u>90+ days - \$0:</u> No receivables in this category.	
ATTACHMENTS: 1. Accounts Receivable (A/R) Aging Summary.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
DEPT. MGR.: lmc, ssk	GENERAL MANAGER: SSK

**Novato Sanitary District
A/R Aging Summary
As of July 31, 2016**

Item 5.e.
Attachment 1

	Current	46 - 90	> 90	TOTAL
Biomarin	3,795.65	0.00	0.00	3,795.65 (1)
Biosearch Tech Inc.	250.00	0.00	0.00	250.00 (1)
City of Novato - Used Oil/Beverage	13,050.74	0.00	0.00	13,050.74 (2)
CSRMA	1,200.00	0.00	0.00	1,200.00 (6)
ETIC Engineering	1,963.28	0.00	0.00	1,963.28 (1)
Hayden, Ron	27,184.99	27,184.99	0.00	54,369.98 (3)
Michael Paul Company	30,060.71	0.00	0.00	30,060.71 (7)
North Marin Water District-	35,461.83	0.00	0.00	35,461.83 (4)
P,G & E1	1,804.46	0.00	0.00	1,804.46 (1)
SMART	277.44	0.00	0.00	277.44 (8)
Veolia Water	3,110.29	0.00	0.00	3,110.29 (5)
TOTAL	118,159.39	27,184.99	0.00	145,344.38
(1) Lab monitoring and analyses fees, permitted non-domestic discharge.				
(2) City of Novato - 2015/16 Beverage Grant				
(3) Rancher's lease fees for third and fourth quarters 2015/16.				
(4) Reimbursement for Recycled Water Facility for April, May and June 2016.				
(5) Veolia quarterly reimbursement billing.				
(6) Request for reimbursement from CSRMA's safety grant for 2015/16.				
(7) Reimbursement for personnel and equipment costs for sewer services overflows at Frosty Lane project.				
(8) Quarterly sewer service charges for temporary usage of site by SMART.				

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Annual Fund Transfer from Capital Account to Operating Account	MEETING DATE: August 22, 2016 AGENDA ITEM NO.: 5.f.
RECOMMENDED ACTION: Approve transfer of \$116,365.42 from the Capital Fund to the Operating Fund for staff time spent on Capital Fund projects in FY15-16.	
SUMMARY AND DISCUSSION: <p>At the end of each fiscal year, the Operating Fund is reimbursed from the Capital Fund for staff time spent on Capital Projects. Expenditures are based on actual time spent on an hourly rate basis, plus an allowance of 35% for overhead and supervision.</p> <p>On this basis, staff time for fiscal year 2015-16 amounted to \$86,196.61, plus overhead of \$30,168.81, for a total of \$116,365.42. The attached spreadsheet provides a breakdown of staff time by Capital Improvements Account number.</p> <p>For comparative purposes, the Capital Fund to Operating Fund transfer for FY14-15 was \$118,635.52.</p>	
ATTACHMENTS: 1. Fund Transfer 2015-16 – Capital Projects.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
BUDGET INFORMATION: Reclassifies \$116,365.42 as expenditures from the Capital Fund to the Operating Fund.	
DEPT. MGR.: lc, ssk	GENERAL MANAGER: SSK

Item 5.f.
Attachment 1

Fund Transfer 2015-16	Erik		Sandeep		Steve		Bill		Craig		Kevin		Total	Total	+ Overhead
Capital Projects	Rate	65.66	Rate	99.05	rate	72.38	rate	48.99	rate	64.10	Rate	43.38	Hours	\$	35%
Capital Projects															
01-10 Drainage PS 3 & 7 Outfall Rehab									1.00	64.10			1.00	64.10	86.54
04-03 Pump Station Rehab									2.00	128.20			2.00	128.20	173.07
05-08 N. Bay Water Recycling Auth	11.00	722.26	40.00	3,961.92									51.00	4,684.18	6,323.65
07-06 Collect Sys. Improvements	73.50	4,826.01	17.00	1,683.82	272.00	19,687.36							362.50	26,197.19	35,366.20
07-07 Ham. Wetland/OF mon. & plan.	6.00	393.96	2.00	198.10									8.00	592.06	799.28
07-08 Cogeneration	13.50	886.41	1.00	99.05									14.50	985.46	1,330.37
08-02 Annual Sewer adj for the City					13.00	940.94					5.00	216.90	18.00	1,157.84	1,563.08
08-03 Annual Collection Sys. Repairs	8.00	525.28	8.00	792.38	150.50	10,893.19					102.00	4,424.76	268.50	16,635.61	22,458.08
08-04 Annual Reclamation Repairs					32.00	2,316.16							32.00	2,316.16	3,126.82
08-05 Annual TP & PS Improvements	8.00	525.28	7.00	693.34	104.00	7,527.52	2.00	97.98			44.00	1,908.72	165.00	10,752.84	14,516.33
08-08 Strategic Plan Update	5.00	328.30	9.00	891.43									14.00	1,219.73	1,646.64
08-09 Novato Creek Watersheed	5.00	328.30											5.00	328.30	443.21
10-02 WWTP Upgrade - Contract D	4.00	262.64											4.00	262.64	354.56
10-03 Admin Building Upgrad/Maint.	49.00	3,217.34	18.50	1,832.39	78.00	5,645.64					141.50	6,138.27	287.00	16,833.64	22,725.41
10-04 Odor and Landscaping	5.00	328.30											5.00	328.30	443.21
10-05 RWF Expansion	46.00	3,020.36	1.00	99.05									47.00	3,119.41	4,211.20
10-06 Corrosion Control	9.00	590.94											9.00	590.94	797.77
SUBTOTAL	243.00	15,955.38	103.50	10,251.47	649.50	47,010.80	2.00	97.98	3.00	192.31	292.50	12,688.65	1,050.50	86,196.61	116,365.42
PLUS 35% Overhead		\$5,584.38		\$3,588.02		\$16,453.78		\$34.29		\$67.31		\$4,441.03		\$30,168.81	
TOTAL:		\$21,539.76		\$13,839.49		\$63,464.58		\$132.27		\$259.62		\$17,129.68		\$116,365.42	

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Consent Calendar: Class I Temporary Discharge Permit for Groundwater Remediation Project – Permit Renewal	MEETING DATE: August 22, 2016 AGENDA ITEM NO.: 5.g.
RECOMMENDED ACTION: Authorize the General Manager-Chief Engineer to renew the District issued Class I Non-Domestic Temporary Discharge Permit No. ExxonMobil-031.	
SUMMARY AND DISCUSSION: <p>At its August 12, 2013 meeting, the Board of Directors authorized the Manager-Engineer to issue a Class I Non Domestic Temporary Discharge permit to CardnoERI of Petaluma, CA (an ExxonMobil contractor), to discharge treated groundwater to the District’s sanitary sewer system from their proposed groundwater remediation system. On March 7, 2014, with Board approval, that 3-year permit was transferred to ExxonMobil, the legally responsible party. The remediation site is a former gasoline service station site located at 1400 South Novato Blvd. (adjacent to O’Reilly Auto Parts). The remediation phase was anticipated to be completed in approximately 3 years; however the remediation is ongoing and anticipated to continue an additional 3 years.</p> <p>Based on the information provided above, staff recommends that the Board authorize the General Manager-Chief Engineer to reissue a Class I Non-Domestic Temporary Discharge Permit and authorize the Manager-Engineer to approve the discharge of treated groundwater by ExxonMobil from the groundwater remediation system at 1400 South Novato Blvd.</p>	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) of the latest Strategic Plan Update.	
BUDGET INFORMATION: The following standard District fees will continue to apply to this discharge: application fee (\$175); Permit issuance fee (\$1,240) inspection fee (\$40 per inspection); and current discharge fee (\$26.83 per 1,000 gallons discharged) which is subject to change annually.	
DEPT. MGR.: EB	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Administration: Administrative/Risk Services Officer.	MEETING DATE: August 22, 2016 AGENDA ITEM NO.: 6.a.
RECOMMENDED ACTION: Approve revised job title and job description to Administrative/Risk Services and Safety Officer, establish revised salary range, and authorize the General Manager to make a contingent job offer for the position.	
SUMMARY AND DISCUSSION: <p>At its November 9, 2015 meeting, the Board approved a job description, established a salary range, and authorized the General Manager to initiate recruitment for an Administrative/Risk Services Officer (A/RSO). Recruitment efforts were initiated in January 2016 and extended through May 2016. While the District received some informal inquiries, at this time, the District has only one qualified applicant who has expressed continuing interest in the position. The applicant is Mr. Dale Thrasher, the incumbent in the Joint Safety Director position shared by the District and the Central Marin Sanitation Agency (CMSA), but employed by CMSA.</p> <p>To be fair and transparent to all parties, the District initiated a three-way conversation with Mr. Thrasher and CMSA's General Manager Mr. Jason Dow, to apprise them both of the District's interest in considering Mr. Thrasher for the District's A/RSO position. Upon discussion, CMSA has proposed that if Mr. Thrasher accepts employment with the District, that he still be responsible for managing the Joint Safety program, given his significant knowledge and experience of the program. Under this proposal, Mr. Thrasher would spend up to 25% of his time managing the Joint Safety program (and his replacement at CMSA), with costs for this 25% time to be split 50-50 between CMSA and the District. Additionally, Mr. Thrasher would also function as the Novato Sanitary District Safety Officer, which is currently the General Manager's responsibility.</p> <p>The proposed changes would be memorialized in a revised Joint Safety Program Agreement (Agreement) between the two agencies. Mr. Thrasher has indicated that this arrangement is acceptable to him, but requested additional compensation for the increased responsibilities. District staff agrees, and proposes that the District retitle and revise the job description, increase the salary range to the District's MC117.5 range from the previously approved MC115 range, and make a contingent offer to Mr. Thrasher at Step "C" (\$10,962/month). This salary (and associated overall compensation) would be competitive with his CMSA salary range, and his current base salary of \$10,581/month as Joint Safety Director. With CMSA potentially paying 12.5% of the compensation for this position, and potential savings from a modified Joint Safety Director position, the proposed changes are intended to be net cost neutral to the District. For budget purposes, these changes are reflected in the final FY2016-17 budget. Also, in the future, if CMSA withdraws from the Joint Safety program, the salary range and job description for this position will revert back to the original salary range of MC115 and job description, with this possibility to be memorialized in the contingent job offer letter to Mr. Thrasher.</p> <p>Accordingly, staff proposes that the Board approve the revised job title and description, establish the revised salary range, and authorize the General Manager to make a contingent job offer.</p>	
STRATEGIC PLAN INFORMATION: This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
BUDGET INFORMATION: The FY 2016-17 preliminary budget includes provisions for an A/RSO at Salary Range MC115 (\$8,798-\$10,694/month). The final FY2016-17 budget includes provisions reflecting the potential cost sharing from CMSA and the revised salary range of MC117.5.	
DEPT. MGR.: ssk	GENERAL MANAGER: SSK

DRAFT
NOVATO SANITARY DISTRICT
ADMINISTRATIVE/RISK SERVICES AND SAFETY OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

SUMMARY:

Under general direction of the District General Manager-Chief Engineer, the Administrative/Risk Services and Safety Officer is a single-position classification within the District responsible for planning, organizing and directing the District's human resource, safety, risk management, loss control and prevention programs. This is a detail-oriented position requiring strong verbal and written communication skills, the ability to work independently, and solve problems across multiple technical disciplines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor legislative and regulatory changes at the local, State, and Federal levels, as well as trends and innovations. Provide interpretation and update District staff on pertinent issues and act as liaison between the regulatory agencies and District management as necessary.
- Develop, implement and manage written policies, procedures, programs and associated documentation that fulfill regulatory requirements and support effective and efficient management. Recognize training needs, and develop and implement effective employee training and communication programs.
- Analyze statistics and trends, and prepare and present reports and other necessary correspondence to management and the Board of Directors.
- Prepare and make presentations before the employees, departments, the Board, community organizations, and other interested groups.
- Lead investigations of accidents, claims and near misses to determine causation and identify appropriate corrective actions.
- Anticipate, schedule, and coordinate pre-employment and periodic medical/ evaluations, DOT testing, hearing tests, employee training, program assessments, and compliance activities, ensuring certifications are current and associated records of such are maintained.
- Participate in activities, both inside and outside the District, developing professional networks, building alliances, developing valuable collaborative resources.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Safety and Risk Management

- Function as the District's Safety Officer, and collaboratively drive continuous improvement of the District's safety culture and programs.
- Serve as an expert advisor to staff and management, provide technical expertise, training, and recommendations on day-to-day operations of programs designed to reduce risk, ensure workplace safety, and maintain facility security. Address employee questions and concerns on safe work practices and OSHA requirements.
- Chair regular District Safety Committee meetings; take appropriate action on issues that are identified during the meetings.

- Develop, coordinate, and oversee implementation of a comprehensive occupational safety, health, injury and risk management program.
- Conduct regular risk and safety assessments of the District's facilities and equipment to identify risks to the employees, community, and the District. Identify potential hazards and violations for correction.
- Develop and implement comprehensive safety and risk management strategies that fulfill regulatory requirements and support effective and efficient management of risks.
- Assume a lead role in resolving claims and other related matters filed against the District.
- Confer with claims adjusters and other consultants on the coordination of any investigations, site visits, repairs, etc. required as part of the claims handling process.
- Act as the liaison between the third-party administrator, medical providers, injured employees, and department supervisors on employee injury issues and fitness for duty; receive and review a variety of sensitive health-related information about injured workers that must be kept confidential. Develop and manage a proactive return to work program and facilitate the interactive and reasonable accommodation processes.
- Work with management to conduct timely accident investigations; initiate appropriate follow-up action, including determining whether policies need to be revised or developed;
- Work with management to ensure that safety actions are taken expediently to stop or change at-risk behavior and/or practices.
- Prepare and/or oversee the preparation of data for a variety of District-wide reports such as the annual CSRMA audit report, the OSHA 300 log, and reports to the Environmental Protection Agency and the State Department of Toxic Substances Control
- Manage the Department of Transportation fleet program to include licensing and employee medical evaluations.

Human Resources

- Administer employee relation functions, including recruiting, hiring, onboarding, performance management, employee complaints and allegations, and exit interviewing.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Participate with management and staff in labor negotiations and oversee the administration of the Memorandum of Understanding.
- Act as a District Employee/Labor relations resource to employees and managers, ensuring that sound human resource practices are being followed in the implementation of Human Resource decisions.

Administration

- Coordinate and provide oversight of communications between the District and the public in various forms of media including newsletters, website or flyers.
- Ensure efficient, organized and secure electronic and hard copy records management by providing organizational direction in the coordination of the records and document management systems.
- Board related activities (attending meetings, meeting minutes, etc. as required).

- Monitor, prepare, file required notices for public hearings, project Notices of Completion, etc. with County of Marin, newspapers, etc. as required.

INTERPERSONAL & OTHER SKILLS:

- Establish and maintain cooperative professional relationships with all levels of staff, regulators, and members of the general public.
- Accept constructive criticism from supervisors and peers, to recognize the need for, and to seek assistance or clarification as needed.
- Maintain a high level of integrity and confidentiality when dealing with sensitive and complex issues.
- Present information effectively and respond to questions from all levels of staff, regulators, and members of the general public.
- Work independently to plan, organize, prioritize and execute work, and to manage multiple and concurrent projects effectively and efficiently.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, and applicable laws, codes and regulations.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Apply mathematical concepts and use spreadsheet and database applications to construct, interpret and present statistical data.
- Prepare complex technical analyses and technical reports, business correspondence, training materials, policies and procedures.
- Demonstrate proficiency in computer systems and MS Office applications associated with performance of assigned work as well as basic problem solving skills associated with software applications.
- Maintain proficiency in effective training, communication and management techniques.

Management and Supervisory Responsibilities

This position may have management and supervisory responsibilities as assigned by the General Manager-Chief Engineer, appropriate to the scope and level of responsibility of the classification. The position may also be assigned ~~have~~ responsibility for the oversight and administration of projects including any associated contractors and consultant service contracts.

Joint Safety Program Responsibilities

The District is a member of a multi-agency Joint Safety Program (Program), which currently includes the District and the Central Marin Sanitation Agency (CMSA). The Program is governed by a Joint Safety Agreement (Agreement) between the agencies, and provides for the staffing of the Program through a Joint Safety Director position. CMSA serves as the host agency for the Joint Safety Director position, and the position is staffed by a CMSA employee.

The Administrative/Risk Services and Safety Officer shall generally provide technical leadership, guidance and management of the multi-agency safety program including supervision and evaluation of professional staff. Twenty-five percent (25%) of the District's Administrative/Risk Services and Safety Officer's time shall be allocated to managing the joint safety program, including supervision of the Joint Safety Director position. All costs of this 25%-time allocation will be shared on a 50-50 basis between the District and CMSA, or other equitable basis agreed to by the participating agencies. The specific services to be provided by the Administrative/Risk Services and Safety Officer under this 25% allocation shall be as determined jointly by the participating agencies, and memorialized in a revised Joint Safety Agreement.

The salary range for the Administrative/Risk Services and Safety Officer position shall be at the District's MC117.5 range as long as the position remains responsible for managing the Program. If circumstances change, and the position is not responsible for managing the Program, the salary range for this position shall either be adjusted down to the District's MC115 salary range level, or alternative/additional responsibilities appropriate to the scope and level of responsibility of the classification shall be assigned to the position.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.S. or B.A.) from an accredited college or university in a related field; extensive experience and knowledge or accepted certification in risk management, human resource management and/or occupational safety and health may be substituted for the educational requirements.

Seven (7) years of progressively responsible experience in managing occupational safety and health programs, injury management, risk management, and personnel administration. Relevant graduate level education may be substituted for up to 3 years of work experience.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate and typical of a business office with computers and printers operating. There will also be exposure to the hazards associated with industrial equipment, field operations and construction while performing inspections and facility/equipment assessments.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands and arms, handle, feel, and talk or hear in person or on the telephone or radio. An employee is required to sit for periods of time and frequently required to walk, kneel, crouch and climb ladders. The employee must be able to lift and/or move up 20 pounds, to shoulder height. Specific vision required by this job includes close vision, color vision, peripheral vision, and ability to adjust focus.

Completion of a medical and physical limitations examination administered by a licensed healthcare professional selected and paid by the District, to determine physical fitness for the job.

OTHER REQUIREMENTS:

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States. A valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District is a requirement of employment.



Final Budget

FOR

FISCAL YEAR 2016-18

Including Preliminary Budget for Fiscal Year 2017-18

Proposed August 22, 2016

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SECTION I

***LETTER OF TRANSMITTAL AND SUMMARY OF FUND
BALANCES***

August 22, 2016

Honorable Board of Directors
Novato Sanitary District
500 Davidson Street
Novato, California 94945

Honorable Board Members:

The proposed Final District Budget for fiscal years (FY) 2016-17 and 2017-18 fiscal years is attached for your consideration and approval. The FY 2016-17 Final Budget includes the following components:

- Summary of the Operating and Capital Improvement Funds, and Summary of Fund Balances (Section I).
- Operating Budget: Summary Revenues/Expenditures, and Summary Budget by Cost Center and Account Category (Section II).
- Detailed Operating Budget by Cost Center and Account Category (Section III).
- Capital Improvement Budget: Revenue and Expenditures Budget (Section IV)
- FY16-17 Wastewater Capital Reserve Fund and Certificates of Participation Reserve Fund (Section V)
- FY16-17 Debt Service Fund Summary for State Revolving Fund (SRF) Loan and Certificates of Participation (COP) Bond Fund (Section VI).

Note that this year's annual Sewer Service Charge (SSC) increases from \$552 to \$573 per service unit, or an increase of 3.8% over the prior year.

The basis of the rate increase is District Ordinance No. 120 – AN ORDINANCE OF THE NOVATO SANITARY DISTRICT ESTABLISHING SEWER SERVICE CHARGES FOR FISCAL YEARS 2016-17, 2017-18, 2018-19, 2019-20, AND 2020-21. This Ordinance No. 120 was adopted by the District Board at its regular meeting of June 13, 2016 upon completion of the appropriate Proposition 218 process.

As in prior years, the sewer service charge is divided in FY16-17, with \$314 (55%) allocated to the Operating Budget, and \$259 (45%) allocated to the Capital Budget.

A. BUDGET STRUCTURE

The District's budget is prepared on a cash basis. Operating and Capital Revenues and Expenditures are summarized in Table 1 and illustrated in Figure 1 at the end of this letter. Table 1 also compares the immediate past year with the proposed budget. Total revenues are projected to increase slightly if the proposed sewer service charge increase discussed above is adopted. Anticipated variances between the two budget years are also provided later in this letter.

	FY 15/16 Adopted Budget	FY 16/17 Proposed Budget	% Change FY 16 to FY 17
Operating Revenues	\$ 10,006,483	\$ 10,108,692	1.02%
Capital Revenues	9,901,040	10,015,352	1.15%
Total Revenues	\$ 19,907,523	\$ 20,124,044	1.09%
Operating Expenditures	9,763,464	9,972,648	2.14%
CIP Expenditures	3,360,500	4,675,000	39.12%
Debt Service	7,075,104	7,059,705	-0.22%
Total Expenditures	\$ 20,199,068	\$ 21,707,353	7.47%

B. FISCAL YEAR 2016-17 OPERATING BUDGET DETAILS

Operating Revenues

The proposed FY 2016-17 Operating Budget by revenue source is shown in Table 2 below (and graphically in Figure 2), along with the figures for the past two fiscal years. Total operating revenues are expected to increase by 1.02% or \$102,209 from FY 2015-16.

Funding Sources by Category	FY 14-15 Adopted Budget	FY 15-16 Adopted Budget	FY 16-17 Proposed Budget	% Change FY 16 to FY 17
Operating Sewer Service Charges	\$ 8,776,815	\$ 9,121,520	\$ 9,208,992	0.96%
Permit & Inspection fees	31,500	31,500	31,500	0.00%
Interest Income	15,000	18,000	20,000	11.11%
Engineering/Admin Chgs	165,000	165,000	165,000	0.00%
Franchise Fees	49,768	50,962	52,186	2.40%
AB 939 Collector Fees	297,586	342,621	354,134	3.36%
Oil and Beverage Grant	50,187	59,880	59,880	0.00%
Ranch Income	70,000	70,000	70,000	0.00%
Recycled Water Revenue	116,000	117,000	117,000	0.00%
Other Revenue	30,000	30,000	30,000	0.00%
Total Operating Revenue	\$9,601,856	\$10,006,483	\$10,108,692	1.02%

Operating Sewer Service Charges (SSCs) expected increase of \$87,472 or 0.96% primarily from the approved 3.8% rate increase recommended by the current sewer service charge rate study.

Interest Income expected increase of \$2,000 or 11.11% from potential increase in interest rates.

AB 939 Collector Fees expected to increase by \$11,513 or 3.36% due to the current projection for the HHW Cost center revenue.

Recycled Water Revenue is based on projections for cost recovery of operating costs through an agreement with the North Marin Water District (NMWD).

Operating Expenditures

A summary of proposed and past two fiscal years Operating Expenditures is shown in Table 3. The proposed FY16-17 Operating Expenditures are also shown graphically in Figure 3 (by expense type) and Figure 4 (by department or cost center), at the end of this letter. Operating expenditures are budgeted to increase by 2.14% or \$209,184 between FY2015-16 and FY2016-17. In terms of staffing, note that FY15-16 expenditures for Salaries and Benefits within individual cost centers are skewed by one-time “savings” from vacant positions. These positions will be filled methodically and thoughtfully through this budget period.

Table 3: Operating Budget Expenditures 3-year Summary:

Expenditures by Department	FY 14-15	FY 15-16	FY 16-17	% Change
	Adopted Budget	Adopted Budget	Proposed Budget	FY 16 to FY 17
Collections	\$ 1,389,859	\$ 1,386,100	\$ 1,392,148	0.44%
Treatment	2,827,499	3,018,331	3,076,191	1.92%
Reclamation	484,649	487,029	521,538	7.09%
Laboratory	593,829	601,633	648,636	7.81%
Pump Stations	807,072	814,633	854,139	4.85%
Administration/Engineering	2,818,610	2,936,237	2,947,209	0.37%
Hazardous Household Waste	368,698	402,501	415,787	3.30%
Recycled Water	116,000	117,000	117,000	0.00%
Total Expenditures	\$ 9,406,216	\$ 9,763,464	\$ 9,972,648	2.14%

Table 4 summarizes the main anticipated operating budget variances.

Table 4: Operating Budget Significant Budget Variances 2015-16 to 2016-17

Anticipated Budget Variances – Year-over-year, FY 15-16 to FY 16-17	Budget Impact
1. 3.1% increase in Salaries & Wages (Merit based & COLA increases).	\$ 65,815
2. 8.0% increase in employee benefits category.	\$ 70,481
3. 116.3% increase for new software in the Collections System cost center.	\$ 50,000
4. 12.1% increase for the District's Repairs & Maintenance expenses.	\$ 39,500
5. 10.7% increase for Research and Monitoring fees in the Lab cost center.	\$ 19,000
6. 11.6% increase in liability insurance premium.	\$ 17,000
7. 25.0% increase in insurance claims.	\$ 10,000
8. 16.7% decrease in attorney fees in the Admin & Eng. Cost center.	\$ (15,000)
9. 18.3% decrease for Outside services in the Collections cost center.	\$ (47,000)
10. 100% decrease in District election expenses.	\$ (50,000)
11. 19.3% decrease in outside consulting in the Admin & Eng. Cost center.	\$ (52,000)

C. FISCAL YEAR 2015-16 CAPITAL BUDGET DETAILS

Capital Revenues

The proposed FY2016-17 Capital Budget by Revenue source is shown in Table 5 below along with the figures for the past two fiscal years. Percentage changes in actual property tax revenue for the last ten years is illustrated in Figure 5. Total capital revenues for FY16-17 are expected to increase by 1.15% or \$114,312 from FY 2015-16. Notable items include:

Capital SSC Revenues - projected increase of \$160,912 or 2.16% primarily from the approved 3.8% rate increase recommended by the current sewer service charge rate study.

Property Taxes - projected increase of 2.0% from greater activity in the housing market over the past few years. For comparative purposes, Figure 5 (attached to this letter) depicts property tax-related revenues for the last ten years.

Connection Fees – projected to decrease \$84,000 or 16.14% assuming about 40 new connections per year (reduced from 50 new connections per year by the recent rate study).

Collector/Special Equalization Charges – projected to decrease \$4,000 or 66.67%, consistent with historical trends for connections in built-out areas.

Interest Income – projected increase of \$3,000 or 13.64% due to the slowly rising interest rate.

Table 5: Capital Budget Revenue 3-year Summary

Funding Sources by Category	FY 14-15	FY 15-16	FY 16-17	% Change
	Adopted Budget	Adopted Budget	Proposed Budget	FY 16 to FY 17
Capital Sewer Service Charges	\$ 7,183,200	\$ 7,435,040	\$ 7,595,952	2.16%
Property Taxes	1,750,000	1,900,000	1,938,000	2.00%
Connection Charges	493,500	518,000	434,400	-16.14%
Collector/Special Equalization Chgs	6,000	6,000	2,000	-66.67%
Interest Income	30,000	22,000	25,000	13.64%
Other Revenue	20,000	20,000	20,000	0.00%
Total Capital Revenues:	\$9,482,700	\$9,901,040	\$10,015,352	1.15%

Capital Expenditures

The proposed Capital Improvement Program (CIP) Budget for FY16-17 is \$11,734,705 or \$1,299,101 more or an increase of 12.4% over last year. Capital projects for 2016-17 will be funded through sewer service charges, property taxes, and connection fees. Notable items include:

On-going major capital project work, including Collection System Improvements and the expansion of the Recycled Water Facility (RWF).

Continuing work on regional efforts including North Bay Water Reuse Authority (NBWRA), Novato Creek Watershed, and the Hamilton Wetlands/Outfall study.

Debt service of \$7,059,705 including principal and interest payments on the District’s State Revolving Fund (SRF) loan and the 2011 Certificates of Participation (COPs).

Table 6 shows summary Capital Debt Service and Capital Project Costs for three fiscal years.

Table 6: Capital Budget Expenditures, 3-year Summary

Capital Expenditures	FY 14-15 Adopted Budget	FY 15-16 Adopted Budget	FY 16-17 Proposed Budget	% Change FY 16 to FY 17
Capital Projects	\$5,735,123	\$3,360,500	\$4,675,000	39.12%
Debt Service	7,070,754	7,075,104	7,059,705	-0.2%
Total	\$12,805,877	\$10,435,604	\$11,734,705	12.4%

Debt Coverage Ratio

In the 2011 Certificates of Participation(COP) Installment Sale Agreement, the District agreed to collect rates and charges during each fiscal year that are sufficient to yield net revenues equal to at least 120 percent of the installment payments on the COPs and all parity debt in the fiscal year, or a debt coverage ratio of 1.20. The projected Debt Coverage Ratio for FY2016-17 is 1.44.

D. COMPARISON OF ANNUAL SEWER SERVICE CHARGES LEVIED BY NEIGHBORING AGENCIES

The following table compares the District's rate with those of other nearby sanitation agencies. For illustrative purposes, see Figure 6 (following this letter) compares the District's SSC changes relative to changes in the Consumer Price Index (CPI) for the Water and Sewer Services industry for the last ten years.

AGENCY	RATE (\$/yr.)
Sanitary District No. 5 – Belvedere	1,985 ^(a)
Sausalito-Marin City Sanitary District ⁽¹⁾	1,340 ^(b)
Sanitary District No. 5 – Tiburon	1,034 ^(a)
Sanitary District No. 1 – City of Larkspur	1,067 ^(b)
Tamalpais Community Services District	1,111 ^(a)
City of Santa Rosa	948 ^(b)
Las Gallinas Valley Sanitary District	837 ^(b)
Ross Valley Sanitary District (SD #1)	797 ^(b)
City of Mill Valley	685 ^(a)
NOVATO SANITARY DISTRICT	573 ^(b)
Napa Sanitation District	555 ^(b)
Vallejo Sanitation & Flood Control District	520 ^(a)
Town of Corte Madera	500 ^(b)

Notes: ⁽¹⁾ Includes SMCS D charge of \$817 and City of Sausalito charge of \$492.
^(a)FY2015-16 charges; ^(b)FY2016-17 (proposed or adopted)

In conclusion, the proposed FY2016-17 budget will be able to accomplish the District's commitments to achieving the key goals set forth in its Strategic Plan while maintaining reasonable rates for its customers.

Sincerely,



SANDEEP KARKAL
 General Manager-Chief Engineer

Additional Charts for Informational Purposes:
 Figure 1:

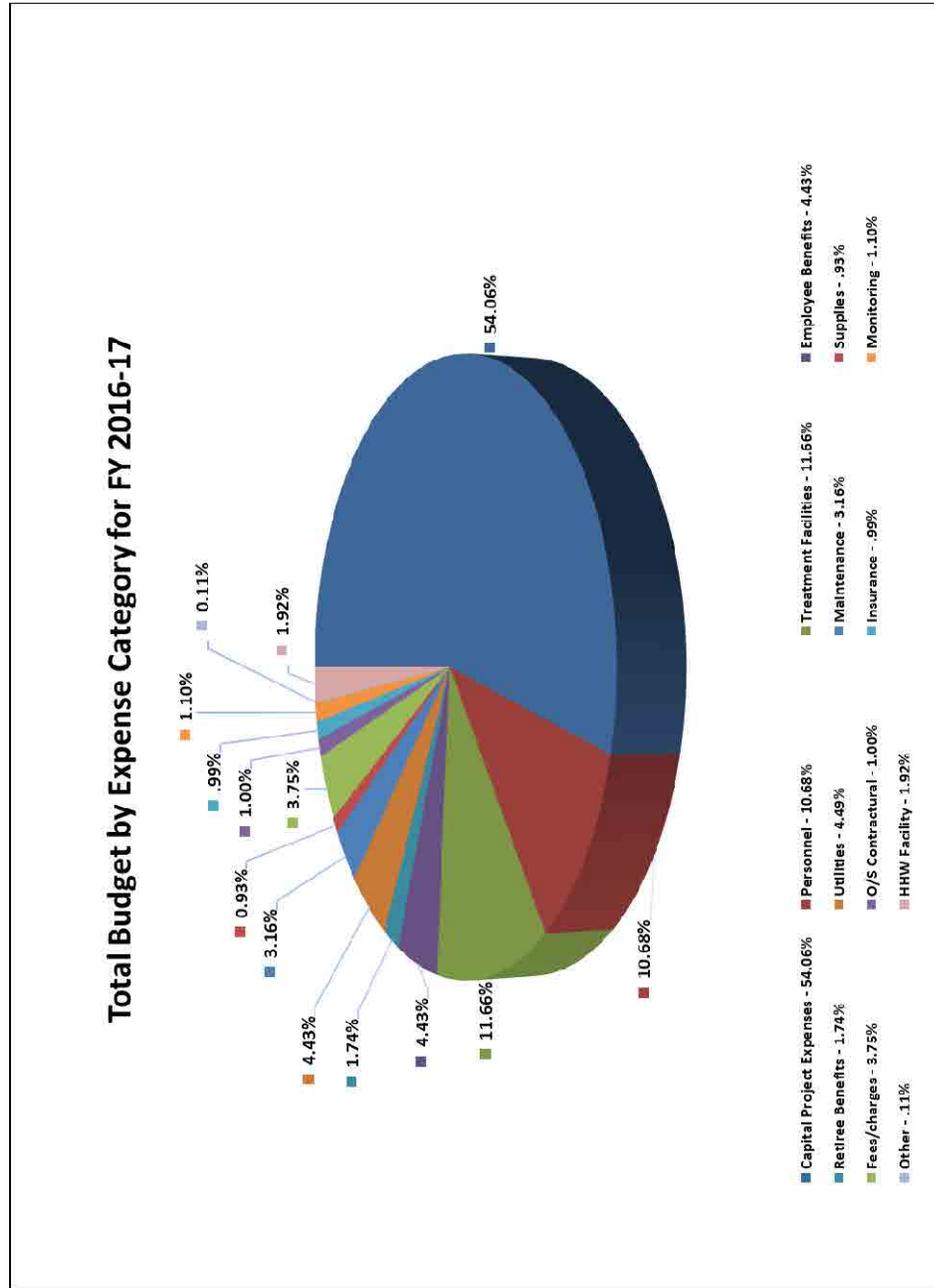


Figure 2:

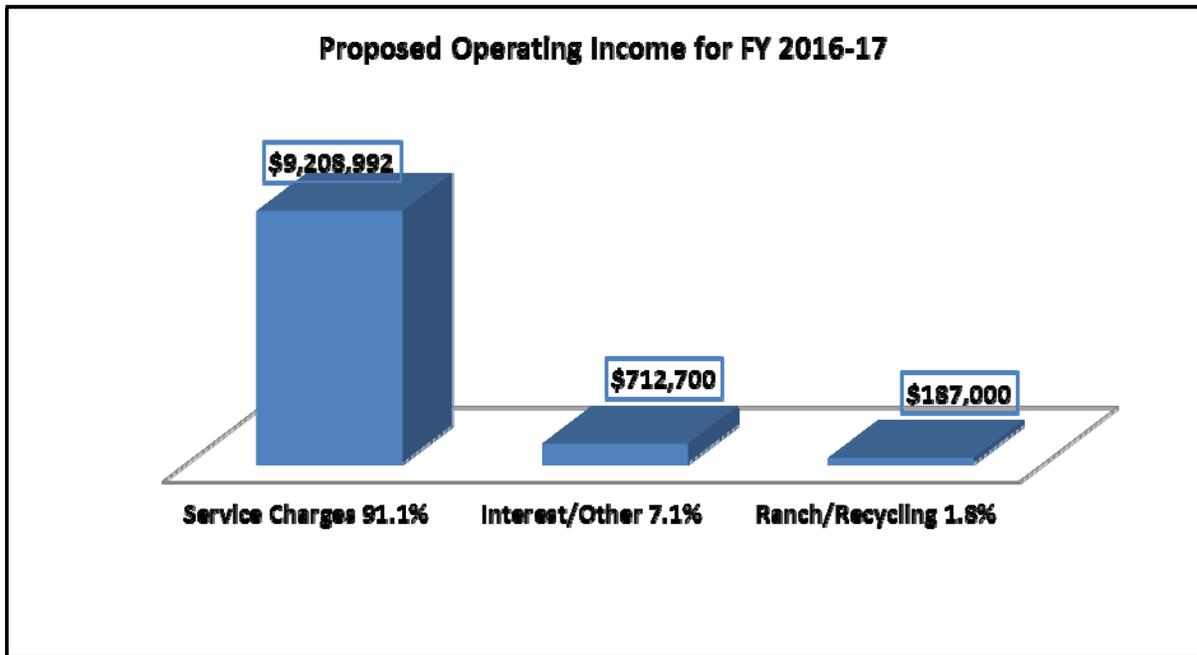


Figure 3:

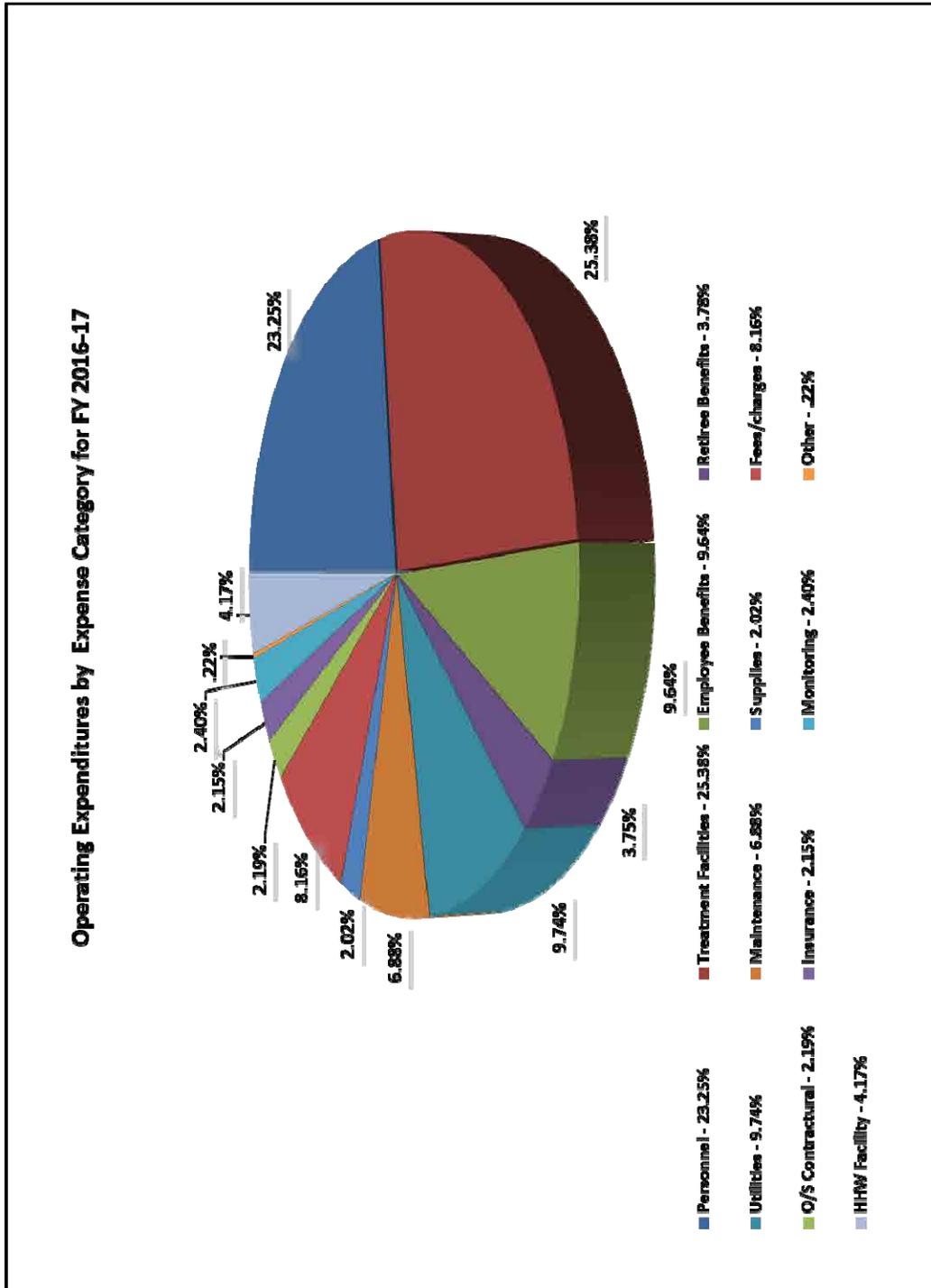


Figure 4:

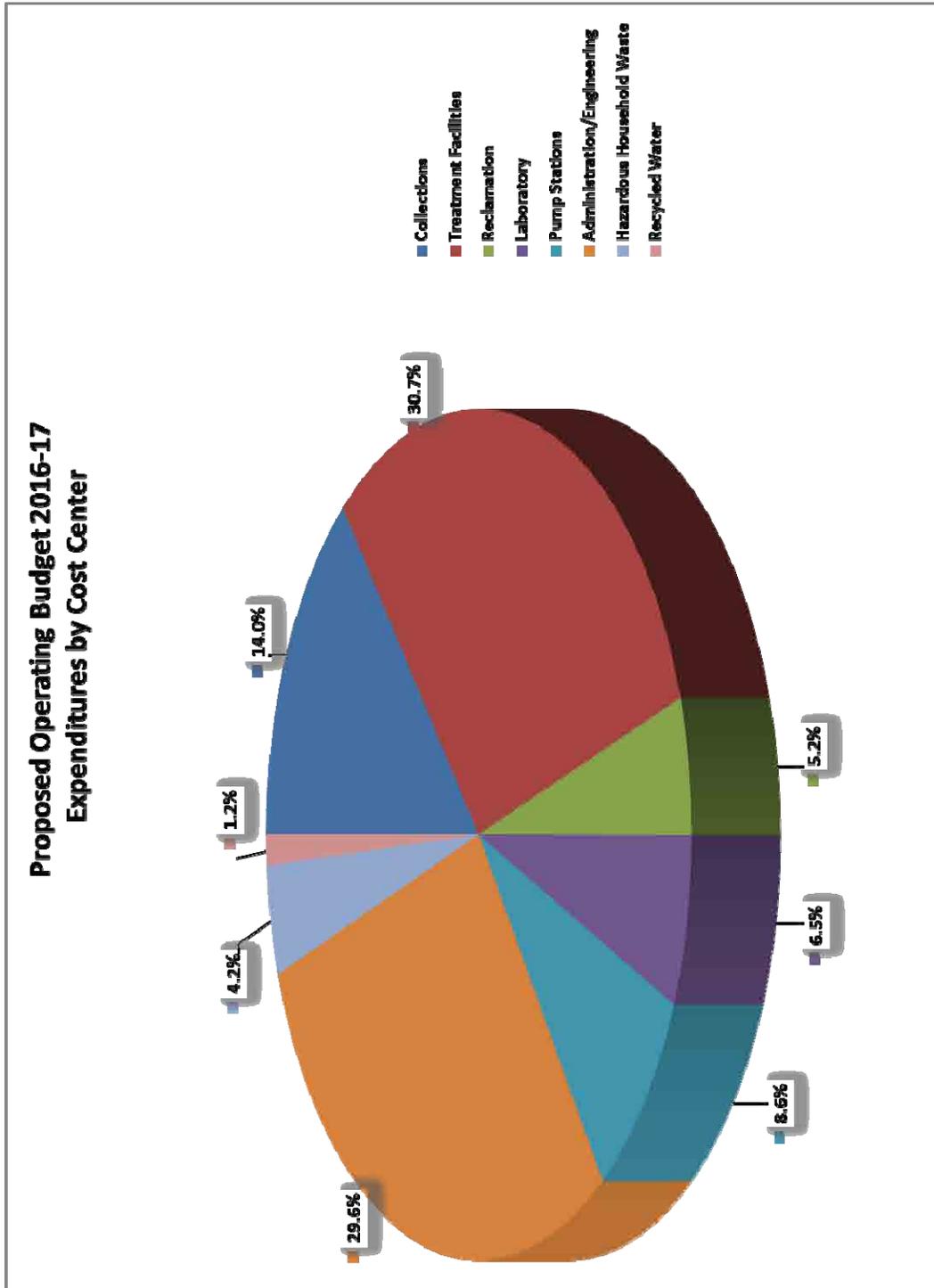
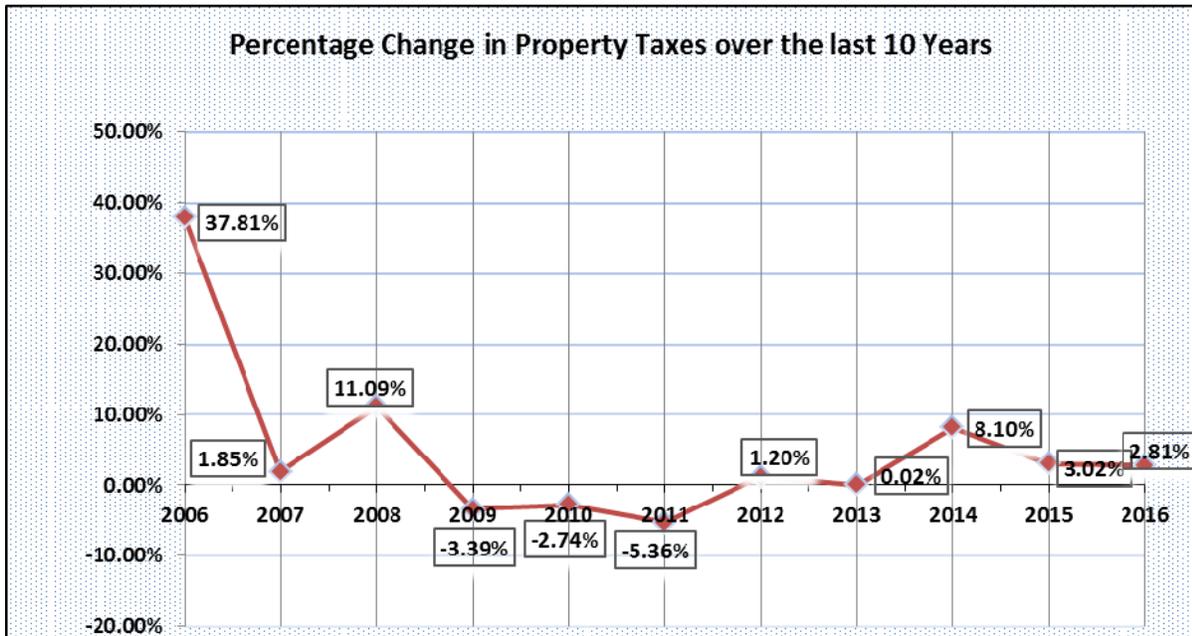
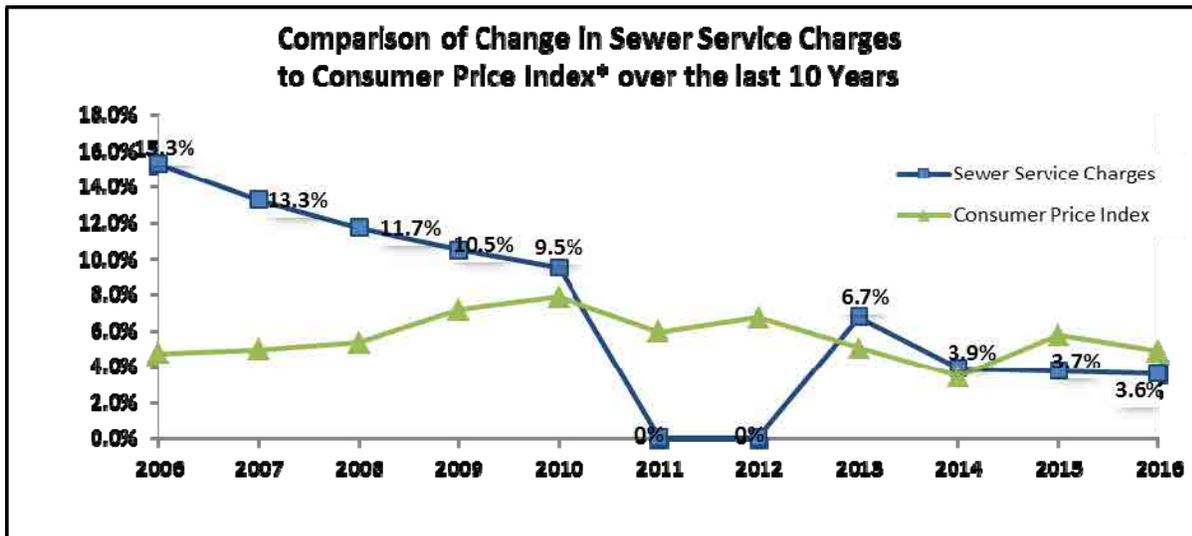


Figure 5:



Note: Based on actual revenues received and not adopted budget values.

Figure 6:



*CPI – Bureau of Labor Statistics – Series Id: CUUR0000SEHG01; Not Seasonally Adjusted; U.S. city average; Water and sewerage maintenance; Base Period: 1982-84=100

SECTION II

OPERATING BUDGET SUMMARY SCHEDULES

**Novato Sanitary District
2016-18 Final Budget
Summary of Operating Fund
And Capital Improvement Fund Balances**

	Adopted Budget 15-16	Actual Rev/Exp 2015-16	Proposed Budget 2016-17	Final Budget 2016-17	Preliminary Budget 2017-18
Operating Fund at July 1st Beginning of Each Year	10,635,267	10,641,247	11,639,919	12,278,229	12,414,273
Operating Revenue (p. 2)	10,006,483	9,809,419	10,105,402	10,108,692	10,428,052
Operating Expenditures (p. 3)	9,763,464	8,172,437	9,992,696	9,972,648	10,356,271
Net Operating Revenue	243,019	1,636,982	112,706	136,044	71,780
Operating Fund at the End of Each Year	10,878,286	12,278,229	11,752,625	12,414,273	12,486,054
Capital Improvement Fund at July 1st Beginning of Each Year	6,047,581	6,047,580	6,142,898	5,958,923	4,239,570
Capital Revenue (p. 15)	9,901,040	9,711,926	10,015,352	10,015,352	10,397,720
Total Capital Revenues	9,901,040	9,711,926	10,015,352	10,015,352	10,397,720
Capital Expenditures (p. 16)	3,360,500	2,725,479	4,525,000	4,675,000	2,990,000
Debt Service (p. 19)	7,075,104	7,075,104	7,059,705	7,059,705	7,043,504
Total Capital Expenditures	10,435,604	9,800,583	11,584,705	11,734,705	10,033,504
Capital Improvement Fund Balance at the End of Each Year	5,513,017	5,958,923	4,573,545	4,239,570	4,603,786
	Reserved	1,693,343	1,693,859	1,693,620	1,694,009
	Unreserved	14,697,960	16,543,293	14,632,550	15,395,681
Operating and Capital Improvement Fund Balances at The End of Each Year	16,391,303	18,237,152	16,326,170	16,653,843	17,089,840

**Novato Sanitary District
2016-18 Final Operating Budget
Revenue Summary**

Operating Fund Revenue Center - 41000	Adopted Budget 14-15	Adopted Budget 15-16	Actual Revenue 2015-16	Proposed Budget 2016-17	Final Budget 2016-17	Preliminary Budget 2017-18
Accounts						
41010 · Sewer Service Charges (1)	8,776,815	9,121,520	8,921,883	9,208,992	9,208,992	9,515,232
41030 · Plan Check & Inspection Fee	500	500	333	500	500	500
41040 · Permit & Inspection Fee	6,000	6,000	9,220	6,000	6,000	6,000
41060 · Interest Income	15,000	18,000	39,404	20,000	20,000	20,000
41080 · Engineering & Admin Charges	165,000	165,000	116,365	165,000	165,000	165,000
41090 · Non-domestic Permit Fees (2)	25,000	25,000	37,063	25,000	25,000	25,000
41100 · Garbage Franchise Fees	49,768	50,962	51,059	52,186	52,186	53,438
41105 · AB 939 Collector Fees	297,586	342,621	342,621	350,844	354,134	362,502
41107 · Oil/Bev/Tire Grants (3)	50,187	59,880	56,273	59,880	59,880	59,880
41130 · Ranch Income	70,000	70,000	101,530	70,000	70,000	70,000
41135 · Recycled Water Revenue	116,000	117,000	102,149	117,000	117,000	120,500
41140 · Other Revenue (4)	20,000	20,000	31,519	20,000	20,000	20,000
41142 · Loss on disposal of assets	10,000	10,000	0	10,000	10,000	10,000
Totals	9,601,856	10,006,483	9,809,419	10,105,402	10,108,692	10,428,052

Comments:

- (1) Sewer Service Charge (SSC) revenue is based on rate increase approved on June 13, 2016 and actual revenue received in prior year. The Sewer Service Charges allocations are as follows:
 - For FY2016-17, the approved charge of \$573 per EDU is split between operations (\$314) and capital (\$259), based on an estimate of 29,328 EDUs, which is a decrease from the FY15-16 estimate of 30,005 EDUs.
 - For FY2017-18, the approved charge of \$594 per EDU is split between operations (\$324) and capital (\$270), based on an estimate of 29,368 EDUs.
- (2) Includes application fees, permits and monitoring charges.
- (3) Oil/Bev/Tire Grants \$28,896/ JPA Reimb Fees \$30,984.
- (4) Other revenue includes septic tank hauling fees, and miscellaneous revenue.

APPROPRIATIONS LIMIT

The appropriations limitation, pursuant to Article XIII B of the California Constitution, is determined to be \$6,075,132 for the FY 2016-17.

**Novato Sanitary District
2016-18 Final Budget
Operating Budget - Summary of Expenditures**

Operating Cost Center	Adopted Budget 14-15	Adopted Budget 15-16	Actual Exp 2015-16	Proposed Budget 2016-17	Final Budget 2016-17	Preliminary Budget 2017-18
Collections	1,389,859	1,386,100	1,104,046	1,390,906	1,392,148	1,403,313
Treatment Facilities	2,827,499	3,018,331	2,790,713	3,076,191	3,076,191	3,200,472
Reclamation	484,649	487,029	336,215	522,409	521,538	530,566
Laboratory	593,829	601,633	487,624	648,636	648,636	648,520
Pump Stations	807,072	814,633	642,626	854,044	854,139	887,702
Administration/Engineering	2,818,610	2,936,237	2,394,117	2,967,723	2,947,210	3,141,041
Hazardous Household Waste	368,698	402,501	325,068	415,787	415,787	424,157
Recycled Water	116,000	117,000	92,028	117,000	117,000	120,500
	9,406,216	9,763,464	8,172,437	9,992,696	9,972,648	10,356,271

Novato Sanitary District 2016-17 Final Operating Budget Operating Budget Detail by Account Category												
	Treatment Facilities	Recl	L-M	Pump Stations	Collection System	A-E	HHW Program	Recycled Water	Total	As Percent of Budget	Over/Under PY Budget	% Over/Under PY Budget
Salaries and Wages		91,943		344,528	627,355	1,152,160			2,215,986	22.22%	65,815	3.06%
Contract Services (Operations & Lab)	2,113,278		368,136					50,000	2,531,415	25.38%	65,082	2.64%
Employee Benefits		36,595		154,611	286,293	473,551			951,049	9.54%	70,481	8.00%
Retiree Health Benefits						377,348			377,348	3.78%	2,088	0.56%
Directors' Fees						38,000			38,000	0.38%	(5,000)	-11.63%
Election Expense						0			-	0%	(50,000)	-100.00%
Gasoline, Oil & Fuel		4,000	2,500	6,000	28,000	10,000			50,500	0.51%	500	1.00%
Insurance	14,000					150,000			164,000	1.64%	17,000	11.56%
Ins Claims Expense						50,000			50,000	0.50%	10,000	25.00%
Agency Dues						62,000			62,000	0.62%	7,000	12.73%
Memberships						10,000			10,000	0.10%	1,000	11.11%
Office Expense						27,000			27,000	0.27%	2,000	8.00%
Safety		500	1,000	2,000	3,500	2,000			9,000	0.09%	(3,500)	-28.00%
Software Maint		2,000	4,000	12,000	75,000	2,000			93,000	0.93%	50,000	116.28%
Operating Supplies		2,000	20,000	10,000	30,000	10,000		2,000	74,000	0.74%	2,000	2.78%
Operating Chemicals				15,000				26,000	41,000	0.41%	-	0.00%
Sludge Disposal-Contractual		190,000							190,000	1.91%	(20,000)	-9.52%
Accounting & Auditing						27,000			27,000	0.27%	3,000	12.50%
Attorney						75,000			75,000	0.75%	(15,000)	-19.26%
Outside Consulting						218,000			218,000	2.19%	(52,000)	-23.85%
IT/Misc. Electrical						45,000			45,000	0.45%	9,000	25.00%
Safety & Wellness Incentive Program						10,000			10,000	0.10%	-	0.00%
Printing & Publication						22,000			22,000	0.22%	-	0.00%
Repairs & Maintenance		70,000	25,000	115,000	85,000	50,000			367,000	3.68%	39,500	12.06%
Unusual Equipment Maint	150,000								150,000	1.50%	-	0.00%
Small Tools		500		2,000	2,000	4,500			4,500	0.05%	1,000	28.57%
Outside Services				35,000	175,000	210,000			210,000	2.11%	(47,000)	-22.38%
Ditch/Dike Maintenance						20,000			20,000	0.20%	-	0.00%
Research & Monitoring		20,000				196,000		14,000	196,000	1.97%	19,000	10.73%
Travel, Mtgs & Train						55,000			55,000	0.55%	-	0.00%
Pollution Prevention/Pub. Ed.						43,000			43,000	0.43%	3,000	7.50%
Gas & Electricity	708,913	95,000	43,000	110,000		915,913		2,000	915,913	9.18%	21,783	2.44%
Water		3,000		7,000	12,000	22,000			22,000	0.22%	-	0.00%
Telephone				24,000	2,000	10,000			36,000	0.36%	-	0.00%
Other/Operational Assistance					1,000	1,000			1,000	0.01%	-	0.00%
Permits & Fees		6,000	3,000	17,000	65,000	88,000		1,000	182,000	1.82%	-	0.00%
Co. Collection Fees						68,000			68,000	0.68%	(1,000)	-1.45%
Ser. Chg. System Exp						5,150			5,150	0.05%	150	3.00%
AB 939 Solid Waste Programs						415,787			415,787	4.17%	13,286	3.30%
Total	3,076,191	521,538	648,636	854,139	1,392,148	2,947,209	415,787	117,000	9,972,648	100.00%	209,184	2.14%
	30.85%	5.23%	6.50%	8.56%	13.96%	29.55%	4.17%	1%	100.00%			

SECTION III

***OPERATING BUDGET
By Cost Center and Account Category***

**Novato Sanitary District
2016-18 Final Budget
Operating Budget - Collections**

Collections Cost Center - 60000	Adopted Budget 14-15	Adopted Budget 15-16	Actual Exp 2015-16	Proposed Budget 2016-17	Final Budget 2016-17	Preliminary Budget 2017-18
Accounts						
60010 · Salaries & Wages	604,357	634,609	494,021	627,152	627,355	670,881
60020 · Employee Benefits	262,502	269,491	225,061	285,254	286,293	308,933
60060 · Gas, Oil & Fuel	28,000	28,000	15,908	28,000	28,000	28,000
60085 · Safety	2,000	7,000	7,304	3,500	3,500	3,500
60091 · Software Maint	25,000	25,000	18,500	75,000	75,000	20,000
60100 · Operating Supplies	30,000	30,000	30,672	30,000	30,000	30,000
60150 · Repairs & Maint	85,000	85,000	87,091	85,000	85,000	85,000
60152 · Small Tools	2,000	2,000	1,639	2,000	2,000	2,000
60153 · Outside Services	275,000	225,000	190,157	175,000	175,000	175,000
60192 · Water	8,000	12,000	10,527	12,000	12,000	12,000
60193 · Telephone	2,000	2,000	1,446	2,000	2,000	2,000
60200 · Other(Garbage Coll)	1,000	1,000	157	1,000	1,000	1,000
60201 · Permits & Fees	65,000	65,000	21,563	65,000	65,000	65,000
	1,389,859	1,386,100	1,104,046	1,390,906	1,392,148	1,403,313

Comments:

**Novato Sanitary District
2016-18 Final Budget
Operating Budget - Treatment Facilities**

Treatment Facilities Cost Center - 61000	Adopted Budget 14-15	Adopted Budget 15-16	Actual Exp 2015-16	Proposed Budget 2016-17	Final Budget 2016-17	Preliminary Budget 2017-18
Accounts						
61000-1 · Fixed Fee(1)	1,957,529	2,059,201	2,025,540	2,113,278	2,113,278	2,170,668
61000-2 · Insurance & Bonds	42,570	12,000	10,122	14,000	14,000	14,000
61000-3 · Major Repair/Replacement	150,000	150,000	58,102	150,000	150,000	150,000
61000-4 · Water/Permits/Phone	90,000	90,000	55,118	90,000	90,000	90,000
61000-5 · Gas & Electricity(2)	587,400	707,130	641,831	708,913	708,913	775,804
	2,827,499	3,018,331	2,790,713	3,076,191	3,076,191	3,200,472

Comments:

(1) Fixed fee - 3.5% increase from prior year, and an allowance for contractual incentive payment.

(2) Assumes 10% increase for purchased utility power based on actual expenditures for 2015/16, and an allowance for contractual incentive payment with 50-50 sharing of savings from power usage below contract baseline, between District and Veolia.

**Novato Sanitary District
2016-2018 Final Budget
Operating Budget - Reclamation**

Reclamation Cost Center - 63000	Adopted Budget 14-15	Adopted Budget 15-16	Actual Exp 2015-16	Proposed Budget 2016-17	Final Budget 2016-17	Preliminary Budget 2017-18
Accounts						
63010 · Salaries & Wages	60,549	75,400	38,721	92,151	91,943	97,254
63020 · Employee Benefits	22,500	28,629	17,388	37,257	36,595	40,312
63060 · Gasoline & Oil	4,000	4,000	2,270	4,000	4,000	4,000
63085 · Safety	500	500	0	500	500	500
63091 · Software Maint	3,100	2,000	0	2,000	2,000	2,000
63100 · Operating Supplies	2,500	2,000	1,070	2,000	2,000	2,000
63115 · Sludge Disposal	200,000	210,000	137,039	190,000	190,000	190,000
63150 · Repairs & Maint	70,000	50,000	43,033	70,000	70,000	70,000
63152 · Small Tools	500	500	0	500	500	500
63157 · Ditch/Dike Maint	20,000	20,000	0	20,000	20,000	20,000
63191 · Gas & Electricity	90,000	85,000	89,446	95,000	95,000	95,000
63192 · Water	5,000	3,000	3,359	3,000	3,000	3,000
63201 · Permits & Fees	6,000	6,000	3,889	6,000	6,000	6,000
	484,649	487,029	336,215	522,409	521,538	530,566

Comments:

**Novato Sanitary District
2016-18 Final Budget
Operating Budget - Laboratory**

Laboratory Cost Center - 64000	Adopted Budget 14-15	Adopted Budget 15-16	Actual Exp 2015-16	Proposed Budget 2016-17	Final Budget 2016-17	Preliminary Budget 2017-18
Accounts						
64010 · Contract Lab Services (1)	194,138	357,133	334,516	368,136	368,136	381,020
64020 · Employee Benefits	72,191	0	0	0	0	0
64060 · Gasoline & Oil	3,000	3,000	1,702	2,500	2,500	2,500
64085 · Safety	1,000	1,000	0	1,000	1,000	1,000
64091 · Software Maintenance	4,000	4,000	0	4,000	4,000	4,000
64100 · Operating Supplies	25,000	20,000	19,561	20,000	20,000	20,000
64150 · Repairs & Maintenance	9,500	10,500	5,817	25,000	25,000	12,000
64160 · Research & Monitoring	247,000	163,000	99,444	182,000	182,000	182,000
64170 · Pollution Prev/Public Ed	35,000	40,000	24,225	43,000	43,000	43,000
64201 · Permits & Fees	3,000	3,000	2,359	3,000	3,000	3,000
	593,829	601,633	487,624	648,636	648,636	648,520

Comments:

(1) This account previously titled "Salaries and Wages", is renamed to reflect fees paid for contract laboratory and environmental services provided by Veolia Water and NMWD.

**Novato Sanitary District
2016-2018 Final Budget
Operating Budget - Pump Stations**

Pump Stations Cost Center - 65000	Adopted Budget 14-15	Adopted Budget 15-16	Actual Exp 2015-16	Proposed Budget 2016-17	Final Budget 2016-17	Preliminary Budget 2017-18
Accounts						
65010 · Salaries & Wages	316,295	337,753	244,040	344,502	344,528	369,653
65020 · Employee Benefits	137,777	141,880	100,904	154,542	154,611	163,049
65060 · Gasoline & Oil	5,000	5,000	2,865	6,000	6,000	6,000
65085 · Safety	2,000	2,000	2,347	2,000	2,000	2,000
65091 · Software Maint/Update	12,000	12,000	631	12,000	12,000	12,000
65100 · Operating Supplies	10,000	10,000	10,510	10,000	10,000	10,000
65101 · Operating Chemicals	30,000	15,000	174	15,000	15,000	15,000
65150 · Repairs & Maintenance	115,000	110,000	109,704	115,000	115,000	115,000
65152 · Small Tools	1,000	1,000	594	2,000	2,000	2,000
65153 · Outside Services, Elect.	40,000	32,000	31,209	35,000	35,000	35,000
65191 · Gas & Electricity	90,000	100,000	103,171	110,000	110,000	110,000
65192 · Water	7,000	7,000	6,325	7,000	7,000	7,000
65193 · Telephone	24,000	24,000	24,634	24,000	24,000	24,000
65201 · Permits & Fees	17,000	17,000	5,518	17,000	17,000	17,000
	807,072	814,633	642,626	854,044	854,139	887,702

Comments:

**Novato Sanitary District
2016-2018 Final Budget
Operating Budget - Administration**

Administration and Engineering Cost Center - 66000	Adopted Budget 14-15	Adopted Budget 15-16	Actual Exp 2015-16	Proposed Budget 2016-17	Final Budget 2016-17	Preliminary Budget 2017-18
Accounts						
66010 · Salaries & Wages	983,222	1,102,409	1,030,493	1,190,391	1,152,160	1,256,327
66020 · Employee Benefits	375,733	440,568	423,490	485,834	473,551	512,489
66021 · Retiree Health Benefits	396,155	375,260	181,447	377,348	377,348	368,225
66030 · Director's Fees	45,000	43,000	30,600	38,000	38,000	38,000
66040 · Election Expense	0	50,000	250	0	0	50,000
66060 · Gasoline & Oil	10,000	10,000	6,000	10,000	10,000	10,000
66070 · Insurance	186,000	135,000	119,355	150,000	150,000	150,000
66071 · Insurance Claim Expense	45,000	40,000	12,535	50,000	50,000	55,000
66075 · Agency Dues	60,000	55,000	48,577	62,000	62,000	62,000
66080 · Memberships	8,500	9,000	7,737	10,000	10,000	10,000
66085 · Safety	1,000	2,000	1,797	2,000	2,000	2,000
66090 · Office Expense	29,000	25,000	26,389	27,000	27,000	28,000
66100 · Engineering Supplies	9,000	8,000	6,429	10,000	10,000	10,000
66121 · Accounting & Auditing	18,000	24,000	24,681	27,000	27,000	29,000
66122 · Attorney Fees	120,000	90,000	20,769	50,000	75,000	75,000
66123 · O/S Contractual	275,000	270,000	262,381	218,000	218,000	217,000
66124 · IT/Misc Electrical	40,000	36,000	24,819	45,000	45,000	42,000
66125 · Safety & Wellness Incentive Prog	0	10,000	1,875	10,000	10,000	10,000
66130 · Printing & Publications	22,000	22,000	21,202	22,000	22,000	25,000
66150 · Repairs & Maintenance	45,000	50,000	42,958	50,000	50,000	53,000
66170 · Travel, Meetings & Training	70,000	55,000	37,459	50,000	55,000	55,000
66193 · Telephone	15,000	10,000	9,367	10,000	10,000	10,000
66202 · County Fees-Property Taxes	25,000	27,000	24,773	26,000	26,000	26,000
66203 · County Fees-Sewer Ser Chg	35,000	42,000	28,734	42,000	42,000	42,000
66250 · Service Charge Sys Exp	5,000	5,000	0	5,150	5,150	5,000
	2,818,610	2,936,237	2,394,117	2,967,723	2,947,210	3,141,041

Novato Sanitary District					
Final Operating Budget 2016-18					
PERSONNEL DETAIL					
Number	Position	Cost Center	Pay Range	Salaries	
				2016-17	2017-18
1.00	General Manager-Chief Engineer.....	A/E		206,016	213,433
1.00	Technical Services Manager.....	A/E	MC119	137,698	149,788
1.00	Field Services Manager25AE/.25CS/.25PS/.25Rec	MC119	150,552	155,972
1.00	Senior Engineer.....	.65AE/.25PS/.10Rec	MC116.5	133,320	138,120
0.46	Administrative Services Specialist	A/E	MC117.5	64,608	66,934
1.00	Administrative/Risk Services and Safety Officer (1)	A/E	MC117.5	95,229	136,476
1.00	Administrative Assistant	A/E	MC103	46,431	67,344
1.00	Administrative Secretary.....	A/E	MC106	79,848	82,723
1.00	Finance Officer.....	A/E	MC115	123,871	128,330
1.00	Staff Engineer.....	.5AE/.5CS	47	101,904	105,573
1.00	Construction Inspector.....	A/E	44.5	90,228	93,476
1.00	Information System Specialist II.....	.5AE/.5CS	43.5	85,932	89,026
1.00	Electrical/Instrumentation Tech I.....	.34A/E/.33PS/.33Rec	40.5	55,979	66,172
1.00	Collection System Superintendent.....	.67CS/.33PS	MC115	112,354	122,219
1.00	Collection System Leadworker.....	.67CS/.33PS	47	90,233	98,152
1.00	Collection System Worker III.....	.67CS/.33PS	43.5	-	-
2.00	Collection System Worker II.....	.67CS/.33PS	40.5	140,763	149,280
5.00	Collection System Worker I.....	.67CS/.33PS	38.5	303,301	333,510
1.00	Admin Intern	A/E	N/A	8,640	8,640
1.00	Engineering Aide - temp	A/E	N/A	17,280	17,280
0.40	Hourly Electrician	.25AE/.25PS/.50Rec	N/A	40,000	40,000
	Allowance for Overtime.....	C/S		35,000	35,000
	Allowance for Overtime.....	A/E		7,500	7,500
	Allowance for Standby Duty Pay.....	C/S		28,000	28,000
	Adjustment for CMSA Reimbursement(1)	A/E		(11,358)	(15,711)
	Subtotal			2,143,329	2,317,237
	COLA Allowance	3.60%		72,658	76,878
	Projected COLA Allowance - 17/18	3.50%			
				2,215,986	2,394,115
24.86	Administration and Engineering (A/E)		1,152,160	1,256,327	
	Collection System	67%	627,355	670,881	
	Pump Stations	33%	344,528	369,653	
	Reclamation Facilities		91,943	97,254	
	Total/Check		2,215,986	2,394,115	
(1) A portion of the compensation for this position to be reimbursed by Central Marin Sanitation Agency (CMSA) under the Joint Safety Program between CMSA and the District.					

**Novato Sanitary District
2016-2018 Final Budget
Operating Budget - Hazardous Household Waste**

HHW Cost Center - 67000	Adopted Budget 14-15	Adopted Budget 15-16	Actual Exp 2015-16	Proposed Budget 2016-17	Final Budget 2016-17	Preliminary Budget 2017-18
Accounts						
67400 · Management Services	130,161	131,464	83,681	134,750	134,750	138,120
67500 · Household Hazardous Waste	164,000	211,500	216,504	220,000	220,000	225,000
67530 · Used Oil Grant	11,963	11,269	2,956	11,269	11,269	11,269
67530-1 Beverage Container Grant	10,574	11,268	2,955	11,268	11,268	11,268
67540 · Education/Public Outreach	37,000	22,000	8,972	23,500	23,500	23,500
67600 · Other	5,000	5,000	0	5,000	5,000	5,000
67610 · City AB 939 Admin Service	10,000	10,000	10,000	10,000	10,000	10,000
	368,698	402,501	325,068	415,787	415,787	424,157

Comments:

**Novato Sanitary District
2016-2018 Final Budget
Operating Budget - Recycled Water**

Recycled Water Cost Center - 68000	Adopted Budget 14-15	Adopted Budget 15-16	Actual Exp 2015-16	Proposed Budget 2016-17	Final Budget 2016-17	Preliminary Budget 2017-18
Accounts						
68010 · O & M Services	50,000	50,000	41,574	50,000	50,000	50,000
68100 · Operating Supplies	3,000	2,000	1,845	2,000	2,000	2,000
68101 · Operating Chemicals	34,000	26,000	27,706	26,000	26,000	27,300
68150 · Repairs & Maintenance	18,000	22,000	9,738	22,000	22,000	24,200
68160 · Research & Monitoring	0	14,000	11,165	14,000	14,000	14,000
68191 · Gas & Electricity	10,000	2,000	0	2,000	2,000	2,000
68201 · Permits & Fees	1,000	1,000	0	1,000	1,000	1,000
	116,000	117,000	92,028	117,000	117,000	120,500

SECTION IV

CAPITAL IMPROVEMENT BUDGET

**Novato Sanitary District
2016-18 Final Budget
Capital Improvement Budget - Revenue Summary**

			Final	Proposed	Final	Preliminary
Capital Fund	Adopted	Adopted	Revenue	Budget	Budget	Budget
Revenue Center - 51000	Budget 14-15	Budget 15-16	2015-16	2016/17	2016/17	2017-18
Accounts						
Capital Improvement Income						
51010 · Sewer Service Charges(1)	7,183,200	7,435,040	7,298,993	7,595,952	7,595,952	7,929,360
51015 · Property Taxes	1,750,000	1,900,000	2,055,935	1,938,000	1,938,000	1,976,760
51015-1 Redevelopment Agency(2)	0	0	99,544	0	0	0
51020 · Connection Charges(3)	493,500	518,000	223,240	434,400	434,400	447,600
51030 · Collector Sewer Charges	2,000	2,000	2,000	1,000	1,000	1,000
51040 · Special Equalization Chrg	4,000	4,000	18	1,000	1,000	1,000
51060 · Interest	30,000	22,000	32,196	25,000	25,000	22,000
51070 · Other Revenue	20,000	20,000	0	20,000	20,000	20,000
Total Capital Improvement Income	9,482,700	9,901,040	9,711,926	10,015,352	10,015,352	10,397,720
Comments:						
(1) Sewer Service Charge (SSC) revenue is based on rate increase approved on June 13, 2016 and actual revenue received in prior year. The Sewer Service Charges allocations are as follows:						
- For FY2016-17, the approved charge of \$573 per EDU is split between operations (\$314) and capital (\$259), based on an estimate of 29,328 EDUs, which is a decrease from the FY15-16 estimate of 30,005 EDUs.						
- For FY2017-18, the approved charge of \$594 per EDU is split between operations (\$324) and capital (\$270), based on an estimate of 29,368 EDUs.						
(2) Redevelopment Agency(RDA) related revenues are being shown separately as they have increased over the past few years from the dissolution and distribution of assets of these agencies. Also, projections for future RDA fund distributions are not available at this time.						
(3) Connection Charges projected at 40 new connections each year.						
- Per Ordinance 119, the connection charge beginning July 1, 2016 is \$10,860 per EDU, and increases by 3% on July 1, 2017 to \$11,190 per EDU.						

**Novato Sanitary District
2016-2018 Final Budget
Capital Improvement Budget - CIP Expenditures**

Capital Improvements Cost Centers - 72000 & 73000	Adopted Budget 14-15	Adopted Budget 15-16	Actual Exp 2015-16	Proposed Budget 2016-17	Final Budget 2016-17	Preliminary Budget 2017-18
Accounts						
72110 · Drainage PS 3&7 Outfall Rehab	265,000	5,000	87	0	0	0
72403 · Pump Station Rehabilitation	1,082,185	50,000	13,325	50,000	50,000	250,000
72508 · North Bay Water Reuse Authority (NBWRA)	355,000	403,000	253,486	440,000	440,000	100,000
72611 · Bayside Sewer	45,000	0	0	0	0	0
72706 · Collection System Improvments	1,600,000	1,050,000	1,061,266	1,050,000	1,200,000	1,700,000
72706-1 · Lateral Replacement Program	50,000	50,000	25,500	60,000	60,000	75,000
72707 · Hamilton Wetlands/Outfall Integration	36,542	22,500	799	10,000	10,000	10,000
72708 · Cogeneration	40,000	20,000	1,330	45,000	45,000	20,000
72802 · Annual Sewer Adj. for City Proj	10,000	10,000	1,563	10,000	10,000	10,000
72803 · Annual Collection Sys Repairs	200,000	200,000	222,354	200,000	200,000	200,000
72804 · Annual Reclamation Fac Improvements	150,000	100,000	67,483	100,000	100,000	100,000
72805 · Annual Treatment Plant Improvements	200,000	300,000	269,251	100,000	100,000	100,000
72806 · Annual Pump Station Improvements	0	0	0	100,000	100,000	100,000
72808 · Strategic Plan Update	0	10,000	15,911	20,000	20,000	20,000
72809 · Novato Creek Watershed	50,000	15,000	443	10,000	10,000	10,000
73001 · WWTP Upgrade - Contract C (Solids handling)	461,396	10,000	16,401	0	0	0
73002 · WWTP Up-Contract D-Recycled Water	10,000	0	0	0	0	0
73003 · Admin Building Upgrade/Maint. Building	1,000,000	740,000	682,332	350,000	350,000	50,000
73004 · Odor Control and NTP Landscaping	0	50,000	6,491	75,000	75,000	50,000
73005 · RWF Expansion	0	150,000	59,551	1,300,000	1,300,000	20,000
73006 · NTP Corrosion Control	0	150,000	27,906	180,000	180,000	150,000
73090 · Vehicle Replacement	180,000	25,000	0	425,000	425,000	25,000
Subtotal before Debt Service	5,735,123	3,360,500	2,725,479	4,525,000	4,675,000	2,990,000
78500 · Interest - SRF Loan	1,784,785	1,698,525	1,698,525	1,610,195	1,610,195	1,519,744
78500 · Principal - SRF Loan	3,594,171	3,680,431	3,680,431	3,768,762	3,768,762	3,859,212
78500 · Interest - COP Bond	836,798	811,148	811,148	775,748	775,748	739,548
78500 · Principal - COP Bond	855,000	885,000	885,000	905,000	905,000	925,000
Subtotal for Debt Service	7,070,754	7,075,104	7,075,104	7,059,705	7,059,705	7,043,504
Totals	12,805,877	10,435,604	9,800,583	11,584,705	11,734,705	10,033,504

Comments:

SECTION V

***WASTEWATER CAPITAL RESERVE FUND &
CERTIFICATE OF PARTICIPATION (COP)
RESERVE FUND***

**Novato Sanitary District
2016-18 Final Budget
Wastewater Capital Reserve Fund**

	2016-17 Budget	
	Prelim	Final
<u>Wastewater Capital Reserve Fund</u>		
FUND BALANCE 6/30/15	3,275,000	3,275,000
Required Deposits	0	0
FUND BALANCE 6/30/16	3,275,000	3,275,000
Required Deposits	0	0
ANTICIPATED FUND BALANCE 6/30/17	3,275,000	3,275,000
 Note: Per the SRF Loan agreement, the District must deposit sufficient funds to build up the Wastewater Capital Reserve Fund (WCRF) at a minimum rate of 0.5% of the SRF loan amount each year for a period of ten years. The District's unused bonding capacity of \$3,275,000 from the 1970 and 1986 GO Bonds may be used to offset, dollar for dollar, the required cash deposits to the WCRF. The maximum required WCRF balance is \$3,599,654 on June 30, 2019, of which \$3,275,000 is satisfied.		

**Novato Sanitary District
2016-18 Final Budget
COP Reserve Fund**

	2016-17 Budget			
	Preliminary	Final		
<u>Certificates of Participation Reserve Fund</u>				
FUND BALANCE 6/30/15	1,639,343	1,639,343		
Interest Income	127	516		
FUND BALANCE 6/30/16	1,639,470	1,639,859		
Interest Income	150	150		
ANTICIPATED FUND BALANCE 6/30/17	1,639,620	1,640,009		
Summary of COP Activity:	14/15	15/16	16/17	17/18
Beginning balance each year	4,804,012	1,693,343	1,693,859	1,694,009
COP proceeds	-	-	-	-
Less withdrawals	(3,117,265)	-	-	-
Interest earned and reinvested	6,596	516	150	150
Cash balance for COP expenditures	1,693,343	1,693,859	1,694,009	1,694,159
Note: The Trust Agreement established a reserve fund in October 2011.				
The reserve fund is funded based on the upcoming annual debt service payment which is currently at \$1.6 million, and is held by the Trustee. This amount will be used to make the final payment on the COPs and the Reserve Fund will be closed out at that time.				

SECTION VI

DEBT SERVICE FUND SUMMARY

**Novato Sanitary District
2016-18 Final Budget
State Revolving Fund Loan
and
COP Bond Fund**

		2016-17 Budget		
		Preliminary	Final	
<u>State Revolving Fund Loan</u>				
DEBT BALANCE 6/30/15		70,771,875	70,771,875	
Principal Payment 2015-16		(3,680,431)	(3,680,431)	
Interest payments 2015-16		(1,698,525)	(1,698,525)	
Transfer from Capital Improvement Fund 2015-16		1,698,525	1,698,525	
DEBT BALANCE 6/30/16		67,091,444	67,091,444	
Principal Payment 2016-17		(3,768,762)	(3,768,762)	
Interest payments 2016-17		(1,610,195)	(1,610,195)	
Transfer from Capital Improvement Fund 2016-17		1,610,195	1,610,195	
ANTICIPATED DEBT BALANCE 6/30/17		63,322,682	63,322,682	
<u>COP Bond Financing Issued October 2011</u>				
DEBT BALANCE 6/30/15		19,265,000	19,265,000	
Principal Payment 2015-16		(885,000)	(885,000)	
Interest payments 2015-16		(811,148)	(811,148)	
Transfer from Capital Improvement Fund 2015-16		811,148	811,148	
DEBT BALANCE 6/30/16		18,380,000	18,380,000	
Principal Payment 2016-17		(905,000)	(905,000)	
Interest payments 2016-17		(775,748)	(775,748)	
Transfer from Capital Improvement Fund 2016-17		775,748	775,748	
ANTICIPATED DEBT OWED 6/30/17		17,475,000	17,475,000	
		Actual	Final	Preliminary
		Rev/Exp	Budget	Budget
Debt Coverage Ratio(1)	Budget 15/16	2015-16	2016-17	2017-18
Net Operating Revenue	243,019	1,636,982	136,044	71,780
Capital Revenue	9,901,040	9,711,926	10,015,352	10,397,720
Annual Debt Service	7,075,104	7,075,104	7,059,705	7,043,504
Debt Coverage Ratio	1.43	1.60	1.44	1.49
Net revenues covenant requires a 1.20 coverage ratio				
(1)Net Operating Revenue + Capital Revenue/ Annual Debt Service = Debt Coverage Ratio				

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Appropriations Limit for FY2016-17.	MEETING DATE: August 22, 2016 AGENDA ITEM NO.: 7.c.
RECOMMENDED ACTION: Adopt Resolution No. 3102 Establishing the District's Appropriations Limit for FY2016-17.	
SUMMARY AND DISCUSSION: <p>Under the Gann Spending-Limitation Initiative (Article XIII B of the State Constitution) adopted as Proposition 4 in June 1979 (and subsequently modified by Proposition 111 in June 1990), the District is required to annually adopt a resolution setting an appropriations limit for the upcoming year. For 2016-17, staff projects that the District's appropriations subject to limitation will be \$6,075,132.</p> <p>The Gann Spending-Limitation Initiative provides for the limitation of state and local government appropriations and is actually a limitation on tax revenues rather than a direct limitation on appropriations.</p> <p>Appropriations subject to limitation may not exceed appropriations made in 1978-79 except as adjusted for increases in the cost of living, population and service responsibility transfers.</p> <p>Appropriations financed through service fees (to the degree that they do not exceed the cost of performing the service), grant programs, and other specified "non-tax" sources are not subject to the appropriations limit.</p> <p>Originally, the Gann Initiative was self-executing, requiring no formal review; however, Proposition 111 requires that the annual calculation be reviewed as part of the annual financial audit.</p> <p>The annual adjustment factors for changes in population and cost of living for the appropriations limit calculation must be selected by a recorded vote of the Board.</p>	
ATTACHMENTS: 1. Memorandum - 2016-17 Appropriations Limit 2. Draft Resolution No. 3102.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 4 (Well Planned Finances with a Long Range Outlook) of the latest Strategic Plan Update.	
DEPT. MGR.: lc, ssk	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Sandeep Karkal, General Manager-Chief Engineer
Laura Creamer, Finance Officer

DATE: August 22, 2016

SUBJECT: 2016-17 Appropriations Limit

It is necessary to determine the District's appropriations limit for 2016-17 based on growth factors provided by the State Department of Finance.

Price Factor

Proposition 111, adopted in 1990, specifies that each entity of local government select its cost of living factor by a vote of its governing body. The District may select either (a) the percentage change in the California per capita personal income (CPCPI), or (b) the percentage change in the local assessment roll due to the addition of non-residential new construction.

The CPCPI percentage change over the prior year is 5.37% according to the State Department of Finance. Information obtained from the County Auditor-Controller's office shows the change in assessment due to new non-residential construction amounts to 1.00%. We have used the percentage change in the local assessment roll due to the addition of new non-residential new construction for setting our 2016-17 appropriations limit.

Change in Population

Senate Bill 88, implementing Proposition 111, provides that a special district shall select its change in population annually by a recorded vote of the governing body. The Board may choose to use the change in population within its jurisdiction or within the county in which it is located. If a special district is wholly within a county, the county population shall be used unless the district requests a special census from the Department of Finance.

2016-17 Appropriations Limit

It is recommended that the 2016-17 appropriations limit be set at \$6,075,132 using the change in assessment due to non-residential construction percentage change and the annual percentage change in population for Marin County.

Attached is a worksheet with the adjustment factors to obtain the 2016-17 limit.

**Novato Sanitary District
 APPROPRIATIONS LIMIT**

2016-17

APPROPRIATION LIMIT ADJUSTMENT FACTORS

Under law (Proposition 111), the District's appropriations limit may increase annually by a factor comprised of the change in population combined with either the change in California per capita personal income or the change in the local assessment roll due to local non-residential construction:

May use Per Capita Change: 5.37%
 Per Capita converted to a ratio: 1.0537
 or

Change due to non-residential construction (1): 1.00% Use for 2016-17 Calculation

Population Change for Marin County: 0.33

Per Capita converted to a ratio: 1.01
 Population converted to a ratio: 1.0033

Calculation of Factor for FY 2016-17:

Price factor (1.01) x Population factor (1.0033)= 1.01333

The change factor is applied to last year's appropriation limit to obtain this year's limit:

Appropriation Limit prior FY	2015-16	5,995,198
Change Factor for this FY	2016-17	<u>1.013333</u>

APPROPRIATION LIMIT FOR 2016-17 \$ 6,075,132

(1) The following information was provided by the County Auditor-Controller's Office:

Change in AV due to Construction Growth from 3-01-15 to 3-1-16	<u>5,564,932</u>	:	1.00%
Increase in total AV (+exemptions) from 2014-15 to 2015-16	555,099,557		

APPROPRIATIONS LIMIT WORKSHEET

Comparison of Limit to Tax Revenue

Year Ended June 30	APPROPRIATIONS SUBJECT TO LIMITATION				Amount Under Limit
	Approp Limit	Increase over PY	Tax Revenue	Increase/Decrease over PY	
2003	4,186,081	5.93%	1,344,630	7.32%	2,841,451
2004	4,355,831	4.06%	1,392,792	3.58%	2,963,039
2005	4,611,180	5.86%	1,279,567	-8.13%	3,331,613
2006	4,872,715	5.67%	1,763,422	37.81%	3,109,293
2007	5,103,161	4.73%	1,796,003	1.85%	3,307,158
2008	5,380,409	5.43%	1,995,120	11.09%	3,385,289
(2) '2009	5,663,413	5.26%	2,527,507	26.68%	3,135,906
2010	5,744,684	1.44%	1,874,691	-25.83%	3,869,993
2011	5,792,485	0.83%	1,774,216	-5.36%	4,018,269
2012	5,841,350	0.84%	1,795,489	1.20%	4,045,861
2013	5,899,391	0.99%	1,795,781	0.02%	4,103,610
2014	5,925,116	0.44%	1,941,241	8.10%	3,983,875
2015	5,936,316	0.19%	1,999,816	3.02%	3,936,500
2016	5,995,198	0.99%	2,055,935	2.81%	3,939,263
(1) 2017	6,075,132	1.33%	1,938,000	-5.74%	4,137,132
15-Year Average		2.93%		3.89%	

(1) As Provided in Proposition 111, the change in assessment roll due to local non-residential construction factor was used to calculate appropriations limit.

(2) Property Taxes of approximately, \$600k were miscoded at year end to sewer service charges thus the significant jump in property taxes on this spreadsheet.

**RESOLUTION NO. 3102
A RESOLUTION OF THE NOVATO SANITARY DISTRICT
CORRECTING AND AMENDING PRIOR CALCULATIONS
AND MAKING DETERMINATION AND ESTABLISHING
THE 2016-17 APPROPRIATION LIMIT**

RESOLVED, by the Board of Directors of the Novato Sanitary District, Marin County, California, that in order to conform to modifications in the appropriation limit calculation as provided by Proposition 111 amending Article XIII B of the Constitution of the State of California and regulations adopted thereunder and by Senate Bill No. 88, Chapter 60 of Statutes of 1990 and especially the amendment of Section 7901 relating to the calculations of appropriation limits and the addition of Section 7914 defining "qualified capital outlay project" of the Government Code of the State of California, and in order to correct and adjust earlier calculations to comply with constitutional changes and with regulations adopted thereunder, the previously calculated limits for the District shall be amended in accordance with the appropriation limit calculations which have been on file and available in the office of the Secretary of the Novato Sanitary District. The District has calculated the maximum limit applicable to the appropriation of tax proceeds for the fiscal year 2016-17 to be the sum of SIX MILLION SEVENTY-FIVE THOUSAND ONE HUNDRED THIRTY-TWO AND NO/100 (\$6,075,132). The basis of said calculations are available and on file in the office of the Secretary and the Board of Directors does hereby determine that for said fiscal year the calculations are based on the percentage change in the local assessment roll due to the addition of non-residential new construction and the population change of the County of Marin within which the District is situated, and that this resolution shall be posted by the Secretary at the official places of posting and shall be effective immediately.

* * * * *

I hereby certify that the foregoing resolution was passed and adopted by the Board of Directors of the Novato Sanitary District, Marin County, California, at a meeting thereof held on the 22nd day of August, 2016, by the following vote of the members thereof:

AYES, and in favor thereof, Members:

NOES, Members: None

ABSENT, Members: None

President
Board of Directors

APPROVED:

Secretary

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Receive Wastewater Operations Report, July 2016 – Information.	MEETING DATE: August 22, 2016 AGENDA ITEM NO.: 8.a.
RECOMMENDED ACTION: Receive Wastewater Operations Report for July 2016.	
SUMMARY AND DISCUSSION: <p>The July 2016 Wastewater Operations Report incorporating reports for wastewater treatment operations, collection system operations, and reclamation facilities is attached.</p> <p>Wastewater Treatment Facility</p> <p>Novato Treatment Plant (NTP) water quality parameters were well within effluent standards in July with no NPDES violations. The Recycled Water Plant produced a total of 18.55 MG of recycled water. July was another accident-free month for a total of 2,259 days. Veolia staff replaced the motor for the HVAC unit on the blower building, cleaned and coated the suction header ins Secondary Clarifier #2 and assisted a contractor in topping off the foul air biofilters with wood media. Environmental Services staff performed regular sampling of the Wildlife Pond and began annual sludge sampling. Jerome meter readings in the neighborhood were at the minimum detection threshold; there were four neighborhood contacts regarding odor in July. Veolia staff submitted the Discharge Monitoring Report (DMR), Self-Monitoring Report (SMR) and the Recycled Water Report for June 2016 on July 20th. The Annual Self-Monitoring Report was submitted on July 27th.</p> <p>Collection System and Pump Stations</p> <p>Staff cleaned a total of 59,199 feet of sewer pipelines in July and televised 10,374 feet of sewer with the CCTV van. Hand-cam CCTV work totaled 5,487 feet. An outside contractor inspected 12,322 feet of large diameter trunk sewer using a pontoon system to float the CCTV camera down the main. With the assistance of District staff, an outside vendor performed root foaming treatment of 25,317 feet of sewer main in July. Staff also conducted 217 lift station inspections and inspected 10 air relief valves. Additionally, staff installed Pump 2 at the Bel Marin Keys No. 5 Pump Station and assisted a contractor with replacement of a circuit breaker bucket at the Marin Village Pump Station.</p> <p><u>Safety:</u> No lost time accidents in July 2016 for a total of 1,967 accident-free days.</p> <p><u>Training:</u> Staff attended Underground Utility Locator Training conducted by an outside vendor. Four staff members attended a Collection Worker Operations and Maintenance Training Workshop hosted by CWEA. The Technical Services Manager attended the Biosolids and Renewable Energy Workshop conducted by the California Association of Sanitation Agencies (CASA) on July 19.</p> <p><u>Sanitary Sewer Overflows (SSOs):</u> There were zero (0) SSOs in July.</p> <p>Reclamation Facility</p> <p>The rancher completed moving cattle onto all three sites in July. Staff identified the need to thin the eucalyptus trees on Site 2 as well as replace a fence west of the Storage Pond/Wildlife Pond. The control systems were checked in Sites 2 and 7 resulting in identifying some needed repair work. Irrigation Pump No. 1 was taken out of service in late July to repair a seal. Approximately 69.51 MG of treated water was used for irrigation this month, and 86.1 MG was delivered to the storage ponds from the NTP. The level of the Wildlife Pond was raised two feet per the guidelines of the Reclamation O&M Manual. There were no sludge handling activities in July.</p>	
ATTACHMENTS: 1. Wastewater Operations Report for the month of July 2016.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
DEPT. MGR.: JB (Veolia), SRK, DD, EB	GENERAL MANAGER: SSK



August 16, 2016

Mr. Sandeep Karkal
Manager - Engineer
Novato Sanitary District
500 Davidson Street
Novato, CA 94545

Subject: Veolia Water Operations Report – July 2016

Dear Mr. Karkal:

I am pleased to provide the Monthly Operation report for July 2016.

As always, please give me a call at 707-208-4491 should you have any questions.

Best regards,

A handwritten signature in blue ink, appearing to read "John Bailey", written in a cursive style.

John Bailey
Project Manager, Veolia



**MONTHLY OPERATIONS REPORT
July 2016**

Prepared for

**NOVATO SANITARY DISTRICT (NSD)
WASTEWATER TREATMENT PLANT
500 Davidson Street
Novato, CA 94945**

Prepared by

Veolia Water West Operating Services, Inc. (VWWOS)

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TREATMENT PLANT PERFORMANCE SUMMARY
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MISCELLANEOUS
ATTACHMENTS

- Photos
- Laboratory Data
- Recycled Water Report
- Annual Performance Graphs
- Process Control Data / Graphs
- Customer Notifications (Odor / Noise)
- Jerome Meter Readings and Locations

TREATMENT PLANT PERFORMANCE SUMMARY: July 2016:

Parameter	Value		Limit	
	Ave	Max	#1	#2
Flow, MGD (monthly ave/max)	3.38	3.84	N/A	N/A
Max Peak Hour, MGD – No Rainfall	N/A	~ 7	N/A	N/A
Influent				
BOD ₅ , lb/day (month ave/max)	8,208	9,049	N/A	N/A
TSS, lb/day (monthly ave/max)	8,342	9,960	N/A	N/A
Effluent				
BOD ₅ , mg/L (monthly ave/max weekly ave)	<5	6	40	N/A
TSS, mg/L (monthly ave/max weekly ave)	4.3	4	N/A	N/A
BOD ₅ - % Removal, Minimum	98	N/A	N/A	N/A
TSS - % Removal, Minimum	99	N/A	N/A	N/A
Ammonia, mg/L – (monthly ave/daily max)	N/A	N/A	N/A	N/A
pH, su (min / max)	6.9	7.1	6.0	9.0
Enterococcus, MPN/100 ml (30 day geo mean)	N/A	N/A	N/A	N/A
Fecal Coliform, MPN/100 ml (30 day median)	N/A	N/A	N/A	N/A
Fecal Coliform, MPN/100 ml (90 th percentile)	N/A	N/A	N/A	N/A
Total Coliform, MPN/100 ml (5 Sample Median/Max)	17	27	240	10,000
Total Permit Exceedances (NPDES)	0			

Title 22 - Recycled Water Production and Quality

Description	Units	Value	Limit
Volume Produced	Million Gallons	18.555	N/A
Average Turbidity	NTU	0.9	2.0
Turbidity > 5 NTU (in 24 hour)	Minutes	0	72
Minimum CT (disinfection)	mg-min/L	>450	450 minimum
Minimum Dissolved Oxygen (DO)	mg/L	6.7	2 mg/L minimum
Maximum Total Coliform	MPN/100 ml	* <2	240
Maximum Total Coliform 2 Samples 30 d	MPN/100 ml	* <2	23
Total Coliform 7 Sample Median	MPN/100 ml	* <2	2.2

*Note – Filter Effluent Total Coliform results are unofficial final results, pending QA/QC review.

Discussion of Violations / Excursions:

Waste Discharge Requirements (WDR) – None

Recycled Water – None

Rainfall. – N/A



SAFETY AND TRAINING:

- Monthly plant safety inspections for Novato WWTP and Ignacio Transfer Pump Station completed
- Five Minute Tailgate training is held daily with all staff.
- No safety incidents for the month of June
- Accident Free: 6/1/10 – 7/31/16: 2,259 days
- Monthly Safety Topics and Training:
Heat Stress

OPERATIONS & MAINTENANCE STATUS / REVIEW:

Key events for the period:

Novato

- Routine rounds, readings and maintenance
- Replaced HVAC motor on Blower Building - MCC Side
- Topped off all foul air biofilters with wood chip media
- Cleaned and coated suction header in Secondary Clarifier #2
- Annual Service on all Emergency Generators
- Annual Service on Wet Weather (Diesel) Pumps
- SCADA Terminal Server and Firewall service
- Replaced rubber gasketing on Screen Covers and gate openings at Headworks (odor control)
- Cleared old Blower Building
- Three *Demand Response* (electrical energy reduction) events in July. *Demand Response* is called when State wide energy use is expected to exceed supply.

Equipment Out of Service – Due to Planned Servicing, Maintenance, or Replacement

- Aeration Basin #1 & #2 (not needed at current flows)
- Secondary Clarifier #2 (not needed at current flows)
- Primary Clarifier #1 (not needed at current flows)

Ignacio Transfer Pump Station

- Routine rounds, readings and maintenance
- Topped off all foul air biofilter with wood chip media
- Annual Service on Emergency Generator
- Repaired fuel line leak on Emergency Generator

Equipment Out of Service – Due to Planned Servicing, Maintenance, or Replacement

- None

Recycled Water Plant (RWP)

- Performed plant rounds and maintenance
- Replaced exhaust fan motor on Recycled Water Plant MCC Building (old)



Equipment Out of Service – Due to Planned Servicing, Maintenance, or Replacement

- None

Sludge Lagoons

- Performed routine rounds and inspection

Decant Pump Station

- Decant Building Cleanup – assisted NSD

LABORATORY ACTIVITIES SUMMARY:

Discharge to Reclamation all of July 2016.

Wildlife Pond and Reclamation Activities

Wildlife Pond

Samples and weekly/monthly observations at the Wildlife Pond were taken according to the WDR (Order No. 92-065).

Irrigation Wetwell Sampling

Monthly sampling of the irrigation wetwell in July occurred (started in June) and will continue as long as irrigation is occurring. The data collected will be compiled and reported in the 2018 triennial Irrigated Pasture Report.

Total Coliforms

When effluent discharge goes to reclamation the bacteriological requirement is for total rather than fecal coliforms and there is no requirement for Enterococcus. Three samples were analyzed each week for Total Coliforms and all results were low and well under the regulatory limits.

Whole Effluent Toxicity Testing

No quarterly Acute or Chronic Toxicity tests were performed in July as they are only required during bay discharge.

Sludge Sampling

Annual sludge sampling was initiated in July and will be completed in August. A total for four sampling events is required. This sampling is a requirement of our NPDES permit.

Training

- Kurt Hawkyard attended the CWEA Laboratory Committee Meeting at Napa Sanitation.
- Liz Falejczyk attended the BACWA Permits Committee Meeting.

Nutrients

Submitted the Nutrient data to HDR for the BACWA Group Annual Report.



Pretreatment

Permits

- None for July

Inspections

- Inspected 4 restaurants. Received additional grease trap cleaning documentation from 3 restaurants
- Created a Sand and Oil Separator Cleaner contact sheet for distribution to Car Washes.
- Inspected one Temporary Groundwater Discharger in preparation for the renewal of the permit.

Sampling

- None for July

Public Education

- None for July

ADMINISTRATION:

- June Electronic Self-Monitoring Report (SMR) submitted on July 20, 2016
- June Electronic Discharge Monitoring Report (DMR) submitted on July 20, 2016
- June Recycled Water Report submitted on July 20, 2016
- Annual Self-Monitoring Report (SMR) submitted on July 27, 2016

ODORS & LANDSCAPING:

- Jerome meter (H2S) readings performed in neighborhood and within treatment plant.
- All readings in neighborhood were at the minimum detection threshold of the Jerome meter.
- All foul air Biofilters were topped off with wood chip media.

MISCELLANEOUS

- Process Control Management Plan (PCMP) meetings held weekly.

Veolia Support Staff On/Off Site (Various Times)

John O'Hare	Technical Support
Dave Coffman	Asset Management



PHOTOS

INSPECT AND CLEAN SECONDARY CLARIFER #2
JULY 2016



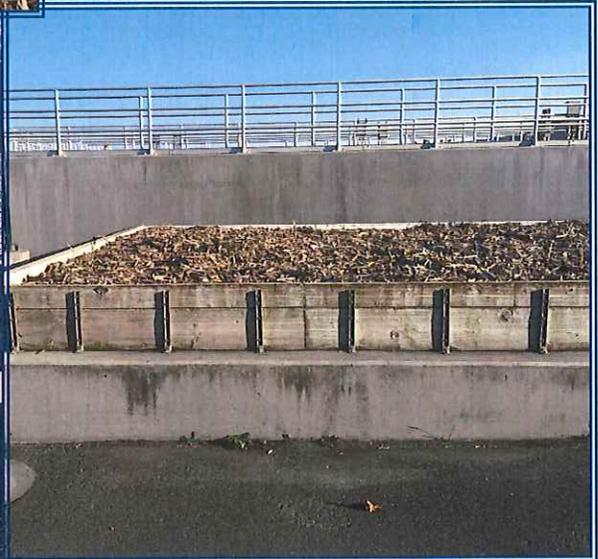
Top Left – Jeff Hendricks cleaning suction header prior to inspection & cleaning
Top Right – Preston Ingram cleaning rust from handrail
Bottom Left – Preston assists Alejo Cuntapay with exit from clarifier.
Bottom Right – Suction header after cleaning

CLEANING #3 WATER STRAINER
SETTING CHLORINE FEED TO #3 WATER SYSTEM
JULY 2016



Top Left – Nick Brewington with fouled basket strainer from #3 Water System
Top Right – Brian Exberger adjusts chlorine feed to #3 Water System
Bottom Left & Right – Nick with cleaned basket strainer prior to installation.

FOUL AIR BIOFILTER MEDIA TOP OFF
ODOR CONTROL MATS
JULY 2016



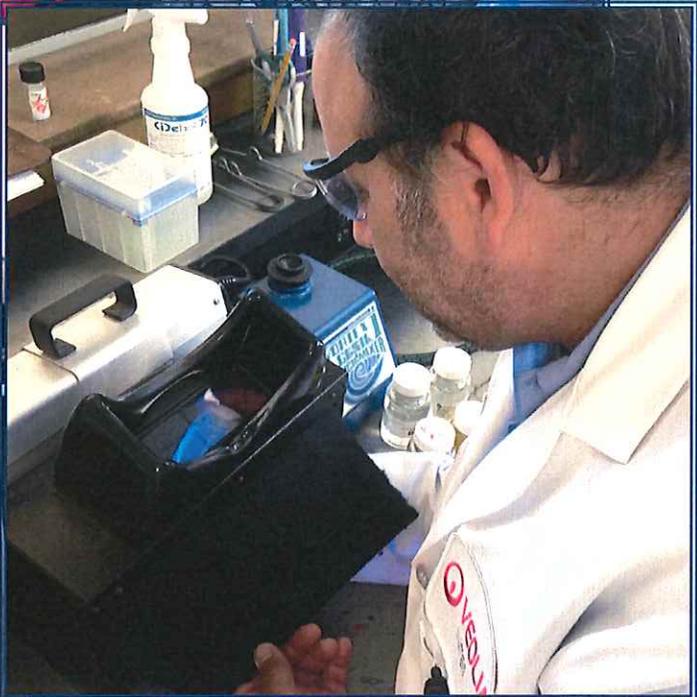
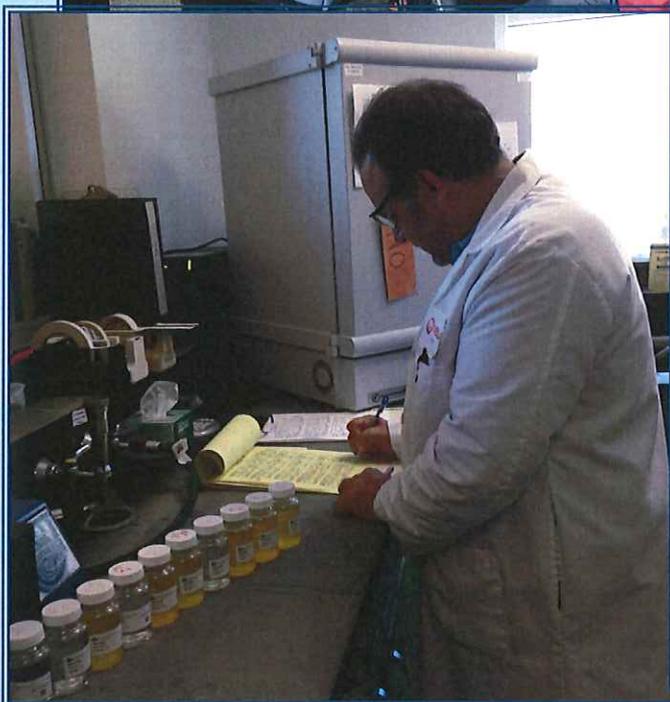
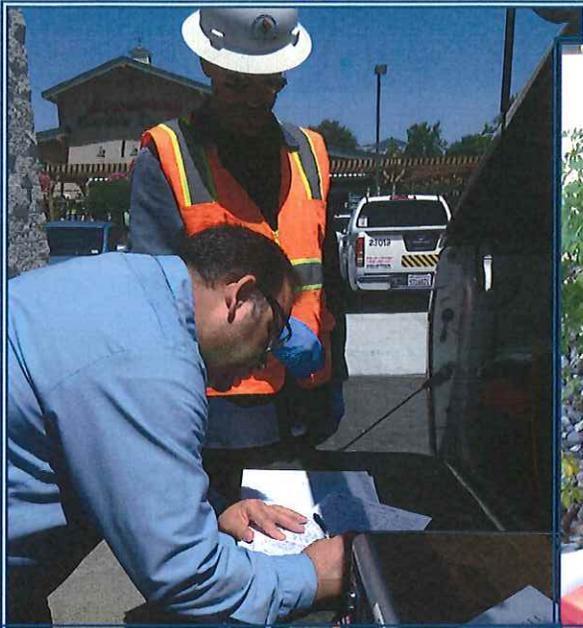
Top Left – John O'Hare examines topping wood chips
Top Right – Odor control matting installed on storm drain grate.
Bottom Left & Right – Biofilter before and after topping

DIGESTER MIXING PUMP REPAIR
JULY 2016



Top & Bottom – Alejo Cuntapay installs new bearings and seals on Digester Mixing Pump

PRETREATMENT AND LABORATORY
JULY 2016



Top – Kurt Hawkyard inspecting and sampling
Bottom Left – Kurt sets up coliform samples
Bottom Right – Kurt reads coliform sample results

LABORATORY DATA

Novato Sanitary District
BOD/TSS Report



July, 2016

Date	Flow MGD	Influent				Effluent				BOD % Removal PERCENT	TSS % Removal PERCENT
		BOD		TSS		BOD		TSS			
		mg/l	lb/d	mg/l	lb/d	mg/l	lb/d	mg/l	lb/d		
07/01/16	3.30										
07/02/16	3.55										
07/03/16	3.15										
07/04/16	3.33										
07/05/16	3.44										
07/06/16	3.84	280	8,967	311	9,960	<5	<160	4	128	98.2	98.7
07/07/16	3.49					8	233	5	146		
07/08/16	3.79					<5	<158	4	126		
07/09/16	3.71										
07/10/16	3.38										
07/11/16	3.23										
07/12/16	3.23										
07/13/16	3.03	270	6,823	320	8,086	<5	<126	4	101	98.1	98.8
07/14/16	3.18					<5	<133	4	106		
07/15/16	3.09					<5	<129	4	103		
07/16/16	3.27										
07/17/16	3.58										
07/18/16	3.55	270	7,994	266	7,875	<5	<148	5	148	98.1	98.1
07/19/16	3.62					<5	<151	4	121		
07/20/16	3.44					<5	<143	4	115		
07/21/16	3.60										
07/22/16	3.50										
07/23/16	3.47										
07/24/16	3.66										
07/25/16	3.29										
07/26/16	3.10	350	9,049	288	7,446	<5	<129	4	103	98.6	98.6
07/27/16	3.22					<5	<134	4	107		
07/28/16	3.15					<5	<131	5	131		
07/29/16	3.18										
07/30/16	3.08										
07/31/16	3.20										
Weekly Averages											
07/02/16	Week 1	220	6,165	284	7,958	5	144	4	125		
07/09/16	Week 2	280	8,967	311	9,960	6	184	4	133		
07/16/16	Week 3	270	6,823	320	8,086	5	129	4	103		
07/23/16	Week 4	270	7,994	266	7,875	5	147	4	128		
07/30/16	Week 5	350	9,049	288	7,446	5	132	4	114		
Monthly											
Minimum	3.03	270	6,823	266	7,446	<5	<126	4	101	98	98
Maximum	3.84	350	9,049	320	9,960	8	233	5	148	99	99
Total	104.65										
Average	3.38	293	8,208	296	8,342	<5	<148	4.3	120	98	99

Novato Sanitary District
Conventional Pollutants Report



July, 2016

Date	INFLUENT - A001			Effluent - E002							
	Flow	pH	Ammonia	Coliform / Bacteria			pH	Ammonia	Unionized Ammonia	Oil & Grease	Temp
	Total			Fecal	Entero	Total					
	MGD	su	mg/L	MPN/100 mL			su	mg/L	mg/L		Deg C
07/01/16	3.30					2	7.0				24.1
07/02/16	3.55										
07/03/16	3.15										
07/04/16	3.33						7.0				24.0
07/05/16	3.44						7.0				23.9
07/06/16	3.84					11	7.0				23.7
07/07/16	3.49	7.5				13	7.0				23.4
07/08/16	3.79					22	6.9				23.7
07/09/16	3.71										
07/10/16	3.38										
07/11/16	3.23						7.0				24.2
07/12/16	3.23						7.1				23.8
07/13/16	3.03	7.7				2	7.0				24.0
07/14/16	3.18					2	7.0				24.3
07/15/16	3.09					2	7.0				24.1
07/16/16	3.27										
07/17/16	3.58										
07/18/16	3.55					8	7.1				23.7
07/19/16	3.62					8	7.1				23.8
07/20/16	3.44					13	7.0				24.0
07/21/16	3.60	7.3					7.1				24.0
07/22/16	3.50						7.0				24.7
07/23/16	3.47										
07/24/16	3.66										
07/25/16	3.29						7.1				24.0
07/26/16	3.10					23	7.0				24.6
07/27/16	3.22					17	7.0				24.6
07/28/16	3.15					27	7.0				24.3
07/29/16	3.18	7.5					7.0				24.5
07/30/16	3.08										
07/31/16	3.20										
Monthly											
Minimum	3.03	7.3				2	6.9				23.4
Maximum	3.84	7.7				27	7.1				24.7
Total	104.65										
Average	3.38	7.5					7.0				24.1

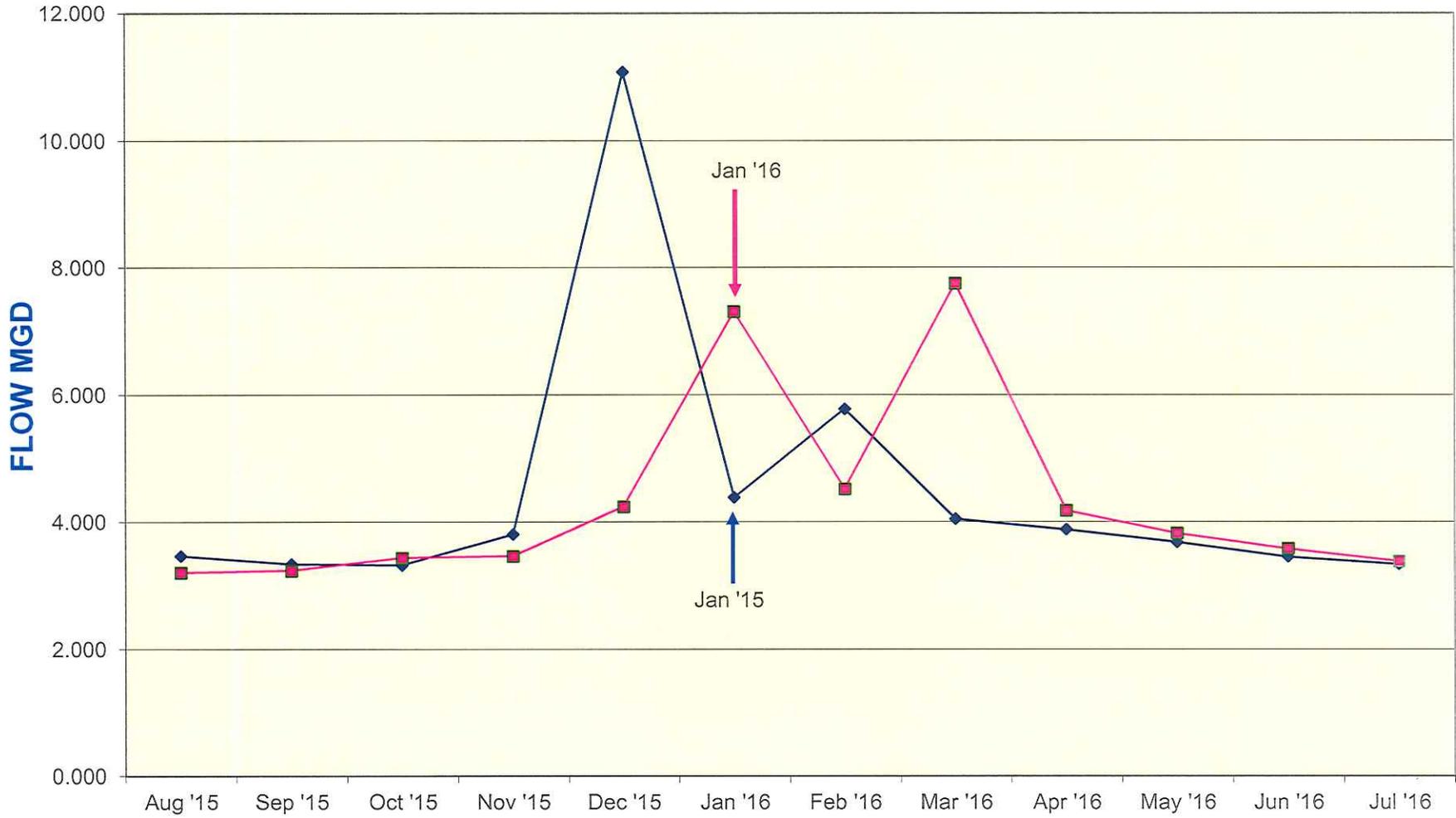
RECYCLED WATER REPORT

**NOVATO SANITARY DISTRICT
RECYCLED WATER
COMPLIANCE SUMMARY REPORT**

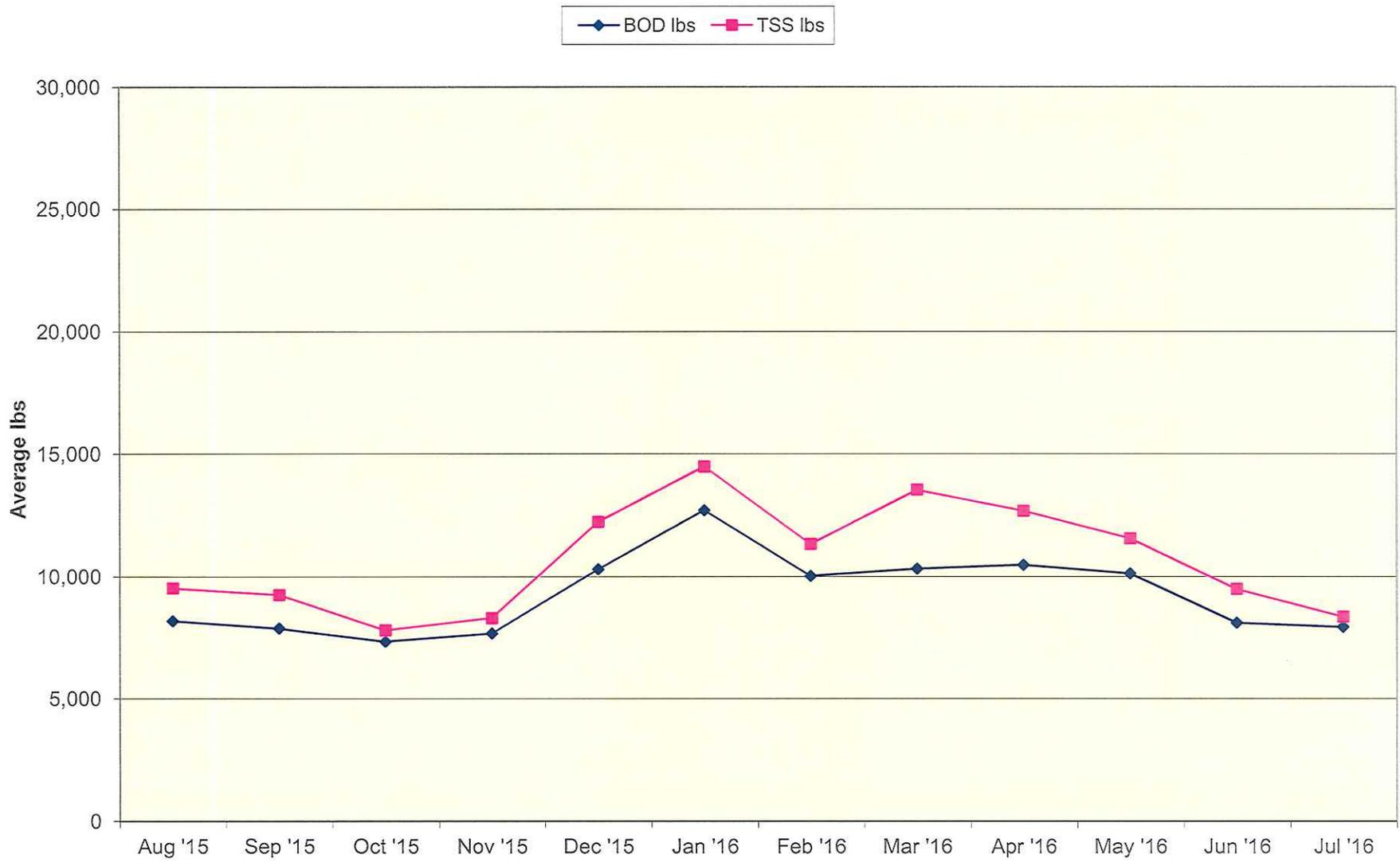
Date	Filter Influent Flow	Recycled Water Flow to Plum St.	Recycled Water Banked	Banked Water To Plum Street Tank	Potable Water To Plum St Tank	Recycled Water Influent Turbidity Max	Recycled Water Influent Turbidity Ave.	Minutes Over 5 NTU	Filter Effluent 24 Hr Average Turbidity	Recycled Water Inf Chlorine Dose	Filter Effluent Dissolved Oxygen	Filter Effluent Total Coliform	Chlorint Contact Time
	MGD	MGD		MG	MGD	NTU	NTU	(m)	NTU	(mg/l)	(mg/l)	MPN/100m	Minutes
7/1/2016	0.850	0.380					2.1	0	1.1			<2	>450.000
7/2/2016	0.670	0.346					2.7	0	1.0			2	>450.000
7/3/2016	0.660	0.474					2.0	0	1.0		7.7	<2	>450.000
7/4/2016	0.640	0.364					2.3	0	1.0		7.8	<2	>450.000
7/5/2016	0.610	0.533					2.1	0	1.1		6.8	<2	>450.000
7/6/2016	0.710	0.624					2.4	0	1.5			<2	>450.000
7/7/2016	0.690	0.616					2.3	0	1.1			<2	>450.000
7/8/2016	0.930	0.746					2.6	0	0.9			<2	>450.000
7/9/2016	0.750	0.534					1.7	0	0.8			<2	>450.000
7/10/2016	0.650	0.523					2.3	0	0.7		6.7	<2	>450.000
7/11/2016	0.730	0.641					2.3	0	0.8		6.8	<2	>450.000
7/12/2016	0.720	0.478					2.2	0	0.9		6.7	<2	>450.000
7/13/2016	0.850	0.758					2.3	0	0.9			<2	>450.000
7/14/2016	0.770	0.500						0	0.8			<1.8	>450.000
7/15/2016	1.000	0.765					2.0	0	0.9			<2	>450.000
7/16/2016	0.930	0.681					2.1	0	0.8			<2	>450.000
7/17/2016	0.760	0.303					2.1	0	0.6		7.2	<2	>450.000
7/18/2016	0.990	0.897					1.3				7.1	<2	>450.000
7/19/2016	0.720	0.656					2.0	0	0.8		7.3	<2	>450.000
7/20/2016	0.710	0.635					1.6	0	0.9			<2	>450.000
7/21/2016	0.750	0.554					2.6	0	1.0			<2	>450.000
7/22/2016	0.890	0.792					1.3	0	0.9			<2	>450.000
7/23/2016	0.720	0.552					1.5	0	0.8			<2	>450.000
7/24/2016	0.740	0.645					1.3	0	0.8		7.4	<2	>450.000
7/25/2016	0.820	0.564					2.0	0	1.0		7.4	<2	>450.000
7/26/2016	0.840	0.707					1.5	0	0.9		7.4	<2	>450.000
7/27/2016	0.820	0.636					2.0	0	0.8			<2	>450.000
7/28/2016	0.900	0.691					1.7	0	0.8			<2	>450.000
7/29/2016	0.710	0.622					1.7	0	0.7			<2	>450.000
7/30/2016	0.720	0.631					1.4	0	0.7			<2	>450.000
7/31/2016	0.800	0.707					1.6	0	0.7		7.3	<2	>450.000
Total	24.050	18.555											
Minimum	0.610	0.303					1.3	0	0.6		6.7	<2	>450.0
Maximum	1.000	0.897					2.7	0	1.5		7.8	2	>450.0
Average	0.776	0.599					2.0	0	0.9		7.2	<2	>450.0

ANNUAL COMPLIANCE SUMMARY – GRAPHS

WASTEWATER INFLUENT FLOW COMPARISON



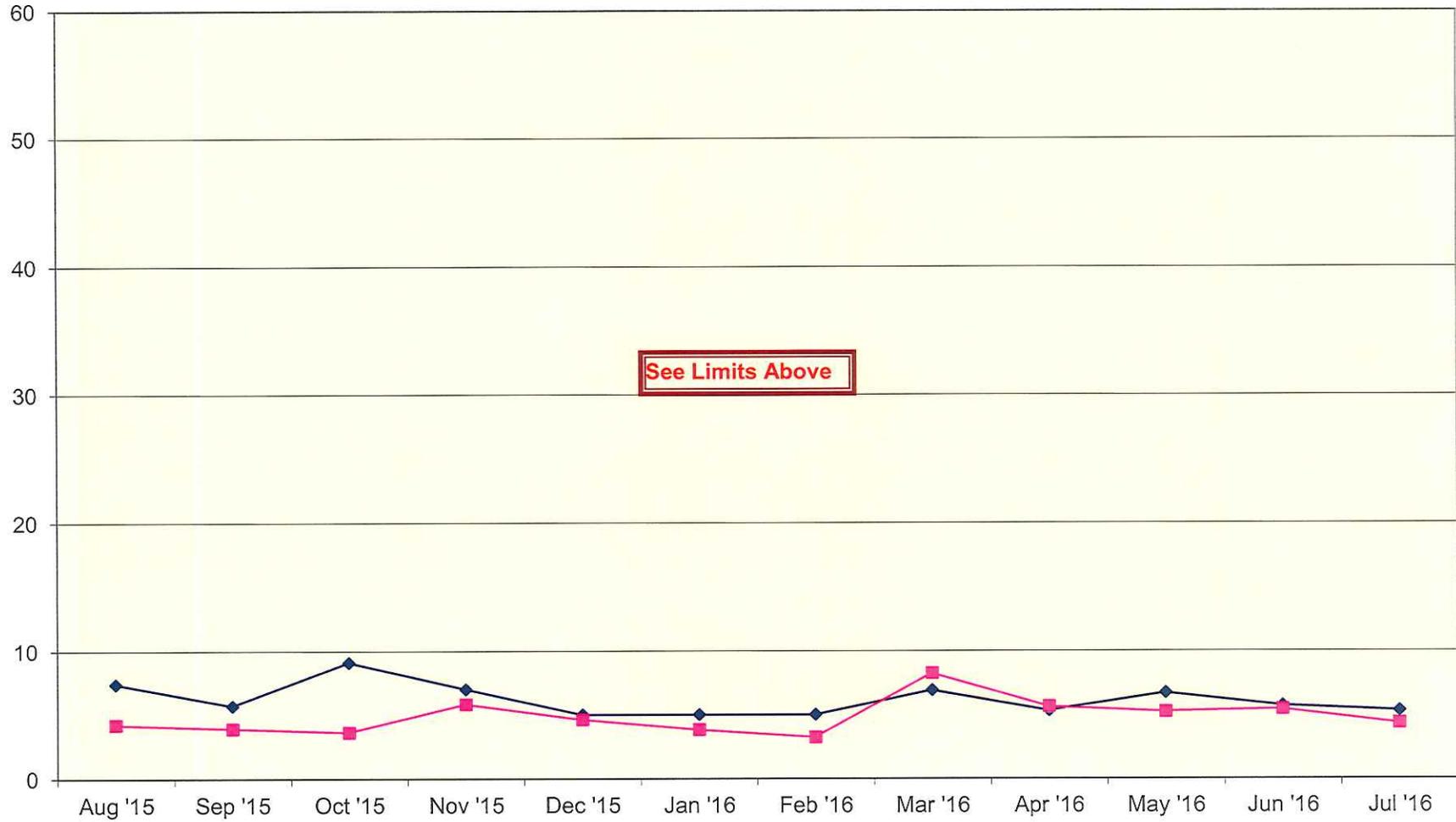
Influent Load BOD / TSS lbs



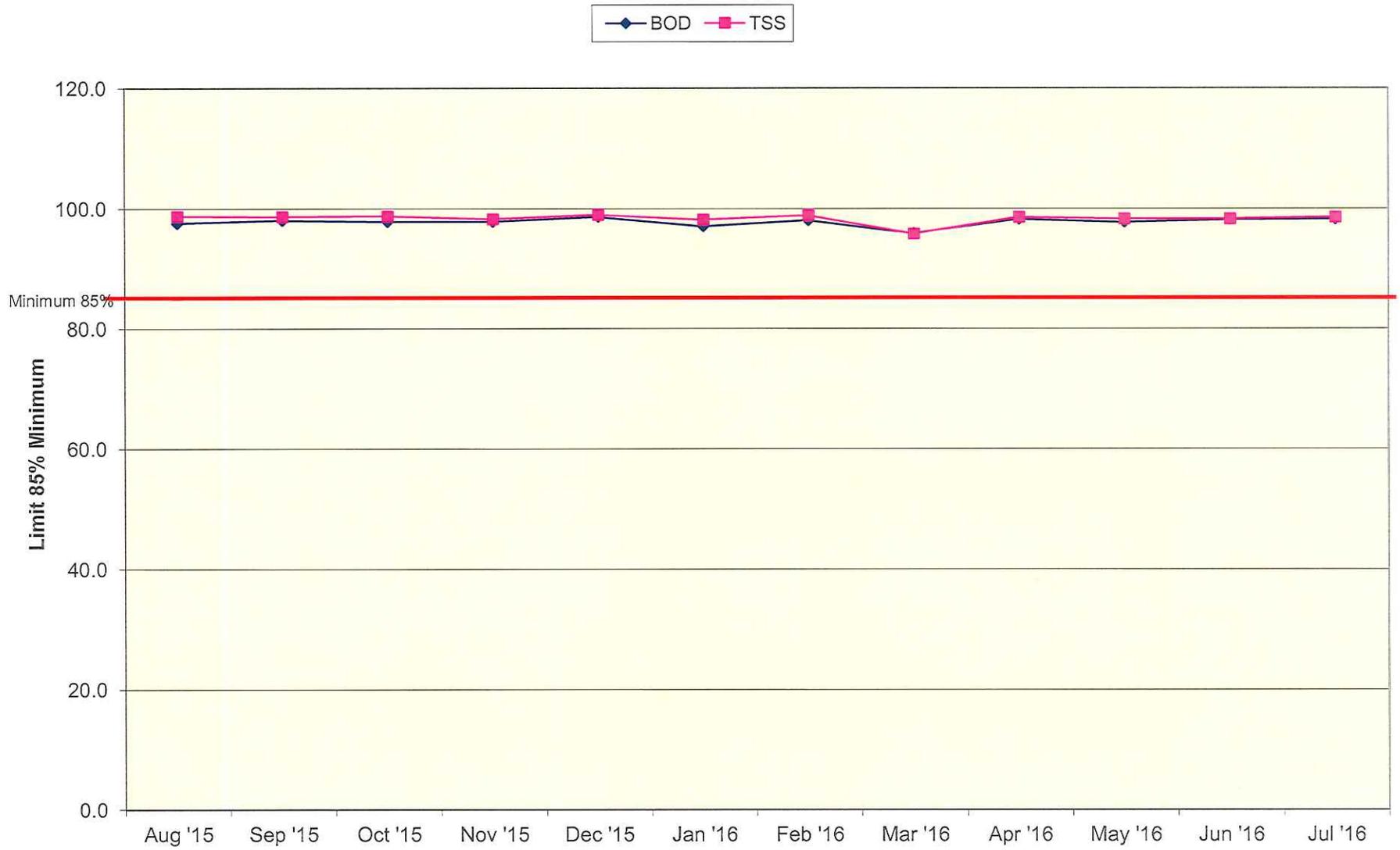
Effluent BOD / TSS Concentration

—◆— BOD —■— TSS

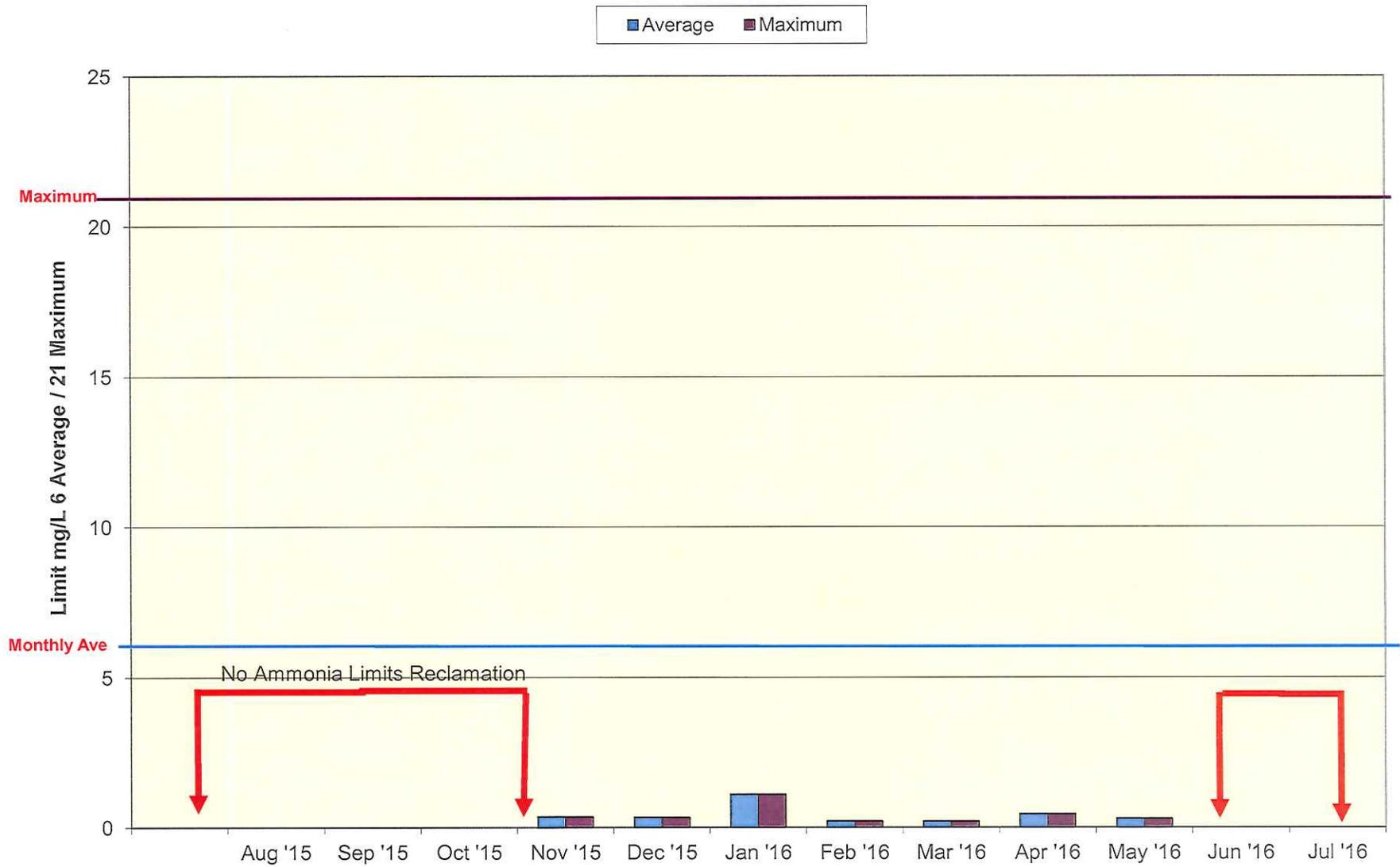
NPDES LIMITS WET SEASON
 BOD & TSS - 30 mg/L Monthly Ave. 45 mg/L Weekly Ave
 NPDES LIMITS DRY SEASON
 BOD - 15 mg/L Monthly Ave. 30 mg/L Weekly Ave
 TSS - 10 mg/L Monthly Ave. 20 mg/L Weekly Ave
WDR (Waste Discharge Requirements) RECLAMATION
BOD - 40 mg/L



BOD / TSS Percent Removal

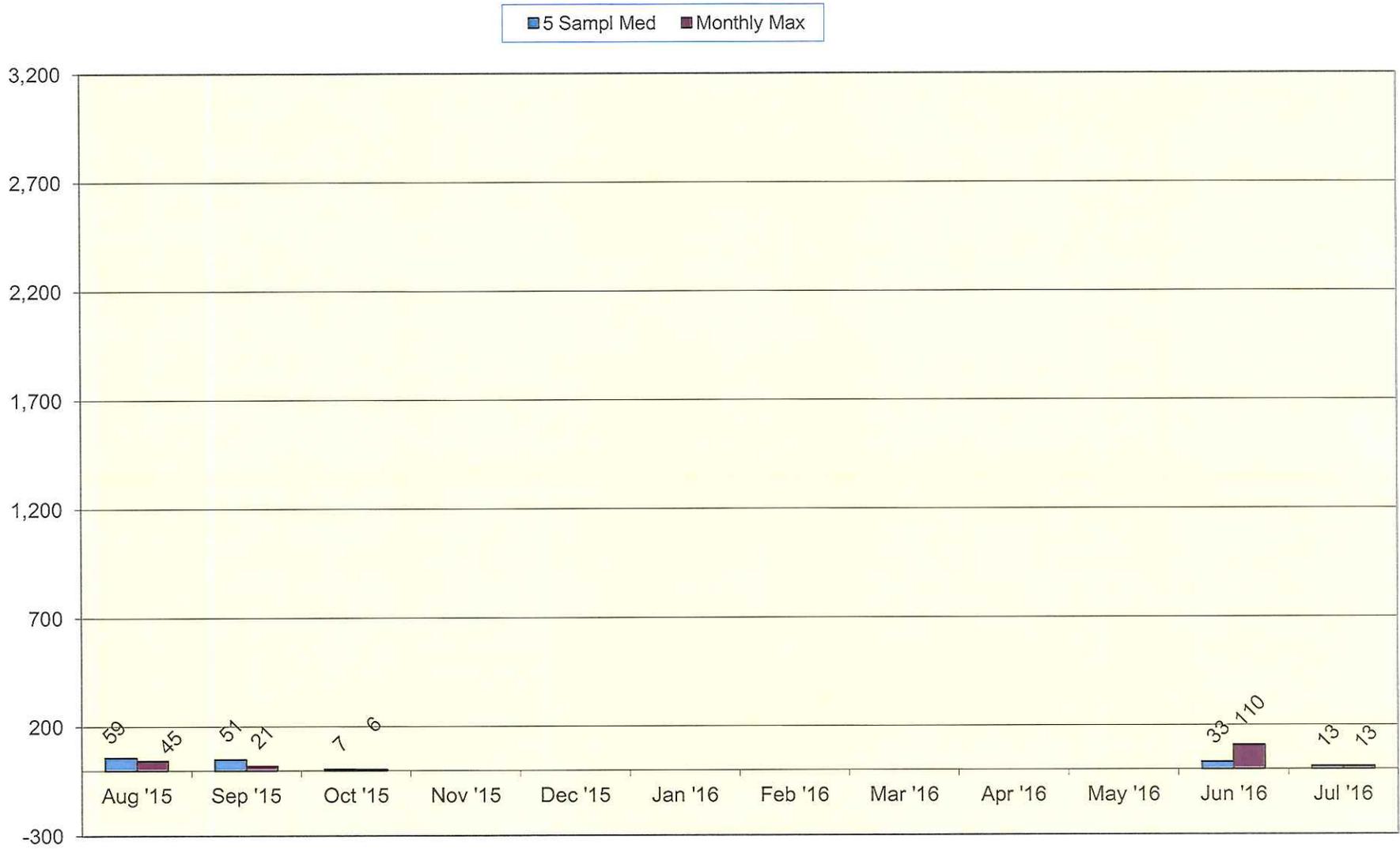


Effluent Ammonia

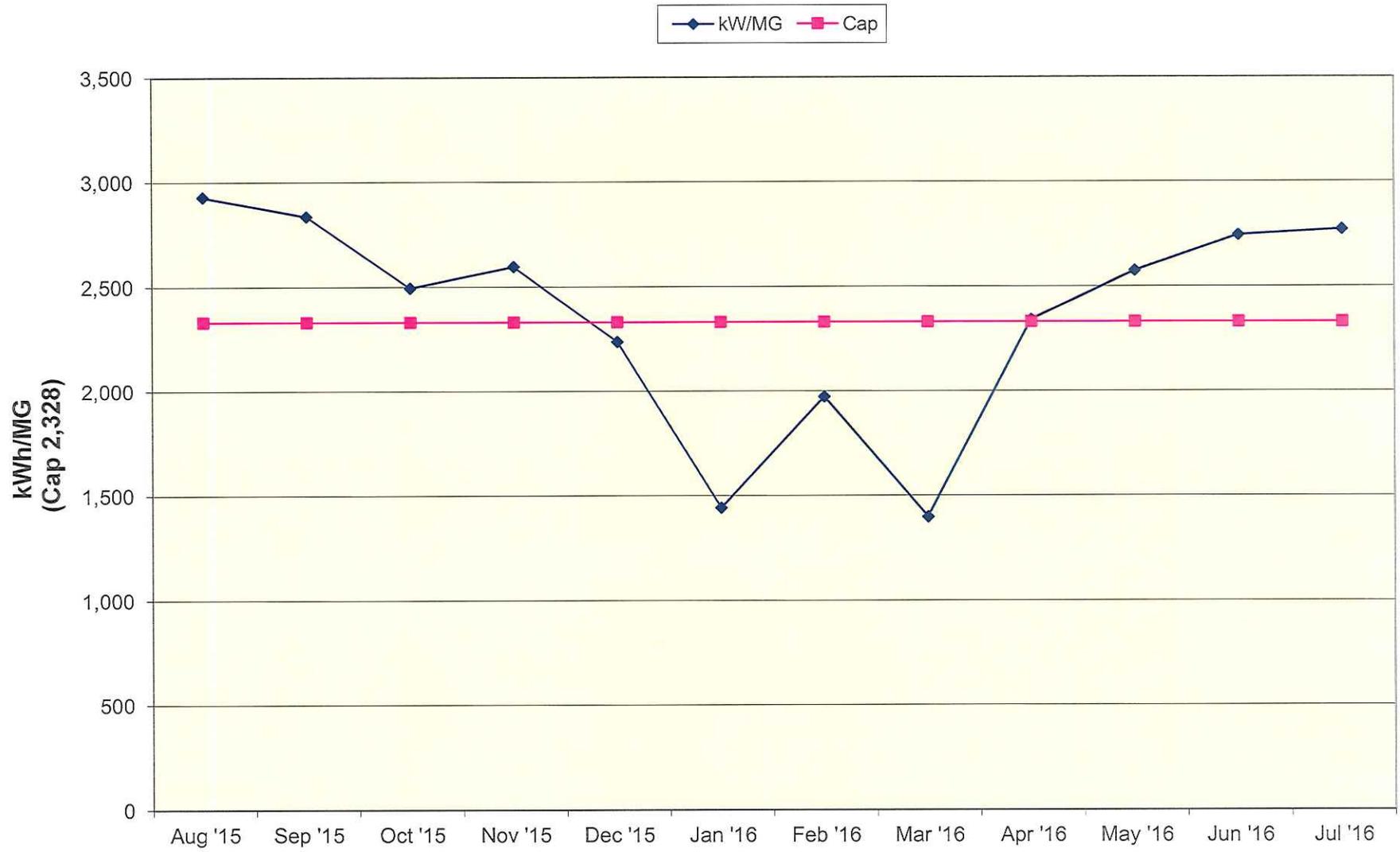


Disinfection - Total Coliform

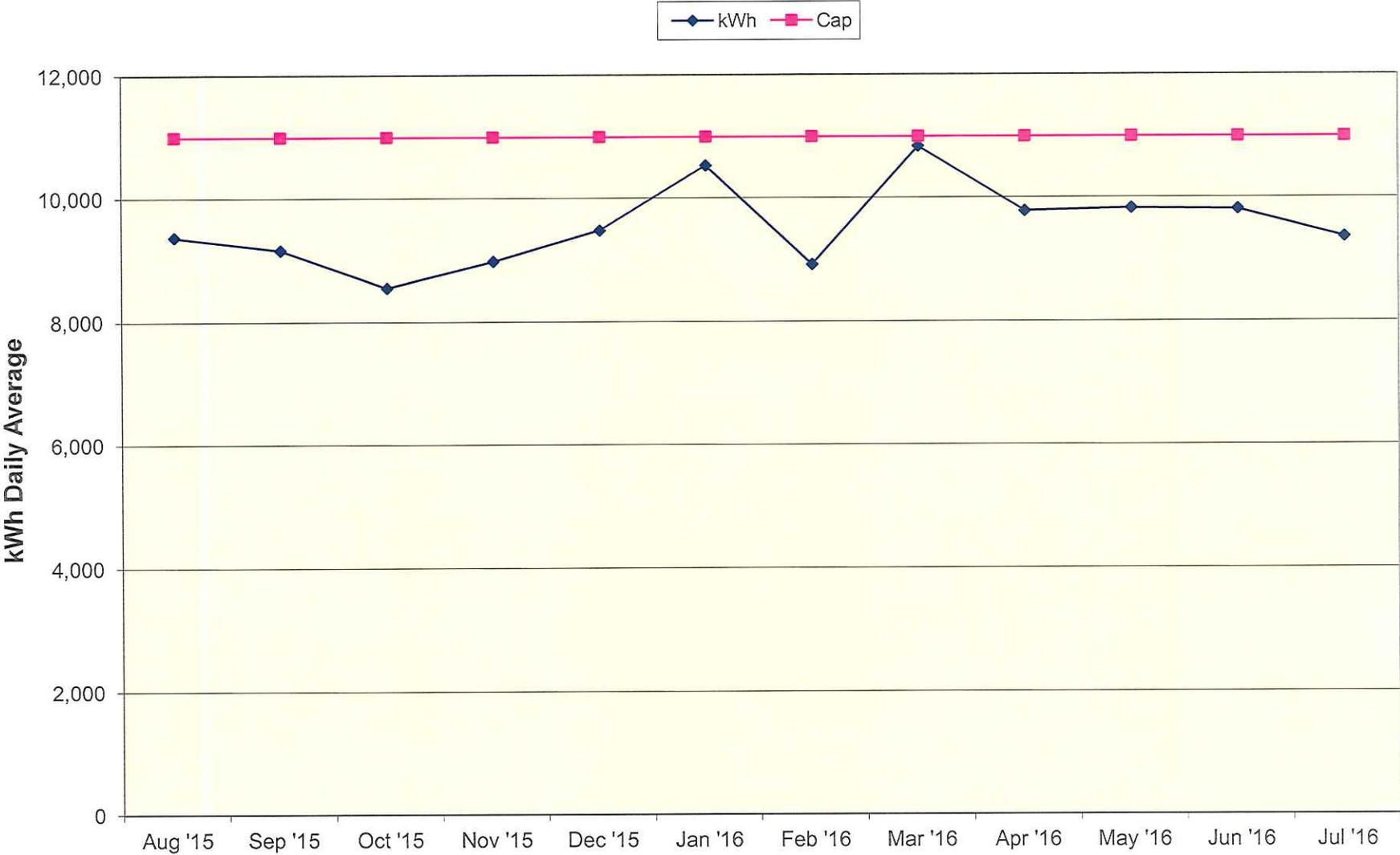
TOTAL COLIFORM LIMITS - WDR
 5 Sample Median - 240 mpn /100 ml
 Maximum - 10,000 mpn/100 ml



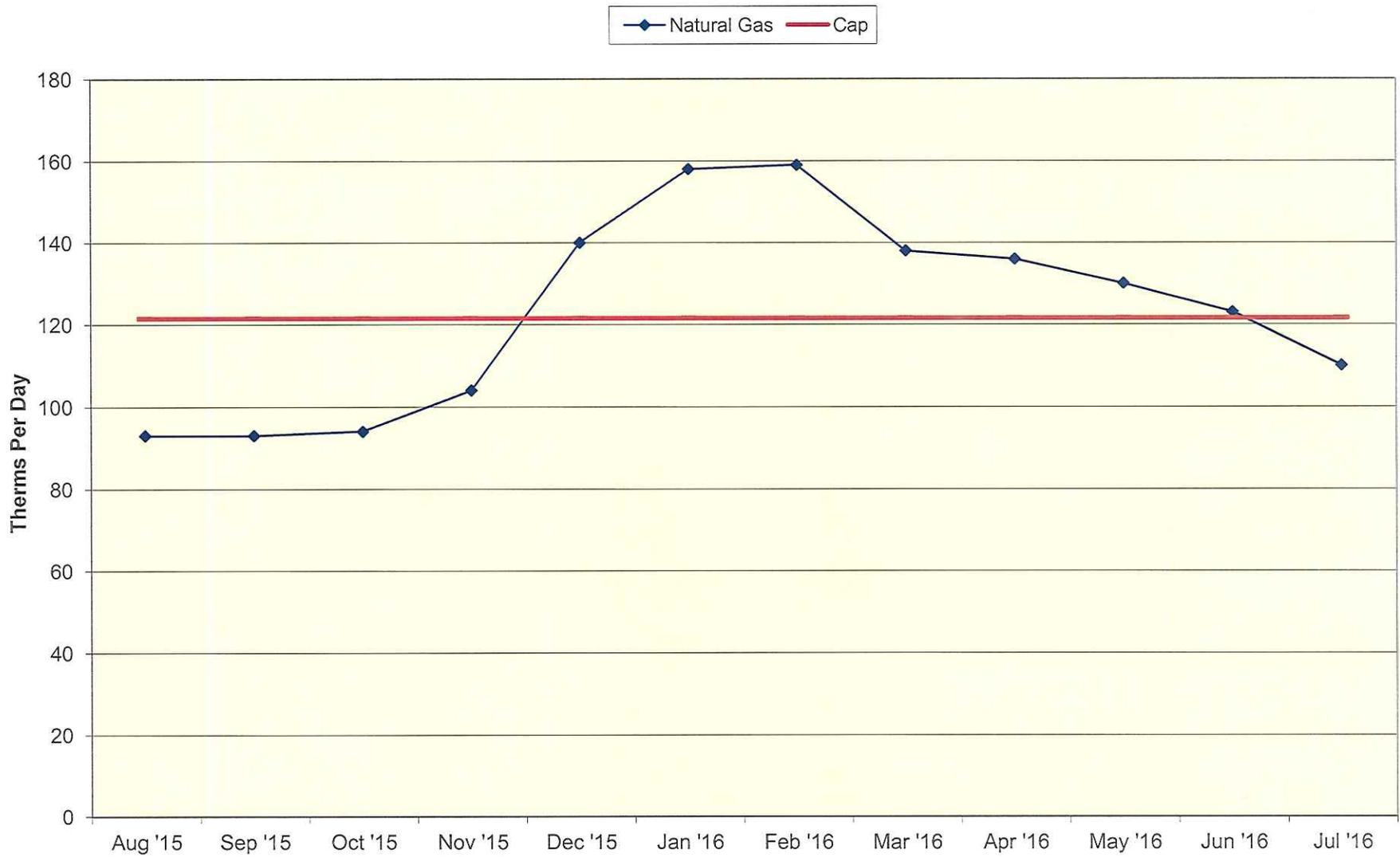
Energy kWh/MG



Energy kWh

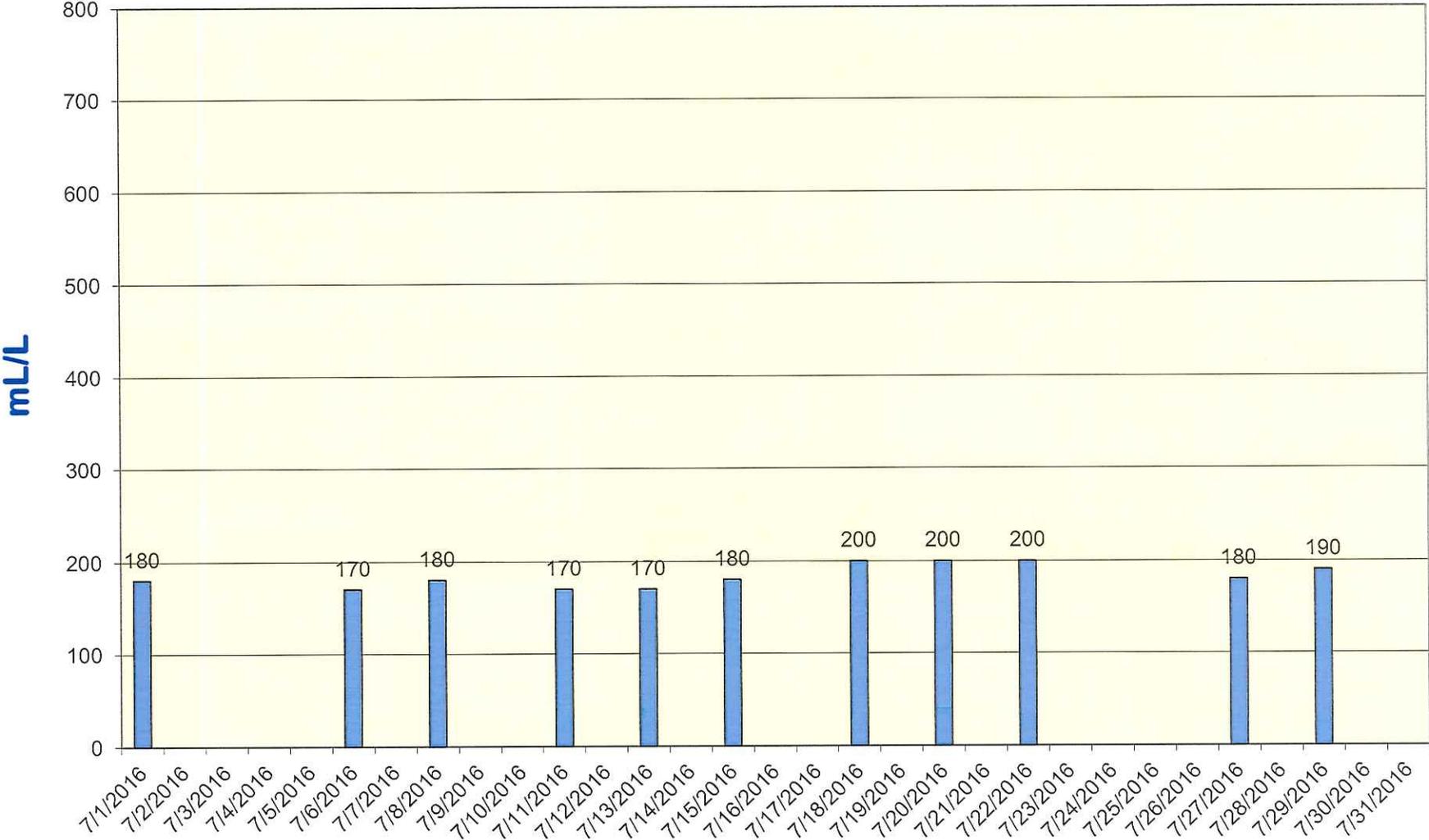


Natural Gas Use

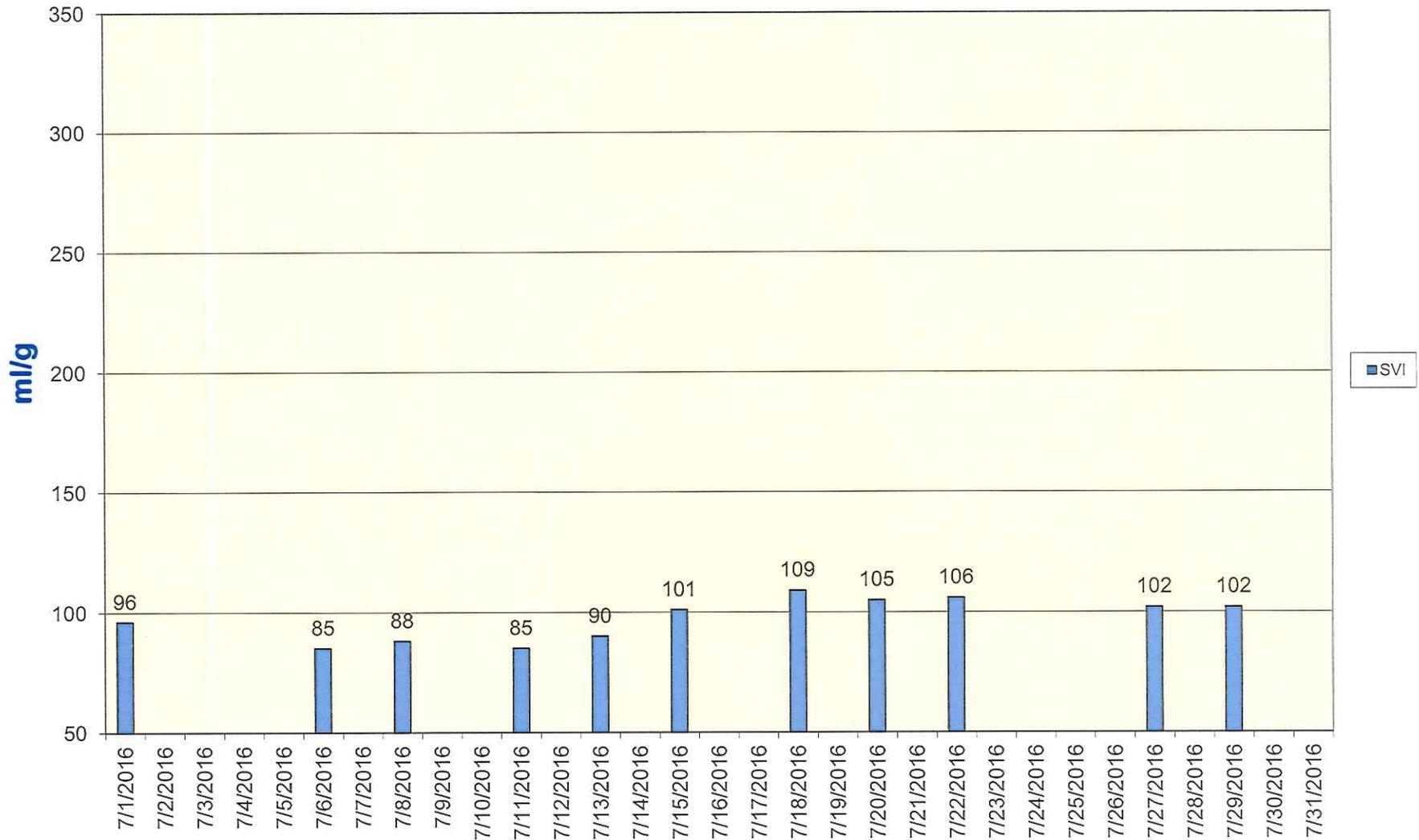


PROCESS CONTROL DATA / GRAPHS

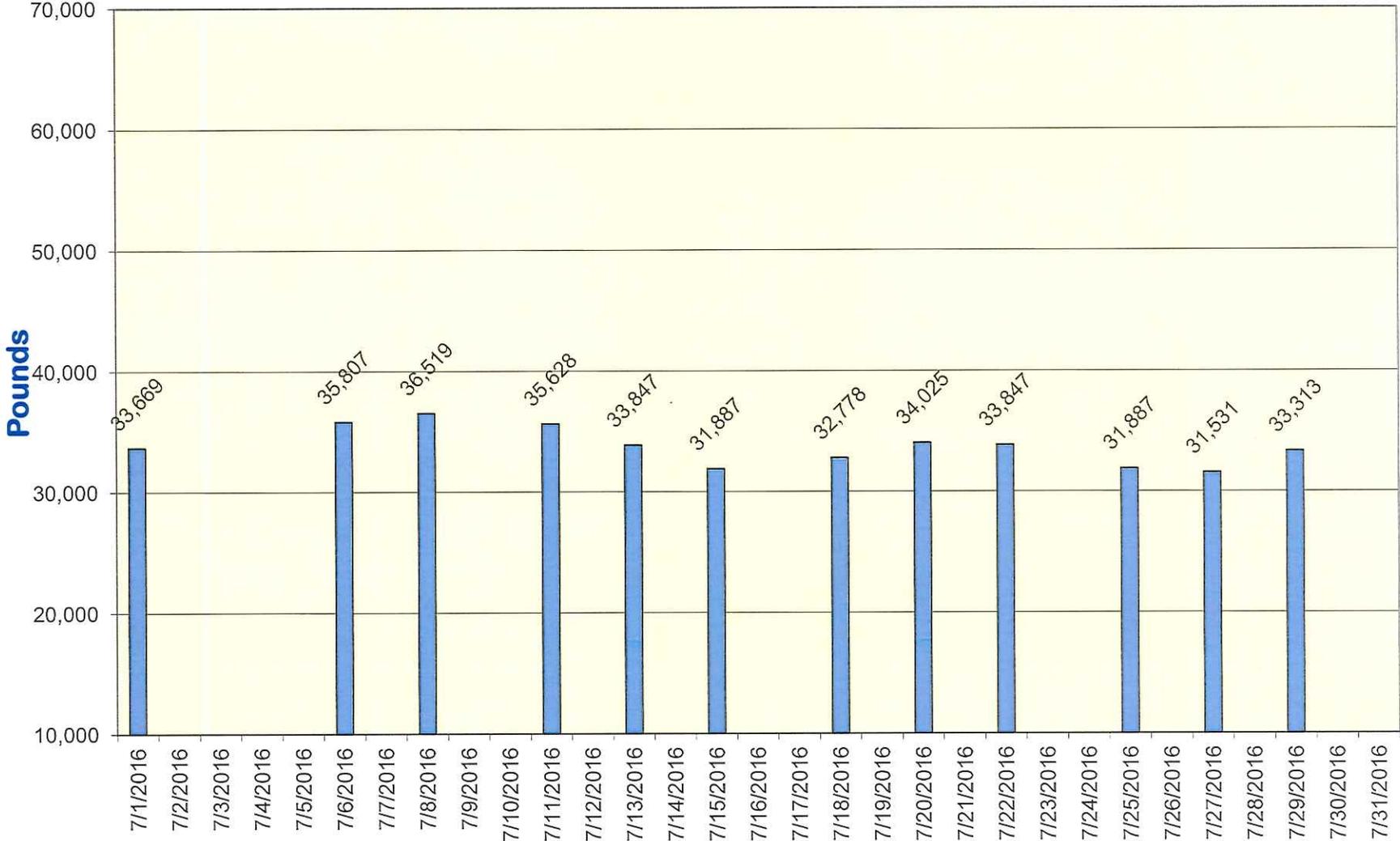
Settleability



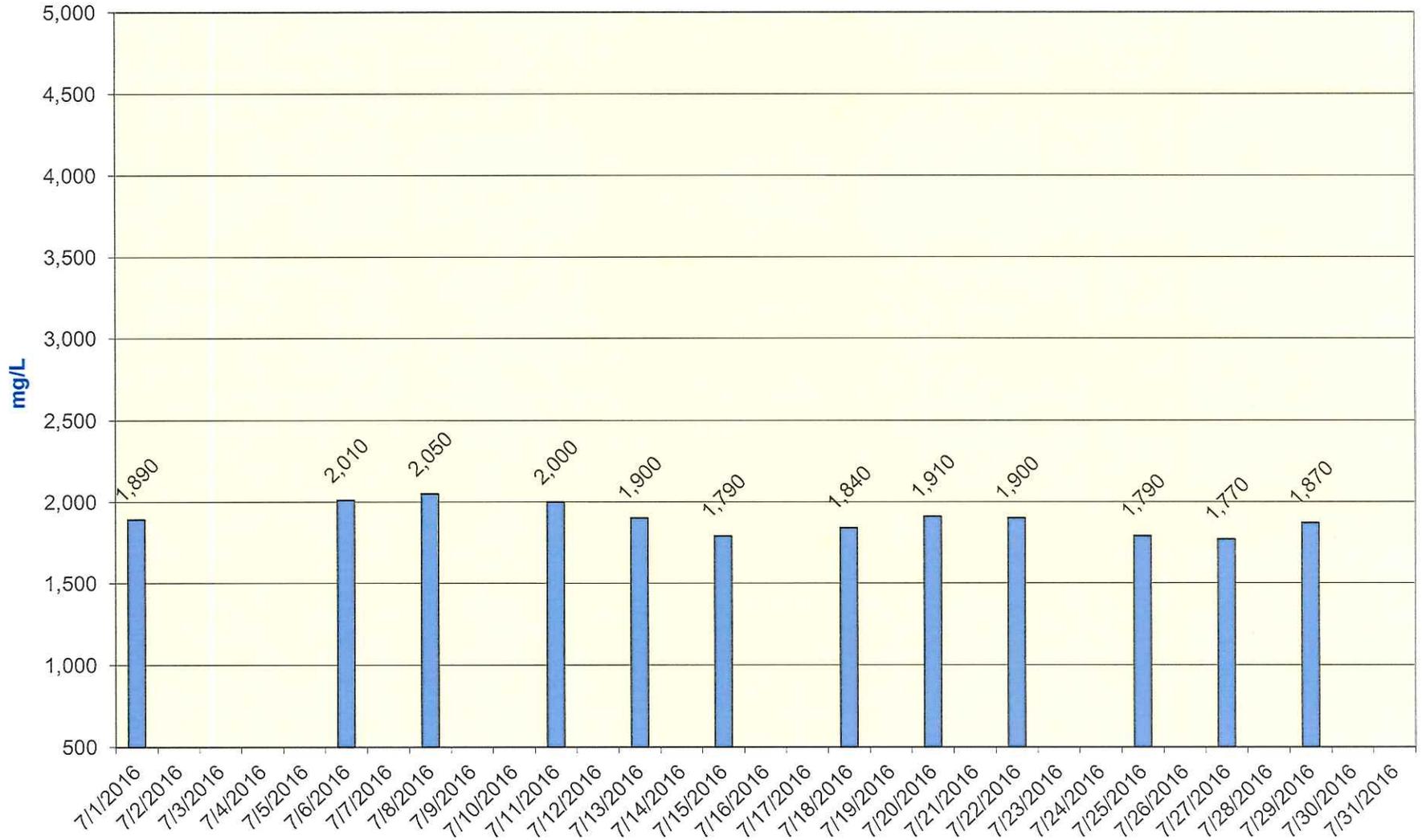
Sludge Volume Index



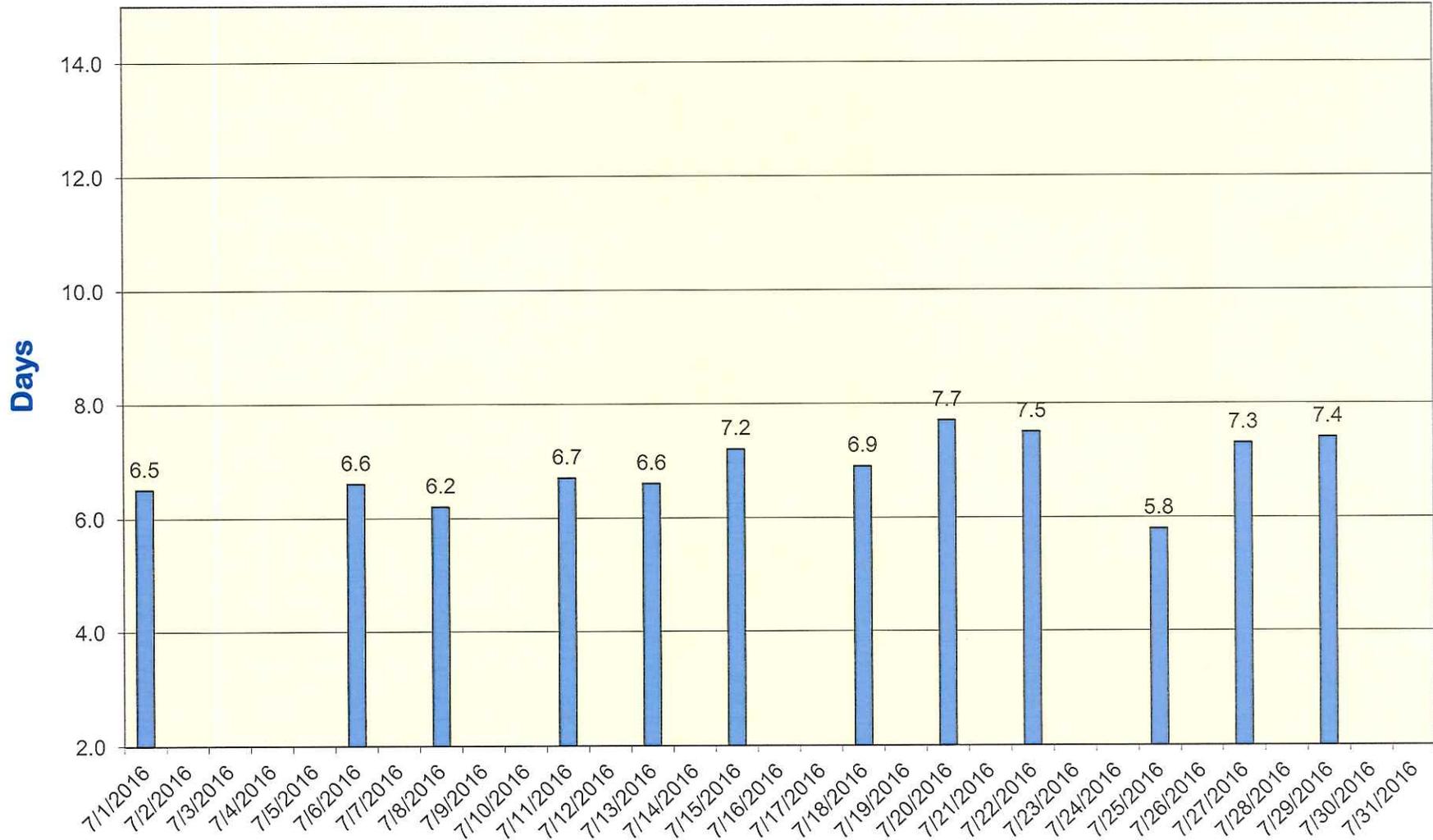
MLSS Inventory



MLSS Concentration



Mean Cell Residence Time

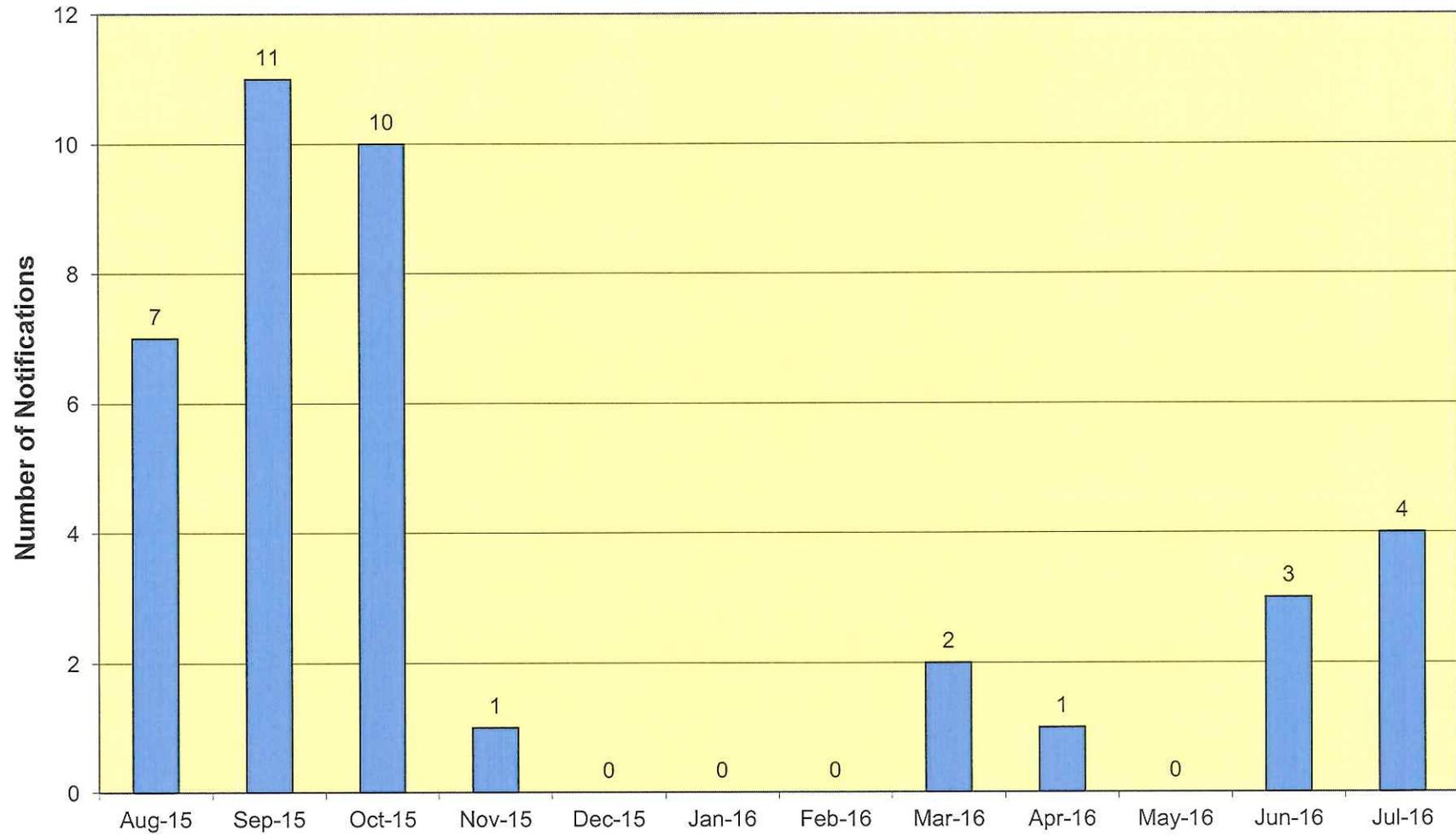


Process Control Data

	Influent Flow	Settleability	MLSS Concentration	MLSS Inventory	F:M Ratio	MCRT	SVI
7/1/2016	3.30	180	1,890	33,669		6.5	96
7/2/2016	3.55						
7/3/2016	3.15						
7/4/2016	3.33						
7/5/2016	3.44						
7/6/2016	3.84	170	2,010	35,807		6.6	85
7/7/2016	3.49						
7/8/2016	3.79	180	2,050	36,519		6.2	88
7/9/2016	3.71						
7/10/2016	3.38						
7/11/2016	3.23	170	2,000	35,628		6.7	85
7/12/2016	3.23						
7/13/2016	3.03	170	1,900	33,847		6.6	90
7/14/2016	3.18						
7/15/2016	3.09	180	1,790	31,887		7.2	101
7/16/2016	3.27						
7/17/2016	3.58						
7/18/2016	3.55	200	1,840	32,778		6.9	109
7/19/2016	3.62						
7/20/2016	3.44	200	1,910	34,025		7.7	105
7/21/2016	3.60						
7/22/2016	3.50	200	1,900	33,847		7.5	106
7/23/2016	3.47						
7/24/2016	3.66						
7/25/2016	3.29		1,790	31,887		5.8	
7/26/2016	3.10						
7/27/2016	3.22	180	1,770	31,531		7.3	102
7/28/2016	3.15						
7/29/2016	3.18	190	1,870	33,313		7.4	102
7/30/2016	3.08						
7/31/2016	3.20						
Minimum	3.03	170	1,770	31,531	0.00	5.8	85
Maximum	3.84	200	2,050	36,519	0.00	7.7	109
Total	98.37						
Average	3.39	184	1,893	33,728	#DIV/0!	6.9	97

NEIGHBORHOOD CONTACTS

Neighborhood Contacts Received



WEEKLY NEIGHBOR CONTACT LOG														
July 11, 2016	July 11, 2016 - July 17, 2016													
NEIGHBOR	Mon 11-Jul	Tue 12-Jul	Wed 13-Jul	Thu 14-Jul	Fri 15-Jul	Sat 16-Jul	Sun 17-Jul							
	Time	Time	Time	Time	Time	Time	Time	Notes						
Neighbor #1														
Neighbor #2														
Neighbor #3		2 4 pm	2 4 pm	2 4 21:27										Text Msg. - Afternoon and Early Evening
Neighbor #4														
Total														

Legend

Description		
Aeration Basins	1	7-14-16 - 2127 Hours
Raw Sewage	2	Hey John... it's a warm night, windows are all open ~ we're finally getting a breeze through the house -- and guess what, it smells like a sewer here!
H2S	3	NAME & I just walked around the block and I could smell it almost as far away as Toyon (half way down Lea). What the heck is going on over there??
Aeration + Sewage	4	You know I don't usually write. But it's bad tonight.
Aeration, Sewage, H2S	5	Anything you can do to help would be great. There's still a lot of summer left... I hope this isn't what we have to look forward to.
Sewage + H2S	6	:-\
Other (see notes)	7	*Also, not sure if you're aware, but there is a fallen tree just inside your fence line near where the new oleanders were planted. Weird, looks like it just fell over some time ago, actually.
Not Specified / Unknown	8	
Intensity		Note: Contacted neighbors in each event. In one instance we identified a source (scum box) that was corrected immediately.
Mild Intermittent	1	
Mild Persistent	2	
Moderate Intermittent	3	
Moderate Persistent	4	
Strong Intermittent	5	
Strong Persistent	6	
Other (see notes)	7	
Not Specified / Unknown	8	

WEEKLY NEIGHBOR CONTACT LOG													
NEIGHBOR	July 18, 2016 - July 24, 2016												Notes
	Mon 18-Jul	Tue 19-Jul	Wed 20-Jul	Thu 21-Jul	Fri 22-Jul	Sat 23-Jul	Sun 24-Jul						
	Time	Time	Time	Time	Time	Time	Time						
Neighbor #1			1 1 am										Notified via phone call.
Neighbor #2													
Neighbor #3													
Neighbor #4													
Total													

Legend

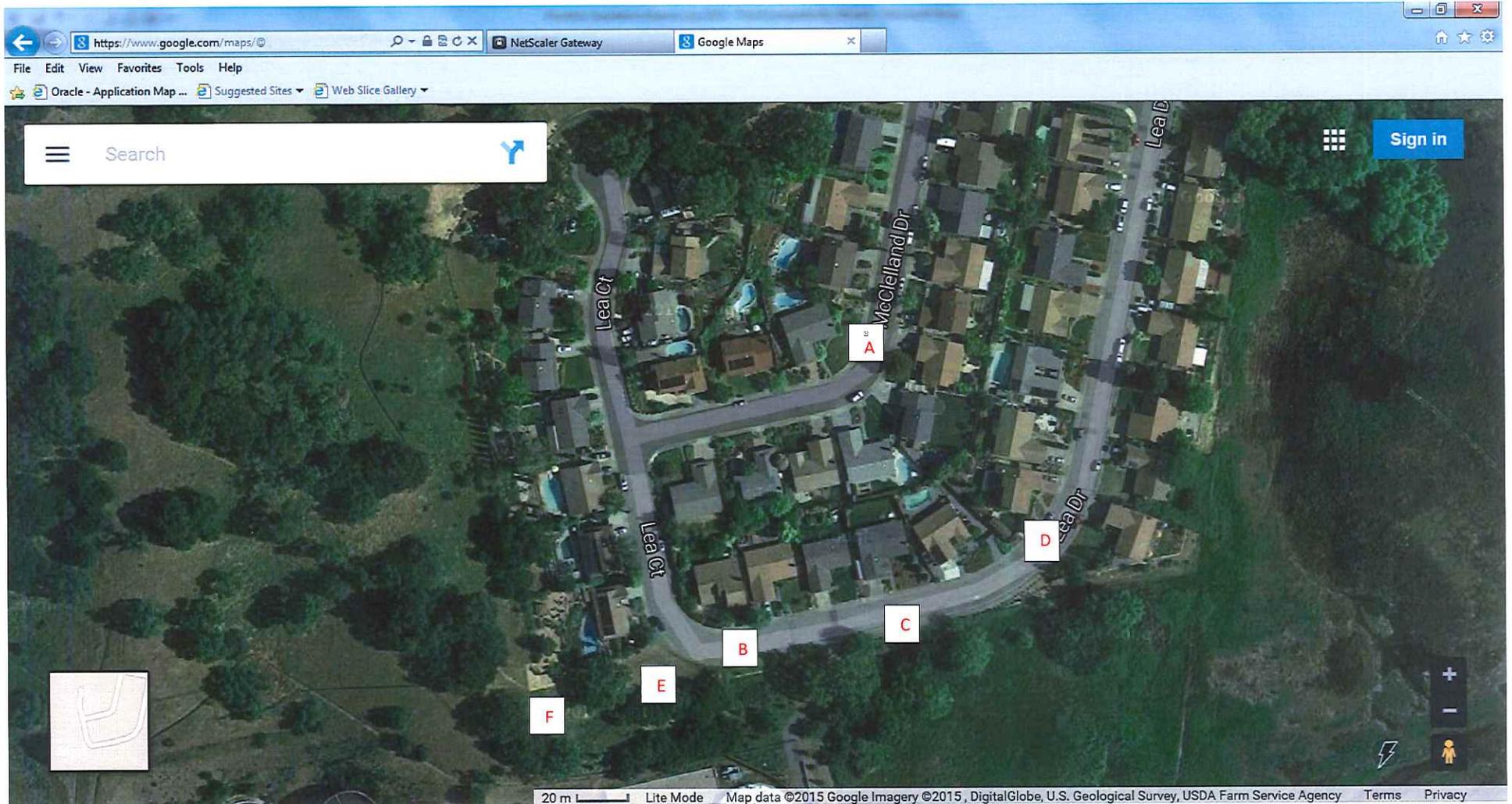
Description	Increased concentration of odor neutralizing agent (fog system).
Aeration Basins	1
Raw Sewage	2
H2S	3
Aeration + Sewage	4
Aeration, Sewage, H2S	5
Sewage + H2S	6
Other (see notes)	7
Not Specified / Unknown	8
Intensity	
Mild Intermittent	1
Mild Persistent	2
Moderate Intermittent	3
Moderate Persistent	4
Strong Intermittent	5
Strong Persistent	6
Other (see notes)	7
Not Specified / Unknown	8

JEROME METER READINGS & LOCATIONS

JEROME METER READINGS - JULY 2016

Sample Location	Min	Max	Ave	NOTES / COMMENTS
A: McLelland	0.000	0.000	0.0000	Neighborhood
B: Lea 1	0.000	0.004	0.0008	Neighborhood
C: Lea 2	0.000	0.001	0.0002	Neighborhood
D: Lea 3	0.000	0.001	0.0002	Neighborhood
E: Lea 4	0.000	0.000	0.0000	Neighborhood
F: Lea 5	0.000	0.001	0.0003	Neighborhood

NEIGHBORHOOD JEROME METER LOCATIONS – LEA AND McCLELLAND



**Novato Sanitary District
Wastewater Operations - Collection System Operations Report
July 2016**

1.0 General:

An equivalent of about seven (7) full time employees (FTE) worked in the Collection System Department during the month of July. The breakdown of staff time for the month in terms of equivalent full-time employee hours utilized, works out approximately as follows:

- 1.7 FTE field workers for Sewer Maintenance (main line cleaning)
- 0.9 FTE field workers for Pump Station Maintenance
- 0.4 FTE field workers for Closed Circuit Television (CCTV) work
- 3.3 FTE field workers for time spent on data input, training, service calls, overflow response, or any other activity that does not directly relate to main line cleaning, CCTV work, or pump station maintenance, or special activities (for e.g. smoke testing of mainlines), and
- An equivalent of 0.8 FTE field workers for vacation, holiday or sick leave.

2.0 Collection System Maintenance:

Performance metrics for the department are presented in the attached graphs showing the length of line cleaned/month, footage cleaned/hour worked, overflows/month, and the CCTV footage achieved. A brief discussion is also provided below.

Line Cleaning Performance:

A total of 589 work orders were generated for July by the ICOM3 Computerized Maintenance Management System (CMMS), 308 work orders for main line cleaning and 281 for root treatment. Staff completed 308 work orders for main line cleaning of 51,999 feet of sewer leaving zero (0) work orders outstanding.

Root Treatment:

On an annual basis, the District foam treats selected sewer mains and manholes to inhibit root growth to prevent sewer overflows. An outside vendor foam treated 116 line segments (work orders) totaling 25,317 feet in July, with assistance of District staff. The remaining 165 line segments will be treated in August as scheduled.

CCTV Performance:

The District's CCTV van was in the field for seven working days in July and televised 48 line segments totaling 10,374 feet of sewer. Hand-cam CCTV work totaled 5,487 ft. In addition, 12,322 feet of large diameter trunk sewer was inspected by an outside contractor (details below).



Root Control Foam Application

**Novato Sanitary District
Wastewater Operations - Collection System Operations Report
July 2016**

CCTV Findings:

- Infrastructure related: The July CCTV work did not identify any areas that require spot repairs.
- O&M related: The July CCTV work did not identify any area that required a change in sewer line maintenance operations.

3.0 Pump Station Maintenance:

The Collection System Department conducted 217 lift station inspections this month. 93 of the inspection visits were generated through the District's JobsCal Plus CMMS system. There are 13 outstanding work orders for the month, 6 correctives and 7 preventives. A Collection Systems (Pump Stations) Work Order Statistics summary is attached.

4.0 Air Relief/Vacuum Valves (ARVs):

Staff completed maintenance inspections on ten (10) air relief/vacuum valves.

5.0 Safety and Training:

General:

Collection System staff attended four (4) safety tailgate meetings.

Specialized training:

District staff attended Underground Utility Locator Training conducted by an outside vendor.

Four (4) Collections Department staff members attended a Collection Worker Operations and Maintenance Training Workshop hosted by the San Francisco Bay Section of the California Water Environment Association (CWEA) in Concord.

Safety performance:

There were no lost time accidents this month for a total of 1,967 accident free days since the last lost time accident.

6.0 Minor Projects:

Staff installed Pump #2 at the Bel Marin Keys 5 (BMK 5) Pump Station after it was diagnosed and repaired for a suspected bearing failure.

An outside contractor inspected 12,322 feet of large diameter trunk sewer using a pontoon system to float the CCTV camera down the main. The pontoon system was also equipped with sonar to inspect the area of the pipe below the water surface. This system had mixed results as the flows in the large diameter pipe



Pontoon system for CCTV Camera

**Novato Sanitary District
Wastewater Operations - Collection System Operations Report
July 2016**

were insufficient in some of the trunk mains to float the device and had to be pulled through the trunk sewer with a tether.

Staff assisted a contractor with the replacement of the Pump #2 circuit breaker bucket on the Motor Control Center (MCC) at the Marin Village Pump Station.

Diesel fuel in the tanks for all of the emergency standby generators was tested and “polished” by an outside vendor as needed. The process uses an integrated fiber-optic scope and vacuum probe that visually inspects and cleans fuel at the same time to remove any water, sludge, microbial bacteria, and sediment that may have accumulated in the tanks. This is completed on an annual basis to ensure reliability of the fuel supply to emergency standby generators.

7.0 Sanitary Sewer Overflows (SSOs):

There were zero (0) sanitary sewer overflows in July.

**Novato Sanitary District
Collection System Monthly Report For July 2016 (as of July 31, 2016)**

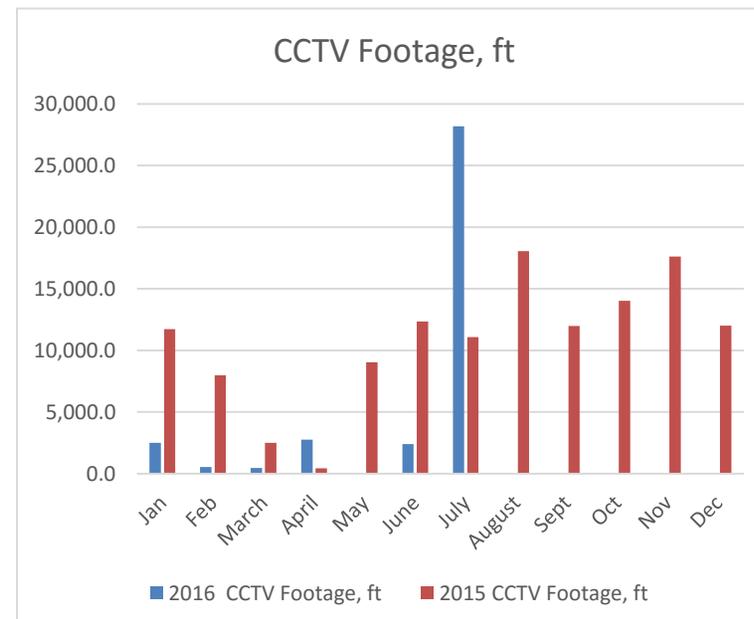
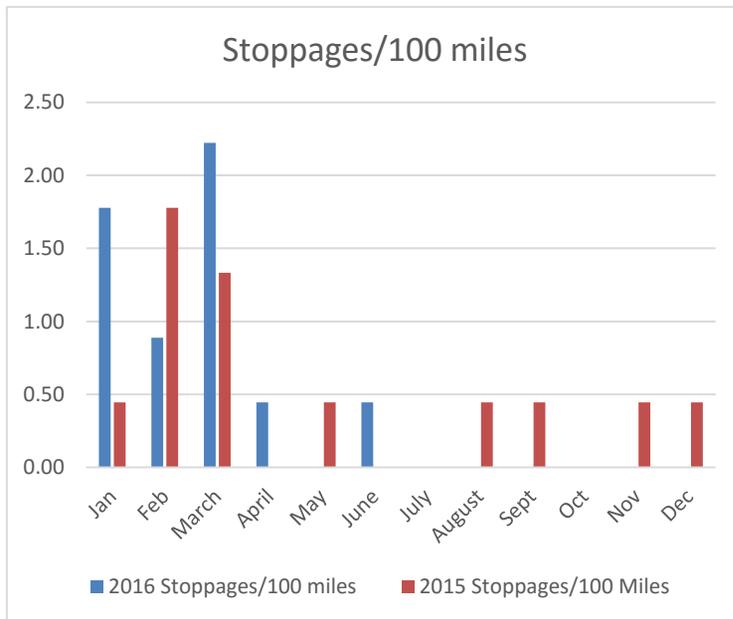
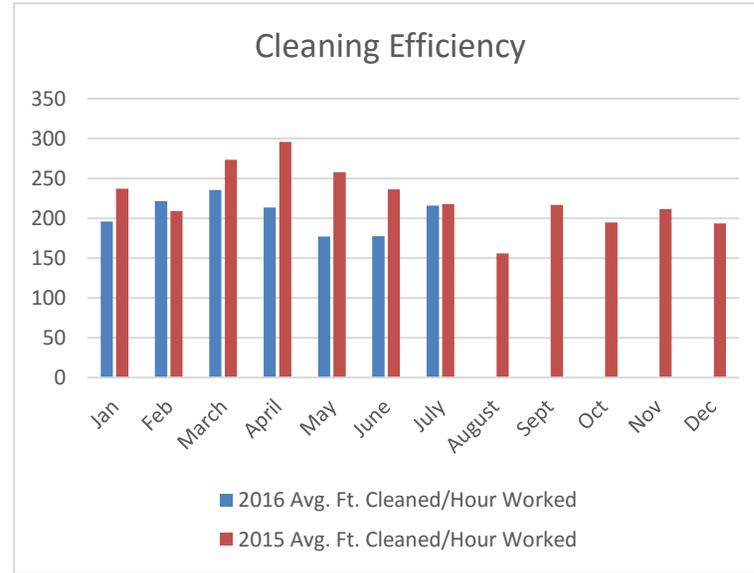
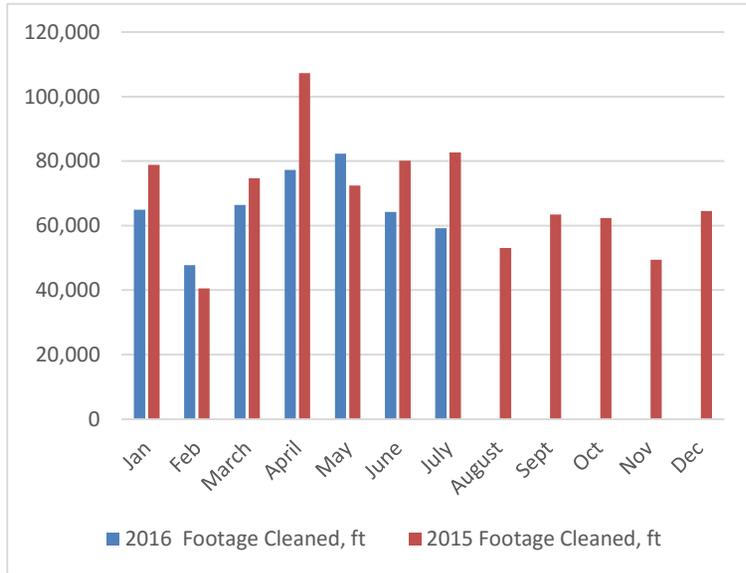
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
A. Employee Hours Worked														
Number of FTEs (main line cleaning), hrs.	1.9	1.3	1.7	2.0	2.7	2.0	1.7	0.0	0.0	0.0	0.0	0.0	NA	1.1
Number of FTEs (other)	2.5	3.5	3.3	2.8	2.2	2.3	3.3	0.0	0.0	0.0	0.0	0.0	NA	1.6
Number of FTEs (CCTV)	0.1	0.1	0.0	0.0	0.0	0.1	0.4	0.0	0.0	0.0	0.0	0.0	NA	0.1
Total, FTEs	4.5	4.9	4.9	4.9	4.9	4.4	5.3	0.0	0.0	0.0	0.0	0.0	NA	2.8
Regular Time Worked, (main line cleaning), hrs	332	216	282	362	465	362	274							
Regular Time Worked on Other, hrs (1)	426	556	552	496	388	402	534							
Regular Time Worked on CCTV (2)	19	17	0	7	0	16	66							
Total Regular time, worked, hrs	776	788	834	865	853	779	874	0	0	0	0	0	5,769	481
Total Vacation/Sick Leave/Holiday, hrs	225	238	262	89	192	156	127						1,288	184
Vacation/Sick Leave/Holiday, FTEs	1.3	1.5	1.6	0.5	1.1	0.9	0.8	0.0	0.0	0.0	0.0	0.0	7.6	0.6
Overtime Worked on Coll. Sys., hrs	2	0	0	0	3	8	0						13	2
Overtime Worked on Other, hrs (1)	65	6	19	30	6	10	14						149	21
Overtime Worked on CCTV (2)	0	0	0	0	0	0	2						2	0
Total Overtime, hrs	67	6	19	30	9	18	16	NA	NA	NA	NA	NA	164	23
B. Productivity														
1. Line Cleaning														
Rodder Work Orders generated	59	10	41	45	204	64	87						510	73
Rodder 3208 ft. cleaned	11,888	2,289	8,682	9,749	36,994	10,476	13,754						93,832	13,405
Rodder - outside services, ft cleaned	0	0	0	0	0	0	0						0	0
Flusher Work Orders generated	227	237	307	350	248	268	221						1,858	265
Truck 3205V ft. cleaned	14,729	6,341	5,004	5,886	2,776	4,295	0						39,031	5,576
Truck 3206V ft. cleaned	38,305	39,088	52,713	61,606	42,516	49,467	45,445						329,140	47,020
Flusher - outside services, ft. cleaned	0	0	0	0	0	0	0						0	0
Total Footage cleaned(3)	64,922	47,718	66,399	77,241	82,286	64,238	59,199	NA	NA	NA	NA	NA	462,003	66,000
Work Orders completed	278	247	348	395	452	332	424						2,476	354
Work Orders backlog	8	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	8	8
2. Closed Circuit Television (CCTV)														
Camera Work Orders generated	0	0	0	0	0	0	0						0	0
CCTV Truck 3126T, ft. videoed	843	540	0	541	0	652	10,374						12,950	1,850
CCTV (hand cam), ft. videoed	1,669	0	456	2,210	0	1,754	5,487						11,576	
CCTV Inspection - outside services, ft. videoed	0	0	0	0	0	0	12,322						12,322	
Total CCTV footage(3)	2,512	540	456	2,751	0	2,406	28,183	NA	NA	NA	NA	NA	36,848	
C. Sanitary Sewer Overflows (SSOs)														
Minor (Category III)	4	2	5	1	0	1	0						13	NA
Major (Category II)	3	1	4	1	0	0	0						9	NA
Major (Category I)	0	1	1	0	0	0	0						2	NA
Major (Category I)	1	0	0	0	0	1	0						2	NA
Overflow Gallons	482	290,330	2,308	20	0	540	0						293,680	NA
Volume Recovered	130	147,250	760	20	0	165	0						148,325	NA
Percent Recovered	27%	51%	33%	100%	NA	31%	NA	NA	NA	NA	NA	NA	51%	NA
D. Service Calls (non-SSO related)														
Service calls, normal hours, #	8	7	8	4	5	9	4						45	6
Normal hours S.C. response time, mins (avg.)	20	17	18	17	16	25	13						126	18
Service Callouts, after hours, #	5	3	1	1	1	0	0						11	2
After Hours S.C. response time, mins (avg.)	17	27	16	60	35	0	0						155	22
E. Benchmarks														
Average Ft. Cleaned/Hour Worked	196	221	235	213	177	178	216	NA	NA	NA	NA	NA	NA	205
Total Stoppages/100 Miles	1.8	0.9	2.2	0.4	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	5.7	NA
Average spill response time (mins)	15	31	11	11	0	15	0						NA	12
Callouts/100 Miles	2.2	1.3	0.4	0.4	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.8	0.4
Overtime hours/100 Miles	1	0	0	0	1	4	0	0	0	0	0	0	5.78	0
Overflow Gallons/100 Miles	210	126,230	1,003	9	0	235	0	0	0	0	0	-	127,687	10641

(1) This category includes time spent on: Data input, Training, Service Calls, Overflow Response, as well as any other activity that does not directly relate to main line cleaning or CCTV work.

(2) This category separates time spent on CCTV from other Collection System maintenance activities.

(3) Does not include outside services (tracked separately)

Collection System 2015-16 Graphs



Novato Sanitary District

Pump Station Report For July 2016 (As of July 31, 2016)

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total Year to Date	Average Year to Date
Employee Hours Worked	238	185	252	238	235	251	186	0	0	0	0	0	1,584	
Number of Employees (FTEs)	1.4	1.0	1.2	1.1	1.2	1.2	0.9	0.0	0.0	0.0	0.0	0.0		0.7
Regular Time Worked on Pump Sta	183	157	210	194	202	217	148						1,310	
Overtime Worked on Pump Sta	55	28	43	44	33	34	38						274	
After Hours Callouts	4	1	8	2	0	1	4						20	
Average Callout response time (mins)	30	10	34	28	0	15	31						148	21
Work Orders														
Number generated in month	136	106	89	92	115	91	95						724	103
Number closed in month	111	106	89	92	115	91	93						697	100
Backlog	25	0	0	0	0	0	2	0	0	0	0	0	27	2

**Job Cal CMMS
WORK ORDER STATISTICS
July 1,2016-July 31,2016**

	Open Work Orders Due Prior to 7/1/2016	Open Work Orders 7/1/2016-7/31/2016	Total Open Work Orders
Preventive	7	147	154
Corrective	6	0	6
Total	13	147	160

	Closed Work Orders 7/1/2016 - 7/31/2016
Preventive	147
Corrective	0
Total	147

Total Outstanding Work Orders as of 7/31/2016	13
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NOVATO SANITARY DISTRICT
Wastewater Operations - Reclamation Facilities Report
July 2016



Panoramic view from Drainage Pump Station No. 7

1.0 Summary:

Cattle were moved into all Sites this month. Staff identified the need to thin the Eucalyptus trees on Site 2 as well as replacing a fence west of the Storage Pond/Wildlife Pond. The control systems were checked and irrigation began on several Parcels in Sites 2 & 7. Some repair work was identified after the control system was checked on Site 2 & 7.

2.0 Ranch Operations:

The rancher has completed moving cattle onto all three Sites. The rancher is concentrating on sprinkler repair/replacement on Sites 3 & 7.

Staff inspected the grove of Eucalyptus trees on Site 2 and identified many trees that need to be removed because they are dead and pose a safety hazard. Staff is preparing the necessary documents to obtain quotes for the proposed tree removal.

During a monthly inspection of the Facility, staff found approximately 600 feet of chain link fence laying on the ground along the west side of Storage Pond No. 1 & Wildlife Pond. The steel posts rotted off as a result of sitting in water every winter & spring over the past 30 plus years. Staff will be looking into replacing the fence using vinyl coated steel posts.



Downed fence on west boundary of Site 2

3.0 Irrigation Parcels:

The control system was tested in Parcels 2 & 4 on Site 7 after they were cleared of hay bales. A few problems were found in each Parcel during testing but enough zones were available to allow some irrigation. Work Orders were prepared and issued to

NOVATO SANITARY DISTRICT
Wastewater Operations - Reclamation Facilities Report
July 2016

contractors for repair of the problems as well as several problems identified during last month's testing. Staff expects the work to be completed in August.

Staff began testing the control system for Site 2 and found one of the main electrical breakers tripped. After some troubleshooting, staff was able to reset the breaker so the system could be tested. Staff then determined that the control system power beyond the first few Parcels was unbalanced so only Parcels 1 & 3 could be put into service automatically. The two zones in Parcel 2 need additional troubleshooting and repair work. Staff will issue Work Orders and expects to have the work done in August in addition to the troubleshooting of the unbalanced power problem.

Currently, 62% of the Reclamation Facility is currently being irrigated automatically at a rate (irrigation time per parcel) necessary for optimal plant growth. Sporadic "hand" irrigation is being completed on the remaining Parcels. At the current rate, the storage ponds are beginning to drop in elevation and staff will need to adjust the rate of daily application to preserve the water levels in the storage ponds.

4.0 Irrigation Pump Station:

Approximately 69.51 MG of treated water was used for irrigation this month.

Approximately 86.1 MG was delivered to the storage ponds from the Novato Treatment Plant this month.

Irrigation Pump No. 1 was taken out of service in late July to repair a seal on the Pump.

The level of the Wildlife Pond was raised two feet this month as recommended in the Reclamation Operations & Maintenance Manual.

5.0 Sludge Handling & Disposal:

There were no sludge handling activities this month.

NOVATO SANITARY DISTRICT
Reclamation Facility - Monthly Statistics for Calendar Year 2016, as of July 2016

	January	February	March	April	May	June	July	August	September	October	November	December	Total Year to Date	Annualized Monthly Average
Irrigation Pump Station														
Plant flow to ponds (MG)	0	0	0	0	0	90	86.1						176.1	14.68
Irrigation (MG)	0	0	0.0	0	0	33.83	69.51						103.3	8.61
Irrigation Pump 1 Hours						76.9	86.5						163.4	13.62
Irrigation Pump 2 Hours						75.8	134						209.8	17.48
Irrigation Pump 3 Hours						76.3	117.4						193.7	16.14
Washdown Water Pump Hours													-	0.00
Wildlife Feed Pump Hours	744	696	744	720	744	696	770.5						5,114.5	426.21
Water Circulated through Wildlife Pond (MG)	46.872	43.848	46.872	45.36	47	44	49	0	0	0	0	0	322.2	26.85
Strainer No. 1 Hours													-	0.00
Strainer No. 2 Hours													-	0.00
Pond 1 Gauge @ Beginning of Month	3.1	3.9	3.9	4.4	4	3.5	5.8							
Pond 1 Gauge @ End of Month	3.9	3.9	4.4	4	3.5	5.8	5.7							
Pond 1 Gallons Stored @ End of Month(MG)	27.2	27.2	31.2	28	24	43	42							
Pond 2 Gauge @ Beginning of Month	3.1	3.9	3.9	4.4	4	3.5	5.8							
Pond 2 Gauge @ End of Month	3.9	3.9	4.4	4	3.5	5.8	5.7							
Pond 2 Gallons Stored @ End of Month(MG)	35	35	40	36	31	55	54							
Total Irrigation Water Stored	62.2	62.2	71.2	64	55	98	96	0	0	0	0	0		
Drainage Pump Station No. 3														
Drainage Pump No. 1 Hours	341.4	0.2	386	15.1	0	0	0							
Drainage Pump No. 2 Hours	0	34.7	0	0	0	0	0							
Drainage Pump No. 3 Hours	0	1.9	0.1	0	0	0	0							
Total Gallons Stormwater Pumped (MG)	102.42	11.04	115.83	4.53	0	0	0	0	0	0	0	0	233.82	19.49
Drainage Pump Station No. 7														
Drainage Pump No. 1 Hours	131.7	0.2	72.4	3.4	0.2	0	0							
Drainage Pump No. 2 Hours	14.2	13	0	0	0.7	0	0							
Drainage Pump No. 3 Hours	2.9	0	41.3	12.2	0.6	0	0							
Total Gallons Stormwater Pumped (MG)	66.96	6	51	7.02	0.675	0	0	0	0	0	0	0	131.76	10.98

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Capital Projects: Collection System Improvements (Bel Marin Keys Trunk Sewer Rehabilitation Project), Account No. 72706.	MEETING DATE: August 22, 2015 AGENDA ITEM NO.: 9.a.								
RECOMMENDED ACTION: Review bids received, approve contract award to Michels Pipeline Construction, and authorize General Manager-Chief Engineer to execute the contract in the bid amount of \$324,394.00.									
SUMMARY AND DISCUSSION: <p>At its June 27, 2016 meeting the District Board made CEQA findings and authorized staff to advertise for bids for this project. On August 4, 2016, three (3) bids were received as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;"><u>Bidder</u></th> <th style="text-align: left;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>1. Michels Pipeline Construction:</td> <td>\$324,394.00</td> </tr> <tr> <td>2. Insituform Technologies:</td> <td>\$364,320.00</td> </tr> <tr> <td>3. SAK Construction:</td> <td>\$466,207.00</td> </tr> </tbody> </table> <p>As seen above, Michels Pipeline Construction (Salem, OR) submitted the apparent lowest bid of \$324,394. The Engineer's Estimate of Probable Cost was \$350,000.00. Michels Pipeline Construction's bid documents were reviewed and they appear to be in order. Staff then contacted Michels Pipeline Construction to discuss their bid, and they are comfortable and confident with their bid.</p> <p>The FY16-17 preliminary budget includes \$1,050,000 for Collection System Improvements, Account No. 72706. Therefore, at this time, it is recommended that the Board approve contract award to Michels Pipeline Construction, and authorize the General Manager-Chief Engineer to execute the contract in the bid amount of \$324,394.00.</p>		<u>Bidder</u>	<u>Amount</u>	1. Michels Pipeline Construction:	\$324,394.00	2. Insituform Technologies:	\$364,320.00	3. SAK Construction:	\$466,207.00
<u>Bidder</u>	<u>Amount</u>								
1. Michels Pipeline Construction:	\$324,394.00								
2. Insituform Technologies:	\$364,320.00								
3. SAK Construction:	\$466,207.00								
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.									
BUDGET INFORMATION: This work will be funded from Collection System Improvements, Account No. 72706, which has a FY16-17 preliminary budget of \$1,050,000.									
DEPT.MGR.: srk, ssk	GENERAL MANAGER-CHIEF ENGINEER: SSK								

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Reclamation: Sludge Disposal, Account No. 63115	MEETING DATE: August 22, 2016 AGENDA ITEM NO.: 10.a.
RECOMMENDED ACTION: Approve contract with Custom Tractor Services (CTS) for biosolids disposal and sludge lagoon cleaning in a not-to-exceed amount of \$187,000, and authorize the General Manager-Chief Engineer to execute it.	
SUMMARY AND DISCUSSION: <p>Under the terms of its discharge permit, the District is required to dispose of biosolids generated from its treatment facilities at its dedicated land disposal (DLD) site off of Highway 37, in accordance with Title 40 Code of Federal Regulations (CFR) Part 503. Options for final disposal historically have been either by spreading or by injection into the DLD in summer.</p> <p>For the past several years the District has contracted with Custom Tractor Service (CTS) of Petaluma to perform this work. CTS has been performing this work satisfactorily for the Las Gallinas Valley Sanitary District for the past several years as well, and they are the only contractor in this area that has the type of equipment to adequately perform this work. CTS performed this work last season for the District at 2.4 cents per gallon, not to exceed \$125,000.</p> <p>Staff requested and received a proposal from CTS to perform these services this year. This year, CTS proposes to provide the biosolids disposal services for 2.5 cents per gallon plus a one-time setup fee of \$2,500. The setup fee will be waived if one million gallons are disposed of this season. The price per gallon pumped has increased 0.1 cent per gallon however the total cost will not exceed \$125,000, the same as last year.</p> <p>Also, some of the biosolids typically accumulate and compact in the bottom of the lagoons so that they cannot be completely removed by pumping. This results in reducing the overall holding capacity of the lagoons. Staff requested a proposal from CTS to excavate and spread these solids in the DLD using a manure spreader. This work must be done immediately after a lagoon is emptied in order to place it back into service. CTS performed this work the previous three years for \$62,000. CTS proposes to clean out the four ponds for the same amount as last year. Both work items would be funded from Account No. 63115 – Sludge Disposal.</p> <p>Staff recommends that the Board accept the CTS proposal that incorporates: (a) a not-to-exceed amount of \$125,000 for sludge pumping, and (b) a lump sum amount of \$62,000 for cleaning out the lagoons, and authorize the General Manager-Chief Engineer to execute a contract with CTS in the not-to-exceed amount \$187,000.</p>	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Build and Maintain Safe, Reliable, and Efficient Facilities) of the latest Strategic Plan Update.	
BUDGET INFORMATION: The FY16-17 Preliminary Budget includes \$190,000 under Account No. 63115 - Sludge Disposal, for this work.	
DEPT.MGR.: srk, ssk	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Staff Report: CASA Biosolids and Renewable Energy Workshop, July 19, 2016 – Information only.	MEETING DATE: August 22, 2016 AGENDA ITEM NO.: 11.a.
RECOMMENDED ACTION: Receive staff report on CASA Biosolids and Energy Specialty Workshop.	
SUMMARY AND DISCUSSION: <p>On July 19th, 2016, the District’s Technical Services Manager, Erik Brown, attended the CASA Biosolids and Renewable Energy Specialty Workshop organized by CASA and the California Water Environment Association (CWEA), at the Central Contra Costa Sanitary District’s facilities in Martinez, CA. The focus of the workshop was on successful biosolids management practices, and innovative technology for biosolids treatment and management, renewable energy production and utilization, and climate change mitigation. Notable presentations included:</p> <ul style="list-style-type: none"> • The Water and Energy Sustainable Technology Center (WEST) - presented by Dr. Ian Pepper of the University of Arizona, highlighting their new state of the art research facilities • City of San Mateo’s Digester Gas to Vehicle Fuel Project- presented by Gogo Heinrich of the City of San Mateo and Mike Barnes of Kennedy Jenks describing the City’s 100 CFM Digester gas to compressed natural gas (CNG) project. • Battery Storage of Electrical Power at Napa Sanitation District- presented by Jake Millan from TESLA discussing Napa SD’s 20 year PPA project for 1MW Powerpack® providing peak shaving and demand response. <p>The complete set of PowerPoint presentations from the workshop can be viewed at CWEA’s website: http://library.cwea.org/download/a-new-resource-the-water-energy-sustainable-technology-center-west/</p>	
STRATEGIC PLAN INFORMATION: This item addresses Goal 1 (Operational Excellence) and Goal 2 (Reliable and Efficient Facilities) of the latest Strategic Plan Update.	
DEPT. MGR.: EB	GENERAL MANAGER: SSK

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Appointment of Committee Members for FY16-17.	MEETING DATE: August 22, 2016 AGENDA ITEM NO.: 12.a.
RECOMMENDED ACTION: Presidential appointment of committee members for FY16-17.	
SUMMARY AND DISCUSSION: <p>At the Board meeting of June 27, 2016, incoming President Jerry Peters considered the list of FY15-16 committee appointments (see Attachment 1), and elected to retain these prior year committee appointments, with a view to possibly modify them at a future Board meeting. This item is being brought forward for President Peters consideration should he wish to change committee assignments at this time. At his option, the President may choose to continue to retain the prior year committee appointments, and modify them at another, future Board meeting.</p>	
ATTACHMENTS: 1. List of current Committee Appointments.	
STRATEGIC PLAN INFORMATION: This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
DEPT. MGR.: ssk	GENERAL MANAGER: SSK

**NOVATO SANITARY DISTRICT
LIST OF BOARD COMMITTEE ASSIGNMENTS
JULY, 2016**

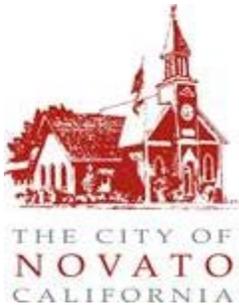
A. Standing Committees:

1. Joint City/District Solid Waste Committee:
Jean Mariani
Carole Dillon-Knutson (appointed Dec 2015)
Brant Miller, Alternate
2. Wastewater Operations Committee:
Brant Miller
Jerry Peters
Jean Mariani, Alternate
3. Strategic Planning and New Facilities Committee:
Carole Dillon-Knutson (appointed Dec 2015)
William C. Long
Brant Miller, Alternate
4. Finance Committee:
William C. Long
Jerry Peters
Carole Dillon-Knutson, Alternate (appointed Dec 2015)

B. Regular Committees:

1. California Association of Sanitation Agencies:
Jean Mariani, Delegate
Jerry Peters, Alternate
2. California Sanitation Risk Management Authority:
Sandeep Karkal, Delegate
Brant Miller, Alternate
3. North Bay Water Reuse Authority:
William C. Long, Delegate
Jerry Peters, Alternate
4. North Bay Watershed Association:
Brant Miller, Delegate
Sandeep Karkal, Alternate

From: [Public Info](#)
To: [Public Info](#)
Subject: City of Novato Hires New City Manager
Date: Wednesday, August 3, 2016 3:55:27 PM



NEWS RELEASE

For Immediate Release:

August 3, 2016

-

Contact:

[Dan Weakley](#)

415.899.8918

New City Manager Hired

The City Council is pleased announce the hiring of Regan Candelario as Novato's new City Manager. Mr. Candelario will start his employment as the City's 7th City Manager on October 24.

Mr. Candelario has served as the City Manager for the city of Fortuna in Northern California since 2012. Prior to Fortuna, he was the City Administrator for the City of Guadalupe (2010 - 2012), located in Santa Barbara county. Mr. Candelario's experience also includes 3 years as a project consultant for redevelopment agencies and 17 years with the City of Santa Ana, where he was promoted to Community Development District Manager of District One with responsibility for the coordination of multiagency services to Santa Ana's residents, businesses and community based organizations.

Mr. Candelario grew up in the San Francisco East Bay area where he attended Moreau High School. He and his wife of 26 years, Shelley, have three children.

"We are extremely pleased to have Regan join us" stated Mayor Pat Eklund. "He distinguished himself during a rigorous screening and interview process and will bring excellent skills and experience to the City of Novato. We are excited about working with him and the community in achieving our goals." Mayor Eklund added "We would like to sincerely thank Assistant City Manager Cathy Capriola for serving as Interim City Manager. We were and are truly fortunate to have someone of her caliber serve our community." The City Council appointed Ms. Capriola as Interim City Manager beginning in January 2016 after the departure of former City Manager Michael Frank.

The City Council retained the services of Bob Murray & Associates (BMA), which specializes in public sector executive recruitments, to help coordinate the process of finding a new City Manager. With BMA's assistance, the Council narrowed a field of 30 applicants to five, who were invited to participate in interviews with three assessment panels. Two of the panels were comprised of

community members appointed by the City Council, while the third panel included City employees. One of the community panels included a local city manager, who provided perspective on the candidates as someone in the profession. The City Council as a whole also interviewed the five candidates. After the first round of interviews, the Council invited two of the candidates, including Mr. Candelario, back for a final interview.

Mr. Candelario holds a Master's degree in Public Administration from CSU, Long Beach. He has also obtained the Credentialed Manager designation from the International City Manager Association (ICMA) and has served on several policy and advocacy committees with the League of California Cities. Mr. Candelario indicated "I am excited about this opportunity. Novato is a wonderful City with great people. I am honored to be continuing my local government career in Novato and very much look forward to working with the people of Novato and leading the already successful City organization".

The City Council will formally take action on Mr. Candelario's employment agreement at the next regular Council meeting on August 16. Mr. Candelario's annual salary will be \$191,340.

Community events are being planned to welcome Mr. Candelario and his family to Novato. Information about the events will be provided to the community when available.

[Photo](#) of Regan Candelario

The City of Novato was incorporated in 1960 and has a population of 54,749 residents. The City's operating and capital budgets for fiscal year 2016/2017 total \$65 million.

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